

**Request for Qualifications (RFQ)
for
Architectural & Engineering Services
for
Butler Acres Elementary School
Carrolls Elementary School**

Issued by:

**Kelso School District No. 458
601 Crawford Street, Kelso, WA 98626**

March 8, 2019



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1.0 INTRODUCTION

Kelso School District No. 458, in accordance with chapter 39.80 RCW is requesting Statements of Qualifications (SOQ) and other performance related information from firms interested in providing Architectural and Engineering Services for K-12 Capital Bond Projects. Firms responding to this solicitation shall provide evidence of their qualifications based upon the required Submittal Content outlined below.

Specific questions about the submission of this RFQ can be directed to Phil Iverson,
Philip.iverson@esd112.org

2.0 PROJECT SUMMARY

The Kelso School District intends to modernize two elementary schools as part of their bond program. The Construction projects to specifically be awarded under this RFQ are the Butler Acres Elementary School Modernization and Classroom Addition Project, and the Carrolls Elementary School Modernization Project. The District intends to award both projects to a single firm. Both projects will be the traditional *Design-Bid-Build* delivery method. The tentative bid date for both projects is February 6th 2020.

- Butler Acres Elementary School is a modernization and four classroom addition project. The existing building to be modernized is approximately 34,180 SF. It is estimated that the four classroom addition will be in the range of 4,600 gross square feet. The project will be receiving SCAP funding and will be required to conform to OSPI requirements for design and construction. The estimated construction budget is \$8,973,474 not including WSST.
- Carrolls Elementary School is an improvements & modernization project. The Carrolls elementary project will be receiving SCAP funding and will be required to conform to all OSPI requirements for design and construction. The estimated total building area receiving modernization is 15,320 SF. The estimated construction budget is \$3,235,431 not including WSST.

A mandatory pre-proposal conference will be on March 19, 2019 at 2:00 PM PDT, at the Kelso School District Administration Building 601-Crawford Street – Kelso, WA 98626. Those interested are to contact Phil Iverson at (360) 669-6813. Failure to attend the walk through will eliminate architectural firms from award consideration. Additional information: <https://www.wearekelso.org/>

The district's OSPI Study and Survey may be viewed at the following web link:

<http://www.kelso.wednet.edu/district/departments/capital-projects-and-construction/>

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3.0 SUBMISSION REQUIREMENTS

Submission Due Date: Thursday, March 28, 2019 by 3:00pm

Submit to: Kelso School District
601 Crawford Street
Kelso, WA 98626
ATTN: Scott Westlund, Chief Financial and Operations Officer

Submission format: Submit 6 paper copies along with one electronic copy (CD or flash drive). All materials must be received in a single packet, sealed and marked "*Kelso SD Facility Architectural & Engineering Statement of Qualifications*". Submittals shall be limited to 25, 8 ½" x 11" pages, double-sided, font not less than 11 point. Resumes of proposed team members shall not count in the 25 pages. Your submittal should be organized to address directly the requests for information as outlined in the Submittals Content below.

4.0 SUBMITTAL CONTENT

Submittals shall directly address the following requests for information:

1. Describe your firm, including your location, size, length of time in business, services offered, general organizational structure and general background. Include any additional information that makes you uniquely qualified. POINTS 20
2. An organizational chart and resumes of key personnel, including the principal in charge, project manager, project architect and other key personnel. This will be an overview of your firm's capacity. Provide information including key personnel for all proposed engineering consultants or other specialty consultants and their roles. POINTS 20
3. Provide your approach and/or philosophy to architectural building design. Include your strategy with regard to communications with the district during design as well as overall coordination of design tasks with the district personnel and the district's Project Manager/Construction Manager. POINTS 15
4. Provide examples of similar K-12 projects (additions and modernizations): Minimum of five your

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firm has designed that are similar in scope to Kelso School District's proposed projects. Include key metrics including size, enrollment, total final construction amount, total amount of change orders and the change ratio percent at the completion of the project. Include delivery method for each project. Provide information describing what approach your firm would take if you were selected for multiple projects under one contract. Also, indicate if there would be efficiencies and costs savings to the District with such an approach. POINTS 20

