



POUDRE SCHOOL DISTRICT R-1

Request for Qualifications

On-call Engineering and Architecture Services

RFQ #27-700-002

RFQ SCHEDULE

RFQ Issued

October 2, 2026

Questions Due

October 12, 2026 @ 2 p.m. MT

RFQ Closing Date

October 22, 2026@ 2 p.m. MT

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REQUEST FOR QUALIFICATIONS

On-call Engineering and Architecture Services

RFQ 27-700-002

Poudre School District R-1 (the “District”) is requesting qualifications from professional and qualified vendors (“Vendor”) to provide engineering and architectural design services to meet the District’s needs as described in this Request for Qualifications (“RFQ”). All interested vendors are invited to submit a response in accordance with the policies and procedures set forth herein.

The District shall provide copies of this RFQ to vendors through the electronic solicitation platform www.bidnetdirect.com (“BidNet”) where registered vendors are required to submit their electronic RFQ response along with the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District’s primary contact with respect to this RFQ and the vendor’s response thereto. The District may provide copies of this RFQ to other vendors upon request, who are also requested to provide the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District’s primary contact with respect to this RFQ and their response thereto.

Questions regarding this RFQ must be in writing and may only be directed to the District via BidNet any time after the issuance of this RFQ through and including **2:00 p.m. MT on October 12, 2026**. Questions received after the date/time and/or not submitted electronically through BidNet may not be addressed.

Note: Each question must be submitted individually. Multiple questions per entry may not be answered.

The District will only accept and consider electronically submitted Bids from vendors, which must be submitted and received in BidNet on or before **2:00 p.m. MST on October 22, 2026**, at which time the submission portal will close, and no further submissions will be allowed or considered. It is the sole responsibility of the service provider to see that the bids are submitted through BidNet by the submission deadline.

All aspects of this solicitation are managed centrally through the Finance department and direct inquiries to schools or other departments are not permitted.

Sales Prohibited/Conflict of Interest: No officer, employee, or member of the School Board, shall have a financial interest in the sale to the District of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory

authority over the services to be rendered. This rule also applies to subcontracts with the District.

Soliciting or accepting any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with the District is prohibited.

Collusive or sham proposals: Any proposal deemed to be collusive, or a sham proposal will be rejected and reported to authorities as such. Your authorized signature on this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

The District reserves the right to reject any and all proposals and to waive any irregularities or informalities.

Sincerely,

Ivy Sipes
Senior Sourcing Contracting Analyst
Strategic Sourcing & Contracting Department
isipes@psdschools.org

1.0 BACKGROUND AND CONTEXT

It is the intention of the District to create a short-list of prequalified vendors who can perform architecture and engineering services throughout the school year for summer construction projects. Each project will be on an as-needed basis and have yet to be fully determined.

Vendors may submit a proposal for one or more portions of the requested services identified in Section 1.0 of the Scope of Work and included in this RFQ as Attachment A. Vendors are not required to respond to all portions of the Scope of Work to be considered for prequalification.

This solicitation does not guarantee any awarded vendor a specific project, minimum quantity of work, or expenditure of funds. Any resulting award establishes only the vendor's eligibility to provide services or goods under the contract. All work shall be performed solely at the District's discretion and on an as-needed basis.

Each prequalified vendor will be invited to submit a formal pricing quote for each individual project. Each project will be awarded to the vendor offering the lowest responsive bid.

2.0 SCOPE OF WORK AND SPECIFICATIONS

The District is requesting submissions from responsible and responsive Vendors in accordance with the scope and minimum vendor qualifications specified in Attachment A.

Services will be completed throughout the year on a as-needed basis, but most services will be completed over the District's school year in preparation for summer construction projects.

The 2026-27 school year is included to this RFQ as Attachment B.

