Request for Proposal No. RFP10708

Commissioning Consultant Services

for

Wing Luke Elementary School

Submittal Deadline:

Date:  October 27, 2017

Time:  10:00 a.m.

Instructions
Table of Contents

1.0 INTRODUCTION .................................................................................................................. 4
2.0 SCHEDULE .......................................................................................................................... 4
3.0 QUESTIONS AND COMMUNICATION .............................................................................. 5
4.0 BACKGROUND .................................................................................................................. 6
5.0 PROJECT INFORMATION .................................................................................................. 6
   5.1 Deliverables ................................................................................................................... 6
6.0 SELECTION PROCESS .................................................................................................... 10
   6.1 Method of Selection ....................................................................................................... 11
   6.2 Notifications ................................................................................................................ 11
   6.3 Seattle Schools Right to Reject .................................................................................... 11
   6.4 Procedures Requirements ............................................................................................ 12
7.0 SUBMITTAL REQUIREMENTS ....................................................................................... 12
   7.1 General Submittal Requirements ................................................................................. 12
   7.2 Contents of the Proposal .............................................................................................. 12
8.0 CONTRACT AND CONTRACTING PROVISIONS ............................................................ 14
   8.1 Standard Form of Contract .......................................................................................... 14
   8.2 Additional Contract Document Requirements ................................................................. Error! Bookmark not defined.
   8.3 Protest Procedures ....................................................................................................... 14
REQUEST FOR PROPOSAL NO. RFP10708

PROPOSAL CERTIFICATION FORM

TO: Diane T. Navarro, 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. RFP10708 and the following Addenda and to the best of his/her knowledge has complied with the mandatory requirements stated herein:

<table>
<thead>
<tr>
<th>Addenda Number</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 _______________ 2017.

________________________________  ________________________________
(Signature)     (Title)

________________________________  ________________________________
(Print Name)     (Email Address)

________________________________  ________________________________
(Company Name)    (Telephone Number)

________________________________  ________________________________
(Address)      (Fax Number)

________________________________  ________________________________
(City)       (UBI Number)

________________________________
(State)

________________________________
(Zip)
1.0 INTRODUCTION

The Seattle School District No.1 (District) is requesting proposals for Commissioning Consultant Services for Wing Luke Elementary School located at 3701S. Kenyon St., Seattle WA 98118.

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

The District intends to engage one firm for Commissioning services. Any firm that is currently providing Project Management (PM), Construction Management (CM), or Architectural design services for this project under contract is prohibited from proposing for this RFP.

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

- Seattle Public Schools shall receive proposals no later than the due date and time specified in Section 2.0 of this RFP.
- An initial screening will follow, resulting in a short-list of one or more qualified firms that will be selected for interviews (if deemed necessary).
- The District may conduct interviews (if deemed necessary) 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 proposals.
- The District may award a contract based solely on the written proposals. However, the District may elect to engage in negotiations with a selected short list of vendors in order to improve the proposals and obtain the best contract(s) for the District.
- The District reserves the right to request post-proposal modifications, including best and final offers and considerations.
- 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Selection Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 6, 2017</td>
<td>Advertisement for Request for Proposal Published.</td>
</tr>
<tr>
<td>October 13, 2017</td>
<td>Advertisement for Request for Proposal Published.</td>
</tr>
<tr>
<td>October 16, 2017</td>
<td>Last day for Questions from Proposers by 2:00 p.m.</td>
</tr>
<tr>
<td>October 27, 2017</td>
<td>Proposal Due by 10:00 a.m.</td>
</tr>
<tr>
<td>October 30 – Nov. 1, 2017</td>
<td>Initial screening.</td>
</tr>
<tr>
<td>Approximately November 2, 2017</td>
<td>Notification sent to selected firm.</td>
</tr>
<tr>
<td>Approximately November 3-10, 2017</td>
<td>Negotiation of Contract.</td>
</tr>
<tr>
<td>Approximately December 2017</td>
<td>Anticipated Start Date</td>
</tr>
</tbody>
</table>
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:**
Diane Navarro  
Contracting Services  
Seattle Public Schools  
M/S 22-337  
P.O. Box 34165  
Seattle, WA 98124-1165

