



Spokane Public Schools  
200 N. Bernard Street  
Spokane, WA 99201  
(509) 354-5900

Request for Qualifications No. 15-1819  
Architecture & Engineering Services for  
**Glover Middle School Replacement**

Submittal Deadline:  
February 26, 2019 at 2:00:00 p.m.

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Other attachments (to be provided to short-listed firms for interviews)

## 1. **INTRODUCTION**

- 1.1. Spokane Public Schools (SPS) is requesting the submittals from licensed Architectural and Engineering firms interested in providing professional services for the Glover Middle School Replacement. Required services include educational specifications development, campus master planning, schematic and design development, construction document preparation, permitting services, construction administration, and interior design.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.

**Date: February 5, 2019**

**Time: 4:00 p.m.**

**Where: Glover Middle School Library**

**Address: 2404 W Longfellow Ave., Spokane, WA 99205**

- 1.5. All information shall be submitted at the dates and times indicated herein to:  
Spokane Public Schools  
Barb Carson, Purchasing Services  
2815 East Garland Avenue, Spokane, WA 99207-5889  
Telephone: (509) 354-7183
- 1.6. Any questions or requests for clarification regarding this Request for Qualifications during the submittal preparation period must be addressed to SPS' designated representative:  
Greg Forsyth  
Director, Capital Projects  
2815 E. Garland Avenue, Spokane, WA 99207-5889  
Telephone: (509) 354-5771  
Email: gregoryf@spokaneschools.org
- 1.7. SPS will consider no telephone inquiries (with the exception of requests to view drawings and documents) regarding the Request for Qualifications, and will consider no in-person inquiries except as identified below.
- 1.8. Any firm that attempts to contact any official, employee, or representative of SPS and in any manner contrary to the above requirements may be disqualified from further consideration. This prohibition does not apply to:
  - Telephone calls to SPS to request copies of this proposal, to confirm attendance, or request directions relative to an interview notification received from SPS
  - Delivery of the firm's proposal
  - Discussion at the pre-proposal conference and interview
  - Delivery of written questions about the proposal
  - School site visits, with Capital Projects approval, to better understand the project
  - Review of selected drawings of existing structures at SPS offices. Proposers wishing to review such documents must make an appointment by telephone in

advance. To make an appointment, please contact Aubrie Christensen, Project Manager, at (509) 354-5772.

**2. PROJECT DESCRIPTION**

- 2.1. Voters with Spokane Public Schools approved a \$495.3 million Capital Facility Improvement Bond in Fall 2018. The proceeds are to be used over a six-year period to finance facility improvement programs at various SPS schools.
- 2.2. The project will include the construction of a new school facility on the existing site while the existing school is occupied. The approximate MACC (Maximum Allowable Construction Cost) for this project is \$43,500,000.00.
- 2.3. The estimated size for the new facility will be approximately 135,000 square feet.
- 2.4. Programming and master planning is expected to be the first task which will be conducted beginning in March 2019. The project will be designed, permitted, and ready to bid in early 2020.
- 2.5. Additional project description will be given during the Pre-Submittal Conference.

**3. SELECTION PROCESS AND SCHEDULE**

- 3.1. Selection will be made through a two-step process. The process for selection and award of the contract will be as follows:
  - 3.1.1. Step One (SOQ) – Firms to submit Statements of Qualification (100 points)
    - 3.1.1.1. Selection of the most qualified firms after review of SOQ submissions.
  - 3.1.2. Step Two (Interview) – Firms to Interview (100 Points)
  - 3.1.3. Scoring:
    - 3.1.3.1. Step One (SOQ) will account for 100 points and be scored to short list firms who will proceed on to Step Two. Scoring for Step One will count towards the final cumulative score for the final selection.
    - 3.1.3.2. Step Two (Interview) will account for 100 points.
    - 3.1.3.3. The final cumulative score will be the sum of points obtained from Step One (SOQ) and Step Two (Interview).
  - 3.1.4. Comments to the process described above must be received not later than 2:00:00 p.m. on February 21, 2019.
- 3.2. Schedule (Dates are approximations for the process steps and are subject to change)

Step	Date	Selection Process
One	January 22, 2019	Advertisement for Request for Qualifications Published. (First Notice)
	January 29, 2019	Advertisement for Request for Qualifications Published. (Second Notice)
	February 5, 2019	Pre-Submittal Conference at <u>4:00 p.m.</u>
	February 21, 2019	Questions and comments from submitting firms due by <u>2:00:00 p.m.</u>
	February 26, 2019	Qualifications due at <u>2:00:00 p.m.</u>
	February 26, 2019 to February 28, 2019	Initial scoring and short-listing of firms.
	March 1, 2019	Notifications sent to firms

Step	Date	Selection Process
Two	March 12, 2019	Interviews conducted.
	March 27, 2018	SPS School Board Award (Board Meeting subject to change).

