



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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS (RFQ)
Submittal Due Date: Wednesday May 25, 2022**

ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES

for

**PROJECT NO. 2022-554 Pritchard Rehabilitation and Expansion and
Renovation of John L. O'Brien Building Floors 3 and 4**

Requested Scope of Services

The Washington State Department of Enterprise Services (DES) seeks a consultant team to provide full validation of predesign, design and construction administration for the "Pritchard Rehabilitation and Expansion," as well as the "John L. O'Brien Building Renovation." Both projects are sub-projects of the Legislative Campus Modernization (LCM) project.

DES completed a Predesign Report dated February 5, 2021, for the LCM project. The Predesign Report is posted to the LCM webpage (<https://des.wa.gov/services/facilities-leasing/capitol-campus/capitol-campus-projects/legislative-campus-modernization/irving-r-newhouse-building-replacement-project>). As directed by the legislature through SHB 1080, section 1111, a Pritchard Rehabilitation/Expansion Validation Study was initiated in August 2021 to look closely at historic preservation and re-use of existing Pritchard in lieu of demolition and replacement as previously recommended.

The Pritchard Rehabilitation/Expansion Validation Study was approved by the State Capitol Committee in March 2022. The study resulted in Preferred Alternative Option A, which replaces the existing book "stacks" volume and expands the building to the east. The study is available here: <https://des.wa.gov/sites/default/files/public/documents/Facilities/LCM/Pritchard/18-527-LCM-PredesignReport-Addendum-030312022.pdf>, and includes conceptual layouts, interior adjacencies, and square footage requirements. The project is planned as a three story (plus basement), high-performance building, providing office space for approximately 35 House members, along with House staff and other legislative support staff and services.

The building must be designed to meet the minimum of LEED silver standard, be capable of achieving an energy use intensity (EUI) rating of 35 or less, and be compliant with Net-Zero Ready Energy standards established by Washington State.

The House currently occupies the O'Brien Building that was built in 1940 and renovated in 2014. Member offices located on the third and fourth floors in the O'Brien Building currently average 127 square feet. They are smaller than the average size of House offices in the Legislative Building and the

average size of Senate member offices in the Legislative, Cherberg, and Newhouse buildings. Legislative assistants occupy open workstations outside member offices. Materials on their desks are unprotected. The arrangement of circulation and legislative assistant workstations leads to crowding when constituents visit their representatives during session, compromising access, safety, security and privacy. There is demand for hearing space, caucus rooms, space for interns and additional session staff, and storage space. Tenant improvements of O'Brien and new space in a Pritchard replacement building would resolve these issues.

Tenant improvements in O'Brien would provide larger offices for members and their legislative assistants and allow circulation spaces to be widened. These alterations would improve the privacy of the legislative assistants who perform confidential tasks and manage access to the members. The project would increase constituent waiting areas and provide space for additional session staff and conference rooms as well as informal meeting areas similar to the Cherberg Building. This will allow members to meet with larger groups of constituents in their offices or in the additional adjacent conference rooms.

The project includes a partial alteration of the third and fourth floors of the O'Brien building to right-size member offices. This will provide approximately 29 members' and 29 staff workspaces. The displaced offices from O'Brien will be located on the third and 4th floors of the Pritchard replacement building. The renovation area on the third and fourth floors will be approximately 17,600 GSF.

The lead architect for the consultant team must possess a LEED-AP accreditation prior to the period of performance, oversee and be responsible for LEED administrative services in pursuit of the required LEED certification. The International Living Future Institute (Institute) will provide support to DES in pursuit of a Zero Net Energy (ZNE) certification, and the consultant team will be expected to render its services in a collaborative manner with the Institute. The consultant team will be required to develop a Life Cycle Cost Analysis (LCCA) in accordance with the state's established guidelines and standards for the new building. The consultant team will include a historical consultant to establish a mitigation plan and prepare all necessary reports and documents to address historic and cultural resources, land use, and environmental impacts.

Existing occupants of Joel M. Pritchard Building (Pritchard) will be relocated to temporary LCM Modular Building or "swing space" in Newhouse Building Replacement that will be completed in 2024.

The approved Pritchard Validation Study included conceptual plans and cost estimates for the Pritchard Building Rehabilitation and Expansion; these estimates are being used by DES, Office of Financial Management, and the state legislature to establish future funding needs.

DES received funding in Section 1059, of SHB 5651, Laws of 2022. This statutory language can be found. The budget included \$8.538 million solely for the Pritchard Building and O'Brien Building Renovation design, as part of the total appropriations provided for the LCM project.

The Pritchard Building Rehabilitation and Expansion and O'Brien Building Renovation sub-projects must comply with specific legislative requirements outlined under Section 1059, of SHB 5651, Laws of 2022. <https://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5651-S.SL.pdf>

Furthermore, the Pritchard Building Rehabilitation and Expansion and O'Brien Building Renovation sub-projects is also subject to any additional legislative requirements made during the 2023 legislative session. It is further anticipated that the 2023-25 Capital Omnibus budget will include the remaining design and construction funding for the Pritchard Building Rehabilitation and Expansion and O'Brien Building Renovation sub-projects.

