

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **August 23rd, 2022 prior to 2.00pm**

Design Consultant Services Required for Project No. 2020-016 W Building for Bellevue College, 3000 Landerholm Cir SE, Bellevue, WA 98007

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Design Services for the W Building located at Bellevue, WA. This scope of work includes design services only. This project will be Design-Bid-Build.

The W Building will provide approximately 52,000 gross square feet (GSF) of new area to the campus to support enrollment and program expansion. The W building will replace classroom seats lost to program growth in existing buildings and bring the college-wide GSF per on-campus full-time equivalent student (GSF/FTE) to 98 by 2028. This new space will accommodate and promote active teaching and learning techniques.

The W Building will simulate real-world industry collaborations and thus will encourage interdisciplinary engagement. To this goal, it will provide flexible labs, classrooms, and a makerspace to facilitate growth in existing programs and in new programs that will be developed in response to industry needs. The building will feature a flexible structural module, which will permit easier adjustments to classrooms and labs. This flexibility will allow the faculty to be innovative in content delivery. The classrooms and labs will be designed for multiple delivery modes including lecture, collaborative, project-based learning, and hybrid models where content is online, and application is in class

The preliminary budget for the MACC for this project is \$26 million. This project has been approved for design and construction services.

Project Goals

The Owner and DES have established the following Project Goals:

- **Maximize Scope within the Guaranteed Maximum Price (GMP).** Achieve the most cost effective, creative, operationally efficient, and programmatically balanced project including as much scope as possible under the available project budget. The primary project goals are to construct the Project with the best value to the Owner within the stated budget.
- **Create Flexible Space:** The building is intended to be programmatically available for a wide variety of campus needs to allow for flexible learning and the ability to alter interior and exterior learning spaces in accordance with current educational and space needs.

- **Welcome Everyone:** The Owner seeks to establish the college as an anti-racist institution and has set a goal to exceed statewide goals for diversity and inclusion. With this objective in mind Bellevue College has set a goal to maximize the level of minority, veteran and women owned business participation in design and construction.
- **Low Maintenance Building:** Create a space designed with future maintenance at the forefront of design, long life systems should be specified, as should durable finishes and accessible infrastructure.
- **Produce a project that exceeds the Owner's definition of Design Excellence:** Create an exceptional and distinctive project that meets the programmatic, functional, operational, and aesthetic vision for each of the Stakeholder programs as well as the Owner's campus. The project design must gracefully and simultaneously facilitate the individual programs while providing a cohesive, collaborative, and flexible design.
- **Execute a successful Design/Bid/Build Process to produce the envisioned project:** The team will develop and utilize a collaborative relationship with the Owner/DES, and stakeholders to achieve Design Excellence within the Owner's/DES' budget and schedule using proficient design, project management and construction methods throughout the process.

Submitting firms should have a strong background in the innovative design of flexible learning spaces, Industry standard low and high-tech "makerspace" as well as Interior finishes consistent with the Bellevue College "Student Success Center. The project will require, careful design consideration to comply with zoning and set-back requirements for the proposed building location. The initial phase of the project will require collaboration and communication with the City of Bellevue's Development Services Department to apply and coordinate any required variances and initial land use requests. 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. Firms must disclose any potential conflict of interest or any involvement with client agency staff or associated boards.

This project was previously posted as a PDB project and the previous Request for information issue date was July 13th, 2021, the PDB contract was terminated for convenience because of zoning.

Pre-design

Current W Building Footprint is a different location but same program.

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2020-016-AE/2020-016-PreDesign.pdf>

Project-Specific Information

W Building Foot Print:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2020-016-AE/W-bldg-footprint.pdf>

Anticipated Selection Schedule

RFQ Notice Issued	Tuesday, August 2 nd , 2022
Informational Meeting	Tuesday, August 9 th , 2022, at 12:00 PM
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Tuesday, August 30 th , 2022
Interview Period	September 6-7 th , 2022
Firm(s) Selected and Announced	September 9 th , 2022
Agreement(s) Executed	September 2022
Estimated Design	Estimated 12 months
Estimated Permitting	Estimated 12-18 months
Estimated Construction	Estimated 18 – 24 months

Informational Meetings and Site Tours

Informational Meeting will be held via Zoom and a related non mandatory on-site tour will be held at Building K, Bellevue College on August 10th between 10 a.m. Thru 12 p.m. For further directions for the pre-submittal informational meeting and site visit, please contact the Project Manager listed below.

Date/Time	Zoom Meeting Links/Call in Information
August 9th, 2022, at 12:00 pm PST	https://des-wa.zoom.us/j/94374924073?pwd=RzVYTGRSak9Vd21naEh3N1BhTWdidz09 Meeting ID: 943 7492 4073 Password: 522567 Dial by your location 888 788 0099 US Toll-free 877 853 5247 US Toll-free

Participants for in-person meetings, including site tours, 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) established by the Department of Enterprise services. Failure to comply with these safety guidelines and requirements will limit access to “in-person” meetings and/or site tours.

Firms 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.

For directions for the pre-submittal informational meeting and site visit, please contact the DES project manager Laurie Kearney at laurie.kearney@des.wa.gov. or William Tribble at william.tribble@bellevuecollege.edu

Submittal Requirements

Due to the Governor's "Stay Home, Stay Safe" order, DES is accepting only electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified.

