

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

LONGVIEW SCHOOL DISTRICT No. 122

Rick Parrish

Executive Director of Communications and Operations

Release Date: September 9, 2025

Due Date:

12 p.m., September 19, 2025

Table of Contents

INTRODUCTION.....	3
PROJECT DESCRIPTION	3
SCHEDULE OF EVENTS	3
SOQ GENERAL REQUIREMENTS.....	3
PREREQUISITE REQUIREMENTS	4
FORMAT REQUIREMENTS	5
SUBMITTAL REQUIREMENTS	5
AWARD PROCESS	7

INTRODUCTION

PROJECT DESCRIPTION:

Pursuant to Chapter 39.80 RCW, the Longview School District No. 122 (“District”) is conducting a selection process for architectural services specific to the design and construction of improvements to its Memorial Stadium, located at 2903 Nichols Boulevard, Longview, Washington 98632 (the “Project”). The District plans improvements to the main grandstand, which may include, but are not limited to, constructing a raised platform visitor side bleacher system to seat about 500 people.

The purpose of this Request for Qualifications (“RFQ”) is to evaluate firm Statement of Qualifications (“SOQs”) for the purpose of selecting a qualified firm with which to establish a contractual relationship for provision of the desired architectural services.

SCHEDULE OF EVENTS:

Advertisement or Release of RFQ	September 9, 2025
SOQ Submissions Due	12 p.m., September 19, 2025
(Tentative) Negotiation With Selected Firm(s)	September 22-26, 2025
(Tentative) Board Approval of Negotiated Contract(s)	October 13, 2025

SOQ GENERAL REQUIREMENTS

INSTRUCTIONS TO APPLICANTS:

Questions. All questions related to this RFQ should be directed to Executive Director of Communications & Operations Rick Parrish. He can be contacted at (360) 575-7991 or rparrish@longviewschools.org. All questions must be submitted no later than 4 p.m. on September 18, 2025. Questions received after the above-noted deadline may be answered at the discretion of the District. Responses to all questions received by the District will be provided to all firms as Addenda. The Addenda will be posted on the District’s website by 9 a.m. on September 19, 2025.

Delivery requirements. Submittals may be made via email to rparrish@longviewschools.org or delivered by postal mail or hand delivery to Longview School District No. 122, Attn: Rick Parrish, 2715 Lilac Street, Longview, Washington 98632. Submissions must be received no later than noon (12 p.m.) on September 19, 2025. The

District is not responsible for lost materials or any other issues arising from any postal and delivery services. It is the responsibility of the proposer to ensure proper and timely delivery of the SOQ.

Proposals to be prepared at firm's expense. Costs for preparing the SOQ and any other related material are the responsibility of the proposer and will not be chargeable in any manner to the District. The District will not be held liable for any cost incurred by proposers in response to this RFQ.

District reserves the right to accept or reject any or all proposals. The District reserves the right to award one or more contracts as a result of this solicitation and to reject any or all responses. The District may waive any informalities in a response. Failure to respond to all submission requirements may result in rejection of your response. All submittals will become the property of the District

District reserves the right to amend. The District reserves the right to amend terms of this RFQ, to circulate various Addenda, or to withdraw the RFQ at any time, regardless of how much time and effort firms may have spent on their SOQs.

PREREQUISITE REQUIREMENTS

Licensing. Responding firms will be properly licensed in accordance with the Revised Code of Washington. Firms must be able to certify that the firm has not been suspended, revoked, or disbarred.

Evidence of ability to meet minimum insurance requirements. Responding firms must be able to carry, maintain, and keep in full force and effect a policy or policies of insurance in accordance with the architectural services contract.

Professional liability insurance. The firm must carry professional liability insurance covering negligent acts, errors, and omissions in the performance of professional services with policy limits of not less than One-Million Dollars (\$1,000,000) per claim and Two-Million Dollars (\$2,000,000) in the aggregate.

Commercial general liability insurance. The firm must carry commercial general liability (CGL) insurance for bodily injury and property damage with limits of not less than One-Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) in the aggregate.

