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Seattle Public Schools  
Contracting Services  
2445 Third Avenue South  
Seattle, WA 98134  
(206) 252-0566

Request for Proposal No. RFP10969

Architectural & Engineering Services

for

Renovation Upgrades at Rainier View

Submittal Deadline:

**Date: October 29, 2009**

**Time: 10:00 a.m.**

Instructions

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**REQUEST FOR PROPOSAL NO. RFP10969**

**PROPOSAL CERTIFICATION FORM**

TO: Susan Llewellyn, Contracting Services Manager

The undersigned provider hereby certifies as follows:

1. That he/she has read the Seattle School District's Request for Proposal No. RFP10969 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 Proposal, 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 \_\_\_\_\_ 2009.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

**I. Introduction**

The Seattle School District No. 1 (District) is requesting proposals from Architectural & Engineering (A & E) firms interested in providing professional services for Renovation Upgrades at Rainier View. Required services will include preliminary design, preparation of construction documents, and construction administration. The District intends to engage one A& E firm that has structural, electrical, mechanical and cost estimating capabilities in one firm, as needed, or is a lead firm with sub consultants.

This proposal describes the selection process and documentation required for submitting proposals for this project. Any firm failing to submit their proposal in accordance with the procedures set forth in the Request for Proposal may be considered nonresponsive.

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

- The District must receive proposals no later than **October 29, 2009 at 10:00 a.m.**
- An evaluation by the A & E Selection Committee will receipt of proposals resulting in a shortlist of qualified firms.
- The Selection Committee may conduct telephone, or, in person interviews.
- Award will be based upon the best proposal, all factors considered.

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

**U.S. mail:**

Susan Llewellyn  
Contracting Services  
Seattle Public Schools  
MS 22-337  
P. O. Box 34165  
Seattle, WA 98124-1165

**Location:**

Susan Llewellyn  
Contracting Services  
Seattle Public Schools  
MS 22-337  
2445 Third Ave S  
Seattle, WA 98134-1923

Telephone: (206) 252-0566; FAX: (206) 252-0505

Any questions or requests for clarification regarding this Request for Proposal during the submittal preparation period must be addressed to the above.

The District will consider no telephone or in person inquiries. **The project site will not be available for review by prospective proposers.**

**In the event that a firm attempts to contact any official, employee, or District representative 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 proposal, to confirm attendance, or request directions relative to an interview notification received from the District;
- Delivery of the firm’s proposal;
- Delivery of written questions about the proposal.

**LAST DAY FOR QUESTIONS: October 21, 2009 at 2:00 p.m.**

## **II. Background**

The Facilities Department is in the continuing process of implementing the Capital Levy Program, BTA II Building Renovation, Technology and Academic Program, which is concerned with the replacement and/or capital upgrades of existing systems and facilities.

Voters approved a \$178 million Capital Levy BTA II Program on February 3, 2004. This is a six year Capital Levy to finance more than 500 small and large facility improvement projects, at every school in the District.

These improvements will be implemented over the next six years (starting in 2004 through 2010), with the majority of the construction phase occurring in the summer months while the schools are closed.

## **III. Project Information**

The project included in this Request for Proposal generally includes the following scope of work:

The project will consist of renovation upgrades and possibly DPD required “substantial alteration” work at Rainier View. It has not been determined whether substantial alteration work is required. Renovation work could include seismic, electrical, mechanical, life safety, exterior renovation, playground improvements and ADA upgrades. Such work could include new fire alarm, clock/bell intercom & security system, playground improvement, interior finish improvement, and computer & data wiring upgrades. Scope will include feasibility & cost analysis, and meetings with DPD.

Project #1:

Construction phase is scheduled to start September 2010, and completion for Rainier View School by May 31, 2011. Approx. MACC = \$3 - \$4 Million.

**It is the District’s intent to award the project to one A & E firm.**

The District reserves the right to delete from the scope of work any or all of the elements listed above. The District also reserves the right to modify the schedule.

**IV. Selection Process**

A. Schedule

<b>SCHEDULE</b>	
<b>Date</b>	<b>Selection Process</b>
10/12/09	Advertisement for Request for Proposal Published. (First Notice)
10/19/09	Advertisement for Request for Proposal Published. (Second Notice)
10/21/09	Last day for Questions from Proposers by 2:00 p.m.
<b>10/29/09</b>	<b>Request for Proposal due by 10:00 a.m.</b>
Approx. 11/02/09	Initial screening.
Approx. 11/03/09	Notifications sent to firms.
Approx. 11/10/09	Interviews conducted, if required.
Approx. Dec., 2009	The District enters into negotiations with recommended firm for the project
Approx. Jan., 2009	Seattle School Board’s final approval.