3.0 SUBMITTAL REQUIREMENTS

As set forth in more detail below, the District is requiring the following information from all potential Vendors as part of their response as it relates to the content of this RFQ:

- 3.1 All Vendors must describe how they will address the Scope of Work and Specifications as outlined in Attachment A.
- 3.2 All Vendors must provide the following information:
 - 3.2.1 Legal business name and structure

3.2.2 Primary contact person

3.2.3 Company overview and experience in Attachment A.

3.2.4 Detailed responses to the scope of services items listed in Attachment A.

3.2.4.1 Submissions should include a summary which meets the following minimum vendor qualifications:

- Five (5) years of documented experience operating as a General Contractor.
- Successful completion of at least three (3) K-12 construction projects within the previous five (5) years with similar scope and budget.
- Demonstrated experience providing professional services for existing, occupied, or operational facilities.
- Demonstrated experience with renovation, repair, replacement, or improvement projects involving existing building or site conditions.
- Demonstrated quality-control and interdisciplinary coordination procedures.
- Demonstrated ability to develop and maintain project schedules and meet required design and construction milestones.
- Demonstrated ability to provide cost-conscious design solutions and support development of projects within established District budgets.
- Demonstrated history of satisfactory performance related to design quality, technical accuracy, communication, coordination, schedule, budget, construction administration, and responsiveness.
- Demonstrated experience providing active construction administration through completion and closeout of construction projects.

- personnel, subcontractor resources, equipment, and organizational capacity to support District construction projects.

3.2.4.2 Submissions must include in detail a list of the following:

- Appropriately qualified and licensed professionals for each discipline of work being performed.
- Of sufficient qualified personnel and organizational capacity to support District assignments appropriate to the disciplines for which prequalification is requested.

3.3 Vendors must provide a letter addressing the following considerations:

3.3.1 Summary of previous work for the District, if any.

3.3.2 Whether the Vendor or any of its principals has ever declared bankruptcy under their current names or former names.

3.3.3 Whether the Vendor or any of its principals has ever made an assignment for the benefit of creditors.

3.3.4 Whether there are any unsatisfied judgements or liens against the Vendor or any of its principals.

3.4 All Vendors must fill out and submit the included Reference form in Section 8.0.

3.5 All Vendors must sign and submit the Proposal Certification Form in Section 9.0.

3.6 By signature of the Proposal Certification Form, contained within this RFQ, and accepted submission through BidNet to this solicitation, the Vendor certifies that submission of this RFQ is made without any previous understanding, agreement, or connection either with any persons, firms or corporations offering an RFQ for the same items or with the District.

3.7 Responses shall contain a signature of an authorized representative in the space provided on the Proposal Certification Form.

3.8 The Vendor through submission of the Proposal Certification Form certifies that this solicitation is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

- 3.9 Submission of a response is deemed as acceptance of all terms, conditions and specifications contained in the solicitation package initially provided to the Vendor.
- 3.10 It shall be the sole responsibility of the Vendor to ensure their submission is submitted through BidNet.

4.0 RFQ SELECTION PROCESS AND PROCEDURES

- 4.1 The District will approve multiple qualified vendors to create a list of approved Architectures and Engineers. Submissions will be evaluated by the District provided scoring matrix included in this RFQ as Attachment C.
- 4.2 Vendors may be precluded from the approved list for any, but not limited to, the following reasons:
 - 4.2.1 Misalignment with Poudre School District's values, mission, and operating principles.
 - 4.2.2 Vendor is unable to verify any or all of the required licenses and/or certifications needed for the scope of work.
 - 4.2.3 Failure to perform any services under the Agreement or this RFQ.
- 4.3 The District reserves the right to request additional information from vendors, which may include, but not be limited to, additional information via emails, presentations and/or interviews from selected vendors.
- 4.4 This RFQ does not commit the District to prequalify or contract with any Vendor that provides a response, or to pay any costs incurred by Vendors in responding to the RFQ or negotiating a contract. The District reserves the right to reject any and all responses to this RFQ at any point in the process, to waive any irregularities and/or informalities with respect to the RFQ procedures and deadlines, and to select the vendors whose responses it deems in its sole discretion to be in the best interest of the District. The prequalification of Vendors based on this RFQ is contingent upon the execution of a mutually acceptable agreement, a sample of which is provided as part of this Solicitation.
- 4.5 The District will create a short-list of vendors for each project and will request formal pricing quotes for each individual project.
 - 4.5.1 Each project will be awarded to the most responsive and responsible vendor who offers the lowest pricing per project.

