



JOINT SCHOOL DISTRICT #2
Ada and Canyon Counties
1303 East Central Drive
Meridian, Idaho 83642
Phone (208) 855-4500
Fax (208) 350-5962

REQUEST FOR QUALIFICATIONS

MECHANICAL ENGINEERING

DESIGN THE REPLACEMENT OF HEATING/COOLING SYSTEMS AT USTICK ELEMENTARY

RFQ 930401

Return Completed Qualifications To:

**Joint School District No. 2
DBA: West Ada School District
Purchasing Department
1303 E. Central Drive
Meridian, Idaho 83642**

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED AT THE DISTRICT
SERVICE CENTER BY 10:00 A.M. (MST), October 31, 2019**

INTRODUCTION

The purpose of this RFQ is to select a mechanical engineering firm to design the replacement of the existing heating and cooling systems in buildings 1 and 2 at Ustick Elementary School.

PROJECT INFORMATION

The selected firm will provide professional mechanical engineering service to design the replacement of the existing heating and cooling systems in buildings 1 and 2 at Ustick Elementary School.

Per Idaho Code Sections 44-1001, 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.”

TIMELINE

RFQ Availability and Response Period	October 17, 2019-October 31, 2019
RFQ Response Due	October 31, 2019
Evaluation and Ranking	October 31, 2019-November 4, 2019
Recommendation to Board of Trustees	November 12, 2019
Notification of Section	November 13, 2019

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
Professional Mechanical Engineering Qualification Statement (included in RFQ 930401 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 (one copy only)
2. Provide information relative to how your company develops fees for Professional Engineering 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 a project. Describe the proposed roles and responsibilities of key personnel on a project. Identify personnel who will be WASD’s primary points of contact with your firm. Include an organizational chart of the 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 evaluators 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 are posted to WASD’s web page. Please visit: <https://www.westada.org/Page/69131>

SELECTION PROCEDURE

Selection is based on demonstrated competence and qualifications - preference will be given to the firm having local construction knowledge and experience. A five-(5) member WASD selection committee will review and score all statements of qualifications. Upon approval, the 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 this RFQ will be accepted at the West Ada School District, 1303 E. Central Drive, Meridian, Idaho 83642 until 10:00 A.M. (MST), October 31, 2019.
2. Submittals shall include one (1) original and five (5) copies of the proposal and one copy on a thumb drive. The original must be marked "original" and be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed in an opaque package and clearly marked ***Request for Qualifications, Mechanical Engineering, RFQ 930401***.
3. Standard company brochures and literature may be submitted as separate documents but must not be bound as part of the proposal.
4. Questions regarding this RFQ must be directed to 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 WASD.
3. All information contained in this 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 this RFQ; negotiate separately with any source in a manner deemed to be in the best interests 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, then WASD can cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.

**PROFESSIONAL MECHANICAL ENGINEERING
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:

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 930401**

**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 930401**