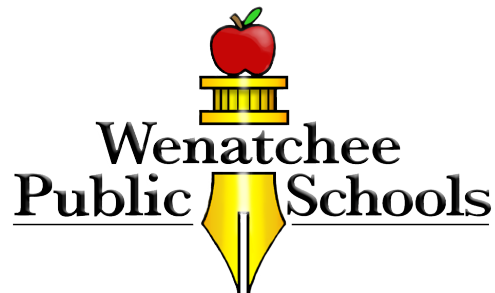


WENATCHEE SCHOOL DISTRICT #246

Chelan County



Wenatchee, Washington

Request for Qualifications

Architectural and Engineering
Professional Design Services for the 2018/2019
Capital Improvement Program
and
General Architectural Services within
Wenatchee Public Schools

November 27, 2018

1.0 INTRODUCTION

Wenatchee School District (the District) request Statements of Qualifications from interested and qualified Architectural Firms (the Firm) for professional architectural, engineering and construction administration services including but not limited to planning, budgeting, permit expediting, delivery strategy's, public communication, bidding, contracting, construction phase, closeout and warranty phase.

2.0 PURPOSE

The purpose of this Request for Qualifications (RFQ) is to obtain information about Firms interested in providing expert professional design and construction administration services for the upgrade of building security within the District, the addition of a manufactured portable classroom and associated utilities and site work, as well as other projects throughout the District on an as-needed basis. The information obtained will be utilized by the District to evaluate each interested firm by utilizing the criteria outlined in this RFQ. The District will select and negotiate a contract with the consultant deemed by the District as most qualified for this project.

3.0 PROJECT DESCRIPTIONS

3.1 SAFETY AND SECURITY

- Potential Safety and Security Upgrades:
 - Secured Vestibule Entry Doors and Modifications
 - Electronic Access Control System
 - Video Intercom System
 - Mass Notification System
 - Office Reception Window Roll Gate
 - IP Video Surveillance System
 - ADA Access Control
 - Fire Alarm Detection System
 - New Fiber Drop Connection and path at Wenatchee High School
 - Window Security Film
 - Chainlink Fencing and Gates
- Potential Facilities for Safety and Security Upgrades
 - Wenatchee School District Administration Office
 - Wenatchee High School
 - Westside High School
 - Wenatchee Valley Technical Skills Center
 - Foothills Middle School
 - Orchard Middle School
 - Pioneer Middle School
 - Missionview Elementary School
 - Lincoln Elementary School
 - Columbia Elementary School
 - Washington Elementary School
 - Lewis & Clark Elementary School
 - Newberry Elementary School
 - Valley Academy School of Learning

3.2 PORTABLE CLASSROOM

- Permitting
 - Obtain Conditional Use Permit and Building permits with Chelan County and/or City of Wenatchee, L&I permits for electrical connection and others as required.
- Portable Classroom Building Pad
 - Design of portable classroom foundation pad
 - Design of utility connections
- Portable Classroom Building Install
 - Install schedule to be coordinated between contractor and portable manufacturer with occupancy for the start of school in August 2019.
 - Portable Classroom to be provided by the District.

3.3 OTHER POTENTIAL PROJECTS

- Other projects within the District as necessary.
- Lighting Retrofits from T-12 to LED
- HVAC Maintenance and upgrades

4.0 REQUIREMENT/SCOPE

The District will oversee all aspects of the individual projects including management of the Firm selected under this RFQ. The scope of services will be complete architectural and engineering design services and all appropriate specialty sub-consultants.

To be considered for selection, the Firm must demonstrate qualifications and capability, specific to school facilities, of providing the following services:

- 1) Conceptual Design
 - a) Perform design specification programming through interview of key district staff.
 - b) Create and modify conceptual designs to meet the program criteria.
 - c) Present the conceptual design for input to school board and community meetings to gather further input.
- 2) Budget and Phasing Development
 - a) Develop cost projections and phasing, adjusting designs to meet available budget at each stage of document development.
- 3) Design Documentation
 - a) Based on final accepted conceptual design, develop design documentation.
 - b) Review with key district staff.
 - c) Present design documentation for input to school board and community meetings to gather further input.
- 4) Construction Documentation
 - a) Develop Construction Documentation and Bid Specifications sufficient to solicit most competitive and accurate construction bids.
- 5) Construction Administration
 - a) Administer the construction contract through final punch list, O&M review, and warranty phase.

5.0 SCHEDULE

- RFQ Released for advertisement
- **Statements of Qualifications (SOQ) Due to District**
- Interview of Firms (If Applicable)
- Firm Professional Services Contract Negotiations
- Contract Recommendation to School Board for Approval
- Notification of intent to award contract
- Conceptual Design, Budget and Phasing Presentation
- Design Documentation Presentation
- Construction Documentation, Advertise to Bid First Phase
- Contractor Recommendation to School Board for Approval
- Begin Construction

***Above dates subject to change as required.**

Friday November 30, 2018

Friday December 14, 2018 3:00pm

December 17-21, 2018

No later than Friday January 4, 2018

Tuesday January 8, 2019

No later than Friday January 11, 2019

Tuesday February 12, 2019

Tuesday March 12, 2019

Friday April 19, 2019

Tuesday April 29, 2019

Monday June 17, 2019

6.0 PROPOSAL FORMAT

To facilitate review of your SOQ, it is requested that your submission conform to the format below. Responses must be in the same order of listed, clearly separated with tabs and labeled by response. The submittal shall be bound in 8-1/2" x 11" format; six (6) signed hard copies and one PDF copy supplied by digital media thumb drive is required. The PDF must be identical to the hardcopy. The entire SOQ must not exceed twenty (20) printed pages (10 sheets), excluding the cover sheet and letter of interest. SOQ's exceeding 20 pages will not be considered. Pages shall be double-sided.