5. Discuss your experience writing Educational Specifications for K-12 and specifically elementary schools. Illustrate a strategy for beginning pre-design / schematic design simultaneously with developing Education Specifications. POINTS 10
6. Provide your firm's strategy for design that addresses near-term volatile market conditions. Include the firm's approach to enhance design delivery and enhance construction project delivery. If applicable, provide a list of immediate "must haves" from the Owner to enhance project delivery and timeline. Also, provide a single page defining and detailing your firms' quality control process as it pertains to design documents, and construction administration. POINTS 10
7. List professional references from school district clients. Include project, relationship to your firm, and reference's participation in the project. POINTS 10
8. Other information that you feel differentiates your firm from others. POINTS 10

5.0 SELECTION AND AWARD CRITERIA

Submittals will be evaluated based on completeness and clarity of each response required by the Submittal Content. Points will be awarded to each response with total points determining initial ranking of firms to be short-listed for possible interviews. The district reserves the right to waive scoring and make a final interview selection that best meets the district's needs based on all criteria available to the district. The District will select the firms it deems to be the most qualified.

The district has multiple projects requiring planning and design. The district will award both projects to an individual firm. The firm to be retained for services will be determined upon completion of the evaluation of qualifications and final interviews. Final fee negotiations shall be per WAC 39.80.050.

The District reserves the right to require that alternative engineering consultants be retained by the successful architect.

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Kelso School District is committed to providing the maximum practicable opportunity for participation by Minority business enterprises (MBE), Women business enterprises (WBE) and Veteran-owned businesses. However, no minimum level of participation shall be required as a condition of selection.

The District reserves the right to accept or reject any or all submissions and make a selection based upon criteria determined by the selection committee. Materials submitted in response to this solicitation shall become the property of the Kelso School District and shall be at no cost to the Kelso School District. The District also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. Responses shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records." Any information in the response that the Respondent desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to 42.17.340 must be clearly designated. The district will consider the request for exemption from disclosure. Marking the entire response exempt from disclosure will not be honored.

<u>Tentative Selection Timeline</u>	March 8, 2019	First Advertisement
	March 15, 2019	Second Advertisement
	March 19, 2019	Pre-Proposal Conference
	March 28, 2019	SOQ Submission due
	April 3, 2019	Short-listed firms determined and notified
	April 11, 2019	Architect interviews
	April 15, 2019	Notify successful firm(s)
	April 16, to April 30, 2019	Negotiation of services agreement
	May 6, 2019	Contract approval by School Board

6.0 ANTICIPATED ARCHITECTURAL AND ENGINEERING SERVICES

Architectural and engineering services for individual projects will vary based on the facility needs and educational goals of each projects. The following services are generally anticipated and will be consistent with AIA B101 Basic Services, as modified by the district, which will be the basis for the agreement

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between the Architect and the District. Additional and/or Optional Services will be negotiated as required.

- Development of Design Work Plan and Milestone Timeline based on Program Master Schedule.
- Development Educational Specifications to support the district's educational goals for each project with new spaces or significant remodeling of spaces per WAC 392-342-015.
- Site analysis and design of topography, utilities, site surface improvements, landscaping, transportation/parking, pedestrian flow on project sites that require new construction or significant site improvements.
- Coordination and conformance with local, state and federal permitting and entitlement agencies.
- Condition evaluation of existing building systems and spaces.
- Participation in the Owner's Value Engineering Studies, Constructability Reviews, and Building Commissioning per WAC 180-27-080.
- Architectural and Engineering Design including civil, landscape, architectural, structural, electrical, and mechanical (HVAC and plumbing) design. Specialty design including but not limited to acoustical engineering, food service design, data networks, communications, security, and audiovisual systems.
- WSSP and energy analysis and conformance with the Washington State Energy Code.
- Development of contract construction documents including multi-discipline plan/section/detail drawings and specifications; bidding documents and instructions including general and special terms and conditions.
- Independent estimates of direct construction costs.
- Bidding/Award assistance.
- Construction Administration including construction observation to ensure conformance to the design intent, review and approval of submittals and shop drawings, interpreting and clarifying design documents, issuance of construction change documents, review and approval of constructions progress payments, issuance of punch lists.
- Project close out including scheduling of owner training, assembly of operation and maintenance manuals, review of warranties and issuance of closeout documents including Certificates of Substantial completion and Final Completion.

Services beyond those described in this RFQ may be required by the district.

End of RFQ