



State of Idaho
 Department of Administration
 Division of Public Works

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July 31, 2023

REQUEST FOR QUALIFICATIONS

TO: Design-Build Contractors

BM

FROM: Pat Donaldson, Administrator
 Division of Public Works

SUBJECT: DPW PROJECT NO. 22062
 Re-Entry Center
 Idaho Department of Correction (IDOC)
 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 3:00 p.m., Mountain Standard Time Zone, on **August 21st, 2023**, for furnishing Design-Build services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Brian Boyd, Project Manager
 Division of Public Works
 502 N. 4th St.
 PO Box 83720
 Boise ID 83720-0072
 (208) 332-1914
 Brian.boyd@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 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-Build team 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-Build team.

DESCRIPTION OF PROJECT

This project is to build an approximately 20,000 square foot Community ReEntry Center (CRC) on land owned by Idaho Department of Correction (IDOC) located at 6070 S. 5th Avenue, Pocatello ID. The CRC is a residential facility that serves two main purposes: 1) It allow offenders to work while becoming reunited with families and the community. The CRC offers selected male inmates, who are nearing release, a chance to prepare themselves for release; and 2) It provides protection to the community through high accountability and security of the offender in the community reentry center program. Residents will be housed here while working in the community. This will be a new facility on an existing site that is mostly undeveloped.

The scope of work would include the design of an approximately 20,000 square foot single-story building consisting of spaces for Public/Visitation, Administration, Resident Living, Recreation, Food Services/Dining, and Support. The scope also includes all the associated mechanical/plumbing/electrical/IT facilities. The scope of work will also include full civil and landscaping design for the site – which will provide for a perimeter walking/jogging path, outdoor BBQ/picnic area, basketball court, along with green space and a full perimeter fence. The design of all associated utilities serving the new facility will also be part of the project scope.

Scope will include programming, schematic design, design development, construction documents, AHJ review and approval, PBFAC review and approval, and construction administration for the facility.

REQUIRED SERVICES

The State is requesting Statements of Qualifications (SOQs) for complete Design-Build services. The Design-Build team should be proactive with the design and construction processes (design phases, Division of Occupational and Professional Licenses plan reviews/permitting, early construction and procurement bid packages, identify long lead items). The Design-Build team will be required to provide all services as per the standard DPW Design-Build Agreement and be properly licensed as required for the design and construction work.

A total project budget of approximately **\$11,735,280.00** has been established to include fees, reimbursables, contingencies, and tests. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional design phase.

At the time of SOQ submittal, the Design Builder shall have a current Public Works contractor license in the State of Idaho, and is required to provide full Programming, Schematic Design, Design Development, Construction Documents, and Construction Observation services. The Design-Build team (design professional and required consultants) must be properly licensed to practice in the State of Idaho for their specific disciplines. This project will need to be routed through, and receive approval by, the Idaho Division of Occupational and Professional Licenses (IDOPL) and any other authorities having jurisdiction.

The Design-Build team will be required to upload (and keep current) 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, etc.

The Design-Build team will be required to meet monthly with the Project Manager 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 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 (PBFAC).

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A. **Cover Letter and Exhibit 'A', 3 points maximum:** Provide a cover letter as an introductory statement and background for your team. Attach Exhibit A to the cover letter. **Failure to provide Exhