

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **Thursday, July 13, 2023 prior to 2:00 pm PST**

Pre-Design Services Required for Project No. 2023-514: SFCC Lodge Renovation, 2023 for Community Colleges of Spokane, located at 3305 West Whistalks Way, Spokane, WA 99205

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the project listed above. This scope of work includes Predesign Services only.

The predesign is being performed as a project scope/budget alignment as well as a feasibility study to better understand the potential and cost of undertaking a major renovation to the SFCC Lodge.

Description of Facility

CCS District Administration, Business, and HR office functions have been operating out of River Point One, a CCS Foundation owned building, leased by CCS, for nearly two decades. Riverpoint One is in the Spokane's University District near downtown and is off-site from either of the district's two main campuses, SCC and SFCC. Historically, these functions served our students, faculty, and staff from the campuses. CCS would like to get back to this model of operation, where the district functions can be in a much closer proximity to the students and staff served.

The primary goal will be to relocate the offices of the CCS Chancellor, CCS Provost, Chief Strategy and Administrative Officer (CSAO), Chief Institutional Advancement and External Affairs Officer (IAEAO), and CCS Foundation.

In addition to the benefits of being on the SFCC campus, this project is an initial step in reducing the CCS footprint across the district and utilizing owned space more efficiently.

Project Goals

The SFCC Lodge is an iconic and notable facility located south of the main campus entrance, across Whistalks Way. Although not officially listed on the State's registry of historic places, the Lodge has sentimental value for CCS and other circles within the community.

We believe the building was originally constructed in the 1930's (or earlier) as part of Fort George Wright and served as an officer's mess hall and club house through the 1940's and 1950's. In 1967, a portion of the fort grounds, including the Lodge, was deeded for educational priority use and became the second campus for Spokane Community College. In 1970, Spokane Falls Community College transitioned to a separate but cooperative college in the CCS District.

There have been a few major remodels and additions commissioned by the military prior to 1960. The College has undertaken several repair and remodel projects over the years to accommodate a variety of functions since ownership.

The preliminary Maximum Allowable Construction Cost (MACC) for this project is \$3,000,000.00. The entire project will utilize local dollars. The pre-design scope of work has been funded. Design and Construction funding is pending approval by the CCS Board of Trustees and the State Board for Community and Technical Colleges. A funding request to move forward with the full project will be submitted following review and approval of the Pre-Design package.

Project Goals

- *This project provides a unique challenge to preserve the architecturally historic nature of the facility while modernizing it into an up-to-date work center to serve the needs of the CCS District administrative functions.*
- *Increase the accessibility and welcoming feel of the facility with improvements to landscape, site, and campus access. This may include working with the City of Spokane to implement traffic calming strategies to assist with tying the building to the main campus across Whistalks Way.*
- *Enhance the building and site to better promote the location and views as well as usability of the area in a safe and secure manner.*
- *Increase student/staff access and interaction creating a sense of continuity and connection with the campus.*
- *Utilize high efficiency building systems to support meeting the goals of the State’s Clean Building Act and other decarbonization legislation.*