B. Method of Selection

1. An initial screening of the proposals will be conducted to short-list those firms deemed to be the most highly qualified for the proposed projects. It is anticipated that up to three firms, per project, will be included in the short-list.
2. Telephone, or in person interviews, may be conducted by the Selection Committee to confirm qualifications, or to determine a consultant’s ability to perform the required services.
3. If in person interviews are required, key personnel from the proposing teams who will be assigned to the project will be required to be present at the interview.
4. 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 No. 1 Standard Form of Agreement.
5. The following selection criteria will be the basis for A & E selection:
  - (a) Professional qualifications necessary for satisfactory performance of required services;
  - (b) Specialized experience and technical competence in educational facilities or similar building types;
  - (c) Capacity to accomplish the work in the required time;

- (d) Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules; and
- (e) Location in the general geographical area of the project and knowledge of the locality of the project; including City of Seattle permitting requirements.

C. Notifications

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

- 1. Selection of short-listed firms for interviews;
- 2. Firms not short-listed;
- 3. Selection of recommended firm.

D. Seattle School District Right to Reject

The District reserves the right to reject any and all proposals and re-advertise the project at any time prior to School Board approval of the recommended firm and the negotiated agreement. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. **Proposals submitted in response to this Request for Proposal shall become the property of the District and be considered public documents under applicable Washington State laws.**

E. Procedures Requirements

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

V. **Submittal Requirements**

A. The submittal requirements shall be as follows:

- 1. The proposing firm, joint venture or other form of association (“firm”) shall submit five copies of their proposal for the project. **One copy must be identified as the “ORIGINAL.”** Each copy shall be provided in a white 3-ring, loose leaf, one-and-one half-inch (1-1/2”) binder with the firm name and the Request for Proposal, name and number on both cover and spine. **The proposal response maximum is 20 pages.**

The Part 1: Qualifications Statement portion of the submittal shall be limited to a maximum of five 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 15 pages (8-1/2” x 11”) each, single sided, not smaller than 12 point type.

- 2. The cover letter, table of contents, and tabs do not count toward the page limits.

3. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered nonresponsive.
4. 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 proposer 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.

B. Part 1: Qualifications Statement

1. Qualifications Statement Table of contents (maximum one page).
2. Separate section with a tab: Executive Summary.
3. 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.
  - 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 (such as architecture, engineering, interior design, graphics, etc.).
  - c. Provide total size and breakdown of firm personnel by category (e.g., principals, architects, architectural staff, clerical). A firm organizational chart would be useful.
  - d. 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.
  - a. 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
1999	14	65%	\$12,000,000	72%
2000	09	73%	\$ 8,500,000	67%

- b. List K-12 school 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	Seattle	1998-99	\$ 650,000	\$12,000,000	A, I, G, P, ES	PR
Proj B	Seattle	1996-98	\$1,733,000	\$37,000,000	A, E	PR

**SERVICES PROVIDED**

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

**PROJECT ROLE**

I = Interiors  
 P = Programming  
 S = Structural Engineering  
 PR = Prime  
 IN = Individual  
 SC = Sub consultant

- c. Provide detailed project descriptions of a maximum of five public school projects and five 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.
- a. List a maximum of ten 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; and
- 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	Seattle	\$12,220,000	\$11,900,000	1998	-2.5%	PR
Proj B	Seattle	\$ 7,800,000	\$ 8,200,000	1999	+5.1%	PR

- b. List a maximum of ten 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	1997	\$10,000,000	\$250,000	2.5%	.5%	PR
Proj B	1999	\$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.

C. Part 2: Project Proposal

1. Executive Summary for Project Proposal.
2. Separate section with a tab: Team Organization.

Explain your proposed team organization, roles and responsibilities, and personnel qualifications in the following manner:

- (a) **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.
- (b) **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.

3. Separate section with a tab: Capabilities.

- (a) **Project Understanding:** Briefly describe your team’s general understanding of the project. Include any special issues that affect the project.
- (b) 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.

4. 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, 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.

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

Provide two references with telephone number 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.

**VI. Contract and Contracting Provisions**

A. Insurance

Professional liability errors and omissions insurance and general liability insurance will be required with limits based on the size and complexity of the project.

B. Conflicts of Interest

To avoid conflicts of interest, any firm currently providing construction management services for the Seattle Schools' BTA program as a prime consultant or joint venture partner, and any firm having common ownership with these firms, shall be precluded from providing A & E services on the projects addressed herein.

C. Protest Procedures

1. Any actual or prospective proposer 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 days prior to the submittal deadline. Protests based on other events must be received within three 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: (1) the name and address of the aggrieved person; (2) the contract title under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; (4) and the specific ruling or relief requested. In addition, in the event the protesting party asserts its responsibility as a ground for protest, it must address in detail each of the matters addressed in RCW 43.19.1911(9) in its written protest.

The written protest shall be mailed to:

Fred Stephens, Director of Facilities  
Seattle Public Schools  
Mail Stop 22-330  
P.O. Box 34165  
Seattle, WA 98124-1165

or delivered to:

Fred Stephens, Director of Facilities  
Seattle Public Schools  
2445 Third Avenue South  
Seattle, WA 98134

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’s 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 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