State of Idaho
Department of Administration
Division of Public Works

C. L. "BUTCH" OTTER
Governor
TERESA LUNA
Director
TIM MASON
Administrator

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://www.dpw.idaho.gov

February 5, 2015

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS, ENGINEERS, TEST AND BALANCE FIRMS

FROM: Tim Mason, Administrator

SUBJECT: MID-RANGE PROJECT CONSULTANT SERVICES

Submittals will be received at the Division of Public Works, 502 N. 4th Street, PO BOX 83720 Boise, ID 83720-0072, for full consultant services for projects where the estimated fee is between $40,000 and $80,000. This is an ongoing general request. Responses may be submitted at any time. The submittals will be kept on file for a minimum of two years, whereafter they will need to be resubmitted.

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

Melissa Broome, Project Coordinator
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1902

Projects awarded as a result of this RFQ may be funded by state and/or federal funds. The Division of Public Works will administer all projects according to the terms and conditions of the award and State laws and guidelines. The Consultant will receive general instructions through the State. A Project Manager from the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Consultant.

The Consultant shall warrant that the Consultant does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States. The Consultant shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in

The United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

DESCRIPTION OF PROJECT

Services will consist of full design and construction administration services for projects where the estimated design fee is between $40,000 and $80,000.

The types of projects that may be anticipated include small buildings, remodel projects, site utilities, paving and various types of maintenance projects. It is anticipated that construction projects up to the $800,000 to $1,000,000 range will be accomplished within this fee range.

Qualifications are requested for the following disciplines:

Architecture
Civil Engineering/Surveying
Mechanical Engineering
Electrical Engineering
Structural Engineering
Geotechnical Engineering/Testing
Commissioning
Testing and Balancing

Consultants may be selected based on the following regions. The Consultant shall identify the region(s) for which they are submitting. A **separate** set of submittals is required for each region in which and each design discipline for which the Consultant would like to be considered.

North Idaho: Lewiston, Moscow, Orofino, Coeur d'Alene area north to the border with Canada. State institutions within this area include the University of Idaho, Lewis-Clark State College, Lewiston State Office Building, State Hospital North, North Idaho Correctional Institution, North Idaho College and regional offices of the departments of Health & Welfare, Lands, Fish and Game, Transportation, and Labor.

Southwest Idaho: McCall, Boise, Nampa, Caldwell, Twin Falls, Burley, Gooding and Jerome. State institutions in this area include the Capitol Mall, Idaho Correctional Institution, Health & Welfare and Agriculture Laboratories, Idaho State School & Hospital, Boise State University, College of Southern Idaho, Deaf and Blind School and other state buildings in the area.

Southeast Idaho: Pocatello, Blackfoot, Idaho Falls and St. Anthony area. State institutions in this area include Idaho State University, State Hospital South, Eastern Idaho Technical College, Idaho Falls State Office Building, State Juvenile Correction Center and regional offices of the departments of Health & Welfare, Lands, Fish and Game, Transportation, Correction, and Labor.

Projects in the fringe areas of various regions may be assigned to Consultants in adjacent regions depending on circumstances such as immediate workload, past involvement, or

special experience.

REQUIRED SERVICES

The State is requesting submittals for complete design services including observation during construction.

The Consultant shall be licensed to practice architecture or engineering in the State of Idaho as is appropriate to their submission, with the exception of Testing and Balancing Services.

A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Consultant may be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance and Construction Observation.

The Consultant may be required to make presentations 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 Consultant may 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 Consultant may be required to 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.

INFORMATION REQUESTED

It is the intent of the Division of Public Works to have on file in the Boise office, current and updated information on firms interested in being considered for these mid-range size projects. This information may be submitted at any time and must be maintained current upon any significant change in the firm's office location, ownership or significant employee changes. Updates of information, such as completed major projects or letters of recommendation can be submitted at any time. The Division will maintain a file on each firm. **It is recommended that materials be updated or reconfirmed annually and resubmitted completely every two years.**

The response to the request should identify the specific discipline the firm is qualified for or

wants to be considered for. Please provide a separate proposal for each discipline and each region for which you wish to be considered (i.e., Structural Engineering Services for Southeast Idaho).

It is intended that on each applicable project one firm will be selected to perform the basic services, and that firm will have or contract for the required consulting services.

QUALIFICATION STATEMENT 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. Office brochures should be submitted separately as supplemental data.

The Division of Public Works reserves the right to investigate and confirm the candidate'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. 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, which show ability to complete projects of this scope.

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 may 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 Design Professionals 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 submittal similar to the headings listed above. The submittals should be clear and to the point. Performance on past projects with the State of Idaho and other clients is a highly important factor. Submittals should be in an 8 ½" x 11" format. Consultants may also include an optional CD containing a PDF of the submittal.

Submit 1 copy of the submittal for each discipline and region.

EVALUATION

When the need for a design firm is determined, an evaluation committee consisting of persons from the Division of Public Works and the using Agency will evaluate firms that have expressed an interest and have information on file. The results of the evaluation will be presented to the Permanent Building Fund Advisory Council for approval.

It is anticipated that selection will be for firms that maintain an office within or near the geographic area of the project. However availability or qualifications may result in some deviation.

SELECTION

Based on Permanent Building Fund Advisory Council action, the selected firm will be notified and contract negotiations started. Final award will be contingent upon the successful negotiation of an agreement.

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. The successful firm 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, except in special circumstances (not applicable to testing services).

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 submittals resulting from this request.

END