

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **July 6, 2023, prior to 2:00 PM PST**

Design Services Required for Project No. 2023-290: Deschutes Estuary Restoration for, the Department of Enterprise Services in Olympia, Washington.

Scope of Work

This request for qualifications is to advance the preferred alternative of the final environmental impact statement for the Capitol Lake-Deschutes Estuary long-term management project completed on October 7, 2022. DES is the lead agency.

DES seeks qualified firms to provide comprehensive project management services for an estuary restoration project. We are looking for a knowledgeable and experienced firm that can oversee all aspects of the project, ensuring its successful execution within the defined timelines, budgetary constraints, and environmental considerations.

The following general scope of work describes the anticipated extent of planning and design services to be provided by the consultant team. This description is not necessarily all-inclusive, and the consultant team should consider any tasks or services deemed necessary to complete the project satisfactorily. Consultant teams are encouraged to bring expertise gained from other projects, creative ideas tested elsewhere, and best practices applicable to this project.

A proviso in the operating budget for the 2023-24 fiscal biennium authorizes DES to move forward with this project. From Engrossed Substitute Senate Bill 5187, Section 153:

“\$7,000,000 of the natural climate solutions account—state appropriation is provided solely to advance the preferred alternative of the final environmental impact statement for the capitol lake-Deschutes estuary long-term management project completed on October 7, 2022. At a minimum, the department shall:

- (a) Make tangible progress toward the next phase of design and permitting;*
- (b) Advance the memorandum of understanding for governance and funding of a restored estuary to an interlocal agreement that will govern long-term management of the restored estuary; and*
- (c) Initiate grant funding applications for design and permitting.”*

The selected firm will provide comprehensive project management services, covering all aspects of the project. The scope of services includes but is not limited to:

Project Planning and Development:

- Conducting initial assessments and data collection
- Collaborating with stakeholders to define project goals and objectives

- Developing a detailed project plan, timeline, and budget
- Identifying regulatory requirements

Contractor Selection and Management:

- Preparing bid packages and facilitating the selection of contractors and consultants.
- Managing contractor and consultant performance, including monitoring and quality assurance
- Overseeing design & construction activities to ensure adherence to specifications and timelines

Monitoring and Evaluation:

- Developing a monitoring and evaluation plan to assess project success
- Conducting regular site visits and assessments
- Collecting data on key indicators and analyzing project performance

Community Engagement and Stakeholder Coordination:

- Transitioning the Memorandum of Understanding to Binding Interlocal Agreement
- Developing and implementing a comprehensive stakeholder engagement strategy
- Facilitating public meetings, workshops, and educational programs
- Building strong partnerships with local communities and government agencies

Project Communications and Coordination:

- Coordinating all project communications among internal and external stakeholders
- Serving as the primary point of contact for project-related inquiries and information dissemination
- Ensuring effective communication channels are established and maintained throughout the project lifecycle

Coordination with Local Governments:

- Collaborating with local government agencies to ensure compliance with regulations and guidelines
- Facilitating necessary approvals and permits from relevant authorities
- Coordinating with local governments to align project objectives with regional initiatives

Grant Research and Application:

- Researching to identify grant opportunities and funding sources for the project
- Preparing and submitting grant applications, including all required documentation
- Managing grant-related reporting and compliance obligations, if awarded

Permit Submittals and Compliance:

- Leading the preparation and submission of permit applications
- Ensuring timely compliance with all permit requirements and conditions
- Facilitating communication with regulatory agencies throughout the permitting process

Pre-Design for New 5th Avenue Bridge, Deschutes Parkway Reconfiguration, and Adjacent Trails Geotechnical Survey of Project Area

- Survey of Project Area

- Estuary Dredge and Restoration Design
- Bathymetric Survey (in-water survey) of Project Area
- Numerical Modeling for Port Project
- Numerical Modeling to Support Dredge & Begin Restoration Design
- Shoreline Restoration at Deschutes Parkway for Project Mitigation

