

ANNUAL REQUEST FOR QUALIFICATIONS Capital Improvement Projects

May 13, 2025

I. SUMMARY

The Edmonds School District is requesting Statements of Qualifications from architecture, engineering, planning, environmental and other facility related services and other consulting firms having relevant expertise for scoping, design and related services for Capital Improvement Projects, in accordance with RCW 39.80.040. Submittals are due by **5:00 PM, Friday, June 13 2025**, and additional information and requirements are listed below.

II. BACKGROUND AND SCOPE OF WORK

The recent Capital Bond and Levy, and other sources provide funding for a variety of Capital Improvement Projects. To complete these projects, the District may need consulting assistance in architecture, civil, traffic, drainage, mechanical, electrical, structural engineering, geotechnical engineering, landscape architecture, land surveying, land planning, environmental analysis and design, cost estimating and/or all other expertise and services related to school facilities. The District will conduct separate selections for design services on major projects.

The February 13, 2024 approved Bond and Levy included over \$600 million for Capital Improvement Projects, and another \$65 million Levy approved by voters on April 27, 2021, to provide a variety of systems and component upgrades and replacements at numerous sites. You can see the list of Safety, heating/ventilation, roofing, energy efficiency and other capital improvements contained in the 2024 Bond and Levy, as well as other upcoming projects [here](#).

The following is a brief description for the general categories of projects for which the District may possibly require services in 2025-2026:

Develop solutions to the following: roofing, outdoor facility upgrades, other interior and exterior improvements such as mechanical, electrical, structural, civil, related work and special projects as needed. Provide cost estimating, scoping, design, permitting and construction administration for approved solutions.

III. SELECTION CRITERIA AND PROCESS

The District will evaluate consultant qualifications on the basis of the following eight criteria.

1. Organization and Commitment of Personnel

Relevant experience, qualifications and availability of individuals committed to the project and potential sub consultants. Clear definition of project roles. Edmonds School District is committed to creating opportunities for small and diverse businesses. Our goal is to utilize small, diverse, and veteran owned businesses at a rate to meet or exceed Washington State guidelines. The district will give consideration in utilization of a diverse project team, and those certified or registered as a WBE, MBE, SBE, DBE or Veteran owned business enterprise. We encourage all who qualify to gain State certification. For information and instructions on this process, click [here](#).

2. References

Current, useful contact information for references relevant to the project requirements and the committed individuals.

3. Approach and Methodology

Understanding of services required and techniques for providing them.

4. Planning, Design and Construction Administration of related Capital Improvements Projects

Relevant project experience demonstrating accomplishments for similar programs and projects.

5. Familiarity with Local Conditions and Permitting

Knowledge and experience with physical conditions, development and other features of the general project vicinities. Experience and familiarity with development and permitting procedures and requirements.

6. Constructability and Construction Administration

Constructability of bid documents, including buildability, marketability to bidders, completeness, coordination of disciplines, and construction quality control provisions. Composition of bid packages, including size, composition, location of geographically separate sites, sequencing and timing. Type and approach to services during construction, including construction observation, quality control, change order procedures, dispute resolution and close-out methodology.

7. Budget and Schedule Control

Techniques and results for controlling time and cost throughout all project phases.

8. Communications and Group Process

Techniques and results for communicating with a wide range of audiences under many different circumstances throughout the planning, design and construction process.

The District may make its selection based on these submittals. If additional written or oral submittals are deemed necessary, the District will inform the affected firms.

IV. SUBMITTAL REQUIREMENTS

SOQ shall be limited to 20 pages, excluding resumes and project data sheets. Please submit through the on-line questionnaire no later than 5:00 PM, Friday, June 13, 2025 to be considered. A free Google account is required to gain entry to the questionnaire and attach your Statement of Qualifications.

It is not necessary to submit materials if your firm is already on the current Consultant Roster. If your firm was published on the 2024/2025 Consultant Roster, your firm will automatically be placed on the New Year Consultant Roster, however we appreciate having updated credentials on file should there be changes in your firm's information or qualifications.

To Complete the questionnaire and attach your statement of Qualifications click [here](#). Only electronic requests will be accepted.

Information received for the Roster will be processed in June. The database will be updated and available for review online by July 31, 2025.

If you have questions, please call Nick Chou, Design and Construction Manager, (425) 431-7161 or e-mail him at choun@edmonds.wednet.edu.