THE DISTRICT
GREATER BOISE AUDITORIUM DISTRICT

Request for Qualifications (RFQ) for Interactive Lighting Services: Spokelight Project at Boise Centre West

1. Introduction

1.1. The Greater Boise Auditorium District (GBAD or District) is seeking qualifications from experienced companies to assist with the planning, design, engineering coordination, prototyping, programming, fabrication support, installation oversight, and commissioning of an interactive exterior lighting project located on the east side of Boise Centre West along the 8th Street alley corridor. The selected company will help develop a creative, durable, maintainable, and public facing lighting experience that complements Boise Centre West and the surrounding downtown environment.

2. Project Overview

2.1. **Project Title:** Spokelight Interactive Lighting Project

2.2. **Project Location:** Boise Centre West, exterior wall on the east side of the building along the 8th Street alley corridor, Boise, Idaho

2.3. **Scope of Work:** The project is anticipated to include concept development, exterior lighting design, interactive technology, structural and utility coordination, custom fixture or enclosure design, prototyping, controls and programming, fabrication support, installation oversight, testing, training, and closeout.

2.4. **Project Budget:** $250,000

2.5. **Estimated Project Timeline:** Project must be completed and fully installed by October 2027

3. Scope of Services

The selected company will be expected to provide the following services:

3.1. Project discovery, site review, field verification, and coordination with Boise Centre and project partners.

3.2. Review of available architectural, structural, electrical, data, and site information.

3.3. Development of multiple creative concepts, visual renderings, preliminary budgets, and implementation options.
3.4. Design of a modular exterior lighting solution that is durable, weather resistant, serviceable, and adaptable for future programming.
3.5. Coordination of lighting fixtures, custom enclosures, structural attachments, power, data, controls, sensors, and related equipment.
3.6. Development and testing of a representative lighting and connection prototype.
3.7. Preparation of final drawings, specifications, bills of material, cost information, and installation requirements.
3.8. Programming of lighting scenes, schedules, event settings, and interactive functions.
3.9. Coordination with engineers, fabricators, contractors, permitting authorities, and other project partners.
3.10. Installation oversight, commissioning, system testing, staff training, maintenance documentation, warranties, and project closeout.

4. Project Considerations

Respondents should consider the following preliminary project information. All conditions and requirements must be verified during design:

4.1. The current concept is a standardized decorative fixture or enclosure that can house a variety of off-the-shelf lighting solutions, equipment, and power and data connections, while providing weather protection and accessibility for maintenance.
4.2. Potential lighting elements may include exterior rated DMX controlled LED fixtures, projected images or gobos, spot lighting, moving fixtures, or other recommended effects.
4.3. Current concept incorporates an industrial level DMX controller and computer system.
4.4. Current research anticipates attachment to internal wall supports and references a possible maximum load of 200 pounds per attachment location, subject to verification by the project structural engineer.
4.5. Current infrastructure planning references three Category 5 data lines and one dedicated 120 volt circuit per enclosure location, subject to verification and final design.
4.6. Equipment must be suitable for exterior exposure and address sun, rain, temperature changes, wind, drainage, corrosion, tampering, glare, and public safety.
4.7. Installation and maintenance access should remain within a practical working height for an onsite or rented scissor lift. A 19 foot lift is currently being used as a planning reference.
4.8. Fabricated components should use practical materials and methods, which may include stainless steel, acrylic, sheet materials, laser cutting, or plasma cutting.

4.9. The design may incorporate Boise and Idaho inspired themes, including local animals, natural forms, or regional geology, and may direct light toward the wall, ground plane, or landscape elements.

5. Minimum Qualifications

Respondents must meet the following minimum qualifications:

5.1. Licensed and insured to perform the proposed services in Idaho, as applicable.
5.2. Demonstrated experience with exterior architectural lighting, interactive installations, public art technology, experiential design, or comparable projects.
5.3. Experience integrating lighting fixtures, controls, sensors, software, power, data, custom fabrication, structural attachments, and weather protection.
5.4. Demonstrated ability to translate a creative concept into a practical, code-compliant, maintainable installation.
5.5. Experience coordinating with owners, architects, engineers, agencies, contractors, fabricators, programmers, and facility operations staff.
5.6. Proven ability to manage project scope, schedule, budget, quality, documentation, testing, and closeout.
5.7. Ability to provide or assemble a complete multidisciplinary team for the proposed services.

