

REQUEST FOR QUALIFICATIONS

Progressive Design-Build Services

Madison Elementary, Fieldhouse and Franklin Park

RFQ#31-2526

DUE: June 23, 2026, no later than 3:00:00 p.m.



Spokane Public Schools

Mike Keenan – Operations Manager, Capital Projects and Planning
2815 East Garland
Spokane, WA 99207

RELEASE DATE: June 1, 2026

Progressive Design-Build Services Request for Qualifications

1.0 INTRODUCTION

1.1 Project Overview:

Spokane Public Schools (SPS) is utilizing the Progressive Design-Build (PDB) alternative public works contracting procedures, authorized under RCW 39.10, to solicit Proposers who will demonstrate their capacity to enhance innovation and efficiencies between the designer and constructor, while also realizing significant savings in the project's schedule and budget and optimizing the scope of the Project within the established budget and schedule. The Madison Elementary, Fieldhouse and Franklin Park Project "the Project" consists of the replacement and demolition of Madison Elementary School, a connected fieldhouse, and renovations to the City of Spokane's Frankling park. The project is being delivered as part of the Together Spokane Initiative between SPS and the City of Spokane Parks (COS-P) Department. SPS is looking for a collaborative partner who can help maximize efficiencies, maximize schedule, and adapt quickly to evolving priorities. With these established project goals, SPS is accepting Statements of Qualifications (SOQs) from Design-Build Teams to:

- Embrace an integrated project team model, including the SPS, Spokane Parks, stakeholders, specialty consultants, and key trade partners to focus solely on the best interest of the project and the Spokane community, to exceed the Project Goals and demonstrate exemplary design and project management. SPS wishes to collaboratively participate in the selection of design consultants, and any key trade partners. Proposing teams shall not propose any consultants or any key trade partners as part of their PDB team as this will be jointly selected with SPS.
- Provide high quality and robust Phase One Design and Preconstruction services including but not limited to validation, scheduling, phasing logistics, collaboration with the design consultants, management and estimation of design and construction budgets including design contingency solutions, coordinate environmental and archeological investigation services and plans, direct construction best practices, organize design investigative work and provide assistance in the selection of materials and building systems, and solicit and manage subcontractor bid packages and supplier bidding.
- Provide high-quality Phase Two Construction services to safely deliver a project that meets or exceeds the technical and performance requirements including the full scope of program needs set by SPS, while also being on time and under budget.

SPS intends to award a contract for Progressive Design-Build Services ("Design-Build Contract") to the most highly qualified Design-Builder based on the results of this solicitation, a two-step qualifications based PDB selection. Additional solicitation requirements are outlined herein.

1.2 Pre-Proposal Conference:

There will be a **non-mandatory pre-proposal conference** for this project on **Tuesday, June 9**, at 3:45 p.m. at Madison Elementary School 319 W. Nebraska Ave, Spokane, WA 99207.

Solicitation procedures and project details will be shared in this meeting.

1.3 Solicitation Questions

All questions regarding this RFQ and subsequent RFP shall be directed to the individual identified below by the deadlines listed in the Procurement Schedule herein.

Mike Keenan – Operations Manager
mikek@spokaneschools.org

1.4 Addenda

If at any time, SPS changes, revises, deletes, clarifies, or otherwise modifies the RFQ SPS will issue a written Addendum. Addenda will be posted on the SPS Purchasing page (www.spokaneschools.org/page/purchasing). The Proposer is responsible for checking the website periodically for addenda. All addenda to the RFQ shall be acknowledged in the Proposer's SOQ.

1.5 Expenses of Proposer and Payment of Honorarium:

All costs incurred by firms choosing to participate in this first-step of the competitive solicitation process shall be the responsibility of the proposing firms. In accordance with RCW 39.10.330, SPS will pay an honorarium in the amount of two thousand dollars (\$2,000) to the short-listed, responsible, Finalists selected to participate in the Proposal stage and who submit a responsive Proposal, but who are not awarded the Design-Build contract.

