

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: September 30, 2015**

CONSULTANT SERVICES REQUIRED for **Project No. 2016-289**, On-Call Campus Architect for: **Tacoma Community College; 6501 South 19th Street, Tacoma, WA 98466.**

Scope of Work

This Request for Qualifications is for the purpose of selecting a Campus Architect for Tacoma Community College (TCC) and its satellite campus in Gig Harbor to provide planning and design services for multiple Capital Improvement projects. The agreement will run through Jun 30, 2017.

The scope of work includes planning, design, engineering and construction administration services for various minor works preservation, and infrastructure and programming projects from approved legislative funding. Projects identified will require scope and budget development to assist in master plan studies, and the development of the preparation of the biennial Existing Facility Condition Survey.

The anticipated capital allocation plus locally funded projects is \$3.8 million for the 2015-2017 bienniums for the duration of this agreement.

There will be a recommended walk-through and Informational Meeting to be held on: **Thursday September 24, 2015** at Tacoma Community College, **Building 11, Senate Room 119**, at 10:00 am.

A campus map is available at http://www.tacomacc.edu/campusmap/TCC_map.pdf.

Additional campus information will be on the Washington State Board for Community & Technical Colleges website; <http://www.sbctc.edu/>

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

Standard Phase1 criteria, *[total 100 points]*

Qualifications of Key Personnel including prime sub consultants (25points);

General Project Approach (25 points);

Relevant Experience (25 points)

Geographic Proximity (15 points)

Diverse Business Inclusion Plan (10 points) *[when applicable: when architect is prime and sub consultants are expected]*

Other Information

The Agreements for Consultant services will be the standard Office of Engineering and Architectural Services Agreement and AE fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

The state reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 12% MBE and 8% WBE, and 5% Washington Small Business and 5% Veterans have been established for this project. Achievement of the goals is encouraged. However, no minimum level of Diverse Business participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include diverse Business participation, but plan for Diverse Business Inclusion is required. A/E's may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- The Office of Minority and Women's Business Enterprises: 866.208.1064 or www.omwbe.wa.gov,
- For small business information: Servando Patlan, Business Diversity and Outreach Manager at the Washington State Department of Enterprise Services: 360.407.9390 or servando.patlan@des.wa.gov,
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Submittal Requirements

Submit required number of Statements of Qualifications, Five (5) paper copies and one (1) electronic copy (CD or thumbdrive), with the project number and title clearly identified on the front cover. Each of the submittals to include:

- Executive summary
- Federal form SF330 (Part II only)
<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.
- Consultant Selection Diverse Business Inclusion Plan Criteria may be found at:
<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>
- No more than twenty (20) pages total at 8 ½ X 11 size sheets
 - Covers, dividers, and tab sheets are not included in page count total
 - Note, 11"x 17" fold outs can be included, but counted as two sheets.

To qualify for review, (*choose one*: flash drive/CD/paper) submittals must be delivered to the following address:

Attention: Trina Regan
Department of Enterprise Services
Engineering & Architectural Services
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

All submittals must be received no later than Wednesday, September 30, 2015, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Trina Regan, 360.407.9205, trina.regan@des.wa.gov

For project questions please contact the Project Manager, Diana Peeples, Project Manager, (360)407-7929 or Email at Diana.peeples@des.wa.gov.

NO FAXED, E-MAILED [OR PAPER] COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase II Interviews will be scheduled for the week of **October 5th** at location **TBA**. Firms will be notified of the selection results the last week of **October 2015**.

The State of Washington is an affirmative action employer. All submittals become the property of the State.