

**State of Washington  
DEPARTMENT OF ENTERPRISE SERVICES  
ENGINEERING & ARCHITECTURAL SERVICES  
OLYMPIA, WA**

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
Submittal Date: August 25, 2017**

SERVICES REQUIRED for Project No. 2017-839, Campus “On Call” Architect at Seattle Central College, Seattle Washington.

The Seattle Central College Facilities Office is responsible for the maintenance and management of 5 distinct campus locations:

- Main Campus; 1701 Broadway, Seattle, Washington 98122-9905
- Siegal Center; 1500 Harvard Ave. Seattle, Washington 98122
- Seattle Vocational Institute; 2120 So. Jackson St. Seattle, WA.
- Seattle Maritime Academy; 4455 Shilshole Avenue NW, Seattle, WA. 98107-4645
- Wood Construction Center; 2310 S Lane St, Seattle, WA 98144

Services shall be provided in accordance with the current Instructions for Architects and Engineers and the standard Division of Engineering and Architectural Services Agreement. For these instructions and to review the Conditions of the Agreement see:

Instructions for Architects and Engineers:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/InstructionAE.pdf>

Conditions of the Agreement:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EASCoA.pdf>

### **Scope of Work**

Provide scoping/ problem trouble-shooting, design, preparation of bid documents, bidding and construction administration and project closeout services for a wide variety of small capital improvement projects at Seattle Central College. This may include site, sidewalk and parking lot repair, building envelope and roof system maintenance and repair, mechanical systems upgrade, repair or replacement, electrical systems upgrade repair or replacement, space planning and renovation of interior spaces.

### **Selection Criteria**

Firms will be selected in a two-phase process: Phase 1 - short listing firms based on submitted information and Phase 2 - oral presentations and interviews of short listed firms.

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

Qualifications of Key Personnel (30 points);

Relevant Experience (35 points);  
Diverse Business Inclusion Plan (35 points)

Compulsory Qualifications: highlight experience and positive references from past clients in the following areas:

- Assisting Client Organizations with Scoping, Scheduling and Budgeting small, locally funded building improvements in facilities with hazardous building materials and probable concealed latent conditions.
- Coordination of solution process with engineering disciplines such as, but not limited to, HVAC Mechanical/ Electrical/ Plumbing/Information Technology systems/Fire Alarm and Energy Monitoring Systems.
- Familiarity of State of Washington Public Works Bid Process, Preparation of bid documents to clearly communicate conditions of construction in environments where on-going client operations may not be interrupted.
- Construction Administration and project Close-out, as well as coordination of construction work with the College Campus's on-going operations.

Desirable Qualifications:

- Previous Washington Community College Campus experience in preparing a Capital Analysis Model and Project Request Reports toward successful procurement of project funding.
- Proximity from firm office to Campus not exceeding 20 miles.

### **Other Information**

The Agreements for Consultant services will be the standard Engineering and Architectural Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

The state reserves the right to continue to work with the selected consultant or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 10% MBE, 6% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The consultant and all subconsultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate compliance reporting requirements. Additionally, all large project selections (fees over \$350K) are required to have a plan for Diverse Business Inclusion.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- B2Gnow: <https://des.diversitycompliance.com>
- The Office of Minority and Women's Business Enterprises: 866.208.1064 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 [charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans' Affairs: 360.725.2169 or [www.dva.wa.gov](http://www.dva.wa.gov).

### **Submittal Requirements**

Submit required number of Statements of Qualifications, one electronic copy in .pdf format, with the project number and title clearly identified on the front cover. Each of the submittals should include:

- Executive summary
- Federal form SF330 (Part II only)  
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.
- Consultant Diverse Business Inclusion Plan form may be found at:  
<http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx>
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
  - Covers, dividers, SF330, Consultant Diverse Business Inclusion Plan, and tab sheets are not included in page count total
  - Note, 11"x 17" fold outs can be included, but counted as two sheets.

To qualify for review, submittals must be delivered to the following address:

Attention: Jennifer Santos  
Department of Enterprise Services  
Engineering & Architectural Services  
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)  
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

Refer to the DES website for amendments to the published public notice and/or RFQ (<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>). It is the responsibility of the interested firms to track and obtain amendments.

**All submittals must be received no later than Friday August 25, 2017, prior to 2:00 PM, (as per date/time stamped by E&AS.)**

For selection process questions please contact Jennifer Santos, 360.407.8209, [jennifer.santos@des.wa.gov](mailto:jennifer.santos@des.wa.gov).

For project questions please contact the E&AS Project Manager, Lee Knawa, 360.239.0672.  
Seattle Central College contacts: David Ernevad, Capital Project Director, 206.934.6931; Chuck Davis, Director of Facilities, 206.934.4340

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

**Next Steps**

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase 2 Interviews will be scheduled by Lee Knawa at a later date and will be held at the Main Campus.

Firms will be notified of the selection results the first week of October, 2017.

The State of Washington is an affirmative action employer. All submittals become the property of the State.

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