

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: March 16, 2016**

SERVICES REQUIRED for Project No. 2016-919; Capitol Campus Utility Renewal Plan; Department of Enterprise Services; Olympia, WA. A qualified project team is required to assess existing utilities, prepare a ten-year capitol renewal plan, and revise the Campus Design and Construction Standards for Underground Utilities.

Scope of Work

This Request for Qualifications is for the purpose of selecting a project team to build upon existing analysis to assure that the functions of the State Capitol Campus are supported into the future with utility services. Systems included in this planning effort include: primary electrical service, electrical distribution, sanitary sewer, storm water, space heating and cooling, communications and controls, natural gas, drinking water, and irrigation and reclaimed water.

This ten-year renewal plan will extend across the full capitol campus including East and West Campus, Heritage, Marathon, and Sylvester Parks, Deschutes Parkway, the Interpretive Center, Capitol Court, and the Old Capitol.

Planning efforts will include: utility condition assessment including review of past analysis, phasing, and cost; prioritization of investment; conceptual planning for implementation of reclaimed water services; revision of Storm Water Management Plan; revision of the Campus Design and Construction Standards for Underground Utilities; updating the existing campus utility map;.

There will be an **Informational Meeting** for this request on:
March 9, 2016 at 10:00am

Department of Enterprise Services
Conference Room 2332
1500 Jefferson Street SE, Olympia, WA 98504
Angel Ernst, 360.407.7965

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 (25 points);
General Project Approach (25 points);
Relevant Experience (30 points);
Diverse Business Inclusion Plan (10 points);
Geographic Proximity (10 points);

Other Information

The Agreements for Consultant services will be the standard Division 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 required number of Statements of Qualifications, 6 hard copies and one electronic copy, with the project number and title clearly identified on the front cover. 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) total pages of content 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)

Refer to the DES website for amendments to the published public notice and/or RFQ (<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>). It is the responsibility of the interested firms to track and obtain amendments.

All submittals must be received no later than March 16, 2016, 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 Project Manager, Matthew Miskovic at 360.407.7951 or matthew.miskovic@des.wa.gov or Nathaniel Jones, Asset Manager at 360.407.9327 or nathaniel.jones@des.wa.gov.

NO FAXED, 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 **April 4, 2016** at The Department of Enterprise Services in Olympia, WA.

Firms will be notified of the selection results the last week of April, 2016.

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