



KIMBERLY SCHOOL DISTRICT

Kimberly School District

REQUEST FOR QUALIFICATIONS (RFQ): Architectural Team Professional Services

District Wide Repairs, Maintenance, and Miscellaneous Projects

Pursuant to Idaho Code §67-2320, Kimberly School District (the school district) will accept Statements of Qualifications (SOQs) from licensed Idaho Design Professionals in good standing to provide Architectural Team Professional services.

Pursuant to Idaho Code §67-2320, the school district plans the Qualification Based Selection process. The school district is seeking SOQs from qualified firms to provide Architectural Team Professional services to assist with this project.

Written SOQs will be received at the Kimberly School District Office, 141 Center St. West or via email Csearby@kimberly.edu until October 13, 2023, at 11:00 AM

Any statement of qualifications received after such time will not be considered and will not be returned. Each SOQ will be evaluated based on qualifications specified in this RFQ. A selection committee will evaluate each of the SOQs and the committee may choose to conduct interviews with one or more of the firms.

The Board of Trustees of the Kimberly School District will make the final decision regarding the firm chosen for Architectural Team Professional services for this project. The school district reserves the right to reject all SOQs, waive any irregularities in the SOQs received, and select the Architectural Team Professional in the best interest of the school district and the public.

The issuance of the RFQ and the receipt and evaluation of SOQs does not obligate the school district to award a contract. The school district will pay no costs incurred in responding to this RFQ. The school district may, in its discretion, cancel this process at any time prior to execution of a contract without liability.

Contact Cassandra Searby, Board Clerk, via email Csearby@kimberly.edu to request RFQ documents.

**Publish 2x 1 week apart with the 1st notice published at least 14 days prior to proposal opening (Thursday, September 28, 2023, Thursday, October 5, 2023, due Friday October 13 at 11:00 AM.



KIMBERLY SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

**District Wide Repairs, Maintenance, and
Miscellaneous Projects**

ARCHITECTURAL TEAM PROFESSIONAL SERVICES

Return Completed Qualifications To:

Kimberly School District Office

141 Center St. West

Kimberly, ID 83341 or

via email csearby@kimberly.edu

TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED BY 11:00AM ON October 13, 2023

Kimberly School District 414, Kimberly, Idaho in accordance with Idaho Code 67-2320 is soliciting “Requests for Qualifications” (RFQ) from architects for and architectural team to provide professional architectural/design and planning services to the District.

PROJECT INFORMATION

The successful firm selected through the District’s effort by this Request for Qualification (RFQ) will provide comprehensive architectural services for miscellaneous improvements to their existing school facilities. It is anticipated that each project will be funded with plant facility monies. Maintenance, repair, and renovation projects identified by the district for the rest of the Plant Facility Levy expires June 30, 2026. Examples are additions to the Ag shop, parking lot repairs, sidewalk repairs, HVAC/Electrical/ Plumbing upgrades, planning for future plant facilities, and renovations to existing facilities. The District reserves the right, at its discretion, to seek additional RFQs for architectural/design services for any projects during the period described above.

The District anticipates that the selected firm will provide a full complement of architectural team services. Required services should be substantially similar to those identified in the American Institute of Architectural document, B133-2014 Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, with modifications to meet District requirements.

The final projects must be designed to be cost effective and functionally efficient while relating aesthetically to and becoming an integral component of the overall District.

The successful architectural team will be required to independently retain the services of adequately licensed engineers and other design professionals to provide the District with the professional services required for the projects. The District reserves the right to approve engineering consulting service providers contracted directly with architectural service provider.

PURPOSE OF PROCEDURE

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 District will not conduct a formal interview process.

TIMELINE

RFQ advertisements:.....09/28/23 and 10/5/23
RFQ proposals due:.....10/13/23
Evaluation committee ranking: On or before 10/27/23
Interview notification (if necessary):.....TBD
Recommendation to Board of Trustees:TBD

PROPOSAL FORMAT CONTENT

At a minimum, proposals must include the following information in the sequence 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.

1.0 General Information

Cover Letter (Respondent Content Discretion) – (1) page.