Consultants must demonstrate a high-level of proficiency and experience with General Contractor/Construction Manager (GC/CM) delivery method as part of an integrated project team, have a strong background in multi-phased construction, have advanced project management skills, and understand the state's capital budget process. Consultants should demonstrate their understanding by referencing past projects of similar nature, size and complexity and adequately outline their approach to design and value engineering with the Owner and GC/CM, and Consultants must provide client references from decision makers/stakeholders occupying the buildings completed in prior projects.

DES anticipates programming validation will begin immediately following selection and successful negotiations of the design contract. LCM schedule shows design tentatively complete by early 2024 with construction starting mid-2024. This schedule depends on relocation of existing staff from both buildings and construction phasing to be worked out with GC/CM.

The GC/CM delivery method will be used for the project. DES intends to begin the GC/CM selection process in summer 2022 with the intent of selected AE representative serving on the GC/CM Selection Panel.

The Maximum Allowable Construction Cost (MACC) for Pritchard Rehabilitation and Expansion is established as \$68.6M. The MACC established for O'Brien Renovation is \$2.8M. The successful consultant team must work collaboratively with the state and successful GC/CM to remain within the established MACC. Additionally, the consultant team will be expected to render its services in close coordination with the House of Representatives, DES and the GC/CM during all phases of the project with an emphasis on value engineering throughout the process.

During performance of its services, the AE consultant team will be required to consider the following:

- Develop project management plan, project workplan, and response to LCM public engagement plans to meet or exceed all legal requirements, ensure transparency and engagement, and successfully complete design and construction within the established project scope, schedule and budget.
- Work with DES and others for agency and tribal coordination, public and stakeholder involvement throughout the process, and review of and written response to public comments in coordination with the LCM Project Executive Team (PET) as required.
- Complete LCM SEPA Checklist for Pritchard project by coordinating with existing LCM Non-Project SEPA Checklist previously issued.

- Coordination of meetings with other DES project teams, City of Olympia, Department of Archaeology and Historic Preservation (DAHP) and/or other agencies as required during design and construction. Provide all meeting agendas, meeting graphics, and meeting minutes. Make presentations to update the Project Executive Team (PET), Capitol Campus Design Advisory Committee (CCDAC), State Capitol Committee (SCC), Heritage Caucus, and other state leadership as required.
- This project is a sub-project of the LCM and the selected firm will be required to work collaboratively with design and construction teams of other LCM sub-projects within the project area or adjacent to the project and also any other projects at the State Capitol Campus impacting this project.
- Validation of predesign will include programming, adjacencies, site issues, and parking requirements.
- Monthly LCM Stakeholder meetings during programming and design.
- Make presentations and coordinate with the House project team, LCM Project Management Team (PMT), and PET. Provide meeting agendas, meeting graphics, and meeting minutes.
- Bi-monthly meetings will be held with House project team during programming and design.
- Monthly PET meetings will be held for decision-making.
- Design the project within project requirements and within the Pritchard Building Rehabilitation and Expansion and O'Brien Renovation sub-project budget.
- Meet deadlines for project deliverables and provide regular updates to LCM staff and PMT on scope, schedule, and budget issues.
- Coordination with other consultants hired by DES as required.
- Coordination with DAHP during design for historic preservation and re-use issues.

Interested consulting teams are encouraged to review the predesign for other sub-project-specific information. The Pritchard Validation Study is available here:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/LCM/Pritchard/18-527-LCM-PredesignReport-Addendum-030312022.pdf>

Pritchard AE Selection Schedule:

Activity	Date
RFQ Release Date	Wednesday April 20, 2022
RFQ Informational Meeting Date	Wednesday May 4, 2022, at 10:00 AM PDT
RFQ Submittal Due Date	Wednesday May 25, 2022, prior to 2:00 PM PDT
Interview Period	June 15 – June 16, 2022
AE Selection	Friday June 24, 2022
AE Negotiations	June 29 – August 19, 2022
AE Contract Executed	By Wednesday September 1, 2022

Any information provided at the Informational Meeting will be posted on our Current Projects webpage (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>) including attendees' sign-in and Q&A sheets.

Date/Time	Teams Meeting Links / Call-In Information
<p style="text-align: center;">Wednesday May 4, 2022 10:00-11:30 AM PDT</p> <p style="text-align: center;">Questions? Please contact Clarissa Easton AIA (360) 701-0088 clarissa.easton@des.wa.gov</p>	<p style="text-align: center;">Microsoft Teams meeting</p> <p style="text-align: center;">Join on your computer or mobile app Click here to join the meeting</p> <p style="text-align: center;">Or call in (audio only) +1 564-999-2000,499978557# United States, Olympia (833) 322-1218,499978557# United States (Toll-free) Phone Conference ID: 499 978 557# Find a local number</p>

Selection Criteria

Consultant teams will be selected in a two-phase process:

1. Phase 1. Evaluation and short listing of consultant teams based on Statement of Qualifications.
2. Phase 2. Oral presentations and interviews with short listed consultant teams.

