



Spokane Public Schools  
*excellence for everyone*

# **Request for Qualifications No. 7-1718**

## **Architectural & Engineering Services for LEWIS AND CLARK HIGH SCHOOL Classroom Addition Project**

**Submittal Deadline: November 10, 2017, 2:00 P.M.**

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

I. **Introduction**

- A. **Spokane Public Schools (SPS)** 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, permitting services, construction administration, and interior design.
- B. Interested firms shall contact the SPS Purchasing Services office to obtain a Request for Qualifications packet. The Request for Qualifications packet is also available on the SPS 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 project. 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.
- C. A screening by the SPS 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 SPS.
- D. To assist in answering questions, interested firms are encouraged to attend the Pre-Submittal Conference at which 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**  
**Address:**     **521 W. 4<sup>th</sup> Avenue**  
                      **Spokane, WA 99204**

- E. All information shall be submitted at the dates and times indicated herein to:  
Spokane Public Schools  
Barb Carson, Purchasing Services  
2815 E. Garland Avenue, Spokane, WA 99207-5889  
Telephone: (509) 354-7183
- F. SPS would request that interested A&E firms limit attempts to contact SPS 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.

- G. Any questions or requests for clarification regarding this Request for Qualifications during the submittal preparation period must be addressed to the SPS designated representative:  
Gregory Forsyth  
Director, Capital Projects and Planning  
2815 E. Garland Avenue, Spokane, WA 99207-5889  
Telephone: (509) 354-5775  
Email: gregoryf@spokaneschools.org
- H. SPS will consider no telephone inquiries regarding the Request for Qualifications, and will consider no in-person inquiries except as identified below.
- I. Any firm that attempts to contact any official, employee, or representative of SPS in any manner contrary to the above requirements may be disqualified from further consideration. This prohibition does not apply to:
  - 1. Telephone calls to SPS to request copies of this package, to confirm attendance, or request directions relative to an interview notification received from SPS;
  - 2. Delivery of the firm's proposal;
  - 3. Discussion at the pre-proposal conference and interview;
  - 4. Delivery of written questions about the proposal.
- J. The Request for Qualifications describes the selection process and submittal documentation required for this project. Any firm failing to submit in accordance with the procedures set forth in this Request for Qualifications may be considered non-responsive.

## **II. Background**

- A. 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 SPS schools.

## **III. Specifics**

- A. It is the intent of SPS 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 SPS input and approval.
- B. SPS expects to have input into the selection of the Architect's sub-consultants. Although the Architect may want to propose sub-consultants as part of their

- submittal, SPS will request that they participate with the Architect in final selection of sub-consultants prior to contract negotiation.
- C. The project will utilize a GCCM delivery method fully dependent upon final approval by the SPS School Board.

**IV. Project Information**

- A. The project will include the construction of a classroom addition on the existing site while the existing school remains in operation. It will also include connections to existing mechanical and electrical systems, and landscaping revisions. The approximate MACC (Maximum Allowable Construction Cost) for this project is approximately \$2,500,000.00.
- B. The completed facility will conform to a revised SPS Standard High School Educational Specification. The estimated size for the classroom addition will be approximately 10,000 square feet, depending on efficiencies of the design.
- C. Programming and educational specifications is expected to be the first task which will be conducted from January 2018 through May 2018. The project will then be designed, permitted, and ready for construction in March 2019.
- D. SPS also reserves the right to modify the schedule.

**V. Procurement Schedule**

<b>Date</b>	<b>Selection Process</b>
10/19/17	Advertisement for Request for Qualifications Published. (First Notice)
10/26/17	Advertisement for Request for Qualifications Published. (Second Notice)
10/30/17	Pre-Submittal Conference at 3:30 p.m.
11/03/17	Last day for Questions from Proposers by 2:00 p.m.
11/10/17	Request for Qualifications due by 2:00 p.m.
11/13/17 to 11/17/17	Screen Submittals, Develop short-lists
11/17/17	Notify short-listed firms
11/30/17	Interviews
12/20/17	SPS School Board Award

## **VI. Selection Process**

- A. 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:
1. Step One – Firms to submit Qualification (100 points).
    - a. Screening of the submittals by the SPS Evaluation Committee 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.
    - b. SPS will notify the short-listed firms. Lists provided will be in alphabetical order.
    - c. The following criteria will be the basis for submittal screening:
      - i. Professional qualifications necessary for satisfactory performance of required services (15 points);
      - ii. Specialized experience and technical competence in educational facilities or similar building types (15 points);
      - iii. The firm's approach to incorporating sustainable design principles (5 points);
      - iv. Capacity and capability to accomplish the work in the required time (15 points);
      - v. Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules, with specific attention to SPS projects (25 points);
      - vi. 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);
      - vii. References (15 points).
  2. Step Two – Firms to Interview (100 points).
    - a. 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 SPS Interview Committee will consist of SPS employees. A SPS Capital Projects and Planning representative will serve as chair. The SPS Interview Committee will determine an interview schedule and notify the short-listed firms of the same.
    - b. Key personnel (limit of 6) from proposing teams to be assigned to the projects are required to be present at the interview.
    - c. Presentation topics along with scoring criteria will be identified to the short listed firms in a notification letter.
    - d. The interview times will be scheduled by random lottery.

