



**Request for Qualifications
For
Teton County, Idaho
County Building Department Supplemental Services
through Public Private Partnerships.**

RFQ Issued:

June 9, 2025

Submission Deadline:

June 30, 2025, 5:00PM MT

Contact:

Dan Reyes, County Manager
(208) 776-8254 dreyes@tetoncountyidaho.gov



Project Overview

Teton County, Idaho (the "County") is seeking qualified firms to provide expedited building department services, including permit review and inspections, as an alternative to the County's existing building department services. The goal is to offer the public a faster, more efficient option for obtaining building permits and completing inspections.

Background

Teton County is a rural county, encompassing 451 square miles, with a resident population of 12,549 (2023 Census). There are three incorporated communities: Driggs (pop. 2,139), Victor (pop. 2,236) and Teton (pop. 311) and large areas of unincorporated County. This request pertains to the unincorporated County. The County is part of the Greater Yellowstone region near Yellowstone and Grand Teton National Parks, Jackson, Wyoming, and several destination ski areas. These geographic considerations have driven the local economy. The median household income is \$90,740, and the largest local industry is Construction.

As a tourist destination, Teton County has experienced rapid growth, resulting in a growing number of pending building permits, which takes staff 8-12 weeks to process. In order to provide the best service, the County would like to explore partnering with a firm or firms to offer alternative options for expedited services.

The State of Idaho, recently passed Senate Bill NO. 1164, and House Bill NO. 266 which include requirements for certain services to be completed with specified timeliness. Teton County would like to consider partnering with firms to address these upcoming changes by compiling a list of qualified firms to meet these requirements if the need arises.

Scope of Services:

The selected firm(s) will provide any combination of the following services:

- Expedited plan review and permit issuance for various building projects (residential, commercial, etc.).
 - o Plan review should include coordination with the client, Teton County departments, etc. Please identify, from the following list, which items can be included in the services provided.
 - Fire District review and coordination;
 - Eastern Idaho Public Health or City (Driggs or Victor) Sewer coordination;
 - Road & Bridge Right of Way permit coordination;
 - Address assignment;
 - Grading and Erosion permit coordination;
 - Planning / Land Use Review:
 - Overlays - Floodplain, Wetlands, Natural Resource Overlay, Scenic Corridor;
 - Setback (property lines, creeks, etc.) and height requirements;



- Accessory Dwelling Unit square footage limits / Compliance with the Teton County Land Development Code;
- Commercial use types allowed within certain Zoning Districts and/or subdivisions;
- Building rights;
- Other restrictions.
- Specific types of projects to be included will be defined in a subsequent contract.
- Inspections of building projects, as appropriate and in accordance with all applicable codes and regulations.
- Coordination with the Teton County Building Department to ensure compliance with all applicable codes, regulations, and permitting processes.

Qualifications:

Interested firms must demonstrate the following qualifications:

- At least three years of experience providing similar services in Idaho or a comparable jurisdiction.
- A proven track record of successfully completing projects on time and within budget.
- A staff of qualified and licensed professionals with expertise in building codes and regulations.
- International Code Council certifications including Plan Review, Residential Inspector, Residential Mechanical Inspector and any others held by the firm or individual staff.

Notice of Intent

All interested parties are encouraged to submit a written “Notice of Intent to Submit Statement of Qualifications – Building Services. Failure to submit written notice shall waive any obligation on behalf of Teton County to provide notice of any alterations in the RFQ process and/or responses to questions concerning the RFQ.

Interested parties can provide written notice by sending an e-mail to Dan Reyes, Teton County Manager, dreyes@tetoncountyidaho.gov, with the, “Notice of Intent to Submit SOQ – Teton County Building Services” in the subject line. The body of the e-mail shall contain the name of the interested party, a contact person to receive any information from the County concerning the RFQ process, and that person’s contact information.

Format and Content of Submittal

Three (3) copies of the firm’s proposal shall be submitted to the Teton County Manager’s office, 150 Courthouse Dr., Driggs, Idaho 83422, Suite 109, no later than June 30, 2025 at 5:00 PM MT. Faxed or emailed only proposals will not be considered.



In order to be responsive, all proposals must follow the format and contain information listed in this section. Unnecessarily elaborate brochures and other presentations beyond those sufficient to present complete and effective response to the RFQ are not desired.

1. Cover letter – Provide a one or two-page letter of transmittal introducing your firm.
2. Overview – Provide an abstract of your firm’s submittal, summarizing the nature of the proposal and demonstrating your understanding of the project.
3. Key Personnel – Include brief bios or resumes of the staff who will be assigned to the project. Discuss experience and how their experience will be applied to this project and what certifications they possess
4. A description of the firm’s proposed approach to provide expedited building department services, including what aspects of the review process will be facilitated by your firm and what County staff will need to manage
5. Approach – Proposed approach to providing expedited services. And how that process will be coordinated with County staff.
6. Fee Schedule – A proposed fee schedule for the services.
7. Experience – Provide details of up to three prior projects your firm has completed which support the firm’s qualifications for this assignment.
8. References – Provide names and telephone number of three references who will attest to your firm’s ability to undertake and complete projects similar to this on time and on budget.

Submissions should not exceed 20 pages (excluding resumes). A digital PDF copy of the Statement of Qualifications must be received no later than June 25, 5:00 PM MT by Dan Reyes via dreyes@tetoncountyidaho.gov. File size must be less than 25 MB if delivered directly via email; otherwise, please send a link to download the SOQ.

Selection Process

Firms will be ranked on qualifications by a selection committee, and the highest ranked firms may be interviewed by the selection committee. Firms and SOQs will be evaluated by the following criteria:

- 30% – Qualifications of Firm & Project Team
- 30% – Relevant Project Experience
- 20% – Project Understanding
- 20% – Fee Schedule

Teton County will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the most qualified firm(s).

The Board of County Commissioners reserves the right to interview firms.



Additional Information

Questions regarding the project may be directed to Dan Reyes, County Manager at (208) 776-8254 or dreyes@tetoncountyidaho.gov. The County will consider questions from submitters as long as the questions are submitted in writing and are received by the County by June 23, 2025, 5:00 PM. All interested parties that have provided notice to the County of their intent to submit a Statement of Qualifications will receive the County's answer to any timely submitted question.

The provisions of this RFQ cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the County, or the County decides to revise any part of this RFQ, addenda will be provided to all parties that have provided notice to the County of their intent to submit a SOQ.

The issuance of the RFQ and the receipt and evaluation of submissions does not obligate the County to award a contract. The County will not pay costs incurred in responding to this RFQ. The County may in its discretion cancel this process at any time prior to the execution of a contract without liability.

The successful consultant shall provide and maintain professional liability, workers compensations, property damage, error and omissions, and any additional lines of coverage required by the County.