

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: February 24, 2016**

**Project No. 2016-918
Capitol Campus Predesign & State Capitol Master Plan
Department of Enterprise Services (DES); Olympia, WA.**

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect to provide services to examine the following properties for their potential development: Pritchard Building, Pro Arts Building, General Administration Building, Newhouse Building, 120 Union Building and the 1007 Washington site. Utilizing the information from existing predesigns and reports for the buildings and sites mentioned the consultant will prepare a study. DES will provide all of the existing studies and condition assessment reports to the consultant selected. The study will update and summarize or provide site assessment, program analysis, conceptual massing studies and preliminary cost estimates for the sites identified above.

The total allocation is \$350,000.

There will be an **Informational Meeting** for this request on:
February 4, 2016
1:30 PM

GA Building – Main Lobby
210 11th Ave., Capitol Campus, Olympia, WA

(See Map attached – Parking is limited during Legislative Session – arrive early as we will be touring the sites.)

CONTACT
Debra Delzell – (360) 407-8786 or (360) 688-0706

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points using **Appendix A - RFQ Criteria**:

Company Qualifications, Project Team/Subcontractors Qualifications

Scoring - 30 points

Relevant Experience including Historic Preservation and Master Planning

Scoring- 40 points

Approach to Service Delivery Requirements

Scoring - 20 points

Diverse Business Inclusion Plan

Scoring - 10 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 required number of Statements of Qualifications, (3 electronic copies), with the project number and title clearly identified on the front cover. Each of the submittals on **USB flash drives** need to include:

- Executive Summary
- Federal form SF330 (Part II only)
http://www.des.wa.gov/services/facilities/Construction/B1/Pages/AE_Design.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) 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, USB flash drive 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 currier)
 P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

All submittals must be received no later than February 24, 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:

Debra Delzell, PE
 1500 Jefferson St.
 Olympia, WA 98504
 (360) 407-8786 or (360) 688-0706
debra.delzell@des.wa.gov or

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.

NO FAXED, E-MAILED OR PAPER 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 February 26 – March 4, 2016 at **1500 Jefferson Street.**

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

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

APPENDIX A

RFQ Criteria

The Company must provide a complete yet concise response to the questions below.

A Company Profile

1. Provide company's legal name, date incorporated and state of incorporation (if not incorporated, indicate date started in business and type of business, e.g. sole proprietorship, partnership, etc.).
2. Provide federal identification number.
3. Describe company organization and, if applicable, relationships with subsidiaries, parent corporations and affiliates or other related companies; include organization charts and details concerning offices that serve market areas within Washington.
4. Describe company's principal type of business.
5. Include federal tax identification (TIN) number for each subcontractor. If a subcontractor is a minority or women owned business please include their OMWBE Certification Number (if certified). Do not include any Social Security Numbers. All subcontractors are subject to DES approval. DES reserves the right to approve or disapprove any subcontractor.

B Company Qualifications, Project Team/ Subcontractors Experience

Respondent must provide a response to each of the items below. If necessary, any supporting documentation is to be submitted as an Adobe .pdf format and be clearly labeled and cross referenced to the related section.

1. Company Profile / History and Experience - Summarize the firm's history and experience performing services for public entities (or Fortune 500 companies), including number of years of service.
2. Subcontractors - If applicable, identify any subcontractors who will perform services in fulfillment of contract requirements. Define the Company's experience and history in working with this subcontractor.

If the Company proposes to use subcontractors, also describe your firm's experience as a prime contractor managing subcontractors, and its plan to manage and coordinate any proposed subcontractors under this contract.

3. Current Contracts - Submit a list of current contracts of similar size and scope wherein the Company has provided services as a master contractor, subcontractor or partner.

C. References

The Company should provide references as requested below. In order to qualify as "current experience", the services described by corporate references shall either be ongoing or have been completed within the sixty (60) months preceding the issue date of this RFQ.

References should be directly relevant to the services in the solicitation.

1. Supply references from three other clients that you deem most representative of your ability to perform this Contract. For each reference include:

- Company name and address
- Brief description of service provided by the firm for this reference
- Total estimated square feet of property covered by the contract
- Type, volume, value of transactions conducted under the contract
- Duration of the contract period
- Contact Name, Telephone, Email

D. Proposed Approach to Meet Deliverables

Bidder must provide a response to each of the items below. If necessary, any supporting documentation is to be submitted as an Adobe .pdf format and be clearly labeled and cross referenced to the related section.

