

**REQUEST FOR QUALIFICATIONS  
CONSULTING STRUCTURAL ENGINEERING  
SERVICES FOR  
HIGHLAND SCHOOL DISTRICT  
BUILDING PERFORMANCE  
ASSESSMENTS**

**Issued by:  
HIGHLAND SCHOOL DISTRICT  
17000 Summitview Road / PO Box 38  
Coviche, WA 98923**

**March 16, 2022**



**HIGHLAND  
SCHOOL DISTRICT**  
Quality Education for All Students

**REQUEST FOR QUALIFICATIONS  
CONSULTING STRUCTURAL ENGINEERING  
SERVICES FOR  
HIGHLAND SCHOOL DISTRICT  
BUILDING PERFORMANCE ASSESSMENTS  
REQUEST FOR QUALIFICATIONS DUE DATE: March 30, 2022**

**PROJECT SCOPE OF WORK**

The 2021-2023 Washington State Capital Budget provided funding to the Highland School District to collect and input summary building information - for each of the District's four OSPI-recognized instructional buildings - in OSPI's Information and Condition of Schools (ICOS) Pre-Disaster Mitigation Module database.

The preliminary summary building data incorporated in the OSPI ICOS database will support OSPI's future assessments of school buildings statewide. This initial work involves a very simplistic seismic performance assessment to be conducted by a structural engineer licensed to practice in the State of Washington. The Assessment and ICOS Data Input by the firm will be completed on or before June 1, 2022

In addition, the District may require additional structural engineering services due to the recent passage of the District's Capital Project Levy and future minor capital projects.

**Statement of Qualifications - Review and Intention to Award Process**

The District intends to enter into a negotiation for a professional services consulting agreement with the firm offering the best qualifications and experience as judged by the Highland School District Selection Committee. The School District anticipates issuing an Intent to Award notification for the work in Mid-April 2022.

**Professional Services Required**

The following professional design firm (from a structural engineer licensed in the State of Washington) services may be required:

1. Conduct structural review and assessment to satisfy the data input requirements of the OSPI OSPI's Information and Condition of Schools (ICOS) Pre-Disaster Mitigation Module database
2. Development of design and construction project schedules with District, concise contract documents including drawings, plans, and specifications, general and special terms and conditions for construction, and specialty professional services – including testing agency requirements. District will provide general contractor agreement, invitation to bid, and general conditions for this small public works project to be included in the bid documents by the engineer of record.
3. Overall coordination and administration of District projects from design through construction closeout and submission of record documentation.
4. Other related services as required by the Highland School District or other code/regulatory agency.

## QUALIFICATION SUBMITTAL REQUIREMENTS

Professional firms and individuals interested in providing services as described above to the Highland School District is requested to provide the following:

1. Submit an electronic document via e-mail indicating previous structural engineering experience. The Qualification document shall be limited to ten (10), single sided, 8 1/2 x 11-inch sheets. Statement of Qualifications shall be submitted by 3:00 pm PST on March 30, 2022. Documents received after the designated date and time may not be considered. Documents should be submitted via email only to:

**Francis Badu, Director of Business and Operations**  
[fbadu@highland.wednet.edu](mailto:fbadu@highland.wednet.edu)

2. All individuals and firms, including minority and women-owned firms, who are lawfully engaged in the practice of engineering under Chapter 18 of the RCW are encouraged to apply.
3. The district reserves the right to reject any qualifications not in compliance with all prescribed public procedures and requirements, reserves all rights afforded to the District pursuant to Chapter 39.80 RCW, including the District's right to determine and assess qualifications, negotiate terms for services, determine pricing, or terminate the process for any reason and at any time, and to waive informalities in this qualification's response process.

The Statement of Qualifications must include:

1. A letter of introduction. Letter (maximum two single-side pages).
2. A simple diagram or narrative describing the key personnel in your firm who may be assigned to work with the District. Please include resume or similar information.
3. Examples of three previous renovation projects which involved your structural engineering services. Please include client references and reference current contact information for the three projects. No limitation on years since completion.

Submittal evaluation by the District's Selection Committee will be based the following four criteria:

1. Proposed approach on how you plan to efficiently coordinate work with the District.
2. Experience of the proposed lead Project Manager with public or institutional or civic renovation projects.
3. Demonstrated experience working with school district or small-scale public-sector capital projects in Washington/Oregon.

All questions regarding the RFQ process can be directed to the District's advisor Kirk Pawlowski, ESD 112 Construction Services Group, [kirk.pawlowski@esd112.org](mailto:kirk.pawlowski@esd112.org).