



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

**Administration Offices
3115 Pole Line Road
Pocatello, Idaho**

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

Highland High School Rebuild Project

QUALIFICATIONS DUE:

**June 1, 2023
10:00 A.M.**

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
REQUEST FOR QUALIFICATIONS – ARCHITECTURAL SERVICES
HIGHLAND HIGH SCHOOL REBUILD PROJECT

Pursuant to Idaho Code § 54-4501, the Pocatello/Chubbuck School District No. 25 (the school district) will accept Statements of Qualifications (SOQs) from licensed architectural firms in good standing to perform architectural services.

Pursuant to Idaho Code § 67-2320, the school district plans to use the Architectural Services delivery process in accordance with the Qualification Based Selection process. The school district is seeking SOQs from qualified firms to provide Architectural services to assist with this project.

Written SOQs will be received by a representative of the Board of Trustees of the Pocatello/Chubbuck School District No. 25, Bannock County, Idaho, at 3115 Pole Line Road, Pocatello, ID, 83201 until **June 1, 2023 at 10:00 am MST**. Any statement of qualifications received after such time will not be considered and will not be returned. Each SOQ will be evaluated on the basis of qualifications as specified in this RFQ. A selection committee will evaluate each of the SOQs and the committee may choose to conduct interviews with one or more of the firms. The Board of Trustees of the Pocatello/Chubbuck School District #25 will make the final decision regarding the firm chosen for architectural services for this project.

The school district reserves the right to reject any and all SOQs, to waive any irregularities in the SOQs received, and to select the architectural firm that is in the best interest of the school district and the public. The issuance of the RFQ and the receipt and evaluation of sealed SOQs does not obligate the school district to award a contract. The school district will pay no costs incurred in responding to this RFQ. The school district may in its discretion cancel this process at any time prior to execution of a contract without liability.

There will be no **Pre-Proposal Meeting**.

Rena Johnson, Clerk
School District No. 25

Publish dates:

May 13, 2023

May 20, 2023

IDAHO STATE JOURNAL

PROJECT INFORMATION

1. Project Location

Highland High School, 1800 Bench Road, Pocatello, Idaho, 83201

2. Project Budget

Will work within the insurance settlement and school district budget.

3. Project Description

The project scope might include, but not limited to, communicating, planning, scheduling, and design of a new gymnasium, cafeteria, and various classrooms at Highland High School. Design should connect each one seamlessly to the existing structures, containing all the necessary lighting, heating, ventilation, sanitation facilities, and appliances necessary to maintain and operate said buildings and facilities for the education of the students of the school district.

4. Other Project Personnel

A Construction Manager / General Contractor (CM/GC) will also be chosen by the RFQ process whom you will be expected to work with closely and effectively in a collaborative manner during all phases of the project.

5. Project Timeline

Pre-construction and design services for the project will begin as soon as possible. The project will then commence as soon as all aspects of the project are in place, with time being of the essence for completion.

6. Architect Scope of Services

All architecture and other professional design services must be performed by staff properly licensed in the State of Idaho and resident to the office performing the work. The following services are anticipated to be included in the design services agreement with the school district. These descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after this RFQ selection process has been conducted.

The Architect will be responsible for Programming, Schematic Design, Design Development, Construction Documents, CM/GC Bidding Assistance, and Construction Observation.

The Architect may make presentations to the Pocatello/Chubbuck School District No. 25 Board of Trustees as requested by the Board and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

Programming Phase:

- Work with the school district staff and the CM/GC to program the project;
- Prepare a written program for the project; and
- Work with the school district staff and the CM/GC to develop a project schedule.

Schematic Design Phase:

- Work with the school district staff and the CM/GC to provide schematic design options with site plans, floor plans, and massing concepts;
- Work with the CM/GC to prepare a cost estimate for the project with value engineering opportunities; and
- Prepare a written report for the project including building systems narratives; and

Design Development Phase:

- Work with the school district staff and the CM/GC to develop preferred schematic design option complete with all consultant drawings;
- Prepare a written report for the project including building system narratives;
- Work with the school district staff and CM/GC to prove a construction estimate with appropriate contingency; and
- Work with the school district staff and CM/GC to value engineer the design and reconcile budget overruns as needed.

