



State of Idaho
Department of Administration
Division of Public Works

BRAD LITTLE
Governor
LORI WOLFF
Interim Director
PAT DONALDSON
Administrator

502 North 4th Street
Boise, ID 83720-0072
Telephone (208) 332-1900
www.dpw.idaho.gov

June 20, 2023

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

BSM

FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 23460
CWI: Remodel Central Receiving, NMEC
College of Western Idaho (CWI)
Nampa, 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 Project Manager:

Matthew Sandoval, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1908
Matthew.Sandoval@adm.idaho.gov

An informational meeting will be held on July 13, 2023 at 10:00 at the College of Western Idaho, Nampa Campus Micron Education Center located at 5425 E. Franklin Rd, Boise, Idaho 83687. It is not mandatory to attend this meeting to submit a Statement of Qualifications.

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 Nampa Micron Education Center (NMEC) houses several resources for the College of Western Idaho including a bookstore, One stop Student Services, and a writing center. This project is to enclose and modify an existing outdoor covered space within the facility and create a central receiving area (Approximately 5,000 Square Feet). The new central receiving area will support receiving large deliveries, packages, and mail for distribution at the Nampa campus.

Both student activities and campus access policies will need to be considered during the delivery of this project. Preservation of existing finishes and site conditions will also be a priority.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting Statement of Qualifications for complete design services including observation during construction. A total project budget has been established at **\$936,000** includes fees, reimbursables, contingencies, tests, other project related expenses. Additional funding may be available. A relatively compete 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, one (1) presentations to the Permanent Building Fund Advisory Council.

QUALIFICATION STATEMENT CONTENT

A. Basic Qualifications: Provide specific information relative to Design Professional's team size, history, area(s) of expertise, and additional resources available to meet the project schedule. Other qualifications relevant to this project such as awards, certifications, associations, etc., should 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 in each phase, their education and/or training, and special expertise. Include relevant knowledge of the local area and any experience with the College of Western Idaho 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. Discuss your ideas and process of value engineering a project during the current local market conditions. Include your approach to design within budget and how you will approach phasing, modifying the building envelope, possible bid alternatives, and building efficiency. Demonstrate how your team will approach converting the existing space, 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 compared to scheduled 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 a telephone number and email address. The proposal should not exceed 15 double-sided pages.

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 Western 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. The scores will be based on the tables below.

Initial Ranking, Written Point Scoring		
	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
Presentation – Interview Point Scoring		

Criteria	Maximum Possible Points
Competency and abilities to address the items that will be provided to the final ranked teams	25
Selection Committee's Q & A	10
Presentation – Interview Total	35

The names of all firms that submitted proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all proposals become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If interviews are scheduled, selected firms will be notified as to time, date, and content of the interview. Questions to be addressed during the interview will be provided to the selected teams. The timeframe for the teams invited for an interview is approximately 35 minutes: 2-3 minutes for introductions, 20 minutes for the presentation, 10 minutes for the selection committee's Q&A; and 1-2 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% of the 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 20, 2023
Oral Interviews	August 3, 2023
PBFAC Selection Approval	September 2023
Negotiate Contract	September 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. 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 23460 Design Professional RFQ