

Pre-Procurement Announcement 2024-23 School Construction Assistance Program Revision (SCAPR) Planning

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA, WASHINGTON**

PROJECT TITLE: School Construction Assistance Program Revision (SCAPR) Planning

ESTIMATED UPCOMING CONTRACT PERIOD: October 1, 2024 – September 30, 2025

CONSULTANT ELIGIBILITY: This solicitation is open to those Consultants who satisfy the minimum qualifications stated herein and that are available for work in Washington State.

This Pre-Procurement Announcement is available at the [Office of Superintendent of Public Instruction \(OSPI\) website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#). All amendments and/or Consultant questions and OSPI answers, and the forthcoming procurement will be posted to these sites. All interested Consultants must be registered with WEBS under the following commodity codes in order to receive automatic notifications: **909-30:** Building Construction (Not Otherwise Classified); **909-24:** Building Construction, Commercial and Institutional; **909-27:** Building Construction, Educational; **909-22:** Building Construction, Non-Residential (Office Bldg., etc.); **958-26:** Construction Management Services; **925-44:** General Construction: Management, Scheduling, Cost Estimation – Engineering

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Washington Office of Superintendent of
PUBLIC INSTRUCTION

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A.1. PURPOSE OF PRE-PROCUREMENT ANNOUNCEMENT

The Office of Superintendent of Public Instruction (OSPI) is initiating this Pre-Procurement Announcement to notify interested parties of an upcoming Request for Proposals (RFP) to solicit proposals from consultants interested in participating in the School Construction Assistance Program Revision (SCAPR) planning. The purpose of Pre-Procurement Announcement is to give potential bidders an opportunity to research the project and plan for the procurement prior to its release. OSPI reserves the right to revise information posted herein.

The goal of the School Construction Assistance Program Revision (SCAPR) planning is to modify and improve efficiencies within, and access to, the school construction assistance program and to identify cost-saving measures for awarding state grants for the construction and modernization of common school facilities and to facilitate the iterative consultation and meetings with the stakeholders involved in the planning process.

A.2. BACKGROUND

Led by Superintendent Chris Reykdal, OSPI is the primary agency charged with overseeing public K–12 education in Washington state. Working with the state's two hundred ninety-five (295) public school districts and eight (8) state-tribal education compact schools, OSPI allocates funding and provides tools, resources, and technical assistance so every student in Washington is provided a high-quality public education.

The School Construction Assistance Program provides funding assistance to school districts that have secured local funding and are about to undertake a project involving major new construction or modernization of school facilities. In addition, OSPI administers other grant programs which assist schools in maintaining and replacing building systems.

The School Construction Assistance Program Revision (SCAPR) planning sets the legislative intent to foster a fair and equitable funding for school construction projects across school district groupings that recognizes the substantial variation between district sizes and financial capacities. Additionally, formulae for determining the state and school district shares of project cost and policies regarding allowable space types and quantities may also need to be determined. Development of prototypical school designs to enhance the student learning environment and the useful life of facilities while reducing design and construction costs may also be one of the recommendations.

A.3. OBJECTIVE AND SCOPE OF WORK

A.4.i. Objective:

In accordance with Chapter 375, Laws of 2024, Section 5011, the objective of School Construction Assistance Program Revision (SCAPR) planning is to develop a proposal to modify, improve efficiencies and access, and identify cost saving measures to the School Construction Assistance Program (SCAP) for the construction and modernization of common school facilities.

A.4.ii. Scope of Work:

1. Develop a proposal to modify and improve, including access to the School Construction Assistance Program (SCAP). The proposal must include options for how the state could create:
 - A process that recognizes the variations between school district sizes and financial capabilities with the following recommendations:
 - Categorization of reasonably comparable school districts into groupings to foster a fair and equitable prioritization of projects.
 - Process for prioritizing requests for state funding for school construction that results in ranked project lists based on recommended groupings.
 - Prioritization process must include consideration of the following:
 - District Incorporation of prototypical designs.
 - Projected enrollment.
 - Facility condition and age. Prioritization should include whether a building should be replaced rather than modernized based on a facility condition index rating.
 - Factors related to school district financial capacity, including property valuations, remaining debt capacity, natural hazard conditions, including seismic and tsunami risks, and any special circumstances that may impact districts' ability to fund capital projects.
 - Others as deemed appropriate by the Office of Superintendent of Public Instruction.
 - Develop new or modifying existing formulas to determine state and local school district share of project costs, which may vary by recommended groupings.
 - District cost share recommendation(s) must include the following:

