

**State of Washington  
DEPARTMENT OF ENTERPRISE SERVICES  
FACILITY PROFESSIONAL SERVICES  
OLYMPIA, WA**

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Date: ~~April 28~~, **May 5, 2022 prior to 2.00pm**

**Amendment 1 – Site Visit Language Removed, P 3  
Amendment 2 – Schedule Extension, P 2 & Schedule Updates P 1, 6-8**

**Design Services Required for Project No. 2021-224: Center for Vocational & Transitional Studies** for Lower Columbia College in Longview, Washington.

For Complete Information, including updates/amendments visit our Web page at:  
<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

**Scope of Work**

This Request for Qualifications is for the purpose of selecting an Architect for Design Services for the **Center for Vocational & Transitional Studies** located in Longview, WA. This scope of work includes Design services only.

To ensure students' needs are met, Lower Columbia College plans to construct a new 46,267 square foot Center for Vocational and Transitional Studies, which will replace the existing Vocational, Science and Physical Science buildings.

**Description of Facility**

The new three-story CVTS building will house LCC's welding, machining, manufacturing, information technologies, and transitional studies programs, as well as faculty offices, informal learning areas, and support spaces. The project will also include improvements to campus accessibility, infrastructure, parking, and open space.

The preliminary budget for the MACC for this project is \$25,000,000. This Project is funded for Pre-Design and Design Services only in the 2021-2023 biennium with construction funding anticipated in 2023-2025 biennium. Predesign has been completed for this project and is linked in the "Other Information" paragraph here-in.

**Project Goals:**

- Support best practices in vocational training and preparatory studies, providing space and technology to support active learning, interdisciplinary collaboration and teamwork – enhancing student engagement and success.
- Increase opportunities for project-based learning and peer-to-peer engagement.
- Facilitate student, faculty, and staff interaction.

- Create flexibility to adapt to evolving program needs, pedagogy, technology and equipment.
- Increase program access, efficiency, and improve space relationships.
- Provide spaces that serve students as shared assemblies of formal and informal learning that can also accommodate local workforce training as well as professional, college, and high school competitions.
- Provoke curiosity and awareness with views to hands-on learning, display and demonstration areas.
- Provide spaces and systems for safe instruction in a healthy, energy-efficient environment.
- Enhance partnerships with the K-12 school district and local businesses.
- Engage 15th Avenue to increase public visibility of the programs and boost the identity of LCC.
- Incorporate seamless flow between all campus buildings

Submitting firms should have a strong background in the innovative design to support vocational and technical use spaces such as information technology, mechanical and welding. Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process, planning, life-cycle cost analysis, sustainable design, and the process to achieve LEED Silver or better certification.

**Selection Process and Timeline**

Firms will be selected in a two-phase process:

Phase 1 – a selection panel will score and rank firms, then short-list top-ranked firms based on submitted information.

Phase 2 - oral presentations/interviews and Diverse Business Inclusion Plans of short-listed firms.

RFQ Release	Tuesday April 12, 2022
Informational Meeting	Wednesday April 20, 2022, at 2:00 PM
<del>Statement of Qualifications (SOQ) Due</del>	<del>Thursday April 28, 2022, prior to 2:00 PM</del>
<del>Short-listed firms selected and notified</del>	<del>Wednesday May 4, 2022</del>
<del>Interview Period</del>	<del>May 12 and 13, 2022</del>
<del>Firm(s) Selected and Announced</del>	<del>Week of May 16, 2022</del>
<del>Agreement(s) Executed</del>	<del>May 19–June 3, 2022</del>

Statement of Qualifications (SOQ) Due	Thursday May 5, 2022, prior to 2:00 PM
Short-listed firms selected and notified	Wednesday May 11, 2022
Interview Period	May 19 and 20, 2022
Firm(s) Selected and Announced	Week of May 23, 2022
Agreement(s) Executed	May 26–June 10, 2022

**Informational Meeting**

There will be an informational meeting for this request, held via Zoom. ~~and a related non-mandatory on-site tour. Participants for the site tour are required to be fully vaccinated or properly exempted in accordance with the Governor’s Proclamation 21-14.1—COVID-19 VACCINATION REQUIREMENT (or as may be amended thereafter), and further, must comply with COVID-19 Vaccination And Safety Guidelines And Requirements for Pre-Bid Meetings and Site Visits~~

~~([https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Forms/GuidanceRequirements\\_PrebidMtgsSiteVists\\_GovProc21-14.1\\_9-22-2021.pdf](https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Forms/GuidanceRequirements_PrebidMtgsSiteVists_GovProc21-14.1_9-22-2021.pdf)) established by the Department of Enterprise services. We will meet at the main entrance to Building 19 on the west side of the building. See SCC campus map. For further directions for the pre-submittal informational meeting and site visit, please contact the Project Manager listed below.~~

Consultants who have previously not performed business with the state are encouraged to attend. Any information provided at the Informational Meeting will be posted on our Current Projects webpage (provided above) including a Q&A sheet from the meeting.