Construction Documents Phase:

- Work with the school district staff and the CM/GC to develop Construction Documents;
- Work with the school district staff and the CM/GC to prove a construction estimate with appropriate contingency; and
- Work with the school district staff and CM/GC to value engineer the design and reconcile budget overruns as needed.

CM/GC Bidding Assistance Phase:

- Assist the school district staff and the CM/GC to provide clarifications, address questions, issue addenda, and publically open bids.

Construction Observation Phase:

- Attend and participate in regular Owner/Architect/Contractor (OAC) Meetings;
- Manage the construction process for the Architectural team including the submittals reviews, and requests for information;
- Prepare weekly Construction Observation Reports;
- Review progress payment applications;
- Review and negotiate change orders, and resolve issues and claims;
- Review special inspections and testing reports;
- Review construction schedules as required for compliance with project milestones;
- Participate in coordination meetings;
- Maintain records, record documents, and manuals;
- Develop and monitor the list of items to be corrected;
- Process and review all closeout documents including Operations and Maintenance (O&M) Manuals;
- Review final payment application; and
- Coordinate and assist with warranty corrections.

7. Special Instructions

Throughout the project, the architecture firm shall provide the school district with professional architectural and engineering services, and represent the school district's interests in completing the project on time, within established budgets, and as planned with minimum difficulties. As a general rule, the standard AIA contracts will form the basis of agreement for Architecture services to be entered into for the project; provided, however, the school district reserves the right to change, modify, or amend the final contract to be entered into by the school district.

INSTRUCTIONS TO RESPONDENTS

1. SOQ Information

Statements of Qualification shall be marked for delivery as follows:

On the outside of the submittal package, please indicate: "2023 HHS REBUILD PROJECT ARCHITECTURAL SERVICES STATEMENT OF QUALIFICATION". Also indicate on the outside of the submittal package, the firm name of the Respondent.

SOQs shall be delivered to:
Pocatello/Chubbuck School District #25
Attention: Jonathan Balls
3115 Pole Line Rd.
Pocatello, ID 83201

Please sign your SOQ. UNSIGNED SOQs MAY NOT BE ACCEPTED. Submittal packages must include:

- a. FIVE (5) printed copies of the SOQ.
- b. ONE (1) digital (PDF) version of the entire SOQ on CD or Flash Drive.

SOQ deadline is 10:00 am local time, June 1, 2023

Late or incomplete submissions will not be accepted. Email or fax submissions will not be accepted.

After the time and date above, only the names of the Respondents will be made public. Respondent assumes full responsibility for the timely delivery of its submittal package to the school district. Respondent will be responsible for all costs (including site visits if needed) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of the school district and will not be returned.

2. Contact with the School District personnel

All communications by Respondent should be made via the below-named contact. No other communication, initiated by the Respondent with the school district is permitted. Address all communications concerning this RFQ in writing to:

Pocatello/Chubbuck School District #25
Attention: Jonathan Balls
3115 Pole Line Road
Pocatello, ID 83201
Email: ballsjo@sd25.us

3. CM/GC Selection Process Schedule

RFQ Available:	May 15, 2023
SOQ Deadline:	June 1, 2023
Evaluation Committee Rankings:	June 7, 2023
Interview Notification (if required for selection):	June 8, 2023
Interviews (if required):	June 12, 2023
Interviews (if required) and Recommendation Selection:	June 13, 2023
Recommendation to Board of Trustees:	June 20, 2023

4. Rates, Overhead, Multipliers, and other Cost Information

While architectural service rates, overhead, and multipliers may be requested for reference during the selection process, pursuant to Idaho Code § 67-2320, Respondents shall not provide any cost information, related to this project, in their SOQ.

