

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS

Submittal Due Date: August 17, 2023, prior to 2:00pm

Design Services Required for Project No. 2024-025: Capitol Campus Decarbonization Plan for, the Department of Enterprise Services, Olympia, WA.

Scope of Work

Introduction

1. **Overview:** The Department of Enterprise Services seeks qualified consultants to develop a comprehensive decarbonization plan for the Washington Capitol Campus.
2. **Purpose:** The decarbonization plan will align with the requirements of House Bill 1390 and serve as a roadmap for transitioning the Capitol Campus district energy systems to renewable and sustainable energy sources.
3. **Deliverable Requirements:** The decarbonization plan should follow the Office of Financial Management (OFM) requirements for Predesigns. Consultants are expected to adhere to OFM guidelines and provide a comprehensive and well-structured plan that addresses all necessary elements and documentation specified by OFM. See *Exhibit A*.
4. **Timeline:** The plan must be submitted to the Department of Commerce for approval by June 2025.
5. **Budget:** A proviso in the capital budget for the 2023-24 fiscal biennium authorizes DES to proceed with this project. From Engrossed Substitute Senate Bill 5200, Section 1059:

HB 1390 - District Energy Systems (91000449)

Appropriation:

<i>Climate Commitment Account—State.</i>	<i>\$450,000</i>
<i>Prior Biennia (Expenditures).</i>	<i>\$0</i>
<i>Future Biennia (Projected Costs).</i>	<i>\$0</i>
<i>TOTAL.</i>	<i>\$450,000</i>

Scope

The following general scope of work describes the anticipated extent of planning and predesign 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 any expertise gained from other projects, creative ideas tested elsewhere, and best practices applicable to this project.

1. **Develop Decarbonization Strategies:** Propose strategies to replace fossil fuels, primarily natural gas, with zero-carbon energy sources to heat and cool the Capitol Campus.
2. **Assess Feasibility:** Evaluate the technical and economic feasibility of various renewable energy sources, such as geothermal, solar thermal, biomass, and district-scale energy storage.
3. **Identify a Preferred Alternative:** Explore options for an optimized zero-carbon district energy system, considering energy demand, load profiles, redundancy, and future scalability. Identify a preferred alternative in collaboration with partners and stakeholders.
4. **Infrastructure Upgrades:** Identify necessary infrastructure upgrades and modifications to accommodate the new zero-carbon system, including equipment retrofitting, pipeline modifications, and energy distribution network enhancements.
5. **Cost Estimate:** Conduct a comprehensive analysis of the comparative costs of each alternative considered for the decarbonization plan. Additionally, provide a detailed cost estimate for the preferred alternative to facilitate informed decision-making.
 - **Cost-Benefit Analysis of Contracting Approach:** Evaluate the cost-benefit of utilizing single or multiple contracts based on the following minimum criteria:
 - i. **Phasing and Sequencing Costs:** Assess the costs related to the phased implementation and sequencing of the project as compared to a single contract approach.
 - ii. **Interdependence and Interaction Costs:** Analyze the costs associated with the interdependence and interaction between the design and construction phases, considering potential efficiencies and challenges.
 - iii. **Cost Efficiencies under Multiple Phases:** Identify potential cost efficiencies that may arise under each phase of a multiple-phase approach, contrasting it with a single-phase approach. Develop a schedule outlining the timeline and cost implications of each option.
 - **Evaluation of Contracting Methods:** Evaluate and compare the most effective and efficient contracting methods, including Design-Bid-Build (DBB), General Contractor/Construction Manager (GC/CM), and Design-Build (DB), taking into account factors such as project complexity, timeline, quality control, and cost-effectiveness.
 - **Operational and Maintenance Costs:** Develop a comprehensive assessment of operating and maintenance costs associated with the preferred alternative. Consider equipment maintenance, energy consumption, system monitoring, and ongoing support requirements. Additionally, incorporate a 50-year Life Cycle Cost Analysis using OFM's Evaluation Life Cycle Cost Analysis Tool (Exhibit B) to evaluate the long-term financial implications of the chosen alternative.

