State of Idaho
Department of Administration
Division of Public Works

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Design and Construction

Facilities Services

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August 22, 2014

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

FROM: TIM MASON, Administrator
Division of Public Works

SUBJECT: REGIONAL SMALL ARCHITECTURAL AND ROOFING PROJECTS, STATEWIDE

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720 Boise, Idaho 83720-0072 until **October 6, 2014, at 2:00 p.m.**, for furnishing architectural services to the State of Idaho.

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

Martin Santoyo, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720-0072
(208) 332-1913

DESCRIPTION OF PROJECT

Annually the State of Idaho, Division of Public Works constructs several projects, which require architectural services. Services will relate to projects where the estimated architectural fee plus reimbursable expenses do not exceed a set amount established by the Permanent Building Fund Advisory Council. The present limit is $40,000 per project. Total fees to be authorized under these regional contracts will depend on legislative or agency funding and could vary greatly from region to region. The contracts are intended to be for a two year period.

Types of architectural projects that may be anticipated are minor buildings, remodels, interior design and maintenance, studies associated with proposed projects, and roofing projects.

The ability to execute these small projects on short notice in a reasonably short time is a major concern. Short form type specifications with on-site administration are frequently required for these small projects, particularly when emergencies exist.

Architects will be selected for one or more of the following regions. The architect shall identify the region(s) for which they are submitting. A separate set of submittals is required for each region in which the architect would like to be considered. Some firms may be selected to provide small project design and roofing design services. Others may be selected for small project design only.

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. (Anticipate two to four architectural firms in this area.)

Southwest Idaho: McCall, Boise, Nampa, Caldwell, Twin Falls, Burley, Gooding and Jerome including 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. (Anticipate four to six architectural firms in this area.)

Southeast Idaho: Pocatello, Blackfoot, Idaho Falls and St. Anthony area including 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. (Anticipate three to five architectural firms in this area.)

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

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 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 the submittal.

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 five (5) projects, with brief descriptions which show ability to complete projects of this scope.

C. **Approach to Project:** Include a statement of your approach to and anticipated response to various small projects. 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 will be obtained from DPW and agency staffs.

E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For architects who have done work for the Division of Public Works is the past three years, a reference to the project(s) will be sufficient in lieu of examples.

F. **Additional Information:** Indicate the location of the office where the services will be performed.

G. **Format:** To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittal should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the services. 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. Also include five (5) CDs containing a PDF of the submittal. Provide the email address of the team's primary contact person.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works will rank the submittals. Following initial ranking, interviews with the top ranked firms in each area may be conducted.

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

It is anticipated that selection will be for firms that maintain an office within or near each geographic area; however qualifications may result in some deviation.

AWARD

Based on the results of the final ranking of the evaluation committee, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at their scheduled December 2, 2014 meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the Architect by the Division of Public Works, Department of Administration in accordance with prescribed procedures. Final award is contingent upon the successful negotiation of a contract.

PROPOSED DATES:

Receive Submittals	**October 6, 2014, 2:00pm**
Oral Interviews if required	October 27 – November 6, 2014
Review by PBFAC	December 2, 2014
Negotiate Contracts	December 2014 – January 17, 2015

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. Architects will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of $500,000 professional liability insurance coverage. Candidates must be Architects 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.