5. Forms Submitted

Respondents must submit the following items by the SOQ deadline:

- ONE (1) signed/printed original SOQ.
- At least FIVE (5) printed copies of the SOQ.
- ONE (1) digital (PDF) version of the entire SOQ on CD or Flash Drive.
- Exhibit A and B Forms (Included in the SOQ as described in SECTION 4 of this RFQ).

Failure to submit all requested information may render any SOQ nonresponsive and void.

6. Objections to Specifications or Process

Objections to specifications or RFQ procedures must be in writing and received by the school district, Attn: Jonathan Balls at least five (5) business days before the SOQ due date and time. The objection must state the exact nature of the protest, describing the location of the protest portion or clause in the RFQ and explaining why the provision should be struck, added, or altered, and contain suggested corrections. The school district may deny the objection, modify this RFQ, and/or reject all or part of the objection.

7. Addenda

In the event it becomes necessary to revise any part of this RFQ, addenda will be issued. Information given to one Respondent will be available to all other Respondents if such information is necessary for purposes of submitting a SOQ or if failure to give such information would be prejudicial to uninformed Respondents. It is the Respondents' responsibility to check for addenda prior to submitting a SOQ. Failure to do so may result in the SOQ being declared nonresponsive. No addenda will be issued less than five (5) business days before the SOQ deadline unless the deadline is extended.

8. Modification or Withdrawal of SOQ

A SOQ may be modified or withdrawn by the Respondent prior to the submission deadline set forth in this RFQ. After the submission deadline, the submitted SOQ shall remain in effect for a minimum of 90 days for evaluation purposes.

9. Protest

If any participating Respondent objects to the school district's notice of selecting a firm for architectural services, that Respondent shall respond in writing to the notice from the school district within five (5) calendar days of the date of transmittal of the notice, stating the express reason or reasons that the decision of the school district's board of trustees is in error. Upon receipt of such objection, the school district's board of trustees shall review the award and determine whether to affirm, modify or re-issue the RFQ, setting forth the reason or reasons for its decision. At completion of the review process, the school district may proceed as it deems to be in the best interest of the school district and the public.

GENERAL CONDITIONS OF RFQ

1. Intent of RFQ

It is the intent of the school district to run a Qualification Based Selection process to select a firm capable of providing the architectural services, including but not limited to, those outlined within this RFQ. The Respondent ranked highest will be approached to negotiate the contract(s) necessary for this project. If contracts cannot be negotiated, the school district will then approach the next highest ranked Respondent to negotiate the contracts pursuant to Idaho Code § 67-2320.

2. Reserved Rights

The school district reserves the right to act in the public's best interest and in furtherance of the purposes of Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions). The school district reserves the right to waive any formalities or defects as to form, procedure, or content with respect to its Request for Qualifications and any irregularities in the SOQs received, to request additional data and information from any and all Respondents, to reject any submissions based on real or apparent conflict of interest, to reject any submissions containing inaccurate or misleading information, and to accept the SOQ that is in the best interest of the school district and the public. The issuance of this RFQ and the receipt and evaluation of SOQs does not obligate the school district to select a firm nor award a contract. The school district may in its discretion cancel, postpone, or amend this RFQ at any time without liability.

3. Public Records

The school district is a public entity. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Law, Idaho Code §§ 74-101 through 74-125. The Public Records Law contains certain exemptions – one of which that is potentially applicable to part of your response is an exemption for trade secrets. Trade secrets may include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. Prices quoted in a SOQ are not trade secrets.

If any Respondent claims any part of a SOQ is exempt from disclosure under the Idaho Public Records Law, the Respondent must: 1.) Indicate by marking the pertinent document "CONFIDENTIAL"; and, 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire SOQ as "CONFIDENTIAL" is not in accordance with Idaho Public Records Law and will not be honored.

