

Informational Meeting Minutes

Project: Capitol Campus Utility Renewal Plan
Location: DES conference Room 2331
Date/Time: March 9, 2016 10:00 a.m.
DES PM: Matthew Miskovic 360-407-7951

Project background:

DES expects to receive a report by utility that provides an assessment, prioritizes repairs/investments, and provides a rough order of magnitude cost for repairs/investments. DES has a base map (DWG) with known underground utilities for the West Campus. Currently David Evans and Associates is taking that base map and adding the East Campus to it using as-built documentation in preparation for this planning effort. This base map will be used as a starting point for the utility inventory and may be updated during the assessment phase.

DES has completed some individual assessments in recent history that can be provided for portions of the storm water, electrical, and sanitary sewer systems. University Mechanical is currently auditing the steam system and that report will fold into this assessment.

A map indicating the limits of the project was distributed. For a copy of this map contact Matt Miskovic (matthew.miskovic@des.wa.gov).

Q&A:

Q: What is the time frame for this project?

A: DES will need initial information in June to inform an upcoming budget request. It is expected that work to refine the plan will continue beyond June.

Q: The RFQ lists “geographic proximity” as a selection criteria during Phase I selections. Can you explain that?

A: It isn't a hard and fast scale where firms beyond a certain radius receive a 0. The selection panel looks at the firms providing submittals and scores closer firms higher. It isn't completely about where the home office is located. The selection panel will take into consideration subconsultant location and working areas of firm employees as well. When it is included, this criteria generally carries a lower weight, in this case 10 points out of 100 possible points.

Q: Can you explain the Master Plan and Phase I?

A: The Capitol Campus Master Plan looks at building usage and attempts to forecast needs into the future. Phase I of this project will inform the Master Plan by identifying areas where investment is needed for continued operations. It will also assist in planning for future utility development

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such as reclaimed water distribution, but at a high level. Phase II, which will proceed beyond June, will provide refinement to the plan and even the base map.

Q: What is the extent of the steam system and chilled water loop?

A: The chilled water loop is on the West Campus. East Campus is serviced by individual rooftop units.

Q: What condition is the telecommunications system in?

A: Fiber is the most difficult utility. Historically, DES had a fiber network and WATECH (formerly DIS) maintained a separate fiber network on the capitol campus. Neither agency communicated well or documented their systems in a logical way. There is no mapping of the fiber network. It is not on the base map and was purposely excluded from the scope of David Evan's work. In the scope of this project, it is a lower priority but it would be nice to include it in some respect.

Q: Can you describe what is expected when you say "utility assessment?"

A: The assessment effort will have to be scaled utility by utility. The steam system is fairly complete. There is work to be done in terms of survey and investigation in most other areas. We are not looking to produce designs or details for construction, just a report.

Q: Do you anticipate needing RCDD services?

A: No, not for an inventory and assessment. I would expect RCDD involvement when it comes to design, which is not included in this scope.

Q: How detailed will we get in utilities such as irrigation?

A: Irrigation in particular will stay at a high-level, possibly delving into primary water distribution and controls. We are not looking at irrigation down to the individual sprinkler head.

Q: For DES budget proposal purposes, is there a template or standards that can be made available?

A: Yes, DES can provide templates and standard inflation rates.

Q: **When is the submittal due date?**

A: **March 16th, 2016 at 2:00 p.m.**

Q: Will DES accept email submittals?

A: Unfortunately no. Submittals must be made by providing a thumb drive. Similar to an electronic bidding scenario, we would like to prevent having to exclude a firm for technology reasons like the submittal email got hung up on some server somewhere.

