



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

Request for Qualifications No. 3-2021  
Architectural & Engineering Services for **Libby Classroom Remodel**

**Submittal Deadline:**  
**October 13, 2020 at 2:00:00 p.m.**

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Attachments

## 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 Libby Center Classroom Remodel project. Required services include educational specifications development, schematic and design development, construction document preparation, permitting services, construction administration, and closeout.
- 1.2. Interested firms shall contact the SPS Purchasing Services office to obtain a Request for Qualifications (RFQ) packet. The RFQ packet is also available on the SPS website at [www.spokaneschools.org/Page/1035](http://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 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 non-mandatory 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: September 30, 2020**

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

**Where: SPS Support Services Center  
Room 106 – Facilities Conference Center**

**Address: 2815 East Garland, Spokane, WA**

- 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 RFQ during the submittal preparation period must be addressed to SPS' designated representative:  
Greg Forsyth  
Director, Capital Projects and Planning  
2815 E. Garland Avenue, Spokane, WA 99207-5889  
Telephone: (509) 354-5771  
Email: [gregoryf@spokaneschools.org](mailto:gregoryf@spokaneschools.org)
- 1.7. SPS will consider no telephone or in-person inquiries regarding this combined RFQ except as identified below.
- 1.8. Any firm that attempts to contact any official, employee, or representative of SPS, City of Spokane, and any other possible stakeholders 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 combined RFQ, 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

## 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 facilities.
- 2.2. The Libby Center Classroom Remodel is covered under this Request. The following information applies:
  - 2.2.1. Remodel of an existing operational school facility with the possibility of multiple construction phases.
  - 2.2.2. The approximate MACC (Maximum Allowable Construction Cost) is \$2,900,000.
  - 2.2.3. The estimated size will be approximately 10,000 square feet.
  - 2.2.4. Limited Educational Specifications will begin in December 2020. The project will be designed, permitted and ready to bid in April 2021
  - 2.2.5. Substantial completion will occur in November 2021.
  - 2.2.6. The project delivery method is Design/Bid/Build.
- 2.3. 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 contract award will be as follows:
  - 3.1.1. Step One (SOQ) – Firms to submit Statements of Qualification (SOQ)
  - 3.1.2. Step Two (Interview) – Firms to Interview
  - 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 (Interview).
    - 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).
    - 3.1.3.4. The firm with the highest final cumulative score will be selected as the recommended firm for approval by the SPS Board.
  - 3.1.4. Comments to the process described above must be received not later than 2:00:00 p.m. on October 2, 2020.
- 3.2. Schedule (Dates are approximations for the process steps and are subject to change):

| Step | Date                | Selection Process                                                       |
|------|---------------------|-------------------------------------------------------------------------|
| One  | September 22, 2020  | Advertisement for Request for Qualifications Published. (First Notice)  |
|      | September 29, 2020  | Advertisement for Request for Qualifications Published. (Second Notice) |
|      | September 30, 2020  | Pre-Submittal Conference at <u>4:00 p.m.</u>                            |
|      | October 2, 2020     | Questions and comments from submitting firms due by <u>2:00:00 p.m.</u> |
|      | October 13, 2020    | Qualifications due at <u>2:00:00 p.m.</u>                               |
|      | October 14-15, 2020 | Initial scoring and short-listing of firms.                             |
|      | October 16, 2020    | Notifications sent to firms                                             |
| Step | Date                | Selection Process                                                       |
| Two  | October 27, 2020    | Interviews conducted.                                                   |
|      | November 4, 2020    | SPS School Board Award (Board Meeting subject to change).               |

#### 4. **STEP ONE (SOQ) – Requirements**

##### 4.1. General Information

- 4.1.1. SPS requires that all responses follow the format stated in this RFQ. 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 with content as noted below in Section 4.2.
- 4.1.4. Each copy shall state the firm's name, address, telephone number, date established, and email address along with the RFQ name and number on the top edge of each sheet as follows:
  - RFQ No. 3-2021: Libby Center Classroom Remodel
- 4.1.5. In preparing the SOQ, 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 – a total of one (1) one-sided page

- 4.2.1. **Proposed Team Members** – List the key individuals of the Firm to be committed for the entire duration of this project including the following information for each individual:
  - 4.2.1.1. Identify their role and availability to fulfill such role.
  - 4.2.1.2. Describe their relevant qualifications.
  - 4.2.1.3. Describe their experience on similar projects.
- 4.2.2. **Project Approach** – Identify and describe critical factors and milestones that will lead to a highly successful school remodel project. Specifically address programming, design and construction.
- 4.2.3. **Budget Management** – Describe your approach to budget management throughout programming and design.
- 4.2.4. **Local Presence** – Describe your firm's recent experience in completing Spokane-based projects and working with the related permitting authorities.
- 4.2.5. **Representative Projects** – Describe two of your firm's projects highlighting their similarities to the Libby Center Classroom project.

##### 4.3. Review of SOQ's

- 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 SOQ's, the SPS Evaluation Committee will assign a score to each firm. Scoring will be based on the evaluation criteria set forth below. The SPS Evaluation Committee will rank the firms submitting SOQ's and establish a shortlist of the most highly qualified firms for continuation to Step Two (Interview). The shortlist will be provided 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            |
|-------------------------|-------------------|
| Project Team            | 20 points         |
| Project Approach        | 30 points         |
| Budget Management       | 10 points         |
| Local Presence          | 10 points         |
| Representative Projects | 30 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 (Interview) – Requirements**

- 5.1. **Interviews (100 points):** Interviews with the short-listed firms will be conducted for the purpose of determining which of these firms are the most qualified as envisioned by SPS.
- 5.1.1. Key personnel (limit of 2) from submitting firms 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 and presentation topics will be identified to the short listed firms in a notification letter.
- 5.1.4. Following completion of the interviews, the SPS Interview Committee will assign a score to each firm.
- 5.1.5. The score will be kept confidential until after the SPS School Board Award.

**6. SELECTION AND CONTRACTING PROVISIONS**

- 6.1. SPS will have specific design standards that will be available after selection of the A&E firm.
- 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
- SPS will provide timely notifications to participating firms as deemed applicable.
- 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 RFQ process shall be borne by the proposing firm. Submissions in response to this combined RFQ 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 RFQ 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 RFQ 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, Executive 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 furnished 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**