

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
LEGISLATIVE CAMPUS MODERNIZATION PROJECT
OLYMPIA, WASHINGTON**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: August 29, 2023 prior to 2:00 pm PDT

Art Conservator Services required by Department of Enterprise Services, Facility Professional Services, Legislative Campus Modernization (LCM) for Project No. 2022-554 M (8): State of Washington seeks art conservator services for existing Objects in Joel M. Pritchard Building including, but not limited to, examination; evaluation; scientific investigation; testing and treatments of, in, on and for the Objects; de-installation, storage, and re-installation upon construction completion in approx. late 2026. See Project Specific Information for consulting design team's conservator report dated June 13, 2023 (as revised).

Scope of Work

Five major pieces of artwork require conservator services in preparation for construction start in early 2024.

1. Artist: Kenneth Callahan
Title: The Callahan Mural
Date: 1958
Materials: Oil on canvas glued directly to plaster substrate
Overall Dimensions: 3'-8" H x 170' L

2. Artist: Bert L. Cole, Paul Thiry, and Maryan Reynolds
Title: Untitled (color transparencies; four panel display cases)
Date: c. 1958
Materials: Wood and plaster with methacrylate panels
Overall Dimensions: (5) cases: 168 ½" L x 28 ¼" H x 9 1/8" int. D and 5 ¾" ext. D
(3) cases: 102 ½" L x 28 ¼" H x 9 1/8" int. D and 5 ¾" ext. D

3. Artist: James Fitzgerald
Title: Untitled (interior mosaic)
Date: 1959
Materials: Marble tesserae in cemented bed with bronze frame and divider strips
Overall Dimensions: 16' L x 20' H (with multiple sized panels)

4. Artist: Mark Tobey
Title: Untitled
Date: 1959
Materials: Oil on framed canvas
Overall Dimensions: 8' L x 9' H

5. Artist: Everett DuPen
Title: Untitled (exterior fountain)
Date: 1959
Materials: Patinated bronze, limestone, rough terrazzo, lighting, pump works
Overall Dimensions: 12' L x 5' H

Attachment A details all known information about artwork, including condition, installation methods, and recommended concepts for de-installation, storage, and re-installation. This RFQ for Art Conservator Services uses Attachment A as the conceptual starting point for development of detailed work plan and implementation of said work plan to remove, storage, and re-install said artwork after construction completion.

It is important that respondents warrant and represent membership in good standing with the American Institute for Conservation of Historic and Artistic Works (AIC) and will provide contracted services in accordance with **AIC Guidelines for Practice** and adherence to the **AIC Code of Ethics**. AIC Fellowship is preferred.

The State acknowledges there are risks attendant to the anticipated services due to intrinsic characteristics of the Object(s) and prior conditions affecting the Objects, which may affect the outcome and result.

Description of Facility

The Joel M. Pritchard building was built in 1958 and served as the State Library from then until 2001 when the library staff and collection were relocated after the Nisqually earthquake. The structure is composed of a single-level glass volume that originally served as the reading room with an attached 7-story volume that was built for book stacks. The “stacks” portion of the building was constructed specifically to store books and as such has extremely low ceiling heights (+/-7' AFF) and is completely devoid of window openings. Since the relocation of the State Library, the single-story “reading room” and associated basement have been repurposed to provide office space. Currently, the Pritchard building houses offices for the Code Reviser, Legislative Support Services (LSS) and the LEG-TECH/Legislative Services Center (LSC) as well as a café space. The original “stacks” volume is unoccupied due to structural damage noted after the Nisqually earthquake.

Rather than remove or replace the building, this project proposes the rehabilitation and expansion of the current building to enhance its use and retain its character. The existing single-story “reading room” volume will be retained and rehabilitated, while the existing “stacks” volume will be demolished and replaced with a new volume that replicates the width, and depth of the original “stacks”. A 3-story addition will extend eastward into the existing parking lot an additional 234 feet.

