

**NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ-2017-001)
FOR PROFESSIONAL SERVICES FOR CONSTRUCTION MANGEMENT AND ADMINISTRATION SERVICES
WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION**

TO: ALL PROSPECTIVE BIDDERS

FROM: TIM GARCHOW, EXECUTIVE DIRECTOR

SUBJECT: REQUEST FOR QUALIFICATION FOR CONSTRUCTION MANAGEMENT

DATE: May 15, 2017

The *Washington State School Directors' Association (Association)* is requesting proposals for *Construction Management Services (CMS)* for the construction of a new office building, the demolition of an existing office building, and other site improvements at its current property located at 221 College Street NE, Olympia, WA 98516. It is the *Association's* intention to move forward expeditiously with design and implementation of the project. Total estimated budget amount for all phases of the project is approximately \$2,000,000. The successful *CMS* firm will exhibit experience working with Washington State Agencies and/or other public construction projects and the ability to deploy a team to work closely with the *Association* through all phases of the project. This project will be required to utilize the traditional public bid process and it is expected that the *CMS* is familiar with such requirements.

Once selected the firm will immediately begin to assist the *Association* in selecting the design firm/firms for the project listed above. The desired start date for construction is December 2017 (or sooner) with an anticipated completion of December 2018 (or sooner).

Qualification packets should include a brief description of your firm, and why it is best qualified to perform *CMS* for the *Association*. Qualification packets should clearly show your firm's ability to understand the public bid process. The packet should also include a portfolio showing examples of similar projects managed by your firm. Qualifications should list references that can be contacted for further information regarding your work.

Suggested Submittal Content should include but is not limited to:

- Cover letter
- Identify your firm, including name, address, phone number and contact person regarding this RFQ.
- List of services
- References

- A list of projects of equal or greater size where your firm provided the construction management services. Please include a list of your firm's last five (5) similar projects including size, location, and contact person.
- Firm's litigation history and let us know if your firm has any pending litigation or binding arbitration with a client
- Describe what makes your firm uniquely qualified for this project.

All submittals must be received at the location below on or before 4:00 P.M. on May 29, 2017.

Washington State School Directors' Association
Attn: Tim Garchow, Executive Director
221 College Street NE
Olympia, WA 98516

All questions related to this RFQ must be submitted to Tim Garchow at t.garchow@wssda.org.