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Department of Administration
Division of Public Works

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Design and Construction
Facilities Services
<http://dpw.idaho.gov>

June 07, 2016

REQUEST FOR QUALIFICATIONS

TO: Architects

BJM

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

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

SUBJECT: DPW PROJECT NO. 17540
Idaho State Parks & Recreation
New Park Administration Center, Lake Cascade State Park
Cascade, 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 7th, 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.

The project will be funded by PBFAC and the Idaho State Parks & Recreation. 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 State Parks & Recreation is obtaining approximately a five-acre site in Cascade, Idaho along Highway 55 to construct an 1,800 square foot Visitor's Center and Administrative Offices. Conveniently located for public access the site will allow visitors to obtain permits and information regarding the various units of Lake Cascade State Park as well as regional recreation opportunities. The acreage will be

developed for parking and circulation of large recreational vehicles and tour busses to stop for park information. Site design will include staff and maintenance vehicles, landscaping and signage. Included on this property will be a 1000 square foot administrative support building consisting of a shop and vehicle storage.

As the site is not developed with any infrastructure the Architectural/Engineering Firm will be required to design all utilities to the site, working closely with Cascade City to tie into their systems. Close attention to building location and parking accessibility within the property and adjacent surroundings will be imperative.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of \$1,600,000 has been established to include fees, contingencies and tests. A relatively complete construction cost estimate will be required following the Schematic Design 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. **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. **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 7, 2016
Oral Interviews	July 19, 2016
Review by PBFAC	August 2, 2016
Negotiate Contract	August 4, 2016
Schematic Design Presentation	November 3, 2016
Final Construction Documents	February 15, 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.