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State of Idaho
Department of Administration
Division of Public Works

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

November 28, 2018

REQUEST FOR QUALIFICATIONS

TO: DESIGN-BUILD TEAMS

Sam

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

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

SUBJECT: DPW PROJECT NO. 19333
Post Falls Readiness Center Remodel and Upgrades
Agency: State of Idaho, Army National Guard (MIL)
Location: 5453 E. Seltice Way, Post Falls, Idaho 83854

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **3:00p.m. Wednesday, December 19, 2018**, for design build services to the State of Idaho.

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

Sydnee Weersing, DPW Project Manager
Division of Public Works
Sydnee.Weersing@adm.idaho.gov
502 N. 4th Street
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1924

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 December 12, 2018. The project will be funded through Agency and Federal

funds. The Division of Public Works will administer the project according to the terms and conditions of the award and Idaho State laws and guidelines. The Design-Build Team will receive general instructions through the Division of Public Works. 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 Design-Build Team.

DESCRIPTION OF PROJECT

Project Description and Scope: The scope of this project is to plan, design and remodel portions of the Post Falls Readiness Center, located at 5453 E. Seltice Way, Post Falls Idaho. The current space is outdated and has many mechanical and electrical deficiencies. The existing building is approximately 35,000 S.F. This project will include: demolition; construction of new offices; interior remodel of several spaces; updated finishes; and mechanical, lighting, and plumbing upgrades. The project will most likely need to be carried out in several phases to accommodate the need for the space to remain occupied during construction.

Attachments to this RFQ include:

19333: Programmatic Floor Plan with Highlighted Areas of Work

19333: Photos of Existing Building

19333: Project Schedule

REQUIRED SERVICES

The Design-Builder's scope of work will include:

1. Pre-construction project planning including the preparation of a schedule, preliminary cost estimate and value engineering measures.
2. Preparing architectural, mechanical, plumbing and electrical plans and specifications based on owner's criteria.
3. Design Phase shall include schematic design; design development; and construction documents to be reviewed by the Agency, DPW, and all authorities having jurisdiction, to include but not be limited to the State Division of Building Safety and Office of the State Fire Marshal. The final plans should at a minimum include: a code study addressing exiting, occupancy, accessibility, etc; plan configuration; dimensions; interior elevations; details including materials and colors; and mechanical, electrical, and plumbing design to include all fixtures, systems, equipment, required calculations, energy and performance data, systems review, coordination and integration into all utilities and controls.
4. Construction Phase shall include: construction and construction administration by the Builder as well as the Architect/Engineers of Record. Construction administration will also include conferences, weekly site observations and progress meetings with the Agency and DPW.

5. All work shall be in accordance with currently adopted building, fire, accessibility, and energy codes.
6. Development and refinement of cost estimates and project schedules throughout the design phase.
7. Project Closeout, establishment of warranties, guarantees and owner training.

Anticipated Project Budget: The total budget of this project, is **\$625,000**. It is intended that this budget will include fees for design, plan review and permitting fees, testing, commissioning, construction and construction contingency. A complete construction cost estimate will be required after the Design Phase for final Owner approval prior to proceeding to the Construction Phase. This estimate, when approved, will become the Maximum Contract Price. A complete construction schedule and schedule of values will be required at the completion of the Design Phase and must be kept up to date throughout the project.

The Design-Build Team 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 and building function and maintenance concerns should be incorporated into the design.

The Design-Build Team will be required to meet monthly with the DPW Project Manager and/or Field Representative for 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 and/or milestones related to the completion of the project.

The Design-Build Team shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary Budget and proposed construction Schedule 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 after 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 (**both Architect, Engineer and Contractor if separate firms**), relative to firm's size, history, personnel, design-build experience, 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. All Contractors must have a Public Works Contractors License and Design Professionals shall have an Idaho Architectural and Engineering License.

- 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 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 construction methods for consideration. Limit to three (3) 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, engineers and contractors 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 type of project, special training or experience in this type of building.

