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**State of Idaho**  
Department of Administration  
Division of Public Works

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Design and Construction

Facilities Services

<http://www.adm.idaho.gov>

September 18, 2013

**REQUEST FOR QUALIFICATIONS**

TO: DESIGN PROFESSIONALS

FROM: Tim Mason, Administrator

ACT'G.

SUBJECT: DPW PROJECT NO. 14-460  
CWI Campus Master Plan, Phase II  
College of Western Idaho  
Nampa, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, until October 23, 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:

Martin Santoyo, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1913

Existing Campus information including utility maps, building plans and maps, and facilities maintenance conditions assessments are available for review once an architect has been selected. Depending on the type of request, some of these documents may also be obtained by appointment only from the CWI Facilities Planning Manager, Steve Fuller, at [stevenfuller@cwidaho.cc](mailto:stevenfuller@cwidaho.cc).

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [dpw.idaho.gov/professional\\_services/](http://dpw.idaho.gov/professional_services/). It is recommended that responders to this RFQ check this page prior to making their submittal.

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The project will be funded by the Permanent Building Fund Advisory Council. 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 Professional will receive general instructions through the State. A Project Manager from Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design Professional.

The Design Professional shall warrant the following: 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](http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html)). The Design Professional 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 is for the Master Plan, Phase II, for the College of Western Idaho (CWI) 100 acre Nampa Campus. This master plan project will include five milestone steps.

Step 1: Information gathering, infrastructure and facility assessments, civil engineering and specific ALTA survey studies, traffic studies, utility capacity studies, storm water studies, identify existing buildings, as well as current uses and future uses.

Step 2: Develop a master plan with stakeholders; this will include coordination of up to six stakeholder workshops. Primary stakeholders will include CWI campus staff; secondary stakeholders may include Boise State University staff, City of Nampa, Idaho Power, local high school administration, and the business owners/property owners in the vicinity. City of Nampa preliminary review processes to commence during Step 2. Each workshop may require follow-up meetings with key stakeholders to refine the outcomes of the workshops.

Step 3: Campus-wide input will be sought through a website for feedback and the Design Professional will coordinate questions and responses for refining the master plan. City of Nampa reviews will be concurrent during Step 3.

Step 4: City of Nampa approvals for amending their comprehensive plan and related zoning ordinances for consistency with the CWI Master Plan. This step may require coordination and presentations at a pre-application meeting with city staff, a planning & zoning public hearing, and city council hearings.

Step 5: Conclude campus-wide website input for refining the plan prior to final presentation. The Final Master Plan presentation will identify five, ten, and fifteen year plans.

### **REQUIRED SERVICES**

The State is requesting submittals for complete campus master planning design services including civil engineering consulting services and comprehensive assessments to identify at a minimum the following areas of a campus master plan:

- Building/Facility Needs and Space Utilization
- Utility Infrastructure Planning
- Ensuring Safety and Security

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- Enhancing Transportation and Parking
- Improving Technology Infrastructure
- Creating a Sustainable Campus
- Integrating Sustainability throughout the Campus

Master planning shall be consistent with the CWI mission, vision, strategic plan, and educational master plan.

A total project budget of \$210,000.00 has been established to include fees, contingencies, ALTA surveys, and design documents for the master plan. A complete cost estimate will be required for each step per the "DESCRIPTION OF PROJECT". The Design Professional will be required to meet monthly with the Project Manager and the CWI Facilities Planning Manager for the purpose of providing a 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 each master planning step, and project completion.

The Design Professional shall be licensed to practice architecture in the State of Idaho.

The Design Professional will be responsible for completing the five steps identified in the Project Description noted above and design for five, ten, and fifteen year plans, and identification of a priority project to be completed within the first two years.

The Design Professional shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all milestone steps, CWI master planning stakeholder's concerns will be incorporated into the plans.

The Design Professional shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council.

