



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>

June 14, 2016

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. 17500
Idaho Department of Lands
Demo Mica Area Office & Expand CDA Staff Office
Coeur d'Alene, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until Thursday, July 14 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:

Margie Kennedy, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332- 1917

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 June 29 at 10 a.m., at the project site (3802 Industrial Loop South, Coeur d'Alene) to provide program clarification and answer questions.

The project will be funded by PBFAC and the Idaho Department of Lands. 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

Idaho Department of Lands location in Coeur d'Alene has been located at 3802 along Industrial Loop Road South since 1975. The site functions for a variety of services such as; Fire Protection District Office, IDL Staff Office, Fire Cache and Shop Facilities. As time has evolved the multiple buildings and open space have been maximized and no space is available for additional work forces. Site safety concerns, access, security, and maintenance will be improved within this project.

Several buildings will be upgraded with ADA compliance, new mechanical systems, updated technology along with a 13,500 square foot addition to the existing IDL Staff Office Building. The existing MICA office building in the northeast corner of the site will be removed to allow for this addition. Expansion and demolition to existing sheds, vehicle canopies, and parking lots will be part of the entire site renovation.

Site improvements will include a new 40 car parking lot, expansion of the existing parking lot, new access into the site, new vehicle wash down area, new power access control gates, as well as landscaping and sidewalk reconfigurations.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of \$3,015,312 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 shall be licensed to practice Architecture 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 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. 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. **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.
- C. **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.
- D. **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.
- E. **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 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:

Receive Proposals	July 14, 2016 (Boise)
Oral Interviews	July 26, 2016 (Coeur d'Alene)
PBFAC Architectural Approvals	August 04, 2016
Negotiate Contract	August 12, 2016
PBFAC Design Presentation	November 3, 2016 (Boise)
Final Construction Documents	February 10, 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.

INTRODUCTION / HISTORY:

This site has been active for IDL since 1975. The site is located along Industrial Loop Road which is accessed from the often congested North Atlas Road within the western portion of the City of Coeur d' Alene. The complex is composed of 18 structures and various exterior laydown areas. The site is currently broken down into the following service areas:

MICA: Fire Protection District Office located on the eastern portion of the site.

STAFF OFFICE: located in the center of the complex

FIRE CACHE AND SHOP: Located on the eastern portion of the site:

Current utilization of the site and buildings is close to 100%. The office buildings space utilization is maximized and no space is available for additional work force. The majority of the other buildings appear to be working well within the allotted space, and the biggest request is to resolve livability issues.

The various laydown areas while utilized may be guilty of similar storage of items that are no longer needed, creating the appearance of space limitations.

Based on discussions there is currently a need for additional office space, for an additional 11 or more office employees in the near future.

FACILITY ISSUES:

SITE AND TRAFFIC:

The site and buildings have some unique challenges related to its location and varied uses.

a. Site safety concerns for employees and customers and large truck traffic as they depart the site onto North Atlas Road. This corridor has been included in the City's transportation study. Improvements to Atlas are listed on their five year plan however street extensions to Huetter Road are based on future development which deems the time line of the implementation of these improvements difficult.

b. Access to the Cache and Mica Fire District is somewhat limited due to the fact that only access from Industrial Loop is from North Atlas Road. Large trucks and emergency fire calls are sometimes restricted because of the access to Atlas. Traffic prevents speedy responses.

c. According to discussions with Gordon Dobler with the City of Coeur d' Alene Engineering Department, improvements for North Atlas Road are included within the City of Coeur D'Alene's 5 year street improvement plan. The city will construct new curb and gutter along North Atlas Road and plans widen the road from 30' to 40'. This added width will allow for a center turn lane. In November of 2014 the city modified the intersection of Industrial Loop and North Atlas and added a left turn lane and right turn merge lane.

d. Any additional vehicular access points along North Atlas Road shall have a required minimum distance of 200' from the intersection of Industrial Loop and North Atlas Road.

e. There are no future plans to extend a road from Industrial Loop west to North Huetter Road. Any future expansions to North Huetter Road will be along Nez Perce Road to the south and West Handley Ave to the north. These connections would be part of the city's master plan once the land is sold for development. Currently the land is used agriculture.

f. A traffic signal is not identified in the master plan at this time. The City did indicate that it's possible that one could be warranted in the future if traffic volumes were to increase at this intersection.

FACILITY NEEDS ASSESSMENT

MICA:

Needs:

1. Shared office space for employees in Forestry, Forestry Assistance and Fire that need to work in both Cataldo and MICA.
2. Office space for additional 3 to 4 employees.
3. File cabinet storage
4. ADA upgrades for public Restrooms
5. Showers in the Crew Quarters building.
6. Heat in the shop building to project storage of timber marking paint, herbicides and other chemicals.
7. Additional visitor parking.

