State of Idaho
Department of Administration
Division of Public Works

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November 10, 2015

REQUEST FOR QUALIFICATIONS

TO: DESIGN-BUILD TEAMS

BSM FROM: Jan P. Frew, Administrator Barry Smith, ACTG

SUBJECT: DPW PROJECT NO. 14063
Door Security Controls and Motor Operators
Units 15 and 16, ISCI
Department of Correction
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until **January 5, 2016 at 5:00 p.m.**, for furnishing design-build services to the State of Idaho.

An informational meeting will be held at the Idaho State Correctional Institution, 13500 Pleasant Valley Road, Kuna, ID 83634 on **December 3, 2015 at 1:30p.m.**; check-in at the visitor's entrance. Participants are required to bring photo I.D.; cell phones are not allowed in the facility. IDOC/ISCI staff will decide the day of the meeting if cameras are allowed. Attendance at the informational meeting is strongly encouraged to examine the facility to obtain firsthand knowledge of existing conditions. Questions that arise after this meeting should be addressed to:

Martin Santoyo, Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1913
martin.santoyo@adm.idaho.gov

Program clarification and additional data may be requested by email no later than **December 23, 2015**. Email shall be directed to Martin Santoyo at martin.santoyo@adm.idaho.gov. Questions received less than seven (7) days prior to the date for submission of the Proposals may not be answered. Only answers contained in the formal written Addenda will be binding. Oral and other interpretations of clarifications will be without legal effect. The final addendum will be issued four (4) days prior to the date of submission of the Proposals. The Proposers, either jointly or individually, may request access to the project facility to obtain additional information. All additional site investigations shall be at no cost to the

Owner and shall be coordinated with IDOC through Richard Brien at (208) 658-2179, or email rbrien@idoc.idaho.gov.

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

The Design-Build Team shall warrant that the Design-Build Team does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Executive Order 2009-10, http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html. The Design-Build Team shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

DESCRIPTION OF PROJECT

At Units 15 and 16 of the Idaho State Correctional Institution: replace the existing electronic door locking graphic control panels and intercom system with new equipment, control stations, and intercom system; see attached "Project Scope Narrative". The new security electronics equipment system will be equipped with uninterruptible power supply (UPS). The design – build team will assist with identifying security doors and door operators that are in need of replacement and potential camera additions, and to be included in the project.

REQUIRED SERVICES

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

The Design-Build Team will be responsible for the Design Phase (Pre-Design, Schematic Design, Design Development) with cost estimates at each phase, entitlements, and Construction Phase (Construction Documents, Construction). All work shall be in accordance with currently adopted building codes. All required site survey and geotechnical engineering work shall be the responsibility of the Design-Build Team.

A total project budget of $383,800 has been established to include fees, construction, contingencies and tests. A complete construction cost estimate will be required at the conclusion of the Design phase for final approval. This estimate when approved will become the Maximum Contract Price.

The Architect (Engineer) Design-Build Team Members shall be licensed to practice architecture (engineering) in the State of Idaho.

A project manual and finish board will be required at the completion of the Design Phase. The project manual shall include product, equipment and fixture cut sheets. The finish board shall include materials/samples for all component finishes.

The Design-Build Team will be required to assist the Owner in obtaining any required permits from the Idaho Division of Building Safety.

Immediately following notification of selection, the Design-Build Team will be required to develop a project schedule showing the earliest feasible construction completion date determined by the Design-

Build Team. The Design-Build Team will assist the owner in the evaluation of the schedule. 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 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 all 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 report 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 and Agency to include complete as-built documents and electronic files and O&M Manuals.

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 for the Design-Build Team 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 similar building security systems, preliminary studies or programming of this project, special training or experience in this type of project and work on other similar correctional facilities.

G. **Format**: To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittal should be clear and Performance on past projects with the State of Idaho and other clients is a highly important factor. Submit five (5) copies of the submittal and one each of other data, i.e. examples of work. Include five CDs containing a PDF of the submittal. In your RFQ cover letter, include the email address of the team's primary contact person.

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:

Informational Meeting	December 3, 2015
Receive Submittals	January 5, 2016
Oral Interviews	January 20/21 2016
Review by PBFAC	February 2, 2106
Negotiate Contract	February, 2016
Design presentation	TBD
Substantial Completion	TBD

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 $1,000,000 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. 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.

