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

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June 27, 2023

**RE-ISSUED REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professionals

FROM: Pat Donaldson, Administrator  
Division of Public Works

BSM

A handwritten signature in blue ink, appearing to read "Pat Donaldson", is written over the "FROM:" line.

SUBJECT: DPW PROJECT NO. 23246  
Campus Master Plan  
Idaho State University (ISU)  
Pocatello, 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 20, 2023, for furnishing design services to the State of Idaho.

All questions must be sent to the DPW Senior 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](mailto:Margie.kennedy@adm.idaho.gov)

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 Idaho State University. The Division of Public Works (DPW) with the State of Idaho 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, Idaho State University, 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**

Idaho State University would like to request Design Professional services to plan a thirty-year Master Plan for the Pocatello, Idaho Falls, Meridian, Alaska, and Twin Falls campuses. Services include reviewing and utilizing facility condition assessments to guide building and infrastructure findings and outcomes as needed to support the master plan. These may include studies to make recommendations to remodel, re-use, expand, demolish, or otherwise eliminate infrastructure or buildings from the physical campus. In support of this effort the State of Idaho has initiated a state-wide Facilities Conditions Assessment and ISU's turn for this study has coincided with the RFQ going out again for the Master Plan. This study will cover all buildings on the Idaho Campuses and will be available in early September 2023. The Master Plan will also unify the planning efforts of the auxiliary units, housing, and athletics. Consideration of major cities, transportation, environment, and communication plans that affect these campuses should be identified.

The Project will commence in two distinct phases with the first being information gathering and high-level assessment. Specific traffic studies, utility capacity studies, and storm water studies may be needed. The other component of Phase One is to identify buildings and infrastructure that can be reused, re-purposed, expanded or remodeled for future uses, and those that cannot. Space utilization data will be gathered for a final report.

Phase Two includes developing a master plan with campus stakeholders. Identification of a thirty-year master plan including an outline for projects is to be implemented in six-year increments.

ISU Strategic Plan <https://www.isu.edu/strategicplan/>

## **REQUIRED SERVICES**

The State of Idaho, through the Division of Public Works is requesting proposals for complete planning, design, and engineering services to complete a 30-year Master Plan in two phases.

The Design Professional will conduct campus-wide feedback sessions to establish the goals, objectives, and construction/design principles that will serve as a framework for future physical development, land use, space use, landscaping, parking, and utilities. These goals must be aligned with the current institution's strategic plan, support academic programming, and align with the university budget model. This effort shall be inclusive and involve all layers of campus.

The successful Design Professional Team will be required to coordinate up to four stakeholder workshops in addition to monthly meetings with Campus Facilities Services Department and the

Campus Master Plan Charter Committee. Campus-wide input will be sought through a website for feedback and the Design Professional will coordinate the questions and responses for refining the plan before final presentations.

The Master Plan Report shall address the following:

- 1) Goals of the Campus Master Plan;
- 2) Analysis of current space and land use;
- 3) Phased implementation of priorities identified in the plan;
- 4) How the Campus Master Plan aligns with the institutional strategic plan, budget model, and program prioritization framework;
- 5) Space Utilization Report

Deliverables shall include:

A comprehensive master plan that describes the priorities for the University. The Master Plan will be the guide for all levels of planning to support decisions on the following:

- 1) Resource allocation;
- 2) New facilities;
- 3) Updates to existing facilities;
- 4) Decommissioning of facilities where appropriate;
- 5) Campus expansions;
- 6) Infrastructure updates;
- 7) Property development
- 8) Review and provide recommendations based upon the State's Facilities Assessment report

Incorporation of environmental analysis of buildings for recommendations to make adjustments for energy conservation and sustainability to add to the existing facilities conditions assessment for each building. Life cycle cost analysis for select buildings to determine viability of sustainable system.

Understanding how Idaho State University is currently using space on campus is critical to the development of a strategic master plan to guide future campus projects. A space utilization analysis and planning study will be conducted by the Design Professional.

A total project budget has been estimated at \$500,000 and includes fees, reimbursables and other project related expenses. A relatively complete project cost estimate will be required following the master planning and must be coordinated with each of the six-year incremental phases of the thirty-year plan. The Design Professional will be responsible for planning and identification of a prioritized list of projects to be completed in six-year increments.

