

**Hoquiam School District
Contracted Services
Invitation to Bid**

Date: November 9th, 2018

Proposal Title: Request for Proposals for Architectural & Engineering Services; Invitation to Bid

Hoquiam School District No. 28 is seeking proposals for contract services for the: **Bond Renovation Project 17-18**

PURPOSE

The Hoquiam School District No.28 (District) is requesting qualifications from Architectural & Engineering (A&E) firms interested in providing professional services for renovation projects with a combined approximate estimated construction cost of \$12.2 million at various District schools. Required services will include preliminary design, preparation of construction documents, and construction administration. The District intends to engage two or more A&E firms that have structural, electrical, mechanical, and cost estimating capabilities in one firm as needed, or is a lead firm with sub consultants.

This Request for Qualifications (RFQ) describes the selection process and documentation required for submitting qualifications for these projects. Any firm failing to submit their qualifications in accordance with the procedures set forth in the Request for Qualifications may be considered nonresponsive.

It is the intent of the District to award the projects listed above to two or more A&E firms.

Hoquiam School District reserves the right to award to one or more than one contractor based solely on the needs of the Hoquiam School District based on the Evaluation Criteria. This may include splitting the award between Contractors. A formal agreement using the proposal will be provided by Hoquiam School District to Contractor.

Agencies or individuals interested in submitting a proposal for this contract may obtain Request for Proposal (RFP) documents by contacting the Hoquiam School District, Facility Maintenance Department, 325 W Chenault Avenue, Hoquiam, WA 98550 or by calling (360) 538-8200.

Questions regarding the RFP may be addressed to Matt Kempf, Facility Maintenance Director at (360) 538-8280 or mkempf@hoquiam.net

Proposals will be received until: December 15, 2018 at 10:00 am at

Hoquiam School District
Bond Renovation Bid 17-18
325 W Chenault Avenue
Hoquiam, WA 98550
Attention: Matt Kempf

Only completed submissions will be scored.

The Hoquiam School District reserves the right to reject any and/ or all proposals, to waive irregularities and/or informalities in the request for proposal process and to award contract which, in its judgement, are in the best interest of the Hoquiam School District.

COVERSHEET

The undersigned hereby affirms that (1) he/she is duly authorized as an agent of the vendor; (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer; (3) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document; and (4) that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of thirty (30) calendar days following Board approval.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____

Address: _____

Contact Person: _____ Title _____ Date _____

Authorized Representative's Signature: _____ Date: _____

Phone: _____ Email: _____

SUSPENSION AND DEBARMENT

_____ certifies that neither it nor its principals are presently debarred,
Company Name
declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

Authorized Representative's Signature: _____ Date: _____

Printed Name _____

Hoquiam School District
Facility Maintenance 335
W Chenault
Hoquiam, WA 98550
Telephone: (360) 538-8200
Fax: (360) 538-8208
[Matt Kempf Facility Director](#)

Request for Proposal No. RFQ017-018

Architectural & Engineering Services

for

Bond Renovation Project 17-18

2018 Submittal Deadline:

Date: December 15, 2018

Time: 10:00 a.m.

Instructions

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REQUEST FOR QUALIFICATIONS NO. RFO 017-018

PROPOSAL CERTIFICATION FORM

TO: Matt Kempf, Facility Maintenance Director

The undersigned provider hereby certifies as follows:

- 1. That he/she has read the Hoquiam School District's Request for Qualifications No. RFQ017-018 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; they have been answered by the District.
- 3. That the proposer's response is valid for 90 days.

Dated at _____, this _____ of _____ 2018.

(Signature)

(Title)

(Print Name)

(Email Address)

(Company Name)

(Telephone Number)

(Address)

(Fax Number)

(City)

(UBI Number)

(State)

(Zip)

1.0 INTRODUCTION

The Hoquiam School District No.28 (District) is requesting qualifications from Architectural & Engineering (A&E) firms interested in providing professional services for renovation projects with a combined approximate estimated construction cost of \$12.2 million at various District schools. Required services will include preliminary design, preparation of construction documents, and construction administration. The District intends to engage two or more A&E firms that have structural, electrical, mechanical, and cost estimating capabilities in one firm as needed, or is a lead firm with sub consultants.

This Request for Qualifications (RFQ) describes the selection process and documentation required for submitting qualifications for these projects. Any firm failing to submit their qualifications in accordance with the procedures set forth in the Request for Qualifications may be considered nonresponsive.

It is the intent of the District to award the projects listed above to two or more A&E firms.

