

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **June 12, 2023 prior to 2:00 pm PST**

Facility Condition Assessment Services Required for Project No. 2023-280: DES Facility Condition Assessment for, Department of Enterprise Services. Location of DES-owned/managed facilities are located primarily in the Olympia area, except for one facility in each Seattle, Kelso and Yakima.

Scope of Work

The Department of Enterprise Services (DES) seeks a partner to complete a Facilities Condition Assessment.

Through the Facilities Condition Assessment, we intend to develop an objective, standardized database to support sound capital planning for DES-managed buildings. **The agency requests the Facility Condition Assessment standards and methodology be documented such that the agency can self-perform future assessments.**

Assessment data will inform Enterprise Services' 25-27 budget request. The consultant team is expected to staff this effort targeting **February 2024** for draft deliverables.

1. Overview

1.1. Facility Condition Assessment and Capital Planning Services

- 1.1.1. A Facilities Condition Assessment process that uses best practices and industry standards.
- 1.1.2. Project management of the consultant-defined process using the consultant's auditing tools.
- 1.1.3. Consultant to lead the Facilities Condition Assessment process, including kick-off meetings, project management meetings, costing meetings, prioritization meetings, staff review meetings, staff training, scheduling, building audits, pilot meetings, data review meetings, scheduling and escorting efforts, data sign-off meetings, and all required efforts to accomplish the final results of this project.
- 1.1.4. DES will procure and implement an asset management database under a separate contract. The consultant team is expected to support data integration and quality control.

2. In-scope Systems

- 2.1. Mechanical systems
 - 2.1.1. Condensers
 - 2.1.2. Boilers and pumps

- 2.1.3. Heat pumps
- 2.1.4. Air handlers
- 2.1.5. Air compressors
- 2.1.6. Cooling tower
- 2.1.7. Controls for Temperature and Humidity
- 2.1.8. Generators

- 2.2. Plumbing systems
 - 2.2.1. Water distribution
 - 2.2.2. Pumps

- 2.3. Electrical systems
 - 2.3.1. Panels
 - 2.3.2. Distribution system

- 2.4. Building Envelope
 - 2.4.1. Exterior walls
 - 2.4.2. Windows
 - 2.4.3. Exterior doors
 - 2.4.4. Roof

- 2.5. Structural systems
 - 2.5.1. Engineering evaluation of the performance of key structural components, such as columns, beams, slabs, walls, and their connections. Assess their capacity to resist lateral loads, deformations, and earthquake-induced forces.

- 2.6. Accessibility
 - 2.6.1. An evaluation of accessibility per the Americans with Disabilities Act (ADA) guidelines, including:
 - a) Entrances and exits
 - b) Corridors
 - c) Elevators and lifts
 - d) Stairs and ramps
 - e) Exterior flat work
 - f) Restrooms
 - g) Parking areas
 - h) Common areas
 - i) Communication devices

3. Metrics and Benchmarks

- 3.1. Determine with the agency the basis for calculating:
 - 3.1.1. Current (time of assessment) dollar value and rate of inflation to calculate dollar values for five and ten years.
 - 3.1.2. Backlog of Maintenance and Repair (BMAR) for annual and multi-year capital planning.
 - 3.1.3. Unfunded maintenance.

- 3.1.4. Capital replacement value.
- 3.1.5. Life cycle costing.
- 3.1.6. Capital prioritization model.

