

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL and ENGINEERING SERVICES
FOR DESIGN AND CONSULTING SERVICES FOR
Kelso Public Schools
District-Wide Infrastructure Improvements
(MINOR CAPITAL PROJECTS)

Issued by:
KELSO SCHOOL DISTRICT No. 458
601 Crawford Street.
Kelso, WA 98626

First Published Date: April 2, 2019
Second Published Date: April 9, 2019

REQUEST FOR QUALIFICATIONS DUE DATE: April 25, 2019 at 3:00 PM PDT

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A non-mandatory site walk through will be on April 18, 2019, at 1:00 PM at the Kelso School District Administrative Building, located at 601 Crawford Street, Kelso, WA 98626. Those interested are to contact Phil Iverson at (360) 669-6813.

Project Summary

The project consists of building and site infrastructure improvements funded by the existing Kelso School District Bond Program. The project is expected to include the following components:

- 1) District-wide safety and security system improvements including a professional vulnerability assessment of the existing school district built-environment, developing a long range implementation plan, and comprehensive design services for district-wide improvements to be implemented in 2019 – 2022;
- 2) District-wide DDC controller replacements and a new system software platform to support district HVAC systems;
- 3) District wide infrastructure improvements to include, but not limited to water distribution, electrical improvements
- 4) HVAC generation and distribution system replacement/upgrades;
- 5) Exterior building component upgrades to include complex roofing/downspout systems and existing building exterior envelope systems replacements.
- 6) Athletic Field improvement projects, to include code related improvements for the High School stadium.

The projects are not participating in the OSPI School Construction Assistance Program. The schedule for the work will be varied and implemented as funds are available. The selected firm will develop multiple bid packages delivery methods through the length of the awarded contract. The selected A/E team will work partner with the appropriate disciplines to develop each bid package. The delivery method for each project will be design-bid-build via multiple bid packages. Estimated Maximum Allowable Construction Cost at this preliminary planning stage is between \$3.5M - \$4.9M.

The selected architectural firm will act on behalf of the Kelso School District to design and provide construction phase project administrative support for the project including the bid/award process, processing contract related ASI's RFI's, Submittals, Punch List inspection activities and final record documents.

Project Award

A consulting agreement will be awarded to the firm offering the best qualifications and local experience as judged by the Kelso School District Selection Committee. The award may be made without discussion of qualifications. Selection committee questions may be asked of submitting firms via e-mail or phone during the selection committee review process. The Kelso School District anticipates award of the work by May 22, 2019. The District may extend A/E services as necessary to meet additional design services needs of the school district.

Professional Services Required

The following professional Architectural and Engineering Services are required:

- 1) Analysis of federal, state and local code and legal requirements; consultation with Kelso School District representatives; development of preliminary architectural, structural electrical/voice/data, civil , and mechanical design; preparing specifications; preparing project schedules; and preparing independent estimates of direct construction costs.
- 2) Development of contract documents including multi-discipline detail drawings, specifications, general and special terms and conditions, and specialty professional services and construction contracts.
- 3) Provide for and work with technical consultants through execution of subcontracts for equipment testing and inspection, and commissioning of the building systems.
- 4) Overall coordination and administration of the project from design through construction closeout and submission of record documentation.
- 5) Other related services as required by the Kelso School District or other code/regulatory agencies.

Tentative Selection Timeline

April 2, 2019	First Advertisement
April 9, 2019	Second Advertisement
April 18, 2019	Pre-Proposal Conference
April 25, 2019	SOQ Submission due
April 30, 2019	Short-listed firms determined and notified
May 8, 2019	Architect interviews (At Districts Discretion)
May 15, 2019	Notify successful firm(s)
May 15 - 22, 2019	Negotiation of services agreement
June 10, 2019	Contract approval by School Board

Qualification Submittal Requirements

Professional firms and individuals interested in providing services as described above to the Kelso School District must:

1. Submit an electronic document via e-mail indicating previous design and project management experience. Qualifications document shall be limited to six (6), single sided, 8 1/2 x 11 inch sheets of 12 font print excluding the cover page and table of contents. Statement of Qualifications shall be submitted no later than 3:00 PM PDT on April 25, 2019, to:

Scott Westlund
Chief Financial & Operations Officer
Kelso School District No. 458
610 Crawford Street, Kelso, WA 98626

Documents received after the designated date and time will not be considered

All individuals and firms, including minority and women-owned firms, who are lawfully engaged in the practice of architecture and engineering under Chapter 18 of the RCW are encouraged to apply.

2. The district reserves the right to reject any qualifications not in compliance with all prescribed public procedures and requirements and to waive informalities in this qualifications response process.

Each submittal must include:

1. A letter of introduction. Letter (of no more than two single side pages) to include firm's strategy to lead the design phase process, provide project coordination during all phases of the project, and recommendation for providing ongoing status information to key Kelso School District personnel and the District's Construction Manager.
2. An organizational chart and summary resumes of key personnel assigned to the project including the project manager and all proposed sub-contractors/consultants and their roles.
3. Examples of a minimum of two previous projects of similar type and current references for each project cited (owner representative and contractor). There is no limitation on length of time since completion.
4. Describe the firm's approach to enhance design delivery and enhance construction project delivery.

5. Provide project delivery schedule and timeline.

Submittal evaluation by the selection committee will involve a ranking of the following criteria:

1. Strategy to provide face-to-face project coordination and status reporting.
2. Strategy to complete 100% construction documents satisfactory to the owner on a timely throughout the length of the contract.
3. Experience of the proposed Project Manager with projects of similar type.
4. Successful completion of similar type projects with documented customer satisfaction.
5. Demonstrated experience working with school district project design, planning and construction that require on time and on budget deliverables.

END RFQ