June 1, 2017

REQUEST FOR QUALIFICATIONS

TO: Architects

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

SUBJECT: DPW PROJECT NO. 17236
Renovations to Science and Technology (S&T) Building,
Idaho State University
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 Tuesday, June 20, 2017, at 5:00 p.m., for furnishing design services to the State of Idaho.

Program clarification, additional data, and questions that arise as a result of this Request for Qualifications should be addressed to:

Sydnee Weersing, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1924
Sydnee.weersing@adm.idaho.gov

All site investigations shall be at no cost to the Owner.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at dpw.idaho.gov/professional_services/. Responders to this RFQ should check this page prior to making their submittal. If any, the final addendum will be issued by June 15, 2017. The project will be funded by 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. The Architect will receive general instructions through the State. The above noted Project Manager of the Division of Public Works has been assigned to serve as liaison between the Department of Administration, the Agency, and the Architect.

**DESCRIPTION OF PROJECT**

As part of this project, Idaho State University plans to relocate approximately half of the College of Technology programs to the Science and Technology ("S&T") Building located at 1999 Alvin Ricken Drive. Existing College of Technology programs are currently located in multiple buildings around campus. Programs moving as part of this project include: Auto Collision Repair & Refinishing, Automotive Technology, Civil Engineering Technology, Surveying & Geomatics Engineering Technology, Diesel Technology, On-Site Power Generation Technology, Unmanned Aerial Systems, Robotics & Communications Systems Engineering Technology, and Welding. Auxiliary spaces needed for these programs will also be relocated. These spaces will include Student Services, classrooms, faculty offices, testing labs, storage (inside and out), etc. This project will remodel approximately 113,000 s.f. of the S&T Building, which is approximately 207,057 s.f. total. The Machining Technology and CADD programs are being moved to the S&T Building under separate contracts. Several College of Technology programs are staying in their current location and are not a part of this project. Approximately 48,000 s.f. of the S&T Building is being reserved for the Office of Research. Currently, this Research space is not part of the project, but Idaho State University is considering renovations to certain labs that may be added to the project at a later date.

Included in the scope of this project will be a code study for the entire building and site. This will be necessary to determine code compliance and evaluate life safety concerns for the whole building including areas that are not part of this scope of work. This study may include, but not necessarily be limited to: bathroom / fixture count analysis, exiting analysis, parking analysis, change in use / occupancy analysis, evaluation of existing power supply to building, and evaluation of building envelope systems.

Given the current layout and state of the S & T building, it is anticipated that the remodel will have varying levels of improvements necessary. The University would like to consider phasing the improvements per program in order to move some programs as soon as possible.

It is intended to use Construction Manager-General Contractor “CMGC” as the construction delivery method for this project. The CMGC and the Commissioning Agent will assist from schematic design through bidding and construction. These two entities will be selected through separate RFQ’s.

Attachments to this RFQ include:
- Project Schedule .................................................................pg 6
- Vicinity Map .............................................................................pg 7
- Programmatic Floor Plan (Preliminary and conceptional only at this point)................pg 8
- College of Technology Program Descriptions.........................pg 9-12
- Photos of Existing S & T Building ........................................pg 13-15
- Photos of Existing Program Spaces........................................pg 16-21
REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A construction budget range of $6,500,000 to $10,000,000 has been established excluding design fees, contingencies and tests.


The Architect will be required to meet monthly with the DPW Project Manager and ISU Representatives, 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. Additional work sessions with ISU client user groups, facilities and design staff, and the DPW Project Manager will be necessary during each phase of the design process.

The Architect will be required to coordinate design, cost estimate, and schedule throughout the entire contract with the Construction Manager.

The Architect will be required to submit written and graphic materials at the end of Programming, Schematic Design, Design Development and at 75%, 95%, and 100% of Construction Documents for approval from DPW and ISU, prior to moving on to the next phase. As part of these submittals, a complete construction cost estimate including site and building costs, appropriate to the phase, will also be required. These budgets will be separate from the budget generated by the CMGC. At each phase, the design and scope of work will be adjusted as required to match the construction budget.

The Architect shall develop all necessary presentation materials for a minimum of one (1) presentation to the Permanent Building Fund Advisory Council, at the end of Design Development, and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

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 **ALL** anticipated consultants. Describe who will perform the various tasks, the
amount of their involvement and responsibilities, and give their qualifications. Provide a detailed project list for each team member, complete with their role and responsibilities on each project. The Architect and major consultants shall provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this type and 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. The Architect and major consultants shall provide a list of references with phone numbers and e-mail addresses. In addition, past performance comments may 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. Provide the actual cost versus the budgeted cost on all similar projects submitted for examples of work.

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 who will 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. Also include five (5) CDs containing a PDF of the submittal. Submittal shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed. Failure to identify point of contact may render submittal non-responsive.

**EVALUATION**

An evaluation committee consisting of persons from the Division of Public Works, Idaho State University, 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 the final ranking of the evaluation committee, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the firm by the Division of Public Works in accordance with prescribed procedures. Final selection is contingent upon the successful negotiation of a contract.