- 4.5.2 The District reserves the right to award work based on factors other than pricing, including, but not limited to, vendor capacity, scheduling availability, specialized expertise, responsiveness, past performance, and any other considerations deemed to be in the best interest of the District.
- 4.6 For services requiring the Vendor's presence on District property, proof of insurance that meets insurance requirements set by the District must be provided and maintained throughout the term of the contract.
- 4.7 The District will provide access to the premises and related facilities for regular working hours or outside regular working hours and days as requested by the awarded vendor, and approved by the District.
- 4.8 The District reserves the right to request additional information or enter into an agreement with one (1) or more Vendors. The District may make such inquiries and conduct such investigations as it deems necessary to determine the qualifications and ability of the Vendor(s) to provide the services or products called for under the Solicitation and/or represented in the Vendor(s)'s response. Vendor(s) shall provide information in a timely manner to the District in connection with such inquiries and investigations.
- 4.9 The successful Vendor(s) will be required to enter into a negotiated agreement with the District prior to the start of work.
- 4.10 The agreement language will control over any language contained within this RFQ that conflicts with the signed and fully executed agreement.
- 4.11 For the purposes of solicitation evaluation, submitters must indicate any variances to the specifications and terms and conditions, no matter how slight. If variations are not stated in the submitter's response, it shall be construed that the proposal fully complies with the specifications and terms and conditions. Notwithstanding the above, it is hereby agreed and understood that the District reserves the right to reject these variations if they individually or, as a whole, do not meet the standards established in the specifications.
- 4.12 Modification to this document, exhibits or addenda will be considered invalid and will not be accepted in any format by the District, and may be cause for disqualification. Proposed modifications may be submitted through BidNet with the submission of a response to the solicitation. Proposed modifications are not considered as accepted unless formally accepted in writing by the Procurement Agent prior to the intent to award. Submission of a modification,

and an intent to award from a solicitation shall not be considered in any way, an acceptance of any proposed modifications by the Vendor.

- 4.13 The District reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or in its entirety this solicitation if it is deemed to be in the best interest of the District.

5.0 GENERAL TERMS AND CONDITIONS

- 5.1 Information and materials submitted in response to this solicitation may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that the vendor believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which the vendor believes they are confidential. The District, not vendor, shall determine whether information and materials so identified will be withheld as confidential, but will inform the vendor in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.
- 5.2 The District is a public-school district exempt from the payment of sales and use taxes under Colorado Tax Exempt No. 98-03335. A copy of the District's Certificate of Exemption issued by the Colorado Department of Revenue is available upon request. The District is exempt from city, county, and state sales and use tax and federal excise taxes or federal transportation taxes.
- 5.3 Each Vendor, its employees, representatives and subcontractors agree to abide by all applicable Federal, State and Local codes, laws, rules and regulations.
- 5.4 All issues regarding the formation, performance and/or legal enforcement of the contract shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for the resolution of any disputes arising out of or relating to the contract shall be in Larimer County, Colorado.
- 5.5 The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of such addenda will be distributed via BidNet. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
- 5.5.1 The Vendor shall be solely responsible for confirming receipt of all addenda prior to response submittal.

