



State of Idaho
Department of Administration
Division of Public Works

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

502 North 4th Street
P.O. Box 83720
Boise, ID 83720-0072
Telephone (208) 332-1900 or FAX (208) 334-4031
Design and Construction
Facilities Services
<http://www.dpw.idaho.gov>

February 15, 2013

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS
FROM: Tim Mason, Administrator
SUBJECT: DPW PROJECT NO. 13-206
Fine Arts Building
Boise State University (BSU)
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, PO BOX 83720 Boise, ID 83720-0072, until March 6, 2013 at 3:00 p.m., for furnishing programming and design services to the State of Idaho.

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

Ben Hill, Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1914

The project will be funded by state funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Architect 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 Architect.

DESCRIPTION OF PROJECT

The first phase of this project is to provide comprehensive programming for a new Fine Arts building located on the Boise State University campus. The primary outcomes of this programming effort will be to define the appropriate co-location of multiple

disciplines and determine appropriate building size and orientation on the proposed site. It is intended that the selected team will be retained to continue with schematic design, design development, construction documents, and construction administration at the acceptance of the program. The project may require the issuance of early bid packages for site preparation and utilities.

The University desires a highly sustainable project; at a minimum the project will be expected to be 40% more energy efficient than required by current code and must be designed to provide long term value through durability of materials and adaptability of general design and systems. Design teams may choose to highlight their experience and ability in an integrated design process that does not rely on third party frameworks.

REQUIRED SERVICES

The State is requesting submittals for complete programming with design services including observation during construction to follow.

A total estimated construction budget of \$24,000,000 is anticipated exclusive of CM fees, building department fees, commissioning, contingencies, and testing.

The Architect and all consultants shall be licensed to practice Architecture (Engineering) in the State of Idaho.

A construction cost estimate including site and building costs, appropriate to the phase, will be required following the Project Programming Phase and must be updated at each additional phase.

The Architect will be responsible for development of the Project Program, Schematic Design, Design Development, Construction Documents, Bidding Assistance, and Construction Observation.

The Architect shall make a minimum of one (1) presentations to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Architect will be required to meet monthly with the DPW Project Manager 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. Additional work sessions with Boise State University client user groups, facilities and design staff, and the DPW Project Manager will be necessary at each phase of the design process.

The Design Team is required as part of basic services to utilize best practices and integrated design methodologies, in order to provide the optimal design of this facility,

with respect to energy efficiency, and safety, and functionality. Methodologies shall include:

1. The development of a detailed basis for HVAC design to be developed with the input of BSU Facilities and design staff, including air filter systems and controlled pressure zones as needed.
2. Provide a calculated design model for the system design and to develop block load calculations at the SD, DD, and CD phases for owner review, utilizing commercially available heating and cooling loads and psychometric analysis program(s), such as CAMEL, TRANE – (TRACE™ Load 700), APEC, , or HAP. All calculations shall contain basic measures such as flow or square foot per tonnage or MBH Btu. c t.
3. The development of a life-cycle analysis report of the design of the facility based upon a twenty-five (25) year life cycle. The life-cycle report shall compare a minimum of two viable systems for consideration, with the goals of minimizing the amount of conditioning equipment, and maximizing the building's overall energy efficiency. The life-cycle report shall utilize standard maintenance costs, energy costs with standard escalation factors, and a detailed basis for HVAC design.

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

1. A preliminary report to the Division of Public Works and the Agency after Project Programming is complete.
2. A preliminary report to the Division of Public Works and the Agency after Schematic services have been completed.
3. A Design Development Report and update to the Owner, Agency, State Board of Education and the PBFAC, prior to beginning Construction Documents, along with a complete construction cost estimate.
4. A 25-year life-cycle analysis of the mechanical systems design including block load calculations utilizing commercially available heating and cooling loads program such as APEC, TRANE, and HAP, which compares at least two viable HVAC systems.
5. A final report at the conclusion of the Construction Document Phase to the Owner, Agency and PBFAC for any additional input and final acceptance.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards,

associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

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 expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a detailed project list for each team member, complete with their role and responsibilities on each project. The Architect and major consultants shall provide a list of at least five (5) projects, with brief descriptions, which show ability to successfully complete projects similar in type, scope and requirements in the higher education area.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. The Architect and major consultants shall provide a list of references with phone numbers and e-mail addresses. In addition, past performance comments may be obtained from DPW and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For 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. Provide the actual cost versus the budgeted cost on all similar projects submitted for examples of work.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise and experience for this project type. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation it is desirable to format the submittal 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 this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor

Submit five (5) copies of the submittal.

EVALUATION

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

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

PROPOSED DATES:

Receive Submittal	March 6, 2013
Oral Interviews	March 19, 2013
Review by PBFAC	April 2, 2013
Negotiate Contract	April 2013
Project Programming Complete	June 7, 2013
Design Development presentation	November 5, 2013
Final Construction Documents	April 28, 2014

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 \$2,000,000 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.

END