PROPOSED DATES: (See also attached project schedule)

- S&T Building Walk Through: June 7, 2017 @ 11:00am
- Receive A/E RFQ Submittals: June 20, 2017
- Present A/E selection to PBFAC: July 11th, 2016
- Negotiate Contract: July 2017
- Receive CMGC Proposals: July 13, 2017
- Oral Interviews: July 25 & 26, 2017
- Present CMGC selection to PBFAC: August 1, 2017
- Negotiate Contract: August 2017
- Preliminary presentation to PBFAC: November 2017
- Final presentation to PBFAC: January 2018
- Out to Bid: February 2018
- Construction Start: April 2018
- Construction Completion: December 2018

PROVISIONS

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. A sample agreement of standard terms and conditions is available from the Division of Public Works. Firms will be required to sign an agreement including the State’s standard terms, including a requirement to carry and maintain a minimum of $1,000,000 professional liability insurance coverage.

The architect and all design professional consultants shall be licensed to practice Architecture and Engineering in the State of Idaho. 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 proposals resulting from this request and subsequent interviews.

End of 17236- Design Services RFQ
## PROJECT SCHEDULE

**DPW 17-236**

### Science and Technology Building Remodel

**Idaho State University**

<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
<th>Predecessors</th>
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<td>Tue 8/17</td>
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<td>Fri 4/14/18</td>
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### Task Details

- **Critical Task**
- **Rolled Up Milestone**
- **Sumary**
- **Start**
- **Deadline**
- **Manual Summary Rollup**
- **External Milestone**
- **External Tasks**
- **Progress**
- **Start only**
- **Finish only**

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**Division of Public Works (DPW)**

**Date:** 05/25/2017

**Project Manager:** Sydnee Weersing
COLLEGE OF TECHNOLOGY PROGRAM DESCRIPTIONS

Diesel Technology
On-Site Power Generation Technology

The Diesel Technology and On-Site Power Generation Technology programs offer students (thru 2- and 4-year programs) the opportunity to learn the proper procedures for servicing, maintaining and repairing all parts of diesel equipment utilized in farming, construction and trucking industries. Students receive thorough training in the use of specialized tools and equipment. The program is designed to provide the graduates with the skill and training required prior to entering the diesel mechanics field.

The Diesel Technology program currently occupies all three floors of the Armory Building (#73), located at 1257 S. 2nd Avenue, totaling approximately 20,000 s.f.. Current student load for the program is between 65 – 70 students per year.

The On-Site Power Generation Technology program currently occupies over half of the Dowling Building (#71), located at 510 South Main Street. Current space usage is approximately 18,144 s.f.. Current student load is 30-35 students per year.

The new space at the S&T building will require installation of a variety of utilities to support the program, including: power distribution to large and small equipment, additional lighting for work benches, floor drains and underground piping for spills and washing, distribution of plant air for pneumatic equipment, waterlines for pressure washing, general and localized venting for engine exhaust, natural gas to multi-fuel generator.

Other considerations for the new space include: noise reduction (to adjoining spaces), floor treatment (for spills / washing), HAZMAT storage (fuel, oil, antifreeze, etc.), access into and out of building for large vehicles, and tool storage.

Civil Engineering Technology

Surveying and Geomatics Engineering Technology

The Civil Engineering Technology and Geomatics Engineering Technology programs go hand in hand and share many of the same spaces and resources.

In the program students are taught how to obtain field data and prepare drawings and maps pertaining to angles, elevations, azimuth points, contours, and earthwork. They learn how to use electronic total stations, levels, global positioning surveying (GPS), and other instruments. They learn how to perform construction staking tasks necessary for the construction of highways, railroads, bridges, buildings, airfields, subdivisions, and other facilities. They also learn how to perform testing and inspection tasks on the various construction operations to ensure compliance with Engineer’s specifications. Furthermore, Geomatics Technology uses modern ground aerial and satellite technologies and computers for data processing. Small class sizes are emphasized as well as a combination of project work both in the field and in the classroom.
These programs currently occupy space in the RFC Building (#48) on the main campus. Their combined spaces equal approximately 5,000 s.f. on the main level and include offices, material testing labs., computer lab, instructional space, and equipment storage. Student load is approximately 17-23.

The new space is the S&T building will require durable cabinets and countertops for material prep. and testing, water for mixing, deep sinks and drains for cleanout, secure storage for surveying equipment, power to testing equipment and venting for high temperature oven. Easy access to the outside is preferable.

**Unmanned Aerial Systems (UAS)**

**Robotics and Communications Systems Engineering Technology (RCET)**

The UAS and Robotics programs operate in conjunction and share space and resources.

UAS (i.e. – drones) are used in a wide variety of fields. Students learn the basics to operate, test, calibrate and maintain small unmanned systems as well as collect and analyze imagery data taken from a variety of sensors. Robotics and electronic systems technicians conduct research, make repairs, and work with other professionals in software development, semiconductor testing, lasers and optics, national defense, and telecommunications.