2.0 PROJECT DESCRIPTION

2.1 Project Scope:

Madison Elementary was built in 1949, making it the oldest northside school in the district. It accommodates more special education programs than any other northside school, but space constraints require these and other programs to be housed in five portable buildings. The current school has surpassed its practical lifespan, and has issues with efficiency, functionality, and security. Building a new, two-story structure on the same footprint as the existing school would provide room for all programs. Additionally, SPS and Spokane Parks will jointly develop a public recreation center co-located with the new Madison, which will include space for Boys & Girls Club of Spokane County programming, on Franklin Park land.

Madison is adjacent to Franklin Park, which needs field improvements and other enhancements for public use. The combined sites and facilities provide an opportunity to create a publicly accessible, multi-use recreational facility that meets the community's needs during and after school hours. The Franklin Park scope of work may be incorporated into the Madison Elementary project should full funding become available. Currently, a \$5M allowance for renovation work to Franklin Park is included in the current scope. Should additional funding become available, the scope for Franklin Park will increase.

2.2 Project Budget:

The current total project budget is roughly \$64.2 million dollars (hard and soft costs). The final scope of work for the successful Design-Build Team and associated budget for construction activities is expected to be finalized in the Pre-Construction phase of the Project. While the current GMP is estimated to be approximately \$51.6 million dollars, the final GMP may increase as additional funding becomes available, and/or priorities are shifted. Should the final negotiated GMP increase by more than twenty percent (20%) from the estimated GMP value, SPS reserves

the right to renegotiate the fee percentage to a smaller fee percentage.

Estimated Project Budget	
Estimated Guaranteed Maximum Price (GMP): <u>Including:</u> Validation, Design, Preconstruction Services, all Construction Costs, Contractor Contingency, and Contractor Fee	\$51,600,000
Project Development (Soft) Costs FF&E, Owner/PM/CM, Owner Contingencies, Specialty Consultants and Other Professional Services, Sales Tax, Other	\$12,600,000
Total Estimated Project Budget	\$64,200,000

2.3 Funding Status:

In November of 2025, SPS passed a school bond in the amount of \$200M. The Project is funded under this bond. Roughly a third of the bond amount will be in hand for the Project by early spring of 2026.

2.4 Estimated Design and Construction Schedule

The Project is anticipated to be comprised of multiple phases spread across various sites. The selected DB Team will help build a mutually agreed upon schedule.

Validation and Programming	August 2026 – October 2026
Design (Multiple Phases)	November 2026 – May 2027
Construction (Multiple Phases/GMPs)	March 2027 – October 2028

3.0 SELECTION PROCESS

Spokane Public Schools is contracting for (Progressive) Design-Build services in accordance with the process authorized by Chapter 39.10 RCW.

Selection will be made based on a combination of Qualifications, Interactive Meetings, Management Plan, and proposed fee percentage “Fee Proposal”. Qualifications will be evaluated and scored in accordance with the criteria outlined herein. SPS anticipates short-listing a minimum of two and a maximum of four Proposers to the proposal stage. The process for selection and award of the contract will be as follows:

- Step 1: SOQ submittals as set forth in Section 6.
- Step 2: The most qualified firms from the RFQ stage will be shortlisted, and will receive the Request for Proposals (RFP). The RFP process will consist of Interactive Meetings, submission of a Management Plan to meet time and budget requirements, a description of the Finalists’ inclusion plan for small and disadvantaged business, and the Design-Builder’s Fee Proposal. Additional details will be outlined in the RFP.

3.1 Design-Build Procurement Schedule*

Date	Selection Process
June 1, 2026	1st RFQ Advertisement
June 8 , 2026	2nd RFQ Advertisement
June 9, 2026	Non-Mandatory Pre-Proposal Meeting, 3:45 p.m. at Madison Elementary
June 16, 2026	Last day for Proposers to submit written questions on the RFQ by 5:00 p.m.
June 23, 2026	Statement of Qualifications due at 3:00:00 p.m.
June 25, 2026	Shortlist announced
June 29, 2026	RFP Distributed to Shortlisted Firms
July 15, 2026	Interactive Meetings
July 21, 2026	Last day for Proposers to submit written questions on the RFP and comments on the Design-Build Contract by 5:00 p.m.
July 29, 2026	Management Plan and Fee Due at 3:00:00 p.m.
July 31, 2026	Highest Scored Finalist announced
August 2026	Notice to Proceed

