

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **November 5, 2024 prior to 2:00 PM PT**

**Design Services Required for Project No. 2024-345: WCCW-MSc Living Unit Bathroom Renovations** for Department of Corrections at the Washington Corrections Center for Women (WCCW) in Gig Harbor.

**Description of Facility**

WCCW is a mixed custody prison located in Gig Harbor Washington. The prison opened in 1971 and is the largest Women’s prison in the state. This project will upgrade the bathrooms in the minimum-security unit.

**Scope of Work**

This Request for Qualifications is for the purpose of selecting a consultant for design services for the **WCCW-MSc Living Unit Bathroom Renovations** located at Gig Harbor, WA.

The project will remodel WCCW bathrooms in Living Units J, K and L in the Minimum-Security Complex (MSc). The remodel of the bathrooms will repair water damage and improve Americans with Disabilities Act (ADA) accessibility for all bathrooms.

The preliminary Maximum Allowable Construction Cost (MACC) for this project is \$5,500,000. This Project is funded for Design Services only in the 2023-2025 biennium. Construction funding is anticipated in 2025-2027 biennium.

**Project Goals**

- *This project improves ADA accessibility*
- *The project corrects water damage problems and minimizes the potential for future problems due to water damage*
- *Improves safety and security for incarcerated individuals.*
- *The bathrooms will be easy to clean*
- *The bathrooms will be easy to maintain*
- *Maximize the bathroom’s lifecycle before needing repairs or renovations*

Submitting firms should have a strong background in designing *correctional bathroom facilities*. Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process.

**Project-Specific Information**

*Campus Map with meeting location*

**Anticipated Selection Schedule**

RFQ Notice Issued	October 10, 2024
Informational Meeting	October 24, 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 November 12, 2024
Interview Period	Week of November 18, 2024
Firm(s) Selected and Announced	Week of December 2, 2024
Agreement(s) Executed	Late December 2024

**Informational Meetings and Site Tours**

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

<b>Date/Time</b>	<b>In-Person Meeting Location</b>
<b>October 24, 2024 at 10:00 AM PT</b>  A site tour will be held immediately following the in-person informational meeting.	<b>9601 Bujacich Rd. NW</b> <b>Gig Harbor, WA 98332-8300</b>

Security clearance is required in order to walk thru the project for the informational meeting. Please email both Mark Wargo and Gerald Holter no later than October 18, 2024 at [mnwargo@doc1.wa.gov](mailto:mnwargo@doc1.wa.gov) and [gmholter@doc1.wa.gov](mailto:gmholter@doc1.wa.gov).

When a site tour will be held, a DES representative will meet at the main entrance to Building R. Please refer to the attached campus map.

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 and site visit, please contact the DES project manager at [jessica.cahill@des.wa.gov](mailto:jessica.cahill@des.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 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 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. 2024-345: WCCW MSC Living Unit Bathroom Renovations

- Department of Corrections, 9601 Bujacich Rd. NW Gig Harbor, WA 98332-8300
- 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
- Geographic Proximity to Project Location
- 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/f6a16b14f3d94baf8972a7ba7b0b69ca>.

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 Ryan Grimes via email: [ryan.grimes@des.wa.gov](mailto:ryan.grimes@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>Qualifications of Key Personnel</p> <p>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>
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<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.	30 points
<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.	30 points
<b>Geographic Proximity to Project Location</b>	10 Points
<b>Diverse Business Inclusion Strategies</b> 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 three 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:

<b>Organization:</b> Management Plan Team Member Qualifications Capacity/Production Capabilities	25 points
<b>Project Management:</b> 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 which follow the [State of Washington Conditions of the Agreement](#). Level of effort and relative fees will be negotiated using the **OFM Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects** 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 questions specific to the project, please contact the Project Manager, Jessica Cahill, 564.669.3838, [Jessica.cahill@doc1.wa.gov](mailto:Jessica.cahill@doc1.wa.gov).

For more information concerning this notice, please contact Ryan Grimes at 360.819.6937 or via email at: [ryan.grimes@des.wa.gov](mailto:ryan.grimes@des.wa.gov).

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