

**Longview School District No. 122**  
**REQUEST FOR QUALIFICATIONS**  
**On-Call A&E Consultant Pool**

**RFQ Due Date:** December 5, 2025 by 2:00 p.m.

**RFQ Submittal:** Longview School District No. 122  
Attention: Rick Parrish  
Executive Director of Communications &  
Operations  
[rparrish@longviewschools.org](mailto:rparrish@longviewschools.org)

**LONGVIEW SCHOOL DISTRICT NO. 122**

**REQUEST FOR QUALIFICATIONS**

**CONTRACT NAME:** On-Call A&E Consultant Pool

**RESPONSES DUE:** December 5, 2025– No later than 2:00 p.m.

Public notice is hereby given that the Longview School District No. 122 (“District”) has issued a Request for Qualifications for providers of the above-named professional services, with responses due no later than the date and time given above.

The District is seeking Statements of Qualifications (SOQ) from professional architectural and engineering firms interested in providing services to the District on an on-call, as-needed basis. The District’s intent is to develop a roster of multiple firms experienced in providing on-call services in one or more of the following disciplines/categories: Architectural & Structural Design & Engineering; Landscape Architecture; Civil Engineering – Water; Civil Engineering – Wastewater & Stormwater; Traffic & Transportation Engineering; Electrical Engineering; Mechanical Engineering (including HVAC systems); Construction Engineering, Management, and Inspection; Planning, Environmental, & Permitting; Geotechnical & Geological/Hydrogeologic Engineering; Project Management; and Survey & Mapping.

This roster will support a variety of projects, ranging from capital improvement initiatives to routine maintenance and day-to-day operational needs.

Complete details and all submittal requirements are available on the District’s website at <https://www.longviewschools.com/departments/business-services/bids-proposals>

Publish Dates: November 18<sup>th</sup> and 25<sup>th</sup>, 2025

**END OF SECTION**

**LONGVIEW SCHOOL DISTRICT NO. 122  
REQUEST FOR QUALIFICATIONS  
ON-CALL A&E CONSULTANT POOL**

The following content is provided in this Request for Qualifications (RFQ) to assist statement preparation.

**SECTION 1. GENERAL INFORMATION**

- 1.01 Background and Purpose
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- 1.03 RFQ Inquiries and Communications
- 1.04 Contract Term
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- 1.06 Recycled Products
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- 1.08 Federal, State, and Local Requirements

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- 2.02 Category-Specific Scopes of Work
- 2.03 Assignments of Work

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- 3.02 Statement Contents
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- A Confirmation of Business Organization
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**SECTION 1. GENERAL INFORMATION:**

**1.01 Background and Purpose**

The District, located in Cowlitz County, Washington, with 15 schools and 5 ancillary buildings serving just under 6,500 students.

This RFQ for on-call architectural and engineering services aligns with the District’s mission to maintain and enhance its facilities through partnerships with experienced professionals capable of delivering quality and efficient architectural and engineering solutions. The purpose of this RFQ is to solicit a list of qualified future partners in various potential areas of expertise.

**1.02 Schedule**

Event	Date
RFQ Release	November 18, 2025
Inquiries Deadline	November 27, 2025 by 10:00 a.m.
Responses to Inquiries Posted	December 1, 2025 by 2:00 p.m.
SOQ Submittal Due	December 5, 2025 by 2:00 p.m.
Notification of Shortlist (tentative)	December 12, 2025 by 5:00p.m.
Interview of Short-Listed Consultants  (as needed and determined by the district)	December 19, 2025 by 5:00p.m. (if needed)
Board of Directors award	As needed for awards

\*These dates are approximate and subject to change.

**1.03 RFQ Inquiries and Communications**

Interested parties must direct all communications regarding this RFQ to Rick Parrish, Executive Director of Communications & Operations, via email to [rparrish@longviewschools.org](mailto:rparrish@longviewschools.org). In your email subject line, reference “*On-Call A&E Services Pool RFQ*”. Response to inquiries cannot be guaranteed unless received by email prior to the inquiry’s deadline noted in the schedule. All written answers to questions received prior to the deadline will be posted to the District’s website located at: <https://www.longviewschools.com/departments/business-services/bids-proposals>

The District reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.

