

Design Services
RFQ 2022-01-1005
Sequim High School HVAC Replacement
and EMS Upgrade



Sequim School District #323

ADDENDUM 1

Issued: August 9, 2022

RFQ Due: August 23, 2022 at 4 p.m. PST

For further information contact:

Chris Marfori, Construction Manager, Wenaha Group
Wenaha.C.Marfori@sequimschools.org

Sequim School District #323 Design Services for Sequim High School HVAC Replacement Request for Qualifications (RFQ)

ADDENDUM 1

(1). It is acceptable to submit primary design services as a mechanical design firm. Submitting firm must procure and include all subconsultants necessary to complete the scope of services, including Architectural as needed.

(2). The selection criteria and requirements for submission are revised as follows. Subsection F and G of the original RFQ is replaced with this Subsection F and G:

F. PROPOSAL CONTENT FOR EVALUATION (REVISED 8/8/22)

This RFQ is issued in compliance with the District procurement policy and requirements. The Bidder shall complete and submit the Qualification form attached in Exhibit A and submit via email to Chris Marfori at Wenaha.C.Marfori@sequimschools.org no later than 4:00PM PST on Tuesday, August 23, 2022.

The Proposer shall provide the following information, clearly separated by tabs, in the order listed below. Each category will be scored by the number of points listed next to the information; the points listed are the maximum amount that can be given during evaluation.

1. Firm Background (5 points)

Describe your firm including ownership structure, service area, volume of architectural services, length of time in the industry, financial stability, and availability to the project locale. Provide evidence that the firm is licensed to provide design services in the state of Washington.

2. Community Involvement and Outreach (20 points)

Describe your understanding of the diverse cultural, economic, and political factors that will affect this project. Explain your approach to involve all stakeholders including staff, students, and community members in the planning and design process.

3. K-12 Experience and Past Performance (30 points)

Provide experience over the past five (5) years in similar K-12 facilities, clearly noting work performed solely and directly by proposing firm and work performed by staff while employed at a previous firm.

Provide a record of past performance on Public Educational Facility Projects, demonstrating your ability to meet schedules, control costs, and effectively administer the project. For each project example provided, include the following data:

- a. Year project was started and completed
- b. Grade level(s) served
- c. Total cost of construction, and include

- i. Construction Cost per square foot
- ii. Total Design Costs as a percentage of construction costs
- iii. Square foot per student
- iv. Cost per student
- d. Project delivery method (GCCM/CMGC or Design-Bid-Build)
- e. Reference contact name and telephone number

4. Staffing Plan (20 Points)

This section should contain a detailed and specific discussion of your firm's proposed staffing plan. Include an organizational chart, description of staff roles, resumes, and other relevant biographical information as deemed necessary.

Provide an estimate of the percentage of time each team member will devote to the project during the design and construction phase.

5. Design Approach (15 points)

Provide a general discussion of your management philosophy. Include a description of your firm's involvement from the planning phase through the completion of K-12 construction projects.

Provide specific examples of your methods to ensure high quality and pragmatic design solutions utilizing inclusive, team-oriented processes.

Describe your plan to effectively provide services for the project phasing and describe the anticipated delivery schedule for service to complete all work through completed design.

6. Justification (10 points)

Provide a demonstrated reason your firm wants to assist the Walla Walla Public Schools and why the District should place their trust in your firm.

7. Certification and Licensure (Yes/No)

Provide fully executed copies of certifications and licenses, including Certification of Compliance, Bidder/Proposer Residency Statement, Certificate of Non-Discrimination, and proof of Washington Business Licensure.

8. Hourly Rate Schedule (Information Only)

Provide an hourly rate schedule for each team member proposed; the intent is to proceed on a time and materials basis while sub-consultants are selected and prior to a formal agreement being in place. The hourly rate schedule provided in the proposal will be the basis for the time and materials approach.

9. Acceptance of Qualification Specifications, Terms and Conditions: The successful Proposer acknowledges and accepts all provisions within, and referenced within, this RFQ. No revision will be considered or incorporated unless the successful Proposer expressly states within their Qualification as a specific, suggested alternate term. If the proposer suggests any revision, they shall include the specific reference to the term in the RFQ, provide the proposed revised verbiage, and justification for consideration by the District. All suggestions and revisions will only be accepted if confirmed in writing by the District.

10. Format: Qualifications, including attachments, shall not exceed fifteen (15) single sided standard size (8 1/2" x 11") pages, minimum Calibri 12-point font.

Proposers shall e-mail the signed Qualifications, with all pages numbered, bookmarked, and combined into a single PDF document, to Wenaha.C.Marfori@sequimschools.org. Hard copy submissions or electronic formats other than PDF will not be accepted.