Wish list

In order to provide a safe work environment and maintain the value of state assets, the following items have been requested:

1. Additional covered parking for 6 to 8 vehicles
2. Additional area for public at the front counter.
3. Separate employee break room (currently shared with the conference room)
4. Storage for employees' personal items.

STAFF OFFICE:

Needs:

1. Additional staff for Lands and Waterways
2. (2) employees for Forest Management
3. (2) seasonal employees during inventory
4. (1) Forest Stewardship Position
5. (1) Federal Lands Management Position
6. (1) FPA Program Specialist

7. (1) Bureau Admin Assistant
8. (3) GIS positions – two immediate permanent positions, one future remote sensing position and one temporary position.
9. Additional conference space (with size adjust-ability)
10. Additional visitor parking
11. HVAC controls
12. Fire Sprinkler and Alarm upgrades

Wish list

In order to provide a safe work environment and maintain the value of state assets, the following items have been requested:

1. Video conferencing in all meeting spaces.
2. Operable windows
3. Technology upgrades (Fiber to all and help with future needs)
4. Move IT from Fire Cache into Staff Office building
5. Standardized cubicles
6. Improved Fire Incident access.

FIRE CACHE AND SHOP

Needs:

1. Additional seasonal employee parking.
2. Additional cooling needed for Data Center.
3. Resolution to ADA issues outlined in the conditions reports.

Wish list

In order to provide a safe work environment and maintain the value of state assets, the following items have been requested:

1. Relocate IT to Staff Office Building
2. Future expansion area.
3. Access improvements to N. Atlas Road

OPTION F (Recommended)

The current MICA office structure would be removed and consolidated with new construction of the Staff Office Expansion. The proposed Staff Office expansion would consist of approximately 10,475 square feet on the ground floor, and if soil conditions are favorable, an additional 3,000 square foot basement for archive storage. During the construction of the addition, data lines should be updated and additional video conferencing added to meeting and conference rooms.

The existing one way parking lot north of the Staff Office is proposed to be extended to the east to provide one larger public parking lot that will assist in the need for more public parking as indicated by both the Staff office and the MICA office personnel. The extension of the parking area would add 24 new parking spaces.

A new parking lot north of the Fire Cache is proposed which includes 40 additional parking spaces to assist in the need for seasonal parking.

The existing Storage and Crew quarters building would be remodeled to include crew showers and to perform the necessary accessibility upgrades. A new 1,200 s.f. addition to the west would contain area for the relocated Helitack group.

The existing staff office vehicle canopy would have an addition to cover 18 additional stalls.

A new 25' wide access is proposed to provide access to N. Atlas Road and should result in quicker access for emergency vehicles to N. Atlas Rd as well relieve some of the traffic at the intersection of Industrial Loop and N. Atlas Rd.

The existing MICA vehicle storage shed is to be relocated to the western property line to provide additional vehicle covered storage for the Fire Cache site.

The existing Fire Cache vehicle storage shed would be relocated to within 10' of the western property line to provide more efficient site utilization.

Modify the existing MICA storage shop building to include heating and cooling for the utilization of storage of tree marking paint and herbicides.

