

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **April 16, 2024 prior to 2:00 pm PT**

Consultant Services Required for Project No. 2024-729: SVH – Skilled Nursing Facility Replacement for, Washington Department of Veterans Affairs, Spokane Veterans Home currently located at 222 East 5th Spokane, WA. 99202

Maximum Fee Limit

The maximum value of this agreement shall not exceed \$200,000.

Description of Facility

Spokane Veteran’s Home located currently at 222 East 5th in Spokane, WA. is a 100-bed facility. It lacks in land, parking and building space to accommodate the quality of life or the growing care needs for our Veterans. The Department of Veterans Affairs (DVA) wants to configure a new facility in a manner that allows them to provide memory care units – a growing need for our Veteran population. In addition to these needs, the current facility is not in keeping with the new Federal VA model prioritizing private or semi-private rooms for a more home-like setting.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Feasibility Study Services for the SVH – Skilled Nursing Facility Replacement located in the Spokane, WA and surrounding areas.

Consultant to provide a feasibility study in selecting a location that is in the greater Spokane area, meeting the Federal VA skilled nursing facility requirements (proximity to medical facilities for doctor appointments, hospitals, ect). Once a new location is determined, DVA will be submitting a request for additional funds for Design through Construction. At this time, a preliminary MACC is not known.

Submitting firms should have a strong background in the innovative design of Skilled Nursing/Veteran Facilities and the Federal requirements of said building.

Anticipated Selection Schedule

RFQ Notice Issued	March 26, 2024
Informational Meeting	April 4, 2024 at 11:00am (virtual, see link below)
Statement of Qualifications (SOQ) Due	See above date and time
Firm(s) Selected and Announced	April 19, 2024
Phase II Interviews	Week of April 22, 2024
Firm Selected and Announced	Week of April 22, 2024
Agreement(s) Executed	April 26, 2024

Informational Meeting (virtual)

Informational Meeting Date/Time	Teams Link
April 4, 2024 at 11:00 AM PT	Click here to join the meeting Meeting ID: 241 740 099 275 Passcode: AGYNun Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,948213215# United States, Olympia Phone Conference ID: 948 213 215#

Submittal Maximum Page Count and Additional Content

SOQs must not exceed eight (8) 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 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. 2024-729: SVH – Skilled Nursing Facility Replacement
 - Washington State Department of Veterans Affairs, Spokane Veterans Home (currently located at 222 East 5th Spokane, WA. 99202
 - 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
- Previous Performance
- Project Approach
- Diverse Business Inclusion Strategies

- Federal SF330 Form (Part II only) for Prime Consultant (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/2f20cbba90c04f9ca1461897be4a58e9>

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

Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Optional 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) may be invited to the Optional Phase 2 Oral Interviews. If interviews occur, the Finalists will be scored and ranked based on the Phase 2 evaluation criteria, which will be provided with the notice of interview. 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>	20 points
<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>	30 points
<p>Previous 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>	25 points
<p>Project Approach</p>	25 points
<p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p>	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 Interviews will be held in person at the existing SVH facility. Times will be scheduled directly with selected Phase 2 firms.

Additional Considerations for Selection

Diverse Business Inclusion Goals

Phase 1 SOQs should include strategies to increase opportunities for diverse business participation.

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

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/>

Submitting firms are encouraged to register with the Architect/Engineer (A/E) Reference File. The A/E Reference File is used by University of Washington, Department of Enterprise Services & many other Washington State public owners. Firms can register on the A/E Reference file here: <https://www.des.wa.gov/services/facilities-and-leasing-management/architecture-engineering-design-consultants>

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, Barbie Downing, (509) 280-5700, barbie.downing@des.wa.gov

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