



Sequim School District No. 323

Engage Empower Thrive

503 N Sequim Ave, Sequim, WA 98382

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March 19, 2021

REQUEST FOR QUALIFICATIONS FOR CAPITAL MANAGEMENT SERVICES SEQUIM SCHOOL DISTRICT NO. 323, SEQUIM, WASHINGTON

Sequim School District seeks qualifications from interested project management service companies to assist the District in the renovation and improvements of school facilities district wide.

The scope of the work includes improvements to school facilities to help extend their useful life, enhance safety and improve District programs, including, but not limited to, modernize roofing; replace heating systems; upgrade networks; make sewer and water connections; modernize classrooms, gym and café flooring; install voice, access control and, video surveillance systems; and resurface the track, and stadium restrooms. The project management company shall be able to: create a master schedule and track progress along that schedule, create a detailed cash flow projection, develop a budget and monitoring system, assist with selection criteria and formal bidding requirements for a construction contractor, monitor contractor(s) and consultant(s), as well as coordinate with other agencies and oversee day to day project activities.

The following information is requested:

1. CONTACT INFORMATION. Include name, address and phone number of your company.
2. FORM OF ORGANIZATION. Whether your company is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the company;
3. STATEMENT OF QUALIFICATIONS. A narrative of your company's qualifications for the proposed project;
4. KEY PERSONNEL. Names of key personnel who would be responsible for, or participate in this project, their respective titles, experience, and periods of service with the company;
5. AVAILABILITY. A brief statement of the availability of key personnel of the company to undertake the proposed project;
6. PROJECT LIST. List of K12 projects completed by your company;
7. REFERENCES. Names and telephone numbers of references with whom you have been associated on similar projects;
8. FEES. Fee structure and schedule.

Request for Qualifications - Capital Project Management Renovation and improvements of school facilities district wide Due: 4:00 PM, April 19, 2021

The District will rank the companies responding to the RFQ on the basis of the information they submit. After review of the qualification statements the District will determine who will be interviewed.

Statement of Qualifications shall be sent to the Director of Business Operations and Finance, Darlene Apeland, at the following email address dapeland@sequimschools.org All questions shall be emailed to the address listed above.

No faxes or documents that are submitted late will be considered. Thank you for your interest in the Sequim School District.

Darlene Apeland CSBS – Director of Business Operations and Finance

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Victoria Balint, vbalint@sequimschools.org, Title IX Coordinators, Civil Rights Compliance Coordinator: Sequim School District Office, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3260; and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3401, mduchow@sequimschools.org