**Dates are approximate and subject to change.*

3.2 Selection Committee

Anticipated members of the Selection Committee are:

- Travis Schulhauser, Chief Operations Officer, SPS
- Mike Keenan, Operations Manager, Capital Projects and Planning, SPS
- Nick Hamad, Park Planning and Development Manager, COS-P
- Heather Holter, Madison Elementary Principal, SPS
- Clint Price, Executive School Director, SPS
- Kevin Grimm, Director of Facilities and Maintenance, SPS
- Michael Pflieger, Purchasing Lead, SPS (Facilitator and Non-Voting)
- David Beaudine, Vice President, Turner & Townsend Heery (Facilitator and Non-Voting)
- Jonathan Miller, Turner & Townsend Heery (Facilitator and Non-Voting)

4.0 SCOPE OF PROGRESSIVE DESIGN-BUILD SERVICES

SPS is seeking a highly qualified Design-Build Team with strong leadership skills that will engage as critical, integrated team members throughout design and construction.

During the design and preconstruction phase, the Design-Builder will be responsible for the following, as a fully integrated project team with SPS. These and other services are described in more detail in the Contract Documents:

- Facilitation of and participation in regular team coordination meetings.

- Development of a project validation approach and schedule and execution of the process.
- Design services, including: planning and programming; development of a comprehensive design that responds to SPS needs and requirements; construction and record documents as required.
- Permit drawings and coordination of permitting process.
- Conceptual cost estimating; target value design and baseline budget development and management; preparation of detailed cost estimates of developing designs and continual real time tracking of budget status.
- Risk identification and management to inform project contingencies.
- Project scheduling for all phases of the project, including project validation, design, buyout, construction, and close-out.
- Analyzing alternative designs; regular systems analysis; performing value-analysis, life-cycle cost studies and constructability input to the developing design.
- Studying labor conditions; understanding of construction methods and techniques, phasing and sequencing of work.
- Early preparation of subcontract and supplier bid packaging plans, preparation of subcontract documents and selection process.
- Scheduling and conducting site investigations as necessary and/or collaboration with Owner consultants conducting these scopes of work.
- Identification of early award and long-lead packages and early procurement and award if required.
- Evaluate and prepare a safe access plan for facilities/maintenance.

During the Construction phase, the Design-Builder's services shall also include the following. These and other services are described in more detail in the Contract Documents:

- Holding regular project team meetings.
- Design contract administration services.
- Subcontract administration.
- CPM schedule development, maintenance, and reporting.
- Subcontract claims and impact analysis.
- Time and cost control, including claims mitigation.
- Quality control and assurance.
- Cost-transparency.
- Risk management.
- Safety management.
- The coordination and management of all construction activities.
- Payment of all materials, labor and equipment.
- Preparing all daily, weekly and monthly reports of progress, cost, quality issues, claims mitigation, and completion activities, and project records maintenance.

5.0 SELECTION AND AWARD PROCESS

- 5.1 The Design-Builder earning the highest combined Qualifications, Interactive Meeting, Management Plan and Fee score will be invited to participate in contract negotiations.
- 5.2 After award, the successful Design-Builder will provide services pursuant to the Design-Build Contract. SPS anticipates that GMP negotiations will occur pursuant to the Design-Build Contract when the scope of the Project is adequately defined, and the Design Documents are at least fifty percent (50%) complete, as mutually determined by the Design-Builder and SPS, but no later than the completion of the Construction Documents. Design and construction will be phased, and timing of phase 1 and GMP amendments will collaboratively be defined during project validation with the selected Design Builder.

