

REQUEST FOR QUALIFICATIONS ARCHITECTURAL AND ENGINEERING SERVICES

YAKIMA SCHOOL DISTRICT NO 7 104 NORTH 4TH AVENUE YAKIMA, WASHINGTON 98902

Introduction:

The Yakima School District is seeking proposals from qualified professional architectural and engineering services firms and individuals for New School projects and Miscellaneous District Wide projects. Firms and/or individuals will be awarded projects for the district based on the sole judgment of the district and deemed most qualified. The District does not guarantee any amount of services to be provided.

Professional Services Required:

The following professional Architectural and Engineering Services from design professionals licensed to practice architecture and/or engineering in the State of Washington are required:

1. Analysis of existing site conditions constraints and opportunities; analysis of federal, state, and local land and building development requirements which will impact site and building development cost and schedule;
2. Development of construction contract documents may include multi-discipline detail drawings, specifications, general and special terms and conditions, and professional services agreements.
3. Comprehensive coordination and administration of the project by the A/E Team from the predesign phase through the contractual project closeout requirements.
4. Other related professional services requested by the District or state/local code/regulatory agencies.
5. Possibly provide master planning and phasing for ongoing District projects.

Request for Qualification Binders must include and be tabbed in the following order:

1. A brief letter of introduction and firm must specify which category of Architect/Engineering services they are submitting for their SOQ.
2. An organizational chart and summary resumes of key personnel assigned to the District including the designation of a project manager and project architect/engineer lead.
3. Examples of previous Washington K12 school projects including current names and telephone numbers of referenced projects.
4. The firm's proposed strategy for administration, procurement, and construction that may show a proactive approach anticipating near-term volatile labor and material procurement market conditions and can contribute to efforts to mitigate financial, project quality, and schedule uncertainties.
5. A conceptual mock-up design of the proposed elementary school.
6. One copy of the firm/individual's state business license that specifies the ownership type, i.e. domestic profit corporation; public service corporation .P.S.; sole proprietorship; or partnership.)
7. One copy of any Professional License or Certificate of Authorization required by the state which allows the firm/individual to provide the services being offered (firm/individual must be licensed in accordance with RCW 18.08.310, 18.08.370 and 18.43.070).
8. Must include evidence that firm/individual maintains the following minimum insurance:
 - a) Workers compensation and employer's liability in amounts required by law;
 - b) General Liability with limits of liability not less than \$1,000,000 per occurrence;
 - c) Automobile liability insurance with limits not less than \$1,000,000 per occurrence;

- d) Professional Liability with limits of liability not less than \$1,000,000 and firm must maintain insurance for 3 years following completion of project.

Limit item #'s 1, 2, and 3 to ten (10) pages total. Submittals shall consist of two (2) copies and may be mailed or hand delivered to:

Yakima School District
Attn: Purchasing
104 N. 4th Avenue
Yakima, WA 98902

Company name and “**RFQ - Architectural/Engineering Services 02-2526**”, must be clearly marked on the front of the submittal. SOQ's must be sealed and received in the Purchasing Office no later than 3 PM on April 30, 2026.

Selection Criteria:

Firms/individuals submitting SOQ's are advised that all submittals will be evaluated to determine the firms/individuals that will best meet the needs of Yakima School District. This evaluation may include, but is not limited to the following criteria:

1. Responsiveness to the Request For Qualifications and/or proposal to the purpose and scope of services;
2. Ability and history of successful completion of past projects and meeting project deadlines;
3. Performance data, references, key personnel; and
4. Completeness of submittal.

Terms and Conditions:

1. Yakima School District reserves the right to reject any and all responses and to waive minor irregularities in any SOQ submitted.
2. Yakima School District reserves the right to request clarification of information submitted, and to request additional information from any interested firm/individual.
3. Yakima School District shall not be responsible for any costs incurred by any firm/individual in preparing, submitting or presenting its response to the RFQ.
4. All individuals/firms, including minority and women-owned companies, who are lawfully engaged in the practice of architecture under Chapter 18 of the RCW are encouraged to submit a Statement of Qualifications.
5. The District does not guarantee any amount of services to be provided.
6. The District will be the sole judge on the selection of the firm/individual for each project.

All questions should be directed via email to the district's representative:

Christi Kirk, Procurement Program Manager, Yakima School District

kirk.christi@ysd7.org