

Marysville School District No. 25

Request for Qualifications

No. 6.2020

Architectural and Engineering Services  
Design Services for Marysville-Pilchuck High School Cafeteria Demolition

**Submittals Due January 12<sup>th</sup>, 2021**

In accordance with chapter 39.80 RCW, the Marysville School District is utilizing the Request for Qualifications process for acquiring architectural and engineering services. The District invites you to submit your firm's qualifications for Architectural and Engineering Services for demolition services for the old Marysville-Pilchuck High School Cafeteria/House/Out Building; exhibit A.

The cafeteria is approximately 16,000 square feet in area, the adjacent house is approximately 820 square feet and the out building is approximately 400 square feet. Exhibit A is attached with specific buildings to be demolished.

For the purposes of this submittal, engineering firm qualifications will be limited to those disciplines traditionally under the management of the architect (structural, mechanical, electrical and civil engineering).

**Provide 5 copies of your qualifications by 2PM, Tuesday, January 12<sup>th</sup>, 2021 to:**

Mike Sullivan, Executive Director – Finance & Operations  
Marysville School District #25  
4220 80<sup>th</sup> Street NE  
Marysville, WA 98270  
Attn: Purchasing Department

All questions regarding your submittal should be directed by email to the following address:  
[Purchasing@msd25.org](mailto:Purchasing@msd25.org)

**Selection Criteria:**

<u>Item Description</u>	<u>Score</u>
General Information	5%
Qualification Statement	15%
Firm Background and Staff	20%
Professional Services Provided	5%
Experience Profile	10%
Relevant Projects	30%
Current Client and Workloads	5%
Technology Capabilities	5%
Financial Stability	5%
Total	100%

After the written proposals are evaluated, a short list of professional architectural-engineering service providers may be asked to make a presentation to the Selection Committee. If desired, the oral presentation shall cover the above criteria and other questions the Committee may have.

**Form Response:**

RFQ Questions

Provide the following information:

**1) General Information:**

Date

Firm Name

Address

City, State, Zip Code

Website

Contact Person(s) – Limited to two persons per respondent firm

Contact No. 1:

Name

Title

Telephone

Email

Contact NO. 2:

Name

Title

Telephone

Email

State your firm's type of organization:

Sole Proprietorship (individual)

Partnership

Corporation

Professional Corporation  
Joint Venture  
Other (explain)  
Number of offices and locations

**2) Qualification Statement**

In a 100 words or less statement, please describe what makes your firm uniquely qualified to perform architectural services, including any superior qualities.

**3) Firm Background and Staff**

- a. State the year your present firm was established.
- b. State the number of years your firm has been designing public schools.
- c. Provide your name of your firm's parent company, if any, and its address.
- d. List former company name(s), if any, and year(s) established.
- e. List changes in firm ownership.
- f. Identify the location of the branch/office and people that would produce this work.
- g. State the current number of employees in the branch/office that would do this work.
- h. State the total of employees in firm (all locations)
- i. Comment on your firm's staff level over the last five years
- j. State the number of persons with your firm in the following positions, and if applicable, distinguish the number of each in the branch/office that would produce this work.
  - a. Registered architects
  - b. Registered Professional engineers
  - c. Architectural-interns working towards license
  - d. BIM Operators
  - e. Administrators
- k. List your firm's principals, number of years with the firm, and architectural registration number
- l. Who will be your designated representative assigned to the Marysville School District?
- m. Who is the senior member of the firm that will be assigned to the Marysville School District?
- n. Provide a professional resume for each of the key personnel on your proposed project team. Provide name, title, registration number, number of years with your firm, and the number of years of public school design experience. A description of their public school design experience would be helpful.

**4) Relevant Projects:**

- a. Provide the following information on five school projects that represent your firm's work and services over the last five years.
  - i. Name of project
  - ii. Name of owner and location

- iii. Contact person, title, phone, email
- iv. Contractor or CM
- v. Project size
- vi. Project description

**5) Technology Capabilities:**

- a. Describe your technology expertise and experience your firm offers.

**6) Professional Liability Insurance**

- a. Comment on your firm's professional liability insurance and your commercial general liability insurance. Provide insurance company contact information.

Exhibit 1

Parcel ID Search Neighborhood Search City Bookmarks Previous Extent

Print Res