Unauthorized contact regarding the RFQ with other District staff may result in disqualification. Any oral communication will be considered unofficial and non-binding on

the District.

#### **1.04 Multiple Awards, Contract Term, and Re-Qualification**

The District may award multiple contracts as a result of this RFQ, with the goal of developing a pool of qualified consultants, ideally two per category of work. This will ensure that when needs arise, the District has multiple pre-approved, qualified, and dependable consultants to choose from, enabling flexibility and efficient project execution.

An initial Contract Term of three (3) years will be offered, with two optional one-year extensions upon mutual written agreement.

Annually, firms currently in the consultant pool may be asked to re-submit qualifications. The District may, in its sole discretion and at any time, choose to terminate pool categories, re-assign consultants to other pool categories, or add previously qualified consultants to the pool.

#### **1.05 Public Records**

Any material submitted will become the property of the District and will not be returned. Statements should not contain any information that the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of this RFQ, each page containing confidential information should be clearly marked, "NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS." The District accepts no liability for the inadvertent or unavoidable release of any confidential information submitted. Any claims arising out of any public record request for information claimed by the proposer to be confidential will be at the proposer's sole expense.

#### **1.06 Recycled Products Statement**

Consultants will use recyclable products to the maximum extent economically feasible in the preparation of the SOQ, and the selected Consultant will continue the same practice in the performance of any contracted services.

#### **1.07 Confirmation of Business Organization**

The Consultant will identify the business organization under which it operates (form provided in RFQ as Attachment A). Partnerships and joint ventures will list each member's name, address, business license number, tax ID number, telephone number, and email address on a separate sheet of paper attached to the proposal. This page will not be included in the total page count. Failure to complete and include this form in the submittal may result in a SOQ being considered nonresponsive.

#### **1.08 Federal, State, and Local Requirements**

The selected Consultant will comply with all federal, state, and local laws, regulations, and ordinances applicable to the work under any contract awarded. In addition, the Consultant agrees to comply with:

- The Washington Law Against Discrimination, Chapter 49.60 RCW;

- Chapters 28A.640 and 28A.642 RCW;
- Title VI of the Civil Rights Act of 1964;
- Section V of the Rehabilitation Act of 1973;
- The American with Disabilities Act of 1990; and
- All regulations and administrative rules established pursuant to the foregoing laws.

Pursuant to Board of Directors Policy 6220, "Bid or Request for Proposal Requirements," and RCW 39.80.040, the District encourages minority-, women-, and veteran-owned business to submitted SOQs in response to this RFQ.

The District is an Equal Opportunity Employer and does not discriminate against any person, firm, partnership, or organization as it pertains to race, creed, color, national origin, citizenship or immigration status, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Any person, firm, partnership, or organization contracting with or doing business with the District will be in conformity with the District's policies and procedures on nondiscrimination.

## **SECTION 2. SCOPE OF SERVICES:**

### **2.01 General**

The District has ongoing needs for professional services across multiple departments. These needs include emergencies, repairs, renovations, capital construction projects, and supplemental internal staffing. The District aims to establish a pool of on-call consultants from which to draw as these needs arise.

Some tasks will require licensed professionals, such as Professional Engineer or Registered Architect. When required by the District, the selected Consultant will provide proof of such license or registration to practice in the State of Washington.

The District is seeking prime consultants for each of the categories listed below. The District is not requesting comprehensive teams or prime/subconsultant combinations. Proposers may submit SOQs for one or more categories. Although the District has outlined the potential areas of work for each category, the District reserves the right to assign additional work that is not explicitly listed but falls within the consultant's licensed or certified capabilities.