1. A preliminary report to the Division of Public Works and the Agency after Step 1 has been completed.
2. A five, ten, and fifteen year CWI Campus Master Plan will be presented to the Agency and the Permanent Building Fund Advisory Council.
3. A final report at the conclusion with a project identified to take place within two years to the Owner, Agency and Permanent Building Fund Advisory Council 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. The team should have a significant presence in the local area, *"Serving Idaho citizens through effective services to their governmental agencies"*

understanding of local demographics, the City of Nampa, and Canyon County land use planning and development processes. 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 and CWI's mission and vision, 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 Division of Public Works and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Design Professionals who have done work for the Division of Public Works in the past seven 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 buildings or campus infrastructure, preliminary studies or programming of campus, special training or experience in this type of project. Successful candidates must demonstrate ability to work with the CWI campus facilities department to craft a plan that is specific to the institution.
- 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 master planning projects. 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 Design Professional 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 RFQ Submittals October 23, 2013

Oral Interviews November 14, 2013

Review at Permanent Building Fund Advisory Council December 2013 meeting

Negotiate Contract December, 2013

Step 1: Information Gathering, Specific ALTA civil engineering study, site assessments, February 17, 2014

Step 2: Workshops, preliminary City of Nampa Reviews; late February, March, and April 2014

Step 3: Website feedback and modifications; April 2014

Step 4: City of Nampa approvals; May, June 2014

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Step 5: Final Master Planning Phase II documents presented to Permanent Building Fund Advisory Council; June 2014 meeting

## **SELECTION**

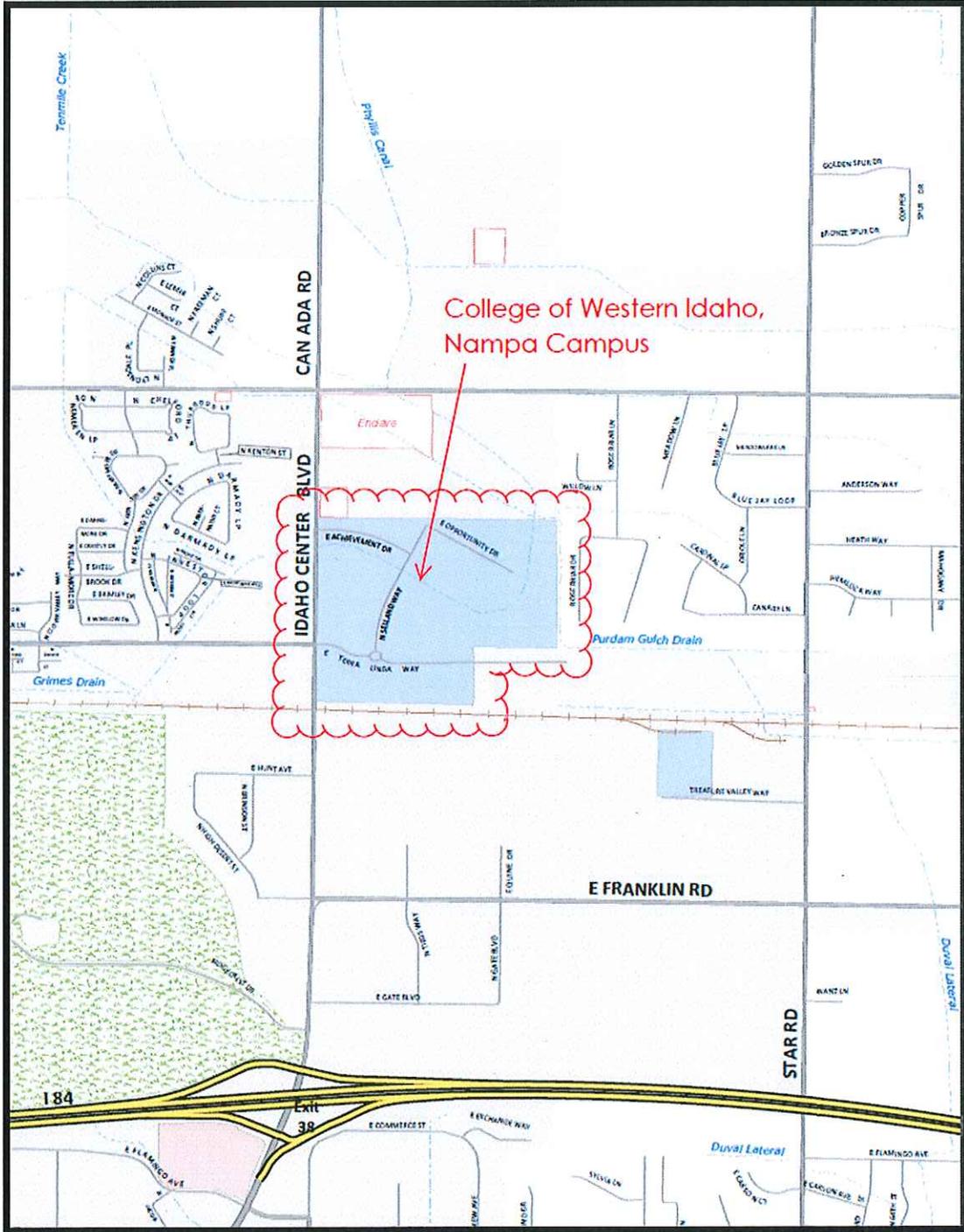
The State and CWI will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

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 \$500,000 professional liability insurance coverage, except in special circumstances.