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

- **Hoquiam Public Schools shall receive qualifications no later than the due date and time specified in Section 2.0 of this RFQ.**
- An initial screening will follow, resulting in a short-list of two or more qualified firms that will be selected for interviews.
- The District will conduct interviews with the selected firms, in accordance with a schedule to be determined by the Selection Committee in order to select the best proposals, all factors considered.
- The District reserves the right to seek clarifications about the qualifications.
- The final selection will be based upon the criteria set forth in Section 6.1. The District reserves the right to negotiate with the successful firm on pricing, scheduling, or other factors.

2.0 SCHEDULE

2.1 Schedule of Activities

SCHEDULE	
Date	Selection Process
November 14, 2018	Advertisement for Request for Qualifications Published. (First Notice)
November 21, 2018	Advertisement for Request for Qualifications Published. (Second Notice)
December 4, 2018	Pre-proposal Conference at 10:00 a.m.
December 7, 2018	Last day for Questions from Proposers by 2:00 p.m.
December 14, 2018	Proposal Due by 10:00 a.m.
December 14, 2018	Initial screening.
Approx. December 14, 2018	Notification sent to selected firms.
Approx. December 17-18, 2018	Interviews conducted and A&E Selection Committee recommendations of "most highly qualified" firms
Approx. Decemberr 19-30, 2018	District enters into negotiations with recommended firm(s) for the project(s).
January, 2019	Hoquiam School Board's Final Approval. (If required)

2.2 Pre-Proposal Conference

Interested firms are encouraged to attend a Pre-proposal conference at the date and time listed above in which the particulars of the projects, the consultant selection process, schedule, and the elements of the contract will be discussed. The meeting shall be held at the Hoquiam School District Office located at 335 W Chenault Hoquiam WA 98550.

3.0 **QUESTIONS AND COMMUNICATION**

All communication and/or questions shall be submitted in writing at the dates and times indicated herein to:

U.S. Mail: Matt Kempf, Facility Director
Hoquiam School District #28
325 W Chenault
Hoquiam WA 98550

Physical Location: Matt Kempf, Facility Director
Hoquiam School District #28
325 W Chenault
Hoquiam WA 98550

Phone: (360) 538-8200
Fax: (206) 538-8202
E-mail: mkempf@hoquiam.net

All questions must be submitted electronically by e-mail or fax to Contracting Services by the date and time indicated in Section 2.0. Reference the RFQ number in the subject of your email. The District will consider no telephone or in-person inquiries, except at the interviews for those firms making the short-list.

Answers to questions will be issued in the form of an addendum provided electronically on the Hoquiam School District #28 website at www.hoquiam.net

The Project sites will be available for review by prospective proposers.

In the event that a firm attempts to contact any official, employee, or representative of Hoquiam Public Schools in any manner contrary to the above requirements, said firm may be disqualified for further consideration.

This prohibition does not apply to:

- Telephone calls to the District to request copies of this RFQ, to confirm attendance, or request directions relative to an interview notification received from the District;

- Delivery of written questions about the proposal;
- Discussion at the interview;
- Delivery of the firm’s proposal.

4.0 BACKGROUND

The Long Term Facility Committee is continuing the process of implementing Building Renovations, Technology Advancement, Academics Excellence and competitive Athletic Programs while creating a Building Excellence Program.

Lincoln Elementary School was originally built in 1971 and has remained mostly original to date. This school building consists of approximately 34,167 square feet in 4 different structures.

Hoquiam High School was originally built in 1968 and current has the original cedar roofing material on the Mansard type roof structures. Hoquiam High School consists of 8 buildings with a total square footage of 141,000 square feet.

This RFQ addresses the projects funded under BOND 17-18. It is the goal of the District to provide students with safe and secure school buildings by completing work efficiently within the funding requirements

5.0 PROJECT INFORMATION

The District intends to engage two or more A&E Firms (one firm for each project, but a firm may be awarded multiple projects) that have architectural, structural, electrical, mechanical, and cost estimating capabilities in one firm, as needed, or is a lead firm with sub consultants, for construction in summer of 2019 and 2020. The projects identified in this Request for Qualifications which generally include the following scopes of work:

Project #1: Lincoln Elementary School.

Renovate and modernize Lincoln Elementary School, including, but not limited to: (1) upgrading and/or improving safety, security, roofing, heating, ventilation, air conditioning (HVAC), plumbing, mechanical and electrical systems; (2) abating asbestos; (3) making health, ADA and energy efficiency improvements; (4) making site improvements; and (5) making other capital improvements, all as deemed necessary and advisable by the Board. Estimated cost: \$8.5 million

Project #2: Hoquiam High School.