- e. A score will be assigned to each firm after the interviews. The score will be kept confidential until after the selection process is complete.
3. Based on the Step One and Step Two combined score and recommendations of the SPS Selection Committee, SPS Capital Projects and Planning will request SPS School Board approval and then enter into negotiations with the recommended firm for the proposed project. Upon agreement, the A&E for the project shall sign the SPS standard form of agreement for A&E services. (In the event that SPS and the proposed A&E firm fail to reach agreement on the contract and fee negotiations, SPS will select the next highest scoring A&E team for that project and arrange to negotiate a fee and contract.)

## **VII. 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;  
"RFQ No 7-1718: Lewis and Clark High School Classroom Addition"
  2. Each section shall be tabbed.
  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. Submittals exceeding the page limits may be considered non-responsive.
    - a. The cover letter, table of contents, office brochure, and tabs without photos, narratives or information do not count toward the page limits.
    - b. Project cut sheets, including photos, are included in the page limits.
- B. Submittal content:
  1. Cover Letter
  2. Table of Contents
  3. Tab 1: Executive Summary
    - a. Provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Qualifications. It may contain any information not shown elsewhere in the submittal.
  4. Tab 2: Design Approach and Experience
    - a. This section should include the following information:
      - i. Design philosophy of the firm.
      - ii. The firm's experience with educational design.
      - iii. The firm's approach to incorporating sustainable design principles.

5. Tab 3: 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 (e.g. 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 indicating Architect of Record, principal-in-charge, project manager, project architect, project engineer, 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, 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 sub-consultants. 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 the requested services. List all other known projects key personnel are assigned to for the scheduled time frame. Additionally, discuss the capacity of the proposed team, as a whole, to accomplish the work.
- e. Explanation of joint venture or other form of association, if proposed, including projects completed as a joint venture. Provide names and dates of such projects along with the associated client's name, address, phone number, and email address.

6. Tab 4: 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 including the following information for each:

- i. Project MACC
  - ii. Awarded bid amount
  - iii. Final construction amount
  - iv. Year of award
  - v. Variance with the construction budget expressed in dollars and percentage (plus or minus)
  - vi. Project role
- b. 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).
- c. Example format:

Project	Location (WA)	MACC	Bid Award Amount	Final Construction Amount	Year of Bid	Variance w/budget (\$)	Variance w/MACC (%)	Project Role
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.

- a. Provide three (3) letters of recommendation from non-SPS references on recent projects where your services most closely related 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: Location.

- a. Briefly describe how your firm can serve SPS 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.
- c. Briefly describe the experience of your firm in working in this locale with local contractors, subcontractors, suppliers and local pricing of construction.

9. Standard Office Brochure (Optional)

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



## **VIII. Contract and Contracting Provisions**

- A. SPS may have specific design standards that will be available after selection of the A&E firms.
- B. Professional liability (i.e. professional 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:
  - 1. SPS will provide timely notifications of the following actions to firms responding to the Request for Qualifications as follows:
    - a. Selection of short-listed firms for interviews
    - b. Firms not short-listed
    - c. Selection of recommended firm
    - d. School Board approval
- D. Right to Reject
  - a. SPS reserves the right to reject any and all submissions and to re-advertise the project at any time prior to SPS School Board approval of the recommended firm and the execution of the agreement. All costs incurred in the preparation of the Request for Qualifications process shall be borne by the submitting firm. Submissions in response to this Request for Qualifications shall become the property of SPS and be considered public documents under applicable Washington State laws.
  - b. If SPS and the selected firm cannot agree on the contract, the negotiations will be terminated, and SPS reserves the right, but is not obligated to, begin negotiations with the next highest ranked firm.
- E. Procedures Requirements
  - 1. Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
  - 2. All costs incurred by firms choosing to participate in this Request for Qualifications process shall be borne by the submitting firms.
- F. Protest Procedures
  - 1. Any actual or prospective firm who is aggrieved in connection with the solicitation or award of this contract may protest to SPS in accordance with the procedures set forth herein.
    - a. Protests based on the terms in this Request for Qualifications 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.
2. In order to be considered, a protest shall be in writing and shall include:
  - a. the name and address of the aggrieved person;
  - b. the contract title under which the protest is submitted;
  - c. a detailed description of the specific grounds for protest and any supporting documentation;
  - d. the specific ruling or relief requested.
  - e. 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.
3. The written protest shall be labeled "Protest" and delivered to:

Cindy Coleman, Director, Business Services  
Spokane Public Schools  
2815 E. Garland Avenue  
Spokane, WA 99207-5889
4. Upon receipt of written protest, SPS shall promptly consider the protest. SPS may give notice of the protest and its basis to other persons, including firms 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 SPS, SPS 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.
5. 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.
6. Any firm submitting qualifications shall be deemed to have accepted these procedures.

END OF REQUEST FOR QUALIFICATIONS