

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **Thursday, October 22, 2015, prior to 2:00 PM**

ARCHITECTURAL CONSULTANT SERVICES are required for **Project No. 2016-119
Predesign Study for Exhibit Hall and Cheney Cowles Center** at the Northwest Museum of Arts & Culture for Eastern Washington State Historical Society in Spokane, Washington.

Scope of Work

The scope of work is comprised of two parts.

Economic Strategy Plan

Develop a Plan for creating a performance-based partnership agreement between the State of Washington and the not-for-profit Northwest Museum of Arts & Culture. The Plan must include strategies to increase non-State revenue for the operation of the Museum (including the potential to renovate and/or expand the Exhibit Hall and Cheney Cowles Center) and estimate the minimum amount of State funding required to preserve, maintain and protect State-owned assets (including the collection). See the legislative directive ESSB 6052 Sec. 620 listed below.

Predesign Study

Develop a Predesign Study for renovations and additions to the Exhibit Hall and the Cheney Cowles Center to support revenue-producing activities and events. The Predesign Study will be developed in accordance with the Office of Financial Management's Major Projects Predesign Manual. See the legislative directive H-2962.2 Sec. 5100 listed below.

Available Background Information

A preliminary Predesign/Master Plan Study for an American Indian Education Classroom Addition was undertaken in 2009 which will provide background information for this project. This study is available for viewing on the Department of Enterprise Services (DES) website at: <http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>

Due Date of Economic Strategy Plan and Predesign Study

The final Economic Strategy Plan and Predesign Study must be submitted to Eastern Washington State Historical Society by June 30, 2016. Interim reports will be required at appropriate and mutually established intervals.

Expected Outcomes

1. *Plans to substantially increase earned income and donations.*
 - a. *Includes identification of optimum audience through community engagement and market research into visitor expectations and K-12 educational programming*
 - b. *Includes identification of enhanced sources of revenue*
2. *Analysis and identification of opportunities to increase revenue (admission, retail and rental fees) by renovating and/or expanding existing facilities to support revenue-producing community uses.*
3. *Proposed organizational structure for a mutually beneficial partnership between the Society and the State of Washington.*
 - a. *Includes calculation of annual operating and on-going capital costs for the agency to meet the State's legal obligation to preserve Washington's history and cultural heritage, including a significant collection representing the material culture of sovereign Indian nations.*
 - b. *Includes a ten-year Capital Project Forecast for all buildings, including a fully restored 1898 historic home listed on the National Register of Historic Places.*

2015-2017 Legislative Directives

ESSB 6052 Sec. 620

The appropriations in this section are subject to the following conditions and limitations: “*The Eastern Washington State Historical Society shall develop a plan for creating a performance-based partnership agreement between the State of Washington and the not-for-profit Northwest Museum of Arts & Culture for implementation in the 2017-2019 fiscal biennium. The plan at minimum shall include strategies to increase non-state revenues for the operation of the museum and estimate the minimum amount of state funding necessary to preserve, maintain and protect state-owned facilities and assets. The plan shall be submitted to the office of financial management and the fiscal committees of the Legislature by October 1, 2016.*”

H-2962.2 Sec. 5100

The appropriations in this section are subject to the following conditions and limitations: “*The Eastern Washington State Historical Society shall conduct a Predesign Study for a renovation to the Exhibit Hall and the Cheney Cowles Center that will include strategies to increase non-state revenues for the operation of the museum and estimate the minimum amount of state funding necessary to preserve, maintain and protect state-owned facilities and assets. The predesign study must be submitted to the office of financial management and the fiscal committees of the Legislature by October 1, 2016.*”

There will be an **Informational Meeting** for this request on:
Tuesday, October 13, 2015 at 1:30 PM, at Northwest Museum of Arts & Culture,
2316 West 1st Avenue, Spokane, WA,
The meeting will be held in the Gilkey Community Room.

Selection Criteria

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 (30 points);
- Relevant Experience (25 points)
 - Because potential renovations and additions could result in a project greater than 10M, show experience in life cycle costs, operating costs, energy efficiency measures, and sustainable design.
- Geographic Proximity (10 points)
- Diverse Business Inclusion Plan (10 points)

Other Information

The Agreements for Consultant services will be the standard DES/Division of Engineering and Architectural Services Agreement. Fees will be determined based on the current edition of the Washington State Office of Financial Management Guidelines for Determining Architect/Engineer Fees for 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/>.

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 one (1) electronic copy of the Statements of Qualifications, on a USB flash drive, with the State project number and title clearly identified on the exterior of the flash drive. The Statement of Qualifications 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 forty (40) pages total at 8-1/2" x 11" size sheets
 - Covers, dividers, and tab sheets are not included in page count total
 - Note, 11"x 17" size sheets can be included, but are counted as two sheets.

To qualify for review, submittals must be delivered to the following address:

Attention: Trina Regan
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 Thursday, October 22, 2015, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Trina Regan, 360.407.9205, trina.regan@des.wa.gov.

For project questions please contact the DES Project Manager, **Gloria Miller at 509.389.5819** or the Executive Director of the Northwest Museum of Arts & Culture, **Forrest Rodgers at 509.363.5319**.

NO FAXED, E-MAILED OR PAPER COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of Statement of Qualifications submittals, the consultant selection panel will hear oral presentations and interview the top ranked finalist firms (Phase 2). The finalist ranking is based on evaluation of submitted information and may include the results of reference checks of firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the finalist firms. Following the Phase 2 interviews, the top-ranked firm will be selected.

Phase 2 interviews are planned for the week of November 16, 2015 at Northwest Museum of Arts & Culture, 2316 West 1st Avenue, Spokane, WA. Room TBD.

Firms will be notified of the selection results the week of November 16, 2015.

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