RAINIER SCHOOL DISTRICT NO. 307
207 Centre Street S, Rainier, WA 98576

REQUEST FOR QUALIFICATIONS

CAPITAL FACILITIES PLANNING CONSULTANT

RFQ No. 2026-CFP-01

Issued: September 28, 2026 • Statements of Qualifications Due: October 19, 2026 4:00 p.m.

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1. Introduction and Purpose

Rainier School District No. 307 (the "District") is soliciting Statements of Qualifications ("SOQs") from qualified consulting firms to assist the District in developing an updated Capital Facilities Plan ("CFP"), including a defensible school impact fee calculation and supporting materials suitable for incorporation into the City of Yelm and Thurston County comprehensive plans under RCW 36.70A.070(3). The selected consultant will support the District in planning for present and reasonably anticipated future facility needs, including the enrollment and facilities impacts of a proposed 640-acre master planned community by Blue Fern Development within the District's boundaries.

Selection will be qualifications-based, consistent with the principles of Chapter 39.80 RCW, and independent of price. Price and scope negotiation will follow selection of the most qualified firm.

2. District Background

The District serves approximately 950 students in grades K–12 across three schools (Rainier Elementary, Rainier Middle, and Rainier High) in the town of Rainier, Thurston County, Washington. The District's boundaries include territory within the City of Yelm and within unincorporated Thurston County. The District owns four parcels totaling approximately 120 acres, including an 80-acre undeveloped parcel adjacent to the Blue Fern Development site. The District's Board of Directors recently adopted Policy 6900 (Facilities Planning), which establishes the framework for the work described in this RFQ.

3. Scope of Work

The selected consultant will perform the following work, phased as described in Section 4:

- Updated enrollment projections using cohort-survival methodology, with defensible baseline and Blue Fern development scenarios, differentiated by grade band, and validated against District historic enrollment;

- Updated student generation rates ("SGRs") differentiated by housing type (single-family detached, single-family attached, multifamily, ADU), derived from local or defensible surrogate data;

- Updated facility inventory and capacity analysis, tied to OSPI ICOS inventory or an equivalent defensible methodology, with a written level-of-service standard;

- Six-year (2027–2032) capital project list with cost estimates, prioritization criteria, and implementation schedule, including projects on the District's 80-acre parcel;

- Financing plan reconciling projected revenue against project costs, including state SCAP match, bonds and capital levies, school impact fees, and SEPA mitigation;

- GMA-compliant school impact fee calculation, including per-student cost of new capacity, state SCAP match adjustment, tax-credit adjustment under RCW 82.02.060, and a proposed fee schedule by housing type;

- An executive summary and CFP-element package suitable for submission to the City of Yelm and Thurston County for incorporation into their comprehensive plan capital facilities elements under RCW 36.70A.070(3);

- Board and community presentation materials, including a presentation-quality summary document, and attendance at up to three (3) Board meetings; and

- Ongoing technical support during City of Yelm and Thurston County comprehensive plan update, school impact fee ordinance adoption, and Development Agreement negotiations.

4. Phased Deliverables

The District requires phased delivery to align with the City of Yelm's Comprehensive Plan update timeline and Development Agreement negotiations. Proposers should be prepared to deliver:

1. Phase 1 (within 45 days of contract execution): draft enrollment projections, SGR analysis, and preliminary CFP-element summary suitable for early submission to the City of Yelm;

2. Phase 2 (within 90 days of contract execution): draft impact-fee calculation and fee schedule;

3. Phase 3 (within 120 days of contract execution): complete draft CFP for Board review; and

4. Phase 4 (as needed): support during Board adoption, City/County adoption of CFP-element and impact fee ordinance, and Development Agreement negotiations.

5. Minimum Qualifications

To be considered, a Proposer must demonstrate:

- Preparation of at least three (3) Washington school district capital facilities plans within the last five (5) years;

- Demographic and enrollment-forecasting capability, including cohort-survival methodology and student-generation-rate analysis;

- Preparation of at least one (1) GMA-compliant school impact fee calculation that has been adopted by a Washington city or county;
- SEPA experience on residential development review;
- Capacity to deliver the phased work described in Section 4 within the timeframes stated; and
- Adequate insurance coverage, including professional liability, general liability, and workers' compensation.

6. Submittal Requirements

SOQs shall be limited to twenty (20) pages (excluding cover, table of contents, and appendices) and shall include:

- Firm profile, including office locations, ownership, and number of professional staff;
- Description of the firm's experience with Washington school district capital facilities planning and impact-fee work, with specific project examples;
- Identification of the proposed project team, including résumés, roles, and demonstrated commitment of proposed personnel;
- Description of the firm's approach to the scope of work, including methodology for enrollment projections, SGR derivation, capacity analysis, and impact-fee calculation;
- Three (3) client references, including at least two (2) Washington school districts;
- Statement of any actual or potential conflicts of interest, including any current or recent representation of the City of Yelm, Thurston County, Yelm Community Schools, or Blue Fern Development or its affiliates;
- Statement of the firm's ability to meet the phased delivery schedule in Section 4; and
- Insurance certificates or a statement of ability to procure the required coverage.

7. Selection Criteria and Process

SOQs will be evaluated on the following weighted criteria:

- Relevant Washington school district CFP and impact-fee experience: 30%
- Qualifications and availability of proposed project team: 25%
- Approach and methodology: 20%
- Ability to meet phased schedule: 15%
- References: 10%

The District may shortlist and invite up to three (3) firms for interviews. Following selection of the most qualified firm, the District will negotiate scope, fee, and contract terms. If satisfactory terms cannot be reached, the District reserves the right to negotiate with the next most qualified firm.

8. Anticipated Schedule

- RFQ issued: September 28, 2026
- Pre-submittal questions due: October 5, 2026
- District responses to questions: October 8, 2026
- SOQs due: October 19, 2026, 4:00 p.m.
- Shortlist and interview invitations: October 26, 2026
- Interviews: November 2, 2026
- Selection notification: November 9, 2026
- Contract execution: November 23, 2026

9. Submission Instructions

SOQs must be received no later than October 19, 2026, 4:00 p.m. Pacific Time, in electronic (PDF) format only, submitted to:

Bryon Bahr, Superintendent

Rainier School District No. 307

Email: bahrb@rainier.wednet.edu

Subject line: RFQ 2026-CFP-01 – [Firm Name]

10. Questions

All questions regarding this RFQ must be submitted in writing to bahrb@rainier.wednet.edu by October 5, 2026. The District will post written responses to all substantive questions on the District's website and will provide the same to all firms known to be interested in submitting.

11. Reservation of Rights

The District reserves the right to reject any and all SOQs, to waive any irregularities, to request additional information from any Proposer, to modify the schedule or requirements of this RFQ, to cancel this RFQ at any time, and to make any award (or no award) that the District determines to be in its best interest. This RFQ does not commit the District to enter into any agreement, and the District will not be responsible for any costs incurred in the preparation and submission of an SOQ.

12. Public Records

SOQs are subject to the Washington Public Records Act, chapter 42.56 RCW. Proposers should identify any portions they believe are exempt from public disclosure and the specific statutory basis for the claimed exemption. The District will make its own determination regarding the applicability of any claimed exemption.