Spokane Public Schools

CAPITAL PROJECTS AND PLANNING
2815 East Garland Ave., Spokane, WA 99207
(509) 354-5775
www.spokaneschools.org

Request for Qualifications No. 14-2526

Architectural & Engineering Services for
North Central High School Modernization

Submittal Deadline:
January 27, 2026 at 2:00:00 p.m.

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1. INTRODUCTION

1.1. Spokane Public Schools (SPS) is requesting submittals from licensed Architectural and Engineering firms interested in providing professional services for the North Central High School Modernization project. Required services include educational specifications development, schematic and design development, construction document preparation, permitting services, construction administration, and closeout.

1.2. Interested firms shall contact the SPS Purchasing Services office to obtain a Request for Qualifications (RFQ) packet. The RFQ packet is also available on the SPS website at www.spokaneschools.org/page/purchasing. This RFQ packet describes the selection process and documentation required for submitting qualifications for the project. **Any firm failing to submit their proposals in accordance with the procedures and format set forth in the RFQ instructions may be considered non-responsive.**

1.3. The selection process is noted below and includes a review of SOQ's by the SPS Evaluation Committee resulting in a short-list of qualified firms for interviews with the SPS Interview Committee. Interviews will be conducted in accordance with a schedule to be determined by SPS.

1.4. To assist in answering questions, interested firms are encouraged to attend the non-mandatory Pre-Submittal Conference at which the specifics of the project, the consultant selection process, the schedule, and the elements of the contract will be discussed. **Attendance will be limited to two (2) representatives from prime architectural firms only.**

Date: **January 14, 2026**
Time: **3:00 p.m.**
Where: **North Central High School**
Main Entry
1600 N. Howard St.
Spokane, WA 99205

1.5. All information shall be submitted at the dates and times indicated herein to:

Spokane Public Schools
200 N. Bernard Street
Spokane, WA 99201
Attn: Michael Pflieger, Purchasing Lead

1.6. Any questions or requests for clarification regarding this RFQ during the submittal preparation period must be addressed to SPS' designated representative:

Mike Keenan
Operations Manager, Capital Projects and Planning
2815 E. Garland Avenue, Spokane, WA 99207-5889
Telephone: (509) 354-5900
Email: mikek@spokaneschools.org

1.7. SPS will consider no telephone or in-person inquiries regarding this RFQ except as identified below.

1.8. **Any firm that attempts to contact any official, employee, or representative of SPS, City of Spokane, and any other possible stakeholders in any manner contrary to the above requirements may be disqualified from further consideration.** This prohibition does not apply to:

- Telephone calls to SPS to request copies of this RFQ, to confirm attendance, or request directions relative to an interview notification received from SPS
- Delivery of the firm's proposal
- Discussion at the pre-proposal conference and interview
- Delivery of written questions about the proposal

2. PROJECT DESCRIPTION

2.1. Voters with Spokane Public Schools approved a $200 million Capital Facility Improvement Bond in November 2025. The proceeds are to be used over a six-year period to finance facility improvement programs at various SPS facilities.

2.2. The North Central High School Modernization project is covered under this Request to which the following information applies:

- 2.2.1. The project delivery method is GC/CM.
- 2.2.2. The estimated size will be approximately 100,000 s.f. and primarily focused on the southernmost 1980's portion of the facility. Minor additions are possibilities to be determined during design.
- 2.2.3. Site improvements may include field and court relocation/reconstruction, various vehicle access points, bus zone and car parking reconfiguration.
- 2.2.4. The approximate MACC (Maximum Allowable Construction Cost) is $40,000,000.00.
- 2.2.5. Construction to be completed in two (2) or more phases.
- 2.2.6. Students and staff to remain onsite throughout the project utilizing temporary portable classrooms as needed.
- 2.2.7. Educational Specifications and Community Outreach will begin in March 2026. The project will be designed, permitted and ready for bidding in April 2027.
- 2.2.8. Start of construction is currently targeted for June 2027. Substantial completion dates for the two (2) phases are as follows:
  - 2.2.8.1. Phase 1 – August 2028.
  - 2.2.8.2. Phase 2 – August 2029.
- 2.2.9. Additional project description will be given during the Pre-Submittal Conference.