Acquire and install new roofing material to replace the existing cedar covered Mansard type roofs at Hoquiam High School, construct structural repairs as necessary, all as deemed necessary and advisable by the Board. Estimated Costs \$3.6 million

Note: The above time frames are estimates and the determination of each project schedule will be discussed during contract negotiations with the selected firms.

It is the intent of the District to award any or all, or a combination of the projects to two or more A&E firms.

The District reserves the right to delete from the scope of work any or all of the projects listed above. The District also reserves the right to modify the schedule, or the groupings of individual projects, to either separate or gather individual projects into larger or smaller groups.

Please note that the District will select the successful firm/s based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the awards in its best interest.

6.0 SELECTION PROCESS

6.1 Method of Selection

1. An initial screening of the qualifications will be conducted to short-list those firms deemed to be the most highly qualified for the proposed projects (or groups of projects). The screening will result in a short-list of anticipated three firms per project to be recommended to the A&E Selection Committee.

The short-list will be provided in alphabetical order without any ranking whatsoever.

2. Interviews with the short-listed firms will be conducted for the purpose of determining which of the short-listed firms is the most highly qualified for the project. The A&E Selection Committee will consist of the Capital Projects and/or Facilities Department, and additional appointee members. The appointees will be drawn from District professional employees, construction management consultant(s), and private practitioners of the architectural, engineering, or related professions. The Program Manager will serve as chairperson. The A&E Selections Committee will determine an interview schedule and notify the short-listed firms of the same.

Key personnel from proposing teams to be assigned to the projects are required to be present at the interview. As part of the interview process, both the short-listed firms and their key personnel shall present and answer questions on how they meet the selection criteria identified in their written proposals and outlined below. Initial scoring for short-listing of firms will not be included in the final interview scoring.

In addition to the material requested by the Request for Qualifications and information which may be requested by the Committee, the short-listed firms shall be prepared to discuss the following in the interview:

- Any disputes, claims, litigation and terminations (including options for additional work not exercised by the owner) resulting out of professional services over the last ten years,
 - The firm's approach to management of the project based on their understanding of the contract for A&E Services.
3. Following completion of the interviews, the Committee will determine which firms are the most highly qualified to provide the services required for the proposed projects based on the pre-

established criteria, and will prepare a report explaining the reasons for the recommendations of the selected firms.

Based on the recommendations of the Committee, the District will enter into negotiations with the recommended firms for the proposed projects. Upon agreement, the A&E for the projects shall sign the Seattle School District standard form of agreement.

4. The following selection criteria will be the basis for A&E selection:

EVALUATION CRITERIA	POINTS
Qualifications – 100%	
Professional qualifications necessary for satisfactory performance of required services	25
Specialized experience and technical competence, particularly in educational facilities or similar building types	30
Capacity to accomplish the work (including all projects in the group) in the required time	10
Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules	25
Location in the general geographical area of the project and knowledge of the locality of the project; including City of Seattle permitting requirements	10
Total	100

In addition to the criteria above, the additional factors below shall be considered for those firms selected for the short list interviews:

- Interview presentation;
- Response to interview questions;
- Overall impression and
- Other topics addressed in this RFQ.

6.2 Notifications

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

1. Selection of short-listed firms for interviews;
2. Firms not short-listed;
3. Selection of recommended firms; and
4. School Board approval (if necessary)

6.3 Hoquiam School District Right to Reject

The District reserves the right to reject any and all qualifications and re-advertise the project at any time

prior to approval of the recommended firms and the negotiated agreements. 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.

6.4 Procedures Requirements

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

7.0 **SUBMITTAL REQUIREMENTS**

7.1 General Submittal Requirements

The submittal requirements shall be as follows:

1. The proposing firm, joint venture or other form of association (“firm”) shall submit four (4) electronic copies (via CDs or USB flash drives) of their Qualifications. Each CD or USB flash drive shall have the firm name and the Request for Qualifications number on it. **Please combine sections below into one PDF with each section bookmarked within the PDF.**
2. **Clearly label in your Part 2: Project Proposal Section below as to which team members are being proposed for each project, particularly if the same team is being proposed for multiple projects. Also, clearly label project specific information.**

The Part 1: Qualifications Statement portion of the submittal shall be limited to a maximum of ten (10) pages (8-1/2” x 11”) single sided, not smaller than 12 point type.

The Part 2: Project Proposal portion of the submittal shall be limited to a maximum of twenty (20) pages (8-1/2” x 11”) single sided, not smaller than 12 point type.

