

**JEFFERSON JOINT
SCHOOL DISTRICT #251**

REQUEST FOR QUALIFICATIONS

**MECHANICAL, ELECTRICAL, AND PLUMBING
CONSULTING SERVICES**

Return this completed RFQ Proposal to:

Jefferson School District #251
Bryce Bronson, Business Manager
3850 East 300 North
Rigby, ID 83442

Office (208) 745-6693
bbronson@sd251.org

***TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED IN THE DISTRICT
OFFICE BY 1 P.M. (MST) April 21st, 2025***

Jefferson Joint SD #251 is seeking proposals from qualified engineering firms to provide mechanical, electrical, and plumbing consulting services.

SCOPE of PROJECTS

The projected project scope consists of providing comprehensive MEP Engineering services for the design, bid management, and project management of the replacement of the existing HVAC system in Rigby Middle School.

Project will be funded from HB512, School Modernization Facilities Funds, in the range of \$1 - 3 million.

SCOPE OF SERVICES

The district anticipates that the selected firm will provide a basic complement of MEP consulting services.

PROPOSAL FORMAT, CONTENT AND EVALUATION CRITERIA

All proposals shall comply with the attached two-page format. Respondents are encouraged to be as clear and concise as possible, avoiding standardized or 'boiler-plate' information. Proposers are encouraged to identify those unique qualities that their firm can bring to these projects. Proposals five (5) originals shall be composed of not more than twenty (20) bound single-sided 8½" x 11", numbered pages and printed at least in a twelve (12) point font.

Jefferson Joint SD #251 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 associated materials will become the property of the School District. All information contained in this RFQ may be made a part of the executed agreement of services, at the discretion of Jefferson Joint SD #251.

The Jefferson Joint School District No. 251 reserves the right to:

- Waive any informalities or irregularities and reject any or all proposals as a result of this RFQ,
- Select all or part of the respondent's proposal,
- Select one or more firms to perform basic architectural services,
- Negotiate changes in the scope of the work or services to be provided,
- Change the scope of projects as listed on page one of this document,
- Conduct investigations required to determine the respondent's performance, record and ability to perform the assignment as a part of this RFQ, and
- Negotiate separately with any source in a legal manner that is deemed to be in the best interests of Jefferson Joint SD #251.

*To be considered — proposals must be received in the Jefferson Joint School District Office **on or before** 1 p.m. (MST) April 21st, 2025. Two (2) firms will then be short-listed for the School District to interview and to make further reference calls*

Please **do not** contact any Board members or any Staff during this architectural qualification selection process. All RFQ inquiries are to be made directly through:

Bryce Bronson, Business Manager
3850 East 300 North
Rigby, ID 83442
Office (208) 745-6693
bbronson@sd251.org

Eric Jensen, Facilities Director
3850 East 300 North
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ejensen@sd251.org