- District incorporation of prototypical design. Including ways to recognize and encourage project cost savings.
 - Factors related to school district financial capacity including, remaining debt capacity, property tax rates, and median household income.
 - Market price of construction per square foot, with regional cost differences.
 - New formulas or modifications to existing formulas will need to address how districts can access state funding, including impacts to future eligibility for funding.
 - Others as deemed appropriate by the Office of Superintendent of Public Instruction.
- Policies regarding allowable space types and quantities to meet current and future instructional requirements and initiatives, and address changes to student enrollment. Including recommendations on how and when to modify formulas and groupings of future educational requirements, decreases or increases in student enrollment, and other initiatives.
 - Determine the appropriate entity or advisory committee to evaluate and prioritize project applications.
 - Development of prototypical school designs intended to enhance student learning environments, useful life of facilities, while reducing design and construction costs.
 - Creation of a schedule to phase in recommend changes to the school construction formulas that honors school district planning and their authorized bonds that were developed based on current SCAP rules.
2. Facilitate development of recommendations with stakeholder groups identified by the Office of Superintendent of Public Instruction. This includes but is not limited to stakeholders identified in Chapter 375, Laws of 2024, Section 5011. Professional facilitation will be required at all stakeholder meetings.
 3. Development of case studies to reflect recommendations including financial impacts (costs) developed under (1) of the scope of work for small, medium, and large school districts.
 4. Reporting Requirements - Recommendations developed under the scope of under (1), including case studies required under (3) are to be submitted to the Office of Superintendent of Public Instruction as follows:
 - Quarterly Status Reporting of Draft and Final Recommendations.
 - Draft Interim Report - February 17, 2025
 - Final Interim Report - March 15, 2025
 - Draft Final Report - July 15, 2025

- Final Report - September 30, 2025

A.4. BIDDER QUALIFICATIONS

Minimum Qualifications:

- Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder
- Experience collecting and analyzing school facility construction project cost information.
- Experience facilitating group discussion to glean information pertinent to the evaluation of school facility needs and construction costs which will be used to make funding decisions.
- Experience developing recommendations, summaries, and reports reflecting data collection and group facilitation discussions, including developing case studies showing impacts of funding decisions.
- Experience presenting summaries and reports to various stakeholders.

Consultants who do not meet these minimum qualifications will be rejected as nonresponsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

Desirable Qualifications:

- Experience collecting and analyzing data from a variety of sources, including construction cost indices, stakeholder groups, and individual interviews.
- Knowledge of the School Construction Assistance Program (SCAP) process, including eligible space calculations and cost calculations.
- Knowledge and experience in the design of K-12 and early learning facilities. Including the use of prototypical plans.
- Knowledge of state and local building codes and permitting issues.
- Experience developing case studies and reports incorporating Geographical Information Systems (GIS) data and mapping.
- Knowledge of Washington's K-12 system, including school facility planning, school district capital levies and capital bond elections.

A.5. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from the RFP is anticipated to begin on or about October 1, 2024, and end on or about September 30, 2025.

A.6. FUNDING

OSPI has been appropriated an amount not to exceed one million dollars (\$1,000,000) for this project per Chapter 375, Laws of 2024, Section 5011. OSPI has allocated eight hundred and fifty thousand dollars (\$850,000) of the appropriation for this project.

Proposals in excess of this allocated amount will be rejected as non-responsive and will not be evaluated.

Any contract awarded is contingent upon the availability of funding. Bidders will be encouraged to provide their most favorable and competitive cost estimate to perform the work.

A.7. AMERICANS WITH DISABILITIES ACT

OSPI complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFP Coordinator to receive this RFP in an alternative format.

A.8. RESOURCES

The following resources are provided to inform prospective bidders about working with various aspects of SCAPR:

[School Buildings & Facilities \(ospi.k12.wa.us\)](https://ospi.k12.wa.us)

A.9. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Action	Date
OSPI issues Pre-Procurement Announcement	July 22, 2024
OSPI issues RFP	August 2024
Anticipated contract start date	October 2024

OSPI reserves the right to revise the above schedule.

A.10. QUESTIONS

Submit any questions regarding the preliminary scope of work, or any other components of the proposal to contracts@k12.wa.us. Communication directed to parties other than the RFP Coordinator will be considered unofficial and non-binding on OSPI. Please reference RFP 2024-23 when posing questions. All questions and agency answers will be posted and shared on the [OSPI website, WEBS for those who are registered, and OSPI's School Buildings & Facilities website](#). Questions and resulting answers may also be incorporated into the final procurement document that is posted.