### **2.02 Category Specific Scopes of Work**

#### **Category 1 - Architectural & Structural Design & Engineering**

Services, in addition to design, may include preparation of schematics, recommendations, design reports, plans and specifications, and cost estimates. These services could be for facility repairs, upgrades, expansions, and/or new facility construction, and may involve preliminary work, such as identifying and assisting with related permits, as well as acting as project architect/project manager during design and

construction. LEED and/or Washington Sustainable Schools Protocol (WSSP) experience is desirable. Planning and design work may include, but is not limited to:

- Facilities space programming and facilities design development
- Office retrofit and improvements
- Structural analyses and upgrades
- Architectural elevations and floor plans
- Roofing systems
- Building exterior refurbishments
- Pedestrian bridges

All designs must meet ADA requirements and all applicable building codes and have energy efficiency and green building design incorporated as appropriate. Other related tasks and duties may be assigned as necessary.

### **Category 2 – Landscape Architecture**

This category involves professional services for a variety of projects, including open spaces and facilities. Work performed through this category may include site planning and/or landscape design of open spaces, streetscapes, and other facilities. Work may also include preparation of operating and maintenance plans, cost-estimating for budget purposes, preparation of conceptual designs, preparation of master plans, preparation of detailed design drawings and technical specifications, and/or construction support services. Projects may focus on large or small spaces with “hard” (built) and “soft” (planted) materials and will address sustainability and ease of maintenance. Related, supportive, or stand-alone projects may include, but are not limited to:

- Landscape design for public infrastructure and facilities
- Tree Replacements/Streetscapes
- Irrigation design
- Sustainable landscape design
- Design of rain gardens or green roofs for the purpose of stormwater management
- Recreational/ Playgrounds

### **Category 3 – Civil Engineering – Water**

This category involves professional services related to the conveyance, pumping, storage, and treatment of municipal water. Work performed through this category may include review, analysis, feasibility, and/or design of existing or new infrastructure, facilities, systems, and processes. The consultant may be required to prepare technical memorandums, engineering studies, design reports, surveys, and plans and specifications for projects involved with the replacement, rehabilitation, extension, improvement, maintenance, or emergency repairs of water facilities or infrastructure.

### **Category 4 – Civil Engineering – Wastewater and Stormwater**

This category involves professional services related to the conveyance, pumping, storage, and treatment of wastewater, and collection, conveyance, treatment, and flow-control of stormwater. Work performed through this category may include review, analysis, feasibility, and/or design of existing or new infrastructure, facilities, systems, and processes. The consultant may be required to prepare technical memorandums, engineering studies, design reports, surveys, and plans and specifications for projects involved in the replacement, rehabilitation, extension, improvement, maintenance, or emergency repair of wastewater and stormwater facilities or infrastructure.

**Category 5 – Traffic & Transportation Engineering**

This category includes engineering and design services related to streets and roadways; bikeway, pedestrian, and multi-modal facilities, including traffic signals, streetlighting, beacons, and roadside-safety elements; traffic analyses and simulation; traffic control plans and studies; support for preliminary work, such as feasibility studies and conceptual design; funding application assistance; and third-party review of traffic impact analyses. Other elements in this category may include, but are not limited to:

- Traffic engineering evaluations and design
- Transportation planning, including travel demand modeling
- Sidewalks/ADA Compliance
- Bikeways/Bike Routes

**Category 6 – Electrical Engineering**

This category includes services to assist with the design, evaluation, and troubleshooting of electrical systems in District facilities. The consultant will support District staff with electrical design services, ensuring all projects comply with applicable codes and standards while providing additional technical expertise when required. Work in this category may include, but is not limited to:

- Lighting plans
- Communication systems
- Security systems
- Providing electrical layout for building renovations, ensuring integration with existing systems and infrastructure
- Designing and specifying lighting systems (interior and exterior), including energy-efficient and sustainable options, where appropriate
- Ensuring compliance with local, state, and national codes, including the National Electrical Code, building codes, and energy codes
- Evaluating existing electrical systems in District facilities and providing recommendations for upgrades, repairs, or replacement
- Providing energy audits and load calculations to ensure optimal system performance and recommending energy-saving measures
- Developing and assessing emergency power systems, including backup generators

