

**Request for Qualifications
Personal Services Roster
Educational Service District 112
Construction Services Group Program**

Request for Qualifications

Educational Service District 112 (ESD 112) is a political subdivision of the State of Washington that operates over 300 programs with or on behalf of local school districts. ESD 112 also owns and manages 9 buildings and leases space in a variety of buildings throughout the State of Washington.

The ESD 112's Construction Services Group (CSG) program invites qualified firms to submit Statements of Qualifications for personal services. The intent of the invitation is to develop our roster of qualified individuals/firms. Personal services involve technical expertise provided by a consultant to accomplish a specific study, project, task or other work for ESD 112. These activities and products are mostly intellectual in nature, and do not include professional architecture, land surveying, landscape architecture, or engineering services defined by State of Washington statute.

The following personal services, separate or combined, include but are not limited to: building commissioning services, value engineering services, constructability review services, capital financial analyses, research and research report editing services, construction-planning services, capital project cost planning and total project budget analytics, low voltage systems analysis and planning, and safety and security planning for building and site infrastructure.

As projects become available, ESD 112 CSG will enter into negotiations for fair and reasonable compensation with the consultant determined to be the most qualified for that specific work in an effort to execute a contract. Price will be a factor after entering negotiations. Contract for services provided pursuant to this solicitation are expected to range annually from \$5,000 to \$150,000, but may deviate based on the specific scope of services and contract that is negotiated.

Once this roster is established, ESD 112 CSG will annually solicit a statement of qualifications from interested firms. ESD 112 reserves the right to conduct additional Requests for Qualifications for specific projects that ESD 112 determine, in their sole discretion, requires specific personal services experience or qualifications not adequately addressed by this Roster.

Any firm may submit a response to this RFQ and following an initial evaluation of the submission, may qualify to be added to the list of qualified firms. ESD 112, and school districts that contract with ESD 112, may call on the selected firm(s) for services under this RFQ.

Submittal Requirements

Interested firms with relevant experience are requested to submit a concise statement of qualifications that includes the following:

- General information about your firm including size (number and type of personnel), location(s) and length of time in business.
- List of principal owners of the firm.
- Listing of the type of services your firm provides and will provide specifically to ESD 112 CSG.
- List of previous projects, particularly those projects which involved work with educational institutions.
- Brief summary of key staff and their relevant experience.
- Two professional references with current names, the business or institution with whom they are affiliated, and phone numbers.

- Brief statement regarding your interest in doing work for K12 school districts or other educational institutions and consent to provide services.

The qualifications statement shall be in PDF electronic format only and shall be limited to approximately ten (10) 8.5” x 11” pages not including cover page, cover letter, resumes, and tabs sheets. Questions regarding the firm’s Statement of Qualifications, must be submitted by email to bernice.sundby@esd112.org with RFQ Submittal/Questions in the subject line; or via mail to ESD 112, Attn: Bernice Sundby-RFQ, 2500 NE 65 Avenue, Vancouver, WA 98661.

i <http://mrsc.org/getdoc/9abe2a6c-a0a8-4cb1-adf5-a4c64d6356c2/Personal-Services-Contracts.aspx> (Last accessed February 5, 2019)