

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WASHINGTON

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
FOR MULTIPLE ON-CALL CONSULTANT ROSTERS

Submittal Date: See Specific Disciplines

For Complete Information, including updates/amendments visit our Web page at:
<https://des.wa.gov/services/facilities-and-leasing-management/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

The Department of Enterprise Services seeks interested consultants to be named on “On-Call Consultant Rosters” to provide specialized services according to the named disciplines in connection with planned and unplanned Projects implemented during the 2023-25 biennium (or July 1, 2023 through June 30, 2025).

Successful consultants on each “On-Call Roster” may be requested to enter upon Project-specific agreements based on the professional services desired. These Project-specific agreements may be executed at any time within the 2023-2025 biennium, and will extend through the full duration of each Project unless terminated prior per ARTICLE X Conditions of the Agreement (dated May 16, 2005).

The maximum value of any Project-specific agreement shall not exceed \$300,000, and will be limited to a single Project. Enterprise Services reserves the right to enter any number of agreements within the biennium with any consultant listed. There shall be no guarantee that Enterprise Services will issue an agreement to any consultant listed on an “On-Call Roster.”

The “On-Call Rosters” may be used to provide the desired professional services throughout Washington State, but consultants may be selected based on proximity to a geographical region.

To the greatest extent practicable, Enterprise Services intends to include qualified consultants having the following diverse business interests:

- Small business, microbusiness, mini-business enterprises (SBE) as defined in RCW 39.26.010;
- Minority (MBE) and Women-owned business enterprises (WBE) as certified under RCW 39.19; and
- Veteran-owned businesses as defined in RCW 43.60A.010.

All consultants responding to this request 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 increase the number of consultants on each roster at any time throughout the biennium.

1.0 Informational Meetings

There will be **Multiple Informational Meetings** for this request, held virtually. Please note the date and time for the discipline(s) you are interested in. The information for these meetings can be found in the following pages with links to the informational meetings at the end of the RFQ.

Consultants who have previously not performed business with the state are encouraged to attend. If you'd like to send questions ahead of time, please send them to angeline.butros@des.wa.gov and include the discipline that applies to the question. Any information provided at the Informational Meeting will be posted on our Current Projects webpage (provided above) including a Q&A sheet from the meetings.

Each roster states the minimum number of consultants to be selected, with at least one of the selected consultants must have a physical office located in Eastern Washington, with the exception of 2023-801 On-Call Architectural Services. For purposes of this solicitation, eastern Washington is defined as any area east of Longitude 121° 00'00" West (or the north-south longitudinal line by Roslyn, WA).

Project No. 2023-801

Title: On-Call Architectural Consultants

Informational Meeting Date: March 9, 2023 at 10:00 AM PST

Submittal Date: March 29, 2022 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/55120eee83d8488b98a0b88b70b54095>

Project Manager Contact: Tim Byrne

Phone 360.480.6942; timothy.byrne@dshs.wa.gov

Scope of Desired Services

A minimum of five (5) on-call consultants will be selected to provide Architectural Services. The consultant services may consist of minor remodel and renovation work to existing state owned facilities. Consultants must be able to provide complete services to include, but not limited to design, bidding, construction administration, and project close out.

Project No. 2023-802

Title: On-Call Electrical Engineering Consultants

Informational Meeting Date: March 9, 2023 at 10:00 AM PST

Submittal Date: March 27, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/3b45b01ffb054219bd549d5b62fed9c1>

Project Manager Contact: Paul Fiedler

Phone 360.790.8199; paul.fiedler@des.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide Electrical Design Services. At least one of the selected consultants must have a physical office located in Eastern Washington. The consultants must be able to provide complete services which may include, but not limited to, investigation of existing conditions, electrical studies, coordination with permitting agencies and utilities, electrical design, assembling complete bid documents, bidding, construction administration, and project close out.

Project No. 2023-803

Title: On-Call Testing Services

Informational Meeting Date: March 9, 2023 at 11:00 AM PST

Submittal Date: March 23, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/9ff8a6ce229e4318b4e767680cf17169>

Project Manager Contact: Glen Gipe

Phone 360.701.7429; glen.gipe@des.wa.gov

Scope of Desired Services

A minimum of four (4) on-call consultants will be selected to provide Special Inspection and Material Testing Inspection Services. At least two of the selected consultants must have a physical office located in Eastern Washington. If consultant has satellite offices, please provide locations of such offices. The services required for these services will consist of all special inspections and testing required by the Project construction documents, requirements, and standards of the state for state owned facilities, applicable to codes and the requirements of building officials or authorities having jurisdiction or as otherwise designated.