- **Collaboration on Project Budget and Financing:** Provide recommendations and insights on potential grant options and strategies to support the decarbonization project.
 - **Prepare C100:** Assist in preparing the C100 document, a standardized form the state uses to obtain funding approval for capital projects. Ensure that the C100 accurately reflects the cost estimates, budget, financing considerations, and other relevant information for project evaluation and decision-making.
6. **Stakeholder Engagement:** Facilitate stakeholder engagement processes, including workshops, consultations, and collaborative meetings, to gather input and perspectives from relevant stakeholders, such as government agencies, Buildings & Grounds, energy consumers, environmental organizations, and the public.
 7. **PSE Collaboration:** Collaborate closely with PSE to ensure alignment with their renewable energy initiatives and explore potential partnership opportunities, including power purchase agreements and grid integration strategies.
 8. **Partnering Opportunities:** Explore opportunities to collaborate with nearby waste heat and cooling sources to optimize the decarbonization efforts and leverage sustainable energy options.
 9. **Incentive Framework:** Develop a framework to incentivize and encourage the adoption of decarbonization practices by facilities within the Capitol Campus.
 10. **Requirements for New Facilities:** Define requirements for new facilities joining the district energy systems, ensuring compliance with decarbonization goals.
 11. **Energy Use Reduction:** Establish an evaluation framework to measure energy use reduction through conservation efforts and devise a scheduled plan to achieve further reductions.
 12. **Risk/Contingency Plan:** Develop a comprehensive Risk/Contingency plan to identify and address potential vulnerabilities in the existing system and provide a clear roadmap for the Department of Enterprise Services to follow in the event of system failures.
 - a. **Engineering Evaluation:** Conduct a thorough engineering evaluation of the existing district energy systems on the Washington Capitol Campus to identify probable vulnerabilities and areas of potential failure. This evaluation should include assessing critical equipment, infrastructure, and potential risks of transitioning to a zero-carbon system.
 - b. **Vulnerability Assessment:** Identify and prioritize the potential vulnerabilities based on their impact on system reliability, safety, and decarbonization objectives. This assessment should consider factors such as aging infrastructure, single points of failure, capacity limitations, and potential external risks.
 - c. **Failure Scenarios:** Develop scenarios outlining potential failure events and their potential consequences on the energy supply and operations of the Capitol Campus. Consider factors such as equipment breakdown, energy disruptions, environmental emergencies, and other relevant risks.
 - d. **Mitigation Strategies:** Propose effective mitigation strategies to minimize the impact of system failures and ensure continuity of energy supply to critical facilities. These strategies should include both short-term and long-term measures, considering redundancy, backup systems, and alternative energy sources.

- e. **Response and Recovery Plan:** Outline a clear plan of action for DES to follow during system failures. This plan should include immediate response actions, communication protocols, resource allocation strategies, and recovery procedures to restore the system to normal operation promptly.
- f. **Training and Testing:** Provide recommendations for training programs and regular testing exercises to ensure the preparedness of DES personnel and stakeholders in responding to and recovering from system failures.

Description of Project Area

The project area for this RFQ is the Washington State Capitol Campus, which serves as the seat of government for the State of Washington. The Capitol Campus houses key governmental institutions, including the Supreme Court, Legislature, Governor's Office, Statewide Elected Officials, and headquarters of various executive branch agencies.

The energy infrastructure on the Capitol Campus, specifically the existing steam plant known as the Powerhouse, is critical in providing functional heating, cooling, and electrical systems to the campus buildings. However, the Powerhouse is approximately 100 years old, inefficient, and reaching the end of its operational life.

Project Goals

1. **Develop a Comprehensive Decarbonization Plan:** Create a comprehensive decarbonization plan for the Washington State Capitol Campus that aligns with the requirements of House Bill 1390, focusing on transitioning the existing district energy systems to renewable and sustainable energy sources. The plan should outline strategies, timelines, and actions necessary to achieve a zero-carbon energy system.
2. **Replace Aging Powerhouse and Upgrade Infrastructure:** Design and implement a plan to replace the aging Powerhouse, the current steam plant, with a modern, low-temperature system that improves efficiency and reduces reliance on fossil fuels. Upgrade infrastructure, including steam and condensate piping, to accommodate low-temperature systems and integrate emerging high-efficiency technologies.
3. **Ensure Continuity of Government Operations:** Develop strategies and measures to ensure the continuity of government operations on the Capitol Campus. Mitigate risks associated with the aging infrastructure by identifying vulnerabilities, developing a risk/contingency plan, and implementing appropriate response and recovery procedures to minimize heating, cooling, and electrical system disruptions.
4. **Foster Collaboration with Stakeholders and PSE:** Promote effective collaboration and engagement with relevant stakeholders, including government agencies, campus facilities, energy consumers, environmental organizations, and the public. Establish partnerships and collaboration with Puget Sound Energy (PSE), the energy provider, to align with their renewable energy initiatives, explore opportunities for joint projects, and leverage their expertise.
5. **Achieve Energy Efficiency and Sustainability:** Enhance energy efficiency and sustainability on the Capitol Campus by implementing energy conservation measures and promoting sustainable practices. Develop an incentive framework to encourage facilities within the Capitol Campus to

adopt energy-saving strategies and prioritize sustainability goals. Maximize the use of renewable energy sources, such as solar and geothermal, to minimize greenhouse gas emissions and achieve long-term energy sustainability.

Project-Specific Information

None.

Anticipated Selection Schedule

RFQ Notice Issued	Wednesday July 19, 2023
Informational Meeting	Tuesday July 25 at 10:00 AM
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Week of August 28, 2023
Interview Period	Week of September 11, 2023
Firm(s) Selected and Announced	Week of September 18, 2023
Agreement(s) Executed	October 2023

Informational Meetings and Site Tours

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

Date/Time	Video Teleconference Meeting Links / Call In Information
July 25, 2023 at 10:00 am PST	Click here to join the meeting Meeting ID: 218 708 438 323 Passcode: FY3knE Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,801485660# Phone Conference ID: 801 485 660#

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. 2024-025: Capitol Campus Decarbonization Plan
 - 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
- 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/a0f1e63d9c1d43b0bb3f73d3d1c92254>

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>	<p>30 points</p>
<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. Provide original project budget and actual completed costs along with current contact information for reference checking.</p>	<p>30 points</p>
<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. Show how the interrelationship of</p>	<p>20 points</p>

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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