#### 4. **STEP ONE – Statement of Qualifications (SOQ) Submittal Requirements**

##### 4.1. General Information

- 4.1.1. SPS requires that all responses follow the format stated in this Request for Qualifications. Failure to follow the format as described herein may result in disqualification of the respondent's proposal.
- 4.1.2. The proposing firm shall submit FIVE (5) copies of its SOQ.
- 4.1.3. The SOQ shall be submitted in A3 format (i.e. 11x17 sheet of paper) on one side only.
- 4.1.4. Each copy shall state the firm's name along with the Request for Qualifications name and number on the top edge of the sheet as follows:
  - RFQ No. 15-1819: Glover Middle School Replacement
- 4.1.5. In preparing the firm's Statement of Qualifications, the proposing firm shall clearly identify the firm's role on the project.
  - 4.1.5.1. 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.

##### 4.2. Content

- 4.2.1. **Company Profile** – List firm name, address, telephone number, email address, and date firm was established.
- 4.2.2. **Proposed Team Members** – List the key individuals to be committed for the entire duration of this project including the following information for each individual:
  - 4.2.2.1. Identify their role and availability to fulfill such role.
  - 4.2.2.2. Describe their relevant qualifications.
  - 4.2.2.3. Describe their experience on similar projects.
  - 4.2.2.4. Provide their resume as a separate attachment to the A3 submission.
- 4.2.3. **Project Approach** – Identify and describe critical factors and milestones that will lead to a highly successful project. Specifically address programing, design and construction.
- 4.2.4. **Budget Management** – Describe your approach to budget management throughout programing and design. Provide three (3) project examples.
- 4.2.5. **Local Presence** – Describe your firm's recent experience in completing Spokane-based projects and working with permitting authorities.

##### 4.3. Review of Statement of Qualifications

- 4.3.1. All interested firms will submit SOQ's in accordance with Sections 4.1 and 4.2 above.
- 4.3.2. Following review of the qualifications, the SPS Evaluation Committee will assign a score to each firm. Scoring will be based on the evaluation criteria set forth below. The firms/teams submitting SOQ's will be ranked, and the committee will then recommend a shortlist of not less than two (2) and not more than four (4) of the most highly qualified firms for continuation to Step Two. The shortlist will be provided in alphabetical order without any ranking whatsoever.

- 4.3.3. The following evaluation criteria (directly related to the information stated in Section 4.2) will be the basis for scoring and the recommended shortlist:

Evaluation Criteria	Points
Company Profile	10 points
Project Team	30 points
Project Approach	30 points
Budget Management	20 points
Local Presence	10 points
<b>Total</b>	<b>100 points</b>

- 4.3.4. The score will be kept confidential until after the SPS School Board Award.

**5. STEP TWO: Interviews**

- 5.1. **Interviews (100 points):** Interviews with the short-listed firms will be conducted for the purpose of determining which of the short-listed firms are the most qualified for the project; which firms have the project personnel best able to complete the scope of services; which firms most fully understand and are able to perform the role as envisioned by SPS.
- 5.1.1. Key personnel (limit of 4) from submitting firms to be assigned to the project are required to be present and participate in the interview.
- 5.1.2. Times for interviews will be selected by random lottery.
- 5.1.3. Interview format, presentation topics, and scoring criteria will be identified to the short listed firms in a notification letter.
- 5.1.4. Following completion of the interviews, the committee will assign a score to each firm and select the most highly qualified firm for the project.

**6. SELECTION AND CONTRACTING PROVISIONS**

- 6.1. SPS will have specific design standards that will be available after selection of the A&E firms.
- 6.2. 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.
- 6.3. Notifications
- 6.3.1. SPS will provide timely notifications of the following actions to firms responding to the Request for Qualifications as follows:
- Selection of short-listed firms for interviews;
  - Firms not short-listed;
  - Selection of recommended firm; and
  - SPS Board of Directors approval.
- 6.4. Right to Reject
- 6.4.1. SPS reserves the right to reject any and all submissions and to re-advertise the project at any time prior to SPS Board of Directors 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 proposing 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.
- 6.4.2. 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.
- 6.5. Procedures Requirements

- 6.5.1. Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
  - 6.5.2. All costs incurred by firms choosing to participate in this Request for Qualifications process shall be borne by the proposing firms.
- 6.6. Conflicts of Interest
  - 6.6.1. To avoid conflicts of interest, any firm currently providing Project Management services on this project for SPS as a prime consultant or joint venture partner and any firms having common ownership with these firms shall be precluded from providing A&E services on the project addressed herein.
- 6.7. Protest Procedures
  - 6.7.1. 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.
  - 6.7.2. 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.
  - 6.7.3. 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.
  - 6.7.4. 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.
  - 6.7.5. 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.
  - 6.7.6. The written protest shall be labeled "Protest" and delivered to:
    - Cindy Coleman, Director, Business Services
    - Spokane Public Schools
    - 2815 Garland Avenue
    - Spokane, WA 99207-5889
  - 6.7.7. 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 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 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.
  - 6.7.8. 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.

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

**END OF REQUEST FOR QUALIFICATIONS**