Consultant teams will be ranked for interviews based upon the following criteria (total of 300 possible points in two phases):

Selection Criteria Phase 1

Firms will be ranked for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of 200 points:

<p>Qualifications of Key Personnel</p> <p>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 Proposer intends to assign each individual or sub-consultant to the Project.</p>	50 points
<p>Relevant Experience</p> <p>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>	50 points
<p>Life Cycle Cost Analysis Experience</p> <p>Describe the Proposer's experience with utilizing the Office of Financial Management's (OFM) 'Life Cycle Cost Tool' (or similar process) for project analysis and decision making during the predesign effort and as design progresses. More information on OFM LCC Model can be located at www.OFM.wa.gov/facilities.</p>	20 points
<p>Sustainable Design Experience</p>	40 points

This project will achieve a minimum LEED silver certification. Explain the Proposer’s philosophy and approach to sustainable design. Identify examples of strategies the Owner might consider to successfully direct the project to achieve LEED Silver or better certification.	
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.	40 Points
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

Selection Criteria Phase 2

Phase 2 consists of oral presentations (approx. 20 minutes), interviews (approx. 30 minutes), and Diverse Business Inclusion Plans of shortlisted firms for a total of 100 points:

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	35 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	20 points
Project Approach: Understanding of this project Challenges & Opportunities	15 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20 points
Life Cycle Cost Analysis Experience	5 points
Sustainable Design Experience	5 points
Diverse Business Inclusion Plan (written submittal)	NOT scored

Evaluation and Scoring

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel 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 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.

The Agreement for Consultant Services will be the standard Facility Professional Services, and fees will be negotiated, when applicable, based on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects. All submitting consultant teams are encouraged to register in Washington’s Electronic Business Solution Application (WEBS) at: <https://pr-webs-vendor.des.wa.gov/>.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 12% MBE, 8% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The consultant and all subconsultants 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 consultant teams for potential sub-consultants:

- B2Gnow: <https://des.diversitycompliance.com>

- The Office of Minority and Women’s Business Enterprises: 866.208.1064 or <https://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.

Selected consultant 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/>.

Submittal Requirements

Due to the Governor’s “Stay Home, Stay Safe” order, only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than **Wednesday May 25, 2022 prior to 2:00pm PDT** (as per date/time stamped by FPS.)

DES will create an access point for each proposer. In order to expedite your submittal process, view and complete upload instructions at least two full days prior to the deadline. Your SOQ does not need to be uploaded at the time access is given.

Please follow this link to obtain upload instructions:

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

If you have trouble accessing the upload instructions, please contact Angeline Ernst via email:

angeline.ernst@des.wa.gov

Each of the submittals should include: -

- Executive Summary
- Completed copy of RFQ Attachment 1. Attachment 1 is a separate page which identifies a single point of contact for the purposes of this solicitation and will be the main contact for the project, lists all consultant’s office locations, all Diverse Business certifications (if applicable), and vaccine declaration requirements related to the Governor’s 21-14.1 COVID-19 Vaccine proclamation.
 - Attachment 1 should be situated behind any cover letter you choose to include AND before any table of contents
 - <https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/RFQ-Attachment1.docx>
- 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 Panel in evaluating your qualifications. Also, refer to the Diverse Business Inclusion section above.
- No more than 25 total pages of content on 8 ½ X 11 size sheets.
 - The page count does not include:
 - Cover Page (unless it has more information than project number, project title, firm name, and address block)
 - Dividers/Tabs (unless they have more information than category name)

- Standard Form 330
- Attachment 1 (including supplemental attachments)
- Note 11”x 17” fold outs can be included but will be counted as two sheets.

Refer to the DES website for 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>). It is the responsibility of the interested firms to track and obtain addenda.

All submittals must be received no later than Wednesday May 25, 2022, prior to 2:00pm PDT (as per date/time stamped by FPS.)

For selection process questions please contact Angeline Ernst, (360)-480-1071, angeline.ernst@des.wa.gov

For project questions please contact LCM Project Director, Clarissa Easton AIA, (360)-701-0088, clarissa.easton@des.wa.gov

Next Steps

Following the Phase 1 evaluation of these submittals, the Selection Panel will interview top ranked short-listed consultant teams. The ranking is based on evaluation of submitted information (as well as reference checks) from consultant teams deemed to be the most highly qualified for the required service. Phase 2 Interviews will be held through remote access in order to comply with the Governor’s “Stay Home and Stay Healthy” Proclamation.

The Phase 2 interview criteria will be provided to the short-listed consultant teams. The top-ranked firm (after Phase 2 is completed) will be requested to submit a fee proposal to initiate agreement negotiations.

Consultant teams will be notified of the selection results by **June 24, 2022**.

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

Reference Documents

Attachment A: O’Brien Building Proposed Floor Plans & LCM Predesign Report:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2022-554/22-554-ProposedFloorPlans-OBrien.pdf>

<https://des.wa.gov/sites/default/files/public/documents/Facilities/LCM/18-527PredesignReport.pdf>

Attachment B: LCM Pritchard Validation Study dated March 31, 2022:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/LCM/Pritchard/18-527-LCM-PredesignReport-Addendum-030312022.pdf>

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