Project No. 2023-804

Title: On-Call Value Engineering and Constructability Review Consultants

Informational Meeting Date: March 9, 2023 at 11:00 AM PST

Submittal Date: March 28, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/e16f6f27b0fd402db7f94c7fb8d8ce26>

Project Manager Contact: Indra Jain

Phone: 360.485.5621; indra.jain@des.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide Value Engineering and Constructability Review Services throughout the state. At least one of the selected consultants must have a physical office located in Eastern Washington. A Value Engineering (VE) and Constructability Review is required on Public Works Projects of \$5 million in value. The VE Analysis services will include consideration of alternative solutions, systems and products in response to the Project requirements. The Constructability Review will include sufficient analysis of the bid documents to assure they are complete, coordinated and errors are minimized. Recommendations are typically submitted to the owner and client agency prior to a joint review meeting of all parties.

Project No. 2023-805

Title: On-Call Civil Engineering Consultants

Informational Meeting Date: March 9, 2023 at 10:00 AM PST

Submittal Date: March 27, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/21d51963aba7423c8c162a2ca2e559c5>

Project Manager Contact: Kevin Barber

Phone: 360.628.6417; kevin.barber@des.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide Civil Engineering Design Services including but not limited to: Site pavement and roadways, fencing, and utilities (water, sewer, storm drains and storm water control, communications, power). At least one of the selected consultants must have a physical office located in Eastern Washington. The consultants must be able to conduct predesign studies, investigations into existing site conditions, design, bidding, and construction administration services. Ability to engage small Project quickly and experience rendering services on occupied state and other types of owners' facilities, such as college campuses, prisons, residential treatment centers, and in remote areas, should be highlighted.

Project No. 2023-806

Title: On-Call Mechanical Engineering Consultants

Informational Meeting Date: March 9, 2023 at 10:00 AM PST

Submittal Date: March 27, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/d8435addf7f7407593fcb9c4aab229fc>

Project Manager Contact: Dean Heglund

Phone 360.480.6069; dean.heglund@dshs.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide Mechanical Design Services. At least one of the selected consultants must have a physical office located in Eastern Washington. Services required may consist of minor remodels and renovations to existing state owned facilities. The consultant must be able to provide complete services including, but not limited to predesign, design, bidding, construction administration, and project close out.

Project No. 2023-807

Title: On-Call Hazardous Materials and Environmental Site Assessment Consultants

Informational Meeting Date: March 9, 2023 at 11:00 AM PST

Submittal Date: March 23, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/4985bc22d0154c1582b2f4db9d3f1aa0>

Project Manager Contact: Eric Lester

Phone: 360.480.3281; eric.lester@des.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide Hazardous Materials and Environmental Site Assessment Services. At least one of the selected consultants must have a physical office located in Eastern Washington. Locations of consultant office or satellite offices for rapid response is an important criteria. Services may include but are not limited to hazardous materials surveys, sampling and evaluation, remediation planning, permitting, monitoring, documenting and reporting to meet applicable federal, state and local laws and regulations. Experience rendering services on occupied state and other types of owners' facilities, such as college campuses, prisons, residential treatment centers, and in remote areas, should be highlighted. The consultant must be able to provide complete services to include but not limited to studies, design, bidding, construction administration, and project close out.

Project No. 2023-808

Title: On-Call Structural Engineering Consultants

Informational Meeting Date: March 9, 2023 at 10:00 AM PST

Submittal Date: March 27, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/f2985bffddd14ba9a3eb425d010b8c7e>

Project Manager Contact: David Hruska

Phone: 360.688.4382; david.hruska@des.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide structural design services. At least one of the selected consultants must have a physical office located in Eastern Washington. Services may consist of minor remodel and renovation work to existing state owned facilities. Service may include seismic rehabilitation, structural investigation, structural analysis, studies and research. The consultant must be able to provide services to include but not limited to investigations, design, bidding, construction administration, and project close out.

