

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **June 22, 2023, prior to 2:00 pm PST**

Pre-Design Services Required for Project No. 2023-424: Statewide DSHS/DCYF Youth Housing at an undetermined location(s) within the State of Washington.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Pre-Design Services for DSHS/DCYF Youth Housing for minors with co-occurring developmental/intellectual disabilities and behavioral health needs. The intent is to study multiple existing locations/facilities across the State of Washington to determine the best solution(s) for remodel. The option for new construction will also be explored. This scope of work includes pre-design services only.

DSHS and DCYF have identified two distinct groups of youth who lack suitable service and placement options. The first group is non-dependent youth who are effectively being boarded in hospitals and the second group is dependent youth who are experiencing multiple days of placement exceptions. Placement exceptions occur when youth are housed in hotels, leased state-run temporary facilities, or night-to-night foster care placements and other placements do not exist that meet the youth's needs, or the youth have refused other placement options. Both populations of youth fall into the category of being either a danger to themselves or others, or gravely disabled, and therefore likely meet the threshold for ITA.

To address these service and placement gaps, DSHS and DCYF recommend the creation of additional state-run Habilitative Mental Health (HMH) and high-intensity DD (HIDD) beds. HMH/HIDD beds serve clients with co-occurring developmental/intellectual disabilities and behavioral health needs and focus on daily living skills. Washington currently has no HMH/HIDD beds for youth.

Description of Facility

The intent is to create a facility-based holistic residential habilitation program tailored for youth with complex needs who present with challenging support issues, for whom less restrictive out-of-home treatment options are inappropriate, unavailable or have failed to derive positive outcomes.

The desire is to avoid a large dormitory-style housing solution, instead focusing on smaller pod-style housing. Besides housing, the facility shall also support the youths' educational, occupational, and therapeutic needs. It is estimated that this facility will support approximately 20 youth at a time.

The pre-design will include a preliminary cost study to determine a Maximum Allowable Construction Cost (MACC) for this project. This project is funded for pre-design only in the 2023-2025 biennium.

The intent is to reach 50% completion of this pre-design report by the end of August 2023 in order to include a request for design funding in the 2023 Supplemental Budget in September 2023. This will require a significant number of meetings, site visits and research to occur during August 2023.

Project Goals

- The Pre-Design 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 building(s) will be built or renovated for operational efficiency, durability, and ease of maintenance.
- The new buildings will meet DSHS’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.

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

This pre-design effort will challenge our DSHS and DCYF stakeholders to develop a new model of care that explores operational alternatives and efficiencies to provide notable 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 pre-design will identify connections with our neighboring community members.

Ultimately, the pre-design 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 Youth Housing for minors with co-occurring developmental/intellectual disabilities and behavioral health needs. 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.

Anticipated Selection Schedule

RFQ Notice Issued	Thursday, June 1, 2023
Informational Meeting	Thursday, June 8, 2023 at 10:00 AM PST
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Week of June 26, 2023
Interview Period	Week of July 10, 2023
Firm(s) Selected and Announced	Week of July 10, 2023
Agreement(s) Executed	Late July 2023

Informational Meeting

An informational meeting will be held virtually for this project.

Date/Time	Teams Meeting Links / Call In Information
<p data-bbox="233 235 586 266">June 8, 2023 at 10:00 am PST</p> <ul style="list-style-type: none"> <li data-bbox="282 306 654 380">• 2023-424 Statewide DSHS/DCYF Youth Housing 	<p data-bbox="724 235 1081 266">Click here to join the meeting</p> <p data-bbox="724 270 1060 302">Meeting ID: 232 194 819 409</p> <p data-bbox="724 306 919 338">Passcode: 2iafG8</p> <p data-bbox="724 342 1133 373">Download Teams Join on the web</p> <p data-bbox="724 378 992 409">Or call in (audio only)</p> <p data-bbox="724 413 1373 445">+1 564-999-2000,,968142436# United States, Olympia</p> <p data-bbox="724 449 1143 480">Phone Conference ID: 968 142 436#</p>

Firms who have previously not performed business with the state are encouraged to attend. 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.

For questions concerning the pre-submittal informational meeting, please contact the project manager at kristine.keller@dshs.wa.gov

Addenda to this Notice

It is the responsibility of the interested firms to track changes to this solicitation. Refer to the DES website for any addenda 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>).

Submittal Maximum Page Count and Additional Content

SOQs must not exceed twenty (20) single sided pages (total) of content using 8½ x 11 size sheets. The following will not be counted against the maximum page count:

- Title and Back Cover Pages
- Cover Letter
- Section Dividers/Tabs (unless they have more information than category name)
- Attachment 1 Form (Consultant Selection Contact Form)
- Attachment 2 Federal SF330 (Part II only) Form

A submitting firm may elect to include any other pertinent data it deems appropriate to address the selection criteria and assist the Selection Committee in evaluating the qualifications. Additional content must remain within the maximum page count.

- When 11”x 17” size sheets or fold-outs are used, each side will be counted as two 8½ x 11 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.

Submittal Requirements

DES is accepting only electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified.

Format the Statement of Qualifications (SOQ) to meet the following requirements. SOQs that do not follow this format may impact final scoring:

- Title Page indicating: (not included in page count)
 - Project No. 2023-424: Statewide DSHS/DCYF Youth Housing
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- Consultant Selection Contact Form (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Life Cycle Cost Analysis Experience
- Sustainable Design Experience
- Past Performance
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

The Consultant Selection Contact Form must identify the Designated Point of Contact, contact information, address of the Firm, and all Diverse Business certifications (if applicable). This form must be situated behind a Title Cover or Cover Letter AND before any table of contents. Consultant Selection Contact Form may be found in the Consultant Selection Documents, located on our Current Advertised Projects for Consultant Selection Page (Link below).

