

**Request for Qualifications  
for  
Blaine County School District #61**

**Mechanical, Electrical and Plumbing  
Engineering Services  
Wood River Middle School HVAC Retrofit**

**November 10, 2020**

**Blaine County School District  
118 West Bullion  
Hailey, Idaho  
(208) 578-5000**

## **Introduction of the Project**

The Blaine County School District No. 61 is soliciting proposals for Engineering Services to be performed for the Wood River Middle School, 900 2nd Ave N, Hailey, Idaho. The project will begin the day following the last day of student attendance, at the conclusion of the 2022 spring semester. The project must be completed one week prior the first day of the fall school session 2022. These dates will be formalized as the information becomes available. There are approximately 88 days during the summer break. 81 would be available for construction to allow teachers to occupy the building a week before school begins.

The following is a list of items that are being scheduled for completion during the above time frame:

- Replacement of the current heating, ventilation and air conditioning systems
- Upgrade the Direct Digital Control control system
- Replace domestic water heater/boiler piping and circulation system as required and determined by Blaine County School District administration

## **Scope of Services**

The Blaine County School District will be selecting a qualified Engineering firm based on the criteria set forth in Exhibit A. The Engineering firm will be responsible for the following:

- Provide design documents and bid packages as needed for commencement of construction in May of 2022. Process contract related ASI's (Architects Supplementary Instruction, RFI's (Requests for Information), Submittals, punch list inspection activities and final record documents.
- Provide budget estimates throughout the design process
- Detailed planning/design/phasing
- Permitting through state and local jurisdictions

- Participation in presentations to the School Board, which may require physical attendance or electronic via Zoom or Google Meets.
- Provide guidance to the Blaine County School District Board of Trustees on the total cost of ownership between the different possibilities of heating systems including: natural gas, electricity and ground coupled heat pump systems.
- Represent the Blaine County School District during the construction process as an “Owner's Representative” type consultant.
- Provide for equipment Commissioning and associated documentation.

### **Proposal Submission Procedures**

- Written submittals will be accepted at the Blaine County School District Office, 118 W. Bullion Street, Hailey, ID 83333 until 2:00 PM (MST), December 10, 2020. No email or faxed submittals will be accepted. Any bids received after this time and date will be returned unopened to the sender. The bids will be publicly opened immediately after the due date and time.
- Submittals shall include one (1) original and four (4) copies. The original copy must be marked “original” and be dated and signed by a duly authorized partner or corporate officer. Submittals must be sealed and clearly marked “Request for Qualifications for Engineering Services for Wood River Middle School HVAC Project”
- Questions that arise as a result of this RFQ must be addressed in writing or by email to Howard Royal, hroyal@blaineschools.org, Blaine County School District Director of Buildings and Grounds, 118 W. Bullion Street, Hailey, ID 83333 by December 3, 2020. Respondents are requested not to contact District trustees, administration or staff regarding this RFQ.

### **Selection Procedure**

Preference will be given to those firms having local construction knowledge and experience in the identified areas of professional services.

- After review of each submittal, Selection Committee members will meet to tally point scores and establish an approved list of firms or individuals to be considered for this project.
- Interviews with the highest (up to three) ranking firms will be conducted during the week of January 4-8, 2021.
- The Selection Committee will submit their recommendation to the Board of Trustees for approval at the January 12, 2021 regular School Board meeting. All firms will be notified of the final decision.

### **Submittal Guidelines**

- 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 RFQ 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 RFQ solicitation;

Negotiate changes in the scope of work or services to be provided;

Conduct investigations required to determine the respondent's performance record and validity of information provided as a part of this submittal;

- If, through any cause, a contracted firm shall fail to fulfill, in a timely and proper manner, its obligations under an agreement with the District, or if the firm shall violate any covenants, terms, or conditions of the agreement, the District may cancel the contract without prejudice by giving the firm at least five (5) days prior written notice of such termination.

## **Exhibit A**

### **Written Response Requirements**

100 Pts.

**Cover Letter** (1 page maximum)  
Mandatory

Include a brief statement that explains why the District would be best served by selecting your firm for this project.

### **Summary Information**

#### **Project Approach**

20 Points

Describe your approach to educational projects. Discuss the design criteria you consider most important when designing educational facilities. Include the steps that will be taken to ensure cost effective solutions and functionally efficient facilities. Identify creative ideas that your firm has successfully utilized during the design process of your past projects.

### **Qualifications**

#### **Firm Experience**

25 points

Provide information for a minimum of three (3) educational projects as recent and relevant as possible that have been completed by your firm. Provide information such as project location, owner, project scope, design concept, completed project photographs and costs.

Responsible Party (No page limit)

5 points

Provide an organization chart of your firm and resumes of those in your firm who will be the responsible parties for contracts.

References

15 points

Provide a listing of three (3) references, including name, address and telephone number of persons who can attest to your firm's recent performance. Indicate the type of project and service(s) your firm performed for each reference. Three (3) letters of reference for your firm may also be included.

Costs

15 points

Describe how your firm formulates basic billing practices. Include percentages and/or hourly costs, including rates for all staff by position in your firm who could be assigned to this project. Provide an example that would provide relevance for this project as it pertains to total incurred cost for services rendered.

**Discretionary**

20 points

Each selection committee member will have 20 points to rate factors such as clarity, completeness, specificity and professionalism of each submittal.