

BLAINE COUNTY SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ) for COMPREHENSIVE ARCHITECTURAL SERVICES

The Blaine County School District is soliciting Statements of Qualification from Idaho-licensed architectural firms for “Comprehensive Architectural Services” for Plant Facility Levy and ESSR fund facility improvement projects throughout the district. . These projects may include HVAC upgrades, lighting efficiency upgrades, roofing projects, track rebuild, weight room construction, or other facility improvement projects as assigned. The district may utilize, at their discretion, the selection made through this process to assign public funded new facility or renovations/improvements to existing facilities for a period of up to 5 years as allowed by State of Idaho Code. The School District’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.

The Blaine County School District anticipates that a full complement of architectural and engineering services will be required. It is anticipated that AIA Document B101 Standard Form of Agreement Between Owner and Architect with modifications, AIA Document B132 Standard Form of Agreement Between Owner and Architect - Construction Manager as Adviser Edition with modifications or AIA Document B133 Standard Form of Agreement Between Owner and Architect - Construction Manager as Constructor Edition with modifications will form the basis of the services agreement at the discretion of the district on a project specific basis.

Scope of Services

- **DESIGN PHASE**

- In conjunction with the District staff and when applicable the Construction Manager (CM), develop a comprehensive management plan to include efficient, effective non-duplicating set of procedures, responsibilities, and strategy for overall project administration and contract compliance.
- Establish a detailed scope of work to include all project costs such as construction, permits, fees, testing, equipment, administrative costs, soft costs, etc.
- Based on the agreed scope of work, provide preliminary project construction estimates and make recommendations to the District. Provide a minimum of one construction cost estimate at schematic design phase, one construction cost estimate at design development phase, one construction cost estimate at 50% construction document phase, and one construction cost estimate at completion of construction documents. For CM projects the architect shall provide adequate scope and schedule information for the CM to produce the require estimates.
- Manage the process for obtaining all necessary agency reviews, approvals, and permits.

- Develop combined or sequential bidding document packages for contractors and vendors.
- Develop or assist the CM in developing and maintain critical path schedules for all phases of the project and monitor participants' compliance.
- Review design documents with the CM as applicable and solicit suggestions, options and ideas where cost and time savings might be achieved in all phases. Make recommendations consistent with meeting the District's objectives.
- Compile a design team to provide comprehensive design services appropriate to the specific assigned project including consultants. Include Landscape Architect, Civil Engineer, Structural Engineer, Mechanical Engineer, Electrical Engineer and specialty consultants as appropriate for efficient completion of the assigned project.

- **BIDDING PHASE**

- Develop bidding strategy or assist the CM with same and also assist in evaluating bids for compliance with project documents and requirements.
- For CM projects, coordinate to identify bid packages which are in excess of the project budget and assist in working with the CM to identify cost savings opportunities, alternate methods, duplications, omissions, etc.
- Make or as appropriate coordinate with the CM to make recommendations to the District for award of bid packages to the lowest responsive and responsible trade contractors and vendors.
- For CM projects, the CM will be required to advertise, receive bids, tabulate bid results, and prepare contractor and vendor agreements for the District as directed by the District administration. All work must be in compliance with Idaho Code 54-4511.

- **CONSTRUCTION PHASE**

- Review CM or Contractor provided certificates and proof of performance and payment bonds and workman's compensation insurance from all trade contractors before and during construction, naming the District as an "other insured party".
- Review CM or Contractor provided proof of tax payment by all trade contractors.
- Participate in pre-construction meetings with trade contractors and provide cursory observation of construction activities under the field supervision of the Contractor or CM.
- Monitor for the administration and scheduling of the construction contracts, quality assurance, and special inspection requirements. Receive, evaluate, and make recommendations for disposition of all requests for payment.
- Monitor costs to assure compliance within the budget. Review the schedule of values for all construction work in conjunction with the construction estimate and evaluate each trade contractor bid when received against the estimated construction cost value. Advise the Owner of significant differences found.

- Participate in regularly scheduled project coordination meetings involving all onsite personnel to verify compliance with overall project schedule.
- Communicate to the Contractor, CM or vendors design clarifications, pricing requests, change directives, etc. Receive and review same documents for appropriateness and make prompt recommendations to the District for approval or disapproval.
- Review all construction reporting and monitoring system including daily construction reports, shop drawing logs, photographs, inspection reports, request for information, logs, etc.
- Monitor construction workmanship and quality control. Review Contractor or CM provided cash flow and project progress reports to the District as required.
- Facilitate an effective procedure for timely claims resolution.
- Monitor Contractor, CM and District coordination of the delivery of District furnished items and furnishings as required. This includes review of critical path schedule timelines and CM and Contractor coordination with District staff.

