

**Kennewick School District No. 17**  
**Request for Proposal**  
**Architectural & Engineering Services**  
**Submittal Due: January 5, 2024**

**SCOPE:**

**Initial:** Pre-construction design services aimed at securing Capital Projects Funding via Office of the Superintendent of Public Instruction (OSPI). The design effort is for the modernization of the original 66,000 square foot area of the Tri-Tech facility built in 1981. The modernization of the original building is driven by the need to comply with current energy and life safety codes and well as reorganize 41-year-old spaces to satisfy current programs. Existing building systems are inadequate and have out lived their useful life. Entire modernization of all the 1981 core facility is planned. This pre-construction work will be completed in the 2023-25 biennia.

**Pending OSPI Project Approval/Funding:**

Design and architectural services for the duration of the project.

**Estimated Schedule:**

Initial deliverables would be due in April 2024 These documents would be used to present to OSPI as part of the funding request process. Kennewick School District (KSD)/Tri-Tech Skills Center (TTSC) would work with the design team to determine a set of drawings that would meet the request's needs and be realistic to complete in the proposed time frame. Pending approval of the project, KSD/TTSC would immediately resume design services and set bid/construction start dates.

**Proposal Evaluation Criteria:**

- Experience in designing the type of project envisioned
- Quality of previous performance
- Ability to meet contract deadlines
- References
- Staff readily available for the project
- History of errors and omissions
- Construction change order history

**Proposal Elements:**

Qualified design professionals who are interested in providing professional services to the District for this project, must **provide three (3) copies of your submittal package along with an electronic copy** and **submit a letter of interest** to the attention of: Ryan Jones, Capital Projects Manager, Kennewick School District, 5501 W. Metaline Avenue; Kennewick, WA 99336. All submittals must be received by 4:00, Friday, January 5, 2024.

The proposal should also address the following for both the initial phase (pre-construction) and the construction phase:

- a. Firm's general approach to the project

- b. A list of key personnel who would work on the project with their experience and availability
- c. Proposed design team (i.e. EE, ME, CE, etc.)
- d. General scope and deliverables

**Submittal Deadline:**

All submittals must be received by **4:00, Friday, January 5, 2024**. All inquiries should be directed to Ryan Jones at 509.222.6810 or via email at [ryan.jones@ksd.org](mailto:ryan.jones@ksd.org).

**Interview:**

Applicant firms will be short listed for interviews and notified via email by **January 10, 2024**. Interviews will be held on **January 16, 2024** in-person. A separate package describing the interview process/agenda will be forwarded to the short-listed firms.

The District encourages Statement of Qualifications from minority and women owned firms.

**Supplemental Information/Documents Attached:**

- Previous Tri-Tech Capital Project Request Core Mod 2023-2025 Final 6-29-2022 (Current Draft)
- Tri-Tech Skills Center 2020 Study and Survey

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