

Kimberly School District No. 414

REQUEST FOR QUALIFICATIONS (RFQ)  
Architectural Team Professional Services

Kimberly School District 414 is soliciting Statements of Qualifications (SOQs) in accordance with Idaho Code §67-2320 from Idaho licensed architectural firms in good standing to provide Architectural Team Professional Services. Pursuant to Idaho Code §67-2320, the School District will utilize the Qualification Based Selection (QBS) process. The District is seeking SOQs from qualified firms to provide Architectural Team Professional Services to assist with this project.

The District is considering running a bond to fund construction of these projects.

This solicitation and selection process will be conducted in accordance with Idaho Code §67-2320.

**PROJECT INFORMATION**

The District is preparing for a bond measure to fund these projects. The selected architectural team will assist with pre bond planning, conceptual design, preliminary site layouts, cost opinions, and development of materials needed for community information. All design and construction services described in this RFQ are contingent upon successful passage of the bond.

- Redesign and expansion of parking lots
- Construction of a new Fine Arts Building
- Construction of a new Field House
- Construction of a new Gymnasium

If the bond passes, the selected firm will provide complete architectural team services including, but not limited to:

- Pre bond planning and concept development
- Site analysis, preliminary design, and cost estimating
- Coordination with the selected CM/GC (if applicable)
- Full architectural design and engineering services
- Construction documentation and administration

All projects must be designed to be cost effective, efficient, and aesthetically integrated into the Kimberly School District campus environments.

The architectural team will be responsible for independently retaining the services of properly licensed engineers and design professionals. The District reserves the right to approve or reject consulting engineers proposed by the architectural team.

## PURPOSE OF PROCEDURE

The District will follow the Qualification Based Selection (QBS) process required by Idaho law, which includes:

- Solicitation of professional qualifications
- Evaluation and ranking of qualifications
- Establishing a ranked list of qualified providers

Negotiation of scope of services and fees with the highest ranked firm The District may choose to conduct interviews but is not required to.

## TIMELINE

RFQ Advertisements: To be published twice, one-week apart

Proposals Due: [Insert date], by [Insert time]

Evaluation Committee Ranking: On or before [Insert date]

Interviews (if needed): TBD

Recommendation to Board of Trustees: TBD

## PROPOSAL FORMAT & CONTENT

Each SOQ must include the following items in the order listed.

### 1. General Information (Mandatory)

- Cover Letter signed by a principal of the firm
- Completed General Architectural Services Qualification Statement

2. Company Profile (30 points) Provide a concise overview including firm history, size, expertise, resources, staffing, philosophy of service, volume of current work, and management techniques.

### 3. Approach to Project & Team Organization (30 points)

Describe approach to services, pre bond planning experience, teamwork and communication methods, resumes for key staff, consulting engineers, and organizational structure.

### 4. Past Performance (40 points)

Provide relevant K-12 experience, owner contacts, reference letters, and Idaho school districts served within the past 10 years.

### 5. Project Specific Information (15 points)

Address school safety and security design experience and permitting familiarity.

#### 6. Selection Committee Discretionary Rating (15 points)

Based on clarity, completeness, and professionalism. Total Possible Points: 150

#### SUBMISSION REQUIREMENTS

SOQs must be received by [Insert time] on [Insert date] at: Kimberly School District

Office 141 Center Street West

Kimberly, ID 83341

Or via email to: Csearby@kimberly.edu Submittals must include: • One hard copy or one electronic copy

- One PDF copy (electronic or USB drive)

- Proof of current Idaho licensure and good standing SOQs received after the deadline will not be considered.

#### CONTACT

Questions must be submitted in writing to:

Cassandra Searby, Board Clerk

Email: Csearby@kimberly.edu