

COLLEGE OF WESTERN IDAHO REQUEST FOR QUALIFICATIONS

RFQ 01-2026 Nampa Campus Master Plan

QUALIFICATIONS DUE: March 5th, 2026, by 5pm.

Physical or Electronic Delivery Address:

Attn: Thayne Pearson – RFQ 01-2026 Nampa Campus Master Plan
College of Western Idaho
5500 E. Opportunity Dr.,
Nampa, ID 83687

or

As PDF Attachment
Subject: RFQ 01-2025 Design Services
Email: thaynepearson@cwi.edu
CC: contract@cwi.edu

RFQ document is available at: <http://cwi.edu/info/procurement-division-contracts-purchasing>

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REQUEST FOR QUALIFICATIONS – MASTER PLANNING SERVICES

1. INTRODUCTION

The College of Western Idaho (“CWI” or “College”) is a public, open-access and comprehensive community college, providing higher education programs to residents of Western Idaho, with facilities currently located in Nampa and Boise, Idaho. CWI is committed to providing affordable access to quality teaching and learning. The College offers a full range of academic and professional-technical courses leading to an Associate of Arts or Science degree, transfer degrees, professional-technical degrees, continuing education, and certificates. It also offers basic academic skills to help prepare for a GED, dual credit for high school students, and fast-track career training for working professionals.

1.1. PROJECT DESCRIPTION

The College of Western Idaho (CWI) is seeking proposals from qualified firms to develop a comprehensive Master Development Plan for the Nampa Campus, including the Aspen Creek property, Ford Idaho Center property, and Nampa Micron Education Center. This effort is intended to guide future growth and ensure that CWI’s facilities function as a cohesive, connected campus environment.

CWI has recently acquired the Ford Idaho Center (FIC) property, which includes approximately 90 acres and multiple entertainment and event venues. The Master Development Plan should integrate the FIC property with existing and future CWI facilities, creating a unified campus framework that supports academic programs, student life, and meaningful engagement with the surrounding community.

The Master Development Plan shall provide both short-term and long-term development strategies and be closely coordinated with the CWI Academic Master Plan, ensuring alignment with the College’s mission and vision. Final deliverables shall include both written and visual digital formats, with CWI retaining ownership and usage rights to all reports, graphics, and associated imagery. See Attachment 1, Scope of Work.

AUTHORITY

This RFQ for public works construction design services is issued pursuant to Idaho Code 67-2806, Idaho Code Section 67-2320(2) and Idaho Code 54-4501 et seq. All qualifications submitted in response to this solicitation shall be subject to Idaho state law. Both state and federal law prohibits bribes, gratuities, and kickbacks. All responses to this RFQ become the property of the College and will be available for public records requests upon completion of the contract negotiation process unless exempt under the law. See Public Records below.

Response to this RFQ is voluntary and does not constitute a commitment, implied or otherwise, for CWI to take procurement action in this matter. The College will not be responsible for any costs incurred in furnishing this information. CWI requests that no copyrighted information, or personally identifiable information, be submitted in response to this RFQ.

2. INSTRUCTIONS TO PROPOSERS

2.1. LOCATION OF RFQ 01-2026

This RFQ document is available at: <http://cwi.edu/info/procurement-division-contracts-purchasing>

2.2. SCHEDULE OF EVENTS

| Date and Time* | |
|--|--|
| Request for Qualifications Issued and Advertised | February 6th and February 13th, 2026 |
| Qualifications Due | March 5th, 2026 |
| Qualification Evaluation Period | March 6th – March 20, 2026 |
| Select Best Qualifier for negotiation. | By end of March 2026 |
| <i>*Noted dates and times are tentative and subject to change.</i> | |

2.3. SUBMISSION INSTRUCTIONS

All submissions may be sent physically or electronically to:

Attn: Thayne Pearson – RFQ 01-2026 Nampa Campus Master Plan
College of Western Idaho
5500 E. Opportunity Dr.,
Nampa, ID 83687

or

Sent as PDF Attachment
Subject: RFQ 01-2026 Nampa Campus Master Plan
Email: thaynepearson@cwi.edu
CC: contract@cwi.edu

Respondents may email Thayne Pearson to verify CWI's receipt of their qualifications.

Once submissions are received, CWI representatives may reach out to Respondents for clarification communication. Any communications will be considered unofficial and non-binding on CWI.

Proposals received after the designated time and date indicated will not be considered for evaluation.

2.4. ERRORS IN QUALIFICATIONS

CWI will not be liable for any errors in materials submitted. Modifications to qualifications will not be accepted after the deadline.

