



REQUEST FOR QUALIFICATIONS

Design Professional Services

Return Completed Qualifications To:
Bonneville Joint School District No. 93
3497 North Ammon Road
Idaho Falls, Idaho 83401

TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED IN THE SCHOOL DISTRICT PURCHASING OFFICE BY 3:30 P.M. (MST), January 22, 2019.

REQUEST FOR QUALIFICATIONS

Bonneville Joint School District No. 93 (“District”) is seeking responses from Architectural firms who are currently licensed to complete plans and drawings in the State of Idaho. The District is exploring the possibility of building additions at two existing elementary schools.

Through this RFQ, the District intends to solicit responses from qualified applicants from whom the District may select an Architectural firm. Professional services required are likely to include Feasibility Analysis, Participation in Public Meetings, Surveying, Pre-Design, Schematic Design, Cost Estimation, Construction Drawings, Construction Documents, Bidding Assistance, and Projects oversight. Responses should address the proposer’s specific qualifications for the particular Project described below.

The School District’s “Qualification Based Selection” (“QBS”) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of: (1) Solicitation of professional qualifications, (2) Evaluation and ranking of qualifications, (3) Establishment of a ranked list of service providers, and (4) Negotiation of scope of services and fees.

A. PROJECT INFORMATION

The District is planning to construct the following Project for which Architectural Design services are required:

The district plans additions/renovations at two existing elementary schools. The currently estimated total Project budget is \$2,500,000. The district plans a bond election for May of 2019, and plans to open the facilities in the fall of 2020.

It is the intent of the District that the three main components of the Project Team will consist of the District’s Independent Owner’s Representative, the District, and the District’s Architectural Design Team.

The District contact for the building program is:

John Pymm, Director Facilities and Operations
Bonneville Joint School District No. 93
3497 North Ammon Road
Idaho Falls, Idaho 83401
(208) 227-9667
pymmj@d93.k12.id.us

B. REQUIRED SERVICES (SCOPE OF WORK)

Throughout the Project, the architects shall provide the District with professional design, development services, and represent the District’s interests in completing the Project on time,

within budget, and as planned with a minimum of difficulties. It is anticipated that a modified AIA Document A133-2009 and a modified AIA A201 (collectively the “Form Contract”) will form the basis of agreement for design Services to be entered into for the Project; provided however, the District reserves the right to change, modify or amend the Form Contract in formulating the final contract to be entered into by the District.

Architectural Design services shall include, but are not limited to, pre-design services through design of the Project and design services, through Project completion as those services. For purposes of this RFQ, proposers should describe their qualifications to provide Design Services as those services are generally described in the Form Contract.

C. RESPONSE, FORMAT, CONTENT, AND EVALUATION CRITERIA

Responses must include the following information in this sequence. Respondents are invited to include innovative methods and/or procedures, which they can provide to assist in ensuring successful completion of the Project. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, your responses should include a description of responders’ qualification to serve as Architect.

Written Requirements for Responses to Request for Qualifications:	
1.	Cover Letter (limit to one page)
2.	Complete the “ Licensing Information ” as provided on Part G
3.	COMPANY PROFILE. Describe your firm’s history, size, resources, philosophy of service, typical volume of work, financial stability, and basic Architectural Design techniques and methods. Describe how your particular expertise, experience and/or techniques can be an advantage to the District in completing the Project. Describe your firm’s presence and past experience in Idaho, including but not limited to, past projects completed in Idaho, employment of residents of Idaho, other work performed in Idaho and corporate presence in Idaho. Provide address of main office and the address of the office that will manage the project.
4.	PROJECT APPROACH. Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternative approaches the school district might wish to consider or special considerations related to programmatic/funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
5.	PROJECT DESIGN SCHEDULING. Describe the primary scheduling techniques you use and the software you will employ to produce an effective Architectural Design schedule. Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.

6.	PERSONNEL. Provide a professional resume for your key people proposed to be assigned to the project, and describe relative related experience. Describe key personnel’s proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
7.	PAST PERFORMANCE. Briefly describe three (3) recent and relevant projects of similar size and scope executed by your firm that demonstrate relevant experience. However, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and a phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which you firm worked in an auxiliary capacity or in joint venture of partnership, include the name of the lead firm.
	OPTIONAL. Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal. You are invited to include a maximum of one page of information not included above which you feel may be useful and applicable to these projects.