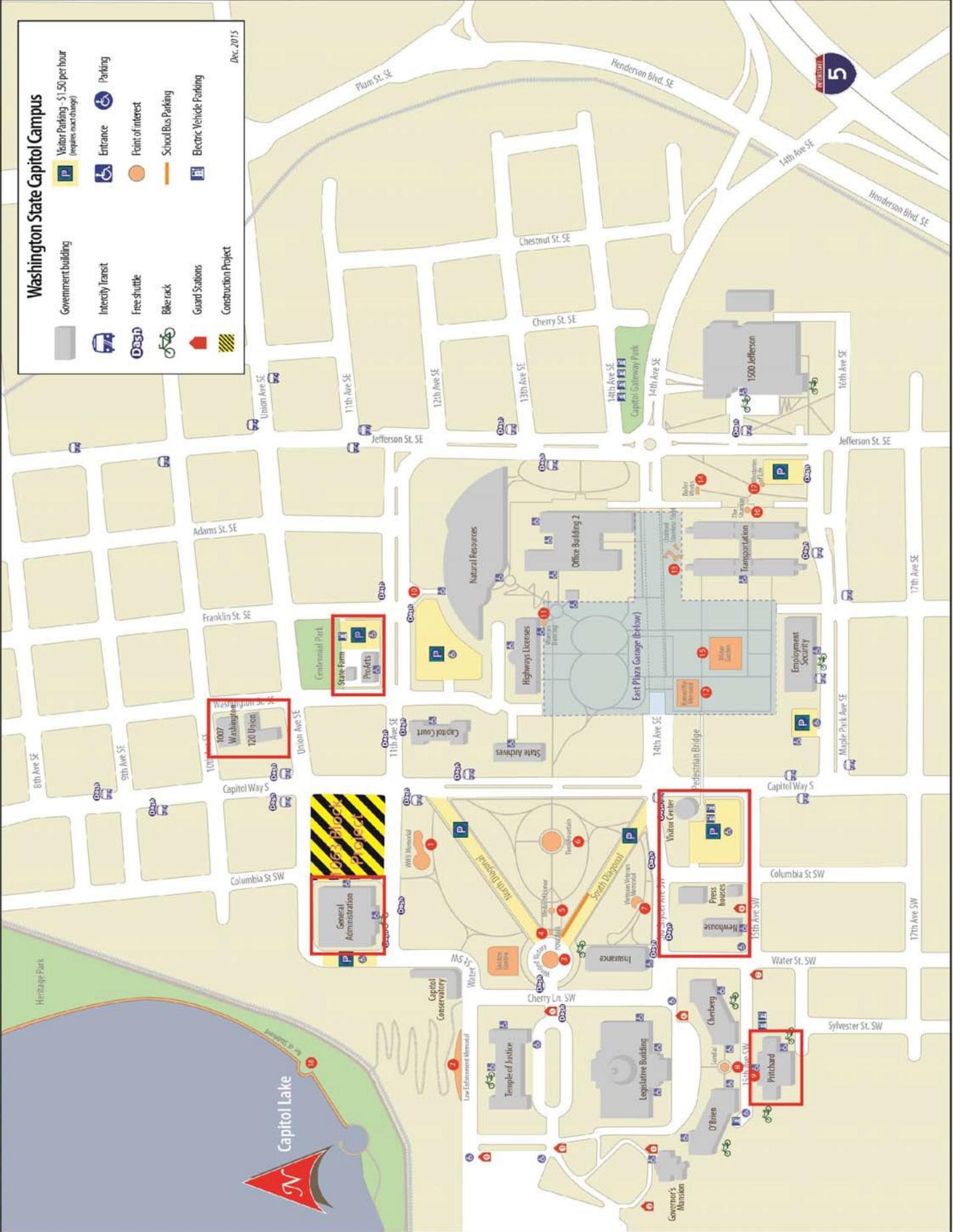
1. Describe your plan to meet the requirements and deliverables as set forth in the RFQ. Describe how resources will be deployed to meet these need and deliverables.

2. Identify what you consider to be your key competitive advantages. The State invites the Respondent to distinguish itself in a way that reflects not only Respondent's knowledge of the State's needs but also reflects its unique solutions to the State's needs as expressed in the RFQ.

Washington State Capitol Campus

Dec. 2015

- Government building
- Intercity Transit
- Free shuttle
- Bike rack
- Guard Stations
- Construction Project
- Visitor Parking - \$1.50 per hour (requires exact change)
- Entrance
- Point of Interest
- School Bus Parking
- Electric Vehicle Parking
- Parking



Capitol Lake



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