



Spokane Public Schools
excellence for everyone

LEGAL NOTICE
SPOKANE PUBLIC SCHOOLS
Notice to Consultants
REQUEST FOR SUBMITTAL OF QUALIFICATIONS

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, fire protection and energy studies, are invited to submit statements of qualifications for entry into the Spokane Public Schools, Purchasing Office, A/E Consultant Reference File for consideration on all projects of any size and nature.

These reference files will be reviewed for consideration when selecting consultants for current and future projects. Consultants on projects having an estimated consultant fee under \$300,000 will be selected directly from the reference file; whereas, consultants for projects with consultant fees in excess of \$300,000 will participate in an interview process as the need arises for such services. Projects with a basic consultant fee estimated to be in excess of \$300,000 are likely to be individually advertised and will require separate submittals. Selections will be made in accordance with Spokane Public Schools Board Procedure No. 6925. To view this procedure, please visit the district's website: <https://weba.spokaneschools.org/polpro/>. In order to be considered, consultants must have submissions on file and be approved by the district.

Interested firms are encouraged to either visit the district website at <http://www.spokaneschools.org/Page/1035>. A&E Roster Submittal Requirements or to contact the Purchasing Office directly at 509-354-7185 to obtain submittal package requirements. Minority and women-owned firms will be afforded the maximum practicable opportunity to compete for and obtain public contracts for services and that the level of participation by minority and women-owned firms shall be consistent with their general availability within the professional communities involved. Selections will be made based on the following criteria at a minimum: Qualifications, Relevant Experience, Previous Performance, Uncommitted Staff and Geographic Proximity.

Submittals may be sent or delivered to the Purchasing Office (above address), Attn: Sharon Thomas, Buyer. Note: This advertisement is not a request for a bid or proposal. Qualification submittals for the Consultant Reference file will be accepted year-round, however, for optimal 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 the original submittal contents. It is the responsibility of the consultant to keep file information current. If your firm currently has a submittal packet on file and no changes or edits need to be made, you are still required to submit a letter requesting your firm remain active on the roster in order to be considered.

BY ORDER OF THE BOARD OF DIRECTORS
SPOKANE PUBLIC SCHOOLS

Dr. Adam Swinyard, Secretary