



624 F Street – PO Box 426 – Rupert, ID 83350 – 208-436-9600 – Fax 208-436-9920

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**Request for Statement of Qualifications  
Design – Build Services for Rupert Fire Station**

The City of Rupert, Idaho in accordance with Idaho Code Section 67-2320, is accepting sealed Statements of Qualifications (SOQ) from Design- Build firms interested in working with the City of Rupert for the planning, design, and construction of a new fire station located in Rupert, Idaho. This Request for Qualifications is not a contract or a commitment of any kind by Owner and does not commit the City to award a contract. **Responses will be accepted until December 1, 2023 at 2:00pm.**

Submit one (1) bound copies, and one (1) electronic copy in PDF format. Clearly mark the outside sealed envelope with the firm’s name and address and **"RFQ Rupert Fire Station Project"**  
Deliver to:

US Postal Service:  
City of Rupert  
PO Box 426  
Rupert, ID 83350

Delivery/Courier:  
City of Rupert  
624 F Street  
Rupert, ID 83350

Any questions regarding the project RFQ should be directed to Roger Davis, City of Rupert Fire Chief / Public Works Director, 208-436-9600 or [roger.davis@rupert.id.us](mailto:roger.davis@rupert.id.us) – subject “New Fire Station” Additional information can be found on the City or Rupert’s website <https://www.rupert-idaho.com>

Submittal Information Requested/Qualifications:

1. **Qualifications of the Firm, Project Manager, and Other Team Members (30 points)** – provide roles, availability, and experience of the personnel that would be involved with this project. Provide relevant qualifications, experience and availability of the project manager chosen by your firm for this specific project.
2. **Relevant Project Experience and Project Schedule (30 points)** – list and describe similar relevant projects performed by the team members and their specific project roles. Relevant projects may include metal buildings built to suit, previous fire stations, other buildings constructed for municipalities. Describe project approach, proposed methods, and anticipated typical time line to complete project.
3. **References (30 points)** – Provide a list of references; identify a contact person of each project along with contact name, and phone number. Selected references may be contacted.

4. **Geographic Considerations (10 points)** – provide physical location of team members, qualifications, the methods of remote communication and the ability to conduct construction of the facility in Rupert, Idaho.
5. **Selection Committee – optional (50 points)** – Firms may be asked to make presentations covering their relevant experience, their understanding of the project’s requirements and their own approach to designing and supervising the job.

An agreement for construction will be on a fixed-price basis with payment terms to be negotiated with the selected offeror. The City of Rupert reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. Should any bidding result, the Owner reserves the right to reject any or all bids, to award separate sections, to waive formalities, and/or to reject non-conforming, non-responsive, or conditional bids.

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