

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: **April 13th, 2021 prior to 2.00pm**

Pre-Design Services Required for Project No. 2021-103: STE(A)M Education Center for, Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, WA. 98133-5696

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the new STE(A)M Education Center located on the campus of Shoreline Community College in Shoreline, WA. This scope of work includes predesign services only. Please see OFM predesign services requirements.

<https://ofm.wa.gov/sites/default/files/public/budget/instructions/capital/2021-23/2021-23Predesign.pdf>

The STE(A)M Education Center replaces 47,681 gross square feet (GSF) in three buildings with a single new 49,961 GSF multidisciplinary learning center in the heart of the Shoreline's Mid-Century Modern campus. The STEAM building will be located next to the new Health Sciences and Advanced Manufacturing Classroom Complex (constructed during the 2021-23 period), and will replace Buildings 2300, 2200 and 800 which are at the end of their service lives. The project will provide interdisciplinary space for the college's nursing, math, music, and music technology programs, which are currently housed in small separate facilities. General purpose active learning classrooms will also be scheduled for use by the engineering, anthropology, anatomy and physiology, health informatics & information management, medical lab technician, arts, and phlebotomy programs.

The new building vision includes contemporary classrooms and informal student study spaces such as meeting, and breakout rooms to support active, project-based learning, group work and peer-to-peer engagement for an estimated 291 FTE's annually. The project includes related site work that improves ADA access, stormwater management, and emergency access and parking. There will also be sidewalk phase 2 improvement work required on Innis Arden.

Shoreline Community College Campus

Shoreline Community College is a public community college in Shoreline, Washington. It is located in a residential area east of Shoreview Park and west of SR99. The college campus contains over 80 acres of landscaped and natural grounds and has historically served approximately 12,000 full- and part-time students. It opened in 1964 and offers a number of highly acclaimed degree and certificate programs. The campus currently is made up of approximately 26 buildings including an award-winning automotive training center, a visual arts building, computer centers, laboratories, a student center, a theater, a gymnasium, a child care center, a multimedia center, a student housing building completed in 2019 and the Ray W. Howard Library/Technology Center. A new Health Sciences and Advanced Manufacturing Classroom Complex will be constructed during the 2021-23 period. Shoreline also offers a variety

of extra-curricular and athletic activities to students, including basketball, baseball, softball, volleyball, fencing, weight lifting and intramural volleyball programs, and scholarships to athletes.

Project Goals:

- This project provides a unique opportunity to bring academic, professional-technical and arts programs together to increase student success, achievement and retention which prepares academic students for baccalaureate education and professional-technical students for high demand occupations.
- The STE(A)M Education Center collocates the nursing, math and music programs to create interdisciplinary center that fosters students' ability to think critically, collaborate and be creative.
- Develop an environment that encourages active learning, collaboration, research and innovation in spaces designed for active learning, group work, and inter-program synergy through appropriate sized nursing labs and spaces with suitable acoustical separation for contemporary music and a world class music technology education.
- Informal study and gathering spaces will promote student-to-faculty and peer-to-peer engagement and support high-impact teaching practices and promote innovation.
- Enable students the opportunity to use the latest learning techniques / tools and available technology.
- Providing expanded, up-to-date facilities for Shoreline's nursing programs will strengthen the college's contribution to meeting workforce demand.
- The coherent and comprehensive math support provided in this building will attract students who self-identify as needing additional support in math.
- The center will increase social equity by removing barriers to ADA and bringing learners from multiple programs together as a community.
The building will meet the college's long term commitment to environmental stewardship.

MACC Budget:

The preliminary MACC budget for project is \$22,000,000, DES intends to deliver this project via Design Bid Build method. This Project is pending funding for Pre-Design and Design Services only in the 2021-2023 biennium with construction funding anticipated in 2023-2025 biennium.

Submitting firms should have a strong background in the innovative design of campus educational facilities related to nursing, math, music and generally collaborative teaching environments. 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.

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

March 26th, 2021 @ 9am-10.30am

Virtually – Via Zoom

<https://des-wa.zoom.us/j/96718962845?pwd=WcTcYWhZTHJHU1hBZE9UL3dnUjg5QT09>

Meeting ID: 967 1896 2845

Password: 113429

Gary Wendleken – Project Manager – 360.280.3960 – Gary.Wendleken@des.wa.gov
 Dawn Beck - VP for Business and Administration Services – 206.546.4672 -
dbeck@shoreline.edu

Selection Criteria Phase 1

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:

<p>Qualifications of Key Personnel Identify and provide resumes for specific individuals and sub-consultants for key positions and show interrelationships and reporting hierarchy for your proposed team. . Identify the main point of contact for the team. Describe how each individual’s professional experiences are relevant and bring value to the project. Provide proposed percentage of time the Firm intends to assign each individual or sub-consultant to the Project.</p>	<p>30 points</p>
<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 Owners 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>	<p>25 points</p>
<p>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.</p>	<p>25 points</p>
<p>Life Cycle Cost Analysis Experience Describe the Proposers experience with utilizing the Office of Financial Management’s (OFM) ‘Life Cycle Cost Tool’ (or similar process) for 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 .</p>	<p>10 points</p>
<p>Sustainable Design Experience This project will achieve a minimum LEED silver certification. Explain the Proposers 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.</p>	<p>10 points</p>

Selection Criteria Phase 2

Phase 2 consists of oral presentations (approx. 20 minutes), interviews (approx. 30 minutes), and Diverse Business Inclusion Plans of short listed firms.

<p>Organization:</p>	
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Management Plan Team Member Qualifications Capacity/Production Capabilities	25 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	20 points
Project Approach: Understanding of this project Challenges & Opportunities	25 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	15 points
Life Cycle Cost Analysis Experience	8 points
Sustainable Design Experience	7 points
Diverse Business Inclusion Plan (written submittal)	NOT scored

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 sub consultants 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>

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.

Submittal Requirements

Due to the Governor's "Stay Home, Stay Safe" order, only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than **April 13th, 2021 by 2:00 pm.**

DES will create an access point for each bidder. In order to expedite your submittal process, view and complete upload instructions prior to **April 12th, 2021 by 2:00 pm.** 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

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 above.
- No more than twenty five (25) 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.

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 April 13th, 2021 prior to 2.00pm (as per date/time stamped by E&AS).

For selection process questions please contact Angeline Ernst, 360.480.1071,
Angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, Gary Wendleken, 360.280.3960,
Gary.Wendleken@des.wa.gov.

NO FAXED OR EMAILED COPIES WILL BE ACCEPTED
ONLY UPLOAD TO LINK NOTED ABOVE

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.

Further detail of 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 **June 3rd, 2021**.
Interviews tentatively planned via ZOOM teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than the week of **June 10th, 2021**.

Other Information

Shoreline Community College PRR:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2021-103/ShorelinePRR-2019-21.pdf>

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 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.