



**State of Idaho**  
**Department of Administration**  
**Division of Public Works**


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June 09, 2022

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professionals

FROM: Pat Donaldson, Administrator   
 Division of Public Works

SUBJECT: DPW PROJECT NO. 22091  
 Automotive/Agricultural Diesel Mechanics Facility  
 College of Southern Idaho (CSI)  
 Twin Falls, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 4:00 p.m., Mountain Standard Time Zone, on July 06, 2022, for furnishing design services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Margie Kennedy, Sr Project Manager  
 Division of Public Works  
 502 N. 4th St.  
 PO Box 83720  
 Boise ID 83720-0072  
 (208) 332-1917  
 Margie.kennedy@adm.idaho.gov

An informational meeting will be held on June 21, 2022 at 2:00 MT via Zoom.

DPW is inviting you to a scheduled Zoom meeting.

Topic: 22091 CSI Auto/Agri Diesel Mech RFQ Info Meeting  
 Time: Jun 21, 2022 02:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81168966374?pwd=Yk9VYnFsbXZ3d0M3TmhKQmF2ZGpEZz09>

Meeting ID: 811 6896 6374

Passcode: 439378

One tap mobile

+13462487799,,81168966374#,,, \*439378# US (Houston)

+16699009128,,81168966374#,,, \*439378# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 811 6896 6374

Passcode: 439378

Find your local number: <https://us02web.zoom.us/u/kLVqdWJBz>

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

Funding for the project is from the State. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design Professional will receive general instructions through the State. A Project Manager from DPW will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design Professional.

The Design Professional shall warrant the following: not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The Design Professional 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**

The scope of work includes a new ground-up building of approximately 40,000 square feet to be located on the College of Southern Idaho's main campus. The new building will support educational programs related to automotive service, heavy duty diesel truck service, heavy and agricultural equipment technology, industrial engineering, and possibly autobody repair technology. With early college initiative in Idaho, this building may also support limited high school aged students and possibly share space with high school programs.

## REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting proposals for complete design services including observation during construction. A total project budget has been estimated at a minimum of \$12,000,000 and includes fees, reimbursables, contingencies, tests, other project related expenses. Additional funding may be available. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design Professional and Consultants shall be licensed to practice in the State of Idaho for their specific disciplines.

The Design Professional will be responsible for programming, schematic design, design development, construction documents, approvals by the authorities having jurisdiction, bidding, construction administration, and project closeout.

The Design Professional will be required to upload all documents to DPW's Owner's web-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, drawings, project manuals, photographs relevant to the project, submittals, field reports, schedules, cost estimates, RFI's, close out documents, warranties, etc.

The Design Professional will be required to meet as needed, but not less than twice a month, with the Agency and DPW for the purpose of providing a report regarding the previous month's progress. Such meetings will: advise the team of projected project cost and related value engineering if needed; include critical path schedules, show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design Professional shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design Professional shall develop all necessary presentation materials for, at a minimum, two (2) presentations to the Permanent Building Fund Advisory Council.

## QUALIFICATION STATEMENT CONTENT

**A. Basic Qualifications:** Provide basic data relative to Design Professional's team size, history, personnel, special expertise, resources available to meet the project schedule, and general information. Individual resumes, awards, associations, etc., may be included.

The Division of Public Works reserves the right to investigate and confirm the proposer'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. Team Member Qualification:** List the Design Professionals and Consultants expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, education, training, and relevant special expertise in project type, and/or in collaboration with K-12 schools. Include relevant knowledge of local areas and College of Southern Idaho and design standards in particular.

Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope and/or type.

**C. Technical Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of the program, challenges, and opportunities as well as alternative concepts and methods that might be explored. Discuss your ideas and process of value engineering a project during the current market conditions. Include your approach to design within budget and how you will approach ideas such as phasing, building structures and envelopes, designing for expansion, designing efficiently and with economical and maintenance free materials. Demonstrate success with site selection, planning and civil design.

**D. Management Approach to Project:** Describe the firm's management approach to the project including approaches to quality control, schedule, and cost estimation. Include your approach to gathering stakeholder's input and acceptance. Demonstrate success during construction administration and how your team manages each task.

**E. Examples of Work:** Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. Include name, location, description, project owner, square footage, initial projected construction cost, final construction cost, date of substantial completion, and a reference/contact for each project. For Design Professionals, who have done work for the Division of Public Works in the past seven years, a reference to the project or projects will be sufficient.

**F. Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and approach to the project. Primary contact should be clearly identified on the cover sheet with an email address.

## **SUBMITTAL**

Submit five (5) copies of the submittal; include one USB drive containing a PDF of the submittal. In your SOQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

## **EVALUATION, FINAL RANKING, INTERVIEW PROCESS**

A selection committee consisting of two (2) persons from DPW, two (2) persons from College of Southern Idaho, and an independent Design Professional will evaluate and rank the firms deemed to be the most highly qualified to perform the required services.

The ranking process is accomplished in two steps: 65 points for the Initial Ranking based on the written submittal, and 35 points for a Final Ranking based on an interview. The selection committee will score the written submittals based on the criteria in the Qualification Statement Content and the top 3-5 teams will be invited for an interview. The scores will be based on the tables below.

<b>Initial Ranking, Written Point Scoring</b>		
	Criteria	Maximum Possible Points
A	Basic Qualifications	5
B	Team Member Qualifications	12
C	Technical Approach to Project	19
D	Management Approach to Project	12
E	Examples of Work	15
F	Format	2
Written Total		65
<b>Presentation – Interview Point Scoring</b>		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items that will be provided to the final ranked teams	20
	Selection Committee’s Q & A	15
Presentation – Interview Total		35

The timeframe for the teams invited for an interview is approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee’s Q&A; and 5-10 minutes for the Design Professional team’s closing comments.

After interviewing the selected teams, the selection committee will rank the interviews to determine the remaining 35% score.

### **AWARD**

Based on the results of the Statement of Qualifications and Interviews, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

### **PROPOSED DATES:**

Receive RFQ Submittals	July 06, 2022
Oral Interviews	July 21, 2022
PBFAC Selection Approval	August, 2022
Negotiate Contract	August, 2022

### **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. Proposers 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 \$3,000,000 professional liability insurance coverage.

The State reserves the right to reject any or all proposals 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 and associated ranking criteria noted above.

**End 22091 Design Professional RFQ**