**Physical Location:**
Diane Navarro  
Contracting Services  
Seattle Public Schools  
M/S 22-337  
2445 Third Avenue S.  
Seattle, WA 98134-1923

Phone: (206) 252-0566  
Fax: (206) 743-3018  
E-mail: contractingservices@seattleschools.org

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 RFP 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 submitted questions will be in the form of an addendum provided electronically on the Builders Exchange website at Builders Exchange of Washington and on the Seattle Schools Current Solicitations website.

**The Project site will not be available for review by prospective proposers.**

Proposals must be submitted **ELECTRONICALLY** via CD or USB flash drives.

**In the event that a firm attempts to contact any official, employee, or representative of Seattle 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 RFP, 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 (if deemed necessary);
- Delivery of the firm’s proposal.
4.0 BACKGROUND

The District received voter approval for the BEX IV Levy Capital Program in February of 2013. As part of the levy, a new 93,500 SF elementary school at the Wing Luke site is to be constructed. The architectural firm, selected to provide architectural and engineering services for this project is NAC Architecture. The Design Development phase of this project is scheduled for completion in November of 2017. The following schedule approximates the timeline of the project:

- Construction Documents Complete ..................... March 23, 2018
- Phase 1 Bid .......................................................... Spring 2018
- Site Access for Phase 1 ........................................ Summer 2018
  (Abatement/demolition/limited site work)
- Site Access for Phase 2 ........................................ Fall 2018
  (Grading and new construction)
- Substantial Completion of the work ..................... Summer 2019

At this point in the project, no progress drawings are available for prospective proposers to view. M/E/P systems for this project have not been designed and information regarding the features and characteristics of these systems is not available.

The delivery method for Wing Luke Elementary School project will be Design/Bid/Build. The estimated construction cost is $32M.

5.0 PROJECT INFORMATION

The scope of work may include:

- Review of design documents and providing recommendations for obtaining client design objectives,
- Providing energy conservation recommendations to the Owner,
- Preparing specifications and other documents in support of the Commissioning process,
- Performing Commissioning procedures in the field to verify systems operation and performance,
- Writing and implementing Commissioning plans and reports.

The services shall comply with WAC 392-344-067.

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

The District reserves the right to terminate this contract at any time for any reason.

The Consultant shall, at a minimum undertake the following responsibilities and any additional responsibilities reasonably necessary to complete this work.

