

**REQUEST FOR QUALIFICATIONS
CONSULTING PROFESSIONAL DESIGN SERVICES
FOR
LONGVIEW PUBLIC SCHOOLS
INDOOR AIR QUALITY AND
VENTILATION IMPROVEMENTS**

**Issued by:
LONGVIEW PUBLIC SCHOOLS
2715 Lilac Street
Longview, WA 98632-3526**

March 1, 2022



**REQUEST FOR QUALIFICATIONS
CONSULTING ENGINEERING/ARCHITECTURAL SERVICES FOR
LONGVIEW PUBLIC SCHOOLS
INDOOR AIR QUALITY AND VENTILATION
IMPROVEMENTS**

REQUEST FOR QUALIFICATIONS DUE DATE: MARCH 17, 2022

PROJECT SCOPE OF WORK

The Longview School District includes a building asset portfolio of approximately 20 separate school district campuses with 45 buildings for a total of approximately 1.4M gross square feet. The District has recently adopted a common district-wide building controls platform for ongoing implementation.

Phase I – Evaluation of Existing Conditions & Consideration of Physical Improvements (PreDesign Phase)

- On-site investigation of existing conditions and performance of campus HVAC, Electrical, and Building Controls infrastructure systems.
- Review performance deficiencies identified by the District to date (including Indoor Air Quality and Ventilation performance per ASHRAE 62.1 Standards and the 2019 State of Washington Clean Building law) and proposed range of all reasonable potential long-term solutions to correct current and future deficiencies.
- Provide direct construction cost models for each potential solution under consideration by the design team.
- Issue final draft of a PreDesign study which identifies all work completed and a Basis of Design summary including outline specification and independent cost model for the District’s final improvement plan.

Phase II – Design, Bid, and Construction Administration (Design, Bid & Award, and Construction Phases)

- Preparation of concise Basis of Design and Construction Bid Documents based on the preferred improvement plan reviewed and approved by the School District

Phase II is expected to proceed upon satisfactory and successful completion of the Phase I work by the selected prime architectural or engineering firm. In Phase II, the design team will prepare bid documents (which will include detailed drawings, plans and specifications and contracting documents) and provide construction phase project administrative support for the project including the bid/award process, processing contract related ASI’s RFI’s, Submittals, site visits, punch list inspection activities, and final record documents. It shall be a requirement of this project that the improved HVAC infrastructure maximize operational efficiencies to support long-range durable and efficient District HVAC system operations.

Design, Bidding, and Construction Administration

Preparation of concise construction specifications and diagrammatic drawings to support public sector bidding requirements for federally-funded public works project. Provide construction phase project administrative support for the project including the bid/award process, processing contract related ASI's RFI's, submittals, site visits, punch list inspection activities, and final record documents.

Projected Design and Construction Schedule: Federal Grant funds to be fully expended and final completion of project on or before October 1, 2024.

Statement of Qualifications - Review and Intention to Award Process

District Selection Committee questions may be asked of submitting firms via email or phone or ZOOM conference during the selection committee review process. The District intends to enter into a negotiation for a professional services consulting agreement with the firm offering the best qualifications and experience as judged by the Longview School District Selection Committee. The School District anticipates issuing an Intent to Award notification for the work in late March 2022 and begin the Phase I work immediately. Award of the Phase I work does constitute an award of the Phase II work. The District reserves the right to issue an RFQ for the Phase II services required.

Professional Services Required

The following professional design firm (from an architectural or an engineering firm licensed in the State of Washington) services are required:

1. Development of design and construction project schedule with District, concise contract documents including drawings, plans, and specifications, general and special terms and conditions for construction, and specialty professional services – including testing agency requirements the track improvement. District will provide general contractor agreement, invitation to bid, and general conditions for this federally-funded public works project to be included in the bid documents by the architect or engineer of record.
2. Overall coordination and administration of the project from design through construction closeout and submission of record documentation.
3. Other related services as required by the Longview School District or other code/regulatory agency.

QUALIFICATION SUBMITTAL REQUIREMENTS

Professional firms and individuals interested in providing services as described above to the Longview School District is requested to provide the following:

1. Submit an electronic document via e-mail indicating previous design and project management experience. The Qualification document shall be limited to ten (10), single sided, 8 1/2 x 11-inch sheets. Statement of Qualifications shall be submitted by 3:00 pm PST on **March 17, 2022**. Documents received after the designated date and time will not be considered. Documents should be submitted via email only to:

Rick Parish, Assistant Superintendent
[c/o kirk.pawlowski@esd112.org](mailto:c/o_kirk.pawlowski@esd112.org)

2. All individuals and firms, including minority and women-owned firms, who are lawfully engaged in the practice of architecture and/or engineering under Chapter 18 of the RCW are encouraged to apply.
3. The district reserves the right to reject any qualifications not in compliance with all prescribed public procedures and requirements, reserves all rights afforded to the District pursuant to Chapter 39.80 RCW, including the District's right to determine and assess qualifications, negotiate terms for services, determine pricing, or terminate the process for any reason and at any time, and to waive informalities in this qualification's response process.

The Statement of Qualifications must include:

1. A letter of introduction. Letter (maximum two single-side pages) to include firm's strategy to provide remote project coordination to Longview School District personnel, and how/why you believe you are suited to work with the Longview School District.
2. A simple diagram or narrative describing the key personnel assigned to the project including the project manager and all proposed consultants (for example, electrical engineer and cost planning service provider whether internal to firm or independent to the firm).
3. Examples of four previous projects of similar type and current names and references for projects cited. No limitation on years since completion.
4. Provide your list of immediate "must haves" from the School District that will ensure your efforts are efficient and cost-effective.

Submittal evaluation by the District's Selection Committee will be based the following four criteria:

1. Strategy for project coordination with the District to achieve expedited decision making.
2. Experience of the proposed Project Manager with projects of similar scope.
3. Demonstrated successful experience working with school districts and/or public sector capital projects which involved complex district-wide multiple building mechanical/electrical renovations in Washington/Oregon.

All questions regarding the RFQ process can be directed to the District's advisor Kirk Pawlowski, ESD 112 Construction Services Group, kirk.pawlowski@esd112.org or the District's Assistant Superintendent, Rick Parrish, rparrish@longview.k12.wa.us.

End of Request for Qualifications