

# Request for Qualifications

Architectural/Engineering Services  
WSU Extension Facility Remodel  
**Project No. 25531**

## 1. Background

Thurston County Central Service Department is preparing to renovate the Benoschek Building, an existing County-owned building located at the Thurston County Fairgrounds, for the purpose of housing the Thurston County WSU Extension program. This building is located at 3054 Carpenter Rd, Lacey WA 98503 and is called the Benoschek Building.

A sequentially implemented remodeling and moving plan to the building, is envisioned over the next 9 months to move WSU Extension to the Benoschek Building.

## 2. Project Goal

The County needs the most efficient and cost-effective facilities possible. The Total Project Budget for planning, design and construction is estimated at \$250,000

## 3. Project Approach

The Consultant will work with designated representative(s) of the Departments/Agencies affected by the Project, other stakeholders and Central Services staff in the development and implementation of the Scope of Services noted below. The Design will be accomplished with the strong engagement of the above noted County team.

## 4. Scope of Work

The firm selected will, under the direction of Thurston County Central Services, complete the following activities:

### Planning, Design Services and Construction Administration

Provide design services and construction documents for the purpose of bidding and construction that assess the space needs of the Thurston County WSU Extension and the specialized needs of all of its programs.

### Cost Estimates:

Provide cost estimates for the proposed facility as part of every design phase.

## 5. Selection Process

Proposals will be reviewed by a team of County staff and, based on the criteria detailed in Section 6 of this RFQ, semi-finalists will be selected for interview. The successful candidate will be selected from this interview process.

**6. Evaluation Criteria**

In determining the most responsive applicant, and in evaluating applicants that are selected for interview, the following elements will be given consideration:

- Qualifications and experience by all members of the design team in the design, retrofit, and conversion of existing office buildings and specialized programming needs.
- Ability to work in a high quality, credible fashion within the time and cost constraints.
- Quality of performance on previous contracts or services as evidenced by references.
- Ability and commitment to a tightly controlled project budget.
- Ability and commitment to listen to and work responsively with various County officials and a wide range of staff who may not always agree with each other.
- Ability to work with staff operating the physical plant.
- History of litigation and change orders driven by the design team.
- Quality of the proposal and/or presentation.
- Convenient County and project staff phone and personal access to the architectural-engineering consultants.

**7. Information Requested**

Please include the following information in your response:

- A. A brief description of the firm's background and qualifications, including:
1. A brief statement of interest, stating why your firm should be considered for this project -- no longer than four pages.
  2. Factual summary information on federal forms SF 330 for architect and all sub-consultants.
- B. Names and qualifications of principals and all other personnel who would work directly on the project. Include projects for which those personnel were responsible and indicate the roles and approximate percentage of time each would be involved in this project. Identify who would be designated as the on-site director of the project.
- C. For the last four similar projects worked on by your firm, please list:
- Owner
  - Owner's Representative and telephone number
  - Owner's original budget for the project and its final actual cost as built
  - Your firm's responsibility on the project
- D. Cost estimate history of recent similar projects worked on by your firm as compared to actual bid results (2008 to present). Include the name of the project, estimated base bid and selected contractor's base bid.

**8. Submission of Qualifications**

A. By no later than 10:00 a.m. PST on November 15, 2016, submit five (5) copies of requested information to:

Mr. Michael Crowe, Capital Projects Manager 1  
Thurston County Central Services  
2000 Lakeridge Drive SW, Bldg 1, Room 035  
Olympia, WA 98502-6045

B. No information other than that set forth in this document and its attachments will be available prior to submitting responses.

C. Responses received after the deadline will be returned to sender, unopened. Oral, faxed or e-mailed responses will not be accepted.

**9. Approximate Schedule and Process**

**Target Date(s)**

Advertisement of RFQ	November 4, 2016
Proposals received no later than 10:00 a.m. PST	November 15, 2016
Team Review of All Proposals	November 21, 2016
Interviews of Selected Finalists	November 28 – 30, 2016
Selection of Finalist	November 30, 2016
Negotiate Contract	December 1 and 2, 2016
Execute Contract	December 20, 2016

\*Interview Note: The County will need to interview those who will actually be working on the project. The County expects your interview team to reflect the firm’s proposed project team, both in terms of membership and relative role and participation in the interview.

**10. Cost of Qualifications Presentation**

Cost incurred in preparing and presenting the qualifications or included in any other manner by the architectural firm in responding to this RFQ may not be charged to Thurston County.

**11. Fee, Contract and Negotiation**

Thurston County intends to negotiate a fee for the provision of consulting services with the firm selected, pursuant to RCW 39.80. It is Thurston County’s intent to establish a fixed limit for the cost of services on this project.

Thurston County will require the selected Firm to sign a Professional Services Contract for services rendered under this project. Incorporated by reference into the contract will be; (a) all of the information presented in or with the RFQ, and the Firms response, and; (b) all written communication between the County and the selected Firm; (c) the Special Projects Procedures Manual for Design and Construction .

Negotiation will begin with the Firm scoring the highest combination total based on the criteria detailed in Section 6 of the RFQ and the oral interviews. If successful contract negotiations are not achieved within ten (10) days after notification, the County shall proceed to negotiate with the firm scoring the second highest combined total.

**12. Nondiscrimination**

Thurston County hereby notifies all proposers that it will affirmatively ensure that all will be afforded full opportunity to submit qualification proposals in response to this Request for Qualifications and will not be discriminated against because of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability. Implementation of this policy shall be consistent with RCW 49.60.400.

**13. Release Authorization for Reference Check**

Submit the "Release Authorization for Reference Check" with your Proposal. The statement must be signed by an authorized representative of the firm.

**14. Procedures When Only One Proposal Is Received**

In the event only a single responsive proposal is received, the County reserves the right to conduct an analysis of all evaluation criteria submitted in such proposal. The sole Proposer shall provide such information, data and other documentation as deemed necessary for such analysis. The County reserves the right to reject such proposal.

**15. Cancellation or Rejection of Proposals**

The Board of County Commissioners retains the right to reject any or all proposals for good cause and in particular to reject a proposal not accompanied by any data required by this Request for Qualifications or a proposal in any way materially incomplete or irregular. In the event of a cancellation of a competitive solicitation or if all proposals are rejected, all Consultants will be notified by the County via mail, facsimile or electronic means.

**16. Withdrawal or Modification**

The Consultant has no right to withdraw or modify the proposal for any reason whatsoever after the time set for the opening thereof, unless the award of the Contract is delayed for a period exceeding forty-five (45) calendar days from the time set for opening of the proposals.

**17. Award**

A contract will be awarded to the responsive and responsible Firm whose proposal is the most advantageous to the County, taking into consideration the listed criteria. It is the sole responsibility of the County to award or not to award a contract.

**RELEASE AUTHORIZATION FOR REFERENCE CHECK**

By signing below, the responder to this RFQ authorizes past clients to supply any information requested by Thurston County within the scope of this Request for Qualification. Further, the Proposer authorizes the release of such information upon furnishing of a copy of this release in lieu of the original to each reference.

Firm Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Typed name and title: \_\_\_\_\_