REQUEST FOR QUALIFICATIONS (RFQ) FOR AN INDEPENDENT OWNER'S REPRESENTATIVE

Blaine County School District #61
118 West Bullion
Hailey, Idaho 83333

PROPOSAL DELIVERY REQUIREMENTS / OWNER CONTACT / DUE DATE AND SCHEDULE:
Deliver 1 electronic copy via email + 5 Original Copies to:

Jim Foudy
118 W Bullion
Hailey, Idaho 83333
(208) 578-5001
Email: jfoudy@blaineschools.org

All official communication with Candidates and questions regarding this RFQ will be via email to the Owner Contact listed above. **No inquiries will be accepted after the clarification deadline as indicated in the project schedule.** All Candidate inquiries will be responded to at the same time, which will be after the "Clarification Deadline". Responses to clarification will be made available by email to all Candidates who requested the RFQ. Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ during the open solicitation period. **Candidates should not contact any team members or any individual associated with the Owner or the Agency regarding this RFQ or this project.**

I. RFQ SCHEDULE

RFQ Advertisements	July 29 and August 5th , 2026
RFQ Available	July 29, 2026
OPTIONAL Site Visit	August 13, 2026, 2:00 to 3:00 PM, Meet at Hailey Elementary
RFQ Clarification Deadline	August 17, 2026, 5:00 PM
RFQ Clarification Responses	August 20, 2026, 5:00 PM
RFQ Responses due	**August 24, 2026, 3:00 PM local time**
Interview Notification	August 25th, 2026 (Sent to Short-Listed Independent Candidates)
Interviews	**August 27, 2026, times to be determined**
Candidates Notified of Selection	August 28th, 2026
Contract Negotiations	August 28 – September 1, 2026
NTP Given to Successful Firm	**After September 8th, 2026 School Board Meeting**

II. BACKGROUND

Owner Background: **The Blaine County School District (BCSD)** serves nearly 3,000 students in Blaine County, Idaho. It comprises three elementary schools, one K-12 school, one K-8 school, one middle school, one high school, and one alternative high school.

The district is governed by a five-member Board of Trustees, whose members are elected by the public and serve without pay.

Project Description: BCSD is planning a Plant Facility Levy (PFL) in May of 2027 to replace an expiring PFL. A replacement for Hailey Elementary will be proposed on the PFL. A two story elementary school is proposed on the same lot as the current facility. Construction on the replacement school will occur while students are occupying the existing Hailey Elementary. The proposed facility is estimated to hold 450 students and be approximately 60,000 square feet.

III. RFQ OBJECTIVE

The purpose of this RFQ is to solicit a Qualified Independent Owner Representative (Candidate) to contract with the Owner and provide customary owner's representative services for pre-design, budget, design, City approval, selection of Construction Managers (CM), Construction Managers/General Contractors (CM/GC) and/or General Contractors (GC), pre-construction, construction, and Pre and Post-occupancy phases of the projects. Hummel Architects will be the architect for the project.

IV. SUBMITTAL REQUIREMENTS

Organize your RFQ response using the following outline. Please separate each section with dividers or tabs using the appropriate section labels. ***No fees shall be included in the RFQ Submittal.***

SECTION 1 – LETTER OF INTEREST

A maximum two page letter of interest that includes a synopsis of the firm, business principal(s), distinguishing characteristics, approach to starting and completing the projects, primary contact information, and signed by the principal-in-charge.

SECTION 2 – EXPERIENCE AND QUALIFICATIONS

Please address each criterion listed below as it relates to your firm's relevant experience and qualifications.

1. Identify the individual who will be the main point of contact responsible for managing & providing services for the duration of the project. Consultant shall share the name(s) of support staff. The Owner reserves the right to determine the acceptability of these individuals.

2. Provide Consultant and support staff experience and responsibilities, including resumes. Provide background information including education, professional titles, related qualifications, specific roles in past projects.

3. Describe your firm's past experience with providing Owner's Representation, highlighting any projects with similar size and scope to the proposed project.

4. Provide your firm's project organization structure and responsibilities.

5. How does your firm provide an in-depth cost evaluation of proposals, fees and budgets?

6. Show your ability/approach to organize, develop and maintain project schedules.

7. Describe your firm's understanding of commissioning, measurement and verification.

8. Understanding of the Owner, its organization and leadership.

9. Based on your current workforce and staffing in addition to the number of projects your firm currently has under contract or in negotiation does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects?

10. This project requires the Candidate to carry, at minimum, general liability insurance and workers compensation according to State laws. At the Owners discretion Candidate may be required to carry Professional Liability Insurance.

11. Ability to manage and develop a master budget and maintain it throughout the project to ensure a quality project is delivered within budget.

12. Demonstrate a working knowledge in some or all disciplines including architectural design, structural engineering, mechanical engineering, electrical engineering, civil engineering, roof design and maintenance, construction cost estimating, facility management and maintenance, information technology (word, excel, accounting). Indicate which disciplines you are knowledgeable and have expertise and/or experience.

13. Provide description of any lawsuits or claims against your firm including status and resolutions.

14. Understanding of all Bonding, Permitting and Insurance requirements.

15. Identify any other unique challenges/ approaches that you have experienced that will assist the Owner with a successful project.

16. Describe your firm's process for minimizing the Owner's risk throughout a project.

17. What does your firm do to ensure a safe construction site?

18. Demonstrate experience and understanding of different delivery methods. Note what delivery method you prefer.

SECTION 3 – SCOPE OF SERVICES

The Owner's Representative is expected to act on the owner's behalf in overseeing the projects through completion and into occupancy.

1. Owner's Representative Services

Please provide a narrative or bullet points of the Owners Rep services you feel should be performed on the projects.

SECTION 4 – SCHEDULE

It is expected that your firm has the current capabilities and capacity to monitor complex project schedules.
What frequency for updates and detail do you expect to manage these projects?

SECTION 5 – REFERENCES

Provide a comprehensive list of **ALL** Owners Rep projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this team has performed collectively.

V. SUBMITTAL REVIEW & SELECTION PROCESS

The selection process consists of two phases, followed by negotiations with the highest ranked candidate.

Phase 1 – RFQ Review

The Owner's Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

Selection Criteria and Maximum Points Possible

Section 1: **Letter of Interest.** How complete and concise was the letter of interest and RFQ response? Was the RFQ well organized, with complete information responding to all of the submittal criteria?
10 points

Section 2: **Experience and Qualifications.** Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.
40 points

Section 3: **Scope of Services.** Candidate is familiar with each of the owner's projects, and offers a concise and comprehensive understanding of the services they will provide in acting on the owner's behalf in overseeing the work through completion and into occupancy.
30 points

Section 4: **References.** Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.

20 points

Total Points: 100 points

Phase 2 – Interview (if required)

An interview invitation will be sent out to the Candidate(s) with the highest RFQ submittal score. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ responses and to introduce key members of the O/R team.

The interview will consist of a short presentation followed by a longer period for questions and answers. Please note team members that will not be directly working on the projects are not invited to the oral interview.

VI. Acceptance and Rejection

After the final selection has been made, the Owner will provide a summary of decision memorandum to each of the RFQ Candidates.

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The Owner is not responsible for any cost incurred in preparation of this proposal. Proposals will not be returned and will become the property of the Owner once submitted, which could be publicly shared. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ and the RFQ will become part of the awarded Candidates contract. The apparent winner will be responsible for submitting a draft agreement to be used for this project. The Owner and the Owner's legal council will review the agreement and negotiate terms prior to commencement of work.

Thank you in advance for your interest and responses.