- and uninterrupted power supply (UPS) systems
- Preparing detailed construction documents, including electrical plans, diagrams, and specifications for electrical components and systems
- Developing specifications for electrical equipment, including wiring, transformers, panels, switchgear, lighting fixtures, and controls
- Preparing bid packages for electrical installations or upgrades and assisting with the evaluation of contractor bids and submittals
- Coordinating with District staff and other consultants to ensure electrical designs are properly integrated into overall project designs
- Providing project support and oversight, including conducting on-site inspections to verify that electrical installations comply with design documents and applicable codes
- Providing emergency troubleshooting and repair recommendations for electrical issues in District facilities, and assisting District staff in addressing electrical emergencies, such as power outages, equipment failures, or safety concerns by offering temporary solutions and permanent fixes

**Category 7 - Mechanical Engineering (including HVAC systems)**

This category includes services to support various District projects, including the design, maintenance, and improvement of mechanical and HVAC systems in District facilities. The consultant(s) will assist with the design, evaluation, and implementation of HVAC and mechanical systems in District buildings, ensuring compliance with all relevant codes and standards, and ensuring that District staff have access to additional technical expertise when required. Work in this category may include, but not be limited to:

- Evaluating existing mechanical, plumbing, and HVAC systems in District facilities and recommending improvements or replacements to increase energy efficiency, functionality, and lifespan
- Performing field inspections and site visits to assess equipment conditions, system performance, and compliance with codes and standards
- Providing energy modeling and analysis to identify opportunities for energy conservation measures in HVAC systems
- Developing construction drawings and specifications for mechanical and HVAC system designs, including plans, details, and material specifications
- Assisting District staff with bid packages and review of contractor proposals
- Providing project support and oversight
- Providing emergency troubleshooting and repair recommendations for urgent issues that arise in District facilities

**Category 8 – Construction Engineering, Management, and Inspection**

This category includes construction management and/or inspection services for various District projects. Projects may include facility renovation or construction or capital projects.

Construction management services may include, but are not limited to: managing the construction contract; monitoring the contractor's construction budget, schedule, and progress; performing constructability review; providing quality assurance inspection services during construction; review and processing of contractor submittals and requests for information (RFI); managing the construction change authorization process; maintaining project progress and cost reporting documentation; developing and maintaining a project communication program and procedures; verifying acceptance testing of constructed components; verifying punch list completion; and documenting final completion, including record documents. The Consultant will also assist the District in receiving and disposing of claims, including merit and entitlement; negotiation and settlement procedures; dispute resolution procedures; and other expertise and guidance as necessary.

**Category 9 – Planning, Environmental, and Permitting**

This category requires certified environmental planners/scientists and other technical expertise necessary to address a potential wide range of planning and environmental issues. It is crucial that Consultants in this category have experience working with the Army Corps of Engineers, Department of Ecology, and the Washington State Department of Fish and Wildlife. Work assignments may include, but are not limited to:

- Identifying permit requirements
- Providing discipline support for Cultural Resource and Archaeological Assessments
- Wetlands delineation and analysis
- Shoreline protection
- Stormwater management
- Air quality
- Noise analysis/studies
- SEPA compliance

**Category 10 – Geotechnical and Geological/Hydrogeologic Engineering**

Work in this category may include investigation and/or testing of subsurface conditions and materials for various projects or preliminary/feasibility needs and drafting reports documenting results; evaluation, assessment, and/or monitoring of site conditions; and geotechnical support services during construction of capital projects. Other tasks and duties within the scope of this field of study may be assigned as necessary. Access and experience to/with quality materials and testing companies and laboratories is required.

