

# ANNUAL REQUEST FOR QUALIFICATIONS Capital Improvement Projects

May 1, 2018

## 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. Submittals are due by 3:00 PM, Friday, June 1, 2018, 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 14, 2014 approved bond measure included \$40 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 2014 Edmonds School District Bond [here](#). The passage of the [2016 Capital Levy](#) in February provides over \$26 million for improvements.

The following is a brief description for the general categories of projects for which the District may possibly require services for in 2018-2019:

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**

Statement of Qualifications (SOQ) shall be limited to 20 pages, excluding resumes and project data sheets. For those who are **not** on the current roster, you must complete the survey found at the link below, and attach your Statement of Qualifications no later than 3:00 PM, **Friday, June 1, 2018**.

Click Here to Proceed to [questionnaire](#) .

**It is not necessary to submit materials if your firm is already on the current Consultant Roster. If your firm was already published on the Consultant Roster, your firm will automatically be placed on the new year Consultant Roster, however we appreciate having updated credentials on file should there be changes in your firm's information or qualifications.**

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.

Firms can confirm their current listing on the [Consultant Roster](#) by clicking here, or going to the district website, under Capital Projects.

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).