2.5. WITHDRAWING QUALIFICATIONS

Qualifications may be withdrawn at any time prior to the deadline by submitting an email to thaynepearson@cwi.edu sent by an authorized representative of the Respondents Company. After withdrawing qualifications, the Respondent may submit another set of qualifications at any time prior to the due date.

2.6. LIMITATIONS

Neither CWI nor any agent on behalf of CWI will be obligated in any way by any submittal to this RFQ. The issuance of this RFQ does not constitute an assurance by the College that any contract will be entered into by CWI. CWI expressly reserves the right to within its sole discretion:

1. Request additional information and data from any or all Respondents.
2. Supplement, amend, or otherwise modify the RFQ, its requirements for acceptance or cancel this request with or without the substitution of another RFQ.
3. Disqualify any Respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
4. Disqualify any Respondent based on any real or apparent conflict of interest, as determined solely by CWI.
5. Disqualify any Respondent based on past performance on other projects.
6. College shall have the sole discretion to select one or none of the Respondent to provide the services, or portions thereof, as described in this RFQ.

2.7. PUBLIC RECORDS

Pursuant to Idaho Code section 74-101 et seq., information or documents received by CWI may be open to public inspection and copying following the announcement of a contract award, unless exempt from disclosure. If a submission contains any information that is considered exempt under Idaho Code 74-101 et seq., such information must be clearly marked with the following clause:

“This information is exempt under the Idaho Public Records Act.”

Respondent must provide the applicable Idaho code supporting the exemptions. College assumes no liability for disclosure of proprietary material submitted by the Respondent. If the exempt status of this information submitted is challenged, the information will not be released until the Respondent has been

notified of the challenge and has been given the opportunity to respond. Respondents agree to defend and hold CWI harmless from and against any disputes arising from their designation of information as exempt and to indemnify CWI for any costs, attorney fees, and penalties incurred by CWI related to any such dispute. Variation of this term is not offered.

A Respondent shall not label an entire document as “exempt” merely because a portion of that document is or may be a trade secret. If a submission is marked as “exempt” in its entirety, it will be considered public record in its entirety, and will be disclosed, if requested.

3. SUBMITTAL REQUIREMENTS

3.1. SUBMISSION FORMAT

Each official response shall clearly indicate the name, phone number, and email address of the firm contact(s) responsible for the submission, along with the company name, address, phone number, contact email, and web address.

Companies responding to this RFQ are responsible for all costs associated with preparing their qualification submissions, answering all questions, and providing the College with requested information. The College is under no obligation to incur or reimburse any Respondents for any submission costs.

3.2. SUBMISSION CONTENT REQUIREMENTS

Submissions must respond directly to all requirements and questions posed in these sections of this RFQ and comment on capabilities to meet such requirements. The emphasis should be on clarity and brevity. Any additional material that an Respondent deems necessary should be attached as appendices.

3.2.1. Qualification Statement Content

- A. Design Team’s Organization Information: Provide the information request in APPENDIX A. This document must be signed, dated, and included with your submission. The signature may be either a wet signature or completed electronically. Alternative formats may be used, however, all information requested must be provided.

The College reserves the right to investigate and confirm any Respondent’s financial stability. This may include reviewing financial statements, bank references, and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejecting a response submittal.

- B. Team Member Qualifications: List the key personnel expected to be part of your team.

Describe who will perform the various tasks, the amount of involvement and responsibilities, their qualifications, education, training, and relevant special expertise in project type. Include relevant knowledge of local area and design standards in particular. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope and/or type.

- C. Technical Approach to Project: Include a statement of your firm's approach Attachment X – Scope of work. It must include design philosophy, understanding of the program, challenges, and opportunities as well as alternative concepts and methods that might be explored.
- D. Management Approach to Project: Describe the firm's management approach to the Master Plan including approaches to quality, time, and cost estimation base on Attachment 1 – Scope of Work. Include your approach to gathering stakeholder input and acceptance.
- E. Examples of Work: Renderings, photography, drawings, and applicable documents may be submitted as examples of your work. Each should include the project name, location, description, project owner, square footage, initial projected construction cost, final construction cost, date of substantial completion, and a reference/contact for each project. Samples may include projects that involve public works construction or public-private partnerships.
- F. Additional Required Information: Evaluators must be able to determine that the Respondent is responsible and has the resources and capacity to perform the resulting contract satisfactorily. Respondents, at a minimum, must meet the following requirements ***and state so*** in their submissions:
 - 1. Be qualified as an established contractor regularly engaged in the type of business necessary to fulfill the contract requirements.
 - 2. Identify key measures of the Respondent's financial strength (a letter from your accountant that your firm is financially in good standing).
 - 3. Disclosure of any conditions or foreseeable circumstances (e.g., mergers, acquisitions, etc.) that would have an adverse effect on its ability to honor all terms of the contract or service it can provide.
 - 4. Be able to comply with the required performance schedule, taking into consideration all existing business commitments.
 - 5. Have a satisfactory record of past performance (e.g., projects completed, completion timely, etc.).
 - 6. Have necessary personnel and management capable of performing requirements on a resulting contract.
 - 7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