The State and CWI reserves the right to reject any or all submittals received as a result of this request. The State and CWI reserves the right to require the use of specialty consultants who are familiar with the campus or to review their selection of consultants.

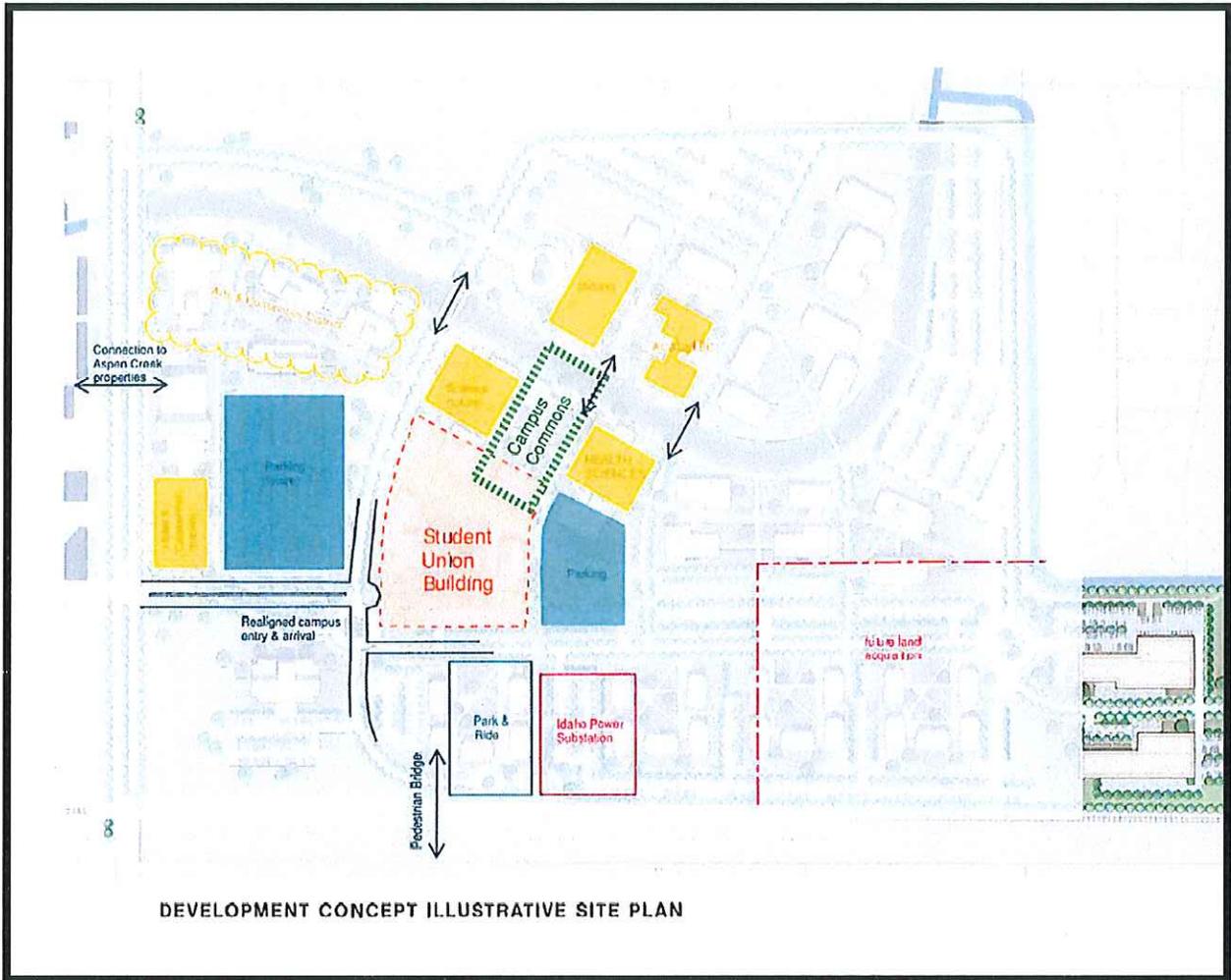
The State and CWI may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho and CWI. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

