



JOINT SCHOOL DISTRICT NO.2

Ada and Canyon Counties

1303 East Central Drive

Meridian, Idaho 83642

Phone (208) 855-4500

Fax (208) 350-5962

## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

### **ARCHITECTURAL SERVICES**

### **STAR ELEMENTARY SCHOOL EXPANSION**

**RFQ 809401**

**Return Completed Qualifications To:**

**Joint School District #2 dba West Ada School District**

**Purchasing Department**

**1303 E. Central Drive**

**Meridian, Idaho 83642**

**STATEMENT OF QUALIFICATIONS IS DUE AT THE DISTRICT SERVICE CENTER BY  
10:00 A.M. (MST), April 3, 2018**

Joint School District No. 2 dba West Ada School District (WASD), Meridian, Idaho, in accordance with Idaho Code 67-2320, is requesting “Statements of Qualifications” (SOQ) from qualified architect firms to provide professional architectural services to WASD.

**PROJECT INFORMATION**

The successful firm will provide architectural design and construction services for the expansion of Star Elementary School. Project scope includes, but is not limited to, new classrooms, new cafeteria, new gymnasium, new bathrooms, new hallways, new front office/entrance, new parking lot, new admin offices, and new mechanical/electrical spaces.

The successful architectural firm will be required to independently retain the services of adequately licensed engineers and landscape architects to provide the professional services required for the project. Engineering consultants do not need to be included in the submittal – they will be determined with the approval of WASD during contract negotiations.

Per Idaho Code 54-1218, all plans, specifications, and estimates must be prepared by, and the construction reviewed by, a professional engineer.

Per Idaho Code Sections 44-1001 and 44-1002, it is provided that each Contractor “must employ ninety-five percent (95%) bona fide Idaho residents as employees on any such contract except for procurement authorized in Section 67-2808 (2), Idaho Code, or where under such contracts fifty (50) or less persons are employed the contractor may employ ten percent (10%) nonresidents, provided, however, in all cases employers must give preference to the employment of bona fide residents in the performance of said work, and no contract shall be let to any person, firm, association, or corporation refusing to execute an agreement with the above mentioned provisions in it.”

**PURPOSE OF PROCEDURE**

The WASD’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 with the highest ranked provider

**TIMELINE**

RFQ availability and Response Period	March 19, 2018 – April 3, 2018
RFQ Response due	April 3, 2018
Evaluation to determine finalists	April 3-5, 2018
Interviews Conducted	April 6, 2018
Selection Recommendation to Board of Trustees	April 10, 2018

**PROPOSAL FORMAT CONTENT**

As a minimum, the SOQ must include the following information in the sequence as listed. Proposing firm to submit technical information to meet the requirements stated below. **The SOQ need not be exhaustive in the information presented**; rather, the proposing firm is encouraged to present only concise information relevant to your pertinent qualifications. **The SOQ must be submitted in a sealed envelope.**

**1.0 General Information**

Cover Letter (respondent content discretion), one page maximum  
Architectural Services Qualification Statement (included in RFQ 809401 packet)

**2.0 Signed Sex Offender Registry (SOR) Form**

**3.0 Signed/Notarized Alcohol and Drug-Free Workplace Affidavit**

**4.0 Sealed Envelope – Fees/Rates**

Submit in a separate, sealed envelope within the sealed Statement of Qualifications the following:

1. A schedule of hourly rates for all related services that your firm may provide and charges for reimbursable expenses
2. Provide information relative to how your company develops fees for Architectural Services

Per Idaho Code, submitted fees/rates will not be used in the selection process. The fees/rates information will only be used during contract negotiation.

**5.0 Company Profile**

Describe your firm's history, size, resources, philosophy of service, volume of work, financial stability and management techniques and methods along with any other information that would be helpful to characterize the firm.

**6.0 Project Approach**

Describe your approach to providing the required services. Discuss how you provide leadership to facilitate teamwork and communication among all parties. Provide a professional resume for each key person proposed to be assigned to this project. Describe the proposed roles and responsibilities of key personnel on this project. Discuss quality control process – design, documentation control, construction administration. Identify a proposed project manager who would be responsible for the day-to-day management of project tasks and be the primary point of contact with your firm. Include an organization chart of the proposed project team.