- 5.5.2 Amendments or clarifications to the submitted responses not requested by the District evaluation committee or Purchasing Agent will not be accepted, nor considered in awarding of the contract.
- 5.6 The District reserves the right to reject any and all responses to this solicitation at any point in the process, to waive any irregularities and/or informalities with respect to the solicitation procedures and deadlines, and to select the bidder whose response it deems in its sole discretion to be in the best interest of the District.
- 5.7 Vendor must provide all requested information. Failure to do so may result in rejection of the response at the option of the District.
- 5.8 Responses must meet or exceed specifications contained in the solicitation document.
- 5.9 Vendor agrees to furnish the products or services covered as a result of this solicitation in strict accordance with the District's specifications.
- 5.10 All information and supplemental documentation required in conjunction with this solicitation shall be furnished by the Vendor with their responses. If the Vendor fails to supply any required information or documents, their response may be considered non-responsive and ineligible for award.
- 5.11 The accuracy of the response is the sole responsibility of the Vendor. No changes in the response shall be allowed after the submission deadline, except when the Vendor can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
- 5.12 The apparent silence or omissions within this solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
- 5.13 The award of this solicitation to selected proposals is contingent upon the execution of a mutually acceptable agreements.
- 5.14 The District may, at its sole and absolute discretion:
- 5.14.1 Reject any and all or parts of any or all responses submitted by prospective Vendors;
- 5.14.2 Re-advertise this solicitation;

- 5.14.3 Postpone or cancel the solicitation process for this solicitation;
 - 5.14.4 Waive any irregularities or technicalities that are not qualified as a requirement for responsiveness in this solicitation or in responses received in conjunction with this solicitation; and/or
 - 5.14.5 Determine the criteria and process whereby responses are evaluated and awarded.
- 5.15 Vendor shall provide the services under this RFQ as an independent contractor of the District. As such, Vendor shall have the right to determine how and by whom the Services will be provided and the right to provide the Services free from the direction and control of the District, subject to and consistent with the terms and conditions of a District issued purchase order or agreement.
- 5.15.1 Vendor shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees (if any) in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for its employees (if any) in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, workers' compensation, unemployment compensation, and Social Security benefits; and (c) all payments to its contractors and subcontractors for goods and/or services directly or indirectly related to this RFQ.
 - 5.15.2 Nothing in this Solicitation shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between Vendor and the District. Vendor is not a partner, agent or representative of the District and shall not represent itself to be a partner, agent or representative of the District. The District is not a partner, agent or representative of Vendor and shall not represent itself to be a partner, agent or representative of Vendor.
 - 5.15.3 Vendor shall not attempt or purport to extend the faith and credit of the District to any third party, person or entity. Vendor acknowledges and agrees that it has no authority to enter into any contract with a third party that would bind or in any way obligate the District. The District shall not attempt or purport to extend the faith and credit of Vendor to any third party, person or entity. The District acknowledges and agrees that it has no authority to enter into any contract with a third party that would bind or in any way obligate Vendor.

- 5.16 The Vendor shall not assign an agreement, as a result of this solicitation, or any of its rights, interests or obligations without the prior written consent of the District. The consent may be withheld for any reason or no reason as determined by the District in its sole discretion.
- 5.17 It is agreed that no otherwise qualified vendor shall be excluded from participating in, be denied the benefits of, or be subject to discrimination, including harassment, under any provision of this RFQ on the basis of race; creed; color; national origin; age; sex; pregnancy; physical recovery from childbirth or a related condition; sexual orientation; marital status; veteran status; religion; genetic information; gender expression; gender identity; ancestry; or disability.
- 5.18 Vendors may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for the proposal evaluation purposes.
- 5.19 **Invoicing.** The District utilizes an online vendor portal to collect, validate, and manage vendor information, including but not limited to tax identification verification, sanction monitoring, receipt of W-9 and other required forms. Prior to the issuance of a purchase order or payment, the Contractor will be required to complete the online registration process through the online vendor portal, which shall include the Contractor providing all required documentation, and receiving approval of the submission of all documentation, including but not limited to, taxpayer identification number and bank account verification.
- 5.19.1 Invoices for Services provided shall be submitted directly to Accounts Payable in the District's Finance department within thirty (30) days of completion of Services. Invoices for such Services shall include (a) date on which Services were provided, (b) the District Location for which the Service were provided, (c) details of Products delivered, (d) and purchase order number, if applicable. All invoices must be submitted within 30 days of fiscal year end June 30 and may not include items received by the District outside of the fiscal year July 1 – June 30.
- 5.19.2 Invoices received from the Vendor pursuant to this Agreement will be reviewed and approved by the District's representative, indicating that services have been rendered in conformity with the Agreement and then will be sent to the Finance Department for payment. Payment for Services not approved by the District in writing shall not be considered valid and the District will not be responsible for covering associated costs. Invoices will generally be paid within thirty (30) days following the District representative's approval.

