State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
P.O. Box 83720
Boise, ID 83720-0072

Telephone (208) 332-1900 or FAX (208) 334-4031
Design and Construction
Facilities Services
http://dpw.idaho.gov

C. L. "BUTCH" OTTER
Governor
TERESA LUNA
Director
TIM MASON
Administrator

August 28, 2014

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS (ENGINEERS)

BJM FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 15510
New Investigations, Patrol and Lab Facility, District 5
Idaho Department of Transportation
Pocatello, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until Friday, September 26, 2014 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:

Greg Johnson, Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1919

Program clarification and additional data may be requested by appointment only, with Maria Horn, Business Operations Specialist, Idaho State Police, (208) 884-7010. A pre-submittal meeting and site tour will be held at the ISP Headquarters, 205 S. 5th Ave., Pocatello, Idaho, Wednesday, September 17, 2014 at 9:00 a.m.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website, dpw.idaho.gov. It is recommended that responders to this RFQ check this site 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 Architect

(Engineer) 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 Architect (Engineer).

Architect (Engineer) shall warrant that the Architect (Engineer) does 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). Architect (Engineer) 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 will create a new Idaho State Police (ISP) facility in Pocatello. Currently the key components of the ISP in Pocatello are in separate facilities throughout Pocatello. The new facility will bring the components into a single facility located at the Idaho Transportation Department site in south east Pocatello. The services that will be combined are Patrol, Investigations, Forensics Lab and P.O.S.T. The project will also include out buildings, parking, sidewalks, landscaping, fencing, etc.

The overall project budget is $6,000,000 and the initial funding is $600,000 for design and other preliminary costs such as surveying and geotechnical work. In this current phase a Design Consultant will be selected, and a Professional Service Agreement will be issued for all phases, including the Program Phase, Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, and Construction Phase.

REQUIRED SERVICES

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

A total project budget of $6,000,000 has been established to include fees, contingencies and tests.

The Architect (Engineer) shall be licensed to practice architecture (engineering) in the State of Idaho.

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

The Architect (Engineer) will be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance and Construction Observation.

The Architect (Engineer) shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Architect (Engineer) 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 (Engineer) 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 Schematic services have been completed.

2. A Design Development Report and update to the Owner, Agency and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.

3. A final report at the conclusion of the Construction Document Phase to the Owner, Agency and PBFAC 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. 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**: Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For 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.

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.

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:

Pre-submittal Meeting and Site Tour at ISP Headquarters 5205 S. 5th Ave., Pocatello, Idaho	Wednesday, September 17, 2014 at 9:00 a.m.
Receive Submittals	Friday, September 26, 2014
Oral Interviews	Wednesday, October 15, 2014
Review by PBFAC	Tuesday, November 4, 2014
Negotiate Contract	November 2014
Design Development presentation	February 2015
Final Construction Documents	May 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 $2,000,000 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