Project No. 2023-809

Title: On-Call Survey Consultants

Informational Meeting Date: March 9, 2023 at 11:00 AM PST

Submittal Date: March 23, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/b79ff5bb0c6f47ae98fc014e4c033c82>

Project Manager Contact: Yelena Semenova

Phone: 360.507.1003; yelena.semenova@des.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide surveying services. At least one of the selected consultants must have a physical office located in Eastern Washington. Services may include design surveys, construction staking, miscellaneous mapping and control services at new and existing state owned facilities. Consultant must be able to perform, boundary surveys to include legal descriptions for parcels, easements and right-of ways, topographic surveys, aerial mapping surveys, construction staking, and record surveys in accordance with state law.

Project No. 2023-810

Title: On-Call Geotechnical Engineering Consultants

Informational Meeting Date: March 9, 2023 at 11:00 AM PST

Submittal Date: March 23, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/0c5ef51e21144a738afdc81e886cf6e0>

Project Manager Contact: Jonathan Martin

Phone: 360.239.3350; jonathan.martin@des.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide geotechnical services. At least one of the selected consultants must have a physical office located in Eastern Washington. The consultants must be able to investigate subsurface conditions and materials, evaluate stability of natural slopes and man-made soil deposits, assess risks posed by site conditions, design earthworks and structure foundations, monitor site conditions, earthwork and foundation construction.

Project No. 2023-811

Title: On-Call Building Envelope and Roofing Consultant Services

Informational Meeting Date: March 9, 2023 at 11:00 AM PST

Submittal Date: March 23, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/880c256dca2148abbaadd377345fe617>

Project Manager Contact: David Head

Phone 360.701.6472; david.head@des.wa.gov

Scope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide building envelope and roofing consultant services. At least one of the selected consultants must have a physical office located in Eastern Washington. Services may consist of investigation of failures, recommendations for repairs, and providing technical guidance to the Project A/E teams for new and existing state owned facilities. The consultants will provide complete building envelope consulting services to include, but not limited to forensic investigation, design, bidding, construction administration, and project close out.

Project No. 2023-812**Title: On-Call Security Electronics Systems Consultants**

Due to lack of projects contracted through this discipline over the last 2 biennium, DES is eliminating 2023-812 from this round of Statewide On-Calls.

Project No. 2023-813**Title: On-Call Commissioning Services****Informational Meeting Date: March 9, 2023 at 11:00 AM PST****Submittal Date: March 28, 2023 2:00 PM PST****SOQ Upload Link: <https://wades.app.box.com/f/0a348119ca7642ac9725cfa4131c912f>**

Project Manager Contact: Steve Bolinger

Phone: 360.480.7985; steve.bolinger@des.wa.govScope of Desired Services

A minimum of three (3) consultants will be selected to provide commissioning services for Facilities Professional Service clients. At least two of the selected consultants must have a physical office located in Eastern Washington. Chosen consultants will be expected to assist in development and coordination of the commissioning specifications and participate in the design review process. The systems to be commissioned may include, but are not limited to heating, ventilating and air conditioning (HVAC) equipment, HVAC controls, ductwork, Electrical, exhaust fans, smoke evacuation system, carbon dioxide detectors, laboratory equipment, plumbing, fire/life safety, security, low voltage, emergency power, domestic hot water and the building envelope.

Consultants must demonstrate competences in meeting LEED compulsory as well as enhanced commissioning services requirements. Consultants may be involved in reviewing the LEED training materials and videotaping the training sessions. The Building Commissioning Guidelines for the State of Washington, may be used as a guide for typical equipment to be commissioned in Divisions 15 and 16. Chosen consultants may be required to begin at the early design stages of the Project and stay with the Project through completion. Chosen consultants may also be required to check the systems periodically for one year after completion.

Project No. 2023-814**Title: On-Call Architectural Consultants, Eastern Region****Informational Meeting Date: March 9, 2023 at 10:00 AM PST****Submittal Date: March 29, 2022 2:00 PM PST****SOQ Upload Link: <https://wades.app.box.com/f/7fc6f2c086004723ad89b213fbfb1fc8>**

Project Manager Contact: Jeff Gonzalez

Phone: 360.819.3240; jeff.gonzalez@des.wa.govScope of Desired Services

A minimum of three (3) on-call consultants will be selected to provide Architectural Services for the region which includes all area east of the North-South line through Roslyn, WA (Longitude 121°). The consultant services required for these services may consist of minor remodel and renovation work to existing state owned facilities. Consultants must be able to provide complete services to include, but not limited to planning, design, bidding, construction administration and project close out.