If you have questions you’d like to submit ahead of time, please send them to the project manager at [nate.abkemeier@des.wa.gov](mailto:nate.abkemeier@des.wa.gov).

Date/Time	Zoom Meeting Links / Call In Information
<p><b>April 20, 2022 at 2:00 PM PST</b></p> <ul style="list-style-type: none"> <li>○ <b><u>Project No. 2021-224</u></b> Design Services</li> </ul>	<p>Join Zoom Meeting  <a href="https://des-wa.zoom.us/j/93427116533?pwd=T3Y2TXk1RkJINdSY1d4NTVwMEpsZz09">https://des-wa.zoom.us/j/93427116533?pwd=T3Y2TXk1RkJINdSY1d4NTVwMEpsZz09</a></p> <p>Meeting ID: 934 2711 6533            Password: 349234</p> <p>One tap mobile            8887880099,,93427116533# US Toll-free            8778535247,,93427116533# US Toll-free</p>

**Selection Criteria Phase 1**

Firms will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of 100%:

<p>Qualifications of Key Personnel</p> <p>Identify specific individuals and sub-consultants for key positions and show interrelationships and reporting hierarchy for your proposed team. Describe how each individual’s professional experiences are relevant and bring value to the project. Provide proposed percentage of time that the Owner intends to assign each individual or sub-firm to the Project.</p>	<p>20%</p>
<p>Relevant Experience</p> <p>Discuss projects your firm has undertaken of similar scope, size and complexity within the past five to eight years. Describe attributes of past projects that have met goals similar to the Owner’s goals for this project.</p>	<p>30%</p>

Identify delivery methods for each project. Provide original project budget and actual completed costs along with current contact information for reference checking.	
Life Cycle Cost Analysis Experience Describe the Proposer’s experience with utilizing the Office of Financial Management’s (OFM) ‘Life Cycle Cost Tool’ (or similar process) for project analysis and decision making during the predesign effort and as design progresses. More information on OFM LCC Model can be located at <a href="http://www.OFM.wa.gov/facilities">www.OFM.wa.gov/facilities</a> .	20%
Sustainable Design Experience This project will achieve a minimum LEED silver certification. Explain the Proposer’s philosophy and approach to sustainable design. Identify examples of strategies the Owner might consider to successfully direct the project to achieve LEED Silver or better certification.	20%
Past Performance Describe the approach the Proposer might utilize to achieve and maintain Owner’s project scope, schedule, and budget. Describe and provide examples of how the proposer successfully developed Owner’s project scope while staying within the proposed budget. Discuss tools and methods for scheduling projects for both design and construction. Show how the interrelationship of successful management of scope, schedule, and budget creates successful projects.	10%
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

**Selection Criteria Phase 2**

Phase 2 consists of oral presentations (approx. 20 minutes), interviews (approx. 30 minutes), and Diverse Business Inclusion Plans of short-listed firms.

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	10%
Project Management: Scope management Budgeting and Cost Control Project Scheduling	20%
Project Approach: Understanding of this project Challenges & Opportunities	30%
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20%
Life Cycle Cost Analysis Experience	10%
Sustainable Design Experience	10%
Diverse Business Inclusion Plan (written submittal)	NOT scored

## **Diverse Business Inclusion**

Phase 2 Submittal Requirements (mandatory requirement, Not Scored):

All shortlisted Firms, including diverse-owned firms, will be required to submit a Diverse Business Inclusion Plan prior to interview. The Inclusion Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the state's aspirational diverse business participation goals. Achievement of the goals is encouraged.

[https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan\\_2019.pdf](https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan_2019.pdf)

## **Aspirational Goals:**

The Governor's Office's aspirational goals for diverse business inclusion are:

10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs

5% Washington Small Businesses self-identified in the Washington Electronic Business Solution <https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips> (WEBS).

