

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
Submittal Date: **October 14, 2015****

Project No. 2016-106  
**Old Capitol Building  
Interior and Exterior Repairs  
Department of Enterprise Services; Olympia, WA.**

**Scope of Work**

*This Request for Qualifications is for the purpose of selecting an Architect to provide services to design the rehabilitation work needed in the Old Capitol Building in Olympia, WA. The scope of work will include rehabilitation of the historic wood frame windows, repair and cleaning of the sandstone exterior walls, repair of stone cracks, repointing and cleaning, replacing failed skylights and eliminating water infiltration into the building as described in the attached report.*

*The scope of work includes architectural design, engineering and construction administration services for the project described above.*

*The total allocation is \$3 million.*

There will be an **Informational Meeting** for this request on:  
September 24, 2015  
1:30 PM

Old Capitol Building  
600 Washington Street SE  
Olympia, WA – Main Lobby  
**CONTACT**  
Carrie Martin – 360-407-9323  
Debra Delzell – 360 407-8786  
Douglas McCudden – 360 407-9302

**Selection Criteria**

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible point:

Qualifications of Key Personnel including prime subconsultants (25 points);  
General Project Approach (25 points);  
Relevant Experience (30 points)  
Geographic Proximity (15 points)  
Diverse Business Inclusion Plan (5 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](http://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](mailto:servando.patlan@des.wa.gov),
- The Department of Veterans' Affairs: 360.725.2169 or [www.dva.wa.gov](http://www.dva.wa.gov).

### **Submittal Requirements**

Submit required number of Statements of Qualifications, (3copies), with the project number and title clearly identified on the front cover. Each of the submittals on flashdrives need to include:

- Executive summary
- Federal form SF330 (Part II only)  
<http://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, flashdrive 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 Wednesday, October 14, 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](mailto:Trina.Regan@des.wa.gov).

For project questions please contact the Project Manager:

Debra Delzell, PE or Doug McCudden  
1500 Jefferson St.  
Olympia, WA 98504  
(360) 407-8786 or (360) 407-9302  
[debra.delzell@des.wa.gov](mailto:debra.delzell@des.wa.gov) or  
[douglas.mccudden@des.wa.gov](mailto:douglas.mccudden@des.wa.gov)

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 October 26 at **1500 Jefferson Street.**

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

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