
Request for Qualifications No. 2018-1

Project Management Services

for

**Riverview School District No. 407
2020 Capital Bond**

Submittal Deadline:

Date: March 16, 2018

Time: 4:00 P.M.

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QUALIFICATIONS CERTIFICATION FORM

TO: Contracting Services Manager

The undersigned provider hereby certifies as follows:

- 1. That he/she has read the Riverview School District's Request for Qualifications No.2018-1 and the following Addenda and to the best of his/her knowledge has complied with the mandatory requirements stated herein:

Addenda Number	Issue Date
_____	_____
_____	_____

- 2. That he/she has had the opportunity to ask questions regarding the Request for Qualifications, and that if such questions have been asked; they have been answered by the District.
- 3. That the manager’s response is valid for 90 days.

Dated at _____, this _____ of _____ 2018.

(Signature)	(Title)
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(Print Name)	(Email Address)
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(Company Name)	(Telephone Number)
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(Address)	(Fax Number)
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(City)

(State)

(Zip)

I. Introduction

Riverview School District (the District) is requesting qualifications from project management firms interested in providing pre-bond planning for their 2020 Capital Bond. Ultimately these services may lead to the 2020 bond measure and capital construction program.

The District will consider qualification submittals from project management firms to support the District's staff in providing administration of preliminary design and consultant contracts needed for implementation of the pre-bond planning and District reserves the option to request additional project management services as required. The submittal shall identify the qualifications and roles of persons to perform these services. The District intends to engage one Project Management (PM) firm.

The selection of the consultants for these services will proceed in the following manner:

- **The District shall receive qualification submittals no later than; March 16, 2018 by 4:00 p.m.**
- An initial screening will follow, resulting in a short-list of one or more qualified firms that may be selected for interviews.
- The District may conduct interviews with the selected firms, in accordance with a schedule to be determined by the Selection Committee in order to select the best submittal, all factors considered.
- The District reserves the right to seek clarifications about the qualification submittals.
- The District may award a contract based solely on the written qualifications. However, the District may elect to engage in negotiations with a selected short list of Vendors, in order to improve the qualification submittal and obtain the best contract for the District. The District reserves the right to request post-qualification modifications, including best and final offers and considerations.
- The District reserves the right for a continuation clause for project management services to oversee the bond program through design and construction.
- The final selection will be based upon the criteria set forth below. The District reserves the right to negotiate with the successful firm on pricing and scheduling.

All information shall be submitted at the dates and times indicated herein to:

U.S. mail:

Ms. Ruby Perez, Director of Business and Operations
Riverview School District Educational Service Center
PO Box 519
Duvall, WA 98019
perezr@rsd407.org

LAST DAY FOR QUESTIONS FROM FIRMS: March 9, 2018 by 2:00 p.m.

Any questions or requests for clarification regarding this Request for Qualifications during the submittal preparation period must be addressed to the above electronically.

The District will consider no telephone or in-person inquiries.

II. Background

In 2020, Riverview School District plans to put to the voters a Capital Bond Program to address growing capacity needs, aging facilities and infrastructure, security system improvements and other critical capital needs. The District is seeking professional services to assist in planning and development of the Program.

III. Project Information

Project Management services will be needed to oversee, in conjunction with District staff, administration of pre-bond planning for the 2020 Capital Bond including; assistance with the Bond Advisory Committee, community outreach, program master schedule development, concept design, estimating, building assessments and standards development. The District may extend services to include; administration of permitting, design, construction, commissioning and occupancy for the projects.

The District anticipates contracting with the Project Management firm on a lump-sum basis, plus reimbursable expenses for the pre-bond planning. The District has the option to extend project management services as necessary.

Please note that the District will select the successful firm based on the best interests of the District, all factors considered. The District reserves the right to reject any or all qualifications, waive informalities, and make the award in its best interest.

IV. Selection Process

A. Method of Selection

1. An initial screening of the qualifications will be conducted based on the criteria set forth below. Qualifications that do not meet the criteria will not be considered further.
2. The District reserves the right to select a single provider for award of a contract based solely on the written qualifications, and not enter into any further discussions or negotiations.
3. The District reserves the option to meet with providers and conduct interviews and/or negotiations based on the qualifications in order to select the best qualifications, all factors considered. As part of such negotiations, the District may require key personnel to be assigned to the contract to be present, and to discuss the firm’s approach to management of the project based on their understanding of the contract for policy process and procedure definitions.
4. The District will select one successful firm based on the best interests of the District, all factors considered. The District reserves the right to reject any or all qualifications, waive minor irregularities, and make the award in its best interest. Among the factors to be considered are the following:

Qualifications – 100%

- Professional qualifications (both individual and firm) necessary for satisfactory performance of required services (25 points);

- Specialized experience and competence with the District and other educational facilities (20 points);
- Capacity to initially staff with competent and experienced personnel for bond planning related services as well as capacity to provide full bond services upon bond passing if desired by District (15 points);
- Past performance with the District or on similar contracts in terms of bond planning, cost analysis, project management, quality of work and compliance with schedules (30 points);
- Familiarity with the Washington State Environmental Policy Act (SEPA), County permitting and approval processes (10 points).