PROJECT No. 2023-815

TITLE: On-Call Audit Services for DB and GCCM Projects

Informational Meeting Date: March 9, 2023 at 11:00 AM PST

Submittal Date: March 28, 2023 2:00 PM PST

SOQ Upload Link: <https://wades.app.box.com/f/6ecca34b8c5547c39743434cff45ce89>

Contact: Brian Thomas

Phone: 360.280.2781; brian.thomas@des.wa.gov

Scope of Work

A minimum of two (2) on-call firms will be selected to provide Audit Services of Design Build and GCCM construction projects for DES. The consultants must be able to provide complete services as described below.

Provide up to a three phase service for auditing (depending on the size of the project):

1. Conduct a pre-construction audit conference with contractor and client agency to set the foundation for the audit process.
 - i. Review of the executed construction contract, specifically the Cost of Work as it relates to costs to be reimbursed, and costs not to be reimbursed.
 - ii. Initial review of contractor's Schedule of Values at the start of construction.
 - iii. The initial conference shall facilitate smooth and timely information transfer between contractor and Auditor.

2. Perform an interim audit of contractor's construction costs at the midpoint of construction.
 - i. Audit of billings to date.
 - ii. This audit should identify items within the billing that the contractor may need to address with future billings prior to the final audit.
 - iii. Provide preliminary report based on the interim audit at midpoint of construction. Include recommendations regarding reconciliation of billed amounts and recorded costs.

3. Perform final audit of contractor's construction costs at final completion of construction and prior to contractor's Final Payment.
 - i. Final audit shall be completed within 30 Days of delivery of contractor's records/final billing. Owner's release of final payment is contingent upon a completed audit.
 - ii. Final written report to be submitted at the time of completion of the audit.
 - iii. Reports to include recommendations regarding reconciliation of billed amounts and recorded costs. The Consultant may be asked to provide additional related duties, not specifically identified above on an as-need basis when requested.

2.0 Selection Process

The selection process will consist of two phases: Phase 1 Statement of Qualification (SOQ) Evaluation and Phase 2 Oral Interviews.

Phase 1 SOQ Evaluation scoring is based on the following criteria, as indicated for a total of 100 possible points:

<i>Qualifications of Key Personnel</i>	<i>25 points</i>
<i>General Project Approach</i>	<i>30 points</i>
<i>Relevant Experience</i> <i>* includes all services on various owners' Projects, not just state Projects</i>	<i>45 points</i>

Phase 2 Oral interview scoring is based on the following criteria, as indicated for a total of 100 possible points:

<i>Organization:</i> <i>Management Plan</i> <i>Team Member Qualifications</i> <i>Capacity/Production Capabilities</i>	<i>25 points</i>
<i>Project Management:</i> <i>Scope management</i> <i>Budgeting and Cost Control</i> <i>Project Scheduling</i>	<i>25 points</i>
<i>Project Approach:</i> <i>Understanding of on-call projects</i> <i>Challenges & Opportunities</i>	<i>25 points</i>
<i>Experience:</i> <i>Relevant Past Projects (firm)</i> <i>Relevant Past Projects (key team members)</i>	<i>25 points</i>

If selected, all consultants and all sub-consultants are required to report payment detail in the DES Diversity Compliance program B2GNow. B2Gnow is designed to streamline and automate compliance reporting requirements: <https://des.diversitycompliance.com>

3.0 Other Information

Consultants selected have no implied guarantee of a minimum number of Projects or amount of fees to be earned during the 23-25 biennium. While specific Projects have not been identified for these services, you may contact the Project Manager listed for questions about the selection and contracting process.

The Agreements for Consultant services will be the standard Facility Professional Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

4.0 Submittal requirements

Electronic submittals must be uploaded as a single PDF file, and shall be received no later than the specified date and time specified above for each discipline.

The file should be uploaded with the following naming convention: ProjectNumber-FirmName

For example: 23-8XX-ConsultingFirmInc

DES has created an access point for each discipline. The links, specific to each discipline, are listed above with the brief descriptions. This folder will be active until the submittal deadline, at which point the upload access will be removed.

If you have questions regarding this request, or for day-of SOQ upload confirmation, please contact Angeline (Ernst) Butros via email at 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.

