



**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 1, 2016**

## REQUEST FOR QUALIFICATIONS

TO: Engineering firms

*BJM.*

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

SUBJECT: DPW PROJECT NO. 16-061  
Waste Water Upgrades, Phase 2  
North Idaho Correctional Institution, NICI  
Idaho Department of Correction (IDOC)

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 Tuesday, November 22 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:

Marti Miller, Project Manager  
Division of Public Works  
502 N. 4th St.  
P O Box 83720  
Boise ID 83720-0072  
(208) 332-1920

Program clarification and additional data may be requested by appointment only, with Richard Brien, Construction Project Manager at the Idaho Department of Corrections, (208) 658-2179.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at [dpw.idaho.gov/professional\\_services/](http://dpw.idaho.gov/professional_services/). It is recommended the responders to this RFQ check this page prior to making their submittal.

An informational meeting will be held at the project site on November 15, 2016 at 2:00 p.m. local time provide program clarification and answer questions.

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 Engineer.

## **DESCRIPTION OF PROJECT**

The scope of this project is to upgrade the North Idaho Correctional Institution (NICI) existing waste water lagoon system to meet the discharge limits with respect to the NPDES permit. NICI has an existing five cell wastewater lagoon system. A planning study was completed in March of 2014 outlining upgrades to the lagoon system. Phase 1 of this project was completed in the fall of 2016, which was to remove biosolids from its existing lagoons. The required upgrades for Phase 2 are expected to include the following the major elements:

1. Modification of the lagoon configuration;
2. Addition of aeration equipment;
3. Design to meet discharge limits for ammonia and temperature requirements
4. Improvements to the lagoon headworks including addition of influent screening equipment;
5. Improvements to disinfection equipment prior to discharge, and
6. Provide services during start up and Prepare an Operations and Maintenance Manual for use in the ongoing operation of the new wastewater treatment facilities.

## **REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. A total project budget of \$1,505,820 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.

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

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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 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. 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 Architects, Engineers, etc. 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 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.

### **SUBMITTAL**

Five (5) bound copies of the submittal shall be delivered by the time and place specified above. Submittal shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed.

## **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 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	November 22, 2016
Oral Interviews	December 1, 2016
Review by PBFAC	December 6, 2016
Negotiate Contract	December 20, 2016
Design Development presentation	March 28, 2017
Final Construction Documents	May 30, 2017

## **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.