- **PROJECT COMMISSIONING**

- Review and monitor the Contractor or CM schedule for District move-in and occupancy. Monitor the delivery of District furnished equipment and furnishings as required.
- Perform final inspections and acceptance of the project. Review all Contractor and CM required project guarantees, warranties, as-built drawings, manuals, etc., per the project manual and construction documents.
- Monitor the trade contractors and vendor-provided training of District personnel required per the project manual and construction documents.
- Monitor all post occupancy warranty problems and trade contractor completion requirements of the District.
- The District is may as appropriate hire an outside consultant to provide commissioning services for specific systems for all projects, possibly including, but not limited to, mechanical, electrical and roofing systems. The Architect, in conjunction with the Contractor or CM will assist the commissioning agent. This may include:
 - Monitor a schedule for District move-in and occupancy and delivery of District furnished equipment and furnishings as required.
 - Assist final inspection and acceptance of the project. Review all project guarantees, warranties, as-built drawings, manuals, etc., per the construction documents.
 - Monitor the trade contractors and vendor-provided training of District personnel, as required per the construction documents.
 - Assist in resolution of all post occupancy warranty problems in a timely manner and monitor coordination of Contractor and CM completion requirements with the District.

The following items should be included in your Statement of Qualifications:

1. A Cover Letter signed by a Principal of the firm. (Mandatory)
2. Executive Summary: Provide a brief statement of the firm's history, legal structure, and why you believe your firm/team is the best choice for Blaine County School District. Provide information on your Professional Liability Insurance, including carrier, agent name and phone number, and coverage amount and list any claim amounts paid by your carrier in the last 10 years. (10 Points)
3. Project Approach: Describe your approach to providing the services outlined in the above Scope of Services. Discuss how you provide leadership to facilitate teamwork and communication. Describe the scheduling techniques you will use to help produce an effective schedule. Provide a summary of the process your firm would utilize during the design process to provide increased operational efficiency, high building quality at economical cost, etc. to benefit the district. (15 Points)
4. Design Team: Provide current Idaho licensure information and current resumes for the personnel to whom responsibility for the District's projects will be assigned. Provide a list of proposed consulting engineers and explain how your team will be organized. (15 Points)
5. District Experience Summary: Provide a summary of your historical experience with the Blaine County School District and how that experience will benefit the district. (15 Points)
6. K-12 Experience Summary: Provide photos and a narrative summary of K-12 projects similar to those described in the Scope of Services that your team has completed. (15 Points)
7. References: Provide name, title, phone number and email address for at least five (5) public school district clients. Include reference letters from at least 3 Idaho public school district clients. (10 Points)
8. Reviewer Discretion: Each reviewer has the option to distribute these points as desired based on the accuracy, completeness, professionalism and content of each submission. (10 Points)

SUBMITTAL GUIDELINES

- Provide a minimum of five (5) original copies of all above requested information. Limit your proposal (including all attachments) to **not** more than forty (40) total pages. Cover and section dividers are not counted toward the page total. Use only 8½" x 11", numbered pages and printed at least in an eleven (11) point font. The district may choose to select from submissions or to schedule oral interviews with the top ranked applicants.
- Interested parties are to submit statements of qualifications to the school district and to be considered they must be received by **1:00 PM on Monday, February 6th, 2023** at the Blaine County School District Office:

**Jim Foudy, Superintendent
Blaine County School District 61
118 W Bullion Street
Hailey, Idaho 83333**

- Statements should be sealed in an envelope or package with "Blaine County School District Statement of Qualifications – Comprehensive Architectural Services" clearly printed on the container. No email statements will be accepted.

- The District will not be liable for any costs incurred in the preparation and production of a submittal or any work performed prior to the execution of a contract.
- All submittals and other materials submitted will become the property of the district.
- All information contained in this SOQ solicitation may be made a part of the executed agreement for services.
- Upon request, respondents shall submit additional information as requested by the district.
- The district reserves the right to waive any informalities or irregularities and reject any or all submittals received as a result of this SOQ solicitation; negotiate changes in the scope of work or services to be provided; and conduct investigations required to determine the respondent's performance record and validity of information provided as a part of this submittal.
- After review of each submittal, Selection Committee members will meet to tally point scores and establish an approved list of firms to be considered for future work. The District may choose to conduct interviews of top ranked firms. The District is under no obligation to offer contracts to any or all firms on the approved list.

*All RFQ inquiries are to be made **directly** through Jim Foudy, Superintendent of the Blaine County School District at (208) 578-5000. Please **do not** contact any Administrative Personnel or Selection Committee Members during this selection process.*