General Architectural Services Qualification Statement (Attached) – (1) page.

2.0 Company Profile

Describe your firm's history, size, resources, philosophy of service, volume of current work, and management techniques and methods along with any other information that would be helpful to characterize the firm.

History, Size, Resources - (2) pages.

Philosophy of Service and Volume of Current Work – (1) page.

Management Techniques and Methods – (1) page.

3.0 Approach To Project and Team Organization

Describe your approach to providing the required services indicated in the “Project Information” section of this RFQ. Discuss how you provide leadership to facilitate teamwork and communication among stakeholders. Provide a professional resume for the Lead Principal and Project Manager who will be assigned to the District's projects. Provide a brief description of each of your consultant firms' experience in K-12 school projects. Include an organizational chart of the proposed project team. Describe the proposed roles and responsibilities of key architectural and consultant personnel for the District's projects.

Approach to Project's “Required Services” – (2) pages.

Teamwork, Communication, Leadership – (1) page.

Principal and Project Manager Resumes – (2) pages.

Consultant Firms' Description – (2) pages.

Organization Chart – (1) page.

Roles and Responsibilities of Key Personnel – (1) page.

4.0 Past Performance

Briefly describe other projects executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. For each project listed, include the name, address, and phone number of a person who may be contacted regarding your performance on the project. Projects listed for which your firm worked in an associated capacity or in a teaming venture with another architectural or educational planning firm should include the name, address, and phone number of a contact person for the associated firm along with a description of what services and responsibility that firm provided on the project. Provide recent

reference letters from School Districts who have utilized your consulting services. List all the Idaho School Districts for which you have performed similar work in the past ten years.

Recent and Relevant Projects including Owner Contact Information – (4) pages.
Reference Letters – (3) pages.
Idaho School Districts – (1) page.

5.0 Specific Information

Briefly respond to each of the following items:

Provide a summary of your experience in designing and implementing safety and security measures within school buildings and campuses - (1) page.

Describe your experience in working with local building jurisdictions during the plan review and permitting process - (1) page.

6.0 Evaluators Discretionary Rating

Each selection committee member will have discretionary points to rate factors such as specificity, clarity and completeness of proposal, and level of 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	Company Profile	15 Points
3.0	Approach to Project and Team Organization	30 Points
4.0	Past Performance	30 Points
5.0	Specific Information	20 Points
6.0	Evaluator's Discretionary Rating	15 Points

SELECTION PROCEDURE

Preference will be given to those firms having local construction knowledge and experience. A selection committee appointed by Kimberly School District 414 will evaluate all submittals, tabulate the results, and make a final selection recommendation to the School District Board of Trustees.

The District will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the firm approved by the Board of Trustees. If unable to reach an agreement, the School District has the right to terminate negotiations and commence negotiations with the second most qualified firm.

PROPOSAL SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted at the Kimberly School District, 141 Center St. West, Kimberly, ID 83341, or via email Csearby@kimberly.edu until 11:00 AM on October 13, 2023.
2. Submittals shall include one (1) original hard or electronic copy and be dated and signed by a duly authorized partner or corporate officer. Also include an electronic copy in PDF format electronically or on a USB drive. Proposals should be clearly marked Architectural Team Qualifications.
3. Responses shall include a copy of each submitter's current and applicable license demonstrating that the submitter is lawfully in existence and is in good standing in the state of Idaho.
4. All questions regarding this RFQ must be directed to Cassandra Searby at Csearby@kimberly.edu. All questions must be in writing in email format by October 11, 2023, and directed to Ms. Searby. Submitting firms are requested **NOT** to contact the School District Trustees or other District employees.

PROPOSAL GUIDELINES

1. The School District 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 the District.
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 provide additional information as requested by the District.
5. The District 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 the District.

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 the District can cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.

GENERAL ARCHITECTURAL SERVICES QUALIFICATION STATEMENT

General Information:

Firm Name _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____ E-mail _____

Principal-In-Charge _____ Idaho 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 School District 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 (Principal, Partner, or Corporate Officer)

Name _____ Dated _____

Phone _____ Fax _____

Title _____

Signature _____