

**REQUEST FOR QUALIFICATIONS**

**CONCEPTUAL ARCHITECTURAL DESIGN  
SERVICES**

**Toledo High School  
Modernization and Addition**



**Chris Rust  
Superintendent**

**Release Date:  
June 6, 2018**

**Advertisement Dates:  
June 6, 2018  
June 13, 2018**

**Due Date:  
June 26, 2018  
3:00 pm**

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# SOQ SUBMITTAL INSTRUCTIONS

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## **INTRODUCTION**

Toledo School District #237 (“TSD”) is seeking Statements of Qualifications for Architectural services for the conceptual design of the Toledo High School located in Toledo, WA.

## **PROJECT DESCRIPTION**

### **Toledo High School Modernization & Addition**

The existing Toledo High School is 60,000sq.ft. and currently accommodates 260 students. The work shall include development of a conceptual design including high-quality visualizations for the modernization of the existing gym and auditorium, and addition of a new classroom wing to replace existing classrooms. This includes selective demolition of existing school building and building envelope improvements as needed (roof, doors, windows, etc.), ADA upgrades, and interior finishes. The conceptual design and visualizations will be used as part of a public outreach campaign for a Fall 2018 Bond measure.

The projects will include obtaining School Construction Assistance Program construction funding and will require meeting all the OSPI funding requirements.

Anticipated schedule for design and construction is as follows:

### **Toledo High School:**

Design Start	July 16, 2018
Conceptual Design Review by Bond Committee	Aug 20, 2018
Approval of Final Conceptual Design	Aug 24, 2018
Public Outreach Campaign	1 Sep 2018 – 5 Nov. 2018
Bond Measure Election	6 Nov. 2018

## **SCHEDULE OF EVENTS**

- **Advertisement or Release of RFQ** **June 6/13, 2018**
- **Pre-submittal Conference** **10:00 am, June 20, 2018**
- **RFIs submitted to OAC NLT** **12:00 pm, June 22, 2018**
- **RFQ Addenda Released (if necessary)** **EOB, Jun 22, 2018**
- **SOQ Submissions Due** **3:00 pm, June 26, 2018**
- **Interviews** **July 11, 2018**
- **Selection Committee Review and Approval** **EOB, July 11, 2018**
- **Notice of Award** **July 12, 2018**

## SOQ GENERAL REQUIREMENTS

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### ***Instructions to applicants:***

**Prequalification Conference.** A pre-submittal conference will be held at the Toledo High School library, at 10:00 am, Wednesday June 20<sup>th</sup>.

**Questions.** All questions related to this RFQ should be directed to John Payne, Project Manager. Mr. Payne can be contacted at (360) 339-2507 or [jpayne@oacsvcs.com](mailto:jpayne@oacsvcs.com). All questions must be submitted no later than 12:00pm, June 22, 2018. Questions received after the above-noted deadline may be answered at the discretion of TSD. Responses to all questions received by TSD will be provided to all firms as an Addendum. The Addenda will be posted on TSD's website by the end of business on June 22, 2018.

**Delivery requirements.** One (1) electronic and six (6) copies of the SOQ must be received no later than 3:00 p.m. on June 26, 2018.

Hand Delivery Address:

**Attn: Chris Rust  
Toledo School District #237.  
116 Ramsey Way  
Toledo, WA 98591**

Mail Delivery Address:

**Attn: Chris Rust  
Toledo School District #237.  
PO Box 469  
Toledo, WA 98591**

The submittals must be sealed in a box/envelope, clearly labeled with "Toledo High School Modernization and Addition SOQ". Respondent's name and address shall appear in the upper left hand corner of the box/envelope. SOQs submitted electronically or by fax will not be accepted. TSD is not responsible for lost materials or any other issues arising from any postal and delivery services. It is the responsibility of the proposer to ensure proper and timely delivery of the SOQ.

**Proposals to be prepared at firm's expense.** Costs for preparing the SOQ and any other related material is the responsibility of the proposer and shall not be chargeable in any manner to TSD. The TSD will not be held liable for any cost incurred by proposers in response to this RFQ.

