NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: March 27, 2018

PREDESIGN SERVICES REQUIRED for Project No. 2018-470; Renovations and Additions for Forensic Services at Western State Hospital (WSH), Lakewood, Washington, for the Department of Social and Health Services (DSHS).

Scope of Work
DSHS intends to use this Request for Qualifications (RFQ) to select a consultant for Predesign Services for Renovations and Additions for Forensic Services project(s) at Western State Hospital in Lakewood, Washington.

This scope of work includes predesign services only for work in and around the Center for Forensic Services, Building #28, and the East Campus Building, Building #29.

Building #28 is a 202,000 SF, three-story structure constructed in 2000 with eight 30-bed wards and a Treatment and Recovery Center (TRC). Building #28 houses forensic patients who have been committed to the hospital under RCW 10.77. These include defendants undergoing an inpatient competency evaluation prior to trial, patients receiving competency restoration services, and individuals found Not Guilty by Reason of Insanity (NGRI).

Building #29 is an 186,000 SF, two-story structure constructed in 1982 with seven 30-bed wards and one 25-bed ward. The building was originally designed for geriatric wards and services.

DSHS needs to increase the number of forensic beds at WSH by converting geriatric wards in Building #29 to forensic wards. TRC space in both Building #28 and Building #29 lacks an adequate number and configuration of spaces required for treatment and recovery services.

The final product of this effort must follow the Predesign Manual standards as issued by the Office of Financial Management (OFM). The intent of this predesign is multi-dimensional:

1. Work with a variety of stakeholders to identify the number of future forensic beds required at WSH.
2. Identify and present options for converting up to seven wards in Building #29 from geriatric wards to forensic wards.
3. Identify and present options for access, safety, and security upgrades in and around Building #29 and how these measures connect, both physically and programmatically, to Building #28.
4. Identify and present options for adding up to 14,000 SF of new space to the existing Treatment and Recovery Center at Building #28.
5. Identify and present options for the installation of 400 feet of security fencing on the south side of Building #29.

The successful team will have experience with psychiatric hospitals and preparing a predesign to OFM standards. Additionally, the successful team will have a working knowledge of the Department of Health’s requirements for hospitals; success in coordinating and documenting key functional and operational requirements across multiple stakeholders; and experience with overall project planning, scope and budget development, special security requirements, design, and permitting.

If additional funding becomes available, the State may elect to use this RFQ for consultant services for the predesign of a 14,000 SF Treatment and Recovery Center at Building #29.

Note: The selected consultant will be required to coordinate with other consultants and contractors working on the WSH campus.

There will be an **Informational Meeting** for this request on:

**March 13, 2018 at 9:30 AM**

Western State Hospital,
Hamilton Conference Room, Center for Forensic Services, Building #28
9601 Steilacoom Boulevard S.W.
Lakewood, Washington

For additional information contact:
Lee Knawa, DSHS Capital Projects Manager
(360) 902-8171
Lee.Knawa@dshs.wa.gov

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**Selection Criteria**
Firms will be selected in a two-phase process: Phase 1 - short listing firms based on submitted information and Phase 2 - oral presentations and interviews of short listed firms.

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

- Qualifications of Key Personnel (20 **points**);
- Relevant Experience (25 **points**);
- Geographic Proximity (5 **points**);
- Diverse Business Inclusion Plan (10 **points**);
- Sustainable Design Experience (20 **points**);
- Life Cycle Cost Analysis Experience (20 **points**);
**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 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/](https://fortress.wa.gov/ga/webs/).

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 10% MBE, 6% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The 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 compliance reporting requirements. Additionally, all large project selections (fees over $350K) are required to have a plan for Diverse Business Inclusion.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:
- B2Gnow: [https://des.diversitycompliance.com](https://des.diversitycompliance.com)
- For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.407.8455 or [charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov).
- The Department of Veterans’ Affairs: 360.725.2169 or [www.dva.wa.gov](http://www.dva.wa.gov).

**Submittal Requirements**
Submit required number of Statements of Qualifications, five (5) copies and one (1) electronic copy, with the project number and title clearly identified on the front cover. Each of the submittals should include:
- Executive summary
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.
- Consultant Diverse Business Inclusion Plan form may be found at: [http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx](http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx)
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
  - Covers, dividers, SF330, Consultant Diverse Business Inclusion Plan, and tab sheets are not included in page count total
  - Note, 11”x 17” fold outs can be included, but counted as two sheets.

To qualify for review, submittals must be delivered to the following address:
Attention: Luda Rybalchenko  
Department of Social and Health Services  
Office of Capital Programs  
1115 Washington Street SE, Olympia, WA 98504-5848 (hand delivered or currier)  
PO Box 45848, Olympia, Washington, 98504-5848 (Mailed)

Refer to the DES website for amendments to the published public notice and/or RFQ (http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx). It is the responsibility of the interested firms to track and obtain amendments.

**All submittals must be received no later than March 27, 2018, prior to 2:00 PM, (as per date/time stamped by E&AS.)**

For selection process questions please contact Luda Rybalchenko at 360-902-8316 RybalLX@dshs.wa.gov.

For project questions please contact:

Lee Knawa, DSHS Capital Projects Manager  
(360) 902-8171  
Lee.Knawa@dshs.wa.gov

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

**Next Steps**

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

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 **April 27, 2018** at:

**Western State Hospital,**  
**Hamilton Conferences Room, Center for Forensic Services, Building #28**  
**9601 Steilacoom Boulevard Southwest**  
**Lakewood, Washington**

Firms will be notified of the selection results the last week of **April, 2018**.

The State of Washington is an Equal Opportunity Employer. All submittals become the property of the State.