

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
Submittal Date: August 24th, 2021 prior to 2:00pm**

**Amendment 1: Informational Zoom Meeting invite added, page 2.**

**Modified Pre-Design with Optional Full Design Services Required for Project No. 2021-208: Omak Health Science Center for, Wenatchee Valley College, 1300 5th Street, Wenatchee WA.**

**Scope of Work:**

This Request for Qualifications is for the purpose of selecting an Architect for a Modified Predesign Services; full Architectural Design Construction Documentation Services; for phased construction for the Wenatchee Valley College Omak Campus new Health Science Center located at 30 Birch Street S, Omak, WA.

The new Health Science Center will be approximately 10,000 sf. of building space to accommodate programs including Health Services Studies, American Indian Indigenous Studies, and Continuing Education programs, and Student Support Services. The Predesign will identify space requirements for classroom, conference, and support spaces. Predesign will also include establishing a project budget and construction phasing.

The MACC budget for project is approximately \$3,200,000. This Project will be funded in two phases:

Phase 1: 2021-2022 - Federal Funding – Approximately \$2.0 M (secured)

- Pre-Design Services;
- Optional Full Design Architectural Design Services through Construction Documentation.

Phase 2: 2022-2023 - Federal and/or Local Funding - \$2.5M (identified)

- Construction Administration Services for completion of construction phase, and Project Closeout.

**Description of Facility:**

Wenatchee Valley College is proposing the construction of the new Omak Health Services Center to serve several health education programs, American Indian Indigenous Studies, continuing education programs along with student support services. The Pre-Design Services requested as part of this RFQ will focus on a cost-effective, sustainable and flexible design solution. The Pre-Design Service will serve as a foundational basis for the Architectural Design Services.

**Project Goals:**

This project provides a unique opportunity to bring academic, professional-technical and arts programs together in a single building to increase student success, achievement and retention.

- Develop an environment that encourages active learning, research and innovation in spaces designed for group work, collaboration and inter-program synergy
- 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 nursing programs will strengthen the client’s contribution to meeting workforce demand.
- 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 client’s long term commitment to environmental stewardship.

Submitting firms should have a strong background in the innovative design of health educational environments that incorporate both in-person and virtual learning settings. 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:

August 5th, 2021 at 2:00 pm

Virtually – Via Zoom – Link Provided Below.

Eric Lester – Project Manager – 360-480-3281 – [eric.lester@des.wa.gov](mailto:eric.lester@des.wa.gov)

Rich Peters – Director of Facilities and Operations – 509-387-0145 - [rpeters@wvc.edu](mailto:rpeters@wvc.edu)

Date/Time	Zoom Meeting Links / Call In Information
<b>August 5, 2021 at 2:00 pm PST</b> <ul style="list-style-type: none"><li>• <b>Omak Health Science Center, Wenatchee Valley College</b></li></ul>	<a href="https://des-wa.zoom.us/j/97887359550?pwd=UEhKRWQzSmFtaGVMSUtJWGFvZDAvUT09">https://des-wa.zoom.us/j/97887359550?pwd=UEhKRWQzSmFtaGVMSUtJWGFvZDAvUT09</a>  Meeting ID: 978 8735 9550 Password: 120197  Dial by your location 877 853 5247 US Toll-free 888 788 0099 US Toll-free  Meeting ID: 978 8735 9550 Password: 120197

**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)%:

<p><b>Qualifications of Key Personnel</b>  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>	(30%)
<p><b>Relevant Experience</b>  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>	(30%)
<p><b>Life Cycle Cost Analysis Experience</b>  Describe the Proposer’s experience with utilizing the Office of Financial Management’s (OFM) ‘Life Cycle Cost Tool’ (or similar process) for project <i>Life Cycle Cost Analysis Experience (cont’d)</i> analysis and decision making during the predesign effort and as design progresses. More information on OFM LCC Model can be located at <a href="http://www.OFM.wa.gov/facilities">www.OFM.wa.gov/facilities</a> .</p>	(5%)
<p><b>Sustainable Design Experience</b>  This project will achieve a minimum LEED silver certification. 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.</p>	(5 %)
<p><b>Past Performance</b>  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>	(30 %)

**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><b>Organization:</b>  Management Plan  Team Member Qualifications  Capacity/Production Capabilities</p>	(15%)
<p><b>Project Management:</b>  Scope management  Budgeting and Cost Control  Project Scheduling</p>	(25%)

Project Approach: Understanding of this project Challenges & Opportunities	(25%)
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	(25%)
Life Cycle Cost Analysis Experience	(5%)
Sustainable Design Experience	(5%)
Diverse Business Inclusion Plan (written submittal)	NOT scored

**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 prior to interview. 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](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](http://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](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans' Affairs: 360.725.2169 or 360.725.2200 or [www.dva.wa.gov](http://www.dva.wa.gov) or <https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>

### **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 **August 24th, 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 **August 19, 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](mailto: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 (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.

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.

For selection process questions please contact Angeline Ernst, 360.480.1071, [Angeline.ernst@des.wa.gov](mailto:Angeline.ernst@des.wa.gov).

For project questions please contact the Project Manager, Eric Lester, 360-480-3281 [Eric.lester@des.wa.gov](mailto:Eric.lester@des.wa.gov).

**NO FAXED 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.

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 **September 9th, 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 **September 20th, 2021**

**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 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.