January 15, 2020

TO: DESIGN-BUILD TEAMS

FROM: Jan P. Frew, Administrator

SUBJECT: DPW PROJECT NO. 20334
New Dry Storage Building
Division of Military
Nampa, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until February 12, 2020 at 3:00 p.m., for furnishing design-build services to the State of Idaho.

Questions that arise after this meeting should be addressed to:

Martin Santoyo, Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1913
martin.santoyo@adm.idaho.gov

Program clarification shall be directed to Martin Santoyo at martin.santoyo@adm.idaho.gov.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works. It is recommended the responders to this RFQ check this page prior to making their submittal. Only answers contained in the formal written Addenda will be binding. Oral and other interpretations of clarifications will be without legal effect. The Proposers, either jointly or individually, may request access to the project facility. Site visits shall be at no cost to the Owner and shall be coordinated with Military through MAJ Ramesh Kreizenbeck at (208) 272-4135, or email Ramesh.J.Kreizenbeck.mil@mail.mil.

The project 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 Design-Build Team 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 Design-Build Team during the Design Phase. A Field Representative of the Division of Public Works will be assigned to serve during the construction phase.

"Serving Idaho citizens through effective services to their governmental agencies"
The Design-Build Team shall warrant that the Design-Build Team does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States. The Design-Build Team 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

Construct a new, one-story, dry storage building, located in the Nampa Armory service yard. The building is to be as cost effective and efficient to the extent possible, maximizing square footage with the budget. Two overhead doors are required, interior electrical power and lighting as required per code; minimal exterior lighting; mechanical and plumbing are not required. The anticipated substantial completion date is August 15, 2020.

REQUIRED SERVICES

The State is requesting submittals for complete design and construction services.

The Design-Build Team will be responsible for the Design Phase (Pre-Design, Schematic Design, Design Development) with cost estimates at each phase, and the Construction Phase (Construction Documents/Bidding and Construction). All work shall be in accordance with currently adopted building codes. All required site survey and geotechnical engineering work shall be the responsibility of the Design-Build Team.

A project budget of $260,000 has been established to include design fees, reimbursables, and construction costs. A complete construction cost estimate will be required at the conclusion of the Design phase for final approval. This estimate when approved will become the Maximum Contract Price.

The Architect (Engineer) Design-Build Team Members must be licensed to practice architecture (engineering) in the State of Idaho.

A project manual and color board/finish selections will be required at the completion of the Design Phase. The project manual must include product, equipment and fixture cut sheets. The color board/finish selections must include materials/samples for all component finishes.

The Design-Build Team will be required to obtain any required permits from the Idaho Division of Building Safety (DBS).

The Design-Build Team will assist the owner in the evaluation of the schedule for the August 15, 2020 substantial completion. A relatively 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 construction phase.

The Design-Build Team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council (PBFAC) and shall keep in mind that during all phases of work, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the project.

The Design-Build Team will be required to meet monthly with the Project Manager and/or Field Representative 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 Design-Build Team shall produce the following major written products for review by the State and/or PBFAC.

1. A written Program/Pre-Design report to the Division of Public Works and Agency at the conclusion of Programming.

2. A preliminary report to the Division of Public Works and the Agency after the Schematic Design phase has been completed.

3. A Design Report and update to the Owner, Agency and the PBFAC, after Design Development phase has been completed, to include complete material/color board/selections, fixture and overhead door cul sheets, construction schedule, and a final schedule of values.

4. A final report at the conclusion of the Construction Phase to the Owner and Agency to include complete as-built documents and electronic files, and O&M Manuals.

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications:** Provide basic data (both Architect and Contractor if separate firms), relative to firm’s size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures may be submitted separately as supplemental data.

   Include contact information (Name, address, phone number, email address) for a single entity for the Design-Build Team that will be the point of contact during the selection process.

   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 (Contractor/Sub-contractors, Design Professionals, etc.) expected to accomplish this project. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least three (3) projects, with brief descriptions, including the dates the work was performed, which show ability to complete projects of this scope.

C. **Approach to Project:** Include a statement of your team’s approach to this specific project, including an understanding of the project, alternative concepts and methods for consideration, as well as concepts for construction staging. Limit to two 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 may be obtained from DPW and Agency staff. Make specific reference to past performance of the “Team”.

E. **Examples of Work:** Renderings, photographs, preliminary drawings, may be submitted as examples of your work. For Contractors and/or 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. Include specific information regarding work completed as a “Team”.

F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project.
G. Format: To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittal should be clear and Performance on past projects with the State of Idaho and other clients is a highly important factor. Submit five (5) copies of the submittal and one each of other data; i.e. examples of work. Include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the team’s primary contact person; failure to provide this information may result in the proposal being unresponsive.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, the Agency, and an independent architect/engineer/contractor will rank the submittals, and at least three (3), but not more than five (5) firms may be selected for interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

PROPOSED DATES:

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Receive Submittals</td>
<td>February 12, 2020</td>
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<tr>
<td>Oral Interviews</td>
<td>February 27, 2020</td>
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<tr>
<td>Review by PBFAC</td>
<td>March 2020</td>
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<tr>
<td>Negotiate Contract</td>
<td>March 2020</td>
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<tr>
<td>PBFAC Design presentation</td>
<td>June 2020</td>
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<tr>
<td>Substantial Competition</td>
<td>September 15, 2020</td>
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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 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.

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 and subsequent interviews. Design-Build Teams must have design professionals licensed by the State of Idaho and the constructors must have an Idaho Public Works Contractor’s License to submit on this project.

END OF RFQ

Attachments
- Aerial Photos

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