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**Request for Proposals  
Pre-Bond Project Management Services**

**Submittal Deadline:**

April 26, 2024  
On or before 11:00 am

**Submit to:**

Attn: **Jamie Reed**  
DIRECTOR OF FINANCE & OPERATIONS  
**CHENEY SCHOOL DISTRICT**  
12414 S. Andrus Rd.  
Cheney, WA 99004

## I. Advertisement

Cheney School District “**District**” is requesting proposals for Pre-Bond Consulting services for assisting through a Capital Projects Program “**Program**”. The District intends to select a “**Consultant**” to assist with preparing timelines, cost modeling, and prioritization of current and future capital projects, and to assist in assembling documents as needed for a potential upcoming bond measure.

Proposals will be received by the Cheney School District Electronically directly to Jamie Reed ([jreed@cheneysd.org](mailto:jreed@cheneysd.org)) or in person at 12414 S. Andrus Road, Cheney, WA 99004 up to, but not later than 11:00 am on April 26, 2023.

PUBLISH: April 18, 2024  
April 25, 2024

## II. Introduction

The Cheney School District (“**District**”) requests proposals from consultants interested in providing pre-bond support services for its upcoming Capital Projects Program. Based on the results of the potential capital bond the District may continue its relationship with the selected Consultant to provide management services during the design and construction phases of its capital facilities projects.

The District recently completed a community-driven capital facility planning effort resulting in the school board's acceptance of a set of short and long-term recommendations. Following this acceptance, a bond measure was run in the February 2024 election but did not pass. The District will consider proposals from consultants to support the District in the implementation of facilities planning and the administration of preliminary design and other consultant contracts needed to execute the recommendations of the planning effort. The District reserves the option to request additional project management services from the selected Consultant, as the District determines are necessary. Proposals will identify the qualifications and roles of persons to perform the requested services. The District intends to select and engage one Consultant.

## III. Background

As a result of the community-driven planning effort and school board acceptance of the planning committee's recommendations along with the results asking for feedback after the failed February bond, the District is considering requesting community support for a Capital Bond in November 2024 to address growing capacity needs, aging facilities and infrastructure, safety and security system improvements, and other capital facility needs. The District is seeking professional services to assist with the final development of its short-term and long-term Capital Projects Program.

## IV. Project Information

Pre-Bond management services are needed to assist the District in finalizing the facility committee's recommendations and providing support to the District in providing information to the community and preparing the District for bond execution. Services will include, but are not limited to: program master schedule development, cost estimating, standards review/development, prioritizing of facility projects, and recruitment and selection of consultants to potentially provide other services. The District may extend services to include administration of permitting, design, construction, commissioning, and occupancy for any projects that become part of the Program.

The District anticipates contracting with the selected Consultant on a lump-sum basis, plus reimbursable expenses for the services noted above. The District may extend project management services to support later phases of the Program.

## V. Scope of Work

The District anticipates the following Project tasks:

- Assist the District in establishing an overall management plan, proposing team member roles and responsibilities, and priorities and timelines.
- Assist and provide information as needed for District public meetings to engage the community in gaining an understanding of the capital improvement bond.
- Assist the District in the selection of an architect and/or general contractor that can best execute the District's Facilities Plan developed as part of this effort.
- Development of a master program schedule and cost estimates to finalize a prioritized list of projects for community request and program execution.

Services are anticipated to occur between approximately April 2024 and November 2024. The district shall not be bound to continue to work with the selected Consultant beyond the scope of work.

## VI. Selection Process

### A. Method of Selection

The District will convene a Selection Committee to review the proposals received and reserves the right to seek clarification(s) about the proposals.

The District may award a contract based solely on the written proposals. However, the District may request one or more consultants be interviewed for further evaluation.

The District may elect to negotiate with a selected short list of consultants to improve the proposals and obtain terms suitable to the District. The District reserves the right to request post-proposal modifications.

The District reserves the right to include in any contract with a selected consultant a provision for additional project management services as identified in the facilities plan, where such provision will be contingent on agreement to terms regarding such continued work and other factors determined by the District.

An initial screening of the proposals will be conducted based on the criteria set forth below. Proposals that do not meet the criteria will not be considered further unless the District waives any defects.

The District reserves the right to select a single consultant for negotiation toward a contract based solely on the written proposals and to not enter into any further discussions or negotiations.

The District reserves the right to meet with responding consultants and conduct interviews and/or negotiations based on the proposals to select the best proposal with all factors considered. As part of such negotiations, the District may require key personnel assigned to the contract to be present and to discuss a consultant's approach to the management of the project.

The Selection Committee will make a recommendation to the Board of Directors regarding a successful Consultant. The District reserves the right to negotiate with the successful Consultant on pricing, scheduling, and other terms.

## B. Initial Screening Criteria

### Qualifications - (100 points)

Consultant Overview: Provide a brief narrative describing the Consultant's origin and experience providing services in the region.

