

**Purchasing Department**  
2815 East Garland Avenue  
Spokane, WA 99207-5889

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**LEGAL NOTICE**  
**SPOKANE PUBLIC SCHOOLS**  
Notice to Consultants  
**REQUEST FOR SUBMITTAL OF QUALIFICATIONS NO. 24-1415**

**Spokane Public Schools** is requesting the submittals from licensed Architectural and Engineering firms interested in providing professional services for the modernization and additions to Franklin Elementary School. Required services include educational specifications development, schematic and design development, construction document preparation, construction administration and interior design.

Interested firms shall contact the District's Capital Projects & Planning office to obtain a Request for Qualifications packet or the Request for Qualifications Packet is also available on the district website at [www.spokaneschools.org/solicitations](http://www.spokaneschools.org/solicitations).

This RFQ packet describes the selection process and documentation required for submitting qualifications for the projects. Any firm failing to submit their qualifications in accordance with the procedures and format set forth in the RFQ instructions may be considered non-responsive.

An evaluation by a District evaluation committee will follow, and a short-list of qualified firms will be requested to interview. Interviews will be conducted in accordance with a schedule to be determined by the District.

To assist in answering the questions, interested firms are encouraged to attend the Pre-Submittal Conference at which time the specifics of the projects, the consultant selection process, the schedule, and the elements of the contract(s) will be discussed.

**PRE-SUBMITTAL CONFERENCE**

Date: July 13, 2015  
Time: 1:30 p.m.  
Where: Franklin Elementary School Library  
2627 E. 17<sup>th</sup> Avenue  
Spokane, WA 99223

Questions and submittal information shall be directed to: Greg Forsyth, 509-354-5775, email: [gregoryf@spokaneschools.org](mailto:gregoryf@spokaneschools.org).

The District requests that interested firms limit attempts to contact the District and hold their questions for the Pre-Submittal Conference. School site visitations must be arranged at the Pre-Submittal Conference.

Final Submittals shall be delivered no later than July 21, 2015 at 4:00:00 p.m. PDT to the Capital Projects & Planning Department, 2815 East Garland Avenue, Spokane, WA 99207.

If your firm currently has a submittal packet on file with the district, you are required to resubmit for this specific project.

Spokane Public Schools encourages participation of Minority Owned and Women Owned Business Enterprises.

BY ORDER OF THE BOARD OF DIRECTORS  
SPOKANE SCHOOL DISTRICT NO. 81

Dr. Shelley Redinger, Secretary

To be advertised in the Spokesman Review – Monday, June 29 and Monday, July 6, 2015.