

Grandview School District #200
913 West 2nd Street
Grandview, Washington 98930

REQUEST FOR QUALIFICATIONS

Call for Proposals: The Grandview School District #200 will receive Sealed Proposals for Architectural Services for Grandview Facilities Improvement Project for the 2016-2017 school year from qualified vendors at the Administration Office, at 913 West 2nd Street, Grandview, WA 98930, until 1:00 p.m., Friday, June 10, 2016.

Pre-Submission Meeting: The Grandview School District #200 will hold a Pre-Submission Meeting on Wednesday, June 1, 2016 at 1:00pm.

Specifications and proposal packets may be obtained by calling Milt Ketchum, Project Manager, at (541) 980-4025 or (509) 454-5308, by e-mail at milt@ketchumenterprisesinc.com, or by going to the district website www.gsd200.org.

Proposals: Will be opened on Friday, June 10, 2016 at 1:15 p.m. for tabulation in the Administration Office. The proposals will be publicly read aloud and evaluated. The Grandview School District reserves the right to reject or accept the proposal or proposals deemed best for the district. Proposals received after the receipt of the deadline will not be considered.

Brad Shreeve
Assistant Supt. for Finance & Operations

For Publication:

Advertise in Yakima Herald
May 24nd, May 31st, June 3, 2016

For Publication:

Advertise in Seattle Daily Journal of Commerce
May 24nd, May 31st, June 3, 2016

Grandview School District

Request for Qualifications

ARCHITECTURAL SERVICES for

Grandview Facilities Improvement Project

Submittal Date: June 10, 2016, 1:00 PM

The Grandview School District is soliciting Statements of Qualifications (SOQ) from Architectural firms to Pre-Bond Services and subsequent design services and construction administration for a proposed Grandview Facilities Improvement Project in Grandview, Washington.

Background:

The Grandview School District is located along State Highway 82 in Yakima and Benton Counties. The District's service area encompasses the City of Grandview, a community that is experiencing an increase in growth.

The District serves a student population of 3620 (October 2014) with three elementary schools (grades K-5), one middle school (grades 6-8), one traditional high school (grades 9-12), and one alternative high school grades (9-12). The District intends to continue on-going improvements to existing schools and to address other aged facilities, athletic properties, and school grounds as necessary.

Preliminary Project Schedule: See Attachment A.

Scope of Services: The scope of services shall include:

Pre-Bond:

1. Review of existing Master Planning documents and program needs to establish physical needs and District priorities at the Grandview High School and other District Facilities.
2. Study & Survey report or reports.
3. Program needs and reviews.
4. Site layout review and input.
5. Conceptual Pre-Bond drawings and renderings.
6. Pre-Bond Schedule input.
7. Pre-Bond Budget efforts.
8. Assist District with OSPI D-Process requirements. Act as lead with OSPI Pre-Bond requirements and anticipated OSPI funding figures.
9. Pre-Bond community meetings as necessary. (Minimum of 2)

Post-Bond:

1. Provide Educational Specifications to meet District and OSPI guidelines as needed.
2. Conceptual Site Plan/Site Analysis development to establish overall campus layout.
3. Assist District with OSPI funding scenarios. Provide primary D-Process coordination.
4. Full design and coordination—Schematic Design through Design Construction Documents.
5. Design coordination to meet Washington Sustainable Schools Protocol (WSSP).
6. Participation in the Value Engineering Process.
7. Phase by Phase Cost Estimates.
8. Coordination of Public Agency Plan Reviews and Permit needs.

9. If Project is delivered as a GC/CM project, work cooperatively with the GC/CM during the preconstruction period on cost estimates, value engineering, scheduling, etc.
10. Assistance/guidance with regards to Bidding, Evaluation and Contract Award.
11. Assistance/guidance with Public Information Management.
12. Assistance in developing and managing the Project Budget within current budget parameters.
13. Assistance in developing and managing the Project Schedule.
14. Attendance at public forums if requested.

The selected firm will work under the direction of Superintendent Kevin Chase and Assistant Superintendent Brad Shreeve. Ketchum Enterprises, Inc. has been selected to provide Pre-Bond Project Management Services for the Project. The School District may seek other Project Management Services for Post-Bond Project Management efforts.

Pre-Submission Meeting: Those interested in responding to the Request for Qualifications (RFQ) are encouraged to attend a Pre-Submission Meeting at 1:00 pm on June 1, 2016. The meeting will be held at the Grandview School District Administrative Offices, 913 W. 2nd Street, Grandview, Washington 98930.

