



**DEPARTMENT OF ENTERPRISE SERVICES  
FACILITY PROFESSIONAL SERVICES  
OLYMPIA, WA**

**NOTICE TO HISTORIC PRESERVATION CONSULTANTS  
REQUEST FOR QUALIFICATIONS (RFQ)**

**Submittal Due Date: Thursday, June 17, 2021 prior to 2:00 PM PDT**

**HISTORIC PRESERVATION CONSULTING SERVICES**

**For**

**PROJECT NO. 2018-527 PRITCHARD BUILDING  
REHABILITATION/EXPANSION VALIDATION**

**Requested Scope of Services:**

The Washington State Department of Enterprise Services (DES) seeks a historic preservation consultant (herein referred to as “the consultant”) to support Phase 3 of the Legislative Campus Modernization (LCM) Predesign Study that will consider the rehabilitation and expansion of the Pritchard Building, which is listed on the National Register of Historic Places. The consultant will ensure the study complies with the Secretary of the Interior’s Standards for the Treatment of Historic Properties and other applicable standards for rehabilitation.

The LCM Predesign Study addresses multiple projects related to offices for the legislature and its support functions including replacement or renovation of the Pritchard Building for House offices and the Newhouse Building Replacement for Senate offices. Both buildings include space for shared legislative support staff and services. DES, with the architectural firm Mithun as its prime consultant, completed Phases 1 and 2 of the predesign on February 5, 2021. However, detailed consideration of rehabilitation and expansion of the Pritchard Building was not included. Phase 3 of the predesign will complete that work.

Phases 1 and 2 of the predesign along with other pertinent project-related information may be found at: <https://des.wa.gov/services/facilities-leasing/capitol-campus/capitol-campus-projects/legislative-campus-modernization>. Interested consultants are encouraged to review the predesign.

Rehabilitation and expansion of the Pritchard Building will address the programmatic needs of the House of Representatives, their support services, and other legislative agency programs in the existing building.

The provisions of the state capital budget require a high performance building that is net zero energy ready with an energy use intensity (EUI) of no greater than 35.

The consultant will assist DES in meeting its stewardship obligations for historic properties and be an essential part of the integrated team for Phase 3 of the predesign study that includes DES, the House of Representatives, the Senate, the Office of Financial Management, the State Department of Historic and Preservation (DAHP), and Mithun with its subconsultants.

Mithun will provide analysis of seismic, geotechnical, building code, planning, constructability, and cost estimating associated with rehabilitation and expansion of the Pritchard Building. The successful historic preservation consultant will contribute to the effort by identifying appropriate strategies for restoring the historic character of the Pritchard Building and evaluating alternative approaches to expand it. The consultant is expected to work collaboratively as a member of the team while maintaining an independent perspective on best practices for historic preservation.

The consultant will be required, when requested, to attend and participate in meetings with:

- The LCM project management team.
- The DAHP Peer Review Committee.
- The Capitol Campus Design Advisory Committee.
- The State Capitol Committee.
- Community stakeholders.
- State and other local agencies or other jurisdiction having authority.

DES anticipates the study will commence in August 2021 and be complete by March 2022. The consultant will be involved from the beginning to the end of the process.

DES anticipates a total budget of \$30,000 for consultant services.

The consultant must be licensed to do business in the State of Washington and must have at least ten years of experience in historic preservation projects (can be located throughout the United States). The consultant should have experience and familiarity with the 1966 National Historic Preservation Act's Section 106 review process and Washington's Executive Order 21-02 review process.

**An Informational Meeting** will be held on:  
**Thursday, June 3, 2021 at 10:00 AM PDT**

Via

<https://des-wa.zoom.us/j/99650212692?pwd=SzYwSk9ROW1nVVhtUnllbmFpMGhNdz09>

Meeting ID: 996 5021 2692

Password: 913700

For questions, please contact the LCM Project Director, Clarissa Easton AIA at [clarissa.easton@des.wa.gov](mailto:clarissa.easton@des.wa.gov) or (360) 701-0088.

Deadline for RFQ questions is Tuesday, June 8, 2021.