Automobile liability insurance. The firm must carry automobile liability insurance with policy limits of not less than One-Million Dollars (\$1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of motor vehicles, along with any other statutorily required automobile coverage.

FORMAT REQUIREMENTS

Presentation. The submittal, in its entirety, should be accompanied with supporting materials in an 8.5- x 11-inch format. The submittal should be organized in a manner that will enable the District to locate and review the pertinent information.

Pages. The submittal will be limited to a total of forty (40) pages, or twenty (20) double-sided pages, maximum. Front and back covers and tabbed section dividers do not count toward the page limits.

Specify tabbed sections. Proposals must contain titles or dividers that separate the submittal into the following sections: (1) Company Qualifications, (2) Project Experience and References, (3) Professional Staff, and (4) Technical Capabilities. The cover letter will be included in the front of the submittal but does not need to be tabbed.

SUBMITTAL REQUIREMENTS

The letter of interest submitted should introduce the company and highlight its reason(s) for submitting a SOQ for this Project. At minimum, the letter of interest must include the company's name, address, telephone number, and firm principal contact name.

In addition to the letter of interest, the SOQ must address the following topics:

1. **Company Qualifications.** Provide a brief history of your firm including:
 - a. **Legal Entity.** Describe the legal entity under which your organization operates.
 - i. If your firm is a corporation, provide the date of incorporation, state(s) of incorporation, president's name, vice president's name(s), secretary's name, and treasurer's name.
 - ii. If your firm is a partnership or joint venture, provide the date of organization, type of partnership or venture, and names of general partners and limited partners. Joint venturers are to provide an explanation of why they are associating.
 - iii. If your firm is a sole proprietorship, provide the date of organization and the name of the owner.
 - b. **Litigation/Arbitration/Termination.** If the submitting firm has been a party to any litigation, mediation, or arbitration relating to provision of professional services, or if it has been terminated for cause while under a professional-services agreement, describe each event in detail and indicate the final results.
 - c. **Business Experience and Licensing.** Describe the business experience of your

organization:

- i. Indicate the year your organization was founded under the present name.
 - ii. List any other or former names under which the organization has operated.
 - iii. Indicate the number of years your organization has practiced architecture.
 - iv. If your organization operates from more than one location, indicate the office from which the Project will be served.
 - v. Indicate the qualifying license or professional registration number.
 - vi. Include current certificates of insurance evidencing coverage.
2. **Project Experience and References.** Provide information on the firm's experience with architectural services for school districts on projects that include installation of grandstands or similar seating in athletic stadiums. Note if any of the individuals named in your proposed project team were key participants in those projects. Include client contact names, titles, and current phone numbers for each project listed.
3. **Professional Staff.** Describe the proposed team and team member responsibilities:
- a. Provide a schematic organizational chart showing proposed staffing levels. Please note that identification of any proposed subconsultants is optional and not required at this time. However, respondents are encouraged to indicate any subconsultants anticipated for this Project.
 - b. Include information regarding key individuals assigned to your team. List the title of the position and qualifications of the individual assigned. Provide resumes for each member of the proposed Project team. Resumes must, at a minimum, include the following:
 - i. Number of years employed by the firm.
 - ii. Education.
 - iii. Licensing and certifications.
 - iv. Years of total experience.
 - v. Relevant technical experience.
4. **Technical Capabilities.** Describe your organization's familiarity with the procedures and requirements for architecture, to include the different types of services requested.
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AWARD PROCESS

All submittals deemed responsive and able to meet prerequisite requirements as outlined herein will be evaluated. The District will determine one or more qualified firms with which to negotiate a contract for all or a portion of the desired architectural services. If contract negotiations with a selected firm are not successful, and/or the fees discussed are outside budgetary constraints for the Project or relevant component thereof, the District reserves the right to suspend negotiations with the firm and proceed to negotiate with other submitting firms.

- END OF REQUEST FOR QUALIFICATIONS -