

March 20th, 2025

REQUEST FOR QUALIFICATIONS

TO: DESIGN FIRMS

FROM: SUPERINTENDENT CHAD MARTIN

SUBJECT: PROPOSALS FOR DESIGN AND CONSULTING SERVICES

Submittals will be received at the District Office of Jefferson Joint School District No. 251 ("the District"), 3850 E. 300 N., Rigby, Idaho 83442, until April 21st, 2025 at 1:00 p.m., for furnishing design and consulting services to the District. Proposals shall be sealed and upon the envelope have the endorsement:

"RFQ – Design and Consulting Services ATTN: Bryce Bronson"

Request for Qualifications should be addressed to:

Bryce Bronson, Business Manager
Jefferson Joint School District No. 251
3850 E. 300 N.
Rigby, ID 83442
(208) 745-6693

Program clarification and additional data may be requested by appointment only, with Mr. Bryce Bronson, Business Manager, telephone number (208) 745-6693 or Eric Jensen, Facilities Director, telephone (208) 745-6693 ext. 1140. Contacting any staff in the District other than Mr. Bronson or Mr. Jensen will be grounds for rejection of the party's submittal.

Construction of this future project will be funded by HB521, School Modernization Facilities Funds. The District will administer the project according to the terms and conditions of the award and State laws and guidelines. The Design Firm will receive general instructions through the District.

DESCRIPTION OF PROJECT

The proposed project is for replacing the existing HVAC system at Rigby Middle School.

The Design Firm will be responsible for comprehensive MEP Engineering services for the design, bid management, and project management of the replacement of the existing HVAC system in Rigby Middle School.

REQUIRED SERVICES

The District is requesting submittals for complete design services.

The Design Firm will be responsible for the Design Phase (Program/Pre-Design, Site Analysis, Schematic Design and Design Development) with cost estimates at each phase including the Construction Document Phase. All work shall be in accordance with currently adopted building, energy and life safety codes and local zoning ordinances.

A total project budget of \$1-3 million has been established for the HVAC update to include fees, construction, contingencies, and independent testing (also needs to include utilities, furnishings, and fixtures, as well as technology needs). A complete construction cost estimate will be required at the conclusion of the Design Phase for final approval prior to proceeding with the construction phase. This estimate, when approved, will become the Maximum Contract Price.

A project manual will be required at the completion of the Design Phase. The project manual shall include product, equipment and fixture cut sheets. A proposed construction schedule will be required at the completion of the Design Phase.

The Design Firm shall make a minimum of one (1) presentation to the Board of Trustees and shall keep in mind that during all phases of work, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the project.

The Design Firm will be required to meet at least monthly with the Project Manager for the purpose of providing a written and verbal report regarding the previous month's progress. Such meetings will be specific accomplishments related to the completion of the design.

The Design Firm shall produce the following major written products for review by the Board of Trustees.

1. A written Program/Pre-Design statement to the District at the conclusion of Programming along with construction cost estimates
2. A preliminary report to the District after the Schematic Design phase has been completed along with an updated construction cost estimate.

3. A Design Report and update to the District, after Design Development phase has been completed, to include complete product, fixture and equipment cut sheets, recommended construction schedule and construction cost estimate. The District will perform design review and comment.
4. At the conclusion of the Construction Document Phase the Design Firm shall submit complete construction drawings to the District for review and comment along with submittal to the Idaho State Division of Building safety and local jurisdiction.

QUALIFICATION STATEMENT CONTENT

- A. Basic Qualifications:** Provide basic data, relative to firm's size, history, personnel, special expertise, and general credits, with emphasis on design of school projects. Individual resumes, awards, associations, etc., may be included. Office brochures may be submitted separately as supplemental data.

Include contact information (Name, address, phone number, e-mail address) for a single entity that will be the point of contact during the selection process. The District reserves the right to investigate and confirm all information provided by the Design Firm. This may include interviews with past clients, consultants, and employees. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. Specific Qualifications:** List the team (Mechanical Engineer, Electrical Engineer, Structural Engineer, etc.) expected to accomplish this project. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show the ability to complete projects of this scope and type.

- C. Approach to Project:** Include a statement of your team's approach to this specific project, including design philosophy, understanding of program, alternative concepts, and methods for consideration. Limit to five pages.

- D. Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained by the District.

- E. Examples of Work:** Renderings, photographs, preliminary drawings, may be submitted as examples of your work.

- F. Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are:

design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.

G. Format: To assist evaluation, it is desirable to format the proposal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to perform the project and the approach to designing this specific project.

Submit five (5) copies of the submittal. Faxed or e-mailed proposals will not be accepted. Proposals received after the above date and time will be returned unopened.

EVALUATION

An evaluation committee consisting of persons from the District will rank the submittals based on the qualification statement content from the previous section, and at least two (2), but not more than five (5) teams may be selected for personal interviews.

After interviewing the selected design firms, the evaluation committee will re-rank the teams to determine the final point score.

Initial Evaluation Criteria:

- Experience of the design firm and team members on projects of similar size, scope, and complexity.
- Experience of the team or its members on projects in southeast Idaho (or a similar environment) of similar size, scope and complexity.
- Approach to project by the Design team

AWARD

Based on the results of the submittals and review of previous projects awarded to each firm, the Evaluation Committee will recommend a course of action to the Board of Trustees at their next scheduled meeting. If approved, the District in accordance with prescribed procedures, will issue a notice of intent to negotiate.

PROPOSED DATES:

Receive Submittals	April 21st, 2025
Oral Interviews	May 14th, 2025
Review and Selection by Board	May 14th, 2025
Negotiate Contract	May 15th, 2025

SELECTION

The District will attempt to select a firm at a Board of Trustees meeting on May 14th, 2025. Upon selection of a firm, the District will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the District's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage.

The District reserves the right to reject any or all submittals received as a result of this request. The District reserves the right to waive any non-material defects, reject any or all proposals for any reason and terminate the selection process at any time.

The District may also negotiate separately with any source in any manner necessary to serve the best interests of the District. Awards will be made based on submittals resulting from this request, subsequent interviews and technical and fee proposals to be submitted by those requested. The Design Firm must have design professionals licensed by the State of Idaho.