



EDUCATIONAL SERVICE DISTRICT 112

July 6, 2020

Re: Request for Proposal for Architectural Services for Educational Service District 112

Educational Service District 112 is soliciting proposals for architecture services at our 2400 building located at 2500 NE 65th Ave., Vancouver, WA. 98661.

The project is to completely renovate an open warehouse space into a 15,000 sq. ft. mental health treatment facility. This will include offices, meeting rooms, therapy rooms, restrooms, kitchen and break areas, etc. Please see the attached preliminary floorplan for our proposed vision of the facility.

Work on this project will require working with staff to determine the ideal programmatic needs for this facility and will also require preliminary investigation and scoping, documenting existing conditions, schematic design, design development, construction documents, construction administration, close-out, and warranty services. The estimated cost of the project is \$2 million and we would like to complete construction by March 1, 2021.

There will be an **Informational Meeting** for this request at 11:00 a.m. on July 15, 2020 at the site listed above.

Selection Criteria

Firms will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of 100 possible points:

- Relevant Experience. (40 points) Please highlight experience with:
 - working with campuses servicing developmentally challenged/disabled clients (and/or other medical campuses)
 - phasing construction on occupied campuses
- Qualifications of Key Personnel. (30 points) Please include the time commitment to this project for all key personnel.
- Previous Performance. (30 points) Please list examples of construction projects over \$2,000,000 within the last 5 years relative to maintaining scope, schedules, and budget.

Submittal Requirements

Cover Page with the project number and title

- Executive Summary
- Firm's approach to managing this project
- Personnel who will complete the work
- Preliminary schedule

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TIM MERLINO

- Any other pertinent data to address the selection criteria and assist the selection committee in evaluating your qualifications.
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
 - Note, 11"x 17" pages can be included, but counted as two sheets
 - Covers, dividers, and tab sheets are not included in page count total.
 - Content shall be presented no smaller than a 10-point font size
- We would like one hardcopy and a digital copy

Based on the above criteria and scoring, the selection committee will identify the most qualified firm and provide notice to all participants. It is possible that the selection committee will require presentations from multiple firms in order to finalize our decision. These presentations will most likely be done virtually but more information will be provided if necessary.

ESD 112 reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services beyond those services advertised above. All submittals become the property of ESD 112 and are subject to public disclosure.

If you are interested in providing services for this project, please **submit a proposal, by July 25, 2020 at 2:00 p.m.**

If you have questions please email me at jeff.strunk@esd112.org.

Thank you for your interest in Educational Service District 112. We look forward to receiving your proposal.

Sincerely,



Jeff Strunk,
Purchasing Manager

2400 Mental Health Facility 15,000 sq. ft.



Storage/Therapy

Janitor's
Closet

Office

Office

Therapist
Room

Therapist
Room

Office

Group
Therapy

Therapy Room

Emergency
Exit

IT
Closet

Staff Lounge

Staff RR

Therapy
Room

Therapist
Room

Kitchenette

Therapy Room

Meeting
Room

Multipurpose
Room

Therapy Room

Director's
Office

Reception

Girls Restroom

Mechanical
Room

Boys Restroom

Entrance
Vestibule

Emergency
Exit

2200 Bldg.

2500 Bldg