6.0 STATEMENT OF QUALIFICATIONS SUBMITTAL INSTRUCTIONS & FORMAT

- a. The proposing firm shall submit one digital copy of their SOQ , in a searchable PDF via [Public Purchase: Spokane Public Schools Home Page](#) by the deadline in the Procurement Schedule herein. It is the responsibility of the proposing firms to verify that their SOQ has been properly uploaded to Public Purchase.
- b. The SOQ shall be submitted on A3 paper size. SOQ's shall be limited to one piece of A3 paper. Both sides of the A3 may be utilized for content (front and back is acceptable). Font size shall be a minimum of Size 10.
- c. Graphics and photos **are** included in the page limits. Submittals exceeding the page limit may be considered non-responsive.
- d. Supplemental resumes are not included in the page limit.
- e. Please Note: In preparing the firm's Statement of Qualifications, the proposing firm shall clearly identify the firm's role on each referenced project. If the proposing firm is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified.
- f. SPS requires that SOQ respondents follow the format as identified in the RFQ. Failure to follow the format as described herein may result in disqualification of the respondent's proposal.
- g. Respond to each of the following items in a clear and concise manner. Pay attention to specific requests for information. The submittals shall be organized in a manner that will enable the Design-Build selection committee to quickly assess pertinent information.

6.1 Company Profile: (5 points)

List name, address, phone number, Washington Contractor license information, and bonding capacity. Clearly indicate office location from which the Project will be managed. Include most recent annual volume and a summary of safety statistics (EMR and Lost Time Accident Rate) for the last three (3) years.

6.2 Design-Build Team and Staff Qualifications: (20 points)

- 6.2.1** List the Key Team Members to be committed for the entire duration of the project. Identify each individual's role, qualifications and experience on similar projects. Highlight PDB experience of team members under RCW 39.10.
- 6.2.2** Resumes shall be included for proposed Key Team Members. At minimum include relevant experience, credentials, years in industry and with firm, geographic location, and current and projected workload for each Key Team Member. No more than six supplemental resumes shall be included, each resume shall be no more than two (2) pages.

6.3 Firm Past Performance on Projects of Similar Scope and Complexity: (20 points)

- 6.3.1** Describe the Proposed team's experience with Projects of Similar Scope and Complexity, addressing each element of the definition provided in Section 6.7 of the RFQ.
- 6.3.2** In addition to the narrative above, highlight two (2) to three (3) projects within the last ten (10) years and provide the following information:
 - 6.3.2.1** Demonstrate the relevance of highlighted projects and how the Proposer's experience with these projects will assist SPS in achieving the identified project goals.
 - 6.3.2.2** Identify Key Team Members involved in the listed projects, and their proposed role on the Project.
 - 6.3.2.3** Specifically identify any projects that were delivered using PDB delivery pursuant to RCW 39.10.

6.4 Self-performed Work, and Current Workload: (5 points)

- 6.4.1** Briefly describe the scope of work the firm proposes to self-perform and the ability to perform the work. How will the proposed self-perform work deliver best value for the Project?
- 6.4.2** Briefly describe the recent, current, and projected workload for the company.

6.5 Past Performance in Utilization of Disadvantaged Enterprises and Small Business Entities: (5 points)

- 6.5.1** Provide your firm's past performance in utilization of disadvantaged business enterprises. See section 6.7 for definition.
- 6.5.2** Provide your firm's past performance in the utilization of small business entities. See section 6.7 for definition.

6.6 Exhibit A Contractor Verification: (pass/fail)

6.6.1 Contractor Verification is an SOQ submittal requirement and must be completely filled out. It does not count towards the page count.

6.7 Definitions:

6.7.1 Similar scope and complexity definition: Any elementary school, K-12 facility, recreational sports facility, occupied facility construction, or project with similar construction type, materials or project delivery methodology. Any projects in Spokane County and with local AHJ/s.

6.7.1.1 Projects do not need to meet all of the aspects of the definition of “similar scope and complexity.” Proposers need to demonstrate that the projects discussed are relevant to the Project and that the experience with those projects will benefit SPS and help achieve the Project Goals. SPS reserves the right to determine the relevance of the projects submitted and to score projects that have more of the identified elements higher.

6.7.2 Disadvantaged business definition: Any business entity certified with the Office of Minority and Women’s Business Enterprises under chapter 39.19 RCW.