The selected consultant and all subconsultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Consultants 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 360.664.9750 or [www.omwbe.wa.gov](http://www.omwbe.wa.gov),
- For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.407.8455 or 360.999.7667 or [charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans' Affairs: 360.725.2169 or 360.725.2200 or [www.dva.wa.gov](http://www.dva.wa.gov) or <https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>

## **Evaluation and Scoring**

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel will then use the following guidelines to evaluate the submissions for each Selection Criterion, based on the weighting

assigned in the RFQ and any addenda. After initial scoring, the selection team will come to a consensus ranking of the Firms.

**1. Definition of “strength” and “weakness”:**

- a. The term “strength” ultimately represents a benefit to the Project and is expected to increase the Firm’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence, and a significant strength has a considerable positive influence on the Firm’s ability to exceed the Project Goals.
- b. The term “weakness” detracts from the Firm’s ability to meet the Project Goals and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence, and a significant weakness has a considerable negative influence on the Firm’s ability to exceed the Project Goals.

**2. Scoring:**

- a. **Excellent** (81-100 percent of points available): The Evaluative Criteria demonstrates an approach that is considered to exceed the Project Goals and the RFQ requirements and provide a consistently outstanding level of quality. *To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.*
- b. **Good** (61-80 percent of available points): The Evaluative Criteria demonstrates an approach that is considered to meet the RFQ in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. *To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.*
- c. **Fair** (41-60 percent of available points): The Evaluative Criteria demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
- d. **Deficient** (0-40 percent of available points): The Evaluative Criteria demonstrates an approach that contains significant weaknesses and no appreciable strengths.
- e. **Non-Responsive:** Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any Evaluative Criteria deemed non-responsive to any of the requirements.

**Submittal Requirements**

Due to the Governor’s “Stay Home, Stay Safe” order, only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than ~~April 28,~~ **May 5, 2022 by 2:00 pm.**

DES will create an access point for each proposer. In order to expedite your submittal process, view and complete upload instructions prior to ~~April 28,~~ **May 3, 2022 by 2:00 pm.** *Your SOQ does not need to be uploaded at the time access is given.*

Please follow this link to obtain upload instructions:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/SOQUploadInstructions.pdf>

If you have trouble accessing the upload instructions, please contact Angeline Ernst via email:

[angeline.ernst@des.wa.gov](mailto:angeline.ernst@des.wa.gov)

Each of the submittals should include:

- Executive Summary
- Completed copy of RFQ Attachment 1. Attachment 1 is a separate page which identifies a single point of contact for the purposes of this solicitation and will be the main contact for on-call Projects, lists all consultant's office locations, all Diverse Business certifications (if applicable) and vaccine declaration requirements related to the Governors 21-14.1 COVID-19 Vaccine proclamation.
  - Attachment 1 should be situated behind any cover letter you choose to include AND before any table of contents
  - <https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/RFQ-Attachment1.docx>
- Federal form SF330 (Part II only)  
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Panel in evaluating your qualifications. Also, refer to the Diverse Business Inclusion section above.
- No more than twenty five (25) total pages of content at 8 ½ X 11 size sheets
  - The page count does not include:
    - Cover Page (unless it has more information than project number, project title, firm name, and address block)
    - Dividers/Tabs (unless they have more information than category name)
    - Standard Form 330
    - Attachment 1 (including supplemental attachments)
  - Note, 11"x 17" fold outs can be included but counted as two sheets.

Refer to the DES website for amendments to the published public notice and/or RFQ (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>). It is the responsibility of the interested firms to track and obtain amendments.

**All submittals must be received no later than ~~April 28~~, **May 5, 2022 prior to 2:00pm**** (as per date/time stamped by BOX, used by E&AS.)

For selection process questions please contact Angeline Ernst, 360.480.1071,  
[Angeline.ernst@des.wa.gov](mailto:Angeline.ernst@des.wa.gov).

For project questions please contact the Project Manager, Nate Abkemeier, 360-490-0594  
[nate.abkemeier@des.wa.gov](mailto:nate.abkemeier@des.wa.gov).

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

**Next Steps**

Following the Phase 1 evaluation of these submittals, the consultant Selection Panel will interview top ranked short-listed firms deemed to be the most highly qualified for the required service. The ranking is based on the Selection Panel's consensus evaluation.

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

Phase 2 Interviews will be scheduled for ~~May 12 & 13~~ **May 19 & 20, 2022**. Interviews tentatively planned via ZOOM teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than the week of ~~May 16~~ **May 23, 2022**.

**Other Information**

2021-224 LCC CVTS Predesign Report:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2021-224/21-224-Predesign.pdf>

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 for this project beyond those services advertised above.

The Agreements for Consultant services will be the standard Engineering and Architectural Services Agreement and 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/>.

All submittals become the property of the State and are subject to public disclosure.