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 work on the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and or the Idaho Army National Guard 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) USB drives 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, the Idaho Army National Guard, and an independent Architect or Contractor 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:

Advertise RFQ	November 29 – December 19, 2018
Tour of Existing Space	December 6, 2018 @ 9:00am
Receive Proposals	December 19, 2018 by 3:00pm
Oral Interviews	January 2-4, 2018
Review RFQ Selection by PBFAC	January 8, 2018
Negotiate Contract	January 2018

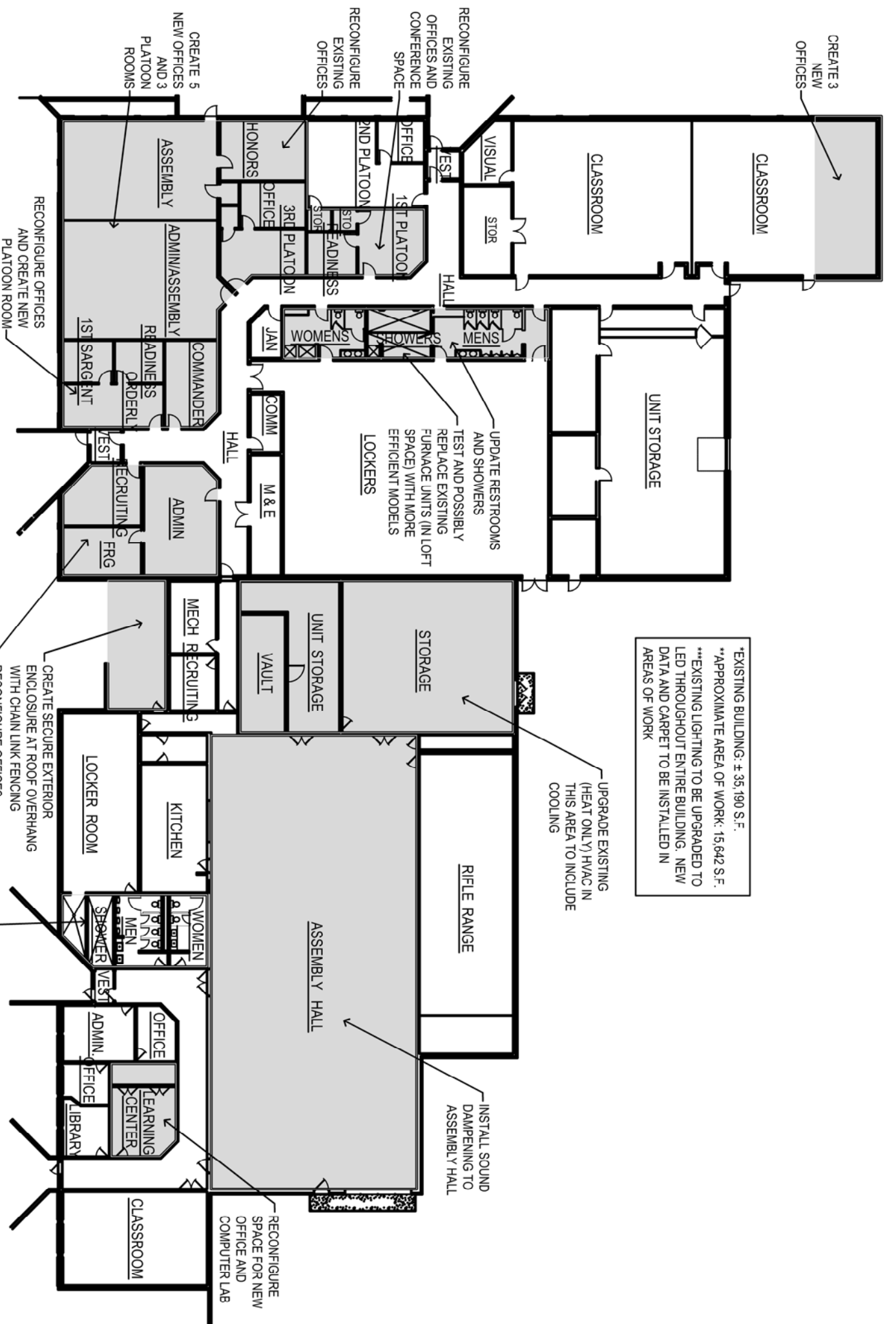
PROVISIONS

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 contractor shall have an appropriate Public Works Contractors License. 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 19333- Design-Build Services RFQ



