REQUEST FOR QUALIFICATIONS

Professional Architectural and Engineering Services | MRI Installation and Related Hospital Infrastructure Improvements

Benewah Community Hospital • 229 S. 7th Street • St. Maries, Idaho 83861

RHTP Healthcare Infrastructure Support (HIS) — Year 1 | Conditional award: $6,645,000

ISSUANCE AND SUBMISSION INFORMATION	
RFQ number	BCH-RHTP-2026 - RFQ 2026-BCH-2159
Issue date	Wednesday, October 28, 2026
Written questions due	Wednesday, November 4, 2026, 5:00 PM Pacific
Answers/addenda posted	Friday, November 6, 2026
Statement of qualifications due	Tuesday, December 1, 2026, 5:00 PM Pacific
Submission method	Electronic PDF to: hkelly@bchmed.org
Procurement contact	Hugh Kelly – Grant Manager - 509-217-1872 hkelly@bchmed.org
Expected selection / negotiation	ESTIMATED DATE — December 5–9, 2026, subject to approvals

1. Invitation and purpose

Benewah Community Hospital (BCH), a 19-bed Critical Access Hospital in St. Maries, Idaho, invites statements of qualifications from qualified architectural and engineering (A/E) firms to assist with planning, design, technical coordination, permitting support, procurement assistance and construction-phase services for its proposed MRI installation and associated facility renovations and infrastructure. BCH received a conditional RHTP HIS Year 1 funding determination for $6,645,000 for its broader clinic modernization initiative. This RFQ covers A/E professional services only and does not establish authorization to commence work or guarantee contract award.

The final scope, authorization, funding availability, and eligibility of each expenditure remain subject to Idaho Department of Health and Welfare and applicable RHTP award approvals.

2. Project background and location

Project location: Benewah Community Hospital, 229 S. 7th Street, St. Maries, ID 83861. The broader Stage 1 priorities include MRI purchase and installation, IT/cybersecurity improvements and minor facility renovation. This solicitation is limited to professional design and engineering services required for the MRI and associated physical infrastructure. Discrete cybersecurity assessments, equipment purchasing and construction contracting will be procured separately as necessary.

3. Anticipated scope of professional services

- Initial site investigation, field verification and existing-condition assessment, including space feasibility and clinical workflow coordination.
- Architectural design for MRI suite placement, patient access, accessibility, finishes, infection prevention considerations and phased renovations.

- Mechanical, electrical, structural and related engineering for MRI-specific power, grounding, HVAC/cooling, structural support, equipment access and coordination of RF/magnetic shielding and quench/venting as applicable.
- Coordination with BCH, the selected MRI vendor, clinical staff and IT director regarding manufacturer-specific facility requirements and network pathways.
- Development of schematic/design-development documents, construction drawings, specifications, cost opinions, schedule and bid-ready packages where authorized.
- Support for code review, permitting, life safety, applicable healthcare facility requirements and AHJ interactions.
- Technical assistance in BCH-led construction contractor procurement; review of technical submittals, RFIs and change requests; site observation and construction administration when authorized.
- Testing, commissioning and turnover/closeout coordination, as applicable, including as-built documentation and training handoff.
- Clear identification of work requiring specialist consultants and expected subcontractor roles.

Services may be phased and contracted through task orders or defined milestones, subject to an approved agreement. The selected firm is not automatically awarded equipment procurement, construction or non-A/E services.

4. Minimum qualifications

- Legally authorized to offer the applicable professional architecture and engineering services in Idaho; identify Idaho licenses and responsible professionals.
- Demonstrated hospital/healthcare project experience, preferably operational rural hospitals.
- Relevant MRI or advanced diagnostic imaging suite planning/installation experience and access to appropriate specialty consultants.
- Capacity to meet approved project milestones while maintaining uninterrupted essential hospital operations.
- Ability to meet applicable grant, records retention, insurance, and contract compliance requirements identified during negotiations.

