



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

PROFESSIONAL LAND SURVEYING SERVICES

RFQ 833801

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), December 4, 2018**

Joint School District # 2, Meridian, Idaho, doing business as the West Ada School District (“WASD”), in accordance with Idaho Code §67-2320, is requesting “Statements of Qualifications” (SOQ) from qualified firms to provide Land Surveying services to the WASD for a period of two (2) years.

PROJECT INFORMATION

Land Surveying service providers selected by this RFQ process will be utilized for projects where the individual project fee is less than twenty five thousand dollars (\$25,000.00).

The WASD reserves the right to at any time to issue an individual project RFQ that falls within the parameters of this Land Surveying Services RFQ without prejudice to the Land Surveying service providers selected under this RFQ.

Land Surveying firms interested in larger projects with fees over \$25,000.00 need not respond to this RFQ as such larger projects will be announced by individual project RFQ pursuant to Idaho Code §67-2320. All applicants, whether having submitted a response to this RFQ or not, will have the same opportunity to respond to individual project RFQ’s.

The successful Land Surveying firm(s) through the WASD’s effort by this Request for Qualification will provide services for a varied nature of on-going maintenance and capital improvement projects on a district wide basis. Typical projects may include, but are not necessarily limited to; remodels and additions, roofing, carpeting, painting, paving and general site improvements, evaluation and/or programming of future needs, HVAC and electrical upgrades and portable classroom additions or relocations.

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 selected provider best suited for the individual project

TIMELINE

RFQ availability and Response Period	November 17, 2018 – December 4, 2018
RFQ Response due	December 4, 2018
Evaluation and Ranking	December 4, 2018 – December 5, 2018
Notification of Selection	December 12, 2018
Selection Recommendation to Board of Trustees	December 11, 2018

SOLICITATION CYCLE

Solicitations by RFQ for ‘Statements of Qualifications’ (SOQ) from applicants who desire to provide professional Land Surveying services will be every two (2) years in **NOVEMBER**. This solicitation cycle (RFQ 833801) shall be current until November 1, 2020. Ranking of submittals, creation of service provider shortlist and applicant notification shall be determined in **NOVEMBER**.

PROPOSAL FORMAT CONTENT

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

1.0 General Information

Cover Letter (respondent content discretion), one page maximum
Land Surveying Services Qualification Statement (included in RFQ 833801 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 Land Surveying Services

Per Idaho Code, submitted fees/rates will not be used in the selection process.

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. Identify personnel who will be WASD's primary points 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 at least three (3) 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/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.

EVALUATION CRITERIA

Submittals will be rated by the following point evaluation method; the total of all evaluator's points will be used to determine rankings.

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, Onvia DemandStar, and the Idaho AGC.

SELECTION PROCEDURE

Preference will be given to those firms having local land surveying knowledge and experience. A five (5) member selection committee appointed by WASD will review and score all submittals. After the review of all submittals, the selection committee will meet to tabulate the results – the three (3) highest ranked firms will be recommended to the Board of Trustees for approval. Upon approval, the three (3) highest ranked firms 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.

WASD reserves the right to negotiate with any of the three (3) highest ranked firms, regardless of ranking order. WASD shall endeavor to: 1) Select the firms that are the most advantageous in accomplishing the goals of the WASD, 2) Select the firms most qualified to meet specific project requirements, 3) Evaluate each firm's ability to deliver services within the time required by the WASD, 4) Not place an unreasonable workload on any individual firm.

WASD will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the firm it determines best suited to meet items 1-4 listed in the preceding paragraph. If unable to reach an agreement, WASD will terminate negotiations and commence negotiations with the firm it determines to be the next best suited and so forth.

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), December 4, 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 833801, Land Surveying 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. 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.

LAND SURVEYING SERVICES QUALIFICATIONS STATEMENT

COMPLETE THE ENTIRE 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:

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to be on or remain on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of 18 years are present and are involved in a school activity or when children are present within 30 minutes before or after a school activity.

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 833801**

**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 833801**