**7.0 Past Performance**

Briefly describe other projects executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. List all public agencies for which you have performed similar work in the past five years. For each project listed, include the name, address and phone number of a person to contact regarding your firm’s performance on the project. Projects listed for which your firm worked in an auxiliary capacity or in a joint venture or partnership should include the name, address, phone number, and a contact person of the lead firm.

**8.0 Evaluator’s Discretionary Rating**

Each selection committee member will have discretionary points to rate factors such as project specificity, clarity and completeness of proposal, level of interest and professionalism.

**SUBMITTAL EVALUATION CRITERIA**

A five (5)-member selection committee will evaluate the submittals and short-list firms by numerical ranking to determine finalists for the interview phase. Preference will be given to those firms having local architect knowledge and experience in the identified areas of professional services. Each member of the committee will evaluate each submittal; the total combined points will determine rankings. Submittals are rated by the following point evaluation method:

1.0	General Information	Mandatory
2.0	Signed SOR Form	Mandatory
3.0	Signed/Notarized Alcohol and Drug-Free Workplace Affidavit	Mandatory
4.0	Sealed Envelope – fees/rates	Mandatory
5.0	Company Profile	15 Points
6.0	Project Approach	40 Points
7.0	Past Performance	30 Points
8.0	Evaluator’s Discretionary Rating	15 Points

**ADDENDUMS**

If any addenda are issued to this RFQ, a good faith attempt will be made to deliver a copy to all prospective bidders who were provided with the RFQ. However, prior to submitting the proposal, it shall be the sole responsibility of each firm to contact Mike Carrithers, Purchasing Agent, (208) 350-5003, to determine if addenda were issued and, if so, to obtain such addenda for attachment to the statement of qualifications. All addenda will be posted to WASD’s web page and the Idaho AGC.

**FINAL SELECTION PROCEDURE**

The five (5)-member selection committee will evaluate all submittals, tabulate the results and prepare a shortlist of the three (3) highest ranked respondents for the interview phase. For the interview phase, finalists should prepare the following:

1. A brief description of a previous project undertaken by the firm that is similar in scope to this project. The presentation should include, at a minimum, a start to finish project recap that includes progress visuals, examples of owner cost savings proposals, examples of any value added design, and methods used to overcome obstacles.
2. Be prepared for questions from the selection committee

Each interview will be rated as follows:

- |                                  |           |
|----------------------------------|-----------|
| 1. Previous project presentation | 25 points |
| 2. Question and answer           | 15 points |
| 3. Discretionary rating          | 10 points |

The selection of the firm to provide architectural services to WASD for this project will be based upon the interview phase. The selection committee will then make the final selection recommendation to the Board of Trustees.

**CONTRACT**

WASD will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the firm approved by the Board of Trustees. If unable to reach an agreement, WASD will terminate negotiations and commence negotiations with the second highest ranked firm and so forth.

Upon contract agreement, the most qualified firm will be required to provide proof of liability insurance in coverage amounts acceptable to WASD and name WASD as additional insured. At a minimum, professional liability (errors and omissions) insurance must be at least \$1,000,000 per occurrence and \$2,000,000 aggregate. General liability insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate, with a \$3,000,000 umbrella. Workers Compensation insurance shall be at least \$1,000,000.

**PROPOSAL SUBMISSION PROCEDURES**

1. Written proposals in response to the RFQ will be accepted at the WASD Purchasing Department, 1303 E. Central Drive, Meridian, Idaho 83642 until **10:00 A.M. (MST), April 3, 2018.**
2. Submittals shall include one (1) original and five (5) copies of the proposal. The original must be marked **“ORIGINAL”** and be dated and signed by a duly authorized partner or corporate officer.
3. Proposals must be sealed in an opaque package and clearly marked: **“Request for Qualifications 809401, Star Elementary School Expansion Architectural Services”**.
4. Standard company brochures and literature may be submitted as separate documents but must not be bound as part of the proposal.
5. Questions regarding this project may be directed to Mike Carrithers, 1303 East Central Drive, Meridian, Idaho 83642 Phone (208) 350-5003, Fax (208) 350-5962, [Purchasing@westada.org](mailto:Purchasing@westada.org). Submitting firms are requested not to contact district trustees, administration or staff.

