

**Request for Qualifications (RFQ)
for
Architectural & Engineering Services
for
Lexington Elementary School
Wallace Elementary School
Beacon Hill Elementary School**

Issued by:

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

March 28, 2018



**Kelso School District
Request For Qualifications
Architectural & Engineering Services**

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 Scott Westlund, Chief Financial and Operations Officer at (360) 501-1903, or scott.westlund@kelsosd.org

2.0 PROJECT SUMMARY

Kelso School District will be constructing three New in Lieu Elementary Schools. The New Construction projects to specifically be awarded under this RFQ are the Lexington Elementary School, the Wallace Elementary School, and the Beacon Hill Elementary School. The District may award one, two, or all three of the New in Lieu elementary school projects to single firm, or a single project to single firm.

New Construction *All new construction will be receiving SCAP funding and must conform to all OSPI requirements.*

- **Lexington Elementary School** is a SCAP New-In-Lieu replacement building of the existing Catlin Elementary School. It will house 650 K-5 students and will be constructed on a district owned 10-acre green field site in the Lexington neighborhood. It is anticipated that Lexington building will serve as a “swing space” while other facilities are replaced or renovated. Estimated construction cost is \$26,438,000.
- **Beacon Hill Elementary School** is a SCAP New-In-Lieu replacement building to be constructing on the same site of the current elementary school requiring the existing building to be demolished prior the construction. It will house 450 K-5 students. Estimated construction cost is \$21,716,000.
- **Wallace Elementary School** is a SCAP New-In-Lieu replacement building for the existing Wallace Elementary. It is projected to house 450 K-5 students. It will be constructed on the same site adjacent to the existing building, and will require the existing elementary school to remain operational until the completion of the new building. Estimated construction cost is \$19,828,000.

A mandatory pre- statement of qualifications conference walk through will be on April 10, 2018 at 11:00 AM 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 project information: <https://www.wearekelso.org>

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The district's OSPI Study and Survey may be viewed at: bit.ly/ksdconstruction

3.0 SUBMISSION REQUIREMENTS

Submission Due Date: Tuesday, April 17, 2018 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 8 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

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4. Provide examples of similar K-12 projects (new and modernization: minimum three of each type) your 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 may award single projects or multiple projects to individual firms. The number of firms 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

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successful architect.

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 30, 2018	First Advertisement
	April 4, 2018	Second Advertisement
	April 10, 2018	Pre-Proposal Conference
	April 17, 2018	SOQ Submission due
	April 20, 218	Short-listed firms determined and notified
	April 26, 2018	Architect interviews
	May 1, 2018	Notify successful firm(s)
	May 2 to May 9, 2018	Negotiation of services agreement
	May 14, 2018	Contract approval by School Board (Special Mtg)

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

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with AIA B101 Basic Services, as modified by the district, which will be the basis for the agreement 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