

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

phone (509) 354-7174  
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www.spokaneschools.org



**LEGAL NOTICE**  
**SPOKANE PUBLIC SCHOOLS**  
Notice to Consultants

**REQUEST FOR SUBMITTAL OF QUALIFICATIONS NO. 24-1718**

**Spokane Public Schools** is requesting the submittals from licensed Architectural and Engineering firms interested in providing professional services for the Shaw Middle School Replacement & Campus Master Plan. 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](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 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 in accordance with a schedule 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: July 9, 2018  
Time: 2:00 p.m.  
Where: Facilities Conference Room 106  
2815 East Garland Ave  
Spokane, WA 99207

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 20, 2018 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 – June 26, 2018 and July 3, 2018.