



**Request for Qualifications
Project Management Services**

Submittal Deadline:

**April 3, 2019
On or before 9:00 A.M.**

Submit to:

**Attn: Dr. Mike Brophy
Superintendent
West Valley School District No. 208
8902 Zier Road
Yakima, WA 98908**

I. Advertisement

West Valley School District is requesting statement of qualifications (RFQ) for Bond Program and Project Management services for the construction of Apple Valley and Summitview Elementary schools. It is the intent of the District to select a firm/firm to manage the bond, design, and construction of the two elementary schools.

A copy of the RFQ instructions may be obtained via email request to vonessena@wvdsd208.org.

RFQs must be submitted in a sealed envelope and clearly labeled "Bond/Project Management Services".

RFQs must be submitted by mail or hand-delivered to:

Dr. Mike Brophy
Superintendent
West Valley School District No. 208
8902 Zier Road
Yakima, WA 98908

Time of receipt will be as determined by the time stamp in the West Valley School District Central Office at the above address. RFQ received after the time specified will be returned to the submitter unopened.

This solicitation does not commit the District to pay any costs incurred in the preparation, presentation, or return of submittals, including interview time, or to select any firm who responds.

II. Introduction

In February 2019, the District passed a \$58M bond to construct and replace Apple Valley Elementary and Summitview Elementary schools with approximately \$11M in state matching funds.

West Valley School District ("District") is requesting a RFQ from firms interested in providing project management services of its 2019 Bond Program, including the design and construction of Apple Valley and Summitview Elementary Schools.

The District will consider RFQs from project management firms to represent the District's interest in bond program and project management. The District reserves the option to request additional project management services from the selected firm, as the District determines are necessary. The RFQ will identify the qualifications and roles of persons to perform the requested services.

Selection of a firm to provide these services will proceed in the following manner:

- **The District must receive RFQs no later than April 3, 2019 on or before 9:00 A.M. PDT.**
- 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 firm(s), in accordance with a schedule to be determined by the District, in order to select the most qualified firm with all factors considered.
- The District reserves the right to seek clarification(s) about RFQs received.
- The District may award a contract based solely on the written RFQs. However, the District may request one or more firms be interviewed to further evaluation.

- The District reserves the right to request post-RFQ modifications.
- The District reserves the right to include in any contract with a selected firm a provision for additional services, where such provision will be contingent on agreement to terms regarding the additional work.
- Final selection will be based upon the criteria set forth below in Section VI. The District reserves the right to negotiate with the successful firm on pricing, scheduling, and other terms.
- The District further reserves the right to reject any and all RFQs, and to reissue the request for qualifications.

Any questions or requests for clarification regarding this RFQ during the submittal preparation period must be sent to email address brophym@wvsd208.org.

IV. Project Information

Bond program and project management services will be needed to oversee administration of the Bond Program and the design and construction of the two elementary schools.

The District anticipates contracting with the selected firm on a lump-sum basis, plus reimbursable expenses for the services.

The services are to begin upon Board approval of a contract on April 22, 2019 and to end upon completion and close-out of the Project.

V. Scope of Work

The District anticipates the following project tasks:

1. Manage the bond program.
2. Manage the design, construction, and close-out of the Project.
3. Manage and complete all required forms and documents for the Project.
4. Ensure other firms and contractors have fulfilled their contractual duties and obligations.
5. Comply with all local, state and federal compliance requirements.
6. Other tasks as agreed between the District and the Firm.

VI. Selection Process

A. Method of Selection

1. An initial screening of the RFQs will be conducted based on the criteria set forth below. RFQs that do not meet the criteria will not be considered further, unless the District waives any defects.
2. The District reserves the right to select a single firm for negotiation toward a contract based solely on the written RFQs and to not enter into any further discussions or negotiations.
3. The District reserves the right to meet with responding firms and conduct interviews and/or negotiations based on the RFQ in order to select the most qualified firm with all factors considered. As part of such negotiations, the District may require key personnel assigned to the contract to be present, and to discuss the firm's approach to management of the project.
4. A District selection committee may review RFQs received and make a recommendation with the Superintendent making the final decision for contract negotiations and Board approval.

5. The District will select the most qualified firm based on the best interests of the District with all factors considered. The District reserves the right to reject any or all RFQs, waive minor irregularities, and make the award in its best interest. Among the factors to be considered are the following:

Qualifications - (100 points)