30% Design

- Completion of 30% of pre-design efforts
- Developing detailed engineering plans and specifications for restoration activities
- Collaborating with environmental consultants to design habitat restoration measures
- Ensuring compliance with environmental regulations and best practices

Description of Project Area

The Deschutes Estuary includes the 260-acre waterbody known as Capitol Lake, located on the Washington State Capitol Campus, adjacent to downtown Olympia, at the base of Puget Sound. Historically, freshwater from the Deschutes River would mix with saltwater from Budd Inlet over expansive tidal flats. Between 1949 and 1951, a dam was constructed at 5th Avenue; the area transformed into a freshwater lake fed primarily by the Deschutes River. The newly formed Capitol Lake began to experience a range of environmental impairments after the construction of the 5th Avenue Dam, eventually leading to community-use restrictions that persist today.

The Capitol Lake-Deschutes Estuary Long-Term Management Project EIS (2022) identified the estuary as the preferred alternative. Under the Estuary Alternative, the 5th Avenue Dam will be removed, and an approximately 500-foot-wide (150-meter-wide) opening will be established in its place. Removing the dam will reintroduce tidal hydrology to the Capitol Lake Basin, returning the area to estuarine conditions where saltwater from Budd Inlet will mix with freshwater from the Deschutes River.

Project Goals

In 2016, Enterprise Services, in coordination with the Squaxin Island Tribe, governmental and agency partners, and the community, identified four primary goals for long-term management of the Deschutes Estuary that should be satisfied by any long-term management alternative.

The goals were established during a collaborative process, referred to as Phase 1 of the Long-Term Management Project. There is broad agreement that a long-term management project must be implemented to achieve these goals and improve existing conditions in the Project Area.

1. Improve water quality.
2. Improve ecological functions.
3. Manage sediment accumulation and deposition.
4. Enhance community use of the resource.

Submitting firms should have a strong background in innovative estuary restoration design, GCCM contract administration, and grant administration. Firms should also be well versed in multi-phased State agency construction and the State of Washington capital budget process.

Project-Specific Information

See <https://capitol.lakedeschutesestuaryeis.org/> for project background.

Anticipated Selection Schedule

RFQ Notice Issued	Tuesday May 23, 2023
Informational Meeting	Wednesday June 7, 2023 at 10:00 AM
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Week of July 17, 2023
Interview Period	Week of July 31, 2023
Firm(s) Selected and Announced	Week of August 14, 2023
Agreement(s) Executed	Mid-September 2023

Informational Meetings and Site Tours

An informational meeting and site tour will be held **remotely** for this project.

Date/Time	Video Teleconference Meeting Links / Call In Information
June 7, 2023 at 10:00 AM PST	Click here to join the meeting Meeting ID: 214 022 840 604 Passcode: HyiGds Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,1797136# Phone Conference ID: 179 713 6#

Firms who have previously not performed business with the state are encouraged to attend. Any information provided at the Informational Meeting will be posted on our Current Projects webpage (provided above) including a Q&A sheet from the meeting.

For directions for the pre-submittal informational meeting and site visit, please contact the DES project manager at john.lyons@des.wa.gov.

Addenda to this Notice

It is the responsibility of the interested firms to track and changes to this solicitation. Refer to the DES website any addenda to the published public notice and/or RFQ. (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>).

Submittal Maximum Page Count and Additional Content

SOQs must not exceed fifteen (15) single sided pages (total) of content using 8½ x 11 size sheets. Provided informational content is not included, the following will not be counted against the maximum page count:

- Title and Back Cover Pages
- Section Dividers/Tabs
- Consultant Selection Contact Form
- Attachment 2 Federal SF330 (Part II only) Form

When 11”x 17” size sheets or fold outs are used, each side will be counted as two 8½ x 11 sheets.

A submitting firm may elect to include any other pertinent data it deems appropriate to address the selection criteria and assist the Selection Committee in evaluating the qualifications. Additional content must remain within the maximum page count.

Submittal Requirements

DES is accepting only electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified.

Format the Statement of Qualifications (SOQ) to meet the following requirements. SOQs that do not follow this format may impact final scoring:

- Title Page indicating: (not included in page count)
 - Project No. 2023-290: Deschutes Estuary Restoration
 - Washington State, Capitol Campus
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- Consultant Selection Contact Form (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Past Performance
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

The Consultant Selection Contact Form must identify the Designated Point of Contact, contact information, and address the Firm. Form must be situated behind a Title Cover or Cover Letter AND before any table of contents. Consultant Selection Contact Form may be found in the Consultant Selection Documents, located on our Current Advertised Projects for Consultant Selection Page.

Federal form SF330 (Part II only) may be found on our Current Advertised Projects for Consultant Selection Page.

How to submit the Statement of Qualifications (SOQ)

DES has created a secure access point for uploading your SOQ for this project:

<https://wades.app.box.com/f/2f2ed6373b06499f92ddf712598b2ace>

This link will be active until the submittal deadline, at which point the upload access will be removed.

If you have trouble uploading or would like confirmation of your upload, please contact Angeline (Ernst) Butros via email: angeline.butros@des.wa.gov

Failure to submit the SOQ by the specified date and time above will render the SOQ as non-responsive to this notice and rejected by DES for consideration. Failure to adhere to the submittal requirements may also render the SOQ as non-responsive to this notice and rejected by DES for consideration.

Supplemental RFQ Documents

The following forms/instructions are located on the DES Current Advertised Projects for Consultant Selection page in the **RFQ Consultant Selection Documents** section

(<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>):

- Consultant Selection Contact Form
- Federal Form SF330
- Diverse Business Inclusion Plan

Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The firms submitting qualifications in Phase 1 will be scored and ranked using the Phase 1 evaluation criteria in this RFQ. The most qualified firms (Finalists) will be invited to Phase 2 Oral Interviews. The Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The Finalist with the best Phase 2 rank will be chosen to begin negotiations to provide consultant services for this project. Note, Phase 1 and Phase 2 scores are NOT combined.

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection panel as determined by DES. This panel will review each SOQ for responsiveness and apply the following weighted selected criterion to determine a score for ranking:

Weighted evaluation criterion for the Phase 1

SOQ Evaluation will be used by the selection committee to score each top-rated firm as follows:

Qualifications of Key Personnel Identify specific individuals and sub-consultants for key positions and show interrelationships and reporting hierarchy for your proposed team. Describe how each individual's professional experiences are relevant and bring value to the project. Provide proposed percentage of time that the Owner intends to assign each individual or sub-firm to the Project.	30 points
Relevant Experience Discuss projects your firm has undertaken of similar scope, size and complexity within the past five to eight years. Describe attributes of past projects that have met goals similar to the Owner's goals for this project. Identify delivery methods for each project. Provide original project budget and actual completed costs along with current contact information for reference checking.	30 points
Past Performance Describe the approach the Proposer might utilize to achieve and maintain Owner's project scope, schedule and budget. Describe and provide examples of how the proposer successfully developed Owner's project scope while staying within the proposed budget. Discuss tools and methods for scheduling projects for both design and construction. Show how the	20 points

interrelationship of successful management of scope, schedule, and budget creates successful projects.	
Project Schedule Propose a schedule for this phase of the work, assuming an October start date. The schedule must meet the requirements of the budget proviso.	20 points
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

Based on each score, each SOQ will be ranked and a short-list of top-qualified firms will advance to Phase 2 Selection: Oral Interviews. DES reserves the right to determine the total number of top-qualified firms to advance to Phase 2 Selection.

Phase 2: Oral Interviews (total 100 points)

Top-qualified firms (highest ranked firms) will be invited to participate in Phase 2 of the selection. Oral Interviews on a specified date and time, and will be formatted in two periods:

- Firm Presentation Period (Maximum: 30 Minutes)
- Question and Answer (Q&A) Period (Maximum: 20 minutes)
- Firm Closing Statements (Maximum: 5 Minutes)

Remote Interview (Video Teleconference) Considerations:

A meeting link for accessing the oral interview will be provided to each top-listed firm following completion of Phase 1 Selection.

Weighted evaluation criterion for the Phase 2

Oral Interviews will be used by the selection committee to score each top-rated firm as follows:

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	25 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	25 points
Project Approach: Understanding of this project Challenges & Opportunities	25 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	25 points
Diverse Business Inclusion Plan (written submittal)	NOT scored

Additional Considerations for Selection

Diverse Business Inclusion Plan Requirements

This submittal is a Phase 2 mandatory requirement. It is not scored, however, failure to submit will result in a firm being deemed non-responsive.

Each top-ranked firm, including diverse businesses, will be required to submit DES' Public Works Diverse Business Inclusion Plan form.

A complete Diverse Business Inclusion Plan will be submitted to the DES Project Manager no later than one (1) full business day prior to the scheduled interview date and time.

The Diverse Business Inclusion Plan must demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the state's aspirational diverse business participation goals. Achievement of the goals is encouraged.

Aspirational Goals

The Governor's Office's aspirational goals for diverse business inclusion are:

10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs

5% Washington Small Businesses self-identified in the Washington Electronic Business Solution <https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips> (WEBS).

Following final selection, the successful firm and its subconsultants must register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Firms may contact the following resources to obtain information on certified and registered diverse business firms for the inclusion of potential diverse business subconsultants:

- The Office of Minority and Women's Business Enterprises: 866.208.1064 or 360.664.9750 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 360.999.7667 or charles.wilson@des.wa.gov
- The Department of Veterans' Affairs: 360.725.2169 or 360.725.2200 or www.dva.wa.gov

Evaluation and Scoring Considerations

In evaluating each of the criteria, the Selection Committee will identify significant and minor strengths and weaknesses from the submissions. The Selection Committee will then use the following guidelines to evaluate the submissions for each Selection Criterion, based on the weighting assigned in the RFQ and any addenda. After initial scoring, the selection team will come to a consensus ranking of the Firms.

1. Definition of “strength” and “weakness”:

- a. The term “strength” ultimately represents a benefit to the Project and is expected to increase the Firm’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence and a significant strength has a considerable positive influence on the Firm’s ability to exceed the Project Goals.
- b. The term “weakness” detracts from the Firm’s ability to meet the Project Goals and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence and a significant weakness has a considerable negative influence on the Firm’s ability to exceed the Project Goals.

2. Scoring:

- a. **Excellent** (81-100 percent of points available): The Evaluative Criteria demonstrates an approach that is considered to exceed the Project Goals and the RFQ requirements and provide a consistently outstanding level of quality. ***To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.***
- b. **Good** (61-80 percent of available points): The Evaluative Criteria demonstrates an approach that is considered to meet the RFQ in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. ***To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.***
- c. **Fair** (41-60 percent of available points): The Evaluative Criteria demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
- d. **Deficient** (0-40 percent of available points): The Evaluative Criteria demonstrates an approach that contains significant weaknesses and no appreciable strengths.
- e. **Non-Responsive:** Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any Evaluative Criteria deemed non-responsive to any of the requirements.

Other Information

The successful most-highly qualified firm will be expected to enter upon DES’ standard Engineering and Architectural Services Agreement. Level of effort and relative fees will be negotiated following selection of the most-highly qualified firm.

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 for this project beyond those services advertised above.

The state also reserves the right to terminate negotiations with the successful most-highly qualified firm if mutual agreement is unachievable. The state may at its discretion enter into negotiations with the next highly qualified firm determined as a result of this selection process; or conduct a new selection process for the procurement of services necessary to complete this project.

All firms responding to this solicitation are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>

All Statements of Qualifications and submittals shall become property of the State of Washington and are subject to public disclosure, at the conclusion of the selection process, according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, please contact Angeline (Ernst) Butros at 360.480.1071 or via email at: angeline.butros@des.wa.gov.

For questions specific to the project, please contact the Project Manager, John Lyons, 360-628-2139, john.lyons@des.wa.gov.

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