Federal form SF330 (Part II only) may be found on our Current Advertised Projects for Consultant Selection Page (Link below).

How to submit the Statement of Qualifications (SOQ)

DES has created a secure access point for uploading your SOQ for this project:

<https://wades.app.box.com/f/dc6af5a5c3d249ffbf2415710aad743f>

This link will be active until the submittal deadline, at which point the upload access will be removed.

If you have trouble uploading or would like confirmation of your upload, please contact Angeline Butros via email: angeline.butros@des.wa.gov

Failure to submit the SOQ by the specified date and time above will render the SOQ as non-responsive to this notice and rejected by DES for consideration. Failure to adhere to the submittal requirements may also render the SOQ as non-responsive to this notice and rejected by DES for consideration.

Supplemental RFQ Documents

The following forms/instructions are located on the DES Current Advertised Projects for Consultant Selection page in the **RFQ Consultant Selection Documents** section:

<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>):

- Consultant Selection Contact Form
- Federal Form SF330
- Diverse Business Inclusion Plan

Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The firms submitting qualifications in Phase 1 will be scored and ranked using the Phase 1 evaluation criteria in this RFQ. The most qualified firms (Finalists) will be invited to Phase 2 Oral Interviews. The Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The Finalist with the best Phase 2 rank will be chosen to begin negotiations to provide consultant services for this project. Note, Phase 1 and Phase 2 scores are NOT combined.

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection panel as determined by DES. This panel will review each SOQ for responsiveness and apply the following weighted selected criterion to determine a score for ranking:

Weighted evaluation criterion for the Phase 1:

SOQ Evaluation will be used by the selection committee to score each top-rated firm as follows:

<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 Owner intends to assign each individual or sub-firm to the Project.</p>	<p>25 points</p>
<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>	<p>30 points</p>
<p>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 progresses. More information on OFM LCC Model can be located at www.OFM.wa.gov/facilities .</p>	<p>10 points</p>
<p>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.</p>	<p>10 points</p>
<p>Past Performance Describe the approach the Proposer might utilize to achieve and maintain the Owner’s project scope, schedule and budget. Describe and provide examples of how the proposer successfully developed the 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</p>	<p>25 points</p>

interrelationship of successful management of scope, schedule, and budget creates successful projects.	
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

Based on each score, each SOQ will be ranked and a short-list of top-qualified firms will advance to Phase 2 Selection: Oral Interviews. DES reserves the right to determine the total number of top-qualified firms to advance to Phase 2 Selection.

Phase 2: Oral Interviews (total 100 points)

Top-qualified firms (highest ranked firms) will be invited to participate in Phase 2 of the selection. Oral Interviews on a specified date and time, and will be formatted in two periods:

- Firm Presentation Period (Maximum: 30 Minutes)
- Question and Answer (Q&A) Period (Maximum: 20 minutes)
- Firm Closing Statements (Maximum: 5 Minutes)

Remote Interview (Video Teleconference) Considerations:

A meeting link for accessing the oral interview will be provided to each top-listed firm following completion of Phase 1 Selection.

Weighted evaluation criterion for the Phase 2:

Oral Interviews will be used by the selection committee to score each top-rated firm as follows:

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	25 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	25 points
Project Approach: Understanding of this project Challenges & Opportunities	25 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	25 points
Diverse Business Inclusion Plan: To be submitted day before interview	Not Scored

Additional Considerations for Selection

Diverse Business Inclusion Plan Requirements

This submittal is a Phase 2 mandatory requirement. It is not scored, however, failure to submit will result in a firm being deemed non-responsive.

Each top-ranked firm, including diverse businesses, will be required to submit DES' Public Works Diverse Business Inclusion Plan form.

A complete Diverse Business Inclusion Plan will be submitted to the DES Project Manager no later than one (1) full business day prior to the scheduled interview date and time.

The Diverse Business Inclusion Plan must 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.

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).

Following final selection, the successful firm and its subconsultants must register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Firms may contact the following resources to obtain information on certified and registered diverse business firms for the inclusion of potential diverse business subconsultants:

- 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

Evaluation and Scoring Considerations

In evaluating each of the criteria, the Selection Committee will identify significant and minor strengths and weaknesses from the submissions. The Selection Committee 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.

Other Information

The successful most-highly qualified firm will be expected to enter upon DES’ standard Engineering and Architectural Services Agreement. Level of effort and relative fees will be negotiated following selection of the most-highly qualified firm.

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 state also reserves the right to terminate negotiations with the successful most-highly qualified firm if mutual agreement is unachievable. The state may at its discretion enter into negotiations with the next highly qualified firm determined as a result of this selection process; or conduct a new selection process for the procurement of services necessary to complete this project.

All firms responding to this solicitation are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>

All Statements of Qualifications and submittals shall become property of the State of Washington and are subject to public disclosure, at the conclusion of the selection process, according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, please contact Angeline Butros at 360.480.1071 or via email at: angeline.butros@des.wa.gov.

For questions specific to the project, please contact the Project Manager, Kristine Keller, 509-601-2370, Kristine.keller@dshs.wa.gov

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