# REQUEST FOR QUALIFICATIONS

### CONSULTING PROJECT MANAGEMENT SERVICES FOR

LONGVIEW PUBLIC SCHOOLS CAPITAL IMPROVEMENTS, MAINTENANCE PROJECTS AND DDC UPGRADES

# Issued by:

## LONGVIEW PUBLIC SCHOOLS

2715 Lilac Street

Longview, WA 98632-3526

June 15, 2022



### REQUEST FOR QUALIFICATIONS CONSULTING PROJECT MANAGEMENT SERVICES FOR

### LONGVIEW PUBLIC SCHOOLS

### CAPITAL IMPROVEMENTS, MAINTENANCE PROJECTS AND DDC UPGRADES

STATEMENT OF QUALIFICATIONS DUE DATE: June 29, 2022

PROJECT SCOPE OF WORK

Longview Public Schools seeks the services of a firm to assist with management of a grouping of Facilities projects that include capital improvements, maintenance projects and DDC upgrades. The District wishes to maximize the value of these improvement by leveraging available incentives, designing ideal maintenance improvements, managing contractors efficiently, and ensuring completed projects meet the needs of the District while reducing first and ongoing costs.

Projects in this grouping include DDC upgrades, paving improvements, painting and interior finishes, fire alarm upgrades, electrical and mechanical improvements and other facility improvements. These projects will occur between July 30th 2022 and January 1, 2024. This period may be extended up to a total of 4 years if needed for completion of the anticipated scope.

The District may require additional services if additional projects are approved or discovered during the execution of this contract.

Statement of Qualifications - Review and Intention to Award Process

The District intends to enter into a negotiation for a personal services consulting agreement with the firm offering the best qualifications and experience as judged by the Longview Public Schools Selection Committee. The School District anticipates issuing an Intent to Award notification for the work in mid-July 2022.

Minimum Qualifications

The following are considered minimum qualifications to be considered:

1. Experience delivering similar projects in a K-12 environment
2. Direct staff with PE in mechanical engineering, CEM with the Association of Energy Engineers, or CEA with the Association of Energy Engineers
3. Experience in application for and management of energy efficiency incentives
4. Experience creating ASHRAE Level II audits
5. Experience with Federal and State funded projects
6. Experience with DDC operations and controls upgrades
7. Functional training and experience with mechanical and electrical systems in a K-12 environment
8. Experience recommending appropriate solutions for needed maintenance projects including paving, painting, finishes, fire alarms, window and glazing systems and other projects regularly encountered in a K-12 environment

Personal Services Required

The following personal services maybe required:

1. Contract and construction management for execution of anticipated work
2. Management of DDC upgrade projects including
   1. Billings, contract changes, schedule and scope reviews
   2. Application for energy incentives
   3. Review of design for suitability and serviceability
   4. Maximization of project value
3. Develop scope and solicitation documents for anticipated and future projects
4. Assist District with meeting requirements of the Washington Clean Buildings Act
5. Overall coordination and administration of District projects from design through construction closeout and submission of record documentation

6. Other related services as required by the District or other code/regulatory agencies.

QUALIFICATION SUBMITTAL REQUIREMENTS

Firms and individuals interested in providing services as described above to Longview Public Schools are requested to provide the following:

1. Submit an electronic document via e-mail indicating previous experience. The Statement of Qualification document is requested to be limited to no more than twelve (12), single sided, 8 1/2 x 11-inch sheets. Statement of Qualifications shall be submitted no later than 3:00 pm PDT on June 29, 2022. Documents received after the designated date and time may not be considered. Documents should be submitted via email only to:

Barbara Howe, bhowe@longview.k12.wa.us

1. All individuals and firms, including minority and women-owned firms who are lawfully engaged in the practice of Project Management Services are encouraged to apply.
2. The district reserves the right to reject any qualifications not in compliance with all prescribed public procedures and requirements, reserves all rights afforded to the District pursuant to Chapter 39.80 RCW, including the District’s right to determine and assess qualifications, negotiate terms for services, determine pricing, or terminate the process for any reason and at any time, and to waive informalities in this qualification’s response process.

The Statement of Qualifications must include:

1. A letter of introduction. Letter (maximum two single-side pages).
2. A simple diagram or narrative describing the key personnel in your firm who will be assigned to work with the District. Please include resume or similar information.
3. Examples of three previous project groupings which involved your firm’s project management services. Please include client references including current contact information for the three projects. No limitation on years since completion.

Submittal evaluation by the District’s Selection Committee will be based the following four criteria:

* 1. Proposed approach on how you plan to efficiently coordinate work with the District.
  2. Experience of the proposed lead Project Manager(s) with public or institutional or civic renovation projects.
  3. Demonstrated experience working with public-sector K12 school district and/or other educational institutions in Washington/Oregon.
  4. Professional References.

Questions regarding this RFP should be direct to: Jason Reetz, jreetz@longview.k12.wa.us