6.7.3 Small business definition: A small business as defined in RCW 39.26.010

7.0 REQUEST FOR PROPOSAL (RFP): (95 points)

The most highly ranked firms submitting SOQ’s will be invited to participate in the RFP process. The RFP requirements will be in strict accordance with RCW 39.10.330. The RFP process will include:

7.1 Interactive Meeting: (45 points)

7.1.1 The purpose of the Interactive Meeting is for Finalist teams to gather information to inform the development of their Management Plan and to provide an opportunity for SPS to become acquainted with the key team members proposed to support the Project. Interactive meetings will be scored in accordance with the criteria outlined in the RFP.

7.2 Management Plan: (35 points)

7.2.1 The purpose of the Management Plan is for the Design-Builder to demonstrate their approach to delivering PDB services to meet the budget, schedule, and other goals of the Project. It will also include criteria such as, but not limited to, validation approach, inclusion plan for small business entities and disadvantaged business enterprises, and technical approach.

7.2.2 In addition to the material requested herein, and any information which may be requested by the committee, the short-listed firms shall be prepared to demonstrate the firm’s approach to the management of the Project based on their understanding of the Design-Build Contract; the firm’s ability to perform the services within a fully integrated professional team; and the firm's past performance of similar services in similar team situations.

7.3 Price Proposal: (15 points)

7.3.1 Price Proposals shall include the Design-Builder’s Fee Percentage as a percentage of the Cost of the Work as defined in the Design-Build Contract.

7.3.2 Price Proposals must be submitted on the forms furnished by the SPS or on copies of those forms and signed.

7.3.3 No other entries, modifications, or qualifications should be made to the proposal.

8.0 **EVALUATION CRITERIA**

All proposals received will be reviewed by an evaluation committee. Each evaluation criterion has been assigned points based on its relative value to the Design-Build Contract as a whole. The criteria and their associated points are on the following page:

8.1 **Statement of Qualifications (SOQ): (55 points)**

8.1.1	Company Profile	5 points
8.1.2	Team and Staff Qualifications	20 points
8.1.3	Firm Past Performance on Relevant Projects	20 points
8.1.4	Self-performed Work, Current Workload	5 points
8.1.5	Past Perf. Disadvantaged and Small Businesses	5 points
8.1.6	<u>Exhibit A Contractor Verification</u>	<u>P/F points</u>
	Subtotal (maximum):	55 Points

8.2 **Request for Proposal (RFP): (95 points)**

The teams the selection committee believes to be most qualified, based upon the SOQ's, will be requested to participate in the Request for Proposal. The RFP is made up of three components:

- Interactive Meetings 45 points
 - Management Plan and other factors 35 points
 - Fee Proposal 15 points
- **Evaluation of Fee Proposal:** The finalist with the lowest Fee Percentage will receive all fifteen (15) points. All other fee proposals shall be evaluated as follows:
 - Low conforming fee / fee submitted x 15 points.
 - Low conforming fee = DB fee based on the estimated Cost of the Work; conforming fee is defined as a fee that conforms to the requirements of the forthcoming RFP.

The firm with the highest combined number of total points, out of a possible 150 points will be determined to be the Highest Scored Finalist and will enter contract negotiations with SPS. If the parties are unable to reach mutually agreeable terms, SPS may enter negotiations with the next highest scoring Proposer. SPS will continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. Negotiations are at the Owners' sole discretion. By submitting a Proposal pursuant to the RFP, the Finalist represents and warrants that it will enter into the contract provided by the Owner subject to the terms set forth in its Proposal.

9.0 **CONTRACTOR'S REGISTRATION**

All Proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.

10.0 DBE/MWBE OUTREACH

SPS encourages proposals from disadvantaged and women and minority business enterprises and outreach to these organizations as part of subcontractor bid packages on the Project.

11.0 PROTEST PROCEDURES

Firms that submitted qualifications who are not short-listed for further consideration may file a protest with SPS. Protests must be filed within four (4) business days from the date of notification, and include the following:

11.1 Time for Protest

Per RCW 39.10.330 upon selection of the winning Design-Build team, all finalists will be notified in writing. The Design-Build teams not selected shall have four (4) business days from notification to submit a protest. Pursuant to statutory requirements, SPS will not execute the contract with the winning team until two (2) business days after the final protest decision is transmitted to the protestor.