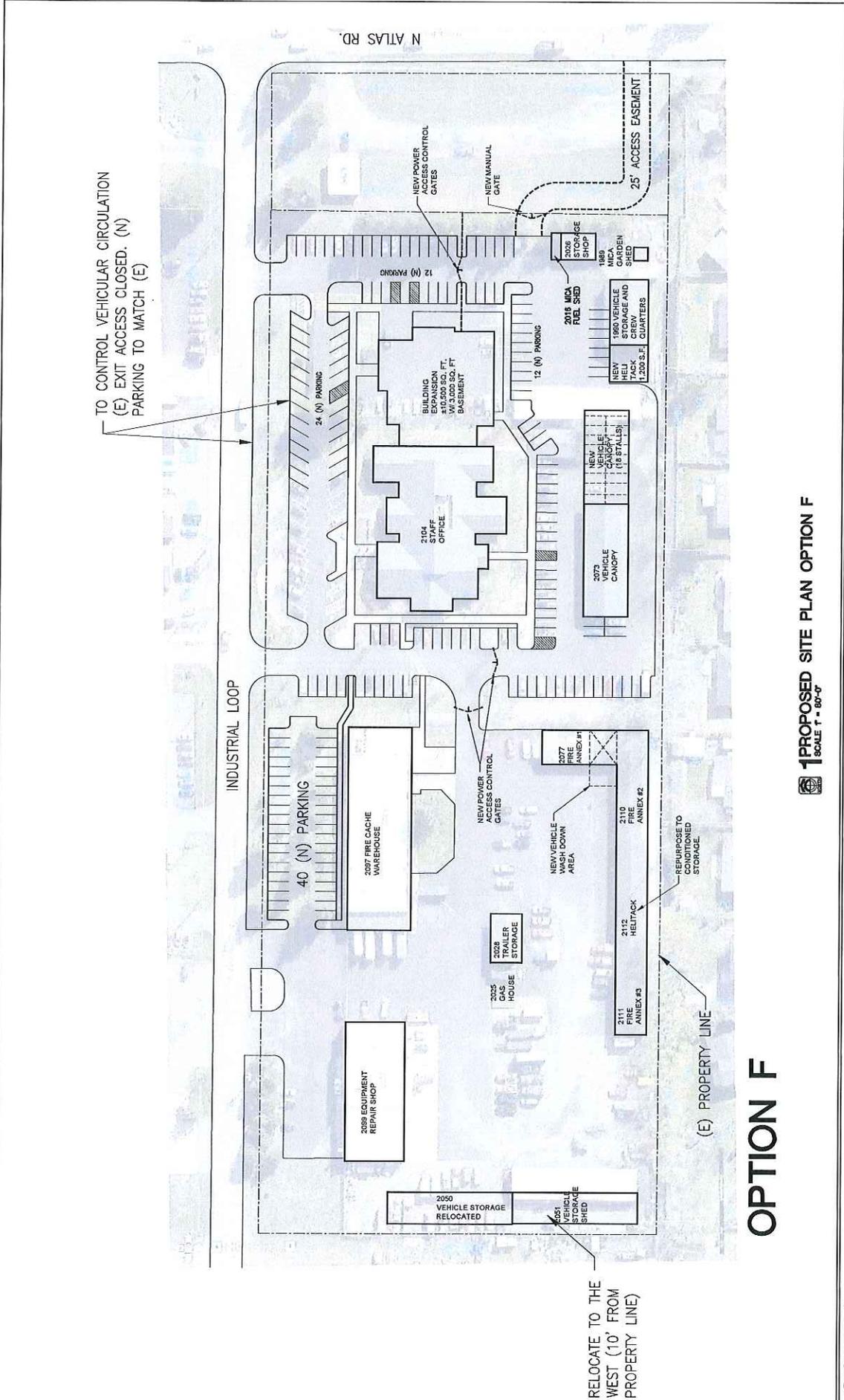
The existing garden shed would be relocated and a larger hazardous fuel storage shed would be constructed.

Develop a dedicated vehicle wash down area with code compliant waste water disposal.

Three additional power access control gates are proposed for site security.

Opinion of Probable Cost – Option F: (including select projected soft costs)

STAFF OFFICE: Building expansion ground floor: 10,750 s.f.	\$ 1,720,000.00
Building expansion basement: 3,000 s.f.	\$210,000.00
New covered vehicle canopy (18 stalls)	\$105,300.00
New Helitack Addition to Crew Quarters	\$126,000.00
Crew Quarters Remodel 500 s.f.	\$45,000.00
New office north parking lot	
8,890 s.f (site prep)	\$14,668.00
8,890 s.f (asphalt)	\$40,005.00
New Fire Cache north parking lot	
12,400s.f.(site prep)	\$20,460.00
12,400s.f. (asphalt)	\$55,800.00
Reconfigure South parking lot	
10,000 s.f (site prep)	\$16,500.00
10,000 s.f.(asphalt)	\$45,000.00
6,300 s.f. (asphalt patch and repair)	\$15,750.00
New Concrete Sidewalks	\$40,800.00
New Landscaping	\$33,720.00
Relocate garden sheds and develop a larger hazardous fuel storage shed.	\$7,500.00
Open Vehicle Storage relocation:	\$30,000.00
Fire Cache Open Vehicle Shed relocation:	\$20,000.00
Vehicle Storage Relocation site work:	\$16,500.00
MICA Building Demo:	\$25,000.00
Archives Building Demo:	\$7,500.00
Site excavation and Asphalt Demo:	\$36,000.00
Add heat and cooling to MICA shop:	\$12,000.00
Dedicated vehicle wash area:	\$19,500.00
Geotechnical / Soils report	\$3,500.00
Property Survey:	\$5,000.00
Architectural and Engineering Design Fees:	\$175,000.00
City Design Review Fees:	\$100.00
City Plan Review Fees:	\$6,050.00
City Building Review Fees:	\$10,500.00
Utility Connection Fees:	\$8,500.00
Access Easement and drive aisle across adjacent parcel:	\$85,000.00
<u>Subtotal:</u>	<u>\$2,956,653.00</u>
<u>5% Contingency:</u>	<u>\$147,832.65</u>
<u>Total</u>	<u>\$3,104,485.65</u>



OPTION F

PROPOSED SITE PLAN OPTION F
SCALE 1" = 60'-0"

CSHA
200 BROAD STREET
BOISE, IDAHO 83702
PHONE: 208-343-4835 FAX: 208-343-1898

IDAHO DEPARTMENT OF LANDS
COEUR D'ALENE, ID

JUNE 9, 2015