G. Provide project schedule

1. Provide itemized schedule with suggested phases
 - Project Kickoff & Discovery
 - Existing Conditions & Analysis
 - Visioning & Engagement
 - Master Plan Development
 - Phasing & Implementation
 - Final Plan & Delivery

4. SUBMISSION EVALUATION AND AWARD

4.1. EVALUATION CRITERIA

An Evaluation Committee will evaluate and rank the firms deemed to be the most highly qualified to perform the required services. The CWI Evaluation Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the College. The initial ranking criteria will be weighted as follows:

| SECTION 3.2 CRITERIA | | MAXIMUM POINTS |
|-----------------------------|---|-----------------------|
| A | Design Team Organization – Sign & Attach Appendix A | 8 |
| B | Team Member Qualifications | 15 |
| C | Technical Approach to Project | 25 |
| D | Management Approach to Project | 25 |
| E | Examples of Work | 15 |
| F | Additional Required Information | 2 |
| G | Provide project schedule | 10 |
| | | TOTAL |
| | | 100 |

4.2. Normalized Scoring

The scores for the Respondents will be normalized as follows: The Technical Proposal with the highest raw technical score will receive all available Technical Points: 100 points. Other Proposals will be assigned a portion of the maximum available Technical Points, using the formula:

$$100 \times \frac{\text{raw score of technical Proposal being evaluated}}{\text{highest raw technical score.}}$$

4.3. Evaluation Conclusion

At the conclusion of the RFQ process, committee comments, and evaluation scores, as well as the contents of all submissions become public information. The CWI Evaluation Committee will carefully review all submissions and rank all qualified submissions according to their score. College will select for negotiation the highest-ranked entity best-qualified to perform services. When unable to negotiate a satisfactory contract or agreement with the highest-ranked person or firm, College reserves the right to formally terminate negotiations and undertake negotiations with the next highest-ranked person or firm or end selection process at that point in its sole discretion.

4.4. UNRESPONSIVE SUBMISSIONS

Submissions not meeting the following requirements may be deemed unresponsive and may not be afforded consideration if:

1. It does not specifically state that it offers all services specified in the RFQ.
2. the Respondent does not acknowledge that all services, terms, and conditions specified in this RFQ are included in the quoted price; and
3. the submission does not agree that this RFQ and the submission submitted by the Respondent in response to this RFQ will be made a material part of any contract executed.

4.5. DISCUSSION/NEGOTIATIONS

Pursuant to Idaho Code Title 67 Chapter 23 CWI shall select for negotiations the Respondent with the highest total normalized score. If unable to negotiate a satisfactory agreement with the highest normalized point scoring Respondent, CWI shall terminate negotiations and move to the second highest normalized point scoring Respondent. CWI anticipates the following topics during negotiations:

1. Total Cost
2. Scope of Work
3. Responsibilities of the parties
4. Contract Period

CWI reserves the right to identify any topics for discussion during negotiations

4.6. CONTRACT PERIOD

The intent of this RFQ is to select for negotiation the successful Respondent and to potentially contract with Respondent for the above described scope of work.

4.7. CONTRACT AWARD

The award, if any, shall be made to the Respondent whose submission is determined to be the most advantageous to the College based on the evaluation factors described in the RFQ.

If no acceptable submissions are received, CWI reserves the right to negotiate separately with any source whatsoever, in order to best serve the interests of CWI.

Where the successful Respondent's submission differs or conflicts with the College's RFQ or its Appendices, as provided in this solicitation, the terms of this RFQ shall apply. License, service, maintenance, or any other type of agreements desired by the Respondent to be signed by the College, are only binding upon the College to the extent they are in full agreement with this RFQ and have been specifically reviewed, approved, and accepted by the College in writing.

[Remainder of page intentionally left blank.]

