

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **Thursday April 25, 2024, prior to 2:00 pm PDT**

**Design Services Required for Project No. 2024-459: Olympic Heritage Behavioral Health Facility Modernization** for the Department of Social and Health Services.

**Scope of Work**

This Request for Qualifications is for the purpose of selecting an Architect for Design Services for the Olympic Heritage Behavioral Health, located at Tukwila, WA.

The Olympic Heritage Behavioral Health facility (OHBH) requires necessary projects to promote the functionality of their program needs, and to extend the life of multiple building systems. This work includes expanding the existing Outdoor Recreation areas; repair and replace multiple existing roofing systems; remove and replace existing heating, ventilation, and air conditioning systems and controls; improve Medication Rooms on 2-West and 3-West; complete Nurse's Station reconfiguration on 2-West and 3-West; install building access control system; modernize 1-North three-stop elevator; replace existing emergency generator (design only); and renovate existing Laundry Building to support Maintenance and Operations shop areas (design only).

**Description of Facility**

The Washington State Department of Social and Health Services (DSHS) newly purchased (summer of 2023) an existing behavioral health facility and estate, located at 12844 Military Road S, Tukwila, WA 98168. The purpose for this purchase of real estate was to establish a new facility in King County for the treatment of civilly committed and low acuity behavioral health patients. The purchase of an older building comes with challenges to meet current building and health code requirements for a behavioral health hospital.

An emergency contract is in effect to bring some portions of the facility up to code which is currently underway. This new project scope continues that effort with the repair and replacement of much needed upgrades to this Olympic Heritage Facility.

This project for Olympic Heritage Behavioral Health Facility Modernization will likely be separated into different design and construction phases to allow for some construction work to begin sooner. DSHS requests that the selected design team assist with organizing this work into separate design/bid packages, to best meet the goals and timelines of the facility. Current priority is as follows:

1. Expanding the existing Outdoor Recreation areas to promote large motor activities in a safe and secure courtyard.
2. Repair and replace multiple roofing systems that are at the end of their life.
3. Remove and replace existing heating, ventilation, and air conditioning systems and controls, to bring this facility up to complete working order.

4. Improve Medication Rooms on 2-West and 3-West, gaining access to the corridor from this space. These floors' patient rooms are occupied, so care must be taken to ensure safety.
5. Complete Nurse's Station reconfiguration on 2-West and 3-West. These floors' patient rooms are occupied, so care must be taken to ensure safety.
6. Install building access control system, both on and off patient wards, as needed.
7. Modernize the 1-South three-stop elevator.
8. Replace existing emergency generator (design only).
9. Renovate existing Laundry Building to support Maintenance and Operations shop areas (design only).

The preliminary Maximum Allowable Construction Cost (MACC) for this project is \$8,700,000.00. This Project is funded for Design and Construction Services in the 2024 Supplemental Budget. Funding for the construction of the generator and Laundry Building is expected from the 2025-2027 biennium.

### **Project Goals for This Project**

- *Provides a unique opportunity to generate a design solution for this newly acquired behavioral health facility, to create a safe, therapeutic patient environment.*
- *Incorporates sound financial practices to restore an aging facility to meet current building and health care codes.*
- *Supports transforming behavioral health by transitioning people back into community living.*
- *Meets the Governor's goals, and DHS priorities through modernizing the IT infrastructure.*
- *Recognizes the Governor's goals and the agency's interest in long-term commitments to environmental stewardship, through energy efficiency, sustainability, and a clean environment from reduction of carbon emissions.*
- *Continues to meet DSHS's long term commitment to their clients in modern facilities meeting the Governor's goals.*

Submitting firms should have a strong background in innovative design for behavioral health facilities, an understanding of the joint commission certification process, and experience working within an occupied behavioral health facility. Knowledge of the newly adopted energy code will allow for the best selection of roof systems, and the most efficient equipment for the HVAC replacement portion of work.

Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process, planning, life-cycle cost analysis, sustainable design, and the process to achieve LEED Silver or better certification.

### **Project-Specific Information**

The following information will be made available to the selected firm but will be unavailable during the selection process.

- *An existing roof analysis has been completed to assist with prioritizing the sections of roofing requiring priority of replacement.*
- *Existing drawings are available that locate HVAC equipment.*

***See attached Campus Map with meeting location.***

**Anticipated Selection Schedule**

RFQ Notice Issued	Wednesday April 3, 2024
Informational Meeting	Wednesday April 10, 2024, at 1:00 PM PDT
<b>Statement of Qualifications (SOQ) Due</b>	<b>See above date and time</b>
Short-listed firms selected and notified	Week of May 6, 2024
Interview Period	Week of May 20, 2024
Firm(s) Selected and Announced	Week of May 27, 2024
Agreement(s) Executed	Mid-June 2024

**Informational Meetings and Site Tours**

An informational meeting and site tour will be held **“in-person” or remotely** for this project.

Date/Time	In-Person Meeting Location OR Video Teleconference Meeting Links / Call In Information
<p><b>April 10, 2024, at 1:00 PM PST</b></p> <p>A site tour will be held immediately following the in-person informational meeting.</p>	<p>Olympic Heritage Behavioral Health (OHBH) Meeting located in the Dining Room 12844 Military Rd S Tukwila, WA 98168</p> <p><b>Microsoft Teams</b> <a href="#">Join the meeting now</a> Meeting ID: 280 786 571 476 Passcode: ZxoQVv</p> <hr/> <p><b>Dial-in by phone</b> <a href="#">+1 564-999-2000,,913316610#</a> United States, Olympia <a href="#">(833) 322-1218,,913316610#</a> United States (Toll-free) <a href="#">Find a local number</a> Phone conference ID: 913 316 610#</p>

**Meeting Day Information**

For the on-site informational meeting, a DSHS representative will meet at the North security entrance. **Make time before the 1:00 meeting start time, to check in with security and obtain an identification badge.** We will meet in the Dining Room for the meeting. After the informational meeting, we will walk the interior of the building, then move to the exterior to examine that scope of work. Please refer to the attached campus map. There will NOT be an on-line option to view the campus. Make plans to attend the on-site meeting to view the existing campus and proposed work.

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 including a Q&A sheet from the meeting.

For directions for the pre-submittal informational meeting and site visit, please contact the DSHS project manager Shauna Essman at [shauna.essman@dshs.wa.gov](mailto:shauna.essman@dshs.wa.gov) or at 564-233-1999.

### **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 twenty (20) 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. 2024-459: DSHS Olympic Heritage Behavioral Health Facility Modernization  
12844 Military Rd S, Tukwila, WA 98168
  - 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 Form Part II only for Prime and key Subconsultants (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/95200cedd4dc4e9083f5898269cfab50>

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 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 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>40 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 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>30 points</p>
<p><b>Diverse Business Inclusion Strategies</b>          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, and will be formatted in two periods:

- Firm Presentation Period (Maximum: 20 Minutes)
- Question and Answer (Q&A) Period (Maximum: 15 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:

<b>Organization:</b> Management Plan Team Member Qualifications Capacity/Production Capabilities	20 points
<b>Project Management:</b> Scope management Budgeting and Cost Control Project Scheduling	25 points
<b>Project Approach:</b> Understanding of this project Challenges & Opportunities	35 points
<b>Experience:</b> 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](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, Shauna Essman, 564-233-1999, or [shauna.essman@dshs.wa.gov](mailto:shauna.essman@dshs.wa.gov) .

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