



**Stanwood Camano**  
School District

TO: BOARD OF DIRECTORS  
FROM: LIZ JAMIESON, DIRECTOR – CAPITAL PROJECTS 4  
SUBJECT: ARCHITECT SELECTION PROCESS  
DATE: DECEMBER 18, 2018  
TYPE: ACTION NEEDED

Board Policy No. 6925 requires board approval when beginning the process of selecting an architect or engineer. On February 13, 2018, voters approved the School Facilities and Technology levy. Some of the facility improvement projects that are funded by this special levy will require the services of an architect. We selected an architect through the RFQ process for our previous 2013-2018 levy and are required to go through a new selection process for each levy cycle. With passage of the new levy, the district now has specific work that needs to be completed and the legal process of selecting an architect must be followed.

Attached to this memo is a copy of the procedures to be used in the selection process. Generally, an announcement of the need for services and the anticipated scope of work must be published. A screening and interview process of the applicants will be conducted. The district will attempt to negotiate a contract with the most qualified firm. That contract will be submitted as recommendation to the school board for approval. We plan to have the recommendation to the board by the second meeting in February 2019. The term of the contract would extend through all 4 years of the School Facilities and Technology levy.

Recommendation:

We recommend the board **move to authorize the administration to issue a request for proposals (RFP) for architectural and engineering services for the facility levy projects.**



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## Architectural and Engineering Services Request for Qualifications

On February 13, 2018, voters in the Stanwood-Camano School District approved a 4-year capital levy to provide funding for school facility and technology updates. The school facility portion of the levy provides approximately \$3,820,044 over the four-year levy term. The Stanwood-Camano School District is seeking statements of qualifications for providing architectural and engineering services for a variety of school repair projects.

Firms with recent experience working with school districts on minor repair and renovation projects are encouraged to apply. Attached is a copy of the list of facility improvement projects and selection criteria. Not all projects will require A/E services. In addition, the district is not seeking proposals at this time for design or engineering work for the energy improvement projects on the list.

The tentative timeline for the selection process is as follows:

December 21, 2018	Advertisement in local newspapers
<b>January 16, 2019</b>	<b>RFQ due date (4:00pm)</b>
January 29, 2019	Proposals reviewed and interviews completed
February 5, 2019	Recommendation to board and authorization to negotiate contract terms
February 12, 2019	Contract negotiations completed
February 19, 2019	Submit contract to the board for approval

Statements of Qualifications (SOQ) should include:

- Resumes of key personnel who will be assigned to work with the Stanwood-Camano School District.
- The firm's relevant experiences and projects.
- Professional references.
- A statement regarding availability of firm resources to meet district timelines.
- A firm (personnel) organizational flow chart.

SOQ may be submitted electronically in pdf format. SOQ need not be extensive, but should provide enough information for the committee to make an informed decision.

Any firm failing to submit information in accordance with this document may be considered non-responsive.

The selection process will proceed as follows:

- Submittals must be delivered by the deadline as above and as per the legal advertisement attached.
- The A/E Selection committee will review the proposals and develop a list of firms to be interviewed.
- Interviews will be conducted according to a schedule to be adopted by the committee. The committee will make a selection based on qualifications, performance data, relevant experience, ability to meet timelines and work under pressure, references from other districts or project owners, and other factors deemed relevant by the committee.
- The committee will make a recommendation to the district Board of Directors for approval of the selected A/E firm and request authorization to negotiate contract terms.
- Upon agreement of the contract terms by district administration and the selected firm, a recommendation for approval will be submitted to the Board of Directors for action.

All information and proposals should be directed to:

Liz Jamieson, AIA  
Director – Capital Projects  
Stanwood-Camano School District No. 401  
26920 Pioneer Hwy  
Stanwood, WA 98292-9548  
(360) 629-1202 vm  
(360) 629-1242 fax

Any questions or requests for clarifications should be submitted to the person above.

**Stanwood-Camano Schools Right to Reject:**

The Stanwood-Camano School District reserves the right to accept or reject any and all submittals and re-advertise the project at any time prior to board approval. All costs incurred in the preparation of the Request for Qualifications and participation in the selection process shall be borne by the proposing firms. Proposals submitted shall become the property of the Stanwood-Camano School District and are considered to be public documents under applicable Washington State laws.