

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

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

**Predesign Services Required for Project No. 2022-419: Statewide Community Nursing Care Homes** at multiple locations serving individuals with developmental disabilities for the Department of Social and Health Services (DSHS).

**Scope of Work**

This Request for Qualifications is for the purpose of selecting a consultant for Predesign Services for the DSHS Community Nursing Care Homes to be sited at multiple locations statewide. This scope of work includes predesign services only.

**Description of Facility**

The Developmental Disabilities Administration (DDA), within DSHS, transforms lives by providing support and fostering partnerships that empower people to live the lives they want. A December 2019 report by the William D. Ruckleshaus Center recommends the redesign of DDA's intermediate care facilities at the Residential Habilitation Centers to function as short-term crisis stabilization and intervention locations by constructing smaller nursing care homes in community settings to care for individuals with intellectual and developmental disabilities.

This predesign study will focus on options for four to five individual facilities with a minimum of four beds each and for one individual facility with a minimum of 30 beds.

The purpose of this predesign study is to analyze the demand for such facilities, recommend siting locations, prepare a preliminary program defining space and siting requirements, and estimate the total project cost for each facility. This project is funded only for predesign services at this time. A status report is due to the legislature by December 1, 2021; the final Predesign Study is due to DSHS no later than April 1, 2022.

**Project Goals:**

- *The Predesign Study will identify and define program and facility requirements including preliminary layouts, site acreage, analysis data points, zoning and permitting, statewide property searches and cost estimates.*
- *The new buildings will meet DSHS's and DDA's long term commitment to their clients in modern facilities that meet or exceed the Governor's goals of energy efficiency, sustainability, and the reduction of carbon emissions.*
- *The new buildings will be designed and constructed for operational efficiency, durability, and ease of maintenance.*

This project will complete all requirements as listed in the *Predesign Manual for Capital Projects* dated June 2020 published by the Office of Financial Management.

This predesign effort will challenge our DDA stakeholders to develop a new model of care that explores operational alternatives and efficiencies to provide world class treatment. This analysis will be matched by a similarly rigorous investigation of existing facilities, infrastructure, site improvements, transportation networks, environmental elements, cultural and historic resources, and will anticipate staffing needs and availability. Further, the predesign will identify connections with our neighboring community members.

Ultimately, the predesign will document expected program offerings and needs; anticipated program evolution and the facilities and site improvements necessary to support those programs; and the important connections to the broader community.

Submitting firms should have a strong background in the innovative design of community nursing care homes for individuals with intellectual and developmental disabilities. Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process, planning, OFM’s life-cycle cost analysis tool, sustainable design, and the process to achieve LEED Silver or better certification.

There will be a ‘Microsoft Teams’ **Informational Meeting** for this request on:  
August 24th, 2021 at 2:00pm

[https://teams.microsoft.com/#/pre-join-calling/19:meeting\\_NThmYzdkMmItMDJjNS00OTcyLWFjODktYThmYmM0NzI5OGEx@thrad.v2](https://teams.microsoft.com/#/pre-join-calling/19:meeting_NThmYzdkMmItMDJjNS00OTcyLWFjODktYThmYmM0NzI5OGEx@thrad.v2)

Kristine Keller – Project Manager – 509-601-2370 – [kristine.keller@dshs.wa.gov](mailto:kristine.keller@dshs.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 points:

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 Proposer intends to assign each individual or sub-firm to the Project.	20 points
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.	35 points

<p><b>Life Cycle Cost Analysis Experience</b></p> <p>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 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>	10 points
<p><b>Sustainable Design Experience</b></p> <p>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>	10 points
<p><b>Past Performance</b></p> <p>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 points

## **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></p> <p>Management Plan Team Member Qualifications Capacity/Production Capabilities</p>	(20%)
<p><b>Project Management:</b></p> <p>Scope management Budgeting and Cost Control Project Scheduling</p>	(20%)
<p><b>Project Approach:</b></p> <p>Understanding of this project Challenges &amp; Opportunities</p>	(20%)
<p><b>Experience:</b></p> <p>Relevant Past Projects (firm) Relevant Past Projects (key team members)</p>	(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](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>

### **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 31, 2021 by 2:00 pm.**

To qualify for review, email submittals to [kristine.keller@dshs.wa.gov](mailto:kristine.keller@dshs.wa.gov) and [kari.robecker@dshs.wa.gov](mailto:kari.robecker@dshs.wa.gov). **All email submittals must be received no later than 2:00 p.m. on August 31, 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/Advertised Selections/RFQ-Attachment1.docx](https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Advertised%20Selections/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 (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 31, 2021 prior to 2.00pm**

For selection process questions please contact Kari Robecker at [kari.robecker@dshs.wa.gov](mailto:kari.robecker@dshs.wa.gov).

For project questions please contact the Project Manager, Kristine Keller, 509-601-2370 [kristine.keller@dshs.wa.gov](mailto:kristine.keller@dshs.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 13, 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 7, 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.

END OF REQUEST FOR QUALIFICATIONS