D. RESPONSE SUBMISSION PROCEDURES

Written responses to the RFQ will be accepted at until 3:30 p.m. (MST), on January 22, 2019.
 Bonneville School District #93, Administrative Offices
 3497 North Ammon Road
 Idaho Falls, Idaho 83401

1. Submittals shall include one (1) original and ten (10) copies of the proposal. The original must be marked “original” and be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed in an opaque package and clearly marked: **Design Professional Services: Elementary School Additions - Sealed Proposal Enclosed.** Proposals received after the deadline will not be considered.

2. Proposals will be ranked on qualifications and the school district may choose to interview several of the top ranked firms. However, at its discretion, the school district may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach

Selected references will be contacted.

3. All questions regarding this RFQ must be directed to John Pymm, 3497 North Ammon Road, Idaho Falls, Idaho 83401, Phone (208) 277-9667, Fax (208) 529-0104, Email: pymmj@d93.k12.id.us . The District may elect to forward questions to their Independent Owner’s Representative, but all questions must be in writing via email format by November 29, 2016 and directed to Mr. Pymm. Submitting firms are requested **NOT** to contact the School District Trustees or other District employees.

E. SELECTION TIMELINE AND PROCEDURES

1. The RFQ schedule is as follows:

RFQ advertisements:	January 8, and 15, 2019
RFQ available:	January 8, 2019
Pre-Proposal Meeting 1:30 p.m. District Board Room	January 15, 2019
RFQ response due	January 22, 2019
Evaluation committee ranking:	January 29, 2019
Interview notification:	January 30, 2019
Evaluation committee interview and selection:	February 7, 2019
Recommendation to Board of Trustees:	February 13, 2019

2. The representatives of District Board of Trustees and/or their designees will evaluate all responses.

3. Proposals will be ranked on qualifications and interviews conducted at the sole discretion of the District. A selection committee appointed by the school district will assist with firm evaluations and make recommendations to the Board of Trustees who will make the final selection. The school district will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the school district will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

4. All persons or entities who submit responses to this Request for Qualifications will be notified when the District has chosen to hire an Architectural Design firm for the Project, or has determined to submit a new Request for Qualifications.

F. PROPOSAL GUIDELINES

1. The District will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract for Architectural Design services.

2. All responses and other materials submitted will become the property of the District.

3. All information contained in the RFQ and acceptable provisions of the selected firm’s response may be made a part of the contract for Architectural Design services.

4. Upon the District’s request, a respondent may be asked to submit additional information to supplement their response.

5. The District reserves the right to:

- Waive any informalities or irregularities and reject any or all responses received as a result of this RFQ;
- Negotiate the scope of services, contract terms and compensation for Architectural Design services to be provided;
- Conduct investigations required to determine the respondent's performance record and ability to perform the work specified a part of the RFQ;
- Waive any immaterial defect or informality in any response or response procedure;
- Reject any and all proposals;
- Request additional information and data from any or all respondents;
- Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ;
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data;
- Disqualify any respondent on the basis of any real or apparent conflict of interest;
- Disqualify any respondent on the basis of past performance on other projects;
- Prior to the response time, the District may meet with and consult with some or all of the respondents to this request; and
- The District shall have the sole discretion to select one, none or several different respondents to provide the Architectural Design services, or portions thereof, as described in this RFQ.

G. ARCHITECTUAL DESIGN FIRM INFORMATION

1. Contact information for your firm's main office as follows:

Firm Name: _____

Mailing Address: _____

(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

2. Name, title, address, telephone, and fax number of the firm's officer responsible to the District for all work to be provided under this RFQ:

Name/Title: _____

Mailing Address: _____

Physical Address: _____
(City, State, Zip)

Physical Address: _____
(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

Corporation Partnership Limited Liability Other (explain)

Please provide the following license information for your firm and for any firm which, under your contract with the District, may provide Architectural Design services on the Project:

A. Idaho Public Works Architectural License #: _____,
held by _____

B. Idaho Public Works Contractor License #: _____

4. Contact information of the office where your Project team will be located and from which the work for this assignment will be conducted, if different than "1." above.

Firm Name: _____

Mailing Address: _____

Mailing Address: _____
(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

5. Provide a letter of Surety for the Project.
6. State the contact information for your current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk, and workers' compensation.

Company Name: _____

Agent Name: _____

Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

7. If you answer yes to any of the following questions, provide complete explanation on a separate sheet.
 - a. Has any one of your current or former sureties or bonding companies ever been required to perform under or canceled a bid bond, labor or material payment or a performance bond issued on your firm's behalf?
 Yes No
 - b. Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, please state the company, date, reason and specific details.)
 Yes No
 - c. Within the past five (5) years has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation, mediation or arbitration proceedings?
 Yes No

8. Name, title and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your proposal.

Printed Name

Title

Signature

Date