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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 7, 2016

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS / ENGINEERS

BIM

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

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

SUBJECT: DPW PROJECT NO. 17253
Administration Building Envelope Repairs
University of Idaho (UI)
Moscow, Idaho

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

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

Elaine Hill, Project Manager
Division of Public Works
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.

An informational meeting will be held on **November 10th, 1:30pm** at University of Idaho, Administration's main exterior east entrance to provide program clarification and answer questions.

The project will be funded by State 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. 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 University of Idaho, the Architect, and the Construction Manager / General Contractor.

DESCRIPTION OF PROJECT

The scope of this project is for the repair and replacement of the exterior clay brick and cast stone masonry systems at University of Idaho's 1909 Administration Building. It includes tuck pointing of deteriorated portions of the clay brick masonry grout, repair of cast stone elements, replacement of cast stone elements determined to be in a condition that does not allow for restoration, repair and correction of deteriorated flashing systems, sealing of the masonry, recreate / replacement of historic finials and miscellaneous repairs and work as necessary and required. The exterior repairs shall be substantially complete by September 27, 2017.

The Administration Building was first occupied in 1909, is on the National Register of Historic Structures and serves as an icon for the university. Given the historic character and importance of the Administration Building, the University of Idaho commissioned a Preservation Master Plan for the building several years ago. This can be viewed at: <http://www.uidaho.edu/infrastructure/facilities/info-requests/forms>

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of **\$1,004,100** has been established for all construction, consulting fees, contingencies and tests.

The Architect, and all design professional consultants shall be licensed to practice Architecture/Engineering 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 DPW Project Manager and UI's representatives and the Construction Manager / General Contractor 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 University of Idaho, DPW 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 masonry and cast stone materials, alternative concepts and methods for consideration in historic buildings. 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.

SUBMITTAL

Five (5) bound copies of the submittal and One (1) DVD or thumb drive 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 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 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:

Admin Main Entry site walk	November 10 th , 2:30pm at University of Idaho, Admin. main exterior east entrance
Receive Submittal	November 28, 2016, 10:00am / MT Boise DPW
Short list for Interviews	December 5, 2016
Oral Interviews	December 13th or 14th, 2016 at UI AE Services
Review by PBFAC	January 3, 2017
Negotiate Contract	December – January 2017

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.

