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Design and Construction
Facilities Services
<http://dpw.idaho.gov>

March 4, 2014

REQUEST FOR QUALIFICATIONS

TO: DESIGN-BUILD TEAMS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 14063
Door Security Controls and Motor Operators
Units 14, 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 **April 24, 2014 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 **March 31, 2014 at 1:30p.m.** to walk through the facility and address questions. 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 **April 10, 2014**. 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 Mike McCabe at (208) 658-2179, or email mmccabe@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 14, 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; note: door operators are being replaced in Unit 14 only. 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 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	March 31, 2014
Receive Submittals	April 24, 2014
Oral Interviews	May 15, 2014
Review by PBFAC	June 3, 2014
Negotiate Contract	June, 2014
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