



Spokane Public Schools  
*excellence for everyone*

**Request for Qualifications**

**Architectural & Engineering Services**

**for**

**FRANKLIN ELEMENTARY SCHOOL**

**Modernization and Additions Project**

**Submittal Deadline: July 21, 2015, 4:00 P.M.**

**Spokane Public Schools  
2815 E Garland Avenue  
Spokane WA 99207  
(509) 354-5775**

## I. Introduction

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

Interested firms shall contact the District's Capital Projects and Planning office to obtain a Request for Qualifications packet. This RFQ packet describes the selection process and documentation required for submitting qualifications for the projects. Any firm failing to submit their proposals 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 questions, interested firms are encouraged to attend the Pre-Submittal Conference at which 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  
Address: 2627 E. 17th Ave.  
Spokane, WA 99223

All information shall be submitted at the dates and times indicated herein to:

Gregory Forsyth  
Project Administrator, Capital Projects and Planning  
2815 East Garland Avenue  
Spokane, WA 99207  
gregoryf@spokaneschools.org

The District would request that interested A&E firms limit attempts to contact the District and hold their questions for the Pre-Submittal Conference. Do not attempt to contact the school to arrange a tour or meet with the principal. Doing so may result in disqualification.

## **II. Background**

Voters with Spokane Public Schools approved a \$145 million Capital Facility Improvement Bond in Spring 2015. The proceeds are to be used over a six-year period to finance facility improvement programs at various schools in the District.

## **III. Specifics**

It is the intent of the District to distribute the work in a manner that it determines will best serve each project. The A&E firm shall present team members for each project and will endeavor to maintain this team throughout the duration of the project. If at the start of a project, the selected A&E Team finds it necessary to change any personnel, it will do so only with the District's input and approval.

The District expects to have input into the selection of the Architect's consultants. Although the Architect may want to propose subconsultants as part of their submittal, the District will request that they participate with the Architect in final selection of subconsultants prior to contract negotiation.

The project will utilize GC/CM delivery method given final approval by the board.

## **IV. Project Information**

The project will include the renovation of historically significant structures and modernization or replacement of other structures. It will also include the removal of portable classrooms to be replaced with permanent structures, upgrades to playgrounds, landscaping, and traffic flow and parking facilities. The approximate MACC (Maximum Allowable Construction Cost) for this project is approximately \$17,000,000.00.

The completed facility will conform to the Spokane Public Schools Elementary Educational Specifications and will be approximately 60,000 square feet depending on efficiencies of the design and taking into account existing structures to be retained.

Programming and educational specifications is expected to be the first task which will be conducted from September 2015 until January 2016. The project will then be designed and permitted and ready for bid in Spring 2017.

The District also reserves the right to modify the schedule.

**V. Selection Process (subject to modification)**

Selection will be made through a two step process. Scoring for each step will be given equal weight in the final selection. The process for selection will be as follows:

Step One                      Firms to submit Qualification (125 points). A short list of the most qualified firms will be made after review of submissions and allowed to move on to Step Two.

Step Two                      Firms to Interview (125 points).

Based on the step one and step two combined score and recommendations of the District's Selection Committee, the District will request school board approval and then enter into negotiations with the recommended firm for the proposed project. Upon agreement, the A&E for the projects shall sign the Spokane Public Schools standard form of agreement for A&E services. (In the event that the District and the proposed A&E firm fail to reach agreement on the contract and fee negotiations, the District will select the next highest scoring A&E team for that project and arrange to negotiate a fee and contract.)

**A. Schedule**

<b>Date</b>	<b>Selection Process</b>
06/29/15	Advertisement for Request for Qualifications Published. (First Notice)
07/06/15	Advertisement for Request for Qualifications Published. (Second Notice)
07/13/15	Pre-Submittal Conference at 1:30 p.m.
07/17/15	Last day for Questions from Proposers by 2:00 p.m.
07/21/15	Request for Qualifications due by 4:00 p.m.
07/22/15 to 07/30/15	Screen Submittals, Develop short-lists
07/31/15	Notify short-listed firms
Week of 08/10/15	Interviews
08/26/15	School Board Award

B. Method of Selection

1. **Screening of the submittals** will be conducted to short-list those firms deemed to be the most highly qualified for the proposed project. The screening will result in a short-list and a score for each firm. The score will be kept confidential until after the selection process is complete.

The District will short-list and notify the short-listed firms. Lists provided will be in alphabetical order.

