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Department of Administration
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Design and Construction
Facilities Services
<http://dpw.idaho.gov>

January 6, 2014

REQUEST FOR QUALIFICATIONS

TO: ASBESTOS DESIGN PROFESSIONALS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 14916
Asbestos Abatement, Education Building
University of Idaho
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 February 28, 2014 at 5:00 p.m., for furnishing Consultant services to the State of Idaho.

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

Josh Lewis, Asbestos Program Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1908

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

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 Design Professional 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 Design Professional.

DESCRIPTION OF PROJECT

This project includes the design and abatement of all asbestos containing materials. Estimated cost for the removal of asbestos containing materials is **\$1,700,000**. Abatement to include both the interior and exterior of the Education Building, University of Idaho, Moscow, Idaho.

The proposed work to the exterior of the building will include the removal of the existing cement asbestos board (CAB), asbestos containing window glass caulking, and built-up roofing.

The proposed work to the interior of the building will include, removal of asbestos containing thermal system insulation, (TSI), spray-on fireproofing, textured plaster, and floor tile and mastic.

The State will provide the consultants with an asbestos survey dated June 10, 2012.

REQUIRED SERVICES

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

A total project budget of **\$ 2,000,000** has been established to include fees, contingencies and tests.

The Design Professional shall be licensed to practice in the State of Idaho, and shall be an AHERA certified asbestos designer.

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

The Design Professional will be responsible for Design, Construction Documents, Bidding Assistance and Abatement Monitoring.

The Design Professional shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council.

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

1. A Report and update to the Owner, Agency and the PBFAC, prior to completion of Construction Documents, along with an itemized construction cost estimate.
2. A final report at the conclusion of the Construction Phase to the Owner, Agency and PBFAC for 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:** Photographs, Reports, Construction Documents 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 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 previous abatement projects in this building, 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 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 Submittal	February 28, 2014
Oral Interviews	March 13, 2014
Review by PBFAC	April 1, 2014
Negotiate Contract	April 15, 2014
Design Presentation	May 7, 2014
Final Construction Documents	May 30, 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