

Pocatello/Chubbuck School District No. 25  
Pocatello, Idaho



REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES  
April 2018

**SCHOOL DISTRICT NO. 25  
Bannock County  
Pocatello, Idaho**

**REQUEST FOR PROPOSAL  
2018 ARCHITECTURAL SERVICES**

Proposals will be received by a representative of the Board of Trustees of Pocatello / Chubbuck School District No. 25, Bannock County, Idaho, at 3115 Pole Line Road, Pocatello, Idaho 83201, for Architectural Services related to design at Pocatello High School, until 3:30 PM, May 1, 2018.

It is the responsibility of the respondent to ensure that the proposal arrives on time and at the correct location. Any proposals received after the above written date and time will be disqualified.

Information or additional details (including response forms) may be secured at 3115 Pole Line Road, Pocatello, Idaho, 83201-6119 or by accessing District website at:  
<https://sites.google.com/a/sd25.us/business/bids/current-bids>

The Board of Trustees reserves the right to reject any or all proposals, waive any informalities, or accept the proposal or proposals deemed best for Pocatello / Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Jacob Gertsch, Clerk  
School District No. 25

To be published on the dates of:

April 17, 2018  
April 22, 2018

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POCATELLO / CHUBBUCK  
SCHOOL DISTRICT No. 25  
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Please submit three (3) copies of the proposal to:

*Bart J. Reed, Director of Business Operations  
Pocatello/Chubbuck School District No. 25  
3115 Pole Line Road  
Pocatello, ID 83201 -6119  
(208)235-3212*

**DESCRIPTION OF PROJECT**

Design and construct new building addition at Pocatello High School located at 325 N. Arthur, Pocatello, Idaho. The new facility will serve as central commons area, new administrative area and additional classroom and restroom facilities. The new addition will also provide ADA accessibility between new building and the Unit 1 main school to main/upper levels at the high school location. The project includes all design and architectural plans for construction as well as being the Owner's representative for project.

**Section I  
Scope of Services**

In order to be considered for award, the firm must agree to meet the District's requirements and provide the services outlined below. Required services would include, but would not be limited to the following:

1. Provide design, design services, including bidding and observation during construction. Design services shall include all consultants, engineers or related professionals as required.
2. Provide complete schematic design, design development, construction documents, bidding assistance, and construction observation.
3. Prepare construction cost estimates following the schematic design phase.

4. Meet with District staff to conceptualize special needs in relation to commons/cafeteria and administration areas, ADA accessibility and building aesthetics to tie into the existing architecture of Pocatello High School in the Pocatello Old Town Historic Preservation District.
5. Review construction pay requests and ensure timely completion of construction project.
6. Perform such other functions normally within the scope of duties of a fully qualified architectural firm.

## **Section II General Conditions and Instructions**

1. Proposal shall clearly indicate the legal name, address, telephone number, and fax number of the firm responding. The proposal shall be signed by a principal of the firm who is legally authorized to obligate the firm to the terms and conditions of the proposal.
2. Three copies of all proposals and attachments must be submitted.
3. Respond to the information detailed in Section III.
4. The District intends to select an Architectural Firm based on the best proposal, as deemed appropriate for the District's needs, through consideration of the following factors:
  - a. Prior experience in designing schools, educational facilities and similar projects.
  - b. Qualifications of assigned personnel who will conduct the work for the District.
  - c. Combined resources and experience of the firm sufficient to successfully complete project.
  - d. Proposed involvements with District's staff assigned oversight for the project.
  - e. Architectural fees and costs associated with the project.
5. Proposals will be evaluated by a District Screening Committee. The District reserves the right to reject any or all proposals.
6. It is anticipated that the period of performance for this request would be over a 10-12 month period. However, the District reserves the right to terminate or extend the agreement at any time.

### **Section III**

### **Contents of Proposal**

1. Discuss your firm's overall qualifications and experience in architectural services, especially in the area of commercial building construction projects.
2. List those individuals who would be assigned to work with the District, including their office location. Include brief resumes for each of these individuals.
3. List all commercial improvement projects completed over the last ten years. Provide only the following information:

Project Name:

Location:

Scope of Project:

Total Budget / Actual Cost:

Owner Contact/Telephone Number:

Photos of completed project (before & after):

4. Address your firm's quality control procedures in working with contractors and providing oversight management of such projects.
5. Provide copies of Letters of Recommendations on various projects.
6. Provide the following errors and omissions information:

Carrier:

Name of Agent:

Telephone Number:

Coverage:

Deductible:

Number of Claims made over the last ten years:

Total Settlements:

7. Attach any other materials which may assist the District's Steering Committee give your firm proper consideration.
8. Sample scope of project in time line format.
9. Architectural fee and cost associated with the project. \_\_\_\_\_ percent (%) of construction project.