

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
Submittal Date: February 9th, 2022 prior to 2:00pm**

**Consultant Services required for Project No. 2022-301 MCC-WSRU Clinic Roof Replacement and Project No. 2022-318 MCC-TRU Program and Support Building Roof Replacement at the Monroe Correctional Complex (MCC) in Monroe, Washington.**

**Scope of Work**

This Request for Qualifications is for the purpose of selecting a consultant for design services for two separate roof replacement projects at MCC; the Health Services Building at the Washington State Reformatory Unit (WSRU) and the south side of the Twin Rivers (TRU) Support Services Building.

The **MCC-WSRU Clinic Roof Replacement** project will replace the 65,000 square feet of existing ethylene propylene diene merpolymer (EPDM) roof at WSRU Health Services Building with a new roofing system. The water damaged insulation needs to be removed and replaced with additional insulation to meet the current energy code. The roof structure also needs to be evaluated and structural damage repaired.

This project will also install fall protection and replace HVAC systems.

The estimated Maximum Allowable Construction Cost (MACC) for the WSRU roofing replacement is \$5,610,000.00

The **MCC-TRU Roof Program and Support Building Roof Replacement** project replaces the failing roof system and roof-mounted equipment on the south side of the Twin Rivers (TRU) Support Services Building at the Monroe Correctional Complex (MCC). The roof and equipment were installed in 1980 when the facility was built and has exceeded its useful service life. The roof is failing and has significant leaks that create safety hazards when it rains, as well as causing damage to electronic systems, ceilings and walls.

This project will replace 88,320 square feet of the built-up asphalt roofing with new/improved roofing materials on the Support Services Building in the TRU at MCC. It will also replace any failing roof-top equipment such as, but not limited to fans or vents.

Additional funding has been requested through the capital budget process and if approved, this project may also include repair or replacement of the HVAC systems.

The estimated MACC for the TRU Roof Program and Support Building Roof Replacement is \$3,950,000.00

## **Description of Facility**

The WSRU Health Services Building supports medical operations for MCC's 2,400 incarcerated individuals and also serves as a housing unit. The Health Services Building was constructed in 1954 and the roofs were last replaced in 1989. The HVAC equipment was installed around the same time in the late 1980s or early 1990s.

The south end of the TRU Support Services Building contains the Education Program, Library and Correctional Industries Programs. The Correctional Industries Programs includes the Central Stores Program. Central Stores provides food, hygiene and other products to incarcerated individual at all the correctional facilities throughout the state.

## **Project Goals:**

- *Construction activities will not compromise MCC's security.*
- *Provide a weather tight roofing envelope system with over a 30-year life*
- *Minimize maintenance costs for new roof and HVAC systems*
- *Maximize energy savings from the roof and HVAC systems*
- *Install fall protection and safety systems that enables staff to efficiently perform maintenance*
- *Minimize disruption to the daily operations during construction*
- *Meet and/or exceed applicable building codes*

Submitting firms should have a strong background in correctional construction requirements, roof replacement, HVAC replacement, working inside a correctional facility, and be well versed with using OFM's life-cycle cost analysis tool.

There will be a 'Microsoft Teams' **Informational Meeting** for this request on:  
February 2nd, 2022 at 1:00pm

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZGUwM2E1Y2QtYzM4MC00OTM3LTliN2MtMDQ4OWZjNGE0ZmJl%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%22a203046f-c6a7-4094-aba3-603d0b5f620d%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGUwM2E1Y2QtYzM4MC00OTM3LTliN2MtMDQ4OWZjNGE0ZmJl%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%22a203046f-c6a7-4094-aba3-603d0b5f620d%22%7d)

To access meeting, please right click on link and select "open hyperlink"

Richard Howerton - Project Manager - (509) 956-6384 - rehowerton@DOC1.WA.GOV

## **Selection Process**

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.

**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 percent:

<p><b>Qualifications of Key Personnel</b>  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 Proposer intends to assign each individual or sub-firm to the Project.</p>	30%
<p><b>Relevant Experience</b>  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. Identify delivery methods for each project. Provide original project budget and actual completed costs along with current contact information for reference checking.</p>	30%
<p><b>Life Cycle Cost Analysis Experience</b>  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> .</p>	10%
<p><b>Sustainable Design Experience</b>  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.</p>	N/A
<p><b>Past Performance</b>  Describe the approach the Proposer will use 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.</p>	25%
<p><b>Geographic Proximity</b>  Consultant team’s office serving this project is located within 50 miles</p>	5%

**Selection Criteria Phase 2**

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

<p><b>Organization:</b>  Management Plan  Team Member Qualifications  Capacity/Production Capabilities</p>	(30%)
<p><b>Project Management:</b>  Scope management</p>	(20%)

Budgeting and Cost Control Project Scheduling	
Project Approach: Understanding of this project Challenges & Opportunities	(20%)
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	(20%)
Life Cycle Cost Analysis Experience	(10%)
Sustainable Design Experience	(N/A)
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.

To qualify for review, email submittals to rehowerton@DOC1.WA.GOV and heandreasen@DOC1.WA.GOV. **All email submittals must be received no later than 2:00 p.m. on February 9th, 2022.**

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 (20) total pages of content at 8 ½ X 11 size sheets
  - Covers, dividers, SF330, tab sheets, and Attachment 1 (including supplemental attachments) are not included in page count total.
  - Note, 11"x 17" fold outs can be included, but counted as two sheets.
  - Content shall be presented no smaller than a 10-point font size
  - It is suggested you minimize the amount of photographic content in order to reduce file size
  - Maximum file size for email attachments is 20 Mb

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.

For selection process questions please contact Holly Andreasen at heandreasen@DOC1.WA.GOV.

For project questions please contact the Project Manager, Richard Howerton at rehowerton@DOC1.WA.GOV or (509) 956-6384

**FAXED COPIES WILL NOT 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 the week of February 23rd, **2022**. Interviews tentatively planned via teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than the week of February 25th, **2022**.

### **COVID-19 Requirements**

The successful consultant agrees to furnish a signed COVID-19 Vaccination Verification Declaration(s) on a form provided by the Owner ("Verification Declaration") demonstrating compliance by the consultant and subconsultants at every tier with Governor Proclamation 21-14. The consultant agrees to prepare and keep current COVID-19 Vaccination Verification Plan(s) in accordance with all applicable COVID-19 related health and safety laws, ordinances, rules, regulations, orders and guidance issued by the state.

For personnel who seek an exemption for a disability or sincerely held religious belief, practice, or observance as set forth in the Proclamation, your organization is required to review and approve the exemption request and provide a statement to DOC that an exemption has been approved along with a proposed reasonable accommodation for DOC's review and approval. Accommodation proposals must be sent to the DES/DOC project manager. Accommodation proposals may take time to review and approve, so please plan accordingly. At this time, DOC has not identified any reasonable accommodations available for individuals whose work must be performed on-site at MCC.

### **Other Information**

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.