The school district, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming material to be exempt from disclosure under the Idaho Public Records Law, Respondent expressly agrees to defend, indemnify, and hold the school district harmless from any claim or suit arising from the school district's refusal to disclose such materials pursuant to the Respondent's designation. Any questions regarding the applicability of the Public Records Law should be addressed to your own legal counsel prior to submission.

4. Insurance

All contractors who provide goods or services to the school district are required to provide the school district with certificates of insurance for General Liability, Auto Liability, Worker's Compensation, and Professional Liability if applicable.

The General Liability and/or Professional Liability certificate must name the school district as an additional insured under the contractor's policy.

Certificates are to be provided to the school district prior to any work commencing on school district property. This would include the placement of any equipment or materials at the work site.

Minimum Insurance Limits

General Liability	\$1,000,000 per occurrence \$1,000,000 products and completed operations \$1,000,000 annual aggregate
Auto Liability	\$1,000,000 per occurrence

Worker's Compensation Statutory

5. Taxes

The school district is exempt from Federal and State taxes and will execute the required exemption certificates for items purchased and used by the school district. Items purchased by the school district and used by a contractor may be subject to Use Tax. All other taxes are the responsibility of the Contractor and are to be included in the Contractor's pricing.

6. Legal Residency Requirement

By submitting a SOQ, the Respondent attests, under penalty of perjury, that they are a United States citizen or legal permanent resident or that they are otherwise lawfully present in the United States pursuant to federal law. Prior to being issued a contract, the firm will be required to submit proof of lawful presence in the United States in accordance with Idaho Code § 67- 7903.

7. License Requirements

Proposals will be accepted from Idaho licensed architects and the firm of which they are a principal or full-time employee, and who, prior to the SOQ deadline, have a valid architectural license pursuant to Idaho Code § 54 Chapter 3 Architects .

REQUIRED CONTENT, EVALUATION, AND SELECTION

1. Required Submission Materials and Format

The SOQ format described here is meant to allow uniform review and easy access to information by the evaluation committee. Respondents not conforming to the requested format or not in compliance with the specifications may be considered nonresponsive.

SOQs must include the following information set forth below. Respondents acknowledge they will be ranked according to articles below, with points applied per article:

Proposal Criteria – organized with the following information and scoring criteria:

- A. **Cover Letter:** A signed letter briefly stating the Respondent's understanding of the work to be done, the commitment to perform the work within a reasonable timeframe, and a statement as to why the firm believes it is qualified to perform architectural services for the project. Behind the Cover Letter, please submit a completed RFQ Submittal Information Form (Exhibit A) and a completed RFQ Waiver and Release Form (Exhibit B). **5 Points**
- B. **Company Profile:** Describe the firm's history, size, resources, philosophy of service, typical volume of work, financial stability, safety record, and basic construction management techniques and methods. Describe how your particular expertise, experience, and techniques can be an advantage to the school district in completing the projects. **10 Points**
- C. **Key Project Personnel:** Identify the personnel to whom architectural responsibilities will be assigned. Include names, titles, roles, qualifications, years of experience, project experience, and resumes. Please identify your firms' main point of contact for this project. Also, provide an organization chart clearly illustrating key and support personnel for your project team. **15 Points**
- D. **Budget Control:** Submit detailed information of how your firm provides budget control throughout all phases of the project. This shall include but is not limited to, periodic updates of construction cost estimates and participation in value engineering during project design, and successfully tracking and reporting architectural costs, including line item costs for each bid package, permits, reimbursable costs, architectural fees, and all other project costs. **20 Points**
- E. **Scheduling:** Describe the primary scheduling techniques the firm uses and the software you will employ to produce an effective construction schedule. Provide examples of successful construction management and scheduling services provided on complex, multi-phase projects. Discuss in detail how you intend to enforce contract schedule compliance. **20 Points**
- F. **Relevant Experience:** Include project name, project description, client reference (including contact name and title, role on the project, email address, and telephone number), project budget, type of services provided, and other pertinent information for three (3) projects of similar size and/or scope. Please focus on firm experience – do not include individual experience for projects performed while individuals were employed by other firms. **15 Points**
- G. **Local Experience:** Also, 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. **15 Points**

2. Evaluation of Respondent

Proposals will be evaluated based on the Respondent's response and qualifications by a selection committee that may include school district employees and consultants. Before a firm is selected, the school district may conduct reference investigations or interviews with one or more Respondents as is necessary to evaluate and determine the performance record and ability of the Respondents to perform the size and type of work anticipated and to determine the quality of the services being offered. By submitting a SOQ, the Respondent authorizes the school district to conduct reference investigations as needed and interviews as necessary.