5.1 Deliverables

Design Development Phase: November 2017 through December 2017

1. Perform review of design for compliance to Washington Sustainable Schools Protocol (WSSP) and Seattle Public Schools Technical Building Standards and provide review comments and recommendations.
2. Perform review of commissioning specifications within Design Documents and provide review comments and recommendations.
3. Perform review of commissioning plan and provide review comments and recommendations.
4. Assemble commissioning team, hold a scoping meeting and identify responsibilities.
5. Prepare Preliminary Commissioning Plan during the Planning Phase and fill in additional detail including team member responsibilities & directory, communication structure, specific systems & equipment to be commissioned and commissioning process schedule.
6. Schedule and lead commissioning meetings as needed or as requested by owner with the Commissioning Team.
7. Coordinate the commissioning work during design.
8. Review Owner’s Project Requirements & Basis of Design documentation for clarity and completeness.
9. Perform focused reviews of the design, drawings and specifications at various stages of development (during design development and contract document phases), as described in the Schedule.
10. Conduct/facilitate program review meetings at the beginning of each design phase.
11. Assist and review the development and updating of the Owner’s Project Requirements and Basis of Design by design team members after each design review submission.
12. Update the Commissioning Plan in preparation for Construction Stage.
13. Develop full commissioning specifications for all commissioned equipment. Coordinate this with the owner, architect and engineers and integrate the commissioning specifications into the overall project specification package.
   a. The commissioning specification will include general commissioning requirements common to all systems and assemblies and a detailed description of the responsibilities of all parties and details of the commissioning process:
      i. Reporting and documentation requirements, including formats;
      ii. Alerts to coordination issues, deficiency resolution;
      iii. Construction checklist and start-up requirements;
      iv. Functional testing process;
   b. Specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.
      i. The specifications will clearly indicate who is witnessing and documenting the start-up of each commissioned system.
      ii. The specifications will be clear as to who is writing, directing, conducting and documenting functional tests and regulatory-required tests. This may vary between systems, especially between electrical and mechanical.
      iii. Provide language to enhance current project specifications to ensure comprehensive controls submittals, full control contractor accountability for documented point-to-point checkout and commissioning participation, comprehensive test, adjusting and balancing, full contractor documentation of start-up and superior training and O&M manual documentation.
14. Review the project specifications and provide comments and additional language, as needed, to the contractor qualifications, submittal requirements, test, adjust and balance specifications, training requirements and operations and maintenance and system manual requirements.
15. Coordinate a controls integration meeting where the electrical engineers, fire protection engineers, mechanical engineers, owner representative, and the CxA discuss integration issues between equipment, systems and disciplines to ensure that integration issues and responsibilities are clearly described in the specifications.
16. Review and make recommendations from the value engineering / management workshop for commissioning and O&M issues.
17. Review the recommendations from the constructability review for commissioning and O&M issues.
18. Write step-by-step functional test procedures and documentation formats for all commissioned equipment and assemblies. Test procedures will include manual functional testing, energy management control system testing and trending and may include stand-alone data-logger monitoring.
Construction Document Phase: December 2017 through March 2018

1. Perform review of plans and specifications and provide recommendations for improvement.
2. Perform review of updated commissioning plan and specifications and provide recommendations for improvement.
3. Provide updated technical specifications for Division 01 Commissioning for inclusion into the bid documents.
4. Review the recommendations from the constructability review for commissioning and O&M issues.

Construction Phase: January 2019 through July 2020 (substantial completion)