3. The cover letter, table of contents, and tabs do not count toward the page limits.
4. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.
5. Please Note: In preparing the firm’s Statement of Qualifications, the proposing firm shall clearly identify the Architect of Record, or joint venture member responsible for the referenced project. If proposed served as a sub consultant for a referenced project, the proposing firm shall clearly identify its role. If the proposing 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.
6. **Firms may submit qualifications for one, multiple or all projects listed in Section 5.0.**

7.2 Contents of the Proposal

1. Part 1: Qualifications Statement

1. Signed Proposal Certification Form (page 3 of the RFQ). This does not count towards the page limit.
2. Qualifications Statement 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 Proposal.

4. Separate section with a tab: Company Profile.
 - i. Identification of firm (or firms, if a joint venture or association) including address, telephone number, email address and date firm(s) were established.
 - ii. Areas of specialization of the firm (such as architecture, engineering, interior design, graphics, etc.).
 - iii. Provide total size and breakdown of firm personnel by category (e.g., principals, architects, architectural staff, clerical). A firm organizational chart would be useful.
 - iv. Explanation of joint venture or other form of association, if proposed, including projects completed as a joint venture. Provide names and dates of work along with client’s name, address, phone number, and email address.
5. Separate section with a tab: Project Experience.

Provide the percentage of the firm’s work, expressed both in number of projects and in fee dollars, for the design of K-12 schools. If a joint venture or other form of association, provide the information for each member firm on separate charts. **This information shall be in the following format** (length as required):

Example Format

Year	No. of Projects	% of Total Projects	Total Fees of Projects	% of Total Fees
2016	14	65%	\$12,000,000	72%
2017	09	73%	\$ 8,500,000	67%

- i. List K-12 schools or similar projects most relevant to this project (with emphasis on most recent projects) on which your firm has provided design services, and a description of services that were provided. If a joint venture or other form of association, provide the information for each member firm on separate charts. Information pertaining to experience as a prime consultant, sub consultant, or individual is acceptable if properly noted. **This information shall be in the following format** (length as required):

Example Format

Project	Location (WA)	Year Completed	Your Fee	Construction Cost	Services Provided	Project Role
Proj A	Hoquiam	2015-16	\$ 650,000	\$12,000,000	A, I, G, P, ES	PR
Proj B	Aberdeen	2016-17	\$1,733,000	\$37,000,000	A, E	PR

SERVICES PROVIDED

A = Architectural Design
 E = M/E/C Engineering
 ES = Educational Specifications
 G = Graphics

I = Interiors
 P = Programming
 S = Structural Engineering

PROJECT ROLE

PR = Prime
 IN = Individual
 SC = Sub consultant

- ii. Provide detailed project descriptions of a maximum of five (5) public school projects and five (5) other projects listed in the previous paragraph that most closely relate to the scope of this project.
6. Separate section with a tab: Past Performance.
- i. List a maximum of ten (10) recent K-12 projects or other projects which most closely relate to the firm’s qualifications for this Project indicating:
 - Project construction budget;
 - Awarded bid amount;
 - Year of award;
 - Variance with the construction budget expressed in a percentage (plus or minus).
 - If a joint venture, or other form of association, provide the information for each member firm on separate charts. Information pertaining to experience as a prime consultant, sub consultant, or individual is acceptable if properly noted. **This information shall be in the following format** (length as required):

Example Format

Project	Location (WA)	Construction Budget	Bid Award Amount	Year of Bid	Variance w/budget (%)	Project Role
Proj A	Hoquiam	\$12,220,000	\$11,900,000	2016	-2.5%	PR
Proj B	Aberdeen	\$ 7,800,000	\$ 8,200,000	2017	+5.1%	PR

- ii. List a maximum of ten (10) recent K-12 projects or other projects which most closely relate to the firm’s qualifications for BTA – Building Renovation Work indicating:
 - Year of completion;
 - Original contract amount;

- Total change orders as a percentage of the original contract amount and change orders attributed to the firm’s errors and omissions as a percentage of the original contract amount;
- If a joint venture or other form of association, provide the information for each member firm on separate charts. Information pertaining to experience as a prime consultant, sub consultant, or individual is acceptable if properly noted. **This information shall be in the following format** (length as required):

Example Format

Project/ Location	Year Completed	Awarded Amount	Change Orders Amount	C.O. %	E&O C.O. %	Project Role
Proj A	2016	\$10,000,000	\$250,000	2.5%	.5%	PR
Proj B	2017	\$8,000,000	\$200,000	2.5%	.8%	PR

7. Separate section with a sub tab: 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 firm’s qualifications for this project. If a joint venture or other form of association, provide reference information for each member firm.

