# State of Idaho

Department of Administration
Division of Public Works

502 North 4th Street
P.O. Box 83720
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Design and Construction
Facilities Services
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**C. L. "BUTCH" OTTER**
Governor
**TERESA LUNA**
Director
**TIM MASON**
Administrator


October 9, 2013

**REQUEST FOR QUALIFICATIONS**

TO: ARCHITECTS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 14330
Remodel Readiness Center, Rexburg
Rexburg, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until November 7, 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:

Mark Knowles, Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1917

Program clarification and additional data may be requested by appointment only, with CPT Ramesh J. Kreizenbeck, State of Idaho, Military Division, 208-272-4135.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC]. It is recommended that responders to this RFQ check this page prior to making their submittal.

The project will be funded by State and Agency 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 (Engineer) 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 (Engineer).

Architect (Engineer) shall warrant that the Architect (Engineer) 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). Architect (Engineer) 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

This project includes the design and construction for remodeling of the building site, exterior and interior spaces. The site work will include new or repaired fencing and gated access to parking areas, new landscaping and site lighting, re-grading of all or portions of parking areas, removal of a storage building, and the relocation of the electrical service to the main building.

The proposed work to the exterior of the building will include the installation of new HVAC units, a new sloped roof, evaluation of the building structural system, new energy efficient windows and doors, a new finish for the exterior walls, a new anti-terrorism force protection system

The improvements to the interior of the building will include, life safety and building code upgrades, installation of a new mass notification system, new floor finishes throughout, evaluate the lighting and recommend replacement as needed, repair or install new interior finishes as needed.

The State will provide the consultants with a site survey and soils investion as the scope of work dictates. The civil engineering and landscaping is viewed as an important part of this project.

## REQUIRED SERVICES

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

A total project budget of $1,445,000 has been established to include fees, contingencies and tests.

The Architect (Engineer) shall be licensed to practice architecture (engineering) 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 (Engineer) will be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance and Construction Observation.

The Architect (Engineer) 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 (Engineer) 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 (Engineer) 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 Design services have 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 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

**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:

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| Receive Submittal | November 7, 2013 |
| Oral Interviews | November 21, 2013 |
| Review by PBFAC | December 3, 2014 |
| Negotiate Contract | December 20, 2014 |
| Design Development Presentation | March 6, 2014 |
| Final Construction Documents | June 15, 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 $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.

END