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Department of Administration
Division of Public Works

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

November 4, 2015

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

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

A handwritten signature in blue ink that reads "Jan Frew".

SUBJECT: DPW PROJECT NO. 16220
Renovate Labs / Classrooms
Gale Life Sciences
Idaho State University (ISU)
Pocatello, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until December 1, 2015, 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:

John Julian, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1904

Program clarification and additional data may be requested by appointment only, with Doug Simpson, ISU Facilities Department, (208) 282-4621.

The project will be funded by the Permanent Building Fund. 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

This project will renovate three (3) underutilized labs in the Gale Life Sciences Building. Lab 247 (1,195 sf), will be renovated into a new Neuroanatomy Lab. Lab 261 (1,307 sf) will be renovated into a new teaching lab, and renovation of Lab 153 (899 sf). All remodeled spaces will need to be brought up to current codes for ventilation, accessibility, and reflect current standards for the academic program and accreditation. Additional work will require staff support spaces; preliminary planning and preparation for upgrading Physiology Labs. Specialty lab consultants are not required

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of \$1,200,000 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 Architect will be responsible for Programming, 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. 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 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. **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 2012, 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 copies of the proposal and one each of other data, i.e. examples of work.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent third party, 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 1
Oral Interviews	December 16 and 17th
Review by PBFAC	January 5, 2016
Negotiate Contract	January 12, 2016
Design Development presentation	March 1, 2016
Final Construction Documents	May 1, 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.