

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **February 15, 2024 prior to 2:00 pm PST**

**Conservator Services Required for Project No. 2024-753: State Capitol Conservator** for, Department of Enterprise Services, Olympia, Washington.

**Scope of Work**

The Department of Enterprise Services is responsible for care and stewardship of the public and historic buildings of the State Capitol in Olympia. State law defines these properties (see RCW 79.24.700-730 <http://apps.leg.wa.gov/RCW/default.aspx?cite=79.24.700>), and declares that “The public and historic facilities of the state capitol campus should be managed and maintained to the highest standards of excellence, model the best of historic preservation practice, and maximize opportunities for public access and enjoyment.” With regard to Enterprise Services’ responsibility, the statute goes on to state that “the department shall: (1) Apply the United States secretary of the interior’s standards for the treatment of historic properties; (2) Seek to balance the functional requirements of state government operations with public access and the long-term preservation needs of the properties themselves...” These standards and obligations are further supported by the *Capitol Campus Master Plan*.

The services of the Capitol Conservator assist DES in meeting these stewardship obligations through consistent, professional preservation consultation for all historic properties owned by DES, in particular the historic West Capitol Campus group of state capitol buildings and associated capitol grounds.

Estimated annual level of effort for this contract falls between 600 and 1000 hours per year depending on projects and funding. Consultants will be allowed to charge hourly rates, based on Office of Financial Management (OFM) rates.

State Capitol Conservator work will generally fall into three categories:

1) **Public works projects**, which are capital-funded, 2) **Special projects**, and 3) **General consulting**.

**Public works projects** with the potential to impact historic assets are structured by the State to utilize the Capitol Conservator as a member of the State’s project team. The Conservator’s role is to guide the “owner” (typically DES but may include tenants and other State stakeholders) in setting and meeting preservation standards in all stages of project development from pre-design through construction.

In practice, the Conservator may be asked to consult on or specify treatments that meet the *U.S. Secretary of the Interior’s Standards*, review plans and supplemental design information from

project consultants, provide quality assurance on actions affecting historic materials or spaces, conduct research for supporting data or information, and problem-solve with the State's project team, contractor, or consultant team to protect and preserve an asset's historic character within the confines of the project's technical and functional requirements, schedule, and budget.

**Special Projects** are undertakings that are specific, focused, and have detailed timelines, scopes and budgets. Pricing for these projects may be individually negotiated with the Conservator or the state may seek competitive bids from other preservation professionals through the normal competitive bid process, in which the Capitol Conservator is free to engage. Examples are research projects such as Historic Structure Reports, or the creation of educational media or materials. (Note: if a special project is awarded to the Capitol Conservator through a competitive bid process it will not count toward the maximum value of this contract.)

**General consulting** will address emerging issues and ongoing care and documentation of historic assets. It will include activities such as consultation on proposed tenant improvements or other small alterations to historic buildings or features, assessment, documentation, and treatment recommendations for various historic finishes, furnishings and fixtures, and consultation on policy development and long-range planning efforts affecting historic assets. Past and ongoing examples include guidance on the use of biocides on historic sandstone, new and emerging masonry cleaning techniques, pressure-washing guidelines, and guidance for cleaning and maintaining ornamental bronze elements.

### **Minimum Qualifications**

The Consultant must be licensed to do business in the State of Washington and the Consultant's team must have at least ten years of professional level experience in historic preservation projects.

In addition, Consultant's team must meet the qualifications set by the National Park Service for one or more of the following cultural resources specialties:

**Architectural Historian (GS-170)**, a graduate degree in architectural history, art history, or historic preservation, with course work in American architectural history; or a bachelor's degree in architectural history with concentration in American architecture; or a bachelor's degree in architectural history, art history, or historic preservation, and at least two years of full-time experience in research, writing, or teaching in American architectural history or preservation architecture with an academic institution, historical organization or agency, museum, or other professional institution; or a bachelor's degree in architectural history, art history, or historic preservation, and substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Historical Architect (GS-808)**, a degree in architecture; a license to practice architecture; at least one year of graduate study in architectural preservation, American architectural history, or preservation planning, and at least one year of full-time professional experience on preservation and restoration projects, or at least two years of full-time professional experience on preservation and restoration projects, which must include detailed investigations of historic structures, preparation of historic structure research projects, and preparation of construction documents for preservation projects.

**Architectural Conservator (GS-1001)**, a degree with emphasis in the scientific analysis of structure materials.

**Additional considerations:**

- Demonstrated project experience in work on the scale described in this Scope of Work.
- Ability to provide emergency building and system assessments in the event of a natural disaster such as flood, fire, and/or earthquake.
- Experience in bringing preservation planning and policy into active practice.
- Production capabilities adequate to meet scheduling constraints.
- Access to in-house staff or qualified sub-consultants with historic preservation education and experience.
- Access to in-house staff or qualified sub-consultants with additional conservation expertise in areas such as metals, fine arts, furnishings, and textiles.
- Experience and familiarity with the Section 106 Review process.
- Experience and familiarity with Washington’s Executive Order 21-02 review process.

**Period of Performance**

The initial term of this contract is estimated to begin April 1, 2024 and conclude on June 30, 2026, with the option to extend for two additional two-year terms. Extension for each additional term shall be offered at the sole discretion of DES and is subject to written mutual agreement. The total contract term, including the initial term and all subsequent extensions, shall not exceed six years unless an emergency exists and/or special circumstances require a partial term extension.

**Anticipated Selection Schedule**

RFQ Notice Issued	January 25, 2024
Informational Meeting	February 6, 2024 at 10:00 AM PST
<b>Statement of Qualifications (SOQ) Due</b>	<b>See above date and time</b>
Short-listed firms selected and notified	Week of February 26, 2024
Interview Period	Week of March 11, 2024
Firm(s) Selected and Announced	Week of March 11, 2024
Agreement(s) Executed	End of March 2024

**Informational Meetings and Site Tours**

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

<b>Date/Time</b>	<b>Call In Information</b>
<b>February 6, 2024 at 10:00 am PST</b>	<a href="#">Click here to join the meeting</a> Meeting ID: 262 114 181 144 Passcode: UmNHbn <a href="#">Download Teams</a>   <a href="#">Join on the web</a> <b>Or call in (audio only)</b> <a href="#">+1 564-999-2000,254836044#</a> Phone Conference ID: 254 836 044#
A site tour will not be held.	

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.

### **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. 2024-753: State Capitol Conservator
  - Department of Enterprise Services, Olympia
  - 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 Form (Part II only) for Prime and key Subconsultants (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/4f515684128845999a6600c856d94821>

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](mailto: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	40 points
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the project. Provide proposed percentage of time that the Owner intends to assign each individual or sub-firm to the Project.	
<b>Relevant Experience</b> 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.	40 points
<b>Past Performance</b> 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.	20 points
<b>Diverse Business Inclusion Strategies</b> 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:

<b>Organization:</b> Management Plan Team Member Qualifications Capacity/Production Capabilities	25 points
<b>Project Management:</b> Scope management Budgeting and Cost Control	25 points

Project Scheduling	
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](http://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](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans’ Affairs: 360.725.2169 or 360.725.2200 or [www.dva.wa.gov](http://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](mailto:angeline.butros@des.wa.gov).

For questions specific to the project, please contact the Historic & Cultural Resources Planner, Jeff MacDonald, PhD., 360.480.2298, [jeff.macdonald@des.wa.gov](mailto:jeff.macdonald@des.wa.gov).

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