2. Part 2: Project Proposal

A. Executive Summary for Project Proposal. List each of the projects you are submitting qualifications.

B. Separate section with a tab: Team Organization.

Explain your proposed team organization, roles and responsibilities, and personnel qualifications for each project.

- i. **Organization:** Provide an organization chart for the team indicating principal, project manager, project architect, project engineer, other sub consultants, etc. Give a brief description of the roles of the personnel on the team listing their location and the firm by which they are employed. If the firm is a joint venture or other form of association, explain how the work will be divided and why. If you are proposing the same team for multiple projects, list the projects (as noted in Section 5.0 Project Information) associated with each of your included organization charts and personnel.
- ii. **Experience:** In narrative form, briefly discuss each of the individual key team members’ relevant professional experience, registration, and education. Identify projects, date, position, and firm with which individual was employed at the time services were performed. If you are proposing the same team for multiple projects, list the projects (as noted in Section 5.0 Project Information) associated with each of your included team members.

C. Separate section with a tab: Capabilities.

- i. Project Understanding: Briefly describe your team’s general understanding of each of the projects. Include any special issues that affect the project(s).
- ii. Describe the unique capabilities of the team for the project with special emphasis on the qualifications and capabilities of key personnel and sub consultants proposed.

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

Briefly discuss the availability of all key personnel for the scheduled time frame of the proposed project(s), and identify their proposed location during provision of the requested services. Additionally, discuss the capacity of the proposed team as a whole, to accomplish the work.

E. Separate section with a sub tab: Sub consultant Data.

Provide two (2) references with telephone number and email address for each sub consultant and its key personnel. Identify prior projects in which the sub consultant and its key personnel worked with the prime consultant making this submittal.

8.0 CONTRACT AND CONTRACTING PROVISIONS

8.1 Standard Form of Contract

The District will accept AIA document A104-2017 as a Standard Form of Contract. The proposal should include any comments or requested changes. The District will use AIA A201-2017 General Conditions of the Contract for Construction. **Please note: The District reserves the right to reject any firm that is not willing to accept the terms and conditions as noted in the standard form of contract.**

8.2 Additional Contract Document Requirements

The selected firm shall be required to provide the following documents to the District prior to execution of the contract:

- W-9 Form
- Washington State Business License
- Statement of Prevailing Wages to be paid with Intents and Affidavits to be filed with L&I
- Certificate of Insurance, including endorsement pages, with the following limits:

workers’ compensation	statutory
employer’s liability (stop gap)	\$1,000,000 each accident \$1,000,000 disease-policy limit \$1,000,000 each employee
commercial general liability	(per occurrence/aggregate)
bodily injury and property damage	\$1,000,000/\$2,000,000
personal and advertising injury	\$1,000,000/\$2,000,000
products and completed operations	\$1,000,000/\$2,000,000
damage to rented premises	\$100,000

automobile liability (owned, non-owned, leased or hired)	\$1,000,000 per occurrence
umbrella/excess coverage	\$2,000,000 per occurrence
professional liability	\$1,000,000 each occurrence

8.3 Protest Procedures

1. Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of this contract may protest to the District in accordance with the procedures set forth herein. Protests based on the terms in this Request for Proposal, which are apparent prior to the date established for submitting the proposal must be received seven (7) days prior to the submittal deadline. Protests based on other events must be received within three (3) working days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if the protest is received after the award for this contract.
2. In order to be considered, a protest shall be in writing and shall include: the name and address of the aggrieved person; the contract title under which the protest is submitted; a detailed description of the specific grounds for protest and any supporting documentation; and the specific ruling or relief requested. The written protest shall be mailed to:

Erica Barrie
 Business and Finance Director
 Hoquiam School District #28
 335 W Chenault
 Hoquiam, WA
 98550

Or delivered to:

Erica Barrie
 Business and Finance Director
 Hoquiam School District #28
 335 W Chenault
 Hoquiam, WA
 98550

And shall be labeled: "Protest"

3. Upon receipt of a written protest, the District shall promptly consider the protest. The District may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. The District decision may be appealed to

the Superintendent by written notice together with all supportive evidence, received at the address set forth in paragraph 2, not more than two (2) working days after receipt of the decision. The Superintendent's decision shall be final and conclusive.

4. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the District's final decision.
5. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

End of Request for Proposal