

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

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www.spokaneschools.org



LEGAL NOTICE
SPOKANE PUBLIC SCHOOLS
Notice to Consultants
REQUEST FOR SUBMITTAL OF QUALIFICATIONS NO. 7-1718

Spokane Public Schools is requesting the submittals from licensed Architectural and Engineering firms interested in providing professional services for the classroom addition at Lewis and Clark High 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 Purchasing Services 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.

This RFQ packet describes the selection process and documentation required for submitting qualifications for the project. 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 project, the consultant selection process, the schedule, and the elements of the contract(s) will be discussed.

PRE-SUBMITTAL CONFERENCE

Date: October 30, 2017
Time: 3:30 p.m.
Where: Lewis and Clark High School
Fieldhouse Lobby
521 W. 4th Avenue
Spokane, WA 99204

Questions and submittal information shall be directed to: Greg Forsyth, 509-354-5775, email: 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 November 10, 2017 at 2:00:00 p.m. PST to the Purchasing 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 – Thursday, October 19 and Thursday, October 26, 2017.