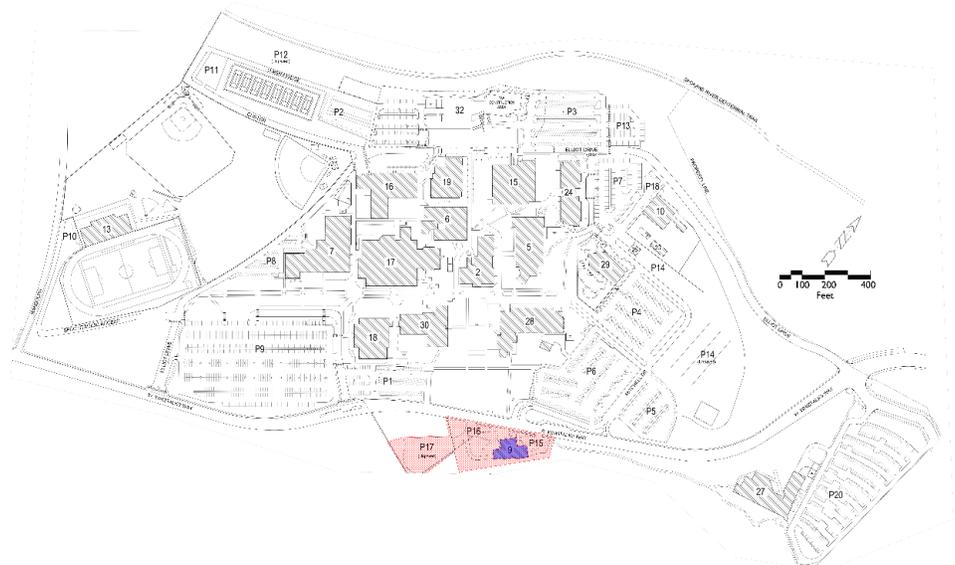
Submitting firms should have a strong background in the innovative design and *modernization of historic facilities as well as a robust strategy to uncover existing conditions and successfully work within the constraints of inexact record documents.* Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process, planning, life-cycle cost analysis, sustainable design, working with the State DAHP, and the process to achieve LEED Silver or better certification.

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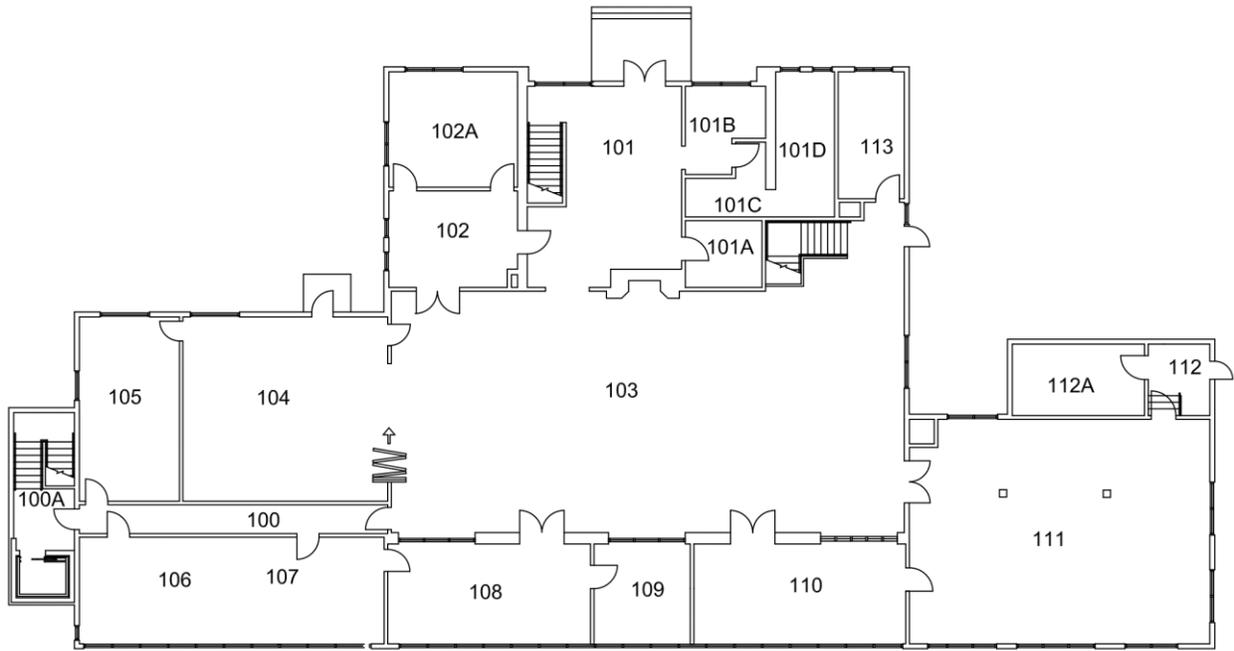
Project-Specific Information

