



# PUYALLUP SCHOOL DISTRICT

*A Tradition of Excellence*

## OPERATIONS DEPARTMENT

OFFICE: (253) 841-8641

### REQUEST FOR SUBMITTAL OF QUALIFICATIONS for A/E CONSULTANT REFERENCE FILE

**Licensed architects and engineers**, and other professionals, including but not limited to support services in planning, programming, energy, and environmental services, are requested to submit statements of qualifications for entry into the Puyallup School District Capital Projects Department A/E Consultant Reference File for consideration on all projects of any size & nature.

#### Submittal package shall include:

**1) A cover letter**

- a) Clearly stating the subject matter of the letter as:  
A/E Consultant Reference File.
- b) A maximum of three "Type of Firm" identification codes from the following list placed in the order of their priority:

Code	Description	Code	Description
01	Accoustical Consultant	12	Hydrologic Engineer
02	Air/Water Balancing	13	Land Appraisers (MAI)
03	Architect	14	Land Surveyors
04	Civil Engineer	15	Landscape Architect
05	Commissioning Consultant	16	Mechanical Engineer
06	Constructability Review	17	Planner/Urban Design
07	Electrical Engineer	18	Sanitary Engineer
08	Energy Management	19	Soil Engineer
09	Environmental Services	20	Structural Engineer
10	Ground Water Geologist	21	Testing Laboratory
11	Hazardous Materials Specialist	22	Value Engineering

- c) A maximum of eight "Experience Profile" identification codes from the following list:

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
001	Acoustics; Noise Abatement	021	Lighting Exterior; Streets; Athletic Fields
002	ADA Consultant	022	Lighting Interior; Display; Theater, etc.
003	Aerial Photogrammetry	023	Master Site Planning
004	Air Pollution and Control	024	Planning Community
005	Architectural Programming/Ed Specs	025	Recreation Specialist
006	Auditoriums & Theaters	026	Rehabilitation (Buildings)
007	Communications Systems; TV; Telephones	027	Roofing; Design and Inspection
008	Conservation and Resource Management	028	Safety Engineering; Accident Studies; OSHA Studies
009	Construction Management	029	Security/Intrusion Systems
010	Cost Estimating	030	Seismic Designs & Studies
011	Dining Halls/Kitchens/Food Service	031	Soils & Geologic Studies; Foundations
012	Ecological & Archeological Investigations	032	Stormwater Handling Services & Facilities
013	Educational Facilities; Classrooms	033	Streets & Parking Lots
014	Energy Management Conservation	034	Structural Design; Special Structures
015	Environmental Impact Studies	035	Surveying; Platting; Mapping; Flood Plain Studies
016	Hazardous Material, Asbestos	036	Swimming Pools
017	Heating; Ventilating; Air Conditioning	037	Testing & Inspection Services
018	Interior Design; Space Planning	038	Traffic & Transportation Engineering
019	Irrigation; Drainage	039	Value Analysis/Life Cycle Costing
020	Landscape Architecture	040	Zoning; Land Use Studies

**d)** Firm's office address(es) with a maximum of three locations. List multiple address locations in order of priority.

**e)** M/WBE certification, if applicable, by the Office of Minority and Women's Business Enterprises.

**2) Consultant Qualification Statement including the following:**

**a)** One copy of the firm's state business license that indicates the firm's type of ownership ( i.e. domestic profit corporation; public service corporation; sole proprietorship; or partnership)

**b)** One copy of any professional license or Certificate of Authorization required by the state which allows the firm to provide the consultant services being offered (consultants must be licensed in accordance with RCW 18.08.310, 18.08.370, 18.43.100, and 18.43.070).

**c)** One copy of a Standard Federal 330 Form, Part 1 and any other pertinent data to assist in evaluations.

**d)** One copy, if applicable, of the acknowledgment letter from the Office of Minority and Women's Business enterprises certifying M/WBE status. This copy of the acknowledgment letter must be attached to the cover letter.

**3) Non-Discrimination Agreement:**

This statement acknowledges that the undersigned consultant assures the Puyallup School District that it will comply with all state and federal guidelines and regulations. Accordingly, all applicants seeking employment and consultants/vendors seeking contracts will be considered and not discriminated against on the basis of race, color, national origin, gender, or disability. This nondiscrimination agreement is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.

**4) Anti-Harassment:**

Consultant agrees to comply with District Policies 3207; Prohibition of Harassment, Intimidation and Bullying, and 5011; Sexual Harrasment of District Staff Prohibited. Violators shall be subject to consequences. Any form of harrassment is prohibited and shall not be tolerated.

Submittals may be emailed to [CapitalProjects@puyallup.k12.wa.us](mailto:CapitalProjects@puyallup.k12.wa.us) or mailed to to the Puyallup School District #3, Capital Projects Department, 323 – 12<sup>th</sup> Street Northwest, Puyallup, WA, 98371, Attn: Gary Frentress, Executive Director of Capital Projects.

Note: This advertisement is not a request for a bid or a proposal. Qualification submittals for the A/E Reference file will be accepted year round.

Qualification submittals entered into the reference file may be purged automatically after two years if no revisions, updates, or similar activities have occurred by the consultant on its original submittal contents. It is the responsibility of individual firms to keep file information current.

Public works projects with a basic consultant fee of over \$500,000 will be individually evaluated and require a separate submittal. Request for Qualifications for such projects with fees in excess of \$500,000 will, at a minimum, be mailed to all consultants of the appropriate discipline who are on the A/E Consultant Reference File, but may be separately advertised.

Consultants for public works projects with a basic consultant fee of less than or equal to \$500,000 will be selected from the A/E Consultant Reference File per Puyallup School District Operations Department, Administrative Procedure 01.02.98<sup>1</sup>. Selections will be made based on the following criteria: Qualifications, Relevant Experience, Previous Performance, and Geographic Proximity.

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<sup>1</sup> Procedure 01.02.98 is available upon request.