



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>

May 9, 2013

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

BM FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 14221
Renovation and Addition Cadaver Lab, Gale Life Sciences Building
Idaho State University (ISU)
Pocatello, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until **June 3, 2013** at 5:00 p.m., for furnishing design services to the State of Idaho.

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

John S. Julian, Architect - Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1904

Program clarification and additional data may be requested by appointment only, with Chris Wilson, Building Facilities Foreman, ISU Meridian Health Science Center, Meridian, (208)-373-1787.

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

This project will provide a new building addition to accommodate renovation and expansion of the Cadaver Lab. The addition will also provide a shelled space for phased renovation of the Physiology and Neuroanatomy Labs. The project will also correct deferred maintenance issues in the Cadaver and Physiology Labs spaces. The new exterior addition will complement the existing exterior aesthetics of the building.

The renovation will also include a new standalone HVAC system with new roof top HVAC equipment mounted on top of the new single story addition to handle the special exhaust and make-up air systems required for the labs and address other HVAC issues as well for the building. The existing Cadaver Lab and new addition space will be renovated to provide an up-to-date lab and teaching space providing for a sterile environment in which human cadavers are used to teach students in the biological sciences.

Existing HVAC equipment at the exterior in the expansion area will require temporary relocation to maintain fully operational services to existing Cadaver Lab while addition is being constructed. In addition, the existing exterior mechanical access hatch to basement mechanical room will be closed off and relocated to exterior entranceway and a new roof extension provided over the entryway. A new crane rail and hoist way, with 5,000 pound capacity, will also need to be provided within the new roof extension for access to the mechanical room in the basement.

The project design will follow and incorporate the current project programming plan. See attached Exhibit "A". The project must be complete by August 14, 2014.

REQUIRED SERVICES

The State is requesting submittals for complete design services including observation during construction.

A total project budget of \$1,070,000 has been established to include fees, contingencies and tests.

The Architect and all his consultants shall be licensed to practice in the State of Idaho.

A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Architect will be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance and Construction Observation.

The Architect shall make a minimum of one (1) presentation 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 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.

The Architect shall produce the following major written 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 Schematic services has been completed.
2. A Design Development Report and update to the Owner, Agency and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Construction Document Phase, of the Architect's services, 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 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 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. 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.
- 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.

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. All proposals shall include complete addresses, phone numbers, and fax numbers. Failure to provide this and other complete information will cause the proposal to be unresponsive.

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	June 3, 2013
Oral Interviews	June 19- 20, 2013
Review by PBFAC	July 9, 2013
Negotiate Contract	July 19, 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 \$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