

**REQUEST FOR QUALIFICATIONS
ARCHITECTURE and ENGINEERING SERVICES FOR
Selkirk School District
219 Park St, Metaline Falls, WA 99153
For On-Going District Wide Projects**

Key Dates

Release of RFQ	February 28, 2024
SOQ Proposals Due	March 20, 2024
Review and Final Selection with services to commence in March – April 2024	

Summary

Selkirk School District (District) is seeking proposals from interested parties capable of providing Architectural and Engineering services for On-Going District Wide Projects. Qualified firms must be immediately available and prepared to begin in April 2024.

Award

Selection Committee questions may be asked of submitting firms via e-mail or phone during the selection committee review process and the District may or may not conduct interviews. The District intends to enter into a negotiation for a consulting agreement with the firm offering the best qualifications and experience as judged by the Selkirk School District Selection Committee.

Professional Services Required

The following professional Architectural and Engineering Services from design professionals licensed to practice architecture and/or engineering in the State of Washington are required:

1. Analysis of existing site conditions constraints and opportunities; analysis of federal, state, and local land and building development requirements which will impact site and building development cost and schedule.
2. Development of construction contract documents may include multi-discipline detail drawings, specifications, general and special terms and conditions, and professional services agreements.
3. Comprehensive coordination and administration of the project by the A/E Team from the predesign phase through the contractual project closeout requirements.
4. Other related professional services requested by the District or state/local code/regulatory agencies.
5. Possibly provide master planning and phasing for ongoing District projects.

Qualification Submittal Requirements

Professional firms licensed to practice architecture in the State of Washington and interested in providing services as described in the previous Professional Services Required summary to the District must:

Submit an electronic Statement of Qualifications via e-mail indicating previous and demonstrated successful design, construction administration, and project closeout experience with major public education capital projects in the State of Washington. The qualifications document should be limited to twelve (12), single-sided, 8 1/2" x 11" paper sheets –including cover letter and resumes.

Statement of Qualifications submissions received after the designated date and time will not be able to be considered.

- The Statement of Qualifications is required to be received no later than March 20, 2024 at Noon to the attention of:
Nancy Lotze
Superintendent Selkirk School District No. 70
Email nlotze@selkirkschools.org
- All individuals and firms, including those certified by the Washington State Office of Minority & Women's Business Enterprises, who are lawfully engaged in the practice of architecture and engineering under Chapter 18 of the RCW are encouraged to apply.
- The district reserves the right to reject any qualifications, not in compliance with all prescribed public procedures and requirements and to waive informalities in this qualification's response process.

The Statement of Qualifications is required to include:

1. A letter of introduction.
2. A summary of the firm's Washington K12 school projects. Please include completed projects for master planning. Please describe your experience working for small school districts (small, rural school districts under 500 FTE located greater than 50 miles from Spokane) using public works contracting and having worked with KCDA and/or with MRSC.
3. An organizational chart and resumes of the key architectural personnel including the proposed principal-in-charge, project manager, and technical project architect lead. Please provide three professional references.
4. A statement of the current workload.
5. The firm's proposed strategy for administration, procurement, and construction that may show a proactive approach anticipating near-term volatile labor and material procurement market conditions and can contribute to efforts to mitigate financial, project quality, and schedule uncertainties.

End of Request for Qualifications