**TSD reserves the right to accept or reject any or all proposals.** The TSD reserves the right to reject any or all responses, or may waive any informality in a response. Failure to respond to all submission requirements may result in rejection of your response. All submittals shall become the property of TSD

## PREREQUISITE REQUIREMENTS

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**Licensing.** Responding firms shall be properly licensed in accordance with the Revised Code of Washington. Firms must be able to certify that this license has not been suspended, revoked or disbarred.

**Evidence of ability to meet minimum insurance requirements.** Responding firms must be able to carry, maintain and keep in full force and effect, a policy or policies of insurance in accordance with the Architectural Design Services contract.

**Statutory worker's compensation.** Workers compensation must meet all applicable requirements in accordance with the Labor Code of the State of Washington, including employer's liability insurance in limits of not less than One Million Dollars (\$1,000,000) for each person and One Million Dollars (\$1,000,000) for any one accident, covering all of the firm's personnel.

**Comprehensive general liability.** General liability must cover the work with bodily injury and death limits of not less than One Million Dollars (\$1,000,000) as to any one occurrence and property damage insurance with limits of not less than One Million Dollars (\$1,000,000) as to any one occurrence, Two Million Dollars (\$2,000,000) aggregate.

**Combined single limit automobile public liability insurance.** If not included in general liability coverage, automobile insurance must cover bodily injury and property damage in an amount not less than One Million Dollars (\$1,000,000). Said automobile insurance shall cover all owned, non-owned and hired vehicles used by Architect in performance of the project.

## FORMAT REQUIREMENTS

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### SOQ Format

**Presentation (folder/bound).** The submittal, in its entirety, should be accompanied with supporting materials bound in an 8-1/2 x 11 format. The submittal should be organized in a manner that will enable the selection panel to locate and review the pertinent information.

**Pages.** The submittal shall be limited to a total twenty (20) double-sided pages, maximum. Front and back covers, tabbed section dividers, and Letter of Interest do not count toward the page limits.

**Specify tabbed sections.** Proposals must contain dividers which separate the submittal into the following sections: 1) Company Qualifications, 2) Project Experience and References, 3) Professional Staff, 4) Technical Capabilities. The cover letter shall be included in the front of the submittal, but does not need to be tabbed.

## **SUBMITTAL REQUIREMENTS**

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### **LETTER OF INTEREST**

The letter should introduce the company and highlight the company's reason(s) for submitting a SOQ for the project. At a minimum, the letter of interest must include the company name, address, telephone number and firm principal contact name.

### **1. COMPANY QUALIFICATIONS**

Provide a brief history of your firm including:

#### **LEGAL ENTITY**

Describe the legal entity under which your organization operates.

- If your firm is corporation, provide the date of incorporation, state(s) of incorporation filed, president's name, vice president's name(s), secretary's name and treasurer's name.
- If your firm is a partnership or joint venture provide the date of organization, type of partnership or venture, names of general partners and limited partners. Joint ventures are to provide an explanation why they are associating.
- If your firm is a sole proprietor provide the date of organization and the name of the owner.

#### **LITIGATION/ARBITRATION/TERMINATION**

If you have been a party in any litigation, mediation, arbitration with an owner, or if you have been terminated for cause while under an architectural services agreement, describe each event in detail and indicate the final results.

#### **BUSINESS EXPERIENCE AND LICENSING**

Describe the business experience of your organization:

- Indicate the year your organization was founded under the present name
- List any other or former names under which the organization has operated
- Indicate the number of years your organization has practiced Architecture
- If your organization operates from more than one location, indicate the office from which the proposed project will be served
- Indicate the qualifying license or professional registration number
- Include current certificates of insurance

### **2. PROJECT EXPERIENCE AND REFERENCES**

- a) Provide examples of completed relevant K12 projects, including modernizations. For each project, provide information on the duration of the design process, duration of construction, the final cost, total square footage, cost per square foot, change order design percentage, and change order total percentage. Note if any of the individuals named in your proposed project team were key participants in these projects. List client contact names, titles, and current phone numbers for each project.
- b) Provide information on relevant projects where you have been involved in the pre-bond planning. For each project, tell us how you worked with the district

to plan and sell their bond to the community. Please inform us of the size and budget of each pre-bond planning task you were a part of. Note if any of the individuals named in your proposed project team were key participants in these projects. List client contact names, titles, and current phone numbers for each project.

