

**SPOKANE PUBLIC SCHOOLS
PURCHASING DEPARTMENT**

OFFICE: (509) 354-7174

FAX: (509) 354-7183

**REQUIREMENTS FOR REQUEST FOR SUBMITTAL OF
QUALIFICATIONS
for
ARCHITECT & ENGINEERING CONSULTANT REFERENCE FILE**

Licensed architects and engineers, and other professionals, including but not limited to, support services in planning, programming, environmental analysis, soils engineering, traffic analysis, value analysis, constructability review, commissioning services, geotechnical services, and energy studies, are invited to submit statements of qualifications for entry into the Spokane Public Schools, Purchasing Department A/E Consultant Reference File for consideration on all projects of any size and nature.

Submittal package shall include:

1) A cover letter

a) Clearly stating the subject matter of the letter as:
A/E Consultant Reference Files.

b) A **maximum of three (3)** "Type of Firm" federal identification codes from the following list and placed in the order of their priority:

01	Acoustical Engineer	36	Industrial Hygienist/Hazardous Materials
03	Aerial Photographer	37	Interior Designer
06	Architect	38	Land Surveyor
	Architectural Programming	39	Landscape Architect
	Educational Specifications	42	Mechanical Engineer
12	Civil Engineer	48	Project Manager
16	Construction Manager	55	Soils Engineer/Testing lab
18	Cost Engineer/Estimator	56	Specifications Writer
21	Electrical Engineer	57	Structural Engineer
23	Environmental Services/Engineer	60	Transportation Engineer/Traffic Analysis
	SEPA Environmental Services	61	Value Engineer/Constructability Review
11	Fire Protection Engineer	62	Commissioning
27	Foundation/Geotechnical Engineer		

A SEPARATE SUBMITTAL PACKAGE SHOULD BE SUBMITTED FOR EACH FEDERAL IDENTIFICATION CODE. PROVIDE ONE (1) COPY OF EACH SUBMITTAL PACKAGE.

- c) A **maximum of eight (8)** "Experience Profile" identification codes from the following list: *Each experience profile listed must include both the numerical code and the alphabetical name.* (Codes listed below are E&AS codes other than the ones marked with a *F which are federal codes)

001	Acoustics; Noise Abatement	061	Lighting Interior/ Exterior; Streets; Athletic Fields
202	ADA Consultant		
*F A02	Aerial Photogrammetry	079	Master Site Planning
004	Air Pollution and Control	046	Parking Lots, Streets
008	Auditoriums & Theaters	078	Planning Community
018	Communications Systems; TV; Telephones	088	Recreation Specialist
020	Conservation and Resource Management	089	Rehabilitation (Buildings)
*F C15	Construction Management	201	Roofing; Design and Inspection
*F C18	Cost Estimating	*F S01	Safety Engineering; Accident Studies; OSHA Studies
027	Dining Halls/Kitchens/Food Service	*F S02	Security/Intrusion Systems
028	Ecological & Archeological Investigations	095	Seismic Designs & Studies
029	Educational Facilities; Classrooms	*F S05	Soils & Geologic Studies; Foundations
032	Energy Management	104	Storm Water Handling Services
220	Environmental Impact Studies	101	Structural Design; Special Structures
*F F03	Fire Protection	*F S10	Surveying; Platting; Mapping; Flood Plain Studies
210	Hazardous Material, Asbestos	087	Swimming Pools
043	Heating; Ventilating; Air Conditioning	*F T02	Testing & Inspection
*F I05	Interior Design	*F T03	Traffic & Transportation Engineering
*F I06	Irrigation; Drainage	112	Value Analysis/Life Cycle Costing
*F L03	Landscape Architecture	117	Zoning; Land Use Studies

- d) Firm's office address(es) with a maximum of three locations. List multiple address locations in order of priority.

2) Consultant Qualification Statement including the following:

- a) One copy of the firm's state business license that indicates the firm's type of ownership (i.e. domestic profit corporation; public service corporation (P.S.); sole proprietorship; or partnership.)
- b) One copy of any professional license or Certificate of Authorization required by the state which allows the firm to provide the consultant services being offered (consultants must be licensed in accordance with RCW 18.08.310, 18.08.370, 18.43.101, and 18.43.070).
- c) One copy of a Standard Federal 330 Form and any other pertinent data to assist in evaluations. Use the above list of experience profile code numbers only when filling out the Standard Federal 330 Form.
- d) Other supporting information that would help us in evaluating the firms capabilities, experience and qualifications listed in the advertisement.

Submittals may be sent or delivered to Sharon Thomas, Buyer, Purchasing Services, Spokane Public Schools, 2815 East Garland Avenue, Spokane, WA, 99207-5889. Qualification submittals for the A/E Reference file will be accepted year round, however for best consideration please submit by January 31, 2024.

Qualification submittals entered into the reference file may be purged automatically after two years if no revisions, updates, or similar activities have occurred by the consultant on its original submittal contents. It is the responsibility of individual firms to keep file information current. If a firm is currently listed, re-applying is not required, however it is required to provide a written statement on company letterhead requesting to keep your RFQ active.

Spokane Public Schools is an equal-opportunity employer. Minority and women-owned business are encouraged to submit.

Consultants for public works projects with a basic consultant fee of less than or equal to \$300,000 will be selected directly from the A/E Consultant Reference File. Selections will be made based on the following criteria: Qualifications 100%, Relevant Experience 100%, Previous Performance 100%, Uncommitted Staff 50%, and Geographic Proximity 50%.

Consultants with basic fees estimated over \$300,000 will also be interviewed.