

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: August 20th, Prior to 4:00 PM**

SERVICES REQUIRED for Project No. 2015-271 Olympus Hall HVAC Upgrades
Everett Community College; Everett, WA.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architectural/Engineering team to provide design services to project completion for HVAC Upgrades on Olympus Hall at Everett Community College.

The scope of work includes architectural design, engineering and construction administration services for the replacement of the HVAC systems for Olympus Hall. The work to include: replacement of the failing heating water line, replacement of roof top units and distribution systems, and removal of the building from the campus steam system.

The total budget for the project is \$1,300,000, with a MACC of approximately \$900,000. The project needs to be completed by June 30, 2017.

There will be an **Informational Meeting** for this request on:
Tuesday August 11th at 11:00 AM

Olympus Hall Boardroom, 205
Everett Community College
2000 Tower Street
Everett, WA

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated:

Qualifications of Key Personnel including prime sub consultants **100 points**
General Project Approach **100 points**
Relevant Experience **50 points**
Diverse Business Inclusion Plan **25 points**

Other Information

The Agreements for Consultant services will be the standard Office of 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/>.

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.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 12% MBE and 8% WBE, and 5% Washington Small Business and 5% Veterans have been established for this project. Achievement of the goals is encouraged. However, no minimum level of Diverse Business participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include diverse Business participation, but plan for Diverse Business Inclusion is required. A/E's may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- The Office of Minority and Women's Business Enterprises: 866.208.1064 or www.omwbe.wa.gov,
- For small business information: Servando Patlan, Business Diversity and Outreach Manager at the Washington State Department of Enterprise Services: 360.407.9390 or servando.patlan@des.wa.gov,
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Submittal Requirements

Submit Five (5) paper copies and One (1) electronic copy on a USB flashdrive or CD of Statements of Qualifications with the project number and title clearly identified on the front cover. Each of the submittals to include:

- Executive summary
- Federal form SF330 (**Part II only**)
<http://www.des.wa.gov/services/facilities/Construction/Consultants/Pages/EASReferenceFile.aspx>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.
- Consultant Selection Diverse Business Inclusion Plan Criteria may be found at:
<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>
- No more than twenty (20) pages total at 8 ½ X 11 size sheets double sided
 - Covers, dividers, 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: Danelle Bessett
Department of Enterprise Services
Engineering & Architectural Services
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

All submittals must be received no later than Thursday 20th August, prior to 4:00 PM.

For selection process questions please contact Danelle Bessett, 360.407.8243,
danelle.bessett@des.wa.gov.

For project questions please contact the Project Manager, **Jonathan Martin, (360) 239-3350,**
jonathan.martin@des.wa.gov

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 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 II Interviews are tentatively scheduled for the week September 7th.

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