



**C. L. "BUTCH" OTTER**  
Governor  
**ROBERT L. GEDDES**  
Director  
**JAN P. FREW**  
Administrator

**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>

**November 12, 2015**

**REQUEST FOR QUALIFICATIONS**

TO: Mechanical Engineers

FROM: Jan P. Frew, Administrator  
Division of Public Works

SUBJECT: DPW PROJECT NO. 16006  
Capitol Mall Cooling Towers, Department of Administration  
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4<sup>th</sup> Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **Friday, December 18, 2015, at 3:00 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:

**Martin Santoyo**, Project Manager  
Division of Public Works  
P.O. Box 83720  
Boise, Idaho 83720  
(208) 332-1913  
[Martin.Santoyo@adm.idaho.gov](mailto:Martin.Santoyo@adm.idaho.gov)

Program clarification and additional data may be requested by appointment only, with Ric Johnston, [Ric.Johnston@adm.idaho.gov](mailto:Ric.Johnston@adm.idaho.gov).

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 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, the Architect, and the Engineer.

## **DESCRIPTION OF PROJECT**

This project is to replace the three existing 500 ton cooling towers in the Capitol Mall central plant; add a 100 ton free cooling (winter use) cooling tower and heat exchanger for the capitol building; and, re-pipe the cooling tower water system including associated pumps. The new cooling tower system will be designed to allow maintenance while operating and ease of maintenance.

The design documents will be prepared for two phases of construction with the first phase bidding in May/June 2016; this to allow for the mechanical system downtime between December 1, 2016 through February 24, 2017. The second phase will be scheduled for bidding May/June 2017.

## **REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. A total anticipated project budget of **\$800,000** has been established to include fees, contingencies and tests. A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Engineer shall be licensed to practice Engineering in the State of Idaho.

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

The 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 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 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.

## PROPOSAL 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. Specifically identify the firm's makeup as to sole proprietorship, partnership, professional corporation and any relationships that include joint ventures, associations, or other special or unique relationships. Indicate if the firm is a subsidiary of any other firm or if the firm or principals operate or participate in other professional firms. The Division of Public Works reserves the right to investigate and confirm the proposer'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 that 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 (2) 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 will 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 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. **Additional Information:** For rating purposes, indicate the location of the office where the services will be performed and itemize all Division of Public Works projects awarded since **2013**, and give the total fee amount for each.
- H. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals 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 and one each of other data, i.e. examples of work. Include five CDs containing a PDF of the submittal. In your RFQ cover letter, include the email address of the team's primary contact person.

## EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent architect/engineer will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the semi-final point score.

## AWARD

Based on the results of the proposals 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 scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

### PROPOSED DATES:

Receive Proposals	December 18, 2015
Oral Interviews	January 6, 2016
Review by PBFAC	February 2, 2016
Negotiate Contract	February 2016
Design Development presentation	April 5, 2016
Final Construction Documents	May 2016

## **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 a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals 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 proposals resulting from this request and subsequent interviews.

**END OF 16006 RFQ**