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Design and Construction

Facilities Services

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

March 2, 2015

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 15251
UI, Admin Bldg. Entry Foyer & Main Stair Renovation
University of Idaho (UI)
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 **April 14, 2015 at 10:00am MDST**, for furnishing design services to the State of Idaho.

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

Elaine M. Hill, DPW 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

Liza Morris, UI Project Manager
UI Facilities Services - AES
lmorris@uidaho.edu
875 Perimeter Drive
MS 2281
Moscow, Idaho 83844-2281
(208) 885-2712

Written program clarification and additional information shall be submitted to Elaine Hill and Liza Morris through email and responded through addenda to the RFQ. These will be posted on the Division of Public Works web page <http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC>. Check this page prior to making your submittal and acknowledge all addenda within your RFQ.

The University of Idaho's Administration Building Entry Foyer & Main Stair Renovation 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 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 University of Idaho, 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. 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 scope of this project is to retain, restore, and improve the historic character and nature of the University of Idaho's 1909 Administration Building while making much needed repairs and improvements to life safety systems and worn architectural systems and finishes within the main entry foyer and main stair. The Administration Building was first occupied in 1909, is on the National Register of Historic Structures and serves as an icon for the university.

Given the historic character and importance of the Administration Building, the University of Idaho commissioned a Preservation Master Plan for the building several years ago. The 2000 Preservation Master Plan identifies a cohesive strategy to ensure that iterative maintenance, alteration, repair, and capital construction efforts are carried out in a historically respectful manner that preserves and collectively enhances the building's unique character. Reference the "Administration Building Preservation Master Plan" at: <http://www.uidaho.edu/~media/Files/orgs/DFM/Standards/AdminMasterPlan.ashx>

Proposed Main Entry Foyer and Stair- First Floor & Second Floor work:

- Demolish existing "add-on" closets on second floor balcony, patch and repair finishes
- Restore terrazzo, replace and infill where missing.
- Revise existing stair hand railings to raise height and close gaps.
- Interior finish carpentry, replace existing wood trim and base to match historical restoration standard.
- Reseal around existing second floor balcony windows, restore and refinish window frames.
- Replace existing triple fire door arrangement each side on each floor
- Where necessary to conceal exposed utilities, furr and gypsum board new wall and ceiling finishes.
- Paint walls and ceiling.
- Refinish or replace existing wood flooring on second floor.
- Directional Signage.
- Reroute fire sprinkler lines and heads to conceal from view.
- Reroute or re-serve existing electrical and fire alarm devices with concealed conduit.
- Restore historical light fixtures.
- Replace existing non-historical light fixtures with historical restoration standard fixtures, integrate emergency lighting feature with these fixtures and remove current wall mount fluorescent fixtures.
- Paint walls and ceiling.
- Refinish or replace existing wood flooring on second floor.
- Install Directional Signage.

Proposed Main Entry Foyer and Stair - Third Floor:

- Restore existing stair hand railings and guard rail wall to comply with current code requirements.
- Interior finish carpentry, replace existing wood trim and base to match historical restoration standard.
- Reseal around existing third floor landing windows, restore and refinish window frames.
- Replace existing triple fire door arrangement each side on each floor.
- Where necessary to conceal exposed utilities, furr and gypsum board new wall and ceiling finishes.
- Paint walls and ceiling.
- Refinish or replace existing wood flooring on third floor.
- Install Directional Signage.
- Reroute fire sprinkler lines and heads to conceal from view.
- Reroute or re-serve existing electrical and fire alarm devices with concealed conduit.
- Restore historical light fixtures.
- Replace existing non-historical light fixtures with historical restoration standard fixtures, integrate emergency lighting feature with these fixtures and remove current wall mount fluorescent fixtures.

All of the work of this project shall be accomplished in accordance with the guiding principles and tenants of the 2000 Preservation Master Plan for the Administration Building.

REQUIRED SERVICES

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

The total project budget of \$947,600 has been estimated to include all design services, reimbursables, contingencies, tests and construction.

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 of each building has been completed.
2. A Report and update to the Owner, Agency and the PBFAC along with recommended project budget for each building.

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. For Structural Engineers 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. Submittals shall be made to the Division of Public Works as stated hereinbefore.

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:

Admin Main Entry site walk	* March 31, 2015 at 11:00am PD - UI Admin #217
Last day for addenda questions	April 7, 2015
Receive Submittal	April 14, 2015 at 10:00am MDST - DPW / Boise
Short list for Interviews	April 21, 2015
Oral Interviews	April 28, 2015 - University of Idaho A/E Services
Review by PBFAC	May 5, 2015
Negotiate Contract	May 2015

* The administration building is located in the center of campus where parking is at a premium. Firms attending the site walk are advised that parking permits are available at the Moscow Intermodal Transit Center (MITC), located at the intersection of Sweet Avenue and Railroad Street, or online, for \$2.00. Online visitor permits are available at <http://www.uidaho.edu/parking/visitors>. Please allow plenty of time to secure a permit, park, and walk to the Administration Building. Neither DPW nor the University of Idaho are responsible for any parking permit violations or citations.

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.