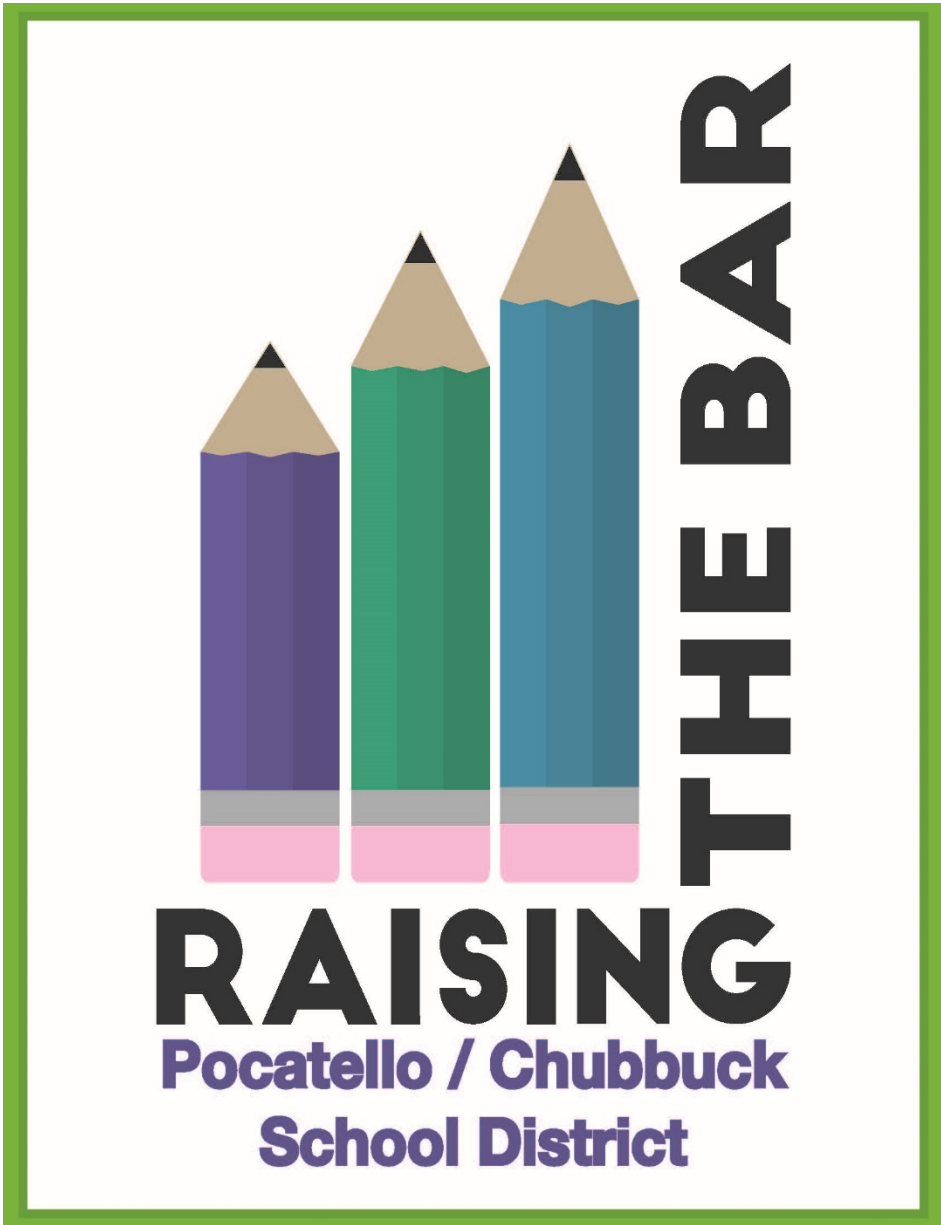


POCATELLO / CHUBBUCK
SCHOOL DISTRICT No. 25
Pocatello, Idaho



REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES
October 2016

POCATELLO/CHUBBUCK
SCHOOL DISTRICT No. 25
Pocatello, Idaho

REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES

Proposals will be received at School District No. 25, 3115 Pole Line Road, Pocatello, Idaho 83201, until 3:30 p.m. on September 7, 2016, related to design services for the Highland High School Track & Field Improvements.

Please submit three (3) copies of the proposal to:

*Bart J. Reed, Director of Business Operations
Pocatello/Chubbuck School District No. 25
3115 Pole Line Road
Pocatello, ID 83201 -6119
(208) 235-3212*

DESCRIPTION OF PROJECT

Design and make track & field improvements at Highland High School located at 1800 Bench Road, Pocatello, Idaho. The renovated facility will serve as the central high school location for track & field events. The project includes removal of existing track, installation of new track to current standards, addition of outdoor lighting, landscaping and renovation of gate and ticket areas, fencing, and other amenities to facilitate greater utilization of outdoor facilities.

**Section I
Scope of Services**

In order to be considered for award, the firm must agree to meet the District's requirements and provide the services outlined below. Required services would include, but would not be limited to the following:

1. Provide design, design services, including bidding and observation during construction. Design services shall include all consultants, engineers or related professionals as required.
2. Provide complete schematic design, design development, construction documents, bidding assistance, and construction observation.
3. Prepare construction cost estimates following the schematic design phase.
4. Meet with District staff to conceptualize special needs in relation to outdoor athletic track and field events and needs.

5. Review construction pay requests and ensure timely completion of construction project.
6. Perform such other functions normally within the scope of duties of a fully qualified architectural firm.

Section II General Conditions and Instructions

1. Proposal shall clearly indicate the legal name, address, telephone number, and fax number of the firm responding. The proposal shall be signed by a principal of the firm who is legally authorized to obligate the firm to the terms and conditions of the proposal.
2. Three copies of all proposals and attachments must be submitted.
3. Respond to the information detailed in Section III.
4. The District intends to select an Architectural Firm based on the best proposal, as deemed appropriate for the District's needs, through consideration of the following factors:
 - a. Prior experience in designing schools, educational facilities and outdoor track and field projects.
 - b. Qualifications of assigned personnel who will conduct the work for the District.
 - c. Combined resources and experience of the firm sufficient to successfully complete project.
 - d. Proposed involvements with District's staff assigned oversight for the project.
 - e. Architectural fees and costs associated with the project.
5. Proposals will be evaluated by a District Screening Committee. The District reserves the right to reject any or all proposals.
6. It is anticipated that the period of performance for this request would be over a 10 month period. However, the District reserves the right to terminate or extend the agreement at any time.

Section III Contents of Proposal

1. Discuss your firm's overall qualifications and experience in architectural services, especially in the area of outdoor track and field or outdoor other athletic projects.
2. List those individuals who would be assigned to work with the District, including their office location. Include brief resumes for each of these individuals.

3. List all outdoor athletic improvement projects completed over the last ten years. Provide only the following information:

Project Name:

Location:

Scope of project:

Total Budget and Actual Cost:

Owner Contact/Telephone Number:

Photos of completed project (before & after)

4. Address your firm's quality control procedures in working with contractors and providing oversight management of such projects.

5. Provide copies of Letters of Recommendations from School District Personnel.

6. Provide the following errors and omissions information:

Carrier:

Name of Agent:

Telephone Number:

Coverage:

Deductible:

Number of Claims made over the last ten years:

Total Settlements:

7. Attach any other materials which may assist the District's Steering Committee give your firm proper consideration.

8. Sample scope of project in time line format.

9. Architectural fee and cost associated with the project. _____ percent (%) of construction project.