

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **October 27, 2023 prior to 2:00 pm PST**

Design and Construction Administration Services Required for Project Nos. 2024-400, 402, 404, and 405: Multiple Building Re-roofing, Department of Social and Health Services, Rainier School, 2120 Ryan Road, Buckley WA.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for design, construction administration, and closeout services for the re-roofing of multiple buildings at Rainier School in Buckley WA.

The project includes roofing replacement of up to 19 resident cottages, the central steam plant, the main kitchen building, and covered walkways.

Additional work may be added to this scope of work; being so the selected firm may be used as a campus on-call consultant for other roofs on the Rainier School campus during the current funded biennium.

Description of Facility

Rainier School (RS) is a state Residential Habilitation Center for approximately 125 individuals with intellectual and developmental disabilities. The facility opened in 1939. Located on a rural site in Buckley WA, the program provides a wide variety of care as an Intermediate Care Facility (ICF) and provides individualized habilitative services that support and enhance an individual's skills and strengths.

Project Goals

- Successfully replace roofing systems that are long beyond their life expectancy and prevent further water intrusion, infrastructure damage, and health risk.
- Provide safer living conditions for residents and safer working environments for staff.
- Stop the need for urgent roof leak response and completing temporary repairs, freeing up maintenance staff time for other campus work.

Submitting firms should have a strong background in creating innovative and cost-effective roof replacement designs as well as strong construction administration. Firms should fully understand the State agency construction requirements and the State of Washington capital budget process.

Project-Specific Information

A campus map of Rainier School is attached to this RFP.

This project is funded by four separate state capital budget appropriations.

Project 2024-400: The roofing on the residential cottages is a mixture of metal, shingle, and clay tiles. The cottages contain the living spaces for nearly 125 residents. Continuing to defer the repairs to the cottages will escalate future costs and negatively impact on the living conditions of the residents and working conditions for staff. This project replaces roofing systems for up to 19 cottages encompassing 117,132 square feet of residential space.

Project 2024-402: The utility walkways are a network of multiple sidewalk pathways throughout campus. The walkways provide above ground pathways and convenient access for fiber optic cabling, cable television cables, telephone, IT, fire alarm, and some water and steam lines. The covered walkways also allow for a safe and reliable environment for staff and residents to move from building to building to receive treatment and training. The roofing of these walkways is tile.

Project 2024-404: The Central Kitchen building was constructed in 1934. The building received its last major renovation to include a new roof in 1984. The building is approximately 23,800 square feet. The building provides meals for the 125 residents and staff. The building is truly the heart and soul of the campus. The building has a combination of tile and membrane roof systems.

Project 2024-405: The Central Powerhouse is 7,600 square feet and 46 years old. It houses the three large boilers and mechanical systems that provide steam heat and hot water to many buildings on campus. It has a flat membrane roof.

It is intended to replace all the tile and metal roofing with high quality asphalt shingle. Replacement of membrane as well roof drainage improvements are expected in flat roof areas of the kitchen and powerhouse.

The preliminary Maximum Allowable Construction Cost (MACC) for this work is \$4,500,000.

Anticipated Selection Schedule

RFQ Notice Issued	Tuesday, October 10, 2023
Informational Meeting	Tuesday October 17, 2023 - On-Site, 10:00 a.m.
Statement of Qualifications (SOQ) Due	Friday, October 27 by 2:00 p.m.
Short-listed firms selected and notified	Week of November 6, 2023
Interview Period	Week of November 13, 2023
Firm(s) Selected and Announced	Week of November 27, 2023
Agreement(s) Executed	Early December 2023

Informational Meetings and Site Tours

A required informational meeting and site tour will be held **in-person** for this project.

Date/Time	
Tuesday, October 17 at 10:00 a.m. at Rainier School. Meet at the Maintenance Office.	While not required, please notify Shauna Essman (shauna.essman@dshs.wa.gov) if you are planning to attend this meeting and tour.

A site tour will be held immediately following the informational meeting.	
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When the site tour is held, A DES/DSHS representative will meet participants at the entrance to the maintenance office. Please refer to the attached campus map. The preferred entry is through the Levesque Road listed as the Maintenance and Truck Entrance on the map.

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 the DES Current Projects webpage (provided above) including a Q&A sheet from the meeting.

