`STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WASHINGTON

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: **2:00 PM August 31, 2021**

PREDESIGN SERVICES ARE REQUIRED for Project No. 2021-250: Library Culinary Arts Building for Skagit Valley College, 2405 E College Way, Mount Vernon, WA 98273.

For Complete Information, including updates/amendments visit our Web page at:
https://www.des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection

1. Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the new Library Culinary Arts Building located on the main campus of Skagit Valley College, Mount Vernon, 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 Library Culinary Arts Building will replace the existing Norwood Cole Library and integrate a portion of Culinary Arts in the building to create a new hub of campus learning and community at the east "Front Door" to campus. The new facility will be a warm, welcoming place that brings together in a single building, the resources, people, technologies, and unique spaces which will enrich the learning experience for all SVC students and provide the critical special lab spaces and classrooms needed to support Culinary Arts. The scope of work for this project may also include predesign for repurposing spaces currently housed by our culinary program in the Knutzen Cardinal Center, and may also include planning and cost estimating for the demolition of the Administrative Annex building, creating an open plaza welcoming visitors in to the new east "Front Door" to campus.

To achieve this vision, SVC proposes to replace the 26,730-gsf of the existing 54-year old Norwood Cole Library and to add 16,470-gsf of program space creating a new 43,200-gsf two-story building at the east campus entrance as envisioned in the Campus Master Plan. This project achieves many of the college and program desired goals: creating an inviting east entry to the campus, creating a new, larger and more active multi-pathway learning library, providing a demonstration kitchen, classrooms, and new kitchen space for improved safety and culinary arts skills development. The predesign and cost estimating process will allow Skagit Valley College to not only replace the Norwood Cole Library, but also realize several concepts envisioned in our Master Plan in and around the eastern portion of the campus. Additional program specific goals associated with this project are identified below.

Submitting firms should have a strong background in multi-phased State agency construction, capital budget process, planning, life-cycle cost analysis, sustainable design, the LEED process, and in the innovative design of campus educational facilities related to classroom, laboratory and maker space collaborative teaching environments.

2. **Project Goals:**
   a. Overall Project Goals:
      i. Foster student success and independent lifelong learning
      ii. Provide information resources and services that support faculty research and instructional programs
      iii. Provide access to information resources that support diverse educational and personal needs
      iv. Promote a positive, high-quality learning environment
      v. Selects and makes accessible to students and faculty technology for the delivery of educational and informational services

   b. SVC Library & Media/eLearning Services Project Goals:
      i. A new "Digital Commons" that provides general computer access, laptop check-out, access to advanced computers for research and special program access, IT help and IT technical support providing students with modern and real world research experience.
      ii. Traditional collection access including open collection, periodicals, reserves, and special collections to allow free-flowing access to materials.
      iii. Open study spaces and closed collaboration (break-out) spaces that provide a variety of learning spaces and experiences.
      iv. Adequate support space for technical management of library resources, administrative space, and media support to allow for flexible work environments and improved services to students.

   c. SVC Culinary Arts Project Goals:
      i. A new culinary kitchen lab to foster student understanding of working environments.
      ii. An open demonstration kitchen that can be externally transparent, visually engaging pedestrians with the activity and performance that cooking, and food preparation can be and incorporating an enriching environment to students and observers.
      iii. Flexible classrooms directly adjacent to the lab space that are configured to allow students to move from lab to class and back in the model of "active-learning" and align with today's diverse learning styles and environments.
      iv. Space for faculty immediately adjacent to the lab where they can be accessible to their students and provide direct physical supervision of the lab in support of the program goals.

3. **Selection Process and Timeline**

Firms will be selected in a two-phase process:
Phase 1 – a selection panel will score and rank firms, then short-list top-ranked firms based on submitted information.
Phase 2 - oral presentations/interviews and Diverse Business Inclusion Plans of short-listed firms.

RFQ Release	Monday, August 9, 2021
Informational Meeting	Tuesday, August 17, 2021, at 10:00 AM
Statement of Qualifications (SOQ) Due	Tuesday, August 31, 2021, prior to 2:00 PM
Short-listed firms selected and notified	September 9-10, 2021
Interview Period	September 15-16, 2021
Firm(s) Selected and Announced	September 20, 2021
Agreement(s) Executed	October 16, 2021

4. **Informational Meeting**

There will be an informational meeting for this request, held via Zoom. Consultants who have previously not performed business with the state are encouraged to attend. If you'd like to send questions ahead of time, please send them to chad.bedlington@des.wa.gov. Any information provided at the Informational Meeting will be posted on our Current Projects webpage (provided above) including a Q&A sheet from the meeting.

