

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **September 7, 2023, prior to 2:00 pm PST**

Design Services Required for Project No. 2024-013 Old Capitol - Roof Replacement, Department of Enterprise Services, Olympia, WA 98504-1476.

Introduction

The 1892 Old Capitol Building is one of the most historic structures in the portfolio of State buildings in the Olympia area. This Request for Qualifications is for the purpose of selecting an Architect for Design and construction administration Services for the **Old Capitol - Roof Replacement** project located at **600 Washington St SE, Olympia, WA 98504**. This Project funding is for design services only in the 2023-2025 biennium with construction funding anticipated in 2025-2027.

This request will replace the roof on the historic Old Capitol Building, preventing additional damage to the historic building interior and prevent structural damage. This would include installation of a fall arrest system to enhance the safety of DES workers and contractors maintaining and repairing the roof.

Description of Work

The comprehensive roof replacement project will remove the steep slope copper standing seam roofing, underlayment, and insulation and rebuild the roof with rigid insulation, self-adhered roofing membrane, and standing seam roofing in-kind. The project will also replace the low slope PVC roofing and install fall protection upgrades and arrest anchors for secure access to the steep slope roofs and gutters.

The building's preservation and maintenance needs can be attributed to natural building material life cycles, and unconventional installation of flashings and roofing. To address these issues in a systematic way, this project will complete a comprehensive roof replacement of the copper standing seam roofing to respond to all problem areas and sources of water infiltration.

This project will prevent future damage to the building by mitigating the roof leaks. Additionally, installation of appropriate fall restraint and fall arrest system will facilitate the routine maintenance.

The Old Capitol Building has experienced serious and ongoing water infiltration issues throughout the years. The 1892 component of the building has been especially problematic, likely due to greater complexity in roof form requiring more intricate installation details compared to the East Annex. Lack of redundancy in the detailing and installation of the copper standing seam roofing are the main contributors to ongoing water infiltration issues.

Additionally, limited resources for routine maintenance and gutter cleaning have led to clogged downspouts. Clogged downspouts have resulting in standing water in the gutters and overflowing gutters during regular rain events. These factors contributed to visible water damage at exterior masonry and wood windows, as well as interior water infiltration at the eaves.

Replacement of the single ply membrane system on the low slope roof areas is included in this project. The low slope roofing areas, while currently in reasonable condition, are near the end of the 20-year life expectancy and the replacement of the copper roof system is likely to contribute to an accelerated wear and tear on this single ply membrane roof. Concurrent replacement will provide overall cost saving and prevent future water infiltration in the East Annex portion of the building.

Scope of Work

1. Design and Engineering:

- a. Prepare comprehensive design and engineering documents for the complete roof replacement in accordance with DES Design Guidelines and Construction Standards.
- b. Provide proposed substitute material for consideration to replace existing copper roof while maintaining historic view of the building.
- c. Coordination and providing all necessary documents to Authority Having Jurisdiction (AHJ) to obtain any required permits.
- d. Provide administration services during 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. Construction cost estimate:

- a. Prepare accurate and itemized cost estimate for the roof replacement project.

4. Stakeholder Engagement:

- a. 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.
- 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).
- c. This project requires consultation with DAHP under GEO 21-02 and RCW 79.24.720 to evaluate potential adverse effect to the historic building. The proposed change in roof materials from copper to an alternative will require the consultant to interface with DAHP on the material selection, install method, etc., to best match historic materials.

Project Goals

This project will result in resolution of a long term, pervasive and previously unresolved water intrusion issue due to roof issues on the Old Capitol Building. As a result, this historic 1892 (original) and 1905 (East Annex) building will be preserved and protected for current State office use as well as enjoyment by future generations.

This project is needed now because the building is experiencing extensive water intrusion resulting in significant property and building damage. Previous repair efforts have had limited success because the roof issues go beyond the ability of repair efforts to resolve. Protection of the building, its contents and its occupants requires a complete and systematic roof replacement.

Ensure continuity of government operation: Develop strategies and measures to ensure the continuity of government operations on the Old Capitol building.

Design-Bid-Build is expected for the construction delivery method.

Budget

Maximum allowable construction cost (MACC) for this project is \$4M.

Submitting firms should have a strong background in the innovative design of Historical preservation and construction including all construction disciplines.

Project-Specific Information

2017 Old Capitol Roof Replacement Study

Anticipated Selection Schedule

RFQ Notice Issued	Thursday August 3, 2023
Informational Meeting	Thursday August 10, 2023, at 10:00 AM PST
Statement of Qualifications (SOQ) Due	Thursday September 7, 2023
Short-listed firms selected and notified	Week of September 18, 2023
Interview Period	Week of September 25, 2023
Firm(s) Selected and Announced	Week of October 2, 2023
Agreement(s) Executed	November 2023

Informational Meetings and Site Tours

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

Date/Time	Virtual Meeting Location
Thursday August 10 at 10:00 AM PST	Click here to join the meeting Meeting ID: 253 500 057 19 Passcode: W4UwBe Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,183317310# Phone Conference ID: 183 317 310#

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.

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. 2024-013: Old Cap - Roof Replacement
 - Department of Enterprise Services, 1500 Jefferson Street, Olympia, WA 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/a9a0b994c022445b8e9fcc27d6ac5dc4>

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:

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.	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. Identify delivery methods for each project. Provide original project budget and actual completed costs along with current contact information for reference checking.	30 points
Past Performance Describe the approach the Proposer might utilize to achieve and maintain Owner's project scope, schedule and budget. Describe and provide examples of how the proposer successfully developed Owner's project scope while staying within the proposed budget. Discuss tools and methods for scheduling projects for both design and construction. Show how the interrelationship of successful management of scope, schedule, and budget creates successful projects.	40 points
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

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: 25 Minutes)
- Question and Answer (Q&A) Period (Maximum: 15 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	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 the Project Manager, Siamak Koloushani at 360.391.5649 or siamak.koloushani@des.wa.gov.

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