

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: November 10, 2015

SERVICES REQUIRED for **Project No. 2016-175; Washington State Library Archives Building Predesign; Office of Secretary of State; Olympia, WA**

Scope of Work

*This Request for Qualifications is for the purpose of selecting an Architect for siting and associated predesign of a building to house the Washington State **Library and Archives Building**, and governmental office space. The Office of the Secretary of State (OSOS) has predesign documents for the facility completed in 2010. **The successful consultant will utilize the previous work to inform this process and streamline siting the facility which will require approximately 70,000 SF archival storage and 40,000 SF of Library, office and public space. It is also estimated that 175 parking spaces will be required for the facility.***

The total allocation for the project predesign is \$400,000. The MACC for the project is in the range of \$35- 40M. The project will analyze and recommend the best project delivery system.

NOTE: The successful consultant team will NOT be eligible to participate in any Design Build team for this project if that is the delivery system that is determined to be the best option for the project delivery.

There will be an **Informational Meeting** for this request on:
October 28, 2015 at 1:00 PM

1500 Jefferson Street,
Room 2331
Debra Delzell
360 407-8786
debra.delzell@des.wa.gov

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 prime sub-consultants (25 points);
General Project Approach (25 points);
Relevant Experience –with recent experience in Archive Facilities and Libraries
(25points);
Geographic Proximity (10 points);
Diverse Business Inclusion Plan (15 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/>.

Based upon the selected contract delivery system 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 required number of Statements of Qualifications, 2 copies on flash drives with the project number and title clearly identified on the front. 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 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
 - 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: Angeline Ernst
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 November 10, 2015, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Angeline Ernst, 360.407.7965,
Angeline.Ernst@des.wa.gov.

For project questions please contact the RFQ Project Manager, **Debra Delzell, 360.407.8786,**
debra.delzell@des.wa.gov.

NO FAXED, PAPER, 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 II Interviews will be scheduled for the week of **November 30, 2015** in Olympia, WA.

Firms will be notified of the selection results the last week of **December 2015**.

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