The following criteria will be the basis for submittal screening:

- (a) Professional qualifications necessary for satisfactory performance of required services (10 points);
- (b) Specialized experience and technical competence in educational facilities or similar building types and experience in innovative teaching methods (15 points);
- (c) Specific experience in applicable Historic Building Projects (15 points);
- (d) The firm's approach to incorporating sustainable design principles (5 points);
- (e) Capacity and capability to accomplish the work in the required time (10 points);
- (g) Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules, with specific attention to District 81 project (15 points);
- (h) Location in the general geographical area of the project and knowledge of the locality of the project; including City of Spokane permitting requirements (10 points);
- (i) Experience in the participation of GC/CM alternate delivery and number of projects completed (10 points);
- (j) Hourly rates for additional services compared to competing proposers (10 points);
- (k) References (25 points).

2. **Interviews** with the short-listed firms will be conducted for the purpose of determining which of the short-listed firms is the most highly qualified for the project. The District A&E Selection Committee will consist of District employees and construction management consultant(s). A Capital Projects representative will serve as chair. The District A&E Selection Committee will determine an interview schedule and notify the short-listed firms of the same.
  - a) Key personnel (limit of 6) from proposing teams to be assigned to the projects are required to be present at the interview.
  - b) Presentation topics along with scoring criteria will be identified to the short listed firms in a notification letter.
  - c) The interview times will be scheduled by random lottery.
  - d) A score will be assigned to each firm after the interviews. The score will be kept confidential until after the selection process is complete.

## **VI. Qualification Submittal Requirements**

A. General Requirements: The submittal requirements shall be as follows:

1. The proposing firm, joint venture or other form of association (“firm”) shall submit five (5) copies of their Qualifications Submittal for the project. Each copy shall be provided in a white 3 D-ring, loose leaf, one-and one half-inch (1-1/2”) binder with the firm name and the Request for Qualifications, name and number on both cover and spine. Each section shall be tabbed.
2. The cover letter, table of contents, office brochure and tabs do not count toward the page limits, however **tabs shall not have narratives or information on them. If they do, the contents of the information on the tab pages will be removed from the submittal and not evaluated. Critical information that may be on these tabs may end up missing from the proposal, resulting in a lower score.**
3. The submittal shall be limited to a maximum of 40 single sided pages or 20 double sided pages (8-1/2” x 11”) each, not smaller than 12 point type. Project cut sheets, including photos, are included in the page limits. **Submittals exceeding the page limits may be considered non-responsive.**
4. Please Note: In preparing the firm’s Qualifications Submittal, the proposing firm shall clearly identify the Architect of Record, or joint

venture member responsible for the referenced project. If proposed served as a sub-consultant for a referenced project, the proposing firm shall clearly identify its role. **If the proposing firm is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified.**

B. Part 1: Qualifications Statement

1. Cover Letter (optional, maximum 1 page)
2. Table of Contents (maximum 1 page).
3. Tab 1: **Executive Summary.**

This summary should not be more than two pages. It is to provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Qualifications and may contain any information not shown elsewhere in the submittal.

4. Tab 2: **Design Approach and Experience**

This section should include the following information:

- a. Design philosophy of the firm.
- b. The firm's specific experience with applicable historic building projects.
- c. The firm's experience with educational design.
- d. The firm's experience with innovative teaching methods and their impact on school facility design.
- e. The firm's approach to incorporating sustainable design principles.
- f. The firm's experience with GC/CM delivery method.

5. Tab 3: **Capacity and Capabilities to Accomplish the Work: Company Profile.**

- a. Identification of firm (or firms, if joint venture or association) including address, telephone number, email address and date firm(s) were established.
- b. Areas of specialization of the firm (such as architecture, engineering, interior design, graphics, etc.)
- c. Provide total size breakdown of firm personnel by category (e.g., principals, architects, architectural staff, clerical).

- d. Team Organization and experience: Explain your proposed team organization, roles and responsibilities, and personnel qualifications in the following manner:
  - i. Organization: Provide an organization chart for the team indication principal, project manager, project architect, project engineer, other sub consultants, etc. Give a brief description of the roles of the personnel on the team listing their location and the firm by which they are employed. If the firm is a joint venture or other form of association, explain how the work will be divided and why.
  - ii. Experience: In a narrative form, briefly discuss each of the individual key team members' relevant professional experience, GC/CM delivery method experience, registration, and education. Identify projects, date, position, and firm with which the individual was employed at the time services were performed. Include information on key subconsultants. Describe the unique capabilities of the team for the project with special emphasis on the qualification and capabilities of key personnel and sub consultants proposed.
  - iii. Availability: Briefly discuss the availability of all key personnel for the scheduled time frame of the proposed project, and identify their proposed location during provision of then requested services. Additionally, discuss the capacity of the proposed team, as a whole, to accomplish the work.
- e. Labor rate schedule for additional services. Include the names of individuals on the project team, the duties they will be performing and the rate per hour that will be charged for each individual for the services performed.
- f. Explanation of joint venture or other form of association, if proposed, including projects completed as a joint venture. Provide names and dates of work along with client's name, address, phone number, and email address.

