

NOTICE TO CONSULTANTS  
"REQUEST FOR QUALIFICATIONS"

**Architectural consultant services are required for project No. 2015-838, Everett Community College On-Call Campus Architect, Everett, WA.**

Scope of Work

The on call Campus Architect will provide architectural and engineering consultant services for a wide variety of capital improvement projects at Everett Community College.

The work will consist of the design and construction management of projects already in the legislative funding process, and project planning, scope and budget development of new project for future capital budget request. Potential projects may include: reroofing of various building, HVAC replacements and improvements.

The goals of each project are to minimize the disruptions to the College operations; maximize the efficiencies for the Consultant and the College Staff; to maintain consistent planning and design standards; and to maintain a coordinated program schedule for completing all the work in a thoughtful organized manner.

Consultants should have a strong background in multi-phased State Agency Construction, the State of Washington capital budget process, planning, sustainable design, and the LEED process and in campus educational facilities.

A non-mandatory informational meeting with interested consultants will be held June 9th, 2015, 10:00 am at Everett Community College in Graywolf Hall Room 156.

Please see the link below for the directions and map of Everett Community College:  
<http://www.everettcc.edu/visitors/maps/>

Interviews are tentatively scheduled for the week of July 20<sup>th</sup>, 2015.

For additional information, contact Jonathan Martin, E&AS Project Manager, at (360) 239-3350 or Thom Watson, Director of Facilities Everett Community College, at (425) 388-9516

The College reserves the right to select more than one firm.

The State reserves the right to conduct a new consultant selection process for any project on campus. Projects for the On-Call Campus Architect are limited to \$1,000,000 total project cost per project. Projects over \$1,000,000 total project cost will require a new selection. The extent of this contract will be for a two year period from July 1, 2015 to June 30, 2017.

Architectural fees shall be determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects as published by the Office of Financial Management and the standard Division of Engineering and Architectural Services Agreement.

Firms will be considered for selection based upon the following criteria categories, weighted as indicated: Qualifications of Key Personnel (100); Previous Performance (50); Relevant Experience (100); Project Approach (100) and MWBE Outreach Plan (25).

Voluntary MWBE goals of 10% MBE and/or 6% WBE have been established for this project. Achievement of the goals is encouraged. However, no minimum level of MWBE 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 MWBE participation. A/E's may contact the Office of Minority and Women's Business Enterprises to obtain information on certified firms for potential sub-consultants.

Consultant Selection Diverse Business Inclusion Plan Criteria may be found at:

<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>

Submit five (5) sets of qualifications and one (1) on CD or USB 'thumb' drive. Each set to include: Executive summary, Federal form SF330 part 2 only, and any other pertinent data to assist the Selection Board in evaluating qualifications. Submittals shall not exceed 20 pages each, 8-1/2"x 11" sheets, printed front to back, or 40 single pages printed on one side only. Please note that 11"x17" foldouts are permitted, but shall be limited to (5) maximum, and shall be counted as two 8-1/2"x 11" sheets per 11"x17" sheet, if printed on one side only. **To qualify for review, submittals are required to be delivered to, and date/time stamped by E&AS prior to 3:00 PM on Tuesday, June 23, 2015.**

Address submittals to:

Division of Engineering & Architectural Services  
Jefferson Building  
Address: 1500 Jefferson St. SE  
Attn: Robyn Hofstad  
Olympia, WA 98501

Mailing Address: P.O. Box 41012  
Olympia, WA 98504-1012  
Attn: Robyn Hofstad

NO FAXED OR ELECTRONIC COPIES WILL BE ACCEPTED.

Following an evaluation of these submittals, the consultant selection board will interview firms deemed to be the most highly qualified for the required service.

The State of Washington is an affirmative action employer. This is not a request for a fee proposal. All submittals become the property of the State.