11.2 Form of Protest

In order to be considered, a protest shall be in writing, addressed to SPS, Cindy Coleman. The protest shall include the following:

- The name, address, and phone number of the applicant protesting, or the authorized representative of the applicant submitting the proposal;
- The name of the project for which the protest is submitted;
- A detailed description of the specific grounds for the protest and any supporting documentation. It is the responsibility of the protesting applicant to supplement its protest with any subsequently discovered documents prior to review and decision, and
- The specific ruling or relief requested.

11.3 Determination of Protest

Upon receipt of a timely written protest, SPS shall take appropriate measures to investigate the protest and shall respond in writing to the protestor. Per the RCW, contracts cannot be executed for a period of two (2) business days following notification of the determination of the protest. The decision of SPS shall be final.

12.0 PUBLIC DISCLOSURE

All documentation provided to the Owner may be considered public documents under applicable Washington State laws and may be subject to disclosure in accordance with Washington State Public Records. Proposers recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

Any material requested to be treated as confidential, proprietary information or trade secrets must be clearly identified and readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and Proposers may be required to justify why such material should not, upon written request, be disclosed by the Owner under the Washington Public Records Act. The Owner will endeavor to provide at least two (2) business days' notice of a public records request for material submitted pursuant to this solicitation. Proposers must respond to the notice in writing with any objection to the production of the documents within two (2) business days of receipt of the notice.

13.0 OWNER RIGHTS AND SOLICITATION CONDITIONS

The Owner reserves without limitation, and may exercise at its sole discretion, the following rights and conditions with regard to this solicitation process:

- To cancel the solicitation process and reject any and all proposals;
- To waive any immaterial informality or irregularity;
- To revise the solicitation documents, selection committee and schedule via an addendum;
- To reject any Proposer that submits an incomplete or inadequate response or is not responsive to the requirements of this solicitation;
- To require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its SOQ or Proposal and require additional evidence of qualifications to perform the work described in this RFQ or a subsequent RFP;
- To provide clarifications or conduct discussions, at any time, with one or more Proposers;
- To contact references that are not listed in the Proposer's SOQs and investigate statements on the SOQs and/or qualification of the Proposer and any firms or individuals identified in the SOQ;
- To consider the claims history of any Proposer as part of the evaluation of the Proposer;
- To utilize information from any source, including but not limited to references and individuals who are not identified by the Proposer and/or Finalist, to evaluate Proposers and Finalists;
- Approve or disapprove of the use of particular consultants, subconsultants, subcontractors, Team Members, or Key Team Members and/or substitutions and/or changes to consultants, subconsultants, subcontractors, Team Members, or Key Team Members from those identified in the SOQ or Proposal, such approval or disapproval shall not be unreasonably exercised;
- To take any action affecting the RFQ process, the RFP process, or the Project that is determined to be in the Owner's best interests; and
- To pursue competitive bidding under RCW 28A.335.190.

Attachments:

EXHIBIT A – CONTRACTOR VERIFICATION

EXHIBIT B – Agreement between Owner and Design-Builder and General Conditions

END OF SECTION

EXHIBIT A

CONTRACTOR VERIFICATION

The party who submits the statement of qualification and to whom the contract may be awarded is, and notice of acceptance should be mailed or delivered to:

NAME: _____
Legal name of person, firm or corporation submitting bid/proposal/qualifications

Corporation (☐) Individual (☐) Partnership (☐) Sole Proprietor (☐)

State of Washington, UBI Number Data Universal Numbering System, DUNS Number

ADDRESS: _____
Street Address

City, State and Zip Code

PHONE: _____

FAX: _____

(Initial) Not disqualified from proposing on any public works contract under RCW 39.306.010 or 39.12.065(3) and Common Rule 68 FR 66533.

(Initial) Can provide proof of Industrial Insurance (worker's compensation) coverage for firm's employees working in Washington per RCW Title 51.

(Initial) Can provide current Washington certification of registration as a contractor in compliance with RCW 18.27.

Authorized Signature E-Mail Address

Name Printed or Typed Date

Title Contractor Registration Number

END OF DOCUMENT