



# State of Idaho

Department of Administration  
Division of Public Works

502 N. 4th Street  
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Design and Construction

Facilities Services

[www.adm.idaho.gov](http://www.adm.idaho.gov)

**C. L. "BUTCH" OTTER**  
Governor  
**TERESA LUNA**  
Director  
**TIM MASON**  
Administrator

Dec. 21, 2012

## REQUEST FOR QUALIFICATIONS

TO: DESIGN-BUILD TEAMS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 13202  
Grass Practice Field Rehabilitation  
Boise State University  
Boise, Idaho

A handwritten signature in blue ink, appearing to read "Tim Mason", is written over the "FROM:" line of the memorandum.

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. BOX 83720 Boise, ID 83720-0072, until **January 17, 2013 at 5:00 p.m.**, for furnishing design-build services to the State of Idaho.

Any questions that arise as a result of this Request for Qualifications should be addressed to:

Barry Miller, Project Manager  
Division of Public Works  
502 N. 4th St.  
P O Box 83720  
Boise ID 83720-0072  
(208) 332-1916  
e-mail: [barry.miller@adm.idaho.gov](mailto:barry.miller@adm.idaho.gov)

Program clarification and additional data may be requested by appointment only, with Dave Cooper, Associate Director A&E Services, Boise State University, (208) 426-2364. Contacting any of the Athletic Department Staff will be grounds for rejection of the party's submittal.

The project will be funded by state funds, no federal dollars are involved. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Design-Build Team will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design-Build Team during the Design

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Phase and a Field Representative of the Division of Public Works will be assigned to serve during the construction phase.

## **DESCRIPTION OF PROJECT**

The selected design-build team will provide all engineering and construction services required to reconstruct the grass field immediately south of the Appleton Tennis Center on the main BSU campus for use as a football practice field as well as intramural sports. The design will need to address but is not limited to drainage, irrigation, base, turf and fencing. It is desired that the project be completed and playable by May 2013.

## **REQUIRED SERVICES**

The State is requesting submittals for complete design and construction services.

The Design-Build Team will be responsible for the Design Phase (Program/Pre-Design, Schematic Design, Design Development) with cost estimates at each phase and Construction Phase (Construction Documents, Construction).

A total project budget of \$190,000 has been established to include fees, construction, contingencies and tests. A complete construction cost estimate will be required at the conclusion of the Design Development phase. This estimate when approved will become the Maximum Contract Price.

A project manual will be required at the completion of the Design Phase. The project manual shall include product, equipment and fixture cut sheets.

A relatively complete construction schedule and schedule of values will be required at the completion of the Design Phase and must be kept up to date throughout the construction phase. The existing stadium must be kept operational throughout the project with periodic closures by prior approval only.

The Design-Build Team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during both phases of work, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the project.

The Design-Build Team will be required to meet monthly with the Project Manager and/or Field Representative for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design-Build Team shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A written Program/Pre-Design statement to the Division of Public Works and Agency at the conclusion of Programming.
2. A preliminary report to the Division of Public Works and the Agency after the Schematic Design phase has been completed.
3. A Design Report and update to the Owner, Agency and the PBFAC, after Design Development phase has been completed, to include complete material/color board, product, fixture and equipment cut sheets, recommended construction schedule and a final schedule of values.
4. A final report at the conclusion of the Construction Phase to the Owner, Agency to include complete as-built documents and electronic files, O&M Manuals and training video/DVD.

## QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data (both Architect and Contractor if separate firms), relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures may be submitted separately as supplemental data.

**Include contact information (Name, address, phone number, email address) for a single entity that will be the point of contact during the selection process.**

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team (Contractor, Architect, Civil Engineer, Mechanical Engineer, Electrical Engineer and Structural Engineer, etc.) expected to accomplish this project. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your team's approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration, as well as concepts for construction staging. Limit to five pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from DPW and Agency staff. Make specific reference to past performance of the "Team".
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, may be submitted as examples of your work. For Contractors and/or Architects who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples. Include specific information regarding work completed as a "Team".
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building, work on the BSU campus.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing and building this specific project. Performance of this "Team" on past projects with the State of Idaho and other clients is a highly important factor

**Submit five (5) copies of the submittal.**

## EVALUATION

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An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent architect/engineer/contractor will rank the submittals, and at least three (3), but not more than five (5) teams may be selected for personal interviews.

After interviewing the selected design-build teams, the evaluation committee will re-rank the teams to determine the final point score. There will be no Request for Proposals (RFP) phase.

## **AWARD**

Based on the results of the submittals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next recent meeting. If recommended, the Division of Public Works, Department of Administration in accordance with prescribed procedures, will issue a notice of intent to negotiate.

## **PROPOSED DATES:**

Receive Submittal	January 17, 2013
Oral Interviews	January 31, 2013
Review by PBFAC	February 7, 2013
Negotiate Contract	February
Design presentation	April, 2, 2013
Substantial Completion	May 1, 2013

## **SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$500,000 professional liability insurance coverage, except in special circumstances.

The State reserves the right to reject any or all submittals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews. Design-Build Teams must have design professionals licensed by the State of Idaho and the constructors must have an Idaho Public Works Contractor's License to submit on this project.