

STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION
DIVISION OF ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WASHINGTON

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Consultant services are required for Project No. 2009-805, Title: On-Call Civil Engineer, Location: Statewide.

SCOPE OF WORK

A Statewide on-call Civil Engineering firm to provide services for the period from July 1, 2009 to June 30, 2011. There is not a ceiling dollar limit to the work that the firm will be allowed to perform.

The State desires to work with a Civil Engineering firm that has demonstrated innovative and economical civil project solutions.

Consultant fee and services shall be negotiated based upon the most current Architectural/ Engineering Fee Schedule for Washington State Public Works Building Projects and the Standard Division of Engineering and Architectural Services Agreement.

For selection related questions contact Chuck Cole, Project Manager, Engineering and Architectural Services at (360) 902-7581.

Firms will be considered for selection based upon the following criteria categories, weighted as indicated: Relevant Experience (30 points); Previous Performance (25 points); Qualifications of Key Personnel (20 points); Prior LEED Experience (15 points) and Brief plan demonstrating how your firm will support the State Outreach Plan (10 points).

Voluntary MWBE goals of 10% MBE and/or 6% WBE have been established for this project. Achievement of the goals is encouraged; however, no minimum level of MWBE participation shall be required as a condition of A/E selection. Qualification submittals will not be rejected or considered non-responsive if they do not include MWBE participation. Minority and Women businesses are encouraged to apply.

Submit four (4) copies of submittals/with the project number and title clearly identified. Each set of qualifications to include: Federal Form 330 and any other pertinent data to assist the Selection Board in evaluating qualifications.

Only Submittals conforming to the following specifications will be considered:

- 8½" X 11" format
- Cardstock front and back covers
- 30 pages maximum, including Federal Form 330 (Part II only)

- Submittals shall be comb, tape or spiral bound. No loose leaf submittals will be accepted
- Printing shall be 2-sided
- 11" x 17" foldouts permitted, but limited to 5 maximum, and shall be included in the 30 sheet count
- Tabs without printing, other than index names, are not counted in the 30 sheet maximum
- Tabs with any printing, other than index names, shall be counted in the 30 sheet maximum

To qualify for review, submittals must be delivered to and date/time stamped by E&AS prior to 5:00 p.m. on Friday, April 10, 2009. Address submittals to:

Division of Engineering & Architectural Services
 General Administration Building
 210 11th Avenue SE (corner of 11th and Columbia)
 2nd Floor, Room 206
 Olympia, WA 98504-1012
 Attention: Carolyn Ingraham

FAXED COPIES WILL NOT BE ACCEPTED.

Following an evaluation of submittals received, the consultant selection board will interview firms deemed to be the most highly qualified for the required service.

The final selection Phase II interviews are tentatively scheduled for Tuesday, April 19, 2009, and Wednesday, April 20, 2009. Interview may be conducted by telephone.

Finalist will be notified on or about Wednesday, April 29, 2009.

The State reserves the right to continue with the consultant selected or to select another consultant for follow-on phases.

The state of Washington is an affirmative action employer. This is not a request for a proposal. All submittals become the property of the State.