

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

NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
FOR ON-CALL CONSULTANT SERVICES  
FOR  
DESIGN BUILD AND GCCM  
CONSTRUCTION AUDIT SERVICES  
**Submittal Date: October 16, 2020**

**Amendment 1 found in red font on page 3 under Consultant Fees  
Amendment 2 updated links highlighted grey on pages 1, 3 and 4**

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

The on-call Design Build and GCCM Audit consultant services are anticipated for 11/2020 through 6/2023. On-Call consultant services are limited to \$100,000 maximum per project (unless changed by amendment to this agreement). However, there is no limit to the number of projects performed per biennium. There is no implied guarantee of minimum number of projects.

The On-Call Selections are intended to provide service throughout Washington State, but the state may select firms based on geographical region. To the extent possible, the Washington State Department of Enterprise Services intends to include qualified firms that are certified diverse businesses. Diverse businesses are defined as; small business, microbusiness, mini-business, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010.

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 change the number of firms selected and may select firms based on geographical region.

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

October 6, 11:00 AM – 12:00 PM

<https://des-wa.zoom.us/j/96495882307?pwd=TmlIcy9hMXR1RjBxOGJ5Um82cVlUT09>

Meeting ID: 964 9588 2307

Password: 298865

All firms 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 [angeline.ernst@des.wa.gov](mailto:angeline.ernst@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 October 6<sup>th</sup> meeting.

**PROJECT No. 2021-815**

**TITLE: On-Call Audit Services for DB and GCCM Projects**

**Submittal Date: October 16, 2020 2:00 PM**

Contact: Brian Thomas

Phone (360) 280-2781

[brian.thomas@des.wa.gov](mailto:brian.thomas@des.wa.gov)

**Scope of Work**

A minimum of two (2) on-call firms will be selected to provide Audit Services of Design Build and GCCM construction projects for DES. The consultants must be able to provide complete services as described below.

Provide up to a three phase service for auditing (depending on the size of the project):

1. Conduct a pre-construction audit conference with contractor and client agency to set the foundation for the audit process.
  - i. Review of the executed construction contract, specifically the Cost of Work as it relates to costs to be reimbursed, and costs not to be reimbursed.
  - ii. Initial review of contractor's Schedule of Values at the start of construction.
  - iii. The initial conference shall facilitate smooth and timely information transfer between contractor and Auditor.
  
2. Perform an interim audit of contractor's construction costs at the midpoint of construction.
  - i. Audit of billings to date.
  - ii. This audit should identify items within the billing that the contractor may need to address with future billings prior to the final audit.
  - iii. Provide preliminary report based on the interim audit at midpoint of construction. Include recommendations regarding reconciliation of billed amounts and recorded costs.
  
3. Perform final audit of contractor's construction costs at final completion of construction and prior to contractor's Final Payment.
  - i. Final audit shall be completed within 30 Days of delivery of contractor's records/final billing. Owner's release of final payment is contingent upon a completed audit.
  - ii. Final written report to be submitted at the time of completion of the audit.
  - iii. Reports to include recommendations regarding reconciliation of billed amounts and recorded costs. The Consultant may be asked to provide additional related duties, not specifically identified above on an as-need basis when requested.

**Phase I Selection Criteria**

Firms will be considered for interviews based upon the following criteria, as indicated for a total of 100 possible points:

Qualifications of Key Personnel	25 points
General Project Approach	30 points
Relevant Experience	45 points

*\*Relevant experience includes all services on various owners' projects, not just state projects.*

If selected, all consultants and all sub-consultants are required to report payment detail in the DES Diversity Compliance program B2GNow. B2Gnow is designed to streamline and automate compliance reporting requirements: <https://des.diversitycompliance.com>

### **Consultant Fees**

Actual fees will be negotiated with DES and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based **on industry standards. ~~upon state fee guidelines and rate maximums.~~** If the respondent and DES cannot agree on a fee the DES may cancel the negotiations and begin negotiations with another firm on the master agreement. Should DES choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the fee negotiations.

### **Other Information**

Firms selected have no implied guarantee of a minimum number of projects or amount of fees to be earned through the duration of the contract. While specific projects have not been identified for these services, you may contact the Manager listed for questions about the selection and contracting process.

The Agreements for Consultant services will be the standard Office of 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.

### **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 **October 16, 2020 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 October 14, 2020 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 shall include:

- Completed copy of RFQ Attachment 1 which identifies a single point of contact for the purposes of this Solicitation, firm's office locations and Diverse Business certifications (if applicable).
  - Attachment 1 should be situated behind any cover letter you choose to include AND before any table of contents
  - If you have multiple office locations throughout the state, please provide the address of each office
- Federal Form 330 (Part II only)

- <http://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to assist the Selection Panel in evaluating your qualifications.
- No more than fifteen (15) pages of total content at 8 ½ X 11 size sheets.

For questions about submittals contact [angeline.ernst@des.wa.gov](mailto:angeline.ernst@des.wa.gov), or phone (360) 480-1071.

### **Next Steps**

Following the Phase 1 evaluation of submittals, the consultant selection board will interview the top ranked short-listed firms. The ranking is based on submitted information deemed to be the most highly qualified for the required service.

The consultant selection board may waive the Phase 2 interview process for a given service if the number of short-listed applicants is less than or equal to the minimum number firms sought in the solicitation.

The Phase 2 interview criteria and total possible points are specific to this discipline. The top scoring Phase 2 applicants will be selected to fulfill the minimum number of firms.

Firms will be notified of the selection results no later than the second week of November 2020.

Final selections will be based on the submitted material and, at the option of the consultant selection board, virtual interview.

The state of Washington is an affirmative action employer.

The state reserves the right to offer the use of the On-Call Consultants agreements to other public bodies through the duration of the contract, through June 30, 2023.

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