

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: August 11, 2021 to 2:00 p.m.**

Services Required for Project No. 2022-410: Maple Lane Corrections Center, Remodel Columbia Cottage for, the Department of Social and Health Services, at Maple Lane Corrections Center in Rochester, Washington.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for architectural design, engineering, and construction administration services to remodel-Columbia Cottage from a 64-bed Juvenile Rehabilitation facility into a 30-bed forensic treatment facility for those individuals Not Guilty by Reason of Insanity (NGRI) located at Rochester, WA.

This project requires working with staff to determine the ideal Programmatic needs for such a treatment facility.

This project also requires preliminary investigation and scoping, documenting existing conditions, schematic design, design development, construction documents, permitting, construction administration, close-out, and warranty services.

Description of Facility

The Maple Lane Corrections Center is a former Juvenile Rehabilitation facility currently owned by the Department of Corrections. The DSHS portion of this campus operates as a Residential Treatment Facility (RTF) where criminal defendants found incompetent to proceed to trial receive assessment and evaluation; individualized treatment planning; individual and group counseling; psychiatric services; psychological services; medication and medication monitoring; and discharge and re-entry planning.

The existing building is a 16,618 SF two-story facility that was previously used as a housing unit for juvenile offenders. This project renovates the Columbia Cottage to house and treat NGRI individuals.

The Maximum Allowable Construction Cost (MACC) for the project is \$3.1 million

Project Goals:

- *Minimize disruption to other staff, patients, and campus operations during construction*
- *To the greatest extent possible within existing funding, provide modern facilities that meet the Governor's goals of energy efficiency, sustainability, and reducing carbon emissions*
- *Improve safety and reduce the risks of injuries for patients and staff*

- *Design and construct with durable materials with a long life-cycle*
- *Design and construct with easily maintained materials, fixtures, and equipment*
- *Minimize annual operational and maintenance costs*

Submitting firms should have a strong background in the innovative design for behavioral health services, working on a secure campus and phasing construction on an occupied campuses. Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process, planning, and sustainable design.

There will be an Informational Meeting for this request on:
July 28, 2021 at 3:00 p.m.

Email tim.byrne@dshs.wa.gov if you want to take part in this meeting.

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>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 firm intends to assign each individual or sub-firm to the Project.</p>	(30%)
<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 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>	(35 %)
<p>Past Performance Please list examples of construction projects over \$3 million within the last 5 years. 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>	(25 %)
<p>Sustainable Design Experience This project does not need to maintain LEED certification, but DSHS still has sustainable design goals. Identify examples of sustainable design elements that DSHS may want to consider with this project.</p>	(10 %)

Selection Criteria Phase 2

Phase 2 consists of oral presentations (approx. 20 minutes), interviews (approx. 25 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	(20%)
Project Approach: Understanding of this project Challenges & Opportunities	(20%)
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	(40%)
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 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 <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

Only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than **August 11th, 2021 by 2:00 p.m.**

To qualify for review, email submittals to tim.byrne@dshs.wa.gov and kari.robecker@dshs.wa.gov.

All email submittals must be received no later than 2:00 p.m. on August 11th, 2021.

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>
- 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.
 - Content shall be presented no smaller than a 10-point font size
 - It is suggested you minimize the amount of photographic content in order to reduce file size
 - Maximum file size for email attachments is 25 Mb

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 11th, 2021 prior to 2: 00 p.m.

For selection process questions please contact Kari Robecker at kari.robecker@dshs.wa.gov.

For project questions please contact the Project Manager, Tim Byrne, at tim.byrne@dshs.wa.gov.

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 **August 23, 2021**

Interviews tentatively planned via Microsoft Teams teleconference or in-person at the Maple Lane campus.

Firms will be notified of the selection results no later than the week of **August 30, 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.