



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 1900 or (208) 334-4031
Design and Construction
Facilities Services
<http://dpw.idaho.gov>

September 26, 2016

REQUEST FOR QUALIFICATIONS

TO: Architects

BAM

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

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

SUBJECT: DPW PROJECT NO. 17-353
Preliminary Planning New Skilled Nursing Facility
State Hospital South (SHS)
Blackfoot, 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, October 18th, 10:00 a.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:

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.

The Preliminary Planning 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 Agency and the Architect.

DESCRIPTION OF PROJECT

State Hospital South requests architectural services to develop Preliminary Planning for a New Skilled Nursing Facility.

- The location shall be on State Hospital South campus in Blackfoot, Idaho.
- The facility shall be constructed pursuant to:

NFPA Life Safety Code 2012 Edition:
<http://www.nfpa.org/codes-and-standards>

The design needs to be compliant with CMS/Joint Commission requirements, which are typically met using the Guidelines for Design and Construction of Health Care Facilities, which is distributed by the Facilities Guidelines Institute, and published by the American Institute of Architects.

- The facility will be approximately 45,000 square feet on a single level.
- Shall include approximately 36 beds
- Includes a dietary kitchen and dining area
- Includes physical and recreational therapy areas
- Other requirements of a skilled nursing facility, which include medication rooms, clean and dirty laundry rooms, nursing stations, conference rooms, storage rooms, etc.

REQUIRED SERVICES

The State is requesting proposals for Preliminary Planning for a New Skilled Nursing Facility. A total project budget for this Preliminary Plan is **\$75,000** which includes fees, contingencies and tests.

The Architect shall be licensed to practice Architecture in the State of Idaho.

The Architect shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council. Keep in mind code compliance, energy efficiency, and building maintenance concerns when planning.

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 the initial evaluation has been completed.
2. Report and update to the Owner, Agency, and the PBFAC, for any additional input and accept the preliminary plan.

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.
- 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: Similar studies,** 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 any supplemental material and Five (5) DVDs or thumb drives 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:

<u>Receive Proposals</u>	<u>Dates</u>
Receive Proposals	Tuesday, October 18th, 10:00 a.m.
Oral Interviews	October 27, 2016, SHS, Blackfoot
Review by PBFAC	November 3, 2016
Negotiate Contract	November 2016
Budgetary Construction Estimates	January 2017
Presentation to PBFAC	Spring 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.

End of 17-353 Architects RFQ