APPENDIX A - RESPONDENT'S ORGANIZATION

General Information:

Name:

Primary Office Address:

Telephone:

Primary Contact:

Telephone:

E-mail address:

Type of Organization:

Respondent's Organization is a:

List all Officers/Partners:

Information about the Organization:

Jurisdictions in which Respondent is legally qualified to practice:

Office Location(s):

Date Organization was established:

Total Number of Staff:

Average time staff has worked with the organization:

Professional Liability Insurance Carrier:

Professional Affiliation and Memberships:

Professional Awards and Honors:

In the past five (5) years, has the Respondent had any business or professional license suspended or revoked?

Within the past five (5) years, indicate whether the Respondent, or any individual listed in section 'B', has/have been the subject to any bankruptcy proceeding?

Within the past five (5) years, has Respondent or any individual listed in section B been the subject of any state or federal suspension or disbarment?

Additional Consultants:

Provide the names and key personnel anticipated to provide services for the following:

Architecture:

Civil:

Structural:

Mechanical:

Electrical:

Landscape:

Other:

References:

Provide references for each of the following categories.

Owner:

Name:

Address:

Contact Person:

Telephone:

E-mail address:

Contractor:

Name:

Address:

Contact Person:

Telephone:

E-mail address:

Consultant:

Name:

Address:

Contact Person:

Telephone:

E-mail address:

Potential Conflicts of Interest

Provide information about any business associations, financial interests or other circumstances that may create a conflict of interest with the Owner, Agency or any other Party known to be involved in the Project.

Attestation:

Respondent agrees to abide by all conditions of this solicitation and certifies that the signatory is authorized to sign this submission for the Respondent. The undersigned certifies under oath that the information provided herein, including any schedule or attachment, is true and sufficiently complete so as not to be misleading.

Respondent

By: _____

Name Printed: _____

Title: _____

Date: _____

APPENDIX B - CONFLICT OF INTEREST/DEBARMENT

(To be signed upon signing of the Services Agreement)

CONFLICT OF INTEREST

CWI as a public institution is subject to state laws regarding prohibitions against specified conflicts of interest when contracting with outside parties.

Therefore, in order to aid CWI's compliance with conflict of interest rules, Respondent declares to the best of their knowledge that no employee of College of Western Idaho (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Respondent, its company or in the proposed transaction. Respondent neither employs, nor is negotiating to employ, any College of Western Idaho employee, Board of Trustee member or close relative, with the exception of the person(s) identified below. Respondent did not participate, directly or indirectly, in the preparation of specifications upon which the RFQ or offer is made.

List below the name(s) of any College of Western Idaho employee, Board of Trustee member or close relative who now or within the preceding 12 months: (1) works for the Respondent; (2) has an ownership interest in the Respondent (other than an owner of less than 1% of Respondent's stock, if Respondent is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Respondent; (4) has received grant, travel, honoraria or other similar support from Respondent; or (5) has a right to receive royalties from the Respondent.

Names _____

CERTIFICATION

The undersigned hereby certifies they have read the above CONFLICT OF INTEREST and they understand and will comply with these requirements. The undersigned further certifies they have the authority to certify compliance for the Respondent named and the information contained in this document is true and accurate to the best of their knowledge.

Authorized Signature: _____ Title: _____

Name Printed: _____ Company Name: _____

Address _____ City/State/zip: _____

Date _____

ATTACHMENT 1 – SCOPE OF WORK

- The primary goals include, but are not limited to:
 - Develop a master plan that is feasible and timebound, which will guide the development of the included CWI properties
 - Conduct a space analysis to determine surpluses and deficits for academic and administrative space
 - Establishing a plan that looks at the next 5-10 years with the intent to revisit at the 10 year point
 - Consider the financial resources available at the college when planning a new facility
 - Identify zones for uses and concepts, as opposed to proposing specific buildings or building footprints
 - Identify connections between properties as well as infrastructure that will improve circulation to campus from adjacent properties and through campus
 - Identify opportunities to establish CWI's identity and brand throughout campus, including at campus gateway points and major thoroughfares
 - Propose an implementation plan with maintenance costs and strategies
- Concepts to consider should include:
 - Retail development along Ford Idaho Center Boulevard on the FIC property
 - Connections between the FIC and the Nampa Campus, including the Micron Education Center and Aspen Creek locations

The college would prefer the following approach to the project. Applicants shall submit a proposed schedule and timeline as part of the proposal.

- Phase I - Discovery
 - Conduct initial space analysis and data collection
 - Engage with college leadership on vision and priorities
- Phase II - Refinement
 - Host campus and community workshops to solicit feedback
 - Narrow down options and add further details
- Phase III – Implementation Plan
 - Develop cost estimates for implementation
 - Finalize plan documents