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Division of Public Works

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November 30, 2022

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design-Build Teams

BM FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 22064
Design-build Services
New Female Prison and Facility expansion/renovation, Idaho State Correctional
Institution (ISCI) Boise, 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 **Wednesday, January 18, 2023** for furnishing design-build services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed through email to: Evan Heggen: eheggen@bdkjv.com

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.

This project will be funded by state and agency funds. The Division of Public Works (DPW) will administer the project. DPW has hired an Owner's Representative, BDK, to act on their behalf according to the terms and conditions of the award, State laws and guidelines. The Design-Build team will receive general instructions through the State and BDK. A representative from BDK will be assigned to serve as the liaison between the Department of Administration, the Idaho Department of Correction (IDOC), and the Design-Build team. All site investigation shall be at no cost to the owner.

DESCRIPTION OF PROJECT

DPW, on behalf of IDOC has received funding for architectural and engineering design, construction, furniture, fixtures and equipment to build a new female prison and an expansion along with some renovation at the ISCI located in Boise, Idaho.

The project will consist of a new 848 bed female prison (approximately 190,000sq. ft.), located near the IDOC prison complex south of Boise, Idaho, and a new 280 bed medium custody male housing unit (approximately 44,000 sq. ft.) located within the ISCI. Other small renovation projects may be added to the scope of the project at a later date. In addition, the existing sewage lagoon facilities will require expansion along with some “re-work” (if required) to accept the increased flows from the proposed project. This work will be part of the overall project.

Currently IDOC does not have enough beds to house all incarcerated individuals in state-run facilities and must rely on out-of-state prison contracts and county jails. The new female prison will consist of 800 minimum-custody beds and 48 medium-custody beds for a reception and diagnostics unit (RDU), segregation, and medical. Adding 800 non-secure beds for women will allow 719 women to be moved from SICI and SBWCC facilities and will return 719 beds to male minimum-custody. It will also net 129 new beds for women. Currently, there are only eight medical isolation beds for women statewide, all located in Pocatello. Centralizing RDU, medical, and behavioral health services for women in south Boise will greatly increase IDOC’s capacity for these services and reduce the need for transports of women to and from Pocatello.

Additionally, the new male housing unit will consist of 280 beds, to include 140 beds for residents with special ambulatory needs and 140 beds for the general population on the second floor. Currently, ISCI has 16 long-term care medical beds and 13 infirmary beds.

In a period of profound social, technological, and environmental shifts, the built correctional environment must respond to the changing conditions facing communities, organizations, and individuals in ways that enhance human experience and well-being, minimize costs, maximize efficiency, optimize resources, and enhance the quality and quantity of positive outcomes. This, in turn, requires new knowledge and innovative ideas gained through extensive experience and reliable research on the part of architects, researchers, and industry specialists.

It is important for the design-build responders to understand that all the proposed facilities described in this RFQ are considered to be places of rehabilitation and trauma-based healing. This means that all construction will be commercially based with commercial doors and hardware and impact resistant construction. These facilities are not intended to be hardened correctional structures and should reflect spaces that promote rehabilitation and trauma-based healing environments. With this in mind, the qualifications responses to this RFQ should reflect experience in the design and construction of these type of facilities for both the individual team members and the teams as a whole.

CONTRACTUAL REQUIREMENTS

The State is requesting proposals for complete Design-Build services including design through construction, site survey and geotechnical engineering as needed, energy/environmental performance documentation and acquisition of all required permits. A total combined budget of \$155,800,000 has been established to include fees, reimbursables, contingencies, and testing. A complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design-Build team shall have a current Public Works contractor license in the State of Idaho in addition to a Design Professional licensed in the State of Idaho.

The Design-Build team shall be responsible for a two-phase project approach. The first phase, Design, will include the review/verification of the project scope and priorities, programming, schematic design and design development. At the end of this phase the Design-Build team will be expected to document through drawings, outline specifications and material/equipment cut sheets the quantity and quality of the proposed project. The second phase, construction, will consist of construction documents, approvals by the authorities having jurisdiction and the physical execution of the approved design.

The Design-Build team will be required to meet weekly with the Owner's Representative for the purpose of providing a verbal and written 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 will be required to upload all documents to DPW's cloud-based project management system, ProjectMates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project manual, schedules, cost estimates, field reports, RFI's, Submittals, Proposal Requests, QA/QC documentation, close out documents, warranties, etc.

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

The Design-Build team shall develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

The Design-Build team shall be responsible for the Construction Phase which shall include: Preparation of construction documents, construction and construction administration by the Design-Builder as well as the Architect/Engineers of Record. Construction administration will also include conferences, weekly site observations, document management as noted above, and progress meetings with the Agency and DPW.

QUALIFICATION STATEMENT CONTENT

A. **Design-Build Team Organization and Qualifications:** Describe the Design-Build teams ability to execute projects of this size and complexity. Include at least three examples of past projects within the past 8 years with brief descriptions showing this type of relevant project experience. Demonstrate previous experience (if any) of the Design Build team working together. Provide the information requested in APPENDIX 'A', The hard copies included in the qualification's submittal need to have original signatures. Alternative formats may be used, however all information requested must be provided.

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 RFQ submittal.

B. **Team Member Qualifications:** List the design-builder's staff, 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 keeping in mind the previous statement that this project is intended to promote rehabilitation and healing environments. Include relevant knowledge of local area and ISCI along with relevant design standards in particular. Provide a list of at least three (3) projects within the past 8 years, 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 program, challenges, and opportunities as well as alternative concepts and methods that might be explored.

D. **Management Approach to Project:** Describe the firm's management approach to the project including approaches to quality, time, and cost estimation. Include your approach to gathering stakeholder input and acceptance.

