

Request for Qualifications No. 2019 - 1

Architectural Planning Consultant

for

**Riverview School District No. 407
2020 Capital Bond**

Submittal Deadline:

Date: October 10, 2018

Time: 2:00 p.m.

Instructions

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REQUEST FOR QUALIFICATIONS NO. RFQXXX

CERTIFICATION FORM

TO: Ms. Ruby Perez, Director of Business and Operations

The undersigned provider hereby certifies as follows:

- 1. That he/she has read the Riverview School District's Request for Qualifications No. RFQxxx and the following Addenda and to the best of his/her knowledge has complied with the mandatory requirements stated herein:

Addenda Number	Issue Date
_____	_____
_____	_____
_____	_____

- 2. That he/she has had the opportunity to ask questions regarding the Request for Qualifications, and that if such questions have been asked, the District provided a response thereto.

Dated at _____, this _____ of _____ 2018.

(Signature) (Title)

(Print Name) (Email Address)

(Company Name) (Telephone Number)

(Address) (Fax Number)

(City)

(State)

(Zip)

I. Introduction

Riverview School District (the "District") is requesting submittals from consultants or firms interested in providing services to assist the District with architectural bond master planning for the 2020 Capital Bond. The District is seeking assistance from an experienced and knowledgeable firm for services outlined in this Request for Qualifications (RFQ). The submittal shall identify the qualifications and roles of persons to perform these services.

The selection of the firms for these services will proceed in the following manner:

- **The District shall receive qualifications submittals no later than; October 10, 2018 by 2:00 p.m.**
- An initial screening will follow by the District's Selection Committee
- The District may conduct interviews with the selected firms, in accordance with a schedule to be determined by the District's Selection Committee.
- The District reserves the right to seek clarifications about the qualifications submittals.
- The final selection will be based upon the District's evaluation of qualifications based on the criteria set forth below.
- The District reserves the right to negotiate with the successful firm on pricing and scheduling as permitted by law.
- The District reserves the right to reject any or all responses.

All information shall be submitted at the dates and times indicated herein to:

U.S. mail:

Ms. Ruby Perez, Director of Business and Operations
Riverview School District Educational Service Center
PO Box 519
Duvall, WA 98109
perezr@rsd407.org

LAST DAY FOR QUESTIONS: October 3, 2018 at 2:00 p.m.

Any questions or requests for clarification regarding this Request for Qualifications during the submittal preparation period must be addressed to Ms. Perez electronically.

The District will consider no telephone or in-person inquiries.

II. Background

In 2020, Riverview School District plans to put to the voters a Capital Bond Program to address growing capacity needs, aging facilities and infrastructure, security system improvements and other critical capital needs. The District is seeking professional architectural services to assist in bond planning and development of the 2020 Capital Bond, scheduled for a public vote in February 2020.

Detailed conceptual construction cost estimates are also needed to develop a full description of potential projects, which will require the services of an experienced cost estimator.

III. Project Information

The scope of work under this RFQ will be to provide the District with Study and Survey for Office of Superintendent of Public Instruction (OSPI) reporting, bond master planning and conceptualization, renew Design Standards and Educational Specifications, property analysis, assist in community engagement, and prepare detailed conceptual construction cost estimates, including overall project costs, on potential projects involving renovations, building additions, new school construction, or major infrastructure system replacement project. The cost estimates will be used to plan and develop the magnitude and scope of the 2020 Capital Bond measure.

It is anticipated that services required for this project will include working with the District's project managers to understand existing facility conditions, potential capital project scope, and developing construction and project cost estimates.

The District currently has identified a list of potential school construction projects to be included on the 2020 bond proposal. The list is preliminary and may increase or decrease. The current list includes: an addition and partial renovation to Cedar Crest High School, a new elementary school on recently purchased property, a classroom addition at Tolt Middle School, a new dedicated gymnasium at Stillwater Elementary School, and district wide security systems and access improvements.

The cost estimates developed under this RFQ are a critical component of the planning options for meeting District capacity and physical facility needs.

The District's Board of Directors will review the developed group of projects for final decision making on the proposed bond package.

After the contract is executed, the District expects the successful firm to begin work immediately on the outlined services.

It is expected this contract will continue through February 2020, although it may be completed sooner or continue beyond this date.

The District anticipates contracting with the firm on a lump-sum basis, plus reimbursable expenses for the bond planning services. The District has the option to extend services as it may deem necessary and as permitted by law.