Date/Time	Zoom Meeting Links / Call In Information

Tuesday, August 17, 2021 at 10:00 am PST
   ○ 21-250 Library Culinary Arts Building
	https://des-wa.zoom.us/j/94338411909?pwd=MUNwcHFWNUs0RHljd3lRTVZFUEw0QT09
	
	Meeting ID: 943 3841 1909
	Password: 893558
	
	Dial by your location
	   888 788 0099 US Toll-free
	   877 853 5247 US Toll-free

5. **Selection Criteria**

Phase 1: Consultants will be considered for interviews based upon the following criteria for a total of 100 possible points:

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	30 points

project. Provide proposed percentage of time the Firm intends to assign each individual or sub-consultant to the Project.	
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.	25 points
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.	25 points
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 .	10 points
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.	10 points
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation	Not Scored
TOTAL POINTS PHASE 1	100 points

Phase 2: Phase 2 consists of oral presentations (approx. 20 minutes), interviews/Q&A (approx. 10 minutes) and submission of Diverse Business Inclusion Plans, using the following criteria for a total of 100 possible points:

Key Personnel & Workload Management Plan Include consultant staff introductions who will actually perform services along with consultant's capabilities and organizational structure for providing the desired services.	25 points

Relevant Experience
    Walk us through a few example projects of
    similar scope, complexity, and size.
	20 points

Collaboration and Communication
    Describe communication and work with
    stakeholders.
	10 points

Project Management & Approach
    Scope management
    Understanding of this project
    Challenges and Opportunities
	30 points

Life Cycle Cost Analysis Experience	8 points
Sustainable Design Experience	7 points
Diverse Business Inclusion Plan (written submittal at time of interview)	NOT scored
TOTAL POINTS PHASE 2	100 points

6. <u>Diverse Business Inclusion</u>

To the greatest extent practicable, Enterprise Services intends to include qualified consultants having the following diverse business interests:
- Small business, microbusiness, mini-business enterprises as defined in RCW 39.26.010;
- Minority and Women-owned business enterprises (MBE, WBE) as certified under RCW 39.19; and
- Veteran-owned businesses as defined in RCW 43.60A.010.

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. Here is a link to guidance, and an example: https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan_2019.pdf

Aspirational Goals:
The Governor'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

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

7. 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.

- Definition of "strength" and "weakness":
   - 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.
   - 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.

- Scoring:
   - 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.

   - 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.

- Fair (41-60 percent of available points): The Evaluative Criteria demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.

- Deficient (0-40 percent of available points): The Evaluative Criteria demonstrates an approach that contains significant weaknesses and no appreciable strengths.

- 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.

8. **Submittal requirements**

Due to the Governor's "Stay Home, Stay Safe" order, only electronic submittals will be accepted. Electronic submittals must be uploaded as a single PDF file, and shall be received no later than the specified date and time listed above. No faxed or emailed copies will be accepted, only uploads to the link noted below.

DES will create an access point for a single point of contact for each consultant submitting. In order to expedite your submittal process, view and complete upload instructions no less than 3 business days prior to the due date listed. *Your SOQ does not need to be uploaded at the time access is given.*

Please follow this link to obtain instructions for uploading submittals: https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/SOQUploadInstructions.pdf

If you have trouble accessing the upload instructions or have other questions regarding this request, please contact Angeline Ernst via email at angeline.ernst@des.wa.gov or via phone 360-480-1071.

Each submittal shall 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.

All submittals must be received no later than <u>August 31, 2021 prior to 2.00pm</u> (as per date/time stamped by E&AS).

9. <u>Next Steps</u>

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.

Consultants responding to this solicitation will be notified in writing of the selection results on or before **September 20, 2021**.

10. <u>Other Information</u>

Skagit Valley College PRR:
https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2021-250/21-250-SVC-PRR.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.

Encouraged to Register in WEBS: All consultants responding to this request are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at:
https://fortress.wa.gov/ga/webs/.

The state of Washington is an affirmative action employer. All information and documentation provided to Enterprise Services shall be become the property of the state and may be subject to the Washington Public Records Act (RCW 42.56).

If you have any questions please contact the Project Manager, Chad Bedlington, (360) 706-3312, chad.bedlington@des.wa.gov.