E. **Past Performance:** Provide the attached reference questionnaire to a minimum of three owners (three for the designer and three for the contractor) for whom you have provided design-build services recently. The references should complete the survey and return directly to DPW via email to eheggen@bdkjv.com by the submittal deadline. The references should specifically address past performance for men's & women's facilities that promoted healing and rehabilitation along with facilities that incorporated an "honor" system.

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 who will perform the project and the approach to the project.

SUBMITTAL

Submit two (2) hard copies of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the name, company, phone number and email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from BDK and/or DPW, two (2) persons from the agency, and an independent Professional will rank the submittals. At least three (3), but not more than five (5), firms may be selected for presentation-interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Design-build Team Organization	20
B	Team Member Qualifications	20
C	Technical Approach to Project	20
D	Management Approach to Project	20
E	Past Performance	12
F	Format	8
	TOTAL:	100

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

The Design-Build teams invited for a presentation-interview will receive a final score based on the sum of the written submittal score and the selection committee’s interview score. It is anticipated that the Design-Build Team will be presenting in person at a location to be determined. The room will be equipped for virtual connection and a virtual platform will be in place for each interview. Each presentation-interview will be a maximum of a one-hour presentation to the selection committee, in person, and virtually if necessary.

The first half of the presentation is anticipated to take 25-30 minutes to present. Questions will be submitted ahead of the interview to be addressed during the presentation. Following the presentation will be 15-20 minutes for the selection committee to ask impromptu questions and then 5-10 minutes for the Design-build team to ask the committee questions and provide their closing comments. The following scoring criteria will be used to determine the interview scores:

Criteria	Maximum Possible Points
Team Presentation	30
Q & A	20
TOTAL:	50

PROPOSED DATES:

Pre-Proposal Meeting	December 6, 2022	10 AM MST
Receive RFQ Submittals	January 18, 2023	4 PM MST
Oral Interviews	January 31, 2023	TBD
PBFAC Selection Approval	February 7, 2023	
Negotiate Contract	February/March 2023	
Execute Contract	March 2023	

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 (attachment ‘D’) including the State’s standard terms, including a requirement to carry and maintain a minimum of \$3,000,000 professional liability insurance coverage, except in special circumstances. An example of the State of Idaho’s Design-Build Agreement is attached and will be the basis of contract negotiations.

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 the associated ranking criteria noted above.

Attachments:

- A – Design Builder’s Organization
- B – Project Locations
- C – Reference Questionnaire
- D – Draft Design-Build Agreement

End #22063 RFQ

APPENDIX 'A'

DESIGN BUILDER'S ORGANIZATION

General Information:

Name:
Primary Office Address:
Telephone:
Primary Contact:
Telephone:
E-mail address:

Type of Organization:

The Design Builders Organization is a:

List all Officers / Partners:

Information about the Organization:

Office Location(s):

Date Organization was established:

Total Number of Staff:

Approximately the average time staff has worked with the organization:

Professional Liability Insurance Carrier:

Professional Affiliations and Memberships:

Professional Awards and Honors:

In the past five (5) years, has the Design Builder had any business or professional license suspended or revoked?

Within the past five (5) years, indicate whether the Design Builder, or any individual listed in section 'B', has/have been the subject to any bankruptcy proceeding?

Within the past five (5) years, has Design Builder or any individual listed in section B been the subject of any state or federal suspension or disbarment?

Anticipated Consultants:

Provide the names, licenses (required for architecture and engineering disciplines), and key personnel anticipated to provide services for the following:

- Architecture:
- Civil:
- Structural:
- Mechanical:
- Electrical:
- Landscape:
- Surveying:
- Geotechnical:
- Security & Low voltage (if required):
- Other:

Design Professional:

Name:
Primary Office Address:

Jurisdictions in which Design Professional is legally qualified to practice Architecture.

Date Organization was established:

Total Number of Staff:
Approximate average time staff has worked with the organization:

Potential Conflicts of Interest

Provide information about any business associations, financial interests or other circumstances that may create a conflict of interest with the Owner, Agency or any other Party known to be involved in the Project.

Attestation:

The undersigned certifies under oath that the information provided herein, including any schedule or attachment, is true and sufficiently complete so as not to be misleading.

Design Builder

By: _____

Title: _____

Date: _____

End of Document

APPENDIX 'B'
PROJECT LOCATIONS
New site plan

APPENDIX 'C'

Reference Questionnaire Project #22461

Design-Builder Name: _____

Project: _____

Date of Substantial Completion: _____

Name of Reference: _____

Using the Rating Scale provided below, rate the following numbered items by circling the appropriate number for each item.

Rating Scale

- 0 Poor or Inadequate Performance
- 1-3 Below Average
- 4-6 Average
- 7-9 Above Average
- 10 Excellent

1. Ability to manage the project cost (minimize change orders).
10 9 8 7 6 5 4 3 2 1 0

2. Ability to maintain the project schedule (complete on-time or early).
10 9 8 7 6 5 4 3 2 1 0

3. Quality of constructability reviews.
10 9 8 7 6 5 4 3 2 1 0

4. Professionalism and ability to manage design professionals and sub-contractors.
10 9 8 7 6 5 4 3 2 1 0

5. Project close-out process (warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly).
10 9 8 7 6 5 4 3 2 1 0

6. Communication, explanation of risks, and documentation.
10 9 8 7 6 5 4 3 2 1 0

7. Ability to follow the owner's directions, rules, regulations, and requirements.
10 9 8 7 6 5 4 3 2 1 0

8. Overall comfort level in hiring this design-builder again.
10 9 8 7 6 5 4 3 2 1 0

Email directly to eheggen@bdkjv.com

APPENDIX 'D'

Draft Design-Build Agreement