### **Selection Criteria**

The consultant selection will be as follows:

1. Phase 1- Evaluation and score consultants based on submitted Statement of Qualifications; and

2. Phase 2 - Oral presentations/interviews of three most qualified consultants (this phase may be waived if deemed unnecessary by the Selection Panel).

Consultants will be considered for selection based upon the following criteria for a total of 100 possible points:

- Qualifications of Key Personnel (30 points)
- Project Approach (30 points)
- Relevant Experience (20 points)
- Previous Performance (20 points)

### **Qualifications of Key Personnel**

- Provide the name and a resume of the person who will serve as lead contact for the project with years of experience and specific historic preservation expertise. Provide names and resumes for other staff including information on each individual's skills related to this project such as education, experience, significant accomplishments and any other pertinent information. List the National Parks Service cultural resource specialties held by each of the project team members, if any.

### **Project Approach**

- Describe your approach to achieving strong collaboration while maintaining an independent perspective on historic preservation issues.
- Describe the firm's ability to meet deadlines, especially on a short-time frame, and give examples of how past tight deadlines have been successfully met.
- Describe the firm's philosophy regarding preservation of historic properties that have been adaptively reused and your track record in maintaining balance when conflicting opinions exist. Provide examples of project challenges your firm has faced and how they were resolved. Please include graphics and brief narrative of varied perspectives that were ultimately blended for successful projects.

### **Relevant Experience**

- Describe the firm's ability to provide the services described in this RFQ.
- Describe similar projects your firm has achieved in a complex public setting.

### **Previous Performance**

- Describe proven performance and client satisfaction on previous projects, preferably completed in the last five years. This criterion may apply to any relevant project experience of the firm.

### **Other Information**

The state reserves the right to continue to work with the selected consultant or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

### **Submittal Requirements**

Due to the Governor's "Stay Home, Stay Safe" order, only electronic submittals will be accepted.

Electronic submittals must be uploaded as a single, comprehensive PDF file (less than 25MB) inclusive of all submissions, and shall be received no later than the specified date and time specified above.

DES will create an access point for a single point of contact for each consultant submitting.

Each submittal shall include the following:

- Federal Form 330 (Part II only)
  - <http://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to assist the Selection Panel in evaluating qualifications.

Submittals shall not exceed a total of fifteen (15) pages in total content. The number of pages will be determined based on 8½ x 11 size sheets, and will be inclusive of all title sheets, tables of contents, dividers, and covers, if printed. When oversized sheets are used to convey information, the number will be determined based on the multiple equivalent of 8½ x 11 sheets (i.e. each 11x17 sheet will be counted as 2 pages). All pages or sheets within the Statement of Qualifications containing information, graphics, or data about projects, firm, or team qualifications, experience, etc count toward the total 15-page limit. The Table of Contents, blank covers, and dividers do not count.

Please follow this link to obtain instructions for uploading submittals:

- <https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/SOQUploadInstructions.pdf>

If you have trouble accessing the upload instructions or have other questions regarding this request, please contact Angeline Ernst at [angeline.ernst@des.wa.gov](mailto:angeline.ernst@des.wa.gov) or 360-480-1071.

### **Next Steps**

Following the evaluation of the Phase 1 submittals, the Selection Panel will decide if interviews are required.

If required, the Phase 2 interview criteria will be provided to the short-listed consultant teams. Interviews will be held through remote access only in order to comply with the Governor’s “Stay Home and Stay Healthy” Proclamation. The top ranking Phase 2 firm will be requested to submit a fee proposal to initiate agreement negotiations.

Consultant teams will be notified of the selection results by July 16, 2021.

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

DES will not be liable for any costs incurred by the consultant in preparation of a proposal submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.

### **RFQ Schedule**

<b>Milestone</b>	<b>Date</b>
RFQ release date.	Thursday, May 27, 2021
Pre-proposal meeting (via Zoom)	Thursday, June 3, 2021, 10:00 AM PDT
Due date for RFQ questions.	Tuesday, June 8, 2021
SOQ submittal due date.	Thursday, June 17, 2021 prior to 2:00 PM PDT
Interview period (if required).	July 12 – July 15, 2021
Consultant selection.	By Friday, July 16, 2021
Fee negotiations and contract execution.	July 19 - August 12, 2021