3. SELECTION PROCESS AND SCHEDULE

3.1. Selection will be made through a two-step process. The process for selection and contract award will be as follows:

- 3.1.1. Step One (SOQ) – Firms to submit Statements of Qualification (SOQ)
- 3.1.2. Step Two (Interview) – Short-listed firms to Interview
- 3.1.3. Scoring:
  - 3.1.3.1. Step One (SOQ) will account for 150 points and be scored to establish a for short list of firms who will proceed on to Step Two (Interview).
  - 3.1.3.2. Step Two (Interview) will account for 200 points.
  - 3.1.3.3. The final cumulative score will be the sum of points obtained from Step One (SOQ) and Step Two (Interview).
  - 3.1.3.4. The firm with the highest final cumulative score will be selected as the recommended firm for approval by the SPS Board.
- 3.1.4. Comments to the process described above must be received not later than 2:00:00 p.m. on January 16, 2025.

3.2. Schedule (Dates are approximations for the process steps and are subject to change):

Step	Date	Selection Process
One	January 7, 2026	Advertisement for Request For Qualifications Published. (First Notice)
	January 12, 2026	Advertisement for Request For Qualifications Published. (Second Notice)
	January 14, 2026	Pre-Submittal Conference at 2:00 p.m.
	January 16, 2026	Questions and comments from submitting firms are due by 2:00:00 p.m.
	January 27, 2026	Qualifications are due at 2:00:00 p.m.
	January 28-30, 2026	Initial scoring and short-listing of firms
	February 2, 2026	Notifications sent to all submitting firms

Step	Date	Selection Process
Two	February 17-19, 2026	Interviews conducted
	February 20, 2026	Notifications sent to firms
	March 4, 2026	SPS School Board Award

4. STEP ONE (SOQ) – Requirements

4.1. General Information

4.1.1. SPS requires that all responses follow the format stated in this RFQ. Failure to follow the format as described herein may result in a points reduction or disqualification of the respondent's proposal.

4.1.2. The proposing firm shall submit FIVE (5) hard copies of its SOQ.

4.1.3. The SOQ shall be submitted in A3 format (i.e. 11x17 sheet of paper) on one (1) two-sided sheet and as noted below in Section 4.2. **Supplemental attachments are NOT allowed** and will not be considered for SOQ scoring.

4.1.4. Each copy shall state the firm's name, address, telephone number, date established, and email address along with the RFQ name and number on the top edge of each sheet as follows:

- **RFQ No. 14-2526: North Central High School Modernization**

4.1.5. In preparing the SOQ, the proposing firm shall clearly identify the firm's role on the project.

4.1.5.1. 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.

4.2. Content – a total of two (2) one-sided sheets with **no supplemental attachments**.

4.2.1. Page 1 – Company Information:

4.2.1.1. **Proposed Team Members** – List the key individuals of the Firm to be committed for the entire duration of this project including the following information for each individual:

4.2.1.1.1. Identify their role and availability to fulfill such role.

4.2.1.1.2. Describe their relevant qualifications.

4.2.1.1.3. Describe their role and responsibilities on similar projects.

4.2.1.1.4. Describe their project experiences with other proposed team members.

4.2.1.2. **Mission Statement** – Provide your company's mission statement, its history, and a description of how it is applied to your everyday efforts.

4.2.1.3. **Equity and Diversity Statement** – Provide a company statement on equity and diversity in your firm.

4.2.1.4. **Design Philosophy** – Describe your firm's design philosophy for public school facilities specifically including the following information:

4.2.1.4.1. General design philosophy for Spokane Public Schools.

4.2.1.4.2. Design philosophy for high school facilities.

4.2.1.4.3. Design philosophy towards district equity.

4.2.1.5. **Local Presence** – Describe your firm's recent experience in completing Spokane-based projects and working with the related permitting authorities.

4.2.2. Page 2 – Project Specific Items:

4.2.2.1. **Project Approach** – Identify and describe critical factors and milestones that will lead to a highly successful modernization project as related to the following:

4.2.2.1.1. Site utilization, restoration, and development.

4.2.2.1.2. Phasing of work to accommodate upgrading and extension of existing mechanical and electrical systems.

4.2.2.1.3. Movement of staff and students to allow for construction activities.

4.2.2.2. **Representative Projects** – Describe two of your firm's projects highlighting their similarities to the North Central High School Modernization project.

