

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: Monday June 1, 2020**

SERVICES REQUIRED for Project No. 2018-713; Academic & Physical Education Project, Phase I Demolition, Washington State School for the Deaf (CDHY) Center for Deaf & Hard of Hearing Youth, Vancouver. Demolition Design Services.

Scope of Work

With Pre-Design completed, Request for Qualifications is in selecting an Architect for Design Services and the development of the Owners' Project Requirements for Phase I demolition. Phase I Design Services include the demolition of four (4) Buildings totaling approximately 64,000 sq ft. of building space. Demolition will need to be conducted within guidelines of the State of Washington Department of Archaeology and Historical Preservation (DAHP). Demolition site is located on the (CDHY) Center for Deaf & Hard of Hearing Youth campus located in Vancouver Washington. The Washington School for the Deaf occupies 17-acres located at 611 Grand Blvd, Vancouver, WA 98661. Phase I demolition work is to create an environment that supports the redevelopment project referred to as Phase II, Academic & Physical Education project. Note, Phase II is not included in this RFQ. Phase I is funded in Supplemental Budget 2020.

Project MACC is approximately \$4,400,000.

Design team selection is to be completed July 2, 2020.

It is anticipated that Phase I Demolition will be Design Bid Build, with demolition to be complete by August 30, 2021.

Project Goals:

- Design & Construction is to support a continuously operational campus through demolition.
- Project delivery with regards to meeting owner's needs of maintenance & operations through demolition for transition to Phase II construction.
- Supports owners consulting services and requirements in meeting historical considerations as outlined in DAHP approved Memo of Understanding (MOU).
- Demolish four (4) existing site buildings creating a smooth transition into Phase II construction.
- Deliver project safely without any loss time.
- Strategically identify, reclaim and preserve materials for historical preservation requirements.

- Meet project Schedule & Budget

Submitting firms should have a strong background in multi-phased State agency construction or demolition and State of Washington capital budget processes, planning, life-cycle cost analysis, sustainable design, LEED process, and in the innovative design of campus educational facilities specifically impaired learning environment's and collaborative teaching environments.

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

Wednesday, May 20, 2020, TIME 11:00AM

<https://des-wa.zoom.us/j/93425664618>

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 934 2566 4618

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, interviews, and Diverse Business Inclusion Plans of short listed firms.

Firms will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of (100) possible points:

Qualifications of Key Personnel	30 points
Relevant Experience of Project Team	30 points
Project Approach	25 points
Sustainable Design	15 points

Definitions

Qualifications of Key Personnel means the mandatory selection criterion of the professional qualifications and experience of proposed project team members of a consultant candidate for the specific needs of the project or requested services. This may include major or specialty sub-consultants as applicable.

Relevant Experience means the mandatory selection criterion of the direct experience of a consultant team for the advertised project type, preferably within the last five years.

Project Approach means the optional selection criterion of the consultant candidate's demonstrated understanding of the RFQ scope of work and design challenges, needed consultant services, and strategies for managing and delivering pre-design services.

Sustainable Design Experience means the selection criterion of the consultant candidate's design experience, integrating and or repurposing existing building materials or attributes into future design elements within an Historic preservation environment.

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.

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. 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

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,
- 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 or <https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>

Submittal Requirements

Submit required number of Statements of Qualifications, two (2) electronic copies, with the project number and title clearly identified on the packaging. Each of the submittals should include:

- Executive Summary
- 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 below.
- No more than twenty (20) total 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.

To qualify for review, electronic submittals must be delivered to the following address:

Attention: Angeline Ernst
Department of Enterprise Services
Engineering & Architectural Services
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

*****Due to the Governor’s “Stay Home, Stay Safe” proclamation – hand deliveries and courier service deliveries will only be accepted on June 1, 2020 between 11:00 AM and 2:00 PM*****

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 Monday, June 1, 2020, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions, please contact Angeline Ernst, 360.407.9425, angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, Glen.Gipe@des.wa.gov, 360.701.7429.

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.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Firms selected for Phase 2 Interview, will be notified no later than **June 15, 2020**

Interviews will be held June 19th – June 26th.

Final selection results to be made no later than the **July 2nd 2020**.

Other Information

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.