**Category 11 – Project Management**

This category includes project management services for various District projects, either individually as assigned or overall. Consultants may provide or supplement District staff with project management services including, but not limited to:

- Project planning, scoping, and RFQ/RFP development
- Consultant management

- Estimating
- Scheduling
- Project execution
- Project documentation
- Regulatory coordination
- Project controls
- Project risk management and mitigation
- Monitoring
- Change management
- Billing review
- Audit support
- Project evaluation and lessons learned
- Project closeout
- Public/Community outreach coordination
- Constructability review
- Construction management support
- Assist with creation or revision of internal project processes or project documents

**Category 12 – Survey and Mapping**

This category is to provide survey and mapping services to support various District department and projects or needs. Work may include review, analysis, and/or creation of legal descriptions, easements, topographic and ALTA surveys; filing records of surveys; conducting lot line adjustment surveys; and construction staking. Selected firms should have experience/capabilities in photogrammetric/LiDAR Control, 3D Modeling, hydrographic surveys, roadway and alignment design and construction layout surveys, right-of-way and boundary analysis and legal descriptions, and GPS surveys.

**2.02 Assignments of Work**

When determining which Consultant from a category will be assigned a Work Order, the following criteria will be considered:

- Experience and qualifications for the work;
- Responsiveness, availability, and capacity;
- Ability to meet the schedule;
- Staff experience, unique knowledge, specialized expertise, and dedication to superior client service;
- Quality of work; and
- Approach to the work.

The District may select Consultants for a Work Order directly or through a competitive process involving one, several, or all Consultants assigned to categories applicable to the need.

Some tasks will require negotiation between the District and Consultant. The District reserves the right to cease negotiations and begin negotiations with another Consultant, in the event negotiations are not successful.

### **SECTION 3. SUBMITTAL REQUIREMENTS, EVALUATION, AND AWARD:**

#### **3.01 Submittal Requirements**

Consultants are required to submit SOQs via email to Rick Parrish, Executive Director of Communications & Operations at [rparrish@longviewschools.org](mailto:rparrish@longviewschools.org) no later than the date specified on the first page of this Request for Qualifications.

The SOQ should clearly identify the category or categories of work addressed in the submittal.

Consultant must submit its SOQ on 8 ½ x 11” pages, using a minimum of 11-point font, single-spaced formatting.

The maximum total number of pages allowed for each required section is provided in Section 3.02, “Statement Contents.” If pages are double-sided, each side will count as one (1) page. The Confirmation of Business Organization page must be at the end of the proposal.

Submittals are due to the District prior to the date and time stated above. Submittals that are late, incomplete, or misdirected will be considered non-responsive, with no exceptions. The District relies on its own computer system clock to determine the correct time and is not responsible for any delays or difficulties experienced in the submittal of a SOQ.

#### **3.02 Statement Contents**

SOQs are to address the items requested below and in the order presented.

**A. Submittal Cover Page (1 Page)** - Must Clearly identify the category of the Submittal

**B. Cover Letter (1 Page)**

- Introduce the firm and provide a brief background of the firm's capabilities
- Clearly identify the single contact person, including name, title, email address, mailing address, and phone number, to whom correspondence regarding the SOQ should be directed to
- Identify any real or perceived conflicts of interests, inclusive of the primary and key staff members
- Include clear list of the categories for which proposals are being submitted
- A duly authorized officer, employee, or agent of the Consultant must sign the Cover Letter

**C. Firm Overview (1 Page)**

Provide an overview of the firm, including:

- The size of the firm
- A summary of the corporate organizational structure
- Location and size of corporate headquarters
- Location and size of the branch of offices at which work may be performed
- Clearly indicate which office will have the primary responsibility for providing these services and/or execution of the work

**D. Team, Experience, Qualifications, and Past Performance (2 Pages)**

If proposing for multiple categories, the page limit and the items below **apply per category**.