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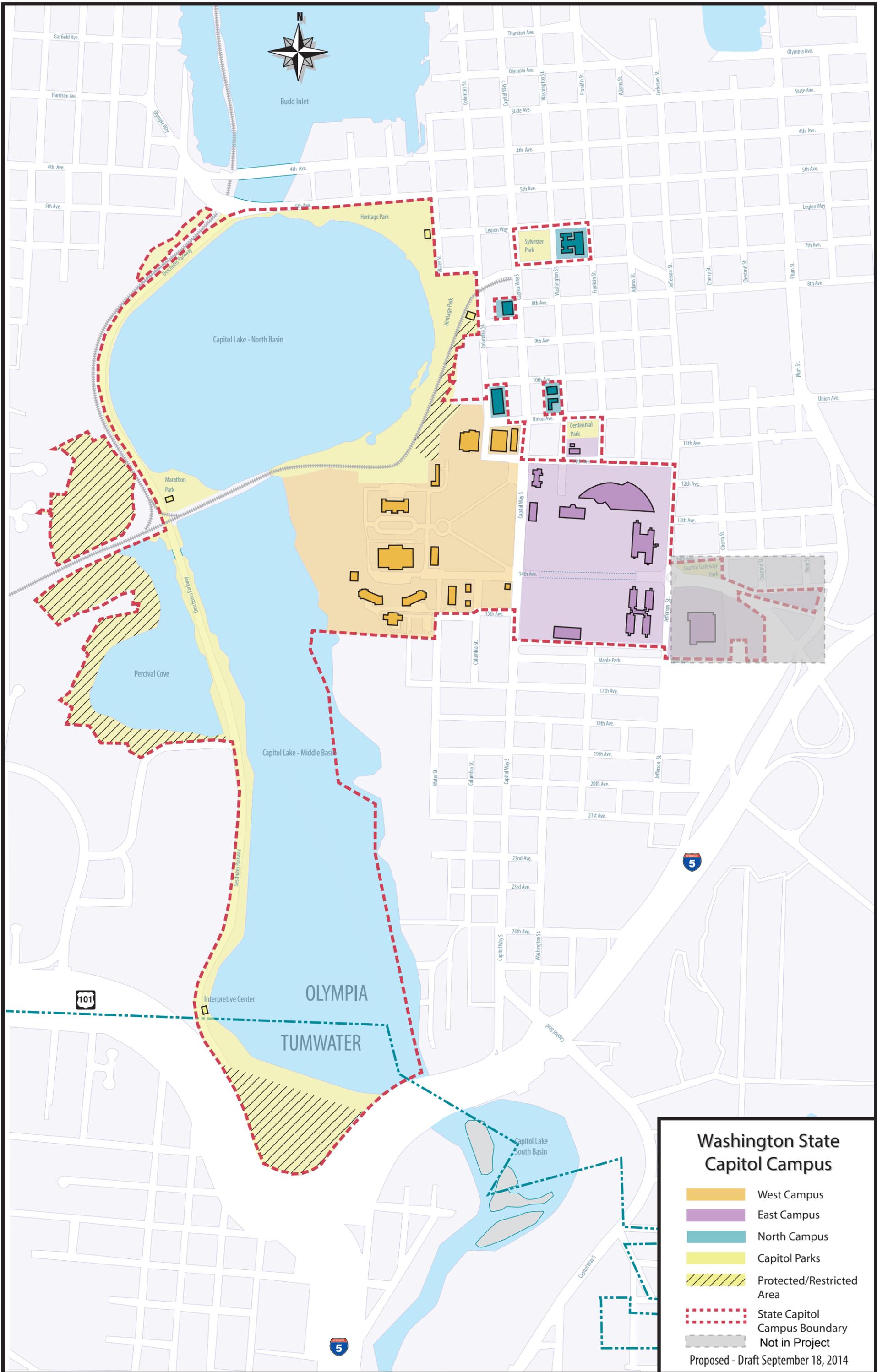
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Q: What is the project budget?

A: \$300,000 for this planning effort. That figure does not include the work that David Evans is doing. That figure also does not include any design or construction support, which will not be included in this project.

Q: Can you describe the stakeholder groups you anticipate us working with?

A: Fiber is unique in that some outreach will be required to both DES IT and WATech, although outreach may not produce much since documentation had historically been incomplete. All other utilities will involve coordination with DES Buildings & Grounds. The campus is divided into 3 zones. This planning team would be expected to reach out to and meet with affected zone personnel.



Washington State Capitol Campus

- West Campus
- East Campus
- North Campus
- Capitol Parks
- Protected/Restricted Area
- State Capitol Campus Boundary
- Not in Project

Proposed - Draft September 18, 2014