



Potlatch School District No. 285  
130 Sixth St.  
Potlatch, ID 83855-8757

District Office (208)875-0327  
Elementary School (208)875-1331  
Jr.-Sr. High School (208)875-1231  
FAX (208)875-2560

RFQForFootball Field Lighting Project

Request for Qualification

September 1, 2020

## Statement of Qualifications Deadline:

Monday, September 21, 2020 prior to 5:00 p.m.

**TO: Electrical Engineering and Lighting Companies**  
**FROM: Jeff Cirka, Superintendent, Potlatch School District**  
**SUBJECT: Replacement of existing Football Field lights and poles with Up-to-Date, energy-efficient, lighting and pole system.**

Submittals will be received at Potlatch School District office at 130 Sixth St. Potlatch, Idaho 83855 until Monday, September 21, 2020 at 5:00 pm, for athletic lighting services to Potlatch School District.

The proposed project requires expertise in Electrical Engineering, Electrical Design, and Energy Efficiency.

Questions that arise as a result of this RFP should be addressed to:

Jeff Cirka, Superintendent Potlatch School  
District 130 Sixth St.  
  
Potlatch, ID 83855  
(208) 875-0327  
jcirka@psd285.org

Program clarification and additional data may be requested by official Request for Information (RFI) only. Any RFI and/or responses, will be shared with all known respondents. Jeff Cirka or his designee will be responsible for overall Project Management of the RFQ process on behalf of Potlatch School District.

The project will be tentatively funded by the School District's capital Fund Balance. However, financial options, such as a tax-free municipal lease program, as well as other potential plans for outside financing will be investigated and will be administered according to State laws and guidelines.

Potlatch School District is an equal opportunity employer. All submittals become the property of Potlatch School District.



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Statements of Qualifications (SOQ) will be evaluated by Potlatch School District Evaluation Committee appointed and scored in accordance with the terms of this RFQ. The evaluation process is intended to identify those Proposers who, in the opinion of the Owner, are best qualified to execute successfully the design and subsequent construction of the Project based on the criteria identified in this RFQ.

## 1.0 Questions and Clarifications

All questions and requests for clarification regarding this RFQ shall be submitted to Potlatch School District electronically to the Point of Contact. No requests for additional information, clarification or any other communication should be directed to any other individual. If individuals other than the main contact are contacted, Potlatch School District will disqualify respondent.

The deadline for submission of a question or request for clarification will be 5:00 p.m., PST, September 14, 2020. Questions or clarifications requested after such time will not be answered, unless Potlatch School District elects, in its sole discretion, to do so.

Potlatch School District responses to questions or requests for clarification shall be in writing, and will be accomplished by an Addendum to this RFQ. Potlatch School District will not be bound by any oral communications, or written interpretations or clarifications that are not set forth in an Addendum.

Potlatch School District, at its sole discretion, shall have the right to seek clarifications from any Proposer to fully understand information contained in the SOQ necessary to help evaluate and rank the Proposers.



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## 2.0 Introduction

Potlatch School District is soliciting a Request for Qualification (RFQ) from qualified contractors interested in providing Electrical Engineering and Design services for the Potlatch School District in Potlatch, Idaho.

### REQUIRED SERVICES

The primary goal of this project is to remove the existing field lighting, located on the Football Field, and replacing them with a new, highly efficient lighting system. The Potlatch School District is looking for an energy efficient, durable, and cost-effective system to replace the current, non-efficient lighting system.

Project Requirements include, but are not limited to, the following:

1. Obtain Building Permits
2. Cost Analysis for the Project
3. Soil Surveying
4. Lighting Design
5. Structural Engineering
6. Electrical Engineering
7. Demolition of Existing Lighting Materials and Structures
8. Electrical Service Upgrades
9. Adding of New Poles, Mounts, Fixtures, and Controls
10. Excavation/ Repouring of Concrete
11. Installation of Wiring, Conduit, and other Electrical Materials
12. Backfilling of Ground and Reseeding of Grass.

The successful proposer must provide the following:

1. Licensure to work in the state of Idaho
2. A minimum of three (3) references from prior clients. Preferably one reference from a client with a similar project as the Potlatch School District.
3. A list of projects completed in the last two (2) years around the area or region. Solid track record of work performance.



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## 3.0 Proposal Content

### 3.1 Basic Qualifications

Applicants will provide basic data relative to firm's size, history, local personnel (Potlatch, Moscow, Lewiston, Clarkston, Pullman and Spokane area), proven work "track record". Individual resumes, awards, associations, etc. may be included. Specifically identify the contracting firm's makeup as to sole proprietorship, partnership, Professional Corporation and any relationships that include joint ventures, associations, or other special or unique relationships.

**PLEASE NOTE: Two or more firms/companies can work together and offer a joint bid, utilizing the expertise of both companies, in order to complete the project.**

Potlatch School District reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, client and bank references, and interviews with past clients and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

Proposers will be able to start project by Fall, 2020 and complete project by the Spring of 2021.

#### **Specific Qualifications:**

List Contractors/Engineers local team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks and responsibilities, the amount of their involvement and responsibilities during the project, including both design and build phases. Provide qualifications for each.



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### 3.2 Approach to Project:

Describe your overall approach to delivering projects, maximizing the value of the design-build delivery and building a highly collaborative and effective project team, including:

- a. Your design process and how you will work with the Potlatch School District.
- b. Your approach to addressing the detailed needs of Potlatch School District.
- c. Your approach to overall project management that promote effective decision making, effective communications, risk and safety management, quality management, and predictable outcomes.
- d. Your approach to overall quality control, including day-to-day review, reporting and follow up to assure quality construction.
- e. Your approach to project safety. It is important that the responding firm has a documented safety program and monitors it continuously for safety of its employees and for the safety of the Potlatch School District.
- f. Provide cost for services - construction/demolition, materials & equipment, license fees, labor, etc.

### 3.3 Special Requirements

None at this time

### 3.4 Format

The proposal should be clear and to the point. Emphasis should be placed on specific qualifications of the people who actually perform the project and the approach to designing this specific project. Performance on past projects is a highly important factor. In Contractors/Engineers Cover Letter, include the email address of the team's primary contact person(s).

### 4.0 Evaluation

An evaluation committee consisting of persons from Potlatch School District will rank the proposals. Potlatch School District reserves the right to request a formal interview of respondents prior to final award.



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## 5.0 Award

Based on the results of above, Potlatch School District will determine schedule with the approved finalist. Preliminary schedule would include:

- Construction/Engineering Agreement Negotiation and Coordination
- Potlatch School District and Contractor/Engineer Selection meeting - to include Project Proposal and Schedule
- Project Proposal presentation
- Final Proposal Approval
- Design/Construction Schedule and Documentation
- Design/Construction Costs

Potlatch School District reserves the right to reject any or all proposals as a result of this project.