

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: August 12, 2021 prior to 2:00pm**

Design Consultant Services Required for Project No. 2022-066 Anacortes Readiness Center Addition / Alteration for, Department of Enterprise Services, State of Washington, for the Military Department, USA.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Design Services for the Readiness Center Project located in Anacortes, WA. This scope of work includes design, bidding, construction administration, close-out, and warranty services.

Description of Facility

The Readiness Center was built in 1963. It is in need of modernization: 6,000 SF within the 10,000 SF existing building to be renovated, and 4,000 SF added to the existing building.

The project includes adding 4,000 SF to the existing building, plus restore and modernize existing offices, classrooms, kitchen, restrooms, showers, HVAC, electrical system, IT and facilities infrastructures, as well as bring the facility in compliance with state building codes, Americans w/Disabilities Act (ADA) and environmental requirements. Finishes will include flooring, ceiling, lighting and painting.

The preliminary budget for the MACC range for this project is between 4.9 million with alternates up to 5.2 million. This Project is pending funding for Design Services, Construction Documents, Permitting and Bidding only in the 2021-2023 biennium with construction funding anticipated in sometime after October 1, 2021. The design agreement is required to be in place before September 30, 2021. *It is also dependent upon Federal Funding. A/E selected team will be working with Military Construction Standards, Force Protection Security Engineering Standards, Buy American Act, other federal funding requirements, and Military CAD standards. No firms may submit if they are debarred from federal contracting.*

Project Goals:

- This project provides a unique opportunity to support our Military services with fresh space for preparedness, training for missions, and store the immediate equipment they require upon mobilization.

- Develop an environment that supports active learning and training for small groups and individuals.
- Enable the opportunity to use the latest techniques, tools and available technology.
- Providing expanded, up-to-date facilities which will strengthen the client’s contribution to meeting situational 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 flexible space, classrooms, and modernizations to support physical fitness and training efforts. Firms should also be well versed in multi-phased State agency construction, project budgeting, 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 5, 2021** at 8:30 to 9:30 a.m.

Virtually – Via Zoom – Link will be forthcoming

Suzanne Gilbert, Project Manager, DES; 360-490-0621; suzanne.gilbert@des.wa.gov
 Sachin Saldanha, Project Manager Military; 253-512-8404; sachin.saldanha@mil.wa.gov

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%:

Qualifications of Key Personnel 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.	25%
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 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.	30%
Life Cycle Cost Analysis Experience Describe the Proposer’s 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	10%

<i>Life Cycle Cost Analysis Experience, cont'd</i> progresses. More information on OFM LCC Model can be located at www.OFM.wa.gov/facilities .	
Sustainable Design Experience 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.	10%
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%
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

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.

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	20%
Project Management: Scope management Budgeting and Cost Control Project Scheduling	25%
Project Approach: Understanding of this project Challenges & Opportunities	15%
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20%
Life Cycle Cost Analysis Experience	10%
Sustainable Design Experience	10%
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 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

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 **August 12, 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 9, 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
- Completed copy of RFQ Attachment 1. Attachment 1 is a separate page which identifies a single point of contact for the purposes of this solicitation and will be the main contact for on-call Projects, lists all consultant's office locations and all Diverse Business certifications (if applicable).
 - Attachment 1 should be situated behind any cover letter you choose to include AND before any table of contents
 - <https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/RFQ-Attachment1.docx>
- 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 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 August 12, 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, Suzanne Gilbert, DES, 360-490-0621 or at suzanne.gilbert@des.wa.gov

NO FAXED, OR E-MAILED 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 on **August 31, 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 **August 31, 2021, with a site visit to the Anacortes facility tentatively scheduled for September 2, 2021**

Other Information

Predesign information Project #2020-077 "Renovation & Expansion of the Anacortes Readiness Center" shall be posted on the DES Website with this RFO

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.