IV. Selection Process

A. Review of Qualifications

Qualifications: – 100%

- Professional qualifications (both individual and firm) necessary for satisfactory performance of required services (30 points);
- Past performance with school districts or on similar contracts in terms of bond master planning, property analysis, development of design standards and educational specifications, and community engagement (30 points);
- Experience developing detailed conceptual construction estimates for public work projects and narrative of the reliability of their data sources. (15 points)
- Past performance with school districts or on similar contracts in terms of facility condition assessment and development of OSPI Reporting (25 points).

Commented [DS1]: I've deleted this section because it simply restates information already stated above (and may have some conflicting language)

Based on the recommendation of the selection committee, the District will enter into negotiations with the selected firm. Final approval of the contract is subject to approval of the Superintendent and the School Board.

B. Schedule

SCHEDULE	
Date	Selection Process
September 14, 2018	Advertisement for Request for Qualifications Published (First Notice)
September 21, 2018	Advertisement for Request for Qualifications Published (Second Notice)
October 3, 2018	Last day for questions at 2:00 p.m.
October 10, 2018	Request for Qualifications due at 2:00 p.m.
October 11, 2018- October 18, 2018	Initial Screening
October 19, 2018	Notification of selected finalists, if any, sent to firms
October 30, 2018	Interviews (if requested by the District)
October 31, 2018- November 9, 2018	Negotiation of Contract
November 13, 2018	Board Approval

C. Notifications

The District will provide timely notifications of the following actions to firms responding to the Request for Qualifications as follows:

1. Selection of firm or short-listed firms for potential interviews, if any;
2. Firms not short-listed;
3. Interview dates if required;
4. Selection of recommended firm; and
5. School Board approval.

D. Riverview Schools Rights to Reject

The District reserves the right to reject any and all qualifications and re-advertise the contract at any time prior to School Board approval of the recommended firm. All costs incurred in the preparation of the Request for Qualifications process shall be borne by the proposing firm. Qualifications submitted in response to this Request for Qualifications shall become the property of the District and be considered public documents under applicable Washington State laws. The District reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

E. Procedure Requirements

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

V. Submittal Requirements

A. The submittal requirements shall be as follows:

The firm, joint venture or other form of association (“firm”) shall submit five (5) hardcopies and one (1) electronic copy via CD or USB flash drive of their Qualifications for the services. Each copy shall be provided in a white 3-ring, loose leaf, binder with the firm name and the Request For Qualifications, name and number on both cover and spine.

Each qualification submittal is to be a maximum of twenty (20) pages (8-1/2” x 11”) single sided, not smaller than 12 point type, not including resumes.

1. The cover letter, Signed Qualifications Certification Form, table of contents, resumes and tabs **do not** count toward the page limits.
2. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.
3. **Please Note:** In preparing the firm’s submittal, the firm shall clearly identify the designated person of record responsible for the referenced project. If the firm is representing an individual’s experience while employed at another firm, the firm of record for the project and the individual’s role shall be clearly identified.

B. Submittal Contents

Table of contents (maximum 1 page).

1. Signed Qualifications Certifications Form (page 3 of the RFQ)
2. Table of contents (maximum 1 page)
3. Separate section with a tab: Executive Summary.

Provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Qualifications.
4. Separate section with a tab: Company Profile.
 - a. Identification of firm (or firms, if a joint venture or association) including address, telephone number, email address and date firm(s) were established.
 - b. Areas of specialization of the firm.
5. Separate section with a tab: Project Experience and Past Performance.
 - a. Describe relevant experience, and your firm's prior experience with facility condition assessments, development of design standards and educational specifications, developing bond master planning, conceptual project estimates for other public agencies capital levy and/or bond program's. Provide examples of the firm's work, expressed both in number of projects and in contract dollars.
 - b. For references, provide the client name, address, email address, and client's project representative and telephone number for the firm's three most recent projects that most closely relate to the services being proposed.
6. Separate section with a tab: Project Approach.
 - a. In narrative form, briefly discuss your approach and techniques to execute bond master planning, condition assessment, conceptual estimating and how to address District concerns.
7. Separate section with a tab: Team and Team Organization.

In a narrative form, briefly discuss how you plan to accomplish the work. Identify each of the key players and define their roles and responsibilities. Describe each of the individual key team members' relevant professional experience, certification and education in resume form.

8. Separate section with a tab: Availability and Capacity.

Briefly discuss the availability of all key personnel for the scheduled time frame of the project and identify their location during provision of the requested services.

9. Separate Section with a tab: References.

Provide the client name, address, email address, and client's project representative and telephone number for firm's three most recent projects that most closely relate to the firm's qualifications for this project.

End of the Request for Qualifications