SOQ's must be received and are due to the District by the date and time required in section 5.0. Statements of Qualifications are to be addressed and delivered to:

Wenatchee School District, Attn: Brian Flones
STATEMENT OF QUALIFICATIONS, 2018/2019 Capital Improvement Program – Security Upgrades
235 Sunset Avenue
Wenatchee, WA 98801

All questions regarding this RFQ shall be submitted via email to:

Gregg Herkenrath, Director of Facilities and Capital Projects at herkenrath.gregg@wenatcheeschools.org

The SOQ format is as follows:

6.1 Coversheet

- 6.1.1 List project title, the name of your firm, and the name, address, email address and telephone number of a contact person for questions concerning the proposal submitted.

6.2 Letter of Interest

- 6.2.1 The letter of interest should not be more than two (2) pages and may contain any information not shown elsewhere in the submittals. The letter should be signed by a corporate executive with the authority to bind the Firm.

6.3 Relevant Experience

- 6.3.1 Provide a narrative of your firm's prior experience and qualifications in design and construction administration services. Describe the types of projects or services the Firm normally performs and the relative dollar amounts of each.
- 6.3.3 Provide project and program profiles of **four (4) successfully completed contracts similar in scope and complexity to the Districts projects and other school related work**. Clearly describe the scope of services provided the staff assigned to each project, the project budget and schedule outcomes against planned and other relevant information. Include amount of the total change orders for each project and the Firms final fee. Other required project information includes contact information for the Owner and Contractor for each referenced project.
- 6.3.4 Provide a table listing the budget amounts of each project listed above, the final contract amount and the total change orders for each project. Also provide the amount of the change orders associated to design errors and omissions.
- 6.3.5 Provide a list of similar projects completed in the last five years and an exhibit of cost estimates for the two most recent projects.

6.4 Project Approach

Describe why you believe these projects are a good fit for your firm

- 6.4.1 Discuss your firm's approach to designing, awarding and constructing projects. Discuss the major challenges to successful completion and how your team proposes to approach them. Discuss what expectations your project team has of the District.
- 6.4.2 Discuss your firms approach to managing the project budget during each phase of the project.
- 6.4.3 Provide your firms approach to quality control of the design documents during design and construction.
- 6.4.5 Provide 3 examples of how your firm identified and resolved design errors and omissions.
- 6.4.5 Provide 3 examples of how your firm identified and resolved construction errors on behalf and to the benefit of the Owner.

6.5 Staffing Plan:

- 6.5.1 Provide an organizational chart and a narrative staffing plan defining proposed staff, reporting relationships and key responsibilities for each staff member. Describe your anticipated relationship with key District staff. Discuss how you would staff the entire program if awarded
- 6.5.2 Provide detailed resumes for each proposed staff member including relevant experience, employment history, education, and personal references.
- 6.5.3 Provide a matrix which shows proposed staff and their percent utilization, availability and location for all current projects that they are now engaged and in the next twelve (12) months. Overlay the proposed staff projected utilization,

availability and location for the duration of the District project. The team presented must be the team that performs the contract. No personnel of sub-consultant substitutions allowed after the contract award.

6.6 Other Services

- 6.6.1 Describe your expectations and approaches to assist and maximize the use of services such as Value Analysis, Constructability Review, Commissioning and Warranty Phases.

6.7 Claims, litigation or arbitration:

- 6.7.1 Provide a record of claims, litigation, or arbitration matters initiated by your firm or against your firm (in which you were a named party) for the last ten (10) years.

6.8 References

- 6.8.1 Provide the name, address, email address and telephone number of three (3) references familiar with the quality of work done by your firm on similar projects. In addition, provide references for your Firms bank and bonding company.

6.9 Other Supporting Data

- 6.9.1 Include any other information you feel to be relevant to the selection of your firm for this project.

7.0 CONTRACTS

After all of the SOQ's have been reviewed and, if the District so desires firms interviewed, the firm selected will be invited to negotiate a contract with the District for architectural, design and construction administration services related to the scope detailed in this SOQ. The District reserves the right to contract with the selected firm for all or a portion of the services described in this Request for Qualifications. The District reserves the right to reject any and all SOQ's without explanation.

8.0 GENERAL COMMENTS

- 8.1** Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
- 8.2** All responses, inquiries or correspondence relating to this RFQ will become the property of the District.
- 8.3** The District reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications. It is the intention of the District to negotiate contracts for services at fair and reasonable prices with what it determines to be the best qualified Professional Services Firm.
- 8.4** The District may or may not conduct interviews. If interviews are held, firms are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested.
- 8.5** From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person or entity submitting a response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process, or the award of the contract with any member of the District, Board of Directors, selection members, or any member of the interview committee.