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Department of Administration
Division of Public Works

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Design and Construction

Facilities Services

<http://dpw.idaho.gov>

October 23, 2013

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS / ENGINEERS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 14606
Feasibility Study - 4th Vets Home
Idaho Division of Veterans Services (IDVS)

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. BOX 83720 Boise, ID 83720-0072, until **November 18, 2013 at 2:00pm MST**, for furnishing design services to the State of Idaho.

Request for Qualifications shall be mailed to:

Elaine M. Hill, 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

Written program clarification and additional information shall be submitted to Elaine Hill through email and responded through addenda to the RFQ. These will be posted on the Division of Public Works website page dpw.idaho.gov. Check this website prior to making your submittal and acknowledge all addenda within your RFQ.

The Feasibility Study 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 Division of Veterans Services, 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 a complete feasibility study to determine the need for, and to develop the federal grant application for, additional Veterans Home capacity.

The Idaho Division of Veterans Services (IDVS) currently operates three Veterans Homes located in Boise, Lewiston and Pocatello. All three homes share a common goal of providing responsive medical and supportive care to veterans across the state that can no longer provide for themselves. The state is authorized to apply for federal funding to expand this current capacity by up to 95 beds state-wide. Reference <http://www.va.gov/vetdata/index.asp> for additional data and statistics and Exhibit A: "Department of Veterans Affairs – Design Guide – Community Living Centers dated June 2011."

The desired outcome of this study is to determine if there is a need for additional Veterans Home capacity, what type of care needs to be provided (e.g., skilled nursing, dementia care, domiciliary beds, adult day care, etc.) where that additional capacity should be located through a demographics study; and to provide the information required by Title 38 Code of Federal Regulations (CFR) Part 49 § 59.20 and 59.30 that IDVS needs to apply for a federal grant.

REQUIRED SERVICES

The State is requesting submittals for a complete Needs Assessment / Feasibility Study for a Fourth Idaho State Veterans Home.

The total project budget of **\$250,000** has been estimated to include all design services, reimbursable expenses, contingencies and tests.

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 has been completed.
2. A Report and update to the Owner, Agency and the PBFAC along with a recommended project location and budget.
3. A completed grant application that meets the requirements of Title 38 Code of Federal Regulations (CFR) Part 49 § 59.20 and 59.30.

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.
- 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, state and federal feasibility 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:

Receive Submittal	November 18, 2013 at 2:00pm MST-DPW
Short list for Interviews	December 3, 2013
Oral Interviews	December 12, 2013
Review by PBFAC	January 7, 2014
Negotiate Contract	January 2014
Completed Grant Application (CFR) Part 49 § 59.20 and 59.30	January 2015

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 \$500,000 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.