



Spokane Public Schools
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Spokane Public Schools
200 N. Bernard Street
Spokane, WA 99201
(509) 354-5900

Request for Qualifications No. 23-2324
**Request for Qualifications for Compliance of the Washington
State Clean Buildings Act**

**Submittal Deadline:
June 20, 2024 at 2:00:00 p.m.**

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Request for Qualifications for Compliance of the Washington State Clean Buildings Act.

Introduction / Project Description:

Spokane Public Schools is seeking a firm to assist with the Washington State Clean Building Act (WSCBA). SPS has completed the Energy Use Index for all of its buildings. SPS is looking for the selected Firm to complete the compliance documents including, but not limited to, energy auditing and compliance documents required by the WSCBA. This work will include the documentation for the selected Compliance Pathway as stated by the Washington State Department of Commerce. This scope of work is limited to all Middle Schools and Elementary Schools owned by SPS. There will also be SPS operated non-school buildings.

Statements of Qualifications will be submitted electronically via email to Barb Carson (BarbCa@spokaneschools.org) no later than June 20th at 2:00pm PST. Reference RFQ No. 23-2324 in email and its attachments.

All timely responses will be reviewed for selection.

Statements of Qualifications should include the following information:

1. One-page letter of interest including primary contact email/phone number, office location(s), small and/or disadvantaged businesses identification, and expressed interest in this project.
2. One-page narrative that describes the technical approach and selected compliance pathway.
3. One-page narrative as to firm's areas of expertise, particular abilities, and qualifications related to this project.
4. Resumes of key personnel to be assigned to this project.
5. Current workload/ability to perform this work.
6. Similar project experience.
7. Three (3) Letters of Reference from past clients relative to WSCBA or similar efforts.

Schedule of Activities:

- Submit Statement of Qualifications: June 20, 2024 @ 2:00pm PST
- Review and Evaluate Statement of Qualifications: June 25, 2024 @ 5:00pm PST
- Select Firm/Issue Notice of Award: July 17th, 2024

Evaluation Criteria Will Include:

1. Specialized experience or technical expertise of the personnel in connection with the scope of services to be provided.
2. Capacity of the organization to perform the work.
3. Familiarity of the organization with this type of project.
4. Content and relevancy of Letters of References.
5. The District Equity Policy will be used in the scoring.