

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WASHINGTON

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: **2:00 PM PST Thursday November 9, 2023**

ON-CALL ARCHITECTURAL SERVICES ARE REQUIRED for Project No. 2024-829, On-Call Campus Architect(s) for Tacoma Community College located in Tacoma, Washington.

For Complete Information, including updates/amendments visit our Web page at:
<https://www.des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

1. Scope of Work

This Request for Qualifications is for the purpose of selecting one or more On-Call Campus Architect(s) to provide architectural and engineering services in connection with planned and unplanned projects implemented during the 2023-25 biennium (or July 1, 2023 through June 30, 2025).

The scope of work may include, but may not be limited to, complete services: scoping/programming, budgeting, design, construction cost estimating, bidding, construction administration, closeout, and warranty support.

Services may also include assistance in preparation for and development of the biennial Facility Condition Survey and the development of new major Capital Project Request Reports (PRR's) and other projects at the discretion of the College.

Potential projects may include remodels/renovations, utility infrastructure, electrical, mechanical, controls, roofing, and elevator work.

Some specific Tacoma Community College projects that **may** be addressed with a campus architect include:

- Sustainability Improvements
- Accessibility Improvements
- Instructional Program Space Improvement
- Sewer Line Replacement
- Elevator Controls
- Multiple Roof Repairs and Replacements

2. Project Goals for on-call projects:

- Align scope and budget
- Communicate effectively with stakeholders

- Minimize disruptions to the agency operations
- Maximize design and construction efficiencies for consultants, agency, & DES staff
- Maintain coordinated project schedule for completing design and construction on time
- Practice sustainable design

3. Selection Process and Timeline

Firms will be selected in a two-phase process:

Phase 1 - A selection panel will score and rank firm Statements of Qualification, then short-list top-ranked firms based on submitted information.

Phase 2 - Oral Presentations/interviews of short-listed firms.

RFQ Release	Thursday, October 19, 2023
Informational Meeting	Tuesday, October 26, 2023, at 1:00 PM PST
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Week of November 27, 2023
Interview Period	Week of December 11, 2023
Firm(s) Selected and Announced	December 19, 2023
Agreement(s) Executed	Week of February 5, 2024

4. Informational Meeting

There will be an informational meeting for this request. Potential consultants may choose to attend this informational meeting in person or virtually. The informational meeting will be followed by a campus tour for those who attend in person.

Consultants who have previously not performed business with the state are encouraged to attend. If you'd like to send questions ahead of time, please send them to jeremy.orenstein@des.wa.gov. 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.

Date/Time/Location	Video Teleconference Meeting Links / Call In Information
October 26, 2023 at 1:00 PM PST Tacoma Community College 6501 S 19 th St, Tacoma, WA 98466 Building 1 Conference Room	Microsoft Teams meeting https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTK3NTIIMmUtNGNhYy00ZDdILWI4YmEtNjlyN2Y3NjUyNDZh%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%220id%22%3a%2222a94d94-3fe7-4336-95bb-1df97cbf3b72%22%7d Meeting ID: 245 129 299 103 Passcode: mRTvUa Or call in (audio only) +1 564-999-2000 ,555129494# (833) 322-1218 ,555129494# Phone Conference ID: 555 129 494#

5. 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 Phase 2 Oral Interviews. If so, the Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The finalist(s) 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.

6. Selection Criteria

Phase 1: Consultants will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of 100 points:

<p>Qualifications of Key Personnel Identify and provide resumes for specific individuals for key positions. Identify the main point of contact for the team. Describe how each individual’s professional experiences are relevant and bring value to the projects.</p>	20 points
<p>General Project Approach Describe how you would approach and undertake a new project.</p>	50 points
<p>Relevant Experience Discuss projects that your firm and proposed staff have undertaken of similar scope, size and complexity within the past two to eight years. Describe attributes of past projects that have met goals similar to the project goals. Describe managing multiple projects simultaneously. <i>(Relevant experience includes all services on various owners’ projects, not just state projects.)</i></p>	30 points
<p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p>	Not scored

Phase 2: Phase 2 consists of oral presentations, interviews/Q&A of short-listed firms.

<p>Key Personnel & Workload Management Plan Include consultant staff introductions who will actually perform on-call services along with consultant’s capabilities and organizational structure for providing the desired services.</p>	15 points
<p>Relevant Experience Walk us through a few example projects of similar scope, complexity, and size.</p>	15 points
<p>Collaboration and Communication Describe communication and work with stakeholders.</p>	20 points
<p>Project Management & Approach Scope management Budgeting and Cost Control</p>	50 points

Construction Cost Estimating Project Scheduling Challenges and Opportunities	
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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.

7. 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

8. Submittal requirements

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

<https://wades.app.box.com/f/69ae7c33a6a2412d981b2aa02a4b2f63>

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 (Ernst) 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.

Each submittal shall include:

- Completed copy of Consultant Selection Contact Form 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). Consultant Selection Contact Form should be situated behind any cover letter you choose to include AND before any table of contents.
- Federal Form 330 (Part II only)

- Diverse Business Inclusion Strategies
- Any other pertinent data to assist the Selection Panel in evaluating your qualifications.
- No more than twenty (20) pages of total content at 8 ½ x 11 sized single-sided sheets.
 - The page count does include:
 - Cover letter
 - Response to selection criteria
 - Resumes and references
 - The page count does not include:
 - Standard Form 330, Part 2
 - Tabs (unless they have more information than category name)
 - Cover Page (unless it has more information than project number, project title, firm name and address block)
 - Table of Contents (unless it has more information than category and page number)
 - Consultant Selection Contact Form (including supplemental attachments)

Consultant Selection Contact Form and Standard Form 330 can be found in the RFQ Consultant Selection Documents, located here: <https://www.des.wa.gov/services/facilities-and-leasing-management/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

9. Next Steps

The selection panel will evaluate the Statements of Qualifications (Phase 1 submittals) and may invite the most-qualified consultants to participate in optional interviews (Phase 2).

Interviews will be held virtually or in-person. In person is preferred.

The top-ranking consultants from Phase 2 will be deemed to be “most highly qualified” to perform the desired services. These consultants may be called upon at any time during the biennium to scope and perform the desired services.

Consultants responding to this solicitation will be notified in writing of the selection results on or before December 19, 2023.

10. Other Information

Funding for projects will be from State, local or federal funding. Firms shall have the capacity to produce project deliverables for multiple, simultaneously occurring projects and be capable of meeting strict biennial spending deadlines.

Agreements:

- The maximum value of any project-specific agreement fees shall not exceed \$300,000. The agreements for consultant services will be the standard Facility Professional Services agreement and fees will be negotiated.

- Enterprise Services reserves the right to enter any number of agreements within the biennium with any selected consultant. There shall be no guarantee that Department of Enterprise Services will issue an agreement to any consultant selected as an “On-Call Campus Architect.”

Encouraged to Register in WEBS: All consultants responding to this request are encouraged to register in Washington’s Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

The state of Washington is an affirmative action employer. All information and documentation provided to Enterprise Services shall become the property of the state and may be subject to the Washington Public Records Act (RCW 42.56).

If you have any questions please contact the Project Manager, Jeremy Orenstein, 360.280.7526, Jeremy.Orenstein@des.wa.gov