



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>

August 7, 2015

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

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

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

SUBJECT: DPW PROJECT NO. 16330
Remodel Readiness Center, Lewiston
Lewiston, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **August 26, 2015, at 4:00 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

Program clarification and additional data may be requested by appointment only, with Lt. Col. Douglas Werner, State of Idaho, Military Division, 208-272-4939. douglas.c.werner.mil@mail.mil

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [<http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC>]. It is recommended that responders to this RFQ check this page prior to making their submittal.

The project will be funded by State and Agency funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines.

"Serving Idaho citizens through effective services to their governmental agencies"

The Architect (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 Architect (Engineer).

DESCRIPTION OF PROJECT

This project includes the design and construction for remodeling the existing 13,838 sq. ft. Armory building to enhance the image and workplace for the Idaho National Guard. Improvements include pitched roof overbuild, High Frequency (HF) antenna upgrade, storefront entry, keyless entry, anti-terrorism/force protection improvements, site improvements for ADA accessibility, improved exterior finish, and proper drainage at the building perimeter.

The improvements to the interior of the building will include layout changes for improved functionality, life safety and building code upgrades, installation of a new mass notification system, fire alarm system, mechanical upgrades, new floor finishes, new lighting, painting, data/connectivity improvements, windows, kitchen improvements and latrine improvements, and installation of new ceilings as required.

The State will provide the consultants with a site survey and soils investigation as the scope of work dictates. The civil engineering and landscaping is viewed as an important part of this project.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction.

A total project budget of **\$1,396,600** has been established to include fees, construction, 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 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 **September 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 five (5) copies of the submittal and one each of other data, i.e. examples of work. Also include five (5) CDs containing a PDF of the submittal. **Provide the email address for the 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	August 26, 2015
Oral Interviews	September 15, 2015
Review by PBFAC	October 7, 2015
Negotiate Contract	October 23, 2015
Design Development presentation	January 5, 2016
Final Construction Documents	March 18, 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 16330 RFQ