

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

NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
Submittal Date: March 16, 2022 prior to 2:00pm

**Design Consultant Services Required for Project No. 2022-562 Snohomish Readiness Center Addition / Alteration** for, Department of Enterprise Services, State of Washington, for the Military Department, USA.

**Scope of Work**

This Request for Qualifications is for the purpose of selecting an Architect for Design Services for the Readiness Center Project located in Snohomish, WA. This scope of work includes design, bidding, construction administration, close-out, and warranty services. **This project will be Design-Bid-Build and the contractor is required to be under contract by September 20, 2022 to maintain the funding.**

**An Information meeting will be held via zoom, on March 15 at noon. Please find details below.**

**Description of Facility**

**This project is located at 1501 Avenue D, Snohomish Washington, 98290. The existing building of 5450 SF will be modernized and a 6150 S.F addition is planned.**

The project includes restoring and modernizing existing offices, classrooms, kitchen, restrooms, showers, new windows, roofing, HVAC, electrical system, IT and facilities infrastructures, and site work as required, as well as bring the facility in compliance with state building codes, American's w/Disabilities Act (ADA) and environmental requirements. Finishes will include flooring, ceiling, lighting and painting.

The preliminary budget for **the MACC for this project is approximately 4.7 million.** This Project is funding for Design Services, Construction Documents, Permitting and Bidding. **The contractor construction agreement is required to be in place before September 20, 2022.** *A/E selected team will be working with Military Construction Standards, Force Protection Security Engineering Standards, Buy American Act, other federal funding requirements, and Military CAD standards. No firms may submit if they are debarred from federal contracting.*

**Project Goals:**

- This project provides a unique opportunity to support our Military services with fresh space for preparedness, training for missions, and store the immediate equipment they require upon mobilization.

- Develop an environment that supports active learning and training for small groups and individuals.
- Enable the opportunity to use the latest techniques, tools and available technology.
- Providing expanded, up-to-date facilities which will strengthen the client’s contribution to meeting situational demand.
- The center will increase social equity by removing barriers to ADA and bringing learners from multiple programs together as a community.
- The building will meet the client’s long term commitment to environmental stewardship.

Submitting firms should have a strong background in the innovative design of flexible space, classrooms, and modernizations to support physical fitness and training efforts. Firms should also be well versed in multi-phased State agency construction, project budgeting, planning, life-cycle cost analysis, sustainable design, and the process to achieve LEED Silver or better certification.

Suzanne Gilbert, Project Manager, DES; 360-490-0621; [suzanne.gilbert@des.wa.gov](mailto:suzanne.gilbert@des.wa.gov)  
 Brad Olson, Project Manager Military; 253-512-8868; [Bradford.Olson@mil.wa.gov](mailto:Bradford.Olson@mil.wa.gov)

**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	March 9, 2022
Informational Meeting	March 15, 2022 at 12:00 PM
Statement of Qualifications (SOQ) Due	March 16, 2022 prior to 2:00 PM
Short-listed firms selected and notified	March 18, 2022
Interview Period	March 21, 2022 at 11:00, 12:00 or 1:00
Firm(s) Selected and Announced	March 22, 2022
Agreement(s) Executed	March 24 – March 30, 2022

**Informational Meeting**

There will be an informational meeting for this request, held via Zoom.

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 [susanne.gilber@des.wa.gov](mailto:susanne.gilber@des.wa.gov).

Date/Time	Zoom Meeting Links / Call In Information
<p><b>March 15, 2022 at 12:00 pm PST</b></p> <ul style="list-style-type: none"> <li>○ 22-562 Snohomish Readiness Center</li> </ul>	<p><a href="https://des-wa.zoom.us/j/97503865077?pwd=VINDSTE1bEpFa1RSVjVyQW5QN2k4QT09">https://des-wa.zoom.us/j/97503865077?pwd=VINDSTE1bEpFa1RSVjVyQW5QN2k4QT09</a></p> <p>Meeting ID: 975 0386 5077 Password: 572091</p> <p>Dial by your location 888 788 0099 US Toll-free 877 853 5247 US Toll-free</p> <p>Meeting ID: 975 0386 5077 Password: 572091</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><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 Owner 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>	5%
<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>	5%
<p><b>Past Performance</b> 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.</p>	30%

Show how the interrelationship of successful management of scope, schedule, and budget creates successful projects.	
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	20%
Project Management: Scope management Budgeting and Cost Control Project Scheduling	25%
Project Approach: Understanding of this project Challenges & Opportunities	25%
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20%
Life Cycle Cost Analysis Experience	5%
Sustainable Design Experience	5%
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 sub consultants 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 **March 16, 2022 before 2:00 pm.**

DES will create an access point for each bidder. In order to expedite your submittal process, view and complete upload instructions prior to **March 14, 2022 at 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 and all Diverse Business certifications (if applicable).
  - 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 16 pages** of content at 8 ½ X 11 size sheets
  - Covers, dividers, SF330, and tab sheets are not included in page count total.

- 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 March 16, 2022 prior to 2:00pm** (as per date/time stamped by BOX.)

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, Suzanne Gilbert, DES, 360-490-0621 or at [suzanne.gilbert@des.wa.gov](mailto:suzanne.gilbert@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 on **March 21, 2022 from noon to 3:00pm**. Interviews tentatively planned via ZOOM teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than **March 22, 2022, with a site visit to the Snohomish facility tentatively scheduled March 24, 2022 for A/E team to see the site, prior to proposal of services.**

### **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.