Washington State Library (Joel M. Pritchard Building) is listed in the NRHP (Reference No. 15000501, certified August 3, 2015). Although the Reading Room and forecourt areas will be maintained, the plan for adaptive reuse of the building includes demolitions of the existing stacks and other modifications to the building that may require mitigation. State’s Department of Archaeology and Historic Preservation (DAHP) has been consulted during design; this consultation will continue through design completion to help identify mitigation requirements pursuant to Executive Order 21-02. Existing artwork are included in these efforts.

Project Goals

- State is looking for partnership with conservator team that brings individual professionals to the project with at least 5 years general experience. For Callahn’s painted mural, professionals with 10 years painting-related experience are required. For Objects work (mosaic, cast stone, bronze), responding professionals should have 5+ years experience in each area.
- Responding team must offer portfolio with comparable de-installation, storage, and re-installation.
- If needed for de-installation, responding team must have certifications to operate heavy equipment needed.
- Note that existing DuPen fountain (on grade at north entry) is sited in a high humidity and routinely wet location with high levels of biological growth.
- Conservator team will coordinate closely with State staff, DLR Group Architects, BNBuilders (GC/CM team), and other project team stakeholders to plan and implement study; de-installation; storage; and re-installation schedules.
- Based on conservation team’s recommendations, State will contract with storage site then process and pay rental fees during entire storage period.
- State warrants and represents that it will maintain at its cost and expense policies of insurance for casualty and loss to the Objects on an All Risk basis; said policy will remain in full force and effect for the time period and duration of de-installation, storage, and re-installation.
- State will be responsible for fees, costs, and charges for packing, crating, shipping, freight, and transport of Objects, including storage fees.

Project-Specific Information

Condition Reporting and Pre-Construction Recommendations
 Campus Map with informational meeting location

Anticipated Selection Schedule

RFQ Notice Issued	Friday, August 4, 2023
Informational Meeting	Monday, August 14, 2023 at 12:00 PM PST
Statement of Qualifications (SOQ) Due	revised date and time- Aug 29th, 2:00pm
Finalists selected and notified	Week of August 28, 2023
Interview Period	Week of September 4, 2023
Firm(s) Selected and Announced	Week of September 11, 2023
Agreement(s) Executed	September 2023

Informational Meeting and Site Tour

An informational meeting and site tour will be held “in-person” for this project.

Date/Time	Location
August 14, 2023 at 12:00 (noon) PM PST	Pritchard Building Café (first floor north entry @ 415 15 th Avenue SW Olympia 98501). A site tour to view Pritchard existing artwork will be held immediately following the informational meeting.

--	--

For directions for the pre-submittal informational meeting and site visit, please contact the Sidney Hunt, LCM Project Manager, at Sidney.hunt@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 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
- 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. 2022-554 M (8): Removal and Storage of Existing Artwork in Joel M. Pritchard Building Rehabilitation/Expansion.
 - Department of Enterprise Services, Facility Professional Services, Legislative Campus Modernization Project, 1500 Jefferson Street SE, Olympia, Washington 98504-1476
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- Consultant Selection Contact Form (see description below) (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/e96f368e568d471d9468ad16b2582e1f>

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 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. Identify delivery methods for each project. Provide original project budget and actual completed costs along with current contact information for reference checking.</p>	<p>35 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. 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>	<p>35 points</p>
<p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p>	<p>Not scored</p>

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 (finalists) will be invited to participate in Phase 2 of the selection which are oral interviews on a specified date and time (formatted below):

Firm Presentation Period:	Maximum: 20 Minutes
Question and Answer (Q&A) Period	Maximum: 15 minutes
Firm’s Closing Statements	Maximum: 5 Minutes

Remote Interview (Video Teleconference) Considerations:

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

Weighted evaluation criterion for Phase 2

Oral Interviews will be used by the selection panel to score each top-qualified 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	20 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	30 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 Butros at 360.480.1071 or via email at: angeline.butros@des.wa.gov.

For questions specific to the project, please contact Sidney Hunt, LCM Project Manager; 360.489.5454; sidney.hunt@des.wa.gov

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