**Bliss Joint School District No. 234**

**District Office**

**P.O. Box 115**

**601 US HWY 30**

**Bliss, Idaho 83314**

**Telephone 208 352 4445 FAX 208 352 1954**

**Matt Valadao, Superintendent of Schools**

**Bethany Mattix, District Clerk**

# REQUEST FOR QUALIFICATIONS FOR ARCHITECT SERVICES

**"RFQ"**

Bliss Joint School District #234, Bliss Idaho ("District") in accordance with Idaho Code 67 2320 is soliciting responses to this RFQ from architects to provide professional architectural and planning services to the District.

# PROJECT INFORMATION

The successful firm selected through this RFQ, response and evaluative process will provide comprehensive architectural services for facility improvement projects as outlined below.

# 2026 Bliss School District Campus Facility Improvements

The District's current projects will be funded by available resources and include:

Revitalization of Exterior Secondary school building: Paved Parking Area, Renovation concrete stairs, Landscaping, Grading, and Sidewalks.

# QUALIFICATION BASED SELECTION PROCEDURE

**PURPOSE OF PROCEDURE**

Each firm submitting a proposal in response to this RFQ is referred to herein as a "Respondent". The District's "Qualification Based Selection Procedure" QBSP, as identified below, is meant to comply with Idaho Code 67 2320. This QBSP provides for an orderly process of:

1. Solicitation of professional qualifications,
2. Evaluation and ranking of firms submitting proposals in response to the RFQ,
3. Establishment of a ranked list of acceptable Respondents, and
4. Negotiation of a contract covering scope of services, fees and other material terms.

# TIMELINE

RFQ First Notice Publication: October 08, 2025

RFQ Second Notice Publication: October 15, 2025

Tour Facilities: Upon Request

RFQ Responses Due: October 29, 2025 by 12 00 pm MDT

Evaluation and Ranking by Evaluation Committee: October 30, 2025 from 2 5 pm MDT

Final Ranking and Selection by Board of Trustees: November 03, 2025

**Note:** The report of the Evaluation Committee to the District Board of Trustees may include a ranking of qualified Respondents with a recommendation for selection, or a recommendation that the District Board of Trustees interview qualified Respondents before a final ranking and selection is made.

# PROPOSAL FORMAT CONTENT

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

**General Information**

Cover Letter Respondent Content Discretion) -- 1) page.

General Architectural Services Qualification Statement -- 1) page.

Identification of which Projects the Respondent will submit proposals for

**Company Profile**

Describe your firm's history, size, resources, philosophy of service, volume of current work, and management techniques and methods.

History, Size, Resources - 2) pages.

Philosophy of Service and Volume of Current Work -- 1) page.

 Management Techniques and Methods -- 1) page.

**Approach to Project and Team Organization**

1. Describe your approach to providing the required services for the Projects.
2. Discuss how you provide leadership to facilitate teamwork and communication.
3. Provide professional resume for the Lead Principal and Project Manager.
4. Provide brief description of consultant firms' experience in K 12 school projects.
5. Include organizational chart of the proposed project team.
6. Describe proposed roles and responsibilities of key personnel.

**Past Performance**

1. Briefly describe other projects executed by your firm that demonstrate relevant experience.
2. For each project listed, include contact information for references.
3. List all Idaho School Districts for which you have performed similar work in the past ten years.

**Specific Information**

1. Describe your experience in facilitating preliminary planning processes.
2. Provide summary of experience working with Districts during approval processes.
3. Describe experience working with local building jurisdictions and Idaho Department of Building Safety.

# EVALUATION CRITERIA

Submittal will be rated by the following point evaluation method:

General Information: Mandatory

Company Profile: 15 Points

Approach to Project and Team Organization: 30 Points

Past Performance: 30 Points

Specific Information: 20 Points

Evaluator's Discretionary Rating: 15 Points

# SELECTION PROCEDURE

Preference will be given to Respondents having local construction knowledge and experience. An Evaluation Committee appointed by the District will evaluate all proposals, tabulate the results, and prepare a shortlist of acceptable ranked Respondents for potential interview by the District Board of Trustees.

The District will seek to negotiate a contract with the highest ranked Respondent. If unable to reach agreement, the District may terminate negotiations and commence negotiations with the second highest ranked Respondent.

# PROPOSAL SUBMISSION PROCEDURES

Written proposals to this RFQ will be accepted at the Bliss School District Office, P.O. Box 115, 601 US HWY 30, Bliss, Idaho 83314 until 12 00 pm, MDT, October 29, 2025.

Submittals shall include four (4) copies of the proposal. Proposals must be sealed in an opaque package and clearly marked: "Request for Qualifications, Architectural Services".

Proposals shall be composed of not more than thirty (30) numbered pages, bound, single sided 8½" x 11", and printed in at least twelve (12) point font.

Questions regarding the Projects or this RFQ may be directed to:

**Matt Valadao, Superintendent of Schools**

**Bethany Mattix, District Clerk**

P.O. Box 115, 601 US HWY 30, Bliss, Idaho 83314

Phone 208 352 4445, Fax 208 352 1954

matt.valadao@bliss234.org, Bethany.mattix@bliss234.org

# PROPOSAL GUIDELINES

The 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.

All Proposals and other materials will become the property of the District.

All Information contained in this RFQ and acceptable provisions of the selected Respondent's proposal will be made a part of the executed contract for services.

The District reserves the rights to waive any informalities or irregularities and reject any or all proposals received as a result of this RFQ.