

Seattle Public Schools
Contracting Services
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Seattle, WA 98134
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Request For Qualifications No. RFQ10967

**Seattle Public Schools Miscellaneous Consultants Roster
For Projects Under \$250,000**

For

**Architects, Electrical Engineers, Landscape Architects, Space Planners, Interior Designers,
Educational Planning Consultants, Mechanical Engineers, Structural Engineers, and Civil Engineers**

Proposal Deadline:

November 23, 2009

Time: 10:00 a.m.

Instructions

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PROPOSAL CERTIFICATION FORM

TO: Susan Llewellyn, Contracting Services Manager

The undersigned proposer hereby certifies as follows:

1. That he/she has read the Seattle School District's Request for Qualifications No. RFQ10967 and the following Addenda and to the best of his/her knowledge has complied with the mandatory requirements stated herein:

Addendum 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 _____ 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 Statements of Qualifications for Professional Services for Architects, Electrical Engineers, Landscape Architects, Space Planners, Interior Designers, Educational Planning Consultants, Mechanical Engineers, Structural Engineers, and Civil Engineers to be included in a Miscellaneous Consultants Roster for the District.

The District intends to pre-qualify firms from each discipline in order to create a Miscellaneous Consultants Roster, and subsequently select pre-qualified firms as needed for projects at the appropriate time. The roster will be used for projects with a direct construction cost up to \$250,000, and will be in effect between January 1, 2010 and December 31, 2011.

The Request for Qualifications (RFQ) describes the selection process and documentation required for submitting proposals for this roster. Any firm failing to submit their proposal in accordance with the procedures set forth in the Request for Qualifications may be considered nonresponsive.

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

- **Proposals must be received by the District no later than November 23, 2009 at 10:00 a.m.**
- An evaluation by the District Selection Committee will follow resulting in a list of pre-qualified firms.
- In order to select the most qualified firms, the Selection Committee may conduct telephone interviews with the short-listed firms.
- Selection may be made solely on written proposals.

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

U.S. Mail: Susan Llewellyn
Contracting Services Manager
Contracting Services
Seattle Public Schools
MS 22-337
PO Box 34165
Seattle, WA 98124-1165
Telephone No. (206) 252-0566

Federal Express: Susan Llewellyn
United Parcel: Contracting Services Manager
In-person delivery: Contracting Services
Seattle Public Schools
MS 22-337
2445 Third Avenue South
Seattle, WA 98134
Fax No. (206) 252-0505

LAST DAY FOR QUESTIONS: October 30, 2009 at 2:00 p.m.

All questions must be submitted in writing and sent by fax or U. S. Mail and addressed to the above. The District will consider no telephone inquiries regarding the Request for Qualifications, and will consider no in-person inquiries, unless initiated by the Selection Committee.

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 the Request for Qualifications,
- Delivery of written questions about the proposal,
- Delivery of the firm's proposal.

II. Selection Process

A. Schedule

<u>Date</u>	<u>Selection Process</u>
October 21, 2009	Advertisement for Request for Qualifications Published (First Notice).
October 28, 2009	Advertisement for Request for Qualifications Published (Second Notice).
October 30, 2009	Last day for Questions from Proposers at 2:00 p.m.
November 23, 2009	Request for Qualifications due at 10:00 a.m.
November 24 – Dec. 4, 2009	Initial screening (anticipated).
December 2009	Notification sent to firms (anticipated).

B. Method of Selection

1. An initial evaluation of the proposals by the Selection Committee will be conducted to identify those firms deemed to be the most qualified for the identified service categories. The Selection Committee will provide a list of the pre-qualified firms in alphabetical order without ranking.
2. Telephone interviews may be conducted by the Selection Committee to confirm qualifications, or to determine a pre-qualified firm's ability to perform services for a selected service area.
3. The District may select firms for the roster based solely on the written proposals.
4. The District reserves the right to seek clarifications about the proposals.
5. The following general selection criteria will be used in determining pre-qualification:
 - Professional qualifications necessary for satisfactory performance of required services;
 - Specialized experience and technical competence in educational facilities or similar building types;

- Capacity to accomplish the work in the required time;
- Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules;
- Location in the general geographical area of the project and knowledge of the locality of the project.

PLEASE NOTE: The District does not guarantee any specific amount of work as a result of a firm being placed on this roster, and in fact may not award any work at all to a firm placed on the roster.

C. Notifications

The District will provide timely notification to firms responding to the RFQ as follows:

1. Selection of pre-qualified firms per discipline.
2. Firms deemed not qualified.

D. District Right to Reject

The District reserves the right to reject any and all proposals and re-advertise the Request for Qualifications at any time prior to selection of the pre-qualified firm(s). All costs incurred in the preparation of the Request for Qualifications shall be borne by the proposing firms. **Proposals submitted in response to the RFQ shall become the property of the District and shall be considered public documents under applicable Washington State laws.**

E. Procedures Requirement

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

III. Proposal Requirements

The proposing firm ("firm") shall submit four copies of the proposal (one original, marked or stamped ORIGINAL) and three copies.

The Proposal Certification Form on page 3 of this RFQ must be signed and returned by the proposer, and included in each copy of the firm's proposal.

Proposals must be submitted in a sealed package or box with the Request for Qualifications No. RFQ10967 with the deadline date and time included on the bottom left-hand corner of the response, along with the firm's name and address.

Proposals received after the date/time indicated will not be considered.

Each copy of the proposal shall be provided in a 3-ring, loose leaf, one-inch binder with the firm name on both the cover and the spine.

The Statement of Qualifications portion of the proposal shall be limited to a maximum of fifteen pages (8-1/2" x 11") single sided, and not smaller than 12- point font. Proposals exceeding the page limits may be considered non-responsive.

Proposals shall include the following in the specified format:

A. **Cover Letter** (maximum 1 page)

B. **Table of Contents** (maximum 1 page)

C. **Separate Section with a tab:** Statement of Qualifications, (maximum 15 pages)

1. **Separate Section with a sub tab:** Executive Summary

Provide a summary that follows the outline shown in paragraphs 2 and 3 below, highlighting the firm's qualifications to provide the services requested in the Request for Qualifications.

2. **Separate Section with a sub tab:** Firm Profile

(a) Identification of firm including address, telephone number, and date firm was established.

(b) Areas of specialization of the firm.

(c) Provide total size and breakdown of firm personnel by category (e.g., principals, engineers, clerical). Provide a firm organization chart.

3. **Separate Section with a sub tab:** References

Provide the client name, 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 District projects.

IV. Contracting Provisions

A. Proposal Term

The period covered by this Request for Qualifications will be January 1, 2010 through December 31, 2011.

B. Insurance

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

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 Qualifications, 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 the 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, and (4) the specific ruling or relief requested. The written protest shall be addressed and delivered to:

Director of Facilities
Seattle Public Schools
Mail Stop 22-332
PO Box 34165
Seattle, WA 98124-1165

or delivered to:

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 furnish 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 (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 and 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 procedure 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 Qualifications