- c) Provide the firm's experience with projects that required phased construction on occupied sites. List client contact names, titles, and current phone numbers for each project.

### **3. PROFESSIONAL STAFF**

Describe the proposed Architectural team and team member responsibilities:

- a) Provide a schematic organizational chart showing proposed staffing levels. Please note that identification of engineering subconsultants is optional and not required at this time. However, respondents are encouraged to indicate more than one subconsultant for each anticipated engineering discipline that is anticipated with these projects. Firms will not be scored based on this information.
- b) Include information regarding key individuals assigned to your team. List the title of the position and qualifications of the individual assigned. Provide resumes for each member of the proposed project team. Resumes must, at a minimum, include the following:
  - i. Number of years employed by the firm
  - ii. Education
  - iii. Licensing, certifications
  - iv. Years of total experience
  - v. Relevant technical experience

### **4. TECHNICAL CAPABILITIES**

#### **FEDERAL, STATE AND LOCAL AGENCIES**

Describe your organization familiarity with the procedures and requirements of the following state, local and federal agencies and their approval process:

- Federal Regulations/Design Standards
- City of Toledo, Planning & Building Departments
- Department of Labor and Industries
- Office of the Superintendent of Public Instruction [OPSI]
- Local County Health Departments

#### **DESIGN SCHEDULING AND COST CONTROL**

Show the ability of the team to control the project schedule and complete projects within budget limitations. What estimating systems, scheduling systems, and management techniques does your firm employ to stay within project parameters? Provide additional information on projects in relation to the original estimate and the

open public bid or GCCM negotiated price. Demonstrate the firm's experience to communicate and maintain cost reconciliation with TSD MACC at all times.

### **QUALITY CONTROL/QUALITY ASSURANCE**

Provide insight into your firm's approach to quality assurance/quality control during design and construction. Describe the methods your firm plans to employ and the levels and authority of the individuals assigned with quality control responsibility.

### **CONSTRUCTION COST CONTROL**

Provide the firm's change order directives philosophy. Indicate how your firm mitigates cost changes during construction.

### **SHORTLIST CRITERIA AND AWARD PROCESS**

All submittals deemed responsive and able to meet prerequisite requirements as outlined herein will be evaluated and scored based upon responses to the above outlined criteria:

- Letter of Interest
- Company Qualifications
- Project Experience and References
- Professional Staff
- Technical Capabilities.

Scores from the SOQ screening will be carried forward and included as part of the final selection process.

**Selection for Interview.** The intent of TSD in evaluating the SOQs is to shortlist highly qualified firms for an interview process. TSD retains the right to request any number of responsive firms to participate in the interview process. TSD will evaluate the individual submittals on their merit and shortlist the firm(s) deemed to be the most qualified and advantageous to TSD.

**Interviews.** The interview may include a 45-minute presentation by the invited firms, followed by a 45-minute question and answer ("Q & A") session with the selection panel. Scoring between the presentation and Q & A session will be conducted separately. Total scores from the SOQ evaluation, presentation, and Q & A response will be equally weighted and totaled for final consideration in ranking the firms.

**Final Selection:** Final selection of the successful firm will be made following the interview process. Scoring for the final selection is yet to be determined, but firms will be ranked in order of preference by the selection panel. An architectural design services contract will be negotiated between TSD and the winning firm. If contract negotiations with the selected firm are not successful, and/or the fees discussed are



outside budgetary constraints for the projects, TSD reserves the right to suspend negotiations with the firm, and proceed to the next ranked firm.

**~End of Proposal Qualifications~**