

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **September 28, 2023, prior to 2:00 pm PST**

**Design Services Required for Project No. 2024-034: Legislative Building - Restore Chamber Skylights** for, Department of Enterprise Services, 1500 Jefferson Street, Olympia, WA 98504-1476.

**Project:** Leg - Restore Chamber Skylights

**Location:** 416 Sid Snyder Ave SW, Olympia, WA 98504

**Scope of Work:**

This RFQ aims to select a highly qualified firm to provide design services for restoring the Chamber Skylights in the Legislative Building. The scope encompasses:

1. **Review of Background Material:** the selected firm will be responsible for thoroughly reviewing all existing background materials related to the Legislative Building's original design, past modifications, and any other pertinent records or archives.
2. **Design Services:** Including detailed drawings, specifications, and necessary documentation for the 2023-2025 biennium.
3. **Cost Estimating Services:** The selected firm will provide comprehensive cost estimates before proceeding to the construction phase. Cost estimates should cover all aspects of the restoration and upgrades, offering a transparent financial roadmap for the entirety of the project.
4. **Construction Administration:** Overseeing design implementation during the construction phase and ensuring its adherence to the specifications.
5. **Project Close-Out:** Ensuring successful completion, handling final inspections, and necessary documentation for future 2025-2027 and 2027-2029 biennia.

The restoration work involves:

- Refurbishment of skylights in the House of Representatives and Senate Chambers.
- Updates to the roofing structure and skylight attic space.
- Enhancement of ceiling light fixtures.
- Installation of new modern lighting systems.
- Upgrades to the audio system for enhanced sound quality.
- Modernization of fire and life safety systems.
- Restoration and preservation of the bronze and glass ceiling lights.
- Acoustical improvements for superior sound quality within the chambers.
- Inclusion of mechanical and structural work as required.

**Description of Facility:**

The Legislative Building, nearing its centennial celebration, boasts a rich history and unique architectural character. Past modifications, which included removing the skylight systems, have altered the original spatial quality of the Legislative chambers. These changes mostly responded to then-existing safety,

acoustic, and code requirements. The project aims to restore filtered daylight's soft, ambient glow through the skylights replaced by 40 large halide lights.

**Project Funding:**

The funds allocated for this project during the 2023-2025 biennium are designated for Design Services only. The anticipated construction funding is scheduled for the 2025-2027 and 2027-2029 biennia.

**Project Goals:**

1. **Reestablish Natural Daylight:** Bring back the original design intent of natural light filtration into the Legislative Chambers.
2. **Historical Restoration:** As the Legislative Building nears its centennial, restore and highlight its unique historical character.
3. **Systems Upgrade:** Modernize security, lighting, fire prevention, and audio systems to contemporary standards.
4. **Equipment Relocation:** Strategically relocate existing equipment to augment the efficiency of the HVAC system and optimize lighting levels in each chamber.
5. **Enhanced Usability and Safety:** Improve the space's aesthetics, functionality, and integrate contemporary security solutions.
6. **Historical Experience:** Create an enriching experience for visitors, ensuring the chambers and galleries resonate with historical significance.

**Qualifications:**

Submitting firms should demonstrate:

- Expertise in the innovative design of historic preservation and construction.
- Comprehensive experience across all construction disciplines.
- Proficiency in multi-phased State agency construction.
- Familiarity with the State of Washington capital budget process.
- Strong background in planning and life-cycle cost analysis.

**Project-Specific Information**

*Legislative Chambers Skylight Restoration Feasibility Study*

**Anticipated Selection Schedule**

RFQ Notice Issued	August 21, 2023
Informational Meeting	August 31, 2023, at 10:00 AM PST
<b>Statement of Qualifications (SOQ) Due</b>	<b>September 28, 2023 by 2:00 PM PST</b>
Short-listed firms selected and notified	Week of October 9, 2023
Interview Period	Week of October 16, 2023
Firm(s) Selected and Announced	Week of October 23, 2023
Agreement(s) Executed	December 2023

**Informational Meetings and Site Tours**

An informational meeting and site tour will be held via Teams for this project.

<b>Date/Time</b>	<b>Teams Meeting Log-In Information</b>
<b>Thursday August 31 at 10:00 AM PST</b>	<a href="#">Click here to join the meeting</a> Meeting ID: 242 914 369 556 Passcode: AtqtKf <a href="#">Download Teams</a>   <a href="#">Join on the web</a> <b>Or call in (audio only)</b> <a href="#">+1 564-999-2000,,741768897#</a> Phone Conference ID: 741 768 897#

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 Bob Willyerd at [bob.willyerd@des.wa.gov](mailto:bob.willyerd@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 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. 2024-034: Leg - Restore Chamber Skylights
- Department of Enterprise Services,  
1500 Jefferson Street  
Olympia, WA 98504-1476
- 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/865476e075d5470c9b31f68a2ae1a361>

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:

<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.	35 points
<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.	35 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>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 two periods:

- Firm Presentation Period (Maximum: 25 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:

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, Bob Willyerd, 360-810-0500, [bobwillyerd@des.wa.gov](mailto:bobwillyerd@des.wa.gov)

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