Google Maps:

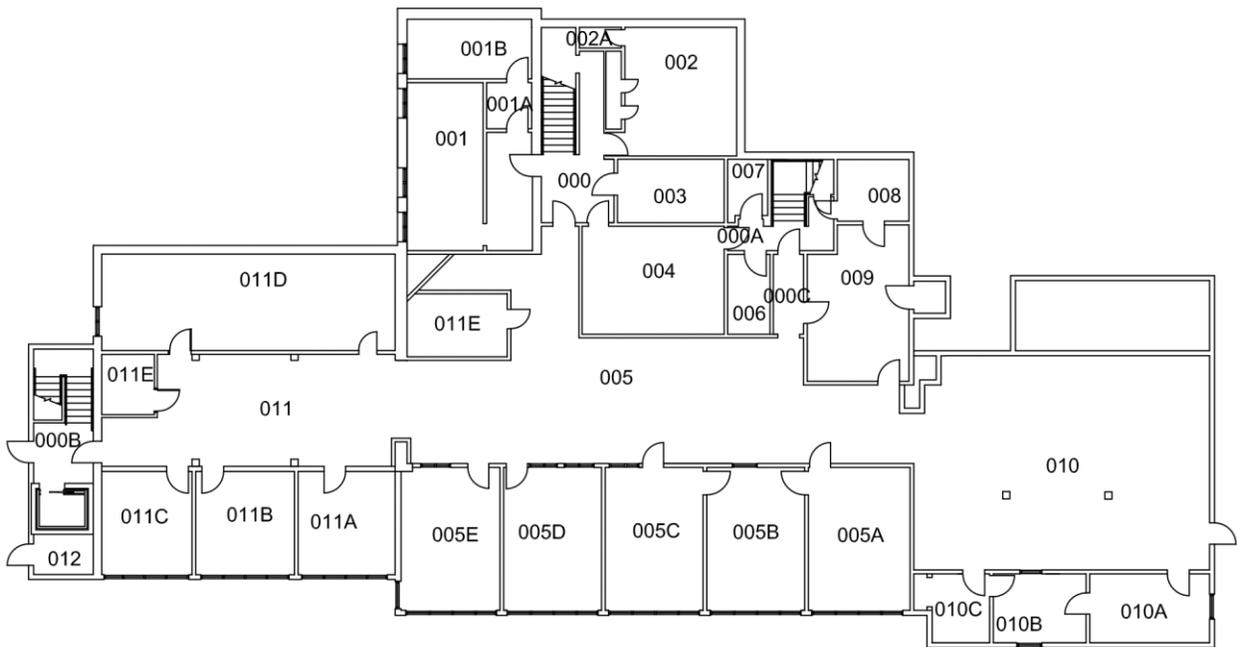
<https://goo.gl/maps/FbNQ3K8UFzCF93GQ9>



SFCC Lodge, Building 9 – FIRST FLOOR (9,543 GSF)



SFCC Lodge, Building 9 – BASEMENT FLOOR (9,302 GSF)



Anticipated Selection Schedule

RFQ Notice Issued	Friday, June 23, 2023
Informational Meeting	Wednesday July 5, 2023, at 10:00 AM PST
Statement of Qualifications (SOQ) Due	AS NOTED ABOVE
Short-listed firms selected and notified	Week of July 17, 2023
Interview Period	Friday, July 28, 2023 - Monday, July 31, 2023
Firm(s) Selected and Announced	Week of July 31, 2023
Agreement(s) Executed	Mid-August 2023

Informational Meetings and Site Tours

An informational meeting and site tour will be held **“in-person”** for this project.

