State of Idaho

Department of Administration
Division of Public Works

502 N. 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.adm.idaho.gov

C. L. "BUTCH" OTTER
Governor

TERESA LUNA
Director

TIM MASON
Administrator

July 8, 2013

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS / ENGINEERS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 14251
Exterior & Interior Renovation, Education Building
University of Idaho (UI)
Moscow, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until **August 7, 2013 at 10:00am,** for furnishing design services to the State of Idaho.

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

Elaine M. Hill, DPW Project Manager
Division of Public Works
elaine.hill@adm.idaho.gov
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1925

Guy Esser, UI Project Manager
UI Facilities Services - AES
gesser@uidaho.edu
875 Perimeter Drive
PO Box 442281
Moscow, Idaho 83844-2281
(208) 885-5495

Written program clarification and additional information shall be submitted to Elaine Hill and Guy Esser through email and responded through addenda to the RFQ. These will be posted on the Division of Public Works web page http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC. Check this page prior to making your submittal and acknowledge all addenda within your RFQ.

The Exterior & Interior Renovation of the Education Building 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 University of Idaho, and the Architect.

The Architect shall warrant that they will 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 Architect 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

The State of Idaho is requesting qualifications for complete design services including observation during construction for the 62,700 gsf exterior & interior renovation to the College of Education Building. The structure which was originally constructed in 1968 will be vacated for the general contractor's demolition and renovation phase(s). Reference attached tentative "Early Planning Schedule."

Proposed Phase One Construction:

- Abate and remove all of asbestos containing materials in the building
- Demolish existing structure as required for exterior / interior remodel

Proposed Renovation Construction Phase(s):

- Create a weather-tight shell by correcting the current issues with the existing roof and the failed curtain wall/fiberglass composite panel exterior skin;
- Address the HVAC issues and install a code complaint, ducted return HVAC system;
- Increase building energy consumption/use efficiency by installing modern, digital HVAC controls, eliminating air infiltration through gaps in the current skin, increasing U values at the curtain wall skin;
- Design / Construct with the intent to attain LEED Gold
- Update, refresh, and modernize finishes and system in the building to current standards;
- Improve efficiencies in the use of space within the building;
- Leverage investment in the structure and provide value to the project by retaining those systems that are sound, solid, and in good condition, and which can be retained and reused such as foundations, structure, and the clay brick masonry skin;
- Provide the needed and necessary programmatic renovations and improvements necessary and critical to the on-going success of the College of Education;
- Reflect in the physical manifestation of the built environment the continuing commitment of the University and the College of Education to the training and development of educational professionals in the State of Idaho.

REQUIRED SERVICES

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

The anticipated total project budget of **$14,500,000** has been estimated to include all design services, reimbursable, contingencies, tests, asbestos abatement and construction.

The Architect shall be licensed to practice Architecture in the State of Idaho.

The Architect shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council. Keep in mind code compliance, energy efficiency, and building maintenance concerns when developing the evaluation & analysis.

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 the initial evaluation of each building has been completed.

2. A Report and update to the Owner, Agency and the PBFAC along with recommended project budget for each building.

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.

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 Structural Engineers 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

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:

Education Building site walk	July 16, 2013 at 1:30am PDST
Last day for addenda questions	July 24, 2013
Receive Submittal	**August 7, 2013 at 10:00am MDST - DPW / Boise**
Short list for Interviews	August 19, 2013
Oral Interviews	August 27, 2013 - University of Idaho
Review by PBFAC	September 4, 2013
Negotiate Contract	September 2013

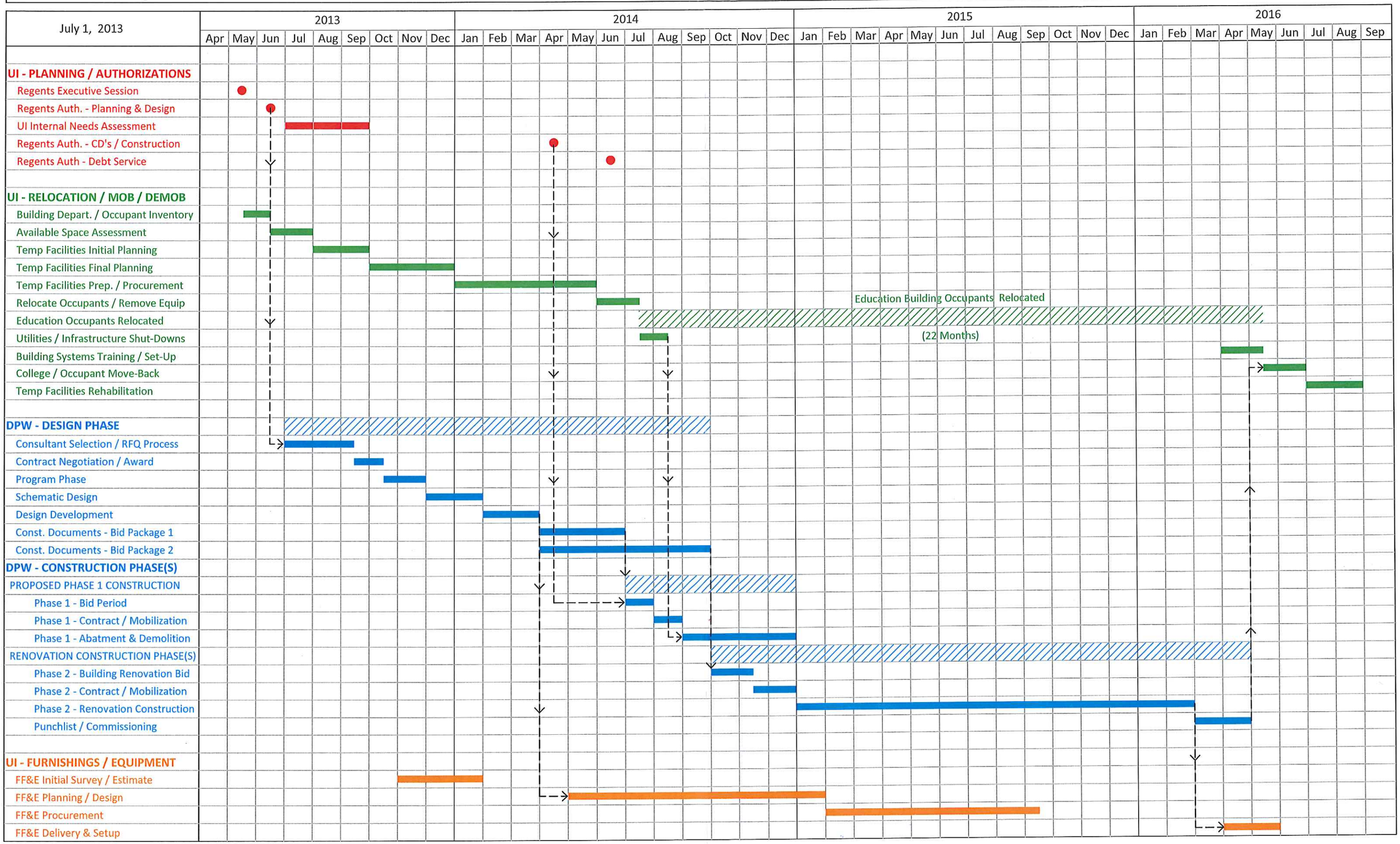
SELECTION

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 $3,000,000 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.

EARLY PLANNING SCHEDULE
Education Building Renovation

University of Idaho
Architectural & Engineering Services