



REQUEST FOR QUALIFICATIONS

February 28, 2013

TO: ARCHITECTS

FROM: Jill Fedigan, Capital Educational Facilities Planner

SUBJECT: CPF PROJECT NO. 13-022
Master Plan Update
Boise State University
Boise, Idaho

Submittals will be received at the office of Campus Planning and Facilities, 1910 University Drive, Boise, ID 83725-1290, until March 29, 2013, 5pm., for furnishing master planning services to Boise State University.

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

Capital Planning
Boise State University
1910 University Drive
Boise, ID 83725-1290

Program clarification and additional data may be requested by email only, to Capital Planning, Boise State University, capitalplanning@boisestate.edu.

The project will be funded by university funds. Boise State University will administer the project according to the terms and conditions of the award and State laws and guidelines.

DESCRIPTION OF PROJECT

The Boise State University Campus Master Plan was last revised in 2005 with an update to that plan in 2008. The university is ready to re-examine its current master plan to better inform strategic campus decisions. This effort will include the review of the current master plan and its goals and objectives as well as the University's new strategic plan and translate both into a physical campus master plan. The new master plan will retain current elements of the existing master plan which remain relevant within the context of the new strategic plan and incorporate new ideas which enhance the future development of the Boise State University campus. In addition to providing an update to the current master plan, there will be new master planning efforts for the Expansion Zone. The Expansion Zone is defined as the area from Boise Avenue north to University Drive and Lincoln Avenue west to Capital Village.

REQUIRED SERVICES

The University is requesting submittals for a comprehensive campus master planning effort.

A total project budget of \$250,000 has been established to include fees, contingencies and tests.

A conceptual project duration estimate will be required.

The Consultant/Architect shall keep in mind that while past master planning efforts have planned the future campus under the assumption that traditional city blocks and grids framework would remain, this new planning effort will not be constrained by that assumption.

The Consultant/Architect will be required to meet monthly with the Capital Educational Facilities Planner 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 Boise State University.

1. Preliminary reports to Boise State University with multiple master plan concepts, goals, and objectives for campus leadership review and comment.
2. Multiple graphic illustrations of campus master plan concepts.
3. A final report and graphic illustration(s) of the approved campus master plan.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits which indicates the Architect's/Consultant's capability to provide creative, functional, flexible, and technologically sound master planning efforts. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

Boise State University 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 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 three (3) projects, with brief descriptions, which demonstrate the team's experience in successful master planning for higher education.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of assessment outcomes, alternative concepts and methods for consideration.

- D. **Past Performance:** The Architect/Consultant should demonstrate how their innovations in master planning of other projects have been successful. 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 those involved in past projects referenced in Item B.
- E. **Examples of Work:** Preliminary reports, final reports, renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects/Consultants who have done work with Boise State University in the past three years, a reference to the project or projects will be sufficient in lieu of examples. Provide examples that illustrate your expertise in this type of project.
- F. **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. 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 Boise State University and other clients is a highly important factor.

Submit seven (7) hard copies of the submittal and one (1) electronic copy.

EVALUATION

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

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

PROPOSED DATES:

Receive Submittal	March 29, 2013
Oral Interviews	April 15-19, 2013
Negotiate Contract	April 22-May 3, 2013
Preliminary Report	October, 2013
Final Report	April, 2014

SELECTION

Upon selection of a firm, Boise State University 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 could become contractual obligations. The successful firm will be required to sign an agreement including Boise State University's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

Boise State University reserves the right to reject any or all submittals received as a result of this request.

Boise State University may also negotiate separately with any source in any manner necessary to serve the best interests of Boise State University. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

END