- Firm Overview (5 points): Provide a brief narrative describing the firm's origin and experience providing bond and project management services in eastern Washington.
- Firm's Experience (20 points): Detail the background and qualifications to establish the firm's experience and performance in the management of projects similar to the District's projects within the past six (6) years. Please include the following:
 - Experience in managing other projects similar in scope and type, including location of each project and contact information of client.
 - Experience in managing projects on occupied sites.
 - Experience working with school districts in Washington State.
 - Explain your firm's approach and expertise in providing bond and project management of financing, budgets, state reporting, schedules, invoicing and document controls.
- Staffing (20 points): Provide detailed and specific discussion of the firm's proposed management staffing and reporting relationships for this project that includes the following:
 - Capacity to initially staff with competent and experienced personnel for bond management.
 - Capacity to provide experienced staff for project management services.
 - Include names of key staff in the firm's organization, experience, and references of all staff members assigned to this Project. Responses from interested firms must include both a listing of all key project staff and any sub-firms to be utilized.
 - Provide an organizational chart describing the firm's organization as it relates to this Project.
 - Provide resumes of all key staff, including years of direct relatable experience in the industry, relevant project experience, and duties/responsibilities.
 - Outline the commitment of the responding firm to time (man-hours) spent on site per week, itemized through each phase of planning, design and construction, and which assigned personnel will be in attendance. Indicate temporary office facilities required and whether they will be the responsibility of the Firm or the Owner.
- Approach and Methodology (20 points): This section should provide detailed discussion of the philosophy of management, which the firm has applied to other programs similar to the District's bond program and construction. Please include a brief discussion of your involvement from the beginning of the Project through the completion of construction and close-out.
 - Address your approach to Bond management.
 - Address your approach to phase construction and how you promote safety for students, staff and community during construction.
 - Address your approach to value engineering, constructability review, and building commissioning as it relates to the District's project.
 - Address your in-house estimating and scheduling capabilities.
 - Address your approach to change order management.

- Address your approach with project closeout, training of district staff and occupancy coordination.
 - Address your approach in assisting in the management and execution of warranty phase services of both the architect and general contractor.
- **Past Projects (20 points):** Present the firm’s past performance of similar projects regarding bond management, cost analysis, project management, quality of work, and compliance with schedules and reporting.
 - **References (5 points):** Provide three references from each: owner, design team, and contractor, including name, firm and current contact information.
 - **Additional Information (10 points):** Describe any systems or procedures utilized in managing school bond and construction projects to control time, cost, quality and scope.
 - **Insurance:** The firm shall demonstrate the ability to carry and maintain a minimum of \$2M general liability insurance coverage for the duration of the Project by providing insurance certificate with insurance company address and point of contact.

Based on the committee’s recommendation and Superintendent’s final decision, the District will enter into contract negotiations with the selected firm. Final approval of the contract for services is subject to approval by the Board of Directors.

B. Schedule for Selection Process

SCHEDULE	
Date	Selection Process
March 20 and 27, 2019	Advertisement for Request for Qualifications Published
April 3, 2019	RFQ due by 9:00 A.M. PDT
April 4-12, 2019	Screening/Interviews (if desired by the District)
April 15-19, 2019	Negotiation of contract
April 22, 2019	Board approval of selected finalist
April 23-26, 2019	Notification of selected finalist sent to firms

The District may adjust the above schedule in its discretion. In the event of a schedule change after submission of RFQs, the District will inform firms that have submitted a RFQ of the changes via email.

C. Notifications

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

1. Interview dates (if desired by the District);
2. Selection of recommended firm upon approval by the Board of Directors.

D. District’s Right to Reject

The District reserves the right to reject any and all RFQs and re-advertise the Request for Qualifications at any time prior to approval of a contract with the selected firm by the Board of Directors. All costs incurred in the preparation of the Request for Qualifications process will be borne by the firm. RFQs will become the property of the District and be considered public

documents under applicable Washington State laws; such documents are subject to disclosure in response to public records requests under the Public Records Act, Chapter 42.56 RCW. The District also reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

E. Compliance with Procedures

RFQs by any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive. Failure to comply with these procedures may result in the rejection of such RFQ.

VI. Submittal Requirements

The Firm shall submit six (6) of their RFQ.

Each RFQ is to be a maximum of fifteen (15) pages (8-1/2" x 11") single-sided, not smaller than 10-point type, not including resumés.

1. The cover letter, table of contents, resumés, 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. In preparing the firm's submittal, the proposing firm will clearly identify the designated person of record responsible for any referenced project. If the proposing firm is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role will be clearly identified.

IV. Protest Procedures

1. Any proposer who is aggrieved in connection with the solicitation or award of this contract may protest to the District in accordance with the procedures set forth herein. Protests based on the terms in this Request for Qualifications, which are apparent prior to the date established for submitting the RFQ, must be received seven (7) days prior to the submittal deadline. All other protests must be received within three (3) business days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event will a protest be considered if all RFQs are rejected or if the protest is received after the award for this contract.

2. In order to be considered, a protest must be in writing and will include: the name and address of the aggrieved person; the contract title under which the protest is submitted; a detailed description of the specific grounds for protest and any supporting documentation; and the specific ruling or relief requested.

The written protest will be labeled "Protest" and be mailed to or delivered to:

Dr. Mike Brophy
Superintendent
West Valley School District No. 208
8902 Zier Road
Yakima, WA 98908

3. Upon receipt of a written protest, the District will promptly consider the protest. The District may give notice of the protest and its basis to other persons, including proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision will be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested

parties. The District decision may be appealed to the Superintendent by written notice together with all supportive evidence, received at the address set forth above, not more than two (2) working days after receipt of the decision. The Superintendent's decision will be final on behalf of the District.

4. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the District's final decision.

5. Any firm submitting a RFQ will be deemed to have accepted these procedures.

- End of Request for RFQs -