

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **January 31, 2024 prior to 2:00 pm PST**

Pre-Design Services Required for Projects: 2024-316 MIS-Main Dock Float and Dolphin Replacement & 2024-319 MIS-Passenger Ferry Replacement for, Department of Corrections, McNeil Island, WA.

Scope of Work

This Request for Qualifications is for the purpose of selecting a Consultant for Predesign Services for the replacement of the Main Dock and Dolphins located at McNeil Island, WA and a modified Predesign for selecting a New Passenger Ferry serving McNeil Island, WA. This scope of work includes predesign services only.

Project 2024-316 replaces the old and rapidly deteriorating McNeil Island Main Dock, mooring float, dock house, causeway, dolphins, and associated elements to maintain operational needs. The new dock will perform better during severe weather and enable daily transportation of passengers to and from McNeil Island in support of the Special Commitment Center's (SCC) operations. The existing structure is past its useful lifecycle, becoming increasingly difficult to maintain, and presenting safety concerns for ferry passengers. Some elements have already failed and required expensive emergency repairs that interrupted operations on McNeil Island.

Project 2024-319 completes comprehensive marine transportation study that identifies the requirements for a new purpose-built passenger ferry (seating 149 or less) that provides safe and reliable marine transportation service to McNeil Island. The modified predesign should recommend a minimum of 3 options for the state to consider for a replacement ferry. One of the options shall include a hybrid-electric propulsion system. Additionally, supporting infrastructure requirements for each of the options should be included in this modified predesign. The preferred option selected by the modified Predesign will be used by DOC for procurement of a replacement ferry.

Description of Facility

The SCC is located on McNeil Island for the care and treatment of approximately 160 sexually violent predators. The Department of Corrections (DOC), through Correctional Industries, provides maintenance and operations support for the island including marine services, water treatment, wastewater treatment, and fuel receipt and delivery.

Island operations have changed significantly from the original installation of the dock. A reliable dock is required to on/off load the Department of Social and Health Services (DSHS) and DOC employees who ferry to McNeil Island to support the SCC's daily operations. The float dock is 50 years old, in poor condition, and incorrectly sized for the ferries using the dock. Severe winter storms have cracked the concrete and the fenders are separating from the concrete, creating a hazard for docked ships. The dock is full of holes from previous fender repairs and there are very few places on the dock to attach new

fenders. Previous cracks and leaks have temporarily closed the main dock; however, the condition of the float is beyond repair and the float needs to be replaced. When the main dock is out of service, the ferries are required to dock at the Still Harbor dock adding 20 minutes to the commute, consuming more fuel, and adversely impacting shift change schedules.

The preliminary Maximum Allowable Construction Cost (MACC) for the Main Dock Float and Dolphin Replacement project is \$14,465,000.

In September 2013, DOC assumed stewardship of McNeil Island, which included marine operations (vessel transportation and maintenance) and consists of a five-vessel fleet that includes three passenger ferries, and two transport barges. The aging passenger ferries make over 8,000 runs annually, traveling over 23,300 nautical miles to transport between 180,000 and 200,000 passengers each year.

The United States Coast Guard (USCG), Federal Clean Air Act, and other applicable regulations affect these vessels, and they are required to have biennial dry-dock inspections before the USCG will issue a Certificate of Inspection (COI) that authorizes continued use. During dry-dock, necessary maintenance and repairs are completed prior to the USCG inspections.

The DOC is proposing to replace one ferry in the 25-27 biennium and planned replacements of the other two ferries will be submitted in future biennial budget requests. The estimated cost of the replacement ferry will be determined by the modified predesign.

Project(s) Goals

- *Provide safe and reliable transportation for DSHS and DOC employees on McNeil Island.*
- *Minimize maintenance and operational costs of the new dock.*
- *Maximize life expectancy of new dock and make it compatible with existing and future vessels.*
- *Improved performance for onloading/offloading passengers during stormy weather.*
- *Reduce travel time between McNeil Island and Steilacoom.*
- *Minimize maintenance and operational costs of the new passenger ferry.*
- *Maximize the life expectancy for the new passenger ferry.*
- *Meet current and future operational needs for McNeil Island.*

Submitting firms should have a strong background in the innovative design of docks, mooring floats, pilings, and other marine structures. Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process, planning, life-cycle cost analysis, and permitting processes for marine facilities. The successful team will also include the expertise to identify requirements, identify options, and assist DOC with the procurement process to acquire a replacement ferry.

Project-Specific Information

Draft Report: Repair & Replacement Options

Anticipated Selection Schedule

RFQ Notice Issued	Tuesday January 17, 2024
Informational Meeting	Wednesday January 24, 2024 at 10:00 AM PST
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Week of February 5, 2024
Interview Period	Week of February 19, 2024
Firm(s) Selected and Announced	Week of February 19, 2024
Agreement(s) Executed	Late February 2024

Informational Meeting

An informational meeting will be held virtually for this project.

Date/Time	Call-In Information
Wednesday January 24, 2024 at 10:00 AM PST A site tour will not be held.	Click here to join the meeting Meeting ID: 217 470 454 294 Passcode: V6AAXh Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,116893453# United States, Olympia Phone Conference ID: 116 893 453#

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.

Addenda to this Notice

It is the responsibility of the interested firms to track any 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-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. 2024-316 + 2024-319; MIS Main Dock Float, Dolphin Replacement & MIS-Passenger Ferry Replacement
 - Department of Corrections; McNeil Island Stewardship
 - 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
- Life Cycle Cost Analysis 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, and address the Firm. 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.

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/93787158a89844839823ab169e9ffd67>

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:

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 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.	30 points
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 .	20 points
Past Performance	25 points

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.	
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	20 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	20 points
Project Approach: Understanding of this project Challenges & Opportunities	25 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20 points
Life Cycle Cost Analysis Experience	15 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 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, Jonathon Abbott, 360.584.3184, jonathon.abbott@doc1.wa.gov

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