1. Provide submittal reviews of all major equipment.
2. Provide detailed site walks to observe progress of mechanical installation including Building Automation System devices and programming, and provide detailed written site reports.
4. Witness start-up of major equipment and report any deficiencies within site reports and to the Owner’s Construction Manager.
5. Witness pressure and flushing testing and report any deficiencies within site reports and to the Owner’s Construction Manager.
6. Review Test and Balance (TAB) and Point to Point check reports from General Contractor and report any deficiencies to the Owner’s Construction Manager.
7. Review functional testing reports on all commissioned equipment.
8. Help develop and approval of training requirements.
9. Witness and validate all Owner training sessions.
10. Develop a systems manual.
11. Review Operation and Maintenance (O & M) manuals provided by the General Contractor for completeness.
12. Coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
13. Coordinate the commissioning work with the commissioning team and project manager, to ensure that commissioning activities are being incorporated into the master schedule.
14. Revise, as necessary, the construction phase commissioning plan developed during design, including scope and schedule.
15. Plan and conduct commissioning meetings as needed and distribute minutes.
16. Request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up and checkout procedures. Before start-up, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained in writing, to be able to write detailed testing procedures.
17. Review submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the design team and Project Manager review.
18. Review requests for information and change orders for impact on commissioning and owner objectives.
19. Write and distribute construction checklists for commissioned equipment.
20. Perform site visits, as necessary, to observe component and system installations. Attend planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.
21. Witness HVAC piping pressure test and flushing, sufficient to be confident that proper procedures were followed. Include testing documentation in the Commissioning Record.
22. Witness any ductwork testing and cleaning sufficient to be confident that proper procedures were followed. Include documentation in the Commissioning Record.
23. Document construction checklist completion by reviewing completed construction checklists and by selected site observation.
24. Document systems start-up by reviewing start-up reports and by site observation.
25. Approve air and water systems balancing by spot testing and reviewing completed reports and by selected site observation.
26. Coordinate manual functional testing for all commissioned systems and assemblies. Witness and document manual functional performance tests performed by the Construction Contractor for all commissioned systems and assemblies except:
   a. Some smaller equipment may be tested and documented by the Construction Contractor at the Commissioning Agent’s discretion,
   b. Electrical equipment testing and regulated testing may be directed and documented by the Construction Contractor with only spot witnessing and report review by the commissioning Agent.
27. The functional testing shall include operating the system and components through each of the written sequences of operation, and other significant modes and sequences, including start-up, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during construction check listing by the installing contractors, and spot-checked by the commissioning provider during functional testing. Analyze functional performance trend logs, totalization reports and monitoring data to verify performance. Coordinate retesting as necessary until satisfactory performance is achieved.
28. Tests on respective HVAC equipment shall be executed during both the heating and cooling seasons however, some overwriting of control values to simulate conditions shall be allowed. Functional testing shall be done using conventional manual methods, control system trend logs, and readouts or standalone dataloggers to provide a high level of confidence in proper system function, as deemed appropriate by the Commissioning Agent and owner representative.
29. After manual testing and initial trouble shooting is complete, monitor system operation and performance for selected data points for two weeks by requesting trend logs from the Construction Contractor from the building automation system. For needed system points not able to be trended by the building automation system, furnish and install temporary portable data loggers that will monitor up to 20 points. Analyze monitored data to verify operation and performance and issue a written report. This time frame and monitoring points may be modified to accurately commission the building.
30. Maintain a master issues log and a separate record of functional testing. Report all issues through the Project Manager as they occur. Provide through the Project Manager written progress reports and test results with recommended actions.
31. Review equipment warranties to ensure that owner responsibilities are clearly defined.
32. Facilitate, oversee and review the training of owner operating personnel. Oversee the videotaping of this training. Attend and participate in key training sessions.
33. Review and provide comment of the O&M manuals for commissioned equipment.
34. Compile a Commissioning Record, which shall include:
   a. A brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report shall contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
      i) Equipment meeting the equipment specifications,
      ii) Equipment installation,
      iii) Functional performance and efficiency,
iv) Equipment documentation, and  
v) Operator training.  

b. All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each noncompliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.  
c. Also included in the Commissioning Record shall be the commissioning plan, Owner’s Project Requirements, Basis of Design (from A/E), commissioning specifications, design review, submittal review, issues log, construction checklists, CxA site visit and Commissioning Team meeting minutes, O&M review, training documentation, test procedures, warranty review and test data reports.  
e. Submit three (3) bound text copies of the Commissioning Records with three (3) CD copies including all information listed in B & C above.  

Warranty Phase: August 2020 through August 2021  
1. Perform off-season testing.  
2. Provide warranty review.  
3. Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Final Commissioning Report and O&M manuals.  
4. Return to the site at 10 months into the 12-month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also, interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.  

Systems to be Commissioned  
1. Central building automation system including front end and onsite controllers  
2. All equipment of the heating, ventilating and air conditioning systems  
3. Scheduled, or occupancy sensor, and automatic dimming lighting controls  
4. Daylight dimming controls and interior dimming system controls  
5. Utility monitoring systems including reporting and “dashboard” systems  
6. Irrigation  

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. The District will review all proposals and select one firm based upon the best interests of the District, all factors considered. The District reserves the right to conduct interviews with the top three firms, if deemed necessary.

2. The District intends to select a firm based upon the best interests of the District, all factors considered. Among the factors to be considered are the following:

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications – 80%</td>
<td></td>
</tr>
<tr>
<td>Vendor’s approach to successful completion of contract deliverables, where shown in the submittal.</td>
<td>20</td>
</tr>
<tr>
<td>References with similar or larger organizations, preferably in an education or government environment.</td>
<td>10</td>
</tr>
<tr>
<td>A proven track record in providing services within project guidelines, resulting in high value to the customer in relation to the cost.</td>
<td>10</td>
</tr>
<tr>
<td>Qualifications and experience of vendor’s personnel if applicable, including proposed contract representative and any technical consultants; number and names of consultants currently employed to support the District must be listed.</td>
<td>40</td>
</tr>
<tr>
<td>Pricing – 20%</td>
<td></td>
</tr>
<tr>
<td>Price of Services</td>
<td>20</td>
</tr>
</tbody>
</table>

Based on the recommendation of the Committee, the District will enter into contract negotiations with a selected firm. Upon receipt of best and final proposals, the Committee will select the best proposal, all factors considered.