**PROPOSAL GUIDELINES**

1. WASD 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.
2. All proposals and other materials will become the property of the WASD. Any information the respondent deems proprietary or a trade secret must be clearly identified as such. Information not so identified will be subject to release pursuant to public records law.
3. All information contained in the RFQ and acceptable provisions of the selected firm’s response will be made a part of the executed agreement for services.
4. Upon request, the submitting firm shall submit additional information as requested by WASD.
5. WASD reserves the right to:

Waive any informalities or irregularities and reject any or all proposals received as a result of this RFQ; select all or part of the respondent’s proposal; negotiate changes in the scope of work or services to be provided; conduct investigations required to determine the submitting firm’s performance record and ability to perform the assignments specified as a part of the RFQ; negotiate separately with any source in a manner deemed to be in the best interest of WASD.
6. If, through any cause, the contracted firm shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the firm shall violate any covenants, terms, or conditions of the agreement, WASD can cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.

**GENERAL ARCHITECTURAL SERVICES QUALIFICATIONS STATEMENT**

**General Information:**

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ fax \_\_\_\_\_ E-mail \_\_\_\_\_

Principal-In-Charge \_\_\_\_\_ Idaho PW License \_\_\_\_\_

Legal status of your Company: [ ] Corporation [ ] Partnership [ ] Individual [ ] Joint Venture

**QUESTIONS:**

- What types of licenses in accordance with Idaho Code 67-2320 exist within your firm:

\_\_\_\_\_

- Does your firm carry errors and omissions insurance? [ ] Yes [ ] No

What is the amount of your errors and omissions insurance liability limits? \_\_\_\_\_

What is the amount of your errors and omissions insurance deductible? \_\_\_\_\_

- If **YES** to any of the following questions, please attach a separate sheet of explanation.

Does your firm have any conflict of interests regarding any WASD work? [ ] Yes [ ] No

Has your firm failed to complete a professional service contract? [ ] Yes [ ] No

Has your firm been involved in bankruptcy, litigation or arbitration proceedings? [ ] Yes [ ] No

Contact Regarding this Submittal:

Name \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## IDAHO/NATIONAL SEX OFFENDER REGISTRY

Idaho Code §18-8329 prohibits any person who is registered or required to register under the Idaho Sex Offender Registration Act from being on school property if the person has reason to believe children under the age of 18 are present. West Ada School District Policy 504.81 reads, in part:

*It is prohibited for any person who is currently registered or required to register under the sex offender registration act as provided in Idaho Code 18-8329 to apply for/accept employment, or to volunteer at a school, or to be upon or to remain on the premises of a school or facility owned by West Ada School District while children are present.*

As a provider of goods and/or services to West Ada School District, your company and those in your employment are subject to this law and district policy.

Please sign and return this letter confirming to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. Further, by signing, you confirm that you have cross checked such employees against the Idaho Sex Offender Registry and the National Sex Offender Registry found at the following web links:

[www.isp.idaho.gov/sor\\_id/](http://www.isp.idaho.gov/sor_id/)

<http://www.nsopr.gov/>

In addition, by signing, you agree to provide WASD with a list of all employees (first, middle, last name and birthdate) assigned to work on WASD property if your company is awarded the project and will provide updated lists if/when new employees are assigned to the project. Further, you agree to provide lists of all subcontractor employees to WASD and will provide updated lists if/when new subcontractor employees are assigned to the project. Please send the list of employees via email to [purchasing@westada.org](mailto:purchasing@westada.org) or submit in person to Kim Harp at the District Service Center.

\_\_\_\_\_  
Company/Contractor Name (Print)

\_\_\_\_\_  
Signature of Company/Contractor Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**SIGNED DOCUMENT MUST BE INCLUDED IN  
PROPOSAL FOR RFQ 809401**



**CONTRACTORS AFFIDAVIT  
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that \_\_\_\_\_ is in compliance with the provisions of Idaho Code section 72-1717; that \_\_\_\_\_ provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that \_\_\_\_\_ shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

By: \_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC, residing at  
\_\_\_\_\_

\_\_\_\_\_

**SIGNED AND NOTARIZED DOCUMENT MUST BE  
INCLUDED IN PROPOSAL FOR RFQ 809401**