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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>

July 9, 2014

## REQUEST FOR QUALIFICATIONS

TO: DESIGN-BUILD TEAMS  
FROM: Tim Mason, Administrator  
SUBJECT: DPW PROJECT NO. 15069  
Replace Domestic Hot Water Systems, NICI  
Idaho Department of Corrections  
Cottonwood, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until **July 31, 2014 at 5:00 p.m.**, for furnishing design-build services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications or to arrange to view the existing site conditions contact:

Barry Miller, Senior Project Manager  
Division of Public Works  
502 N. 4th St.  
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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-Build Team 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-Build Team during the Design Phase and a Field Representative of the Division of Public Works will be assigned to serve during the construction phase.

### **DESCRIPTION OF PROJECT**

The successful Design-Build Team will work with the DPW and IDOC staff to determine the most cost effective use of the projects funds appropriated to upgrade the domestic hot water system at North Idaho Correctional Institution (NICI).

Anticipated work includes replacement of aging boilers and storage tanks in housing units 2, 3 and 4. The new system(s) will be sized for domestic hot water supplying inmate sinks and showers within the housing units. Equipment layouts will need to be designed to provide current code required clearances for the equipment as well as existing electrical service panels, fire protection risers, etc. See attached photos and notes for existing conditions.

### **REQUIRED SERVICES**

The State is requesting submittals for complete design and construction services. All construction activities will comply with Idaho Department of Corrections requirements for working within correctional facilities.

The Design-Build Team will be responsible for the Design Phase (Schematic Design, Design Development) with cost estimates at each phase and Construction Phase (Construction Documents, Construction). All work shall be in accordance with currently adopted building, plumbing and electrical codes.

**A total project budget of \$165,000** has been established to include fees, construction, contingencies and tests. A complete construction cost estimate will be required at the conclusion of the Design Development phase for final approval prior to starting construction. This estimate when approved will become the Maximum Contract Price.

A project manual and finish board (as appropriate) will be required at the completion of the Design Phase. The project manual shall include product, equipment and fixture cut sheets. The finish board shall include materials/samples for all interior and exterior finishes if appropriate.

A relatively complete construction schedule and schedule of values will be required at the completion of the Design Phase and must be kept up to date throughout the construction phase. The existing facility must be kept operational throughout the project with periodic closures by prior approval only.

The Design-Build Team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during both phases of work, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the project.

The Design-Build Team will be required to meet monthly with the Project Manager and/or Field Representative 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-Build Team shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A written Program/Pre-Design statement to the Division of Public Works and Agency at the conclusion of Programming.
2. A preliminary report to the Division of Public Works and the Agency after the Schematic Design phase has been completed.
3. A Design Report and update to the Owner, Agency and the PBFAC, after Design Development phase has been completed, to include complete material/color board, product, fixture and equipment cut sheets, recommended construction schedule and a final schedule of values.
4. A final report at the conclusion of the Construction Phase to the Owner, Agency to include complete as-built documents and electronic files, O&M Manuals and training video/DVD.

#### **QUALIFICATION STATEMENT CONTENT**

- A. **Basic Qualifications:** Provide basic data (both Architect and Contractor if separate firms), relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures may be submitted separately as supplemental data.

**Include contact information (Name, address, phone number, email address) for a single entity that will be the point of contact during the selection process.**

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 (Contractor, Engineers and/or Architect) expected to accomplish this project. 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 team's approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration, as well as concepts for construction staging. Limit to five 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. Make specific reference to past performance of the "Team".
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, may be submitted as examples of your work. For Contractors and/or Engineers/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. Include specific information regarding work completed as a "Team".
- 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, work within the NICI facility or with the Idaho Department of Corrections.
- G. **Format:** To assist evaluation it is desirable to format the proposal 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 and building this specific project. Performance of this "Team" 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/contractor will rank the submittals, and at least three (3), but not more than five (5) teams may be selected for personal interviews.

After interviewing the selected design-build teams, the evaluation committee will re-rank the teams to determine the final point score. There will be no Request for Proposals (RFP) phase.

**AWARD**

Based on the results of the submittals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next recent meeting. If recommended, the Division of Public Works, Department of Administration in accordance with prescribed procedures, will issue a notice of intent to negotiate.

**PROPOSED DATES:**

Receive Submittal	July 31, 2014
Oral Interviews	August 12, 2014
Review by PBFAC	September 9, 2014
Negotiate Contract	September 2014
Design presentation	November 4, 2014
Substantial Completion	March 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. Design-Build Teams must have design professionals licensed by the State of Idaho and the constructors must have an Idaho Public Works Contractor's License to submit on this project.

## EXISTING CONDITIONS



Housing Unit 2 – Electric Water Heater and Storage Tank behind



Housing Unit 3 – Boiler to left and Storage tank at right



Housing Unit 4 – Storage Tank with electrical switch gear at right. The boiler is in an adjacent room.



Housing Unit 4 – Storage Tank



Housing Unit 4 – Boiler