Date/Time Wednesday July 5, 2023, at 10:00 AM PST	Location SFCC Lodge - Building 9, Room 103 Tour Following Meeting: NOTE: Please enter from the north entrance to Bldg 9. A DES Representative will be there to greet the attendees. Please refer to the Google Maps link above.
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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: Gloria Miller, (509) 389-5819, gloria.miller@des.wa.gov

Addenda to this Notice

It is the responsibility of the interested firms to track any changes to this solicitation. Refer to the DES website for any addenda 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>).

Submittal Maximum Page Count and Additional Content

SOQs must not exceed twenty-five (25) single sided pages (total) of content using 8½ x 11 size sheets.

The following will not be counted against the maximum page count:

- Title and Back Cover Pages
- Section Dividers/Tabs
- Consultant Selection Contact 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.

Requirements

DES is accepting only electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified.

Format the Statement of Qualifications (SOQ) to meet the following requirements. SOQs that do not follow this format may impact final scoring:

- Title Page indicating: (not included in page count)
 - Project No. 2023-514: SFCC Lodge Renovation, 2023
 - Community Colleges of Spokane, located at 3305 West Whistalks Way, Spokane, WA 99205
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- Consultant Selection Contact Form (see description below) (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Constructability and Value Engineering
- Sustainable Design Experience
- Past Performance
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

The Consultant Selection Contact Form must identify the Designated Point of Contact, contact information, and address the Firm. Form must be situated behind a Title Cover or Cover Letter AND before any table of contents. Consultant Selection Contact Form may be found in the Consultant Selection Documents, located on our Current Advertised Projects for Consultant Selection Page.

Federal form SF330 (Part II only) may be found on our Current Advertised Projects for Consultant Selection Page.

How to submit the Statement of Qualifications (SOQ)

DES has created a secure access point for uploading your SOQ for this project:

<https://wades.app.box.com/f/101e7b5aadb24b3788b04c7b4405dc3c>

This link will be active until the submittal deadline, at which point the upload access will be removed.

If you have trouble uploading or would like confirmation of your upload, please contact Angeline (Ernst) Butros via email: angeline.butros@des.wa.gov

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

Supplemental RFQ Documents

The following forms/instructions are located on the DES Current Advertised Projects for Consultant Selection page in the **RFQ Consultant Selection Documents** section (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>):

- Consultant Selection Contact Form
- Federal Form SF330
- Diverse Business Inclusion Plan

Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The firms submitting qualifications in Phase 1 will be scored and ranked using the Phase 1 evaluation criteria in this RFQ. The most qualified firms (Finalists) will be invited to Phase 2 Oral Interviews. The Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The Finalist with the best Phase 2 rank will be chosen to begin negotiations to provide consultant services for this project. Note, Phase 1 and Phase 2 scores are NOT combined.

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection panel as determined by DES. This panel 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:

<p>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.</p>	25 points
<p>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.</p>	25 points
<p>Value Engineering and Constructability Describe the Proposer’s experience in optimizing the whole construction process and reducing the facility life-cycle costs.</p>	10 points
<p>Sustainable Design Experience</p>	10 points

While this project is not required to achieve a minimum LEED silver certification, it must be designed as if it was. 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.	
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.	30 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 (highest ranked firms) 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 (Maximum: 30 Minutes)
- Question and Answer (Q&A) Period (Maximum: 20 minutes)
- Firm Closing Statements (Maximum: 5 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 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	15 points
Project Management: Scope management Budgeting and Cost Control	20 points

Project Scheduling	
Project Approach: Understanding of this project Challenges & Opportunities	25 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 it 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.

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 several 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 into DES' standard Engineering and Architectural Services Agreement. Level of effort and relative fees will be negotiated following selection of the most-highly qualified firm.

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 to public disclosure, at the conclusion of the selection process, according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, please contact Angeline (Ernst) Butros at 360.480.1071 or via email at: angeline.butros@des.wa.gov.

For questions specific to the project, please contact the Project Manager, Gloria Miller, 509-389-0895, Gloria.Miller@des.wa.gov.

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