These programs are currently spread out in the Trade & Technology building (#51) but also occupy some space in RFC (#48) for their lasers and 3D printers. Total of all areas currently occupied is approximately 21,000 s.f. Coming together in one centralized location is desirable for these programs. Student load is approximately 65-85.

The new space in the S&T building will require a wide variety of services, including: built-in racks and special lighting at Video Labs, sinks, drains, and eyewash stations at 3D and Holography, venting of 3D printers and laser rooms, compressed air to air isolation tables, special lighting at lasers rooms, and a hood at soldering station(s). Plenty of worktable space (with appropriate power) is needs.

**Welding**

The Welding program offers (thru 2- and 4- year programs) the opportunity to learn use of electric arc equipment to construct and repair parts of buildings, machinery, tools, ships, automobiles, spacecraft and thousands of other products. Students receive through training in the properties of metal, blueprint reading, safety procedures, various welding procedures, and processes as well as the operation of hand-held equipment, and a variety of welding machines. The program is designed to provide graduates with the skill and training required to perform work and pass a certification examination of their welding skills.

The Welding program currently occupies the basement of Trade & Technology Building (#51), totaling approximately 13,900 s.f. Current student load for the program is between 40-50 students per year.
The new space for the S&T building will require installation of utilities to support 440v power for most equipment, HVAC for proper venting of work booths, noise reduction panels for booths and generators. Piping to all work booths and other locations of gas, water, CO2 and Argon. Proper separate storage will be needed for welding materials, piping, canisters of gas and hazardous materials.

Other considerations for the new space include: floor treatment (for spills/washing), floor drains, access into and out of building for large welding materials. Noise reduction to adjoining spaces.

**Automotive Collision Repair and Refinishing**

The Automotive Collision Repair and Refinishing program offers (thru 2- and 4- year programs) the opportunity to learn repair of damaged vehicle bodies and body parts, thru the use of full visual inspection of the extent of damage. Students receive through training in and repair of all welded, bolted and adhesive style panels, grilles, bumpers and all plastic parts. MIG and MAG welding, resistance spot welding and the safe use of all welding equipment. Students also learn to replace glass and remove exterior trim and moldings, dent repair, body fillers and the use of specialized equipment for refinishing.

The Automotive Collision Repair and Refinishing program currently occupies the basement of the RFC Building (#48), totaling approximately 14,200 s.f. Current student load is 20-28 students per year.

The new space for the S&T building will require installation of utilities to support 220v power for most equipment, HVAC for proper venting of work booths, proper lighting for highly detailed work. Air, gas and water as required.

Other considerations for the new space include: floor treatment (for spills/washing), floor drains, access into and out of building for vehicles. Noise reduction to adjoining spaces. Proper separate storage will be needed for welding materials, paint and hazardous materials.

**Automotive Technology**

The Automotive Technology program offers (thru 1.5- and 3.5- year programs) the opportunity to learn preventive maintenance and major repairs on all component parts such as engine overhaul, brake repair, front-end alignment, tune-up, automatic transmission repair, etc., thru the use of proper diagnosis and repair using specialized digital computer test equipment, troubleshooting charts and hand on instruction.

The Automotive Collision Repair and Refinishing program currently occupies the basement of RFC Building (#48), totaling approximately 16,400 s.f. Current student load is 30-40 students per year.

The new space for the S&T building will require installation of utilities to support 220v power for most equipment, HVAC for proper venting of lift stations, proper lighting, air, gas and water as required.
Other considerations for the new space include: floor treatment (for spills/ washing), floor drains, access into and out of building for vehicles. Noise reduction to adjoining spaces. Proper separate storage will be needed for hazardous materials.

**Student Services**

**Center for New Directions**

Student Services provides academic support to all College of Technology students including, but not limited to: admissions and registration help, deciding on different programs and degrees, tutoring and success workshops, and getting ready for graduation.

The Center for New Directions (CND) assists individuals in transition to overcome personal and economic barriers to education and employment, to access training programs and job opportunities, and to become personally and economically self-sufficient. CND serves College of Technology students and community members.

To a large degree, all of the above programs will share some spaces including common / study areas, bathrooms, classrooms, and possibly tool storage. It is anticipated that a minimum of 4-6 shared classrooms will be needed (approx. 20 students each). Very little work is anticipated at existing bathrooms.
Existing S & T Building Pictures
Existing S & T Building Pictures
EXISTING PROGRAM SPACES

Auto Collision

Auto Collision

Auto Collision

Automotive Tech

Automotive Tech

Automotive Tech
EXISTING PROGRAM SPACES

Civil Engineering

Civil Engineering

Civil Engineering

Unmanned Aerial

Unmanned Aerial
EXISTING PROGRAM SPACES
EXISTING PROGRAM SPACES

Robotics

Student Services

Student Services

Student Services
EXISTING PROGRAM SPACES