6.2 Notifications

The District will provide timely notifications to firms responding to the Request for Proposal upon selection of the recommended firm.

6.3 Seattle Schools Right to Reject

The District reserves the right to reject any and all proposals and re-advertise the RFP at any time prior to 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.

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:

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 Proposal for the project.

Each proposal is to be a maximum of fifteen (15) pages (8-1/2” x 11”) single sided, not smaller than 12 point type. Please combine sections below into one PDF with each section bookmarked within the PDF.

1. The cover letter, Proposal Certification Form, table of contents, and tabs do not count toward the page limits.

2. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.

3. Please Note: In preparing the firm’s submittal, the proposing firm shall clearly identify the designated person of record responsible for any referenced project. 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.

7.2 Contents of the Proposal

1. Signed Proposal Certification Form (page 3 of the RFP). This does not count towards the page limit.

2. Table of contents (maximum 1 page).

3. Executive Summary.

   Provide a summary highlighting the firm’s qualifications and special expertise to provide the services requested in the Request for Proposal.


   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.

   c. Provide total size and breakdown of firm personnel by category (e.g., principals, project managers, schedulers, cost estimators, clerical and other support staff). A firm organizational chart would be useful.
5. **Project Experience and Past Performance.**

   a. List a maximum of five (5) recent K-12 projects or other projects which most closely relate to the firm’s qualifications for this assignment indicating:
      - Brief description of project scope;
      - Initial project budget and final project cost;
      - Brief description on the firm’s ability to meet the project deadlines.

6. **Project Approach.**

   In narrative form, briefly discuss your approach and techniques proposed for this project.

7. **Team and Team Organization.**

   Briefly discuss how you propose to organize your team to accomplish the work. Identify each of the key players and define their roles and responsibilities. Describe each of the individual key team members’ relevant professional experience, certification and education in resume form. Identify projects, date, position and firm with which individual was employed at the time services were performed.

8. **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.

9. **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.

10. **Pricing.**

    Briefly discuss proposed pricing structure for the listed services, listing categories of individuals, present hourly rates, type of reimbursable costs, etc. The submittal must include information for hourly pricing.

    The District anticipates awarding a contract on a time and materials basis, by hourly rates, to a fixed contract amount.

    Please also include costs for reimbursable and direct expenses, such as supplies, postage, couriers, etc.

    The District estimates that the total project will take within the range of 250 to 350 hours. Please note that this range is an estimate and pricing should be based upon previous experience on projects completed and the services outlined in the RFP.
Please also note that the District reserves the right to ask questions and seek clarifications about the Proposal, to request post-proposal modifications, and to engage in negotiations with a selected short list of firms.

8.0 CONTRACT AND CONTRACTING PROVISIONS

8.1 Standard Form of Contract

The District’s Contract for Consulting Services is included as Attachment 1. The proposal should include any comments or requested changes. **Please note: The District reserves the right to reject any firm that is not willing to accept the District’s terms and conditions as noted in the standard form of contract.**

8.2 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:

   JoLynn Berge  
   Assistant Superintendent for Business and Finance  
   Seattle School District No.1  
   MS 33-300  
   P.O. Box 34165  
   Seattle, WA 98124

   Or delivered to:

   JoLynn Berge  
   Assistant Superintendent for Business and Finance  
   Seattle School District No.1  
   MS 33-300  
   2445 3rd 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 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

Attachment 1:
Sample Contract for Consulting Services - available to view at Builders Exchange of Washington