Submittal Requirements and Evaluation Criteria: The SOQ must include and will be evaluated based on the following. The SOQ should not exceed 26 single sided pages or 13 double sided; resumes and the Federal Government GSA Standard Form 330 are not included in the page limitation. Additional pages beyond the limitation of 26 will not be reviewed or considered by the School District. Each firm's SOQ must include an index and be organized by discrete sections corresponding to the criteria and in the same order as below:

- 1) **Cover Letter:** A cover letter expressing interest, addressing, at a minimum, the following:

- a) A high level summary of your firm's relevant High School and other school design qualifications.
 - b) Acknowledge that you have reviewed any addenda issued to the RFQ, as posted on the School District's website.
 - c) Outline the size of your firm and discuss your capability to manage a project of this size and scope within the identified time frame, relative to your other workload.
 - d) Identify the office location from which the key staff identified in the SOQ will work to manage and administer this project, as well as the office location from which the key staff identified in the SOQ will work to develop the design and construction documents. Given the office location, describe how your firm will ensure effective and cost efficient communication with the School District on an ongoing basis.
 - e) The name and contact information of the individual in your firm that the School District should contact regarding questions about your SOQ and scheduling a potential interview. The contact information should include the following: name of individual, title (Mr., Ms., etc.), position in firm, firm name, address (city, state, and zip code), telephone number, and e-mail address.
- 2) Relevant Experience of the Firm: Demonstrated expertise and experience of the firm in the successful design and contract administration of multi-phased construction of similarly situated High Schools on tight design schedules under various delivery formats including Design-Bid-Build and GC/CM. If the firm does not have such experience with High Schools, but does have experience with other relevant educational facilities, please describe those experiences and how they are relevant to the design and contract administration for the multi-phased construction of a High School. Identify personnel and projects where your firm provided primary input and coordination of OSPI D-Process and assisted school districts with developing OSPI funding scenarios. As part of the qualifications submitted, include

a copy of the completed Federal Government GSA Standard Form 330. The form is available online at:

<http://www.gsa.gov/portal/forms/download/116486>

- 3) Ability to Manage Schedule and Budget: Experience and history of successful completion of related projects showing ability to manage schedule and budget throughout the project phases. Compare original and final budget and schedules for five relevant projects.
- 4) Programming and Concept Development Experience: Demonstrated experience in the preparation of programming and concept development for High Schools and other relevant educational projects.
- 5) Project Management Philosophy: Project management philosophy related to design and project administration and its relevance to this particular project.
- 6) Permitting and Other Regulatory Knowledge: Knowledge of and experience with the approval and permit processes of the City of Grandview and other applicable regional regulatory agencies, and with the administrative review processes and requirements of public agencies.
- 7) Sustainable Design Experience: Demonstrated expertise and experience working with the Washington Sustainable School Protocol. Identify experience in utilizing an integrated design approach, life cycle cost analysis, and other practices used by your firm in meeting sustainable design goals. Identify participating team members with appropriate experience.
- 8) Staff Experience and Availability: A description of the staff proposed for performing the work outlined in this RFQ that demonstrates relevant public school experience from other projects. Include a copy of the resume for key staff proposed for this

work. Discuss the availability for this project of the specific team members being proposed. Note: If selected by the District, the proposer agrees and acknowledges that it will provide for the duration of the project, the specific key staff identified in the SOQ.

- 9) Staffing Plan: A staffing plan including percentage of work hours and commitment of individual staff for each phase of the project, including but not limited to principal-in-charge, project manager, project designer, project architect, and construction administrator.

- 10) Acceptance of School District's Proposed Design Contract: The School District intends to utilize an Amended AIA B101 contract for design services, a copy of which is included with this RFQ - Attachment B. Each proposer must affirm in its SOQ that the terms and conditions of this contract are acceptable, or if the firm takes exception to any of the proposed language in the contract, the firm must specifically describe the reasons for the exceptions and suggest in its proposal alternative language for review and consideration by the School District. Firms not taking any exceptions to the terms and conditions of the contract shall receive the full evaluation points for this criterion. Firms taking exceptions shall be evaluated and rated for this criterion based on the significance of the proposed exceptions and whether the proposed changes are of benefit to the School District.

- 11) References: At least three project owner references for work completed by your firm. References should be selected from projects prominent in your SOQ. Cited references should include project name, reference name, title, project role, and current contact telephone number. Refer to the Selection Process section of this RFQ for information about how reference checks will be used in the evaluation process.