3. Qualification Based Selection

Selection will be based on the procurement rules set forth in Idaho Code § 67-2320. Final selection is made by the Board of Trustees of the Pocatello/Chubbuck School District #25. The Board of Trustees of the Pocatello/Chubbuck School District #25 has the right to waive or alter submission requirements or to reject any or all submissions, consistent with Idaho law. It is the Respondent's responsibility to conform to all applicable federal, state and local statutes and other applicable legal requirements. The information provided herein is intended to assist Respondents in meeting applicable requirements but is not exhaustive, and the school district will not be responsible for any failure by any Respondent to meet applicable requirements.

4. Exhibits

- A. RFQ Submittal Information Form
- B. RFQ Waiver and Release Form

EXHIBIT A
Submittal Information Form

ARCHITECTURAL SERVICES: Highland High School Rebuild Project

TO: Pocatello/Chubbuck School District #25
Attn: Jonathan Balls
3115 Pole Line Road
Pocatello, ID 83201

FROM: Firm Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

License Information: License# _____

held by _____, name of licensed architect for your firm. (Please include a copy of each license behind this form. Also include a copy of your firms Certificate of Authority, naming both your firm and the licensed architect for your firm.)

Surety Information: Please attach a project specific letter from your Surety.

Other Information:

Has your firm been insolvent or filed for bankruptcy within the last ten years?

Has your firm has ever been denied insurance coverage or had coverage cancelled over the last ten years?

Has any current or former surety rejected a request by your firm for either a payment and performance or labor and materials bond over the last ten years?

If your response to any/all of these questions is "Yes", please attach a written document describing, in detail, each situation.

Firm's officer responsible to the school district for Architectural services contemplated by this RFQ:

SIGNATURE: _____

Print Name / Title: _____

Date: _____

EXHIBIT B
RFQ Waiver and Release Form

(REQUIRED FOR SUBMISSION)

Firm Name: _____

The undersigned has read this waiver and release and fully accepts the Pocatello/Chubbuck School District #25 (the school district) discretion and non-liability as stipulated herein, and expressly for, but not limited to, the school district's decision to proceed with a qualification-based selection process in response to the Request for Qualifications (RFQ) to select a firm to supply architectural services to the school district for the project.

A. Discretion of the school district: The firm or individual submitting a response to this Architectural Services RFQ agrees that the school district has the right to, unless contrary to applicable state law:

- 1) Modify or suspend any and all aspects of the process seeking SOQs and making any decisions concerning this RFQ.
- 2) Obtain further information from any person, entity, or group regarding the Respondent, and to ascertain the depth of Respondent's capability and experience for supplying architectural services and in any and all other respects to meet with and consult with any Respondent or any other person, entity, or group;
- 3) Waive any formalities or defects as to form, procedure, or content with respect to the school district's RFQ to select an architectural firm and any response by any Respondent thereto;
- 4) Accept or reject any sealed SOQs received in response to the RFQ, including any sealed SOQ submitted by the undersigned; or select any one SOQ over another in accordance with the selection criteria;
- 5) Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of SOQ.

B. Non-Liability of the Pocatello/Chubbuck School District #25

- 1) The undersigned agrees that the school district shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of the school district as identified above.
- 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

Firm's officer responsible to the school district for Architectural Services contemplated by this RFQ:

SIGNATURE: _____

Print Name / Title: _____

Date: _____