

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: July 30, 2020

Amendment 1: Change found in red on page 4

Amendment 2: Change found in red on page 1

SERVICES REQUIRED for Project No. 2020-476; RS-Building 2010: Roofing Replacement, at Rainier School in Buckley, WA for the Department of Social and Health Services (DSHS).

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Rainier School to provide architectural and engineering services to replace the roof at Building 2010 at Rainier School located at Buckley, Washington.

The scope of work includes architectural design, engineering and construction administration services for the replacement of approximately 40,000 square feet of existing roof and repairing the existing structure.

~~The MACC budget for project is approximately \$1,900,000.~~ The MACC budget for the project is approximately \$1,400,000. A limited roof survey was completed in July of 2019.

Project Goals:

- Weather-tight roof system with over 30 year life expectancy
- Roof system which matches the aesthetics of the existing roof.
- Repair and/or replace damage roof substructure
- Minimize roof maintenance costs.
- Maximize operational and/or energy savings associated with new roof system.

Submitting firms should have a strong background in replacing building envelope systems, renovating older health care facilities, and working in facilities with special security procedures.

There will be a Virtual **Informational Meeting** for this request on:
Wednesday, July 22, 2020, 9:30am – 10:30am

For additional information contact:
DSHS Capital Projects Manager - Scott Allen
360-764-9122
scott.allen@dshs.wa.gov

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)** Please include the time commitment to this project for all key personnel;

Relevant Experience **(40 points)**. Please highlight experience:

- working on historical buildings,
- renovating and/or replacing building envelopes
- working on campuses with special security requirements

Previous Performance **(30 points)**; Please list examples of construction projects over \$1,500,000 within the last 5 years relative to maintaining scope, schedules, and budget

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 <http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx> (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 <http://www.dva.wa.gov/BusinessRegistry/Search.aspx>

Submittal Requirements

Due to the current "Stay Home, Stay Safe" proclamation by the Governor, Statements of Qualifications will be accepted electronically until 2:00 p.m. July 30, 2020. Only PDF statements will be accepted. Each of the submittals should include:

- Cover Page with the project number and title
- 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
 - Note, 11"x 17" pages can be included, but counted as two sheets
 - Covers, dividers, SF330, and tab sheets are not included in page count total.
 - Content shall be presented no smaller than a 10-point font size
 - It is suggested you minimize the amount of photographic content in order to reduce file size
 - Maximum file size for email attachments is 25 Mb

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.

To qualify for review, email submittals to allenws@dshs.wa.gov and ocpconsultantselection@dshs.wa.gov. **All email submittals must be received no later than July 30, 2020, prior to 2:00 PM.**

For selection process questions please contact Alexander Butler at 360-791-0930 alexander.butler@dshs.wa.gov.

For project questions please contact the Project Manager, **Scott Allen**, allenws@dshs.wa.gov, **360-764-9122**.

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

We will only be accepting email submissions at this time due to the COVID-19 Pandemic.

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.

Phase 2 Interviews will be scheduled for the week of **August 10, 2020** as **Virtual Interviews**.

Firms will be notified of the selection results no later than **August 17, 2020**.

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/>.

The state reserves the right to continue to work with the selected consultant or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

All submittals become the property of the State and are subject to public disclosure.