

# ANNUAL REQUEST FOR QUALIFICATIONS Capital Improvement Projects

May 15, 2020

## I. SUMMARY

The Edmonds School District requests Statements of Qualifications from architecture, engineering, planning, environmental and other facility related services and other consulting firms having relevant expertise for scoping, design and related services for Capital Improvement Projects, in accordance with RCW 39.80.040. Submittals are due by **3:00 PM, Friday, June 12, 2020**, and additional information and requirements are listed below.

## II. BACKGROUND AND SCOPE OF WORK

The recent Capital Levies and other sources provide funding for a variety of Capital Improvement Projects. To complete these projects, the District may need consulting assistance in architecture, civil, traffic, drainage, mechanical, electrical, structural engineering, geotechnical engineering, landscape architecture, land surveying, land planning, environmental analysis and design, cost estimating and/or all other expertise and services related to school facilities. The District will conduct separate selections for design services on major projects.

The February 11, 2020 approved Levy included \$34 million for Capital Improvement Projects to provide a variety of systems and component upgrades and replacements at numerous sites. You can see the list of Safety, heating/ventilation, roofing, energy efficiency and other capital improvements contained in the 2020 Edmonds School District Levy [here](#).

The following is a brief description for the general categories of projects for which the District may possibly require services for in 2020-2021:

Develop solutions to the following: electronic access systems, intrusion alarm system upgrades, roofing and carpet upgrades, outdoor facility upgrades, other interior and exterior improvements, mechanical, electrical, structural, civil and related work and special projects as needed. Provide cost estimating, scoping, design, permitting and construction administration for approved solutions.

## III. SELECTION CRITERIA AND PROCESS

The District will evaluate consultant qualifications on the basis of the following eight criteria.

- 1. Organization and Commitment of Personnel**  
Relevant experience qualifications and availability of individuals committed to the project and potential subconsultants. Clear definition of project roles.
- 2. References**  
Current, useful contact information for references relevant to the project requirements and the committed individuals.
- 3. Approach and Methodology**  
Understanding of services required and techniques for providing them.
- 4. Planning , Design and Construction Administration of related Capital Improvements Projects**  
Relevant project experience demonstrating accomplishments for similar programs and projects.
- 5. Familiarity with Local Conditions and Permitting**  
Knowledge and experience with physical conditions, development and other features of the general project vicinities. Experience and familiarity with development and permitting procedures and requirements.
- 6. Constructability and Construction Administration**  
Constructability of bid documents, including buildability, marketability to bidders, completeness, coordination of disciplines, and construction quality control provisions. Composition of bid packages,

including size, composition, location of geographically separate sites, sequencing and timing. Type and approach to services during construction, including construction observation, quality control, change order procedures, dispute resolution and close-out methodology.

**7. Budget and Schedule Control**

Techniques and results for controlling time and cost throughout all project phases.

**8. Communications and Group Process**

Techniques and results for communicating with a wide range of audiences under many different circumstances throughout the planning, design and construction process.

The District may make its selection based on these submittals. If additional written or oral submittals are deemed necessary, the District will inform the affected firms.

**IV. SUBMITTAL REQUIREMENTS**

SOQ shall be limited to 20 pages, excluding resumes and project data sheets. Please submit through the on-line questionnaire no later than 3:00 PM, **Friday, June 12, 2020** to be considered. A free Google account is required to gain entry to the questionnaire and attach your Statement of Qualifications.

**Even if your firm was on the list in prior years, ALL consultants are required to submit statements of Qualifications and complete the questionnaire if they want to be considered on Edmonds School District projects. You will NOT be included on the roster if you do not submit your materials in 2020**

**To Complete the questionnaire and attach your statement of Qualifications click [here](#), Only electronic requests will be accepted.**

Information received for the Roster will be processed June and early July. The database will be updated and available for review online by July 31.

If you have questions, please call Nick Chou, Design and Construction Manager, (425) 431-7161 or e-mail him at [choun@edmonds.wednet.edu](mailto:choun@edmonds.wednet.edu).