- 5.19.3 Invoices must be formatted and written in such a way that the District's Finance Department can align pricing with the formal pricing quote or estimate, the purchase order and agreement at time of invoice submission.
- 5.19.4 Invoices which do not conform with the agreement will be paid thirty (30) days from receipt of a revised and corrected invoice.
- 5.19.5 Invoices shall be sent to ap@psdschools.org.
- 5.19.6 The District is a political subdivision of the State of Colorado and considered a governmental entity for tax classification purposes. The District is exempt from city, county, and state sales tax. The District's state tax exempt number is 98-03335 and the District's Federal Tax Identification Number (TIN) is 84-6013733.
- 5.19.7 If the contract results in the right to use an asset, the Vendor shall provide the District, if requested, documentation necessary to facilitate the District's compliance with the Governmental Accounting Standards Board ("GASB") issued GASB Statement No. 87, Leases.
- 5.20 Final award is contingent upon complete execution of a successfully negotiated agreement between the District and the Vendor.
- 5.20.1 At the option of the District, any awarded agreement may be extended beyond the first term for up to four (4) additional one-year terms, upon a written mutually agreed upon amendment for each one-year term.
- 5.20.2 Notwithstanding any other term or provision of this RFQ, the District's obligations hereunder are expressly subject to its budgeting and appropriation of sufficient funds for each fiscal year (July 1 - June 30) an agreement is in effect. In no event shall the District's obligations in an agreement constitute a multiple-fiscal year direct or indirect debt or other financial obligation under Article X, Section 20(4)(b) of the Colorado Constitution.
- 5.21 **Governing Law.** All issues regarding the formation, performance and/or legal enforcement of the Contract shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for the resolution of any disputes arising out of or relating to the Contract shall be in Larimer County, Colorado.
- 5.22 **Equal Opportunity.** It is agreed that no otherwise qualified Vendor shall be excluded from participating in, be denied the benefits of, or be subject to

discrimination, including harassment, under any provision of this Agreement on the basis of race; creed; color; national origin; age; sex; pregnancy; physical recovery from childbirth or a related condition; sexual orientation; marital status; veteran status; religion; genetic information; gender expression; gender identity; ancestry; or disability.

- 5.23 **Indemnification.** The Vendor shall indemnify and hold harmless the District and the District's Board members, employees, representatives and agents from and against any and all liability arising from any suit, action, third party claims, grievance, or proceeding, including all attorneys' fees, costs and expenses, incurred as a result of any negligent or intentional act or omission by Vendor, or its employees, agents, Subcontractors, or assignees related to the terms of this Agreement and any Services provided under this Agreement.
- 5.24 **Governmental Immunity.** It is specifically understood and agreed that nothing contained in this Agreement shall be construed as an express or implied waiver by the District of any of the immunities, rights, benefits, protections, or other provisions of the Colorado Constitution or Governmental Immunity Act, C.R.S. §§ 24-10-101 et seq, as now or hereafter amended.

6.0 INSURANCE REQUIREMENTS

- 6.1 Vendor shall procure and maintain the required insurance as specified in Attachment D.