Based on the recommendation of the selection committee, the District will enter into contract negotiations with the selected firm. Final approval of the contract is subject to approval of the Superintendent and the School Board.

B. Schedule

SCHEDULE	
Date	Selection Process
March 2, 2018	Advertisement for Request for Qualifications Published. (First Notice)
March 9, 2018	Advertisement for Request for Qualifications Published. (Second Notice)
March 9, 2018	Last day for Questions from Firms by 2:00 p.m.
March 16, 2018	Qualifications due by 4:00 p.m.
March 19 th – 22 nd , 2018	Initial screening.
March 23, 2018	Notifications of selected finalists sent to firms.
March 27, 2018	Interviews (if required)
March 26 th – 30 th , 2018	Negotiation of contract
April 4, 2018	Board Approval

C. Notifications

The District will provide timely notifications of the following actions to firms responding to the Request for Qualifications as follows:

1. Selection of firm or short-listed firms for potential interviews;
2. Firms not short-listed;
3. Interview dates if required;
4. Selection of recommended firm; and
5. School Board approval.

D. Riverview Schools Right to Reject

The District reserves the right to reject any and all qualifications and re-advertise the contract at any time prior to School Board approval of the recommended firm and the negotiated agreement.

All costs incurred in the preparation of the Request for Qualifications process shall be borne by the firm. Qualifications submitted in response to this Request for Qualifications shall become the property of the District and be considered public documents under applicable Washington State laws. The District reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

E. Procedure Requirements

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

V. **Submittal Requirements**

A. The submittal requirements shall be as follows:

The firm, joint venture or other form of association (“firm”) shall submit five (5) hardcopies and one (1) electronic copy via CD or USB flash drive of their Qualifications for the services. Each copy shall be provided in a white 3-ring, loose leaf, one-and-one half-inch (1-1/2”) binder with the firm name and the Request for Qualifications, name and number on both cover and spine.

Each qualifications submittal is to be a maximum of ten (10) pages (8-1/2” x 11”) single sided, not smaller than 12 point type, not including resumes.

1. The cover letter, Signed Qualifications Certification Form, table of contents, resumes, and tabs **do not** count toward the page limits.
2. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.
3. **Please Note:** In preparing the firm’s submittal, the firm shall clearly identify the designated person of record responsible for any referenced project. If the firm is representing an individual’s experience while employed at another firm, the firm of record for the project and the individual’s role shall be clearly identified.

B. Contents of the Qualifications

1. Signed Qualifications Certification Form (page 3 of the RFQ).
2. Table of contents (maximum 1 page).
3. Separate section with a tab: Executive Summary.

Provide a summary highlighting the firm’s qualifications and special expertise to provide the services requested in the Request for Qualifications.

4. Separate section with a tab: Company Profile.
 - a. Identification of firm (or firms, if a joint venture or association) including address, telephone number, email address and date firm(s) were established.

- b. Areas of specialization of the firm.
5. Separate section with a tab: Project Experience and Past Performance.
 - a. List a maximum of five (5) recent K-12 programs which most closely relate to the firm's qualifications for this assignment:
 - Brief description of program scope;
 - Describe services provided;
 6. Separate section with a tab: Project Approach.
 - a. In narrative form, briefly discuss your approach and techniques to execute pre-bond and or program planning services and how to address District concerns.
 7. Separate section with a tab: Team and Team Organization.

In narrative form, briefly discuss how you plan to accomplish the work. Identify each of the key players and define their roles and responsibilities. Describe each of the individual key team members' relevant professional experience, certification and education in resume form.
 8. Separate section with a tab: Availability and Capacity.

Briefly discuss the availability of all key personnel for the scheduled time frame of the project and identify their location during provision of the requested services.
 9. Separate section with a tab: References.

Provide the client name, address, email address, and client's project representative and telephone number for the firm's three most recent projects that most closely relate to the firm's qualifications for this project.

End of Request for Qualifications