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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>

March 25, 2015

**REQUEST FOR QUALIFICATIONS**

TO: Architects/Engineers

FROM: Tim Mason, Administrator

RE: Asbestos Abatement Design Services, Statewide

Submittals will be received at the Division of Public Works, 502 N 4th Street, PO Box 83720 Boise, Idaho 83720-0072 until **April 17, 2015** at 5:00 PM, for furnishing design services for asbestos abatement projects to the State of Idaho.

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

Josh Lewis, Asbestos Program Manager  
Division of Public Works  
PO Box 83720  
Boise, Idaho 83720-0072  
Phone: (208) 332-1908

**DESCRIPTION OF PROJECT**

Annually there are approximately 20 asbestos abatement projects around the State with an estimated total budget of over \$500,000. Architects/Engineers will be selected on the basis of their ability to analyze and design asbestos abatement projects. It is anticipated that two or more firms will be selected to work throughout the state. These contracts are intended to be for a period of two years. Total fees to be authorized under these contracts will depend on Legislative or Agency funding and may vary greatly depending on region. Projects will be administered by the Division of Public Works in Boise, Idaho. Firms selected will be required to attend meetings in the DPW offices in Boise.

Fees will be determined on the basis of time and materials, or a fixed contract plus reimbursables, whichever is determined to be fair and equitable.

## REQUIRED SERVICES

The State is requesting submittals for full Architectural/Engineering services.

A relatively complete construction cost estimate will be required following the Survey and Assessment Phase.

The Architect/Engineer will be responsible for Survey and Assessment, Construction Documents, Bidding Assistance, Construction Observation, Industrial Hygienist Services, Quality Assurance/Quality Control and Testing, and Onsite Analysis of air samples (Phase Contrast Microscopy) as requested by the Division of Public Works.

The Architect/Engineer may be required to make a presentation to the Permanent Building Fund Advisory Council for large projects. The Architect/Engineer, during all phases, shall incorporate into the design any code compliance, energy efficiency, and building maintenance concerns.

The Architect/Engineer 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 shall include funds expended and specific accomplishments related to the completion of the project.

## SUBMITTAL 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 financial responsibility of the submitting firm. 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 submittals.

- B. **Specific Qualifications:** List the Project Architect/Engineer expected to accomplish this work including anticipated consultants. Describe personnel who will perform the various tasks including: the amount of their involvement, their responsibilities, and their qualifications. Provide a list of five (5) asbestos abatement projects, and include brief descriptions that show ability to complete projects of this scope.
- C. **Past Performance:** List asbestos abatement projects; including Public Works projects as well as other projects.
- D. **Examples of Work:** Photographs, preliminary drawings, working drawings, and specifications may be submitted as examples of your work. For Architects/Engineers who have done work for the Division of Public Works in the past three years, reference to a project or projects will be sufficient in lieu of examples.
- E. **Special requirements:** Provide information regarding specific involvement with these projects or expertise in these types of projects. Examples may include: design of previous projects or phases, preliminary studies or surveys of similar projects, special training or experience in these types of services.
- F. **Additional Information:** Indicate the location of the office where the services will be performed, and identify the contact person for your firm.
- G. **Format:** To assist in evaluation it is desired that submittals follow a format similar to the headings listed above. Submittals should be clear and to the point. Emphasis should be placed on specific

qualifications of the people who will perform on these projects and the approach to designing specific projects. Performance on past projects with the State of Idaho and other clients is a highly important factor. **Provide 5 copies of the submittal** and one copy each of any other data (i.e. examples of work).

## **EVALUATION**

An evaluation committee consisting of persons from the Division of Public Works and others will rank the submittals and the top five (5) ranking firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the submittals to determine most qualified candidates.

## **AWARD**

Based on the results of evaluation of the submittals, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at the meeting following the evaluation. 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 Submittals	April 17, 2015
Oral Interviews	April 27 – 30, 2015
Review by Permanent Building Fund Advisory Council	May 5, 2015
Negotiate Contract	May - June 2015
Contracts in Place	June 8, 2015

## **SELECTION**

The State will attempt to select two or more firms at the Permanent Building Fund Advisory Council meeting following evaluation of the submittals. Upon selection of firms, the State will issue a Letter of Intent. However, final award is contingent upon the successful negotiation of a contract.

The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. Proposer must be an Architect/Engineer licensed by the State of Idaho.

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.