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Department of Administration
Division of Public Works

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Design and Construction
Facilities Services
<http://dpw.idaho.gov>

January 25, 2016

REQUEST FOR QUALIFICATIONS

TO: Architects

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

SUBJECT: DPW project no. 16151
Spalding Hall Renovations
Lewis Clark State College
Lewiston, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until **February, 23RD at 5:00 p.m. MT**, for furnishing design services to the State of Idaho.

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

Sydnee Weersing, Project Manager
Division of Public Works
sydnee.weersing@adm.idaho.gov
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1924

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

The project will be funded by the State of Idaho and Lewis Clark State College. 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 Agency, and the Architect.

DESCRIPTION OF PROJECT

The State of Idaho is requesting qualifications for complete design services including observation during construction for the interior and exterior renovation of Spalding Hall, on the campus of Lewis-Clark State College originally constructed in 1924. Spalding Hall is approximately 23,665 sf; 1,765 sf in the basement, 8,160 sf on the 1st floor, 8,160 sf on the 2nd floor, and 5,580 sf on the third floor. Renovation will include new carpeting, paint, doors, mechanical systems, electrical systems, and sprinkler systems. Additionally, LCSC would like to remodel the interior of Spalding Hall, as feasible, to accommodate additional office space and restrooms. The project will also address building elements that do not meet the current code, like ADA accessibility issues throughout.

It is intended that the project will be carried out in four phases as funding becomes available. The phases will be as follows: Phase one- first floor remodel, stairwell upgrades, and asbestos removal and abatement; Phase two- second floor remodel and asbestos removal and abatement; Phase three- third floor remodel and asbestos removal abatement; Phase four- exterior brick and foundation repairs. In addition to the first floor remodel, phase one will address life safety and fire code issues throughout the entire building. Contact DPW Project Manager, Sydnee Weersing 208-331-1924 for a copy of the feasibility study that was completed and outlines the work to be performed in all phases.

REQUIRED SERVICES

The State is requesting proposals for complete design services for all four phases and observation through construction of phase one. The anticipated phase one project budget of \$1,800,000 has been estimated to include design services, reimbursables, contingencies, tests, and asbestos abatement and construction. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Architect shall be licensed to practice architecture in the State of Idaho.

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

The Architect 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 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 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 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. Submit copies of the proposal and one each of other data, i.e. examples of work.

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.

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 Submittals	February 23 rd , 2016
Oral Interviews	March 8 th , 2016
Review by PBFAC	April 5 th , 2016
Negotiate Contract	April 2016
Schematic Design Complete PBFAC presentation	June 7 th , 2016
Design Development Complete	July 12 th , 2016
Final PBFAC Presentation	August 2 nd , 2016
Final Construction Documents	August 30 th , 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 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