LAKE STEVENS SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
CONSTRUCTION-RELATED PROFESSIONAL AND PERSONAL SERVICES (RCW 28A.335.190)

I. PURPOSE OF REQUEST

The Lake Stevens School District No. 4 ("District") is soliciting annual statements of qualifications and performance data (RFQ) from construction-related services firms in connection with performing professional services for the District pursuant to Chapters 28A.335.190 and 39.80 RCW.

II. INSTRUCTIONS

A. All responses shall be sent to:

Robb Stanton
Executive Director of Operations, School Planning and Construction
Lake Stevens School District
12309 22nd St NE
Lake Stevens, WA 98258
425.335.1506

B. Please submit one copy of your RFQ in a sealed envelope and clearly label in the lower left corner "Statement of Qualifications for Construction-Related Services."

C. Qualifications should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. No more than 20 pages are necessary.

D. An authorized representative of the firm must complete and sign the attached application (Exhibit B) and return it with your statement of qualifications.

E. Any questions concerning the District's specifications or RFQ process shall be directed to Robb Stanton at 425.335.1506.

F. The firm must include evidence that it maintains the following minimum insurance:

1. Workers' compensation and employer's liability in amounts required by law;
2. Commercial general liability with limits of liability not less than $1,000,000 combined single limit per occurrence, and in the minimum of $2,000,000 in the aggregate;
3. Automobile liability insurance with limits of liability not less than $1,000,000;

4. Professional Liability with limits of liability not less than $1,000,000.

III. SELECTION CRITERIA

Qualifications and performance statements will be reviewed and placed on file and will be used as a source from which to select one or more qualified firms from whom a detailed proposal will be requested for any specific project. Respective firms may be contacted for further qualifications regarding a specific project and may be asked to attend an interview.

In the event your firm is selected to commence negotiations with the District regarding any project, your RFQ and/or proposals will be evaluated on the following criteria:

Qualifications

1. Professional quality of principals and key staff
2. Work of a similar nature
3. Production capability
4. Supervision and quality control
5. Relationship with clients
6. Cost estimates
7. Capability of budget control
8. Experience in K-12 work
9. Interest in the Lake Stevens Community
10. Past performance for the district

IV. TERMS AND CONDITIONS

A. The District reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ/proposal.

B. The District reserves the right to request clarification of information submitted, and to request additional information from any consultant.

C. The District reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the selection of the consultant.

D. The contract resulting from acceptance of a proposal by the District shall be in a form supplied or approved by the District, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The District reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ.

F. The District shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.

G. The District encourages minority, veteran and women-owned firms to submit qualifications consistent with the District's policy to ensure that minority, veteran and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

V. SCOPE OF SERVICES

Please refer to Exhibit A

VI. COMPENSATION

A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the District will negotiate a price which it determines is fair and reasonable. If the District is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the District may select another firm.

B. The Consultant will submit a monthly written request for payment and a progress report certifying that it has performed the designated Services under the Agreement, and that it is entitled to receive the amount requested. Payment will be made on the basis of the actual Services the School District approves as satisfactorily completed. The School District will pay the Consultant within 30 days of receipt of the request and report. Payments due but unpaid shall bear interest at the statutory rate pursuant to RCW 39.76, not to exceed Bank of America prime rate plus 2%, starting 30 days after receipt of the request and report.

EXHIBIT A

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SCOPE OF WORK

The firms who respond to the RFQ shall be placed on the District's Construction-Related Services list. The District may select firms from this list and from firms responding to published requirements, if any, and enter into negotiations for contracts covering all areas of construction-related services, including the following:

☐ Project management

☐ Construction management

☐ Value engineering

☐ Constructability review

☐ Building commissioning

☐ Land use consulting

☐ Other construction-related services:

Service(s) name:_____

Please indicate which disciplines your firm practices and for which you would like to be considered.