*EXISTING BUILDING: ± 35,190 S.F.
 **APPROXIMATE AREA OF WORK: 15,642 S.F.
 ***EXISTING LIGHTING TO BE UPGRADED TO LED THROUGHOUT ENTIRE BUILDING. NEW DATA AND CARPET TO BE INSTALLED IN AREAS OF WORK



19333: MIL-POST FALLS READINESS CENTER REMODEL- PROGRAMMATIC FLOOR PLAN

SCALE: 1" = 30'-0"

DPW 19333: MIL_POST FALLS READINESS CENTER REMODEL EXISTING BUILDING PHOTOS

INTERIOR







EXTERIOR

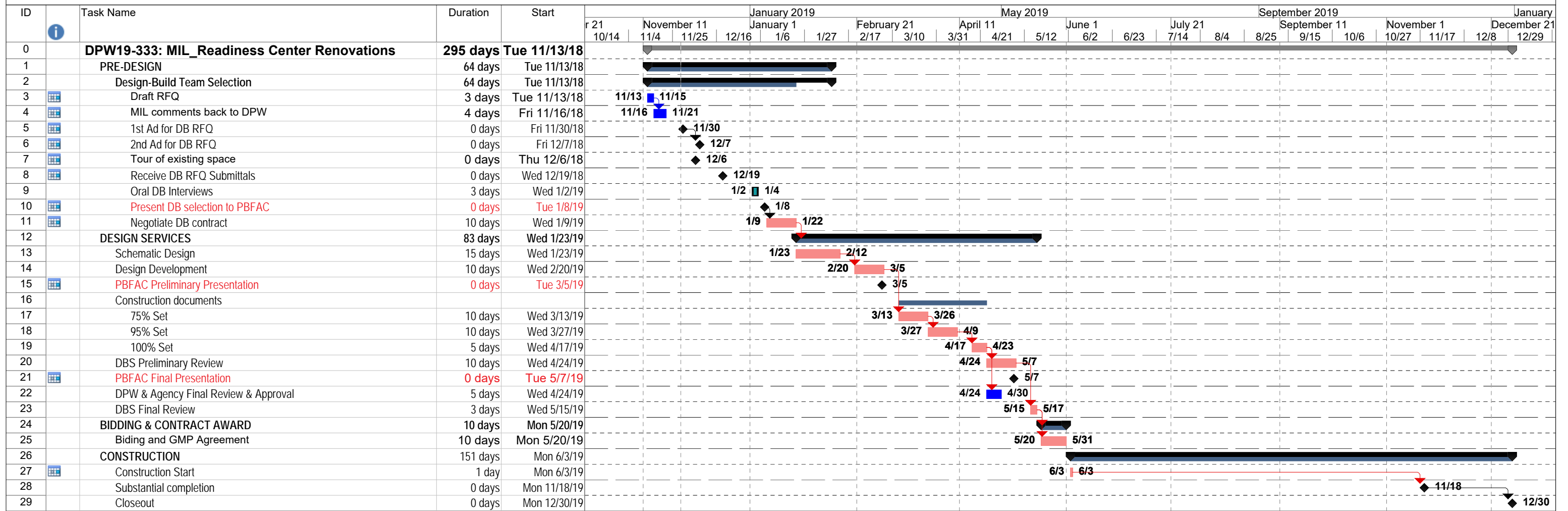




DPW 19-333

State of Idaho, Army National Guard

Readiness Center Renovations-Post Falls, Idaho



Division of Public Works (DPW)
 Date: 11/28/2018
 Project Manager:Sydnee Weersing

Task		Rolled Up Milestone		Inactive Milestone		Start-only		Progress	
Critical Task		Rolled Up Progress		Inactive Summary		Finish-only		Deadline	
Milestone		Split		Manual Task		External Tasks			
Summary		External Tasks		Duration-only		External Milestone			
Rolled Up Task		Project Summary		Manual Summary Rollup		Critical			
Rolled Up Critical Task		Group By Summary		Manual Summary		Critical Split			