Weighting of Evaluation Criteria: The SOQ will be evaluated based on the following points for each evaluation criterion:

	SOQ Evaluation Criteria	Weighting (Maximum Points)
1	Cover Letter	2
2	Relevant Experience of the Firm	20
3	Ability to Manage Schedule and Budget	15
4	Programming and Concept Development Experience	5
5	Project Management Philosophy	6
6	Permitting and Other Regulatory Knowledge	7
7	Sustainable Design Experience	5
8	Staff Experience and Availability	20
9	Staffing Plan	10
10	Acceptance of the School District's Proposed Contract	10
11	References	No points
	Total Points:	100

Submittal Deadline: One unbound original and nine bound copies of the Statement of Qualifications containing the above-listed information must be received at the School District Administration Building (Superintendent's Office) no later than 1:00 pm on June 10, 2016. Send submittals to the address below. Faxed or e-mailed submittals will not be accepted. Submittals received after the deadline will not be considered.

Mr. Bradford Shreeve
Grandview School District
Grandview Facilities Improvement Project
913 West 2nd Street
Grandview, Washington 98930

Submittals should also be clearly identified on the delivered package as follows:

“Proposals – Architectural Services – Grandview Facilities Improvement Project”

Any addenda issued for this RFQ will be published at the following website address: <http://www.GSD200.org> in quick links Request for Proposal tab. Proposers are responsible for checking the website prior to submission of the SOQ for any addenda. If you are unable to download the addenda, you may contact the individual noted at the end of this RFQ.

Selection Process: The SOQs will be reviewed by an evaluation committee and the most qualified firms will be invited by letter to an interview. The firms will be evaluated in the interview based on the following points for each interview evaluation criterion listed below:

	Interview Evaluation Criteria	Weighting (Maximum Points)
1	<u>Project:</u> Firm’s understanding of, and approach to, the requirements of the project.	30
2	<u>Personnel:</u> Relevancy of experience and knowledge to the project.	35

3	<u>Communication:</u> Interpersonal communication between team members and with interview committee.	20
4	<u>Presentation and Questions:</u> Clarity of expression and thoroughness in firm's presentation, and in providing insightful answers to questions asked by the interview committee. Quality of questions asked by the firm.	15
	Total Points:	100

The most qualified firm, based on the total points from the evaluation of the SOQs and interviews, will be invited to enter into negotiations with the School District for Pre-Bond services. If the School District and the most qualified firm cannot agree on terms that are fair and reasonable, the School District may enter into negotiations with the second most qualified firm. In the event of a successful Bond Effort, the School District will enter into negotiations for Post-Bond design efforts. If the School District and the Pre-Bond design firm cannot agree on terms that are fair and reasonable, the School District may at its sole discretion enter into negotiations with the second most qualified firm or re-advertise for design services.

Only an architectural firm will be selected at this time. Information from sub-consultants should not be included in the SOQ. The School District expects to work with the selected firm to finalize the sub-consultant team prior to consultant contract award.

The School District reserves the right to conduct reference checks for the highest scoring firm(s) either after qualifications have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about the firm's past performance or their ability to successfully perform the contract to be executed based on this RFQ, the School District may, at its sole discretion, determine that the firm is not the most qualified firm and may select the next highest-ranked firm

whose reference checks validate the ability of the firm to successfully perform the contract to be executed based on this RFQ. In conducting reference checks, the School District may include itself as a reference if the firm has performed work for the School District, even if the firm did not identify the School District as a reference. Likewise, the School District reserves the right to check references for the firm from other owners and designers even if they were not identified by the firm as references in the Statement of Qualifications submitted.

MWBE: The Grandview School District is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBEs) and women business enterprises (WBEs) in its contracts through direct contracts with the School District, and sub-consulting or supplier participation. The School District is also an affirmative action-equal opportunity employer.

Questions: All questions regarding this RFQ should be addressed to Milt Ketchum, Project Manager, at (541) 980-4025 or (509) 454-5308, or by e-mail at milt@ketchumenterprisesinc.com.

Publication date(s):

- Seattle Daily Journal of Commerce: May 24, 2016, May 31, 2016, and June 3, 2016
- Yakima Herald: May 24, 2016, May 31, 2016, and June 3, 2016
- Grandview School District Website: May 24, 2016
 - <http://www.GSD200.org> in quick links Request For Proposal