11. **Anti-Discrimination:** In connection with this RFQ and in the performance of any subsequent contract, Proposers shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, sexual preference, and/or being physically challenged. Proposers shall take action to ensure that all applicants are treated equally during employment without regard to such status.
12. **Compliance with Applicable Laws:** In connection with this RFQ and the contract, Proposers shall comply with all applicable laws in all aspects in connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.
13. **Compliance with Public Works Procurement:** In connection with this RFQ and the contract, Proposers shall make itself knowledgeable of, and comply with, all procurement regulations and procurement policies for the District. Proposers acknowledge compliance with these regulation and policies by submitting qualifications in response to this solicitation.
14. **Compliance with Applicable Codes:** In connection with this RFQ and the contract, Proposers acknowledge knowledge of applicable, adopted codes (as amended for the project location), and requirements for design defined with. Proposer will be responsible to provide a design in compliance with the applicable codes.
15. **Qualification Opening:** The Qualifications will be submitted electronically.
16. **Form of Contract:** The form of agreement shall be included in the proposer's submission and will be evaluated with the Qualification. The proposer should anticipate that additional provisions will be included in the final agreement as well as mutual agreement on any revisions necessary in the proposed agreement provided by the proposer.

The Proposer's Qualification will become an exhibit of the contract agreement to memorialize and incorporate the performance commitments, scope of services, qualifications, and team members into the provisions of the agreement. The document Order of Precedence will be described in the contract agreement.

17. **The District's Rights:** The District may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the work described in this RFQ.

The District reserves the right, in its sole and absolute discretion and without recourse by Proposers, to take any of the following actions:

- a. Reject any or all Qualifications;
- b. Issue a new procurement;
- c. Cancel, modify, or withdraw the RFQ;
- d. Issue addenda, supplements, and modifications to this RFQ;
- e. Modify the RFQ process;

- f. Appoint a selection committee and evaluation teams to review RFQs and seek the assistance of outside technical experts in the response evaluations;
- g. Hold meetings and exchange correspondence with the Proposers to seek an improved understanding and evaluation of the responses;
- h. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses;
- i. Waive irregularities in responses;
- j. In the negotiations for the contract with the selected proposer to change the dates for performance from that set forth in Section III hereof; and/or
- k. Refuse to issue a contract at all.

The District is not obligated to enter any contract, and under no circumstances shall it have any obligation to pay for any costs or expenses incurred by any Proposer in the preparation or submission of a response to this RFQ or in anticipation of a contract.

Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFQ, attending briefing(s), providing supplemental information, and all subsequent costs and expenses. By submitting a response to this RFQ, a Proposer disclaims any right to be paid for such costs by the District or anyone else.

18. **Investigation:** The Proposer shall make all investigations necessary to understand the scope of the work, the Qualification documents, and existing conditions to provide the complete scope of work including protection of the existing elements to remain from damage during the performance of this work.
 - a. A site walk will be on **Thursday, August 11, 2022, at 11:00am** to review existing facility.
19. **Late Qualifications:** Qualifications received after the time and date set for Qualification closing will not be considered for award. Delays in electronic transmission are the responsibility of the proposer. The official clock will be the clock on the laptop computer utilized by Chris Marfori as documented by the receipt time attached to the email submission through the MS Outlook program.
20. **Mistakes, errors, and omissions in solicitation:** Any mistakes, errors and omissions in this solicitation must be reported immediately to the District. At the District's discretion, notifications for mistakes, errors, and omissions provided **after** the deadline for submission of proposals may result in disqualification of the submission.
21. **Publicity:** News releases relating to this RFQ will not be made without prior approval by, and in coordination with, the District.
22. **Written Questions, Comments and Addenda, Rules of Contact:** Questions and comments pertaining to this solicitation must be submitted in writing via email, according to the Qualification and Award Timeline to: Chris Marfori, Construction Manager, Wenaha Group, Inc., Wenaha.C.Marfori@sequimschools.org. Addenda to this RFQ will be posted at https://www.sequimschools.org/our_district/project_bid_opportunities.
 - b. Questions and comments must be submitted **no later than 4:00 PM, Pacific time, on Wednesday, August 17, 2022.**

- c. Final Addenda to this RFQ will be issued **no later than August 19, 2022**, to allow information to be incorporated into submissions.
- d. The District reserves the right to issue addenda at its discretion, up till the period noted above.
- e. All bidders shall review issued Addendum(s) and must acknowledge receipt and inclusion of the Addendum(s) on the Qualifications Submission Form. Failure to acknowledge Addendum(s) may result in disqualification of the submission.

G. EVALUATION AND SELECTION PROCESS (REVISED 8/8/22)

The proposals shall be subjectively evaluated by the Evaluation Committee with points assigned based upon the criteria in this RFQ. Those proposals submitted that do not meet mandatory requirements outlined in this RFQ will not be evaluated.

The role of the Evaluation Committee shall include a complete review of all documents submitted. The committee will invite recommended finalists for interviews based solely upon its evaluation of the selection criteria. The Evaluation Committee, at its sole discretion may forego the interview process.

The Evaluation Committee will forward a recommendation for selection to the District's Board of Director's for consideration of award. Selection of the successful firm (or firms) will be entirely at the discretion of the District, and the District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals.

Evaluation Committee members shall not be contacted or solicited by any firm or individual submitting proposals during the proposal solicitation and review process, with the exception of the facilitator in accordance with the directions herein.