

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **April 18, prior to 2:00 pm PT**

**Audit Services Required for Project No. 2020-403: WSH-New Forensic Hospital: Audit** for, the Department of Social and Health Services (DSHS) at Western State Hospital in Lakewood, WA.

**Scope of Work**

This Request for Qualifications is for selecting a firm to provide Audit Services for 20-403 WSH-New Forensic Hospital project contracts at Western State Hospital in Lakewood, WA. This scope of work includes audit services only.

The Department of Enterprise Services (DES) on behalf of the Department of Social and Health Services (DSHS) has contracted architectural services with Hellmuth, Obata, Kassabaum, Inc. to design a New 350-Bed Forensic Hospital on the Western State Hospital campus in Lakewood, Washington. DES/DSHS contracted with Clark Construction as the General Contractor/Construction Manager (GC/CM) for this project. The GC/CM Alternative Subcontractor selection process was used to procure Electrical, Plumbing, Mechanical, Civil (Building and Infrastructure), Civil (Site), and Mass Timber subcontractors. RCW 39.10.385 requires an audit to confirm proper accrual of costs.

The New Forensic Hospital is currently under design. Clark Construction is providing Preconstruction services and enabling construction work.

Provide auditing services:

1. Conduct a pre-construction audit conference with contractor and DSHS to set the foundation for the audit process.
  - i. Review of the GC/CM contract documents, specifically the Cost of Work for the Alternatively Procured Subcontractors as required by RCW 39.10.385 and spot check Negotiated Support Services (NSS) as it relates to costs to be reimbursed.
  - ii. Initial review of contractor's Schedule of Values at the start of construction.
  - iii. The initial conference shall facilitate smooth and timely information transfer between the GC/CM, the Alternatively Procured Subcontractors, and Auditor.
2. Perform interim audits of contractor's construction costs when construction is approximately 35% and 65% complete.
  - i. Audit of billings to date.
  - ii. This audit should identify items within the billing that the contractor may need to address with future billings prior to the final audit.
- iii. Provide preliminary reports based on the interim audits during construction. Include recommendations regarding reconciliation of billed amounts and recorded costs.
3. Conduct spot check audits during construction when requested by the Project Manager.

4. Perform final audit of contractor's construction costs at final completion of construction and prior to contractor's Final Payment.
  - i. Final audit shall be completed within 30 Days of delivery of contractor's records/final billing. Owner's release of final payment is contingent upon a completed audit.
  - ii. Final written report to be submitted at the time of completion of the audit.
  - iii. Reports to include recommendations regarding reconciliation of billed amounts and recorded costs.
  - iv. The Consultant may be asked to provide additional related duties, not specifically identified above on an as-need basis when requested.

### **Description of Facility**

Western State Hospital (WSH) is a psychiatric hospital campus comprised of 43 separate buildings located approximately seven miles south of Tacoma, WA in the city of Lakewood. Existing WSH facilities are no longer suited to accommodate the delivery of core mental health services.

Twelve existing buildings and their infrastructure will be demolished and replaced with approximately 590,000 SF of new development, consisting of 3 new buildings: a 4-story hospital, a 3-story administration building (ADM), and a 1-story facilities annex. Through a new approach to the design and planning of the buildings and surrounding landscape, the campus seeks to provide a calming and healing environment to facilitate patient recovery. This approach has a demonstrable record of helping to minimize the length of patient stay for competency restoration and reduction in wait times for accommodating new patients.

The approximate Total Contract Cost (TCC) for construction is \$705,000,000. This Project is funded for Design and partial construction in the 2023-2025 biennium with the remaining \$250,000,000 construction funding anticipated in 2025-2027 biennium.

### **Project Goals**

- *Create a positive community impact by supporting people who need mental health care.*
- *Eliminate the backlog of patients waiting for treatment in jails.*
- *Use state-of-the-art architecture to improve the therapy model and directly enhance the healing of patients and support a new way to operate and deliver care.*
- *Deliver the project within budget by proactively identifying and mitigating financial challenges throughout the course of the project.*
- *Timely project delivery so that DSHS can open the New Forensic Hospital and start treating patients.*
- *Foster communication to build trust, teamwork, and create an environment where everyone wants to work together again.*
- *Successfully deliver the new Hospital while demonstrating fiscally responsible accounting.*

Submitting firms should have a strong background in auditing construction contracts. Experience auditing GC/CM contracts is preferred, but not mandatory.

**Project-Specific Information**

The GC/CM Contract Documents for project 20-403 can be found here:

<https://des.wa.gov/services/facilities-and-leasing-management/design-build-gccm-alternative-public-works-projects/gccm-project-selections>

**Anticipated Selection Schedule**

RFQ Notice Issued	March 27, 2024
Informational Meeting	April 10, 2024 at 10:00 AM PT
<b>Statement of Qualifications (SOQ) Due</b>	<b>See above date and time</b>
Short-listed firms selected and notified	Week of April 29, 2024
Interview Period	Week of May 13, 2024
Firm(s) Selected and Announced	Week of May 20, 2024
Agreement(s) Executed	First week in June 2024

**Informational Meetings and Site Tours**

An informational meeting will be held virtually for this project.

<b>Informational Meeting Date/Time</b>	<b>Video Teleconference Meeting Links / Call In Information</b>
<b>April 10 at 10:00 am PT</b>	<a href="#">Join the meeting now</a> Meeting ID: 262 453 226 243 Passcode: Cakehn  <b>Dial-in by phone</b> <a href="#">+1 564-999-2000,,502754942#</a> United States, Olympia <a href="#">Find a local number</a> Phone conference ID: 502 754 942#

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 directions for the pre-submittal informational meeting, please contact the DES project manager at [aaron.martinez@dshs.wa.gov](mailto:aaron.martinez@dshs.wa.gov).

**Addenda to this Notice**

It is the responsibility of the interested firms to track and 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 fifteen (15) 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. 20-403: WSH-New Forensic Hospital: Audit
  - DSHS, Western State Hospital
  - 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
- 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/26f5b45006134325983deb4cd18a8dbb> 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](mailto: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><b>Qualifications of Key Personnel</b>          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><b>Relevant Experience</b>          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><b>Past Performance</b>          Describe the approach the Proposer might utilize to achieve and maintain Owner’s project scope, schedule and budget. Describe and provide examples</p>	<p>35 points</p>

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)

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 (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](http://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](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans' Affairs: 360.725.2169 or 360.725.2200 or [www.dva.wa.gov](http://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](mailto:angeline.butros@des.wa.gov).

For questions specific to the project, please contact the Project Manager, Aarón Martínez, 360.529.7001, [aaron.martinez@dshs.wa.gov](mailto:aaron.martinez@dshs.wa.gov).

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