6. Submission Requirements

Interested companies must submit the following information:

6.1. **Cover Letter:** A brief introduction to the company, interest in the project, primary contact, and any material exceptions to this RFQ.
6.2. **Company Profile:** An overview of the company, including years in business, office locations, available resources, and areas of expertise.
6.3. **Project Understanding:** A description of the project opportunity, key challenges, and priorities for a successful outcome.
6.4. **Relevant Experience:** Descriptions of at least three similar projects completed within the last seven years, including client, location, completion date, scope, project cost if available, images, and reference contact information.
6.5. **Project Team:** Resumes of key personnel, proposed roles, relevant experience, availability, and any subconsultants or specialty partners.
6.6. **Approach:** A description of the proposed process for discovery, concept design, prototyping, technical coordination, programming, implementation, testing, training, and closeout.

6.7. **Project Management:** The proposed methods for communication, decision tracking, quality control, schedule management, cost control, change management, and coordination.

6.8. **Maintenance and Support:** The proposed approach to warranty, technical support, software support, replacement planning, staff training, and long-term maintenance.

6.9. **Preliminary Schedule:** An anticipated sequence and duration for major project phases, including assumptions and owner decisions needed to maintain progress.

6.10. **Budget Approach:** The method for developing estimates, evaluating options, managing allowances and contingency, and considering life cycle costs. A final fee is not requested at this stage unless directed by the District.

6.11. **References:** Contact information for at least three references from clients with comparable projects.

6.12. **Insurance:** Evidence of the ability to meet the District's insurance requirements.

7. Evaluation Criteria

7.1. GENERAL

After receipt of all proposals, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned proposals, incomplete proposals, non-conformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to the initial review, all remaining proposals shall be reviewed by the Proposal Evaluation Committee.

7.2. PROPOSAL EVALUATION

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the weighting and criteria listed below. The recommendation for contract award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to Boise Centre when applying the following criteria and weighting.

The following is the criteria and criteria weights will be used to review the proposals.

Description	Criteria Weight
Method of Approach and Compliance with Specifications	30%
Budget Approach and Pricing	40%
Company and Staff Qualifications	20%

Description	Criteria Weight
Warranty and Ongoing Support	10%
Total	**100%**

Each category will be weighted as shown above when totaling the final scores.

The Proposal Evaluation Committee may consider the following items when evaluating each submittal:

- Cost factors associated with performing the work, including the respondent's budget approach.
- The length of time the respondent will warrant its workmanship and materials.
- The respondent's demonstrated experience on similar types of projects, including satisfactory reference checks, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility, and ability to meet project deadlines.
- The ability and willingness of the respondent to meet or exceed the requirements of this RFQ, and the respondent's understanding of the scope of work described herein.
- The content and quality of the respondent's submittal and any other presentation materials.
- Samples, which may be used when scoring submittals.

Each proposal will be reviewed in entirety and assigned a score (0-100 points) with respect to each of the above criteria. The proposals will be ranked by the evaluation committee according to their total weighted ranking.

The evaluation committee may establish a short list of those proposals considered most advantageous to the Boise Centre.

Boise Centre intends to enter into negotiations with the top ranked Offeror determined to provide the most advantageous combination of product and services as determined by the proposal and presentation.

Should negotiations with the top ranked Offeror fail to reach a satisfactory conclusion, the Boise Centre may in its sole discretion, enter into negotiations with the second ranked vendor, or Boise Centre may determine that no further negotiations will be conducted

8. Submission Deadline and Instructions

8.1. **Submission Deadline:** Monday, December 14th

8.2. **Submission Format:** Please submit one electronic copy in a searchable PDF format.

8.3. **Electronic Delivery:** jrising@boisecentre.com

8.4. **Delivery Address:** 850 W. Front St., Boise, Idaho 83702, if a hard copy is requested

8.5. **Contact for Questions:** Julie Rising

8.6. Jrising@boisecentre.com

8.7. 208-489-3632

9. Schedule

9.1. **RFQ Release Date:** Monday, November 9th, 2026

9.2. **Questions Deadline:** Monday, November 30th, 2026

9.3. **Responses to Questions:** Friday, December 4th, 2026

9.4. **Submission Deadline:** 1:00 PM on Monday, December 7th, 2026

9.5. **Selection Notification:** Monday, December 14th, 2026

9.6. **Anticipated Project Kickoff:** Monday, January 4th, 2026

10. Additional Information

10.1. The Greater Boise Auditorium District reserves the right to reject any and all submissions, request clarification or supplemental information, waive informalities, revise or cancel this RFQ, and select the response determined to be in the District's best interest.

10.2. Any costs incurred in preparing or submitting a response, participating in an interview, or negotiating an agreement are the sole responsibility of the submitting firm.

10.3. Any award will be subject to successful negotiation of the final scope, schedule, compensation, contract terms, insurance requirements, and required District approvals.

10.4. Submitted materials may be subject to disclosure under applicable public records law. Respondents should clearly identify information they believe is exempt from disclosure and provide the legal basis for the claim.

10.5. The selected firm will be expected to provide the District with agreed project work product, including drawings, specifications, programming documentation, source files, models, and closeout materials.