

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

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LEGAL NOTICE
SPOKANE PUBLIC SCHOOLS
Notice to Consultants

Request for Qualifications No. 3-2021 – Libby Center Classroom Remodel

Spokane Public Schools (SPS) is requesting the submittals from licensed Architectural and Engineering firms interested in providing professional services for the Libby Center Classroom Remodel project. Required services include educational specifications development, schematic and design development, construction document preparation, permitting services, construction administration, and closeout.

Interested firms shall contact SPS's Purchasing Services office to obtain a Request for Qualifications (RFQ) packet. The RFQ packet is also available on the district website at www.spokaneschools.org/Page/1035.

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 will follow in accordance with a schedule determined by SPS.

To assist in answering the questions, interested firms are encouraged to attend the non-mandatory 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. Due to COVID-19 related restrictions, **ONE (1) representative from only prime architectural firms** will be allowed to attend the Pre-Submittal Conference.

PRE-SUBMITTAL CONFERENCE

Date: September 30, 2020
Time: 4:00 p.m.
Where: SPS Support Services Center
Facilities Conference Center – Room 106
2815 East Garland
Spokane, WA 99207

Questions shall be directed to Greg Forsyth via email: gregoryf@spokaneschools.org.

SPS requests that interested firms limit attempts to contact SPS and hold their questions for the Pre-Submittal Conference. Site visitations must be arranged after the Pre-Submittal Conference.

Final Submittals shall be delivered no later than October 13, 2020 at 2:00:00 p.m. to SPS Purchasing Department, 2815 East Garland Avenue, Spokane, WA 99207.

If your firm currently has a submittal packet on file with SPS, you are required to resubmit for this specific project.

Spokane Public Schools encourages participation of Minority Owned, Women Owned, and Small Business Enterprises.

BY ORDER OF THE BOARD OF DIRECTORS
SPOKANE SCHOOL DISTRICT NO. 81

Dr. Adam Swinyard, Superintendent

To be advertised in the Spokesman Review – September 22, 2020 and September 29, 2020.