The Design Professional Team and Consultants/Engineers shall be familiar with all Idaho state statutes, Idaho codes, and the local environment of the Idaho State University campuses.

The State reserves the right to approve the Design Professional's selection of consultants on their teams.

The Design Professional shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, ISU master planning stakeholder's concerns will be incorporated into the plans.

The Design Professional will establish a schedule for the project to be completed within two years. Monthly meetings will be required to meet with the DPW Project Manager and Campus Architect for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will review milestones completed and anticipate activities for the next month.

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, drawings, reports, photographs relevant to the project, schedules, and cost estimates.

Existing campus information including utility maps, building plans and maps, historical master plans for the Pocatello campus, interim master plans for Idaho Falls, and Meridian, and the 2023 facilities conditions assessments will be available for review once a consultant has been selected. Information such as plans and maps will not be available for the RFQ submittal.

## **QUALIFICATION STATEMENT CONTENT**

### **A. Basic Qualifications:**

1. Provide basic data relative to Design Professional's company size, history, personnel, special expertise for the requirements of master planning services, resources available to meet the project schedule, and general information. Individual resumes, awards, associations, etc., may be included.
2. Provide information that validates the Design Professional (company) has had successful experience completing at least three master plans including ones for universities.

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. Specific Qualifications:**

1. List the actual team expected to accomplish the work. Describe 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.
2. Include relevant experience of incorporating sustainability, energy usage, and life cycle costs in developing master plans.
3. Include relevant experience of incorporating transportation, roadways, and traffic studies in developing master plans.

4. Include experience or examples of previous master plan studies that were developed with multiple year incremental plans moving toward the final master plan.
5. Include examples of previous master planning studies that were graphically interactive for website use. Describe experience with previous interactive programs and what software was used.
6. Previous experience conducting space utilization studies.
7. Experience completing master planning projects that incorporate an organization's strategic plan, mission, vision, and/or goals into an overarching physical campus master plan.
8. Include experience with utilizing facility condition assessments to guide planning, including building, infrastructure, building codes and conformance with ADA.

**C. Approach to Project:**

1. Include a statement of your approach to this specific project, including understanding of the project, challenges, and opportunities.
2. Discuss your ideas and process of organizing the project's required services to be completed in two years.

**D. Examples of Work:**

1. Provide three examples of previous master planning design, preferably for universities. Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. Include name, location, description, cost, project owner, year of project, and a reference/contact for each project.
2. Projects completed by the Design Professional (Primary Point of Contact) individual listed in the team above is highly considered.

**E. Format:**

To assist in evaluation, it is desirable to format the proposal similar to the headings listed above. The proposals should be accurate, 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 Point of 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 Idaho State University, 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: 80 points for the Initial Ranking based on the written submittal, and 20 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 2-4 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
A1	Basic Qualifications	5
A2	Basic Qualifications	5
B1	Team Member Qualifications	5
B2	Team Member Qualifications	5
B3	Team Member Qualifications	5
B4	Team Member Qualifications	5
B5	Team Member Qualifications	5
B6	Team Member Qualifications	5
B7	Team Member Qualifications	5
B8	Team Member Qualifications	5
C1	Approach to Project	5
C2	Approach to Project	10
D1	Examples of Work	5
D2	Examples of Work	5
E	Format	5
Written Total		80
<b>Presentation – Interview Point Scoring</b>		
	Criteria	Maximum Possible Points
	Competency and abilities to communicate the RFQ Submittal information to the Selection Committee	5
	Addressed all criteria in the RFQ Submittal	5
	Selection Committee’s Q & A	10
Presentation – Interview Total		20

The timeframe for the teams invited for an interview is approximately one hour: 30 minutes for the presentation; 20 minutes for the selection committee's Q&A; and 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 20% 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 (subject to change):**

Receive RFQ Submittals	July 20, 2023
Shortlist Interview Notification	August 2, 2023
Oral Interviews	August 15/16, 2023
PBFAC Selection Approval	September 5, 2023
Negotiate Contract	September 2023
Project Completion	September 2025

## **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 \$1,000,000 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 23246 Design Professional RFQ**