6. Tab 4: **Capability to Accomplish the Work: Past Performance.**

- a. List a maximum of twenty (20) recent K-12 projects or other projects (most recent listed first), which most closely relate to the firm's qualifications for this Project indicating, indicate if project used the GC/CM delivery method:

Project MACC;



Awarded bid amount;

Final construction amount;

Year of award; and

Variance with the construction budget expressed in dollars and percentage (plus or minus).

If a joint venture, or other form of association, provide the information for each member firm on separate charts. Information pertaining to experience as a prime consultant, sub consultant, or individual is acceptable if properly noted. This information shall be in the following format (length as required).

**Example format**

Project	Location (WA)	MACC	Bid Award Amount	Final Construction Amount	Year of Bid	Variance w/budget (\$)	Variance w/MACC (%)	Project Roll
Proj A	Spokane	\$12,220,000	\$11,990,000	\$12,100,000	2003	+\$120,000	+1.0%	PR
Proj B	Spokane	\$ 7,800,000	\$8,000,000	\$8,200,000	2004	-\$400,000	-5.1%	PR

7. Tab 5: **References.**

Provide the client name, address, email address, and client's project representative and telephone number for the firm's three most recent non-Spokane Public Schools projects that most closely relate to the firm's qualifications for this project. If a joint venture or other form of association, provide reference information for each member.

8. Tab 6: **Past Performance: Sub-Consultants' References.**

Provide the client name, address, email address, and client's project representative and telephone number for the firm's three most recent non-Spokane Public Schools projects that most closely relate to the firm's qualifications for this project. If a joint venture or other form of association, provide reference information for each member. Identify prior projects in which the sub- consultant and its key personnel worked with the prime consultant making this submittal.

9. Tab 7: **Location.**

- (a) Briefly describe how your firm can serve Spokane Public Schools and this project from your location in a timely fashion.
- (b) Briefly describe your familiarity with City of Spokane permitting requirements. Provide a list of recent projects and dates of school projects that have been permitted by the City of Spokane.

10. **Standard Office Brochure (Optional)**

Include at the back of submittal a standard office brochure describing your firm. This should be loosely inserted or in a plastic pouch.

**VII. Contract and Contracting Provisions**

- A. The District may have specific design standards that will be available after selection of the A&E firms.
- B. Professional liability errors and omissions insurance and general liability insurance will be required with the limits based on the size and complexity of the Project.
- C. Notifications. The School District will provide timely notifications of the following actions to firms responding to the Request for Proposal as follows:

Selection of short-listed firms for interviews;  
Firms not short-listed;  
Selection of recommended firm; and  
School Board approval.

D. Right to Reject

The School District reserves the right to reject any and all proposals and to re-advertise the project at any time prior to School Board approval of the recommended firm and the execution of the agreement. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. Proposals submitted in response to this Request for Proposal shall become the property of the School District and be considered public documents under applicable Washington State laws.

If the School District and the selected firm cannot agree on the contract, the negotiations will be terminated, and the School District reserves the right, but is not obligated to, begin negotiations with the next highest ranked proposer.

E. Procedures Requirements

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

All costs incurred by firms choosing to participate in this RFP process shall be borne by the proposing firms.

F. Protest Procedures

Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of this contract may protest to the School District in accordance with the procedures set forth herein.

- a. Protests based on the terms in this Request for Proposal must be labeled on the envelope as a "Protest" and must be received within seven (7) calendar days prior to the submittal deadline.
- b. Protests based on the Interview must be labeled on the envelope as a "Protest" and must be received within two (2) working days from the time of the interview.
- c. Other protests (other than those listed above) shall be received within two (2) working days after the milestone has past that forms the basis of the protest.

In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract title under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. In addition, if the protesting party asserts "responsibility" as a ground for protest, it must address in detail each of the matters addressed in RCW 43.19.1911(9) in its written protest.

The written protest shall be delivered to:

Cindy Coleman, Director, Business Services  
Spokane Public Schools  
2815 E. Garland Avenue  
Spokane, WA 99207-5889

And shall be labeled: "Protest".

Upon receipt of written protest, the School District shall promptly consider the protest. The School District may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by a

mutual agreement of the aggrieved party and the School District, the School District will promptly issue a final and binding decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnish to the aggrieved person and any other interested parties. If the protester receives no decision within six (6) working days, the protest shall be deemed rejected.

Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

END OF REQUEST FOR PROPOSAL