5. Required statement of qualifications

Submit one searchable PDF, preferably no more than 20 substantive pages excluding licenses and required forms, with sections in this order:

1. Signed letter of interest, primary contact, legal firm name and office location.

2. Firm profile, relevant Idaho licensure, proposed consultants and organizational chart.

3. Key personnel resumes, assigned roles and estimated availability.

4. Three to five comparable healthcare/MRI projects completed or underway, with owner contacts, size and role.

5. Project understanding, approach, phasing, risk management and stakeholder coordination.

6. Expected schedule and capability to start after notice to proceed.

7. Three client references with phone and email.

8. Disclosure of actual, potential or apparent organizational conflicts and previous involvement in developing BCH project specifications or this solicitation.

9. Acknowledgment of addenda and signed certification (Attachment A).

DO NOT SUBMIT FEES OR PRICES WITH THE INITIAL QUALIFICATIONS RESPONSE. Compensation will be negotiated only after qualifications ranking, subject to state confirmation of this procurement method.

6. Questions, site access, and submission

All inquiries must be sent solely to the procurement contact listed above by the questions deadline. BCH may schedule a group site visit and will issue written clarifications and addenda to all known respondents and through the same public notice channel. Proposers shall not contact selection committee members or hospital personnel about this RFQ outside the designated process. PDF submissions received after the stated deadline may be rejected, subject to the issued solicitation conditions.

7. Evaluation and selection

BCH anticipates a qualifications-based review of timely, responsive SOQs by an evaluation committee using the published factors below. Independent evaluators will identify and disclose conflicts before reviewing submissions. BCH may interview top-ranked firms and verify references before establishing the final qualifications ranking.

Evaluation factor	Points
Healthcare / operating hospital engineering experience	20
MRI and imaging infrastructure experience	20
Qualifications and availability of project team	20
Understanding, technical approach, phasing and risk management	15
Capacity to meet project schedule	10
Demonstrated past performance	10
References	5
TOTAL	100

The highest-ranked qualified firm will be invited to negotiate a fair and reasonable fee for the authorized scope. If negotiations fail, BCH may formally end negotiations and approach the next-ranked firm. Final selection is contingent on verification of responsibility, any required state review, eligibility and an executed written agreement. Price is not an initial scoring factor under the proposed A/E qualifications-based procedure.

8. Procurement integrity and conflicts of interest

BCH will conduct a fair, open and documented competition, consistent with applicable procurement requirements including 2 CFR §§ 200.318–200.327 as incorporated into the governing award. Firms must disclose any role in preparing project specifications, requirements, statements of work or this RFQ, and any relationships that could give rise to actual or apparent conflicts. BCH will determine eligibility and may exclude a firm where its participation created an unfair competitive advantage. No preference or preselection is given to an incumbent or prior consultant. All materially relevant information made available to one respondent will be shared with others through appropriate addenda.

9. Terms and conditions

- BCH may cancel, amend, reissue or decline to award this RFQ, subject to applicable law and grant conditions.
- SOQ preparation costs are borne by respondents. Responses become part of BCH procurement records and will be handled under applicable disclosure/retention rules.

- The successful firm must execute a professional services agreement addressing scope, schedule, deliverables, compensation, professional standards, insurance, records, audits, change control and termination.
- Any federal grant clauses, sanctions/debarment checks, and flow-down requirements applicable to the resulting contract will be incorporated before execution.
- No services may start, and no cost may be charged to the award, until the necessary approvals, contract and written notice to proceed are in place.
- BCH will consider required small/minority/women-owned and labor-surplus-area firm outreach consistent with applicable rules.

Attachment A — Firm certifications (to submit)

Legal firm name: _____

Authorized representative / title: _____

Idaho professional registrations (firm and key professionals): _____

We have disclosed all actual, potential and apparent conflicts and prior work related to BCH project scope or solicitation: YES [ ] NO [ ]

We acknowledge receipt of addenda: _____

We confirm the information submitted is accurate to the best of our knowledge and agree that selection is subject to negotiation and contract:

Signature: _____ Date: _____