Exhibit A  
Vicinity Map



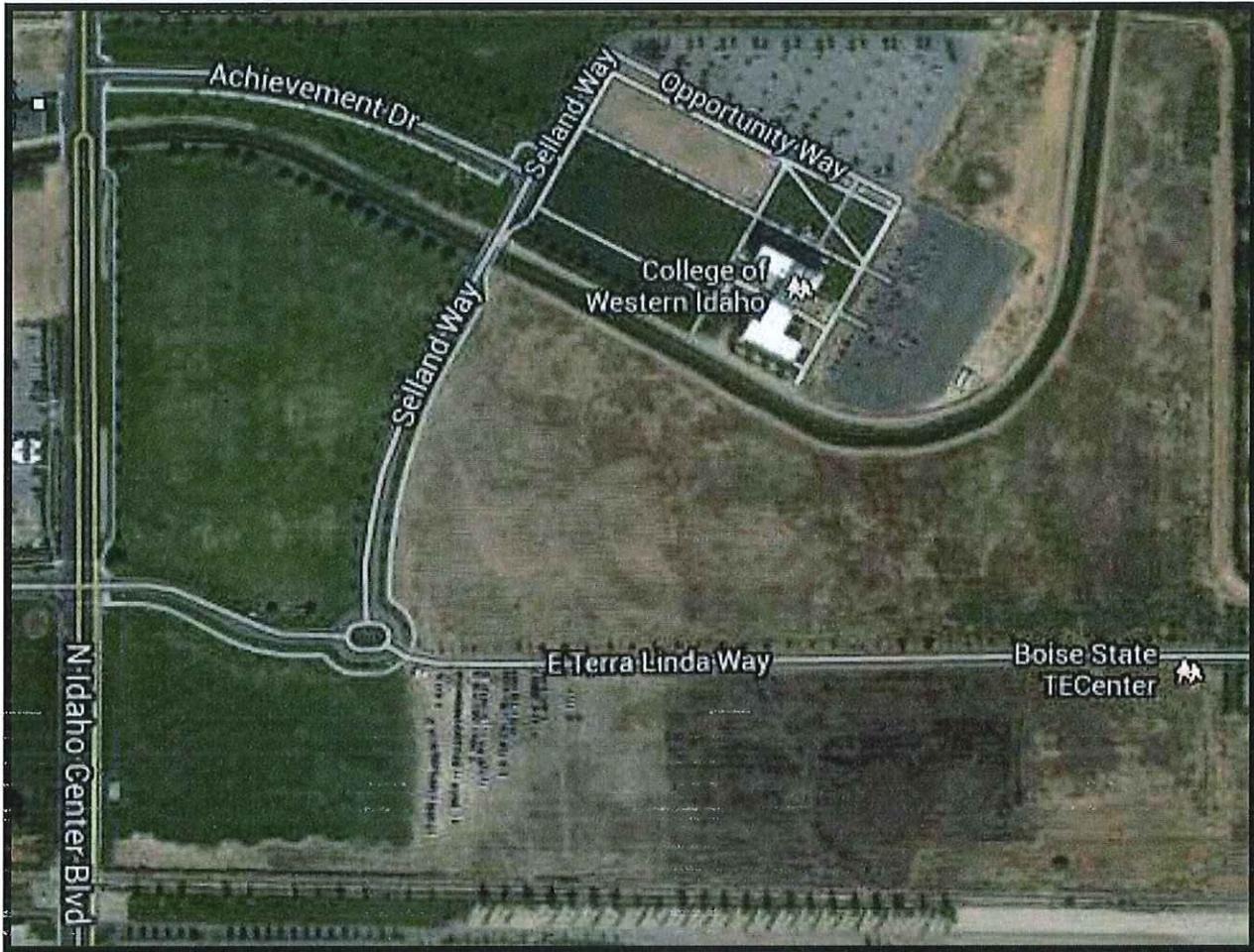
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Exhibit B  
Development Concept Illustrative Site Plan



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Exhibit C  
Aerial Photograph



END

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