END OF RFQ

Exhibit A – DPW Project 14063
Project Scope Narrative
IDOC – ISCI Units 15 and 16

1. **Detention Control System:** The existing detention security system consists of a network of light-duty, proprietary controllers from a company located in the South. The Design-Builder will replace the existing detention control and intercom head-end systems with a new, PLC-based touchscreen system, identical to the projects listed above. This system is the standard for the States of Alaska and Oregon, and also installed at the Pocatello Women's Prison and the ISCC facility across the street. The PLC's (Programmable Logic Controller) will be the Square D / Modicon family of industrial controllers, the same robust controllers as used in several other IDOC facilities. Four new (two in each building) LCD touchscreen workstations would be installed as an operator interface to replace the existing graphic panels. With these workstations, the operator has full access to all door control, intercom, CCTV video, lighting control, inmate phone control, and alarm monitoring such as generator, doors, and duress, in an easy-to-use, integrated control package. All existing control functions on the existing consoles would be moved to the touchscreen/PLC system, with the exception of the telephone, radio, and facility PC's, which would need to be relocated to the new console. The touchscreen would be the glass-faced, wear-proof ELO type employing SAW technology, as opposed to the membrane-type touchpanels which our Corrections R&D center has found to be totally inadequate for Correctional applications.

   The existing control system consists of a network of small, low point count proprietary controllers, located in enclosures in the attic space and other locations around the building. These use a proprietary communications protocol that is not industry standard. The controllers would be replaced with new, commonly available, Schneider Electric/Modicon PLC's in each enclosure. Additionally, a new communications cable would be pulled through existing conduits from controller enclosure to controller enclosure, utilizing industry standard communications protocols.

2. **Intercom System:** The intercom amplifiers and associated switching relays would be replaced with a new, modern microprocessor-based intercom system, as manufactured by Harding Instruments. The workstations will be able to receive intercom calls, or initiate calls to remote intercom stations, with each point integrated with its associated door for ease and speed of selection. This will allow any touchscreen station to be able to talk to any field intercom station, increasing the flexibility of the control room operator. The existing intercom stations and associated field wiring would be reused if possible and where wiring is required contractor will remove all existing wiring in the conduit before installing new. Contractor will provide new cabling for the master stations in Control. The existing master intercom stations located in the Tier officer's station shall be removed, and the opening covered with a stainless steel #12 ga cover, secured with security screws.

3. **UPS's:** The Design-Builder will also provide and install new UPS's (Uninterruptible Power Supply) to operate the security electronics. The UPS's will be sized to keep the electronics operational for 20 minutes. This provides two advantages: First, the electronics will stay operational during a power failure, until the back-up generator takes over. Second, the UPS acts as a power line filter, removing the majority of the spikes, brown-outs, and other power disturbances, which lengthens the life span of the electronics.

4. The existing Central Control Room consoles would be replaced to accommodate the new workstations, but more importantly, to improve the operation of the area. With the new system, ergonomics can be improved to reduce operator fatigue and physical stress, visual sightlines of the corridors outside will be enhanced, and the space can be better utilized due to the smaller space requirements of the system. The existing consoles would be replaced with new modern cabinetry, which would allow for the recessed mounting of the LCD touchscreens and monitors and provide for a more efficient layout. Any existing non-security components, such as PC's, telephones, and radio systems, would have to be relocated to the new consoles by the State. The Design-Builder would be responsible for the removal of the security electronics from the existing consoles, and installation of the new security components in the new cabinetry. The Design-Builder would be responsible for the removal of the existing consoles. The Design-Builder would work with the State's staff to develop a new control room layout, design, and fabricate the cabinetry. With this approach, the State will have a more efficient layout, with the ability to expand without impacting space and existing workloads.

5. Every effort will be made to keep the system downtime to a minimum, and reduce the impact to the operation of the facility. The control system shall be pre-manufactured and thoroughly bench-tested at the Design-Builder's facility. At the completion of testing, DPW and IDOC will review and test the system at the Design-Builder's facility, and provide input as to desired changes. After completion of the changes, the system shall be certified to UL standards, and receive its UL listing. At that point, the system is carefully packaged and shipped to the jobsite for installation. The system will be pre-installed as much as possible, and started up, with labor to install the touchscreen in a temporary location until the physical control room modifications are completed. Each component will be transferred over, one at a time, to the new system, until the transfer is complete. At that point, the existing consoles will be demolished and the new cabinetry installed. Then the touchscreens will be relocated into their permanent location, Owner training completed, and maintenance documentation and as-built drawings submitted to complete the installation. Costs of travel, per diem and lodging for owners witnessed shop test will be born by owner. Lunch will be provided.

We would estimate the following schedules and downtime for this project:

1. Electronics design and submittals from Notice to Proceed: 2 months
2. Fabrication and programming of electronics: 2 months from Owner approval
3. Owner's witnessed shop test and shipping of materials to site: 2 weeks
4. Pre-installation activities: 2 weeks
5. Actual cutover: 1 week of downtime per building
6. Punchlist, training, and O&MM's: 2 weeks

7. Door operator inspection and replacement if additive alternate for this work is awarded: 6 weeks after NTP

Additive Alternates
The following scopes of work items are desired by the Agency; however, may/may not be included in the contract, depending on an increase in funding.

- Two additional consoles, one for each building
- Add and integrate Pan, Tilt, Zoom (PTZ) camera; price per each.
- Add and integrate still camera; price per each.
- Replace or rebuild pneumatic sliding door operators; price per each.

End of Exhibit A