For directions for the pre-submittal informational meeting and site visit or any questions, please contact the DES/DSHS project manager Shauna Essman, shauna.essman@dshs.wa.gov or Dean Heglund, dean.heglund@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 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-five (25) single sided pages (total) of content using 8½ x 11 size sheets. Provided informational content is not included, the following will not be counted against the maximum page count:

- Title and Back Cover Pages
- Section Dividers/Tabs
- Consultant Selection Contact Form
- Attachment 2 Federal SF330 (Part II only) Form

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

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.

Submittal Requirements

DES is only accepting 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. 2024-400: Rainier School – Multiple Building Reroofing
- Department of Social and Health Services
- Name of Firm
- Date of Submission
- Cover Letter (not included in page count)
- Consultant Selection Contact Form (see description below) (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- 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, and Firm address. Form must be placed 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.

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

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/aef290b0db2d4e8a9802339f54eebf8f>

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>30 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>35 points</p>
<p>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.</p>	<p>35 points</p>
<p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p>	<p>Not scored</p>

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, currently planned for November 14, 15, or 16, will follow this format:

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:

Phase 2 interviews will be conducted virtually. A meeting link via Teams will be sent to phase 2 selectees for completing the oral interview.

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	20 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	30 points
Project Approach: Understanding of this project Challenges & Opportunities	30 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20 points
Diverse Business Inclusion Plan (written submittal)	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 into DES' standard Engineering and Architectural Services Agreement. The 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 negotiations with the next highly qualified firm determined because 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, Shauna Essman, ph) 564-233-1999, e-mail: shauna.essman@dshs.wa.gov or Dean Heglund, ph; (360) 480-6069, e-mail: dean.heglund@dshs.wa.gov

NO FAXED, OR E-MAILED COPIES WILL BE ACCEPTED.

RAINIER SCHOOL CAMPUS



Building Index (Alphabetical)								
Client Facility			Administration and Support Facilities					
Building Name	Grid	OBN	Building Name	Grid	OBN	Building Name	Grid	OBN
1010	B2	66	2010	D8	40	Laundry	F4	31
1020	C2	65	2010 A	D8	40	Laurel	B5	56
1030	C3	64	2010 B	D8	40	Maintenance	I4	23
1040	B4	63	Administration	E8	1	Martin (Storage)	H6	18
1050	C4	62	Alder (Inactive)	I5	21	Meyer	D5	37
2005	C10	67	ATP HQ	G5	50	Motor Pool	I3	25
2015	D1	68	Belle-King (Storage)	B6	53	Oakley	G5	35
2025	E1	69	Carpentry Shop	I4	22	Olsen	H6	19
Alpine	G10	9	Cedar	H5	20	Olsen	H6	19
Aspen	F10	10	Chapel	G9	8	OT/PT	D7	2
Buckley	D6	44	Classroom	G7	4	P-43	H3	28
Cascade	C5	39	Coffee Shop	E6	36	Paint Shop	H3	27
Chelan	I8	15	Columbia- Learning CTR	F5	33	Pat C HQ	D7	50
Chinook	C5	38	Commissary	H4	24	Pat E HQ	H9	7
Devenish	G8	46	Crystal Fitness Center	G5	34			
Haddon	C6	43	Emergency Generators	F3	30	Pine	G3	51
Hyak	F6	48	Fir	G2	51	Pool (Inactive)	H8	5
Klamath	C7	41	Green Houses North	F3	29	Power House	F3	30
Naches	C6	42	Guest Residence	C10	61	Pump House	F3	26
Omak	I9	13	Gym	G7	3	Ray Peel Bldg.	H7	17
Orcas	I8	14	Hemlock	D2	50b	RIS	E8	1
Percival	E6	45	Holly (Storage)	A5	55	Robin	D4	49
San Juan	I10	11	Hurlbert	G4	32	Safety	E8	1
Shasta	J9	12	ISB (Inactive)	H9	7	Spruce	D3	50A
Tyee	G6	47	Kerr	A6	54	Staff Development	E8	1
			Kitchen	E5	36	Staff Dormitory	C8	57

OBN – Original Building Number

Symbol Legend

- Covered Walkway (Fiber, Electric, and Steam Lines)
- Road Dead Ends
- Paved Road
- Un-Paved Road /Parking
- Vehicle Parking
- Service Vehicle Parking
- Security Gate
- Electric Vehicle Charging Station



TITLE	RAINIER CAMPUS
DATE	12/15/21
APPROVED BY	S. WARD