



State of Idaho

Department of Administration
Division of Public Works

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

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Governor
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Administrator

March 8, 2016

REQUEST FOR QUALIFICATIONS

TO: DESIGN-BUILD TEAMS

BJM

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

SUBJECT: DPW PROJECT NO. 16206
Alberstons Stadium Concrete Repairs
Boise State University (BSU)
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **Monday, March 28, 2016, at 10:00 a.m.**, for design build services to the State of Idaho.

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

Elaine Hill, DPW Project Manager
Division of Public Works
Elaine.Hill@adm.idaho.gov
502 N. 4th Street
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1925

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 the responders to this RFQ check this page prior to making their submittal.

The project will be funded by the State of Idaho's funding. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Design Build team 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, Boise State University and the Design-Build team.

DESCRIPTION OF PROJECT

This scope of this project is to repair the deteriorated concrete at numerous locations at the stadium, but primarily on the west grandstand's upper and lower decks. The Design-Build team shall manage the project as to not interfere with the fall 2016 football season.

REQUIRED SERVICES

The Design-Build Team will be responsible for the Design Phase (Structural Analysis, Schematic Design and Design Development) with cost estimates at each phase and Construction Phase (Construction Documents, Construction). All work shall be in accordance currently adopted building, life safety codes and local zoning ordinances.

A total project budget of **\$490,000** has been established to include fees, contingencies and tests. A complete construction cost estimate will be required at the conclusion of the Design Phase for final approval prior to proceeding to the construction phase. This estimate when approved will become the Maximum Contract Price. A relatively complete construction schedule and schedule of values will be required at the completion of the Design Phase and must be kept up to date throughout the project.

The Design-Build Team 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 and building maintenance concerns should be incorporated into the design.

The Design-Build Team will be required to meet monthly with the Project Manager and/or Field Representative 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 Design-Build Team shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary Structural Analysis 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 (**both Architect and Contractor if separate firms**), 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/contractor will rank the proposals; no 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	March 28, 2016
Oral Interviews	April 4, 2016
Review by PBFAC	April 2016
Negotiate Contract	April 2016
Design Presentation	May 2016
Final Construction Documents	June 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.