Consultant's Experience (25 points): This section should detail the background and qualifications to establish the Consultant's experience and performance in the management of projects similar to the District projects within the past ten (10) years. Please include answers to the following questions:

- Experience in performing pre-bond and planning services.
- Experience in managing other projects similar in scope and type, including the location of each project and the contact information of the client.
- Experience in managing projects on occupied sites.
- Experience working with School Districts in Washington State.
- Explain your approach and expertise in providing project controls including schedules, budgets, invoicing, and document controls.

Staffing (25 points): This section should contain a detailed and specific discussion of the Consultant's proposed management staffing and reporting relationships for this project.

- Capacity to staff with competent and experienced personnel for bond and facility planning services.
- Capacity to provide full project management services upon bond passing if desired by the District.
- Include names of key staff within your organization and all staff members assigned to this Project.
- Provide an organizational chart describing your organization as it relates to this Project. Provide resumes of all key staff, including their years of direct relatable experience in the industry, relevant project experience, and duties/responsibilities.
- Provide a list of all key staff and any sub-consultants to be utilized on the Project. Outline the commitment of time (man-hours) spent on-site and throughout each phase of the Project.

Approach and Methodology (25 points): This section should provide a detailed discussion of the philosophy of management that you have applied to similar Projects, including a brief discussion of your involvement from the beginning of a Project through the completion of construction and warranty period of all projects.

- Address your approach to assisting the District in the refinement of its community-based plan to incorporate additional details and renderings for the community.
- Address your approach in assisting in the selection, management, and execution of services of both the architect and general contractor.
- Address your approach on how you may support the District's desire to maximize the opportunity for local contractor and vendor involvement, when possible.

Past Projects (15 points): Present the past performance with the District or on similar contracts regarding pre-bond services, cost analysis, project management, quality of work, and compliance with schedules.

References (5 points): Provide three (3) references of prior districts where you have performed similar support services.

Additional Information (5 points): Describe any systems or procedures utilized in managing school projects, as well as the nature of the system and/or procedures that provide the District management of time, cost, quality and scope controls.

Insurance: The Consultant must demonstrate and maintain a minimum of \$1,000,000 general liability insurance coverage for the duration of the Project by including an insurance certificate indicating the insurance company's address and point of contact.

Based on the recommendation of the Selection Committee and approval by the Board of Directors, the District will enter into contract negotiations with the selected Consultant.

**C. Schedule for Selection Process**

<b>Dates</b>	<b>Selection Process</b>
04/12/2024	Advertisement for Request for Proposals Published
04/26/2024	Proposal due on or before 11:00 am
05/02/2024	Screening Interviews - If needed
05/08/2024	Board approval - To proceed with contract negotiations
05/09/2024	Negotiation of the Contract

The District may adjust the above schedule. In the event of a schedule change after submission of proposals, the District will inform consultants that have submitted proposals of the changes.

**D. District's Right to Reject**

The District reserves the right to reject any and all proposals and re-advertise the Request for Proposals at any time prior to approval of a contract with the selected Consultant. All costs incurred in the preparation of the Request for Proposals process will be borne by the proposing Consultant. Proposals submitted in response to this Request for Proposals will become the property of the District and be considered public documents under applicable Washington State laws; such documents are subject to disclosure in response to public records requests under the Public Records Act, Chapter 42.56 RCW. The District also reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

**E. Compliance with Procedures**

The proposal of any consultant failing to submit information per the procedures set forth herein may be considered non-responsive. Failure to comply with these procedures may result in the rejection of such a proposal.

## VII. Submittal Requirements

Hard-copy proposals must be submitted in a sealed envelope and clearly labeled “Pre-Bond Management Services” by mail or hand-delivered to:

Jamie Reed  
Director, Finance & Operations  
CHENEY SCHOOL DISTRICT  
12414 S. Andrus Road  
Cheney, WA 99004

Or

Electronically at [JReed@cheneysd.org](mailto:JReed@cheneysd.org)

The District must receive proposals no later than April 26, 2024, on or before 11:00 am.

The time of receipt will be as determined by the time stamp at the address above or the time received in the e-mail inbox. Proposals received after the time specified will be returned to the proposer unopened.

This solicitation does not commit the District to pay any costs incurred in the preparation, presentation, or return of submittals, including interview time, or to select any Consultant who responds.

If delivering a hard copy, Consultants must submit one (1) hard copy and one (1) digital copy on a USB flash drive of their proposal.

Each proposal is to be a maximum of fifteen (15) pages (8-1/2” x 11”) single-sided, not smaller than 11-point type, not including resumés.

The cover letter, table of contents, resumés, and tabs do not count toward the page limits.

Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.

In preparing the submittal, the proposing consultant will identify the designated person of record responsible for any referenced project. If the proposing consultant is representing an individual’s experience while employed with another consultant, the consultant of record for the project and the individual’s role will be identified.

Any questions or requests for clarification regarding this Request for Proposals during the submittal preparation period must be sent via email to [jreed@cheneysd.org](mailto:jreed@cheneysd.org).

- End of Request for Proposals -