

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **September 28, 2023, prior to 2:00 PM PST**

Design Services Required for Project No. 2024-015: New Buildings & Grounds Maintenance Facility for, the Department of Enterprise Services in Olympia.

Scope of Work

Introduction

1. **Overview:** The Department of Enterprise Services seeks qualified consultants to develop a comprehensive plan for design and construction of a new centralized Buildings & Grounds (B&G) Maintenance Facility to be located on the west Capitol Campus.
2. **Timeline:** Final design and construction must be completed by June 30, 2025.
3. **Budget:** A proviso in the capital budget for the 2024-25 fiscal biennium authorizes DES to proceed with this project. (Engrossed Substitute Senate Bill 5200, Section 1048). Anticipated Maximum Allowable Construction Cost (MACC) is \$4.1M.

Scope

The following general scope of work describes the anticipated extent of planning and design 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. Design and Construction Administration:

- a. Prepare comprehensive design documents for the planned removal of the existing Soil Shed building and construction of a new B&G Maintenance Facility.
- b. Ensure that the plans comply with all relevant local, state, and federal regulations.
- c. Coordination and providing all necessary documents to Authority Having Jurisdiction (AHJ) to obtain any required permit for all phases of construction.
- d. Provide construction administration services for construction.

2. Hazardous Material Abatement:

- a. Conduct a thorough assessment to identify any hazardous materials present in the building scheduled for demolition. This evaluation should encompass asbestos, lead-based paint, and any other potentially harmful substances.

- b. Develop an effective and safe hazardous material abatement plan, outlining the proper procedures for removal, containment, and disposal in accordance with applicable regulations.
- 3. Hillside Stabilization:**
- a. Employ the services of a qualified geotechnical and civil engineer to conduct a comprehensive evaluation of the hillside, including the integrity of the existing stabilization measures.
 - b. Prepare engineering documents detailing any recommended hillside stabilization methods to ensure the safety and integrity of the site for subsequent construction activities.
- 4. Stakeholder Engagement:**
- a. Facilitate stakeholder engagement processes, consultations, and collaborative meetings, to gather input and perspectives from relevant stakeholders, such as government agencies, Buildings & Grounds, and the public.
 - b. Provide presentation materials for public meetings, the Capitol Campus Design Advisory Committee, the State Capitol Committee, Tribal partners, and the Department of Archeology and Historic Preservation (DAHP) as applicable.
- 5. Cost Estimating:**
- a. Prepare accurate and itemized cost estimates for construction costs on Schematic Design (SD), Design Development (DD) & Construction Document (CD) phases.
- 6. Background Document Review:**
- a. Conduct a thorough review of relevant background documents, including previous development studies, and other pertinent materials related to the site.
- 7. Sub-consultant Coordination:**
- a. Effectively coordinate with related consultants and sub-consultants directly contracted with the Department of Enterprise Services (DES).
 - b. Ensure seamless collaboration and information exchange between all parties to maintain project efficiency and address any interrelated design or engineering considerations.
- 8. Contracting Method**
- a. Design-bid-build procurement and delivery method will be used for the New B&G Maintenance Facility.
 - b. Consultants must demonstrate advanced project management skills.

Description of Project Area

The Department of Enterprise Services (DES) is responsible for the care and custody of the Washington State Capitol Campus (RCW 43.19.125), including the 485-acre campus, which is managed and maintained by the Capitol Campus Grounds Maintenance team.

The Capitol Campus Grounds Maintenance team was housed in the Capitol Campus Conservatory prior to its demolition in 2020-2021. The demolition of the Conservatory forced the Grounds Maintenance team to relocate to temporary spaces on the campus. A small structure commonly known as the “Soil Shed” was repurposed to temporarily house the Grounds Maintenance team until a permanent location could be identified. Some equipment, plants, and other grounds items are still stored at what remains of the old Conservatory. In addition, equipment and supplies are also stored in other areas of the campus, such as the Legislative Building basement, Plaza Garage, and Mansion lot. The refuse trucks are highly vulnerable to vandalism where they are currently parked, and damage to the trucks can interrupt service, with back-up options limited and relatively expensive.

While minimal improvements were made to the Soil Shed to address the immediate life/safety concerns, the structure is not suitable to serve as a permanent home for the Grounds Maintenance team as it lacks basic features, such as an indoor restroom, proper ventilation/circulation, insulated walls, a central location for fueling, equipment storage, climate-controlled environment, and adequate repair and fabrication space.

Project Goals

This request will design and construct a new Buildings and Grounds Maintenance facility to support the care and maintenance of the State Capitol grounds.

The new Buildings and Grounds Maintenance facility will be programmed and designed to efficiently meet operational needs, and include staff work rooms, restrooms, space for maintenance equipment repairs, and covered storage for equipment/materials and refuse/recycle trucks. A charging station will be provided for electric vehicles. An adjacent, uncovered work yard will provide for utility vehicle parking and other essential equipment.

According to an analysis completed by SRG Partnership in 2008 (*West Capitol Campus Maintenance Facility: Schematic Design Report*) and a recent assessment completed by DES in 2018 (*Grounds West Campus Operations and Maintenance Facility: Needs Assessment and Preliminary Programming*) a preferred site for the new facility was identified at the current “Soil Shed” area, which lies adjacent to the Governor’s Mansion. This site is centrally and discreetly located and is bounded by the paved parking area (Mansion Lot), large trees and a steep slope down to Capitol Lake to the west, the Governor’s parking garage above and to the south, and the Governor’s Mansion to the south and east. In addition, the site is relatively flat and ground contours provide low visual impact.

Project-Specific Information

2018 Grounds West Campus Operations Facility – Needs Assessment & Preliminary Programming
2008 SRG West Capitol Campus Maintenance Facility – Schematic Design Report

Anticipated Selection Schedule

RFQ Notice Issued	September 6, 2023
Informational Meeting	September 14, 2:00 PM PST
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Week of October 9, 2023
Interview Period	Week of October 16, 2023
Firm(s) Selected and Announced	Week of October 23, 2023
Agreement(s) Executed	By November 22, 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
September 14, 2023 at 2:00 PM PST	Click here to join the meeting Meeting ID: 273 356 939 920 Passcode: hwtXiF Or call in (audio only) +1 564-999-2000,,517488002# Phone Conference ID: 517 488 002# Find a local number Reset PIN

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 david.hinkson@des.wa.gov.

Addenda to this Notice

It is the responsibility of the interested firms to track any 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
- Table of content
- Section Dividers/Tabs
- Consultant Selection Contact Form
- Attachment 2 Federal SF330 (Part II only) Form
- Diverse business inclusion strategy

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. 2024-015: New Building & Grounds Maintenance Facility
 - 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 (not included in page count)
- 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/5384ce51540c45dc8272ec13b83938ff>

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:

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 Consultant intends to assign each individual or sub-firm to the Project.	30 points
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.	30 points
Past Performance/ Project Approach 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 successful management of scope, schedule, and budget creates successful projects.	20 points
Project Schedule Propose a schedule for all phases of the work, assuming a November 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

*These criteria might be modified prior to phase 2 interview notification

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, commence negotiations with the next highly qualified firm determined through 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, Dave Hinkson, 360-401-9528, david.hinkson@des.wa.gov.

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