

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES /
DEPARTMENT OF CORRECTIONS
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: March 12, 2018

DESIGN SERVICES REQUIRED for Project No. 30001168 **DOC-MLCC: 128 Bed Minimum Camp; Maple Lane Correctional Center, 20311 Old Highway 9 SW, Centralia, Washington 98531.**

Scope of Work

This Request for Qualifications is for the purpose of selecting a consultant for design services for the **DOC-MLCC: 128 Bed Minimum Camp** project at Maple Lane Correctional Center (MLCC) in Centralia, Washington.

This project renovates the existing 64 bed juvenile segregation units to provide 128 minimum custody female beds. The project incorporates all the services required for the minimum custody housing units; to include recreation, food service, health care and programming. All building systems need to be evaluated, including, but not limited to the structural elements, plumbing, electrical, security, envelope, and HVAC.

The anticipated MACC for the construction project is \$4,000,000.00.

The successful team will have experience with renovating correctional facilities, overall project planning, permitting, and construction administration.

There will be an **Informational Meeting** for all requests on:

Monday, March 5, 2018, 09:00AM – 11:00 AM

Location:

Department of Corrections Headquarters
7345 Linderson Way
Tumwater, WA 98501

Selection Criteria

Firms will be selected in a two-phase process: Phase 1 - short listing firms based on submitted information and Phase 2 - oral presentations and interviews of short listed firms.

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

Qualifications of Key Personnel, including sub-consultants: Please include a percent time commitment for each individual who will be assigned to this project **(30 points)**;

Relevant Experience. Please also highlight experiences with renovating correctional facilities **(30 points)**;

Past Performance relative to maintaining scope, schedules, and budget **(20 points)**;

Geographic Proximity **(10 points)**;

Diverse Business Inclusion Plan **(10 points)**;

Other Information

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 beyond those services advertised above. This will include, but not be limited to future phases of this project, or additional unanticipated projects at this facility or other smaller facilities in the region throughout the 2017-19 biennium.

The Agreements for Consultant services will be the standard Engineering and Architectural Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 10% MBE, 6% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The consultant and all sub-consultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate compliance reporting requirements. Additionally, all large project selections (fees over \$350K) are required to have a plan for Diverse Business Inclusion.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- B2Gnow: <https://des.diversitycompliance.com>
- The Office of Minority and Women's Business Enterprises: 866.208.1064 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 charles.wilson@des.wa.gov
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Submittal Requirements

Submit required number of Statements of Qualifications, five (5) copies and one (1) electronic copy, with the project number and title clearly identified on the front cover. Each of the submittals should include:

- Executive summary
- Federal form SF330 (Part II only)
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.

- Consultant Diverse Business Inclusion Plan form may be found at:
<http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx>
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
 - Covers, dividers, SF330, Consultant Diverse Business Inclusion Plan, and tab sheets are not included in page count total
 - Note, 11”x 17” fold outs can be included, but counted as two sheets.

To qualify for review, submittals must be delivered to the following address:

Attention: Sarah Kimmel
Office of Capital Programs
7345 Linderson Way, Tumwater WA 98501 (hand delivered or courier)
PO Box 41112, Olympia, Washington, 98504-1112 (Mailed)

Refer to the DES website for amendments to the published public notice and/or RFQ (<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>). It is the responsibility of the interested firms to track and obtain amendments.

All submittals must be received no later than March 12, 2018, prior to 4:00 PM, (as per date/time stamped by DOC Capital Programs.)

For selection process questions please contact Sarah Kimmel at 360-725-8359 or sekimmel@doc1.wa.gov.

For project questions please contact the Project Manager: Young Kim at 360-725-8344 or ytkim@doc1.wa.gov

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

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase 2 Interviews will be scheduled for the week of, March 26, 2018 at Capital Programs at 20311 Old Highway 9 SW, Centralia, WA 98531.

Firms will be notified of the selection results by March 21, 2018.

The State of Washington is an affirmative action employer. All submittals become the property of the State.