- Identify the primary team member and key team members who may work on tasks assigned under the category, including working titles, degrees, certificates, licenses, and technical expertise. Describe the roles and responsibilities of each team member.
- Provide an organizational chart demonstrating the relationship and hierarchy of the team described above. Identify team members by name, position, and discipline.
- Identify potential areas of potential subconsultant involvement
- Include resumes of the primary and key team members. Resumes will not be included in the page count for this section and are limited to one single-sided page per individual.
- Describe each team member's qualifications and experience related to the Category scope. List three projects or contracts in which similar or equal services were provided for a municipality or public entity, stating some of the key challenges and how each was resolved.
- Please provide at least three references that may be contacted to assist in the District's evaluation, including a brief summary of work performed and the name, title, organization, email, and telephone number for each reference. References should be recent (i.e., within the last two years) or current clients.
- Provide a table or list that summarizes the current major assignments and workload of all key team members, percentage of time committed to each current assignment, and anticipated end date of major assignments. Also include a statement demonstrating the team's dedication to meeting the needs of the District and if/how that might be affected by competing assignments outside of those directed by the District.
- Describe the measures that the firm/team will use to keep assignments of work on track to deliver a quality product in a timely manner.

**E. Confirmation of Business Organization Form (Attachment A)**

**3.03 Statement Withdrawal**

Any SOQ may be withdrawn at any time before the “Statement Due” date and time specified in Section 1.02 by providing a written request for the withdrawal to the District. A duly authorized representative of the firm shall execute the request. Withdrawal will not prejudice the right of the proposer to file a new Statement on this or future projects.

**3.04 Rejection or Acceptance of Statements of Qualifications**

The District expressly reserves the following rights to:

- Disregard any or all irregularities in the proposals.
- Reject any or all of the proposals or portions thereof.
- Determine an award with due regard to quality and timeliness of services, experience, compliance with the RFQ, and other factors as may be necessary under such circumstances.
- Reject all statements and re-advertise at the District’s sole discretion.

**3.05 Incurred Costs**

The District is not liable for any costs incurred by proposers in the preparation and/or presentation of their Statement of Qualifications.

**3.06 Evaluation Criteria**

The District will select consultants through a procedure in accordance with Chapter 39.80 RCW. All submittals deemed responsive and able to meet prerequisite requirements as outlined herein will be evaluated. In evaluating SOQs received, the District will utilize the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
1. Quality and breadth of staff, including key personnel	25
2. Demonstrated successful experience with design of similar projects	25
3. Demonstrated ability to communicate and work effectively with staff	15
4. Ability to allocate appropriate resources	15
5. Client references	10
6. Responsiveness to this RFQ	10
Total	100

SOQs will be reviewed and weighed as indicated above. Following evaluations of the SOQs, the highest-ranking firms may be invited to participate in an interview process. The intent of the interviews is to help clarify and verify information provided in the SOQ and to give the District's evaluation team an opportunity to learn more about the firm's relevant experience and expertise. The District may also decide to forego interviews and proceed with negotiating with one or more qualified firms.

The District will negotiate a contract with the most-qualified firm for services at a price that the District determines is fair and reasonable. In making its determination, the District will consider the estimated value of the services to be rendered as well as the scope, complexity, and professional nature thereof. The District will negotiate the scope of work and budget with the selected firm. The District intends to utilize its Standard Professional Services Agreement as the form of the contract.

If the District is unable to negotiate a satisfactory contract with the firm selected at a price the District determines to be fair and reasonable, the District reserves the right to suspend negotiations with that firm and proceed to negotiate with other submitting firms.

The District reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of services as part of the contract-negotiation process prior to any formal authorization of the contract by the District.

**END OF SECTION**

**ATTACHMENT A**

**CONFIRMATION OF BUSINESS ORGANIZATION FORM**

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- a corporation incorporated under the laws of the State of Washington
- an individual doing business as \_\_\_\_\_
- a partnership (identify all partners on a separate page, attached)
- a joint venture (identify all joint ventures on a separate page, attached)
- other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Proposer or Company Name

\_\_\_\_\_  
Washington UBI #

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Federal Tax ID #

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email

\_\_\_\_\_  
Printed Name and Title