Statement of Qualifications (SOQ) must be formatted and meet the following requirements:

- Title Page indicating: (not included in page count)
 - Project No. 2020-016 W Building
 - Bellevue College, 3000 Landerholm Cir SE, Bellevue, WA 98007
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- RFQ Attachment 1 (see description below) (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Life Cycle Cost Analysis Experience
- Sustainable Design Experience
- Past Performance
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

RFQ Attachment 1 must identify the Designated Point of Contact, Addresses of Multiple Office Locations of Firm (if applicable), Diverse Business Certifications, and acknowledgements related to the Governors 21-14.1 COVID-19 Vaccine proclamation. Attachment 1 must be situated behind a Title Cover or Cover Letter AND before any table of contents. Attachment 1 may be found at:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/RFQ-Attachment1.docx>

Federal form SF330 (Part II only) may be found at:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>

Maximum Page Count and Additional Content:

SOQs must not exceed twenty (20) pages (total) of content using 8½ x 11 size sheets. Provided informational content is not included, the following will not be counted against the maximum page count:

- Title and Back Cover Pages
- Section Dividers/Tabs
- Attachment 1 Form
- Attachment 2 Federal SF330 (Part II only) Form

When 11"x 17" size sheets or fold outs are used, each side will be counted as two 8½ x 11 sheets.

A submitting firm may elect to include any other pertinent data it deems appropriate to address the selection criteria and assist the Selection Committee in evaluating the qualifications. Additional content must remain within the maximum page count.

Amendments to this Notice

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.

How to submit the Statement of Qualifications (SOQ)

DES will create an access point for each proposer. In order to expedite your submittal process, view and complete upload instructions **two (2) business days prior to the SOQ due date**. *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

Failure to submit the SOQ by the specified date and time above or adhering to the submittal requirements herein may render the SOQ as non-responsive to this notice and rejected by DES for consideration.

Selection Process

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection committee as determined by DES. This committee will review each SOQ for responsiveness and apply the following weighted selected criterion to determine a score for ranking:

Weighted evaluation criterion for the Phase 1

SOQ Evaluation will be used by the selection committee to score each top-rated firm as follows:

Qualifications of Key Personnel 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	25 points
Relevant Experience 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.	30 points
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	10 points

project analysis and decision making during the predesign effort and as design progresses. More information on OFM LCC Model can be located at www.OFM.wa.gov/facilities ;	
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	10 points
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.	25 points
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

Based on each score, each SOQ will be ranked and a short-list of top-qualified firms will advance to Phase 2 Selection: Oral Interviews. DES reserves the right to determine the total number of top-qualified firms to advance to Phase 2 Selection.

Phase 2: Oral Interviews (total 100 points)

Top-qualified firms (or firms with highest scores) will be invited to participate in Phase 2 of the selection. Oral Interviews on a specified date and time, and will be formatted in two periods:

- Firm Presentation Period 30 minutes
- Question and Answer (Q&A) Period 15 minutes

In-Person Interview Considerations:

Advance access to the presentation room will not be provided, and any time necessary to set-up or break-down the presentation must occur and be part of the total interview time allotted. Each top-ranked firm must bring all necessary presentation equipment, materials and supplies (i.e. laptops, projectors, cables, easels, etc.) to fully support of their presentation. No additional time will be granted to set-up and tear-down the presentation. Each top-ranked firm must remain within the total period provided for the interview.

Weighted evaluation criterion for the Phase 2

Oral Interviews will be used by the selection committee to score each top-rated firm as follows:

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	20 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	25 points

Project Approach: Understanding of this project Challenges & Opportunities	15 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20 points
Life Cycle Cost Analysis Experience	10 points
Sustainable Design Experience	10 points
Diverse Business Inclusion Plan (written submittal)	NOT scored

Additional Considerations for Selection

Diverse Business Inclusion Plan Requirements

This submittal is a Phase 2 mandatory requirement. It is not scored, however, failure to submit will result in a firm being deemed non-responsive.

Each top-ranked firm, including diverse businesses, will be required to submit DES' Public Works Diverse Business Inclusion Plan form (https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan_2019.pdf). A complete Diverse Business Inclusion Plan will be submitted to the DES Project Manager no later than one (1) full business day prior to the scheduled interview date and time.

The Diverse Business Inclusion Plan must 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.

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).

Following final selection, the successful firm and its subconsultants must register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Firms may contact the following resources to obtain information on certified and registered diverse business firms for the inclusion of potential diverse business subconsultants:

- The Office of Minority and Women’s Business Enterprises: 866.208.1064 or 360.664.9750 or 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
- The Department of Veterans’ Affairs: 360.725.2169 or 360.725.2200 or www.dva.wa.gov

Evaluation and Scoring Considerations

In evaluating each of the criteria, the Selection Committee will identify significant and minor strengths and weaknesses from the submissions. The Selection Committee 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.

Other Information

The successful most-highly qualified firm will be expected to enter upon DES’ standard Engineering and Architectural Services Agreement. Level of effort and relative fees will be negotiated following selection of the most-highly qualified firm. A copy of the standard agreement may be found here: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents>

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 state also reserves the right to terminate negotiations with the successful most-highly qualified firm, if mutual agreement is unachievable. The state may at its discretion enter into negotiations with the next highly qualified firm determined as a result of this selection process; or conduct a new selection process for the procurement of services necessary to complete this project.

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

All Statements of Qualifications and submittals shall become property of the State of Washington and are subject public disclosure according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, please contact Angeline Ernst at 360.480.1071 or via email at: Angeline.ernst@des.wa.gov.

For questions specific to the project, please contact the Project Manager, Laurie Kearney, 360-701-7344, laurie.kearney@des.wa.gov.

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