

Stanwood  **Camano**
★ ★ ★ School District

TO : BOARD OF DIRECTORS
FROM : GARY PLATT, EXECUTIVE DIRECTOR - BUSINESS
SUBJECT : SELECTION OF ARCHITECTURAL AND ENGINEERING
SPECIALISTS – STANWOOD HIGH SCHOOL AND
OTHER CAPITAL PROJECTS
DATE : JULY 5, 2016
TYPE : ACTION NEEDED

As the district moves forward with developing plans for replacing the high school and other projects, there may be a need for certain engineering specialties. State law requires districts advertise their needs for such services, follow a selection process to determine the most qualified firms, and then negotiate fees for services. Such services would be utilized on an “as-needed” basis and there would be not commitment to spend a specific amount with any firm.

Attached is a copy of the legal announcement which identifies the various engineering disciplines needed and the selection timeline. We do not anticipate having a lengthy interview process. Final selection recommendations should be ready for board action in August.

Recommendation:

We recommend the board *move to authorize the advertising, interviewing, and contract negotiations for engineering services.*

**Request for Qualifications
Professional Services-Capital Projects Program
Stanwood-Camano School District No. 401**

Stanwood-Camano School District No. 401 is requesting Statements of Qualifications (SOQ) for professional services from qualified consultants for various capital projects including the high school replacement, and other related projects. Qualification information should be submitted no later than 10: 00 a.m. on July 19, 2016

Qualified firms with significant recent experience in the following disciplines are requested to submit qualifications, separately or together: Surveying, Geotechnical Investigation, Hazardous Material Consulting, Traffic Engineer, Archeological Consulting and Topographical Surveys.

In order to be considered, interested firms should submit their qualifications statement addressing the following:

- Firm background and qualifications
- Experience with public school districts
- Public school references with names and phone numbers of contacts
- Resumes of key individuals providing services, including project specific Information
- Availability to immediately commence work

The qualifications package shall be by PDF electronic format only and shall be limited to ten (10) single sided 8.5 X 11" pages or five (5) double sided pages.

Stanwood-Camano School District will review all Statements of Qualifications and select the most qualified firms with which to negotiate a mutually agreeable fee for the anticipated scope of work based on project requirements.

Statement of Qualifications shall be sent to Lisa Teichgrab, Capital Projects Office Technician at the following email address: lteichgrab@stanwood.wednet.edu
All questions shall be directed to the above person via email.

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