

## CONSULTANT NOTICES

### HIGHLINE SCHOOL DISTRICT NO. 401

#### Professional Services Roster

#### Request for Statement of Qualifications (SOQ)

**Submittal Due Date: June 28, 2024, at 4:00 PM.**

#### **\*\*DUE DATE EXTENSION NOTICE\*\***

**Highline School District No. 401 is extending the submittal due date of the Professional Services Roster from November 27, 2023, to June 28, 2024.**

In accordance with RCW 39.80, Highline School District No. 401 (“District”) is announcing its requirements for consultants interested in providing architectural, engineering, and related professional services for the 12-month duration following the submittal due date.

One hard copy of the firm’s Statement of Qualifications, in addition to an electronic copy on a USB flash drive, should be submitted to Highline School District, ATTN: Capital Planning and Construction, 17810 8<sup>th</sup> Avenue South, Building A, Burien, Washington, 98148-1788, and must be received by:

#### **Due Date: June 28, 2024, at 4:00 PM**

The current need for professional service consultants is to provide support for both small and large-scale projects including major maintenance, emergency, remodel/renovation, technology, and building system improvement projects. The scale, duration, and number of the projects is uncertain, and the District may or may not have a need for all services during the year.

It is the intent of the District to contract with firms for specific disciplines in categories **A through W**, as listed below, and to match the capacity and capability of the firm’s qualifications and available staff with the scope, size, and complexity of the work.

All submittals will be categorized and kept on file for 12-months from the due date. The District shall conduct discussions with one or more firms regarding anticipated concepts, staffing, and the relative utility of alternative methods of approach for furnishing the required services and then shall select therefrom, based upon criteria established by the district through a Request for Statement of Qualifications process. The firm deemed to be the most highly qualified to provide the said service will be contracted. The project assignments will likely remain in place for the duration of the specific project.

Successful applicants must comply with Washington State’s RCW 28A.400.303 - Record Checks for Employees and Certain Volunteers and Contractors, and the District’s indemnification and insurance requirements including General Liability, Automobile Liability, and Professional Liability insurance.

Consultants interested in providing services to the District must submit the following hard copies: (1) Letter of Interest **identifying ALL applicable categories** for which your firm is submitting; (2) one set of materials indicating areas of service and qualifications; and (3) **Standard Form 330 Part II, only**

**(not Part I).** The SF 330 form can be found by doing a Google search for Standard Form 330. **The District highly encourages Statements of Qualifications from minority and women-owned firms.**

The categories for the Professional Services Roster are as follows:

- A. Architecture**
- B. Program, Project, and Construction Management Services**
- C. Commissioning**
- D. Value Engineering Analysis**
- E. Constructability Review**
- F. Structural Engineering**
- G. Civil**
  - 1. Site Planning
  - 2. Geotechnical Services (i.e., soil characterization and bearing capacity)
- H. Environmental** (including, but not limited to, wetlands, hazardous material, underground storage tanks, indoor air quality, testing and sample analysis)
- I. Moisture Protection** (including building envelope and painting inspections)
- J. Landscape Architecture, Arborist**
- K. Playfield**
  - 1. Football/Baseball/Soccer Field (i.e. irrigation, design, etc.)
  - 2. Track and Field Systems
- L. Electrical**
  - 1. Power/Lighting
  - 2. Low Voltage (fire alarms, intercom/PA systems/clocks, and media systems)
  - 3. Telecommunications/Data Network
- M. Mechanical**
  - 1. HVAC
  - 2. Energy Management and Control Systems (EMCS)
  - 3. Mechanical Systems
  - 4. Plumbing
- N. Material Testing and Inspection Services**
- O. Educational Facility Planning**
- P. Real Estate**
  - 1. Appraisal Services, Consulting
  - 2. Surveying (i.e., boundary and topographic surveys)
- Q. Interior Design/Decorating**
- R. Cost Estimating**
- S. Furniture, Fixtures and Equipment**
- T. Move Coordination**
- U. Traffic Study**
- V. Surveying**
- W. Other: Specify\_\_\_\_\_**