Each submittal shall include:

- Completed copy of the On-Call Consultant Selection Contact Form. This contact form is a separate page which identifies a single point of contact for the purposes of this solicitation and will be the main contact for on-call Projects, lists all consultant's office locations and all Diverse Business certifications (if applicable).
 - On-Call Consultant Selection Contact Form should be situated behind any cover letter you choose to include AND before any table of contents
 - If you have multiple office locations throughout the state, please provide the address of each office
- Federal Form 330 (Part II only)
- Any other pertinent data to assist the Selection Panel in evaluating your qualifications.
- No more than fifteen (15) pages of total content at 8 ½ X 11 size sheets.
 - The page count does include:
 - Resumes and references (if choosing to submit references prior to Phase 2)
 - Standard Form 330 Part 1, if included (Part 1 is not required)
 - Cover letter
 - The page count does not include:
 - Standard Form 330, Part 2
 - Tabs (unless they have pictures or more information than category name)
 - Cover Page (unless it has pictures or more information than project number, project title, firm name and address block)
 - On-Call Consultant Selection Contact Form which identifies you point of contact for the solicitation, office locations and Diverse Business certification general information

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>):

- Federal Form SF330
- Diverse Business Inclusion Plan

5.0 Next Steps

Following the evaluation of submittals (Phase1), a consultant selection board will review submittals provided by each consultant for each discipline, and invite the most-qualified consultants to participate in interviews (Phase 2). Interviews will be held virtually.

The Phase 2 interview criteria and total possible points are specific to the services listed for each discipline and include consultant staff introductions who will actually perform on-call services along with consultant's capabilities and organizational structure for providing the desired services.

The top scoring consultants from Phase 2 will be deemed to be "most highly qualified" to perform the desired services within each discipline and will be added to the "On-Call Roster" for each discipline. These consultants may be called upon at any time during the biennium to scope and perform the desired services.

Consultants responding to this solicitation will be notified in writing of the selection results on or before May 26, 2023.

Final selections will be based on the merits of the submittal provided and findings of each panel during the remote interview.

The state reserves the right to offer the use of the On-Call Consultants agreements to other public bodies through the duration of the 2023-2025 biennium, July 1, 2023 through June 30, 2025.

The state of Washington is an affirmative action employer. All information and documentation provided to Enterprise Services shall become the property of the state and may be subject to the WA Public Records Act (RCW 42.56).

6.0 Supplemental RFQ Documents

- On-Call Consultant Selection Contact Form
- Building Commission Guidelines

Informational Meeting Information by Discipline

Date/Time and Discipline	Virtual Meeting Links / Call In Information
<p>March 9, 2023 at 10:00 AM PST</p> <ul style="list-style-type: none"> ○ 23-801 Architectural, Statewide ○ 23-814 Architectural, Eastside 	<p>Click here to join the meeting Meeting ID: 212 644 567 972 Passcode: 9TVH6y Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,924769402# Phone Conference ID: 924 769 402#</p>
<p>March 9, 2023 at 10:00 AM PST</p> <ul style="list-style-type: none"> ○ 23-802 Electrical Engineering ○ 23-805 Civil Engineering ○ 23-806 Mechanical Engineering ○ 23-808 Structural Engineering 	<p>Click here to join the meeting Meeting ID: 251 245 247 269 Passcode: 6gMVL7 Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,457146607# Phone Conference ID: 457 146 607#</p>
<p>March 9, 2023 at 11:00 AM PST</p> <ul style="list-style-type: none"> ○ 21-803 Testing Services ○ 21-807 Hazardous Materials & Environmental Site Assessment ○ 23-809 Survey ○ 23-810 Geotechnical Engineering ○ 23-811 Building Envelope & Roofing 	<p>Click here to join the meeting Meeting ID: 239 793 139 062 Passcode: 2YkwAr Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,194503910# Phone Conference ID: 194 503 910#</p>
<p>March 9, 2023 at 11:00 AM PST</p> <ul style="list-style-type: none"> ○ 23-804 Value Engineering & Constructability Review ○ 23-813 Commissioning 	<p>Click here to join the meeting Meeting ID: 244 489 935 138 Passcode: 2YfWU3 Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,765324543# Phone Conference ID: 765 324 543#</p>
<p>March 9, 2023 at 11:00 AM PST</p> <ul style="list-style-type: none"> ○ 23-815 Audit Services for DB and GCCM Projects 	<p>Click here to join the meeting Meeting ID: 269 496 037 622 Passcode: gFcPtj Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,599890495# Phone Conference ID: 599 890 495#</p>