

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: February 12, 2019**

SERVICES REQUIRED for Project No. 2016-175, Washington State Library-Archives Building, Tumwater, Washington

Scope of Work

This Request for Qualifications is for selecting an architect to provide the architectural design services for the proposed Washington State Library and Archives Building (LAB). These services will include the preliminary design required to establish a GCCM project delivery.

The scope of work is for a new 175,000 SF Library-Archives Building utilizing the 2018 Predesign Report. The new facility will contain the Washington State Library, Archives, Corporations and Non Profit Registration Division, Elections, Operations Division, and space for smaller specialized programs. The preliminary design work should include the programed space listed here:

- 5,000 SF of meeting space
- 36,000 SF of open office space
- 13,000 SF of public space including a library reading room, archives research room and public lobby
- 62,000 SF of temperature and humidity controlled secure storage space
- 14,000 SF of support space

This project will also include design for parking (30 visitors and 200 staff), landscaping and accompanying storm drainage facility.

The project site includes a 1920 historic grange which will be renovated and used as a project facility during design and construction and later incorporated into the overall design of the project as conference and meeting space.

Predesign work included extensive programming, conceptual layout, geotechnical work, site survey and analysis which will be provided for the basis of design to the successful firm. It is anticipated that the team hired will continue to work on the project through its completion in late 2021. The current appropriation of \$3M is for preliminary design and to establish the GCCM team.

The Washington State Library and Archives Building Predesign (2018) is available to download from the DES website.

There will be an **Informational Meeting** for this request on:
January 17, 2019, 9:30 AM

Columbia Room
Legislative Building
Olympia, WA 98501

Debra Delzell, PE
360 688-0706
debra.delzell@des.wa.gov

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 based upon the following criteria, as indicated, for 100 possible points:

Qualifications of Key Personnel	35 points
Relevant Experience	35 points
Diverse Business Inclusion Plan	10 points
<u>Relevant past projects</u>	<u>20 Points</u>
Total Points	100 Points

Other Information

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.

The Agreements for Consultant services will be the standard 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/>.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 10% MBE, 6% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The consultant and all sub consultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate compliance reporting requirements. Additionally, all large project selections (fees over \$350K) are required to have a plan for Diverse Business Inclusion.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- B2Gnow: <https://des.diversitycompliance.com>
- The Office of Minority and Women's Business Enterprises: 866.208.1064 or www.omwbe.wa.gov,
- For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.407.8455 or charles.wilson@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, four (4) copies and two (2) 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 Diverse Business Inclusion Plan form may be found at:
<http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx>
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
 - Covers, dividers, SF330, Consultant Diverse Business Inclusion Plan, 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: Amanda Witt
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 February 12, 2019 prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Amanda Witt, 360.407-8028.
Amanda.witt@des.wa.gov

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

Next Steps

Following the Phase 1 evaluation of the 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 2 Interviews will be scheduled for the week of **February 19, 2019** at **the Secretary of State's Office, Suite 250, Legislative Building, Olympia, WA**

Firms will be notified of the selection results the first week of March 2019.

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