



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
MECHANICAL MAINTENANCE AND WATER
TREATMENT FOR HVAC SYSTEMS
RFQ 824301

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), August 31, 2018

Joint School District No. 2 dba West Ada School District (WASD), Meridian, Idaho, is requesting "Statements of Qualifications" (SOQ) from qualified HVAC firms to provide professional services to WASD.

PROJECT INFORMATION

The successful firm will provide services for the mechanical maintenance and water treatment of HVAC systems at twenty-seven (27) schools in the WASD.

The successful firm will be required to independently retain the services of adequately licensed and trained employees to provide the services required for the project.

PURPOSE OF PROCEDURE

The WASD's "Qualification Based Selection" (QBS) is a procedure that provides for an orderly process of: (1) Solicitation of 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	August 16, 2018 – August 31, 2018
RFQ Response Due	August 31, 2018
Evaluation to determine finalists	September 3, 2018
Interviews Conducted	September 6, 2018
Selection Recommendation to Board of Trustees	September 25, 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
Services Qualification Statement (included in RFQ 824301 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 rates for all related services that your firm may provide

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. Describe the proposed roles and responsibilities of key personnel on this project. Discuss quality control process – documentation, control, etc. 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 similar services provided by your firm for other organizations that demonstrate recent, 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.

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 knowledge and experience in the identified areas of 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

ADDENDA

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 the West Ada website.

FINAL SELECTION PROCEDURE

The five (5)-member selection committee will evaluate all submittals, tabulate the results and prepare a shortlist of the two (2) 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, examples of owner cost savings proposals, examples of any value added practices, 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 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. 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), August 31, 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 824301, Mechanical Maintenance and Water Treatment”**.
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, 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 may cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.

GENERAL 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:

- 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.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 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 824301**

**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 824301**

ATTACHMENT 1

FEES/RATES SUBMITTAL

RFQ 824301

MECHANICAL MAINTENANCE AND WATER TREATMENT SERVICES

This Submittal must be submitted in a SEALED ENVELOPE and included with your SOQ.

(Amounts shall be shown in both words and figures)

- A) Rate, if any, for immediate response (within 2 hrs) service calls **during normal business hours:**
Rate: _____ Dollars (\$ _____)
- B) Rate, if any, for immediate response (within 2 hrs) service calls **after normal business hours:**
Rate: _____ Dollars (\$ _____)
- C) Rate, if any, for immediate response (within 2 hrs) service calls **on holidays:**
Rate: _____ Dollars (\$ _____)
- D) Please include any additional fees/rates that would be charged for your services.

Company Name: _____

Contact Name/Phone: _____

Contact Email: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) _____

SIGNED: _____

On projects where the use of subcontractors may be required, Idaho Code 67-2310 requires the naming of the subcontractors that will be used on the project. In the event that the Proposer will self-perform the work, the Proposer shall list the valid Contractor's license number held for the work to be self-performed.

HVAC _____

Electrical _____

Plumbing _____