7.0 COOPERATIVE PURCHASING EFFORTS

- 7.1 The District is a member of, or affiliated with, several regional professional procurement organizations within Colorado and Wyoming. These organizations are comprised of governmental purchasing agents, or agency representatives responsible for the purchasing function. These organizations include:
- 7.1.1 Colorado Educational Purchasing Council (CEPC) - A cooperative purchasing organization comprised of purchasing agents/buyers representing all Colorado public school districts.
- 7.1.2 Multiple Assembly of Procurement Officials (MAPO) - A cooperative purchasing organization comprised of procurement representatives from state, county, municipal, governments, special districts, or school districts along the front range of the Rocky Mountains in Colorado.
- 7.1.3 Rocky Mountain Governmental Purchasing Association (RMGPA) - A chapter member of the National Institute of Governmental Purchasing

(NIGP), consisting of public procurement professionals and their representative agencies which include approximately 100 state, county, and municipal governments; school districts and higher education; and other special districts.

- 7.1.4 Members of these organizations, at their discretion, may request use of the contracts or awards that result from this solicitation. Each governmental entity which uses a contract resulting from this solicitation would establish its own contract, issue its own orders, schedule deliveries, be invoiced individually, make its own payments, and issue its own exemption certificates as required by the Vendor. It is understood and agreed that the Poudre School District R-1 is not a legally binding party to any contractual agreement made between another governmental entity and the Vendor as a result of this solicitation. The District shall not be liable for any costs or damages incurred by any other entity. Usage by any other entity shall not have a negative impact on the District in the current term or in any future terms.

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8.0 REFERENCES

List three (3) references for which your company has completed similar services for projects of similar scope. Colorado K-12 public school references are preferred, if available.

Company Name _____

Address _____

Contact Person _____

Telephone _____

Email _____

Describe type of work/service performed or items supplied _____

Company Name _____

Address _____

Contact Person _____

Telephone _____

Email _____

Describe type of work/service performed or items supplied _____

Company Name _____

Address _____

Contact Person _____

Telephone _____

Email _____

Describe type of work/service performed or items supplied _____

9.0 QUALIFICATION CERTIFICATION FORM**RFQ 27-700-002****On-call Engineering and Architecture Services**

The District will only accept and consider electronically submitted bids from Vendors, which must be submitted and received in the www.bidnetdirect.com electronic solicitation portal on or before **October 22, 2026, 2:00 p.m. MT.**

Confirm the Q&A Document/Addenda have been received. The modifications to the Bid Documents noted in all Addenda issued have been considered and all costs are included in the submitted pricing. It is the responsibility of the Vendor to confirm all project Addenda have been received and included in the submitted Bid (and list them below).

Q&A/Addendum # _____ Dated _____ Signature _____
Q&A/Addendum # _____ Dated _____ Signature _____

The undersigned hereby affirms that:

- Vendor is a duly authorized agent of the company issuing this proposal and that all information provided in the proposal is true and accurate.
- Vendor has read the conditions and technical specifications, which were made available to the company in conjunction with this RFQ, and fully understands and accepts these terms unless specific variations have been expressly listed in the proposal.
- Vendor will adhere to all terms and conditions and provide, at a minimum, all services as expressed in the RFQ and/or the company's proposal responding to the RFQ.
- Vendor meets or exceeds all of the required criteria as specified by this RFQ, or if not, has submitted a Justification for Consideration addressing any failure to meet the criteria.
- Vendor's proposal is being offered independently of any other Vendor and in full compliance with the terms specified in the RFQ.
- Vendor will accept any awards made to it, as a result of this RFQ for a minimum of ninety (90) calendar days following the date of award notification.

Company Name: _____

Signature of Agent: _____

Printed Name: _____

Title: _____

E-mail address: _____

Mailing address:_____

Phone Number:_____

Contact Person:_____

(If different from Agent – include e-mail address and phone number)

NOTE: Proposals submitted without the signature of an authorized agent of the company may be considered non-responsive and ineligible for the award.