4.3. Review of SOQ's

4.3.1. All interested firms will submit SOQ's in accordance with Sections 4.1 and 4.2 above.

4.3.2. Following review of the SOQ's, the SPS Evaluation Committee will assign a score to each firm. Scoring will be based on the evaluation criteria set forth below. The SPS Evaluation Committee will rank the firms submitting SOQ's and establish a shortlist of the most highly qualified firms for continuation to Step Two (Interview). The shortlist will be provided without any ranking whatsoever.

4.3.3. The following evaluation criteria (directly related to the information stated in Section 4.2) will be the basis for scoring and the recommended shortlist:

Evaluation Criteria	Points
Page 1 – Company Information:	
Project Team	30 points
Mission Statement	5 points
Equity and Diversity Statement	5 points
Design Philosophy	35 points
Local Presence	15 points
Page 2 – Items Specific to North Central High School:	
Project Approach	40 points
Representative Projects	20 points
Total	**150 points**

4.3.4. The score will be kept confidential until after the SPS School Board Award.

5. STEP TWO (Interview) – Requirements

5.1. **Interviews (200 points):** Interviews with the short-listed firms will be conducted for the purpose of determining which of these firms are the most qualified for this project as envisioned by SPS.

5.1.1. Key personnel (limit of 3) from submitting firms assigned to the project are required to be present and participate in the interview.

5.1.2. Times for interviews will be selected by random lottery.

5.1.3. Interview format and presentation topics will be identified to the short-listed firms in a notification letter.

5.1.4. Following completion of the interviews, the SPS Interview Committee will assign a score to each firm.

5.1.5. The score will be kept confidential until after the SPS School Board Award.

6. SELECTION AND CONTRACTING PROVISIONS

6.1. SPS will have specific design standards that will be available after selection of the A&E firm.

6.2. Professional liability (i.e. professional errors and omissions) insurance and general liability insurance will be required with limits based on the size and complexity of the project.

6.3. Notifications

6.3.1. SPS will provide timely notifications to participating firms as deemed applicable.

6.4. Right to Reject

6.4.1. SPS reserves the right to reject any and all submissions and to re-advertise the project at any time prior to SPS Board of Directors approval of the recommended firm and the execution of the agreement. All costs incurred in the preparation of the RFQ process shall be borne by the proposing firm. Submissions in response to this RFQ shall become the property of SPS and be considered public documents under applicable Washington State laws.

6.4.2. If SPS and the selected firm cannot agree on the contract, the negotiations will be terminated, and SPS reserves the right, but is not obligated to, begin negotiations with the next highest ranked firm.

6.5. Procedures Requirements

6.5.1. Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

6.5.2. All costs incurred by firms choosing to participate in this RFQ process shall be borne by the proposing firms.

6.6. Conflicts of Interest

6.6.1. To avoid conflicts of interest, any firm currently providing Project Management services on this project for SPS as a prime consultant or joint venture partner and any firms having common ownership with these firms shall be precluded from providing A&E services on the project addressed herein.

6.7. Protest Procedures

6.7.1. Any actual or prospective firm who is aggrieved in connection with the solicitation or award of this contract may protest to SPS in accordance with the procedures set forth herein.

6.7.2. Protests based on the terms in this RFQ must be labeled on the envelope as a “Protest” and must be received within seven (7) calendar days prior to the submittal deadline.

6.7.3. Protests based on the Interview must be labeled on the envelope as a “Protest” and must be received within two (2) working days from the time of the interview.

6.7.4. Other protests (other than those listed above) shall be received within two (2) working days after the milestone has past that forms the basis of the protest.

6.7.5. In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract title under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. In addition, if the protesting party asserts "responsibility" as a ground for protest, it must address in detail each of the matters addressed in RCW 43.19.1911(9) in its written protest.

6.7.6. The written protest shall be labeled “Protest” and delivered to:

Cindy Coleman, Chief Finance and Business Services Officer
Spokane Public Schools
200 N. Bernard Street
Spokane, WA 99201

6.7.7. Upon receipt of written protest, SPS shall promptly consider the protest. SPS may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by a mutual agreement of the aggrieved party and SPS, SPS will promptly issue a final and binding decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return

receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. If the protester receives no decision within six (6) working days, the protest shall be deemed rejected.

6.7.8. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

6.7.9. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

END OF REQUEST FOR QUALIFICATIONS