4. Facility Condition Assessment

- 4.1. Conduct thorough, standardized interviews with agency staff to inform the assessment.
- 4.2. Import and integrate historical data and existing documents provided by the agency relating to the history of each building and its condition. Documents may include current floor plans, seismic reports, predesigns, and accessibility studies, where available.
- 4.3. The consultant is expected to work with agency staff to obtain historical information to augment asset information collected in the field, including, where available, warranty information.
- 4.4. Perform in-depth documentation and evaluation of each building assessed to a Unifomat II Level 4 detail:
 - 4.4.1. Identify and document current visible facility condition deficiencies through non-destructive means (unless authorized by DES).
 - 4.4.2. The level of assessment shall be a thorough visual inspection by qualified personnel (architects, engineers, or technicians).
 - 4.4.3. The consultant will collect and develop recommendations based on walk-through surveys of each building in the project, dialogue with facility maintenance and users, and research supplied information.
 - 4.4.4. The assessment provides a snapshot of conditions on the day of fieldwork.
 - 4.4.5. The consultant will obtain the required information to determine the current condition of existing assets during fieldwork.
 - 4.4.6. For equipment assets, the consultant will identify the apparent or reported age of the material equipment, past material component upgrades/ replacements (where available), and the evident level of preventive maintenance exercised.
- 4.5. The information collected will provide an inventory and associated conditions for upload into the proposed asset management platform (under a separate contract).
- 4.6. The consultant will capture information on all building systems and major equipment within a facility necessary for the agency to identify and perform ongoing preventative and corrective maintenance.

5. Review

- 5.1. Provide quality control of audit data post-assessment.
- 5.2. Workshops, presentations, and training documents to educate and advise agency staff.
- 5.3. Executive presentations of facilities condition assessments data, analysis, business case(s), and savings/funding opportunities.

6. Analyze

- 6.1. Prepare a written report, based on section four above, to include as a minimum:
 - 6.1.1. An executive summary in non-specialists' terms describing the investigation and any significant deficiencies found.
 - 6.1.2. A summary statement of the estimated cost of renovation and repair per asset.
 - 6.1.3. The expected useful life of the building without renovation.

- 6.1.4. A general narrative of when the study and survey were done, what firms and personnel participated, general observations regarding the building, and documents reviewed as part of the investigation.
- 6.1.5. Describe significant deficiencies found, including photographs of major deficiencies.
- 6.1.6. BMAR raw cost summary.
- 6.1.7. Provide BMAR raw cost in 2023 dollars for each building assessed using regional cost data for specific system deficiencies. Estimated raw cost is construction installation costs (i.e., labor and materials) only and excludes markups for contractors' overhead and profit and any additional costs that may generally impact other facility systems during a repair.
- 6.1.8. Provide estimated annualized costs to maintain the BMAR for each building assessed in 2023 dollars and current values for over 3, 5, and 10-year periods.
- 6.1.9. The FCA summary of all buildings assessed
- 6.1.10. Life Cycle forecast summary of all buildings
- 6.1.11. Provide a Life Cycle forecast for each building assessed to a Unifomat II Level 4 detail that meets industry practice standards.
- 6.1.12. Development of business plan(s) for sustaining the portfolio of facilities, including identification of financial and informational gaps that need to be addressed to reach agency defined long-term goals of asset sustainability.
- 6.1.13. Assess the need and the estimated capital costs using regional cost data to restore, to agency design standards and specifications, the major systems and subsystems that have deteriorated due to unfunded maintenance, a building (or system) to extend its' life to 30 years on a project basis that includes markups for contractors' overhead and profit, design contingency, and soft costs.
- 6.1.14. Identify, document, and present operational and capital savings identified through the Facilities Condition Assessment process, including strategies to reduce future unfunded maintenance needs and strategies that leverage operational savings through efficiencies.
- 6.1.15. Capital renewal cost summary to extend the life cycle of all buildings 10 and 30 years.
- 6.1.16. FCI summary of all buildings included in the assessment.
- 6.1.17. Provide electronic format deliverables (MS Word, PDF, and CAD) for items 6.1 through 6.1.16 above.

7. Asset Management Platform Integration and Quality Control

- 7.1. Enterprise Services will procure an asset management database platform within the contract period for this effort. The consultant team is expected to support data integration and quality control for the selected platform, including:
 - 7.1.1. Data standards that ensure uniformity of nomenclature, using Unifomat II Level 4, during data import and the subsequent user interface.
 - 7.1.2. Consultant to verify that the Facilities Condition Index (FCI) generated by the proposed facility database software meets industry practice standards.

Description of Facilities

The Department of Enterprise Services (DES) ensures that the government operates efficiently by delivering high-quality services and managing state government-owned facilities. As mandated by RCW

43.19.125, our agency serves as the steward of the Capitol Campus, responsible for the continuity of government operations.

We recognize the importance of conducting a thorough facility condition assessment to fulfill this duty. This assessment will help us identify deficiencies within the Capitol Campus, enabling us to prioritize and allocate resources more effectively. By conducting this assessment, we will develop a comprehensive maintenance plan to ensure the Capitol Campus remains a safe, functional, and efficient facility for years to come.

Our portfolio includes approximately four million square feet of space in 31 facilities and seven parks. The average construction date of our buildings is 1955, ranging from 1907 to 2021.

See exhibit for a list of in-scope assets.

Project Goals

- **Promote equity and accessibility:** Through an FCA, we will identify areas where the facility is not accessible to all users. Addressing these issues can promote greater equity and accessibility for all community members.
- **Support comprehensive planning:** The FCA will provide valuable information to guide future capital budget requests and comprehensive planning.
- **Improve energy efficiency:** Through an FCA, we will identify opportunities to make the facility more energy efficient. Examples include upgrades to systems and equipment and changes in operational practices and policies.
- **Improve the safety and functionality of the facility:** By conducting an FCA, we can identify any safety hazards or areas where the facility is not functioning optimally. This information will be used to prioritize repairs and improvements that will make the facility safer and more functional for all users.
- **Identify immediate and long-term capital needs:** An FCA will help identify any issues that require immediate attention as well as long-term maintenance needs. This information will be used to prioritize repairs and allocate resources more effectively.
- **Estimate repair and replacement costs:** By identifying deficiencies in a facility, an FCA will provide DES with an estimate of the cost of repairing or replacing the systems, components, or equipment that require attention.
- **Develop a maintenance plan:** An FCA will help DES develop a comprehensive maintenance plan that includes short-term and long-term maintenance needs.

Submitting firms should have a strong background in information design and programmatic facility management. Firms should also be well versed in the State of Washington capital budget process, planning, life-cycle cost analysis, and Washington State energy goals.

Project-Specific Information

List of in-scope assets: 2023_FCA_IN-SCOPE BUILDINGS_v3.pdf

Anticipated Selection Schedule

| | |
|--|-------------------------------------|
| RFQ Notice Issued | Tuesday May 16, 2023 |
| Informational Meeting | Wednesday May 24, 2023, at 10:00 AM |
| Statement of Qualifications (SOQ) Due | See above date and time |
| Short-listed firms selected and notified | Week of June 19, 2023 |
| Interview Period | Week of June 26, 2023 |
| Firm(s) Selected and Announced | Week of July 3, 2023 |
| Agreement(s) Executed | August 2023 |

Informational Meetings and Site Tours

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

| Date/Time | Teams Meeting Link / Call In Information |
|-------------------------------------|---|
| May 24, 2023 at 10:00 am PST | Click here to join the meeting Meeting ID: 250 266 079 567 Passcode: TSUuGi Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,47351438# Phone Conference ID: 473 514 38# |

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.

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 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. 2023-280: Capitol Campus Facility Condition Assessment
 - Washington State Capitol Campus
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience

- Life Cycle Cost Analysis 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.

Maximum Page Count and Additional Content:

SOQs must not exceed twenty-five (25) 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
- Attachment 0 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.

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/b088f0e0949346118920153389a606ff>

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:

| | |
|--|------------|
| <p>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.</p> | 30 points |
| <p>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.</p> | 30 points |
| <p>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 interrelationship of successful management of scope, schedule, and budget creates successful projects.</p> | 20 points |
| <p>Project Schedule Propose a schedule for the complete project assuming a September 2023 start date and February 2024 assessment completion date.</p> | 20 points |
| <p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p> | 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 | 30 points |
| Project Management: Scope management Budgeting and Cost Control Project Scheduling | 30 points |
| Project Approach: Understanding of this project Challenges & Opportunities | 20 points |
| Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members) | 20 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 public disclosure 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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