

**REQUEST FOR QUALIFICATIONS
CONSULTING PROFESSIONAL MECHANICAL
DESIGN SERVICES FOR
LONGVIEW PUBLIC SCHOOLS
MARK MORRIS HIGH SCHOOL
OWNERPROVIDED CHILLER REPLACEMENT**

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

February 12, 2024



**REQUEST FOR QUALIFICATIONS
CONSULTING MECHANICAL ENGINEERING SERVICES FOR
LONGVIEW PUBLIC SCHOOLS
MARK MORRIS HIGH SCHOOL OWNER PROVIDED CHILLER
REPLACEMENT**

REQUEST FOR QUALIFICATIONS DUE DATE: MARCH 1, 2024

PROJECT SCOPE OF WORK

The Longview School District will be replacing the existing chiller at Mark Morris High School with a new, owner provided SMARDT chiller that the District will be providing.

Phase I – Evaluation of Existing Conditions & Consideration of Physical Improvements (Pre-Design Phase)

- On-site investigation of existing conditions and performance of campus electrical and piping systems as they relate to the chiller.

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

- Preparation of concise Basis of Design and Construction Bid Documents

Phase II is expected to proceed upon satisfactory and successful completion of the Phase I work by the selected mechanical 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 by answering RFI's. All other contract support will be provided by the School District.

Design, Bidding, and Construction Administration

Preparation of concise construction specifications and diagrammatic drawings to support public sector bidding requirements for state-funded public works project. Provide construction phase project administrative support for the project by answering RFI's and reviewing submittals. All other contract administration will be provided by the School District.

Projected Design and Construction Schedule: Bid documents shall be ready for advertising by April 30, 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 early March 2024 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 engineering firm licensed in the State of Washington) services are required:

1. Development of concise contract documents including drawings, plans, and specifications and general and special terms and conditions for construction. District will provide general contractor agreement, invitation to bid, and general conditions for this state-funded public works project to be included in the bid documents by the engineer of record.
2. Review of submittals and answering RFI's.
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 1, 2024. Documents received after the designated date and time will not be considered. Documents should be submitted via email only to:

Rick Parrish, Executive Director of
Communications & Operations
rparrish@longview.k12.wa.us

2. All individuals and firms, including minority and women-owned firms, who are lawfully engaged in the practice of mechanical 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 answers to RFI's and submittal review to the Longview School District 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 similar project scope in Washington/Oregon.

All questions regarding the RFQ process can be directed to the District's Executive Director of Communications & Operations, Rick Parrish, rparrish@longview.k12.wa.us and must be received by February 27, 2024 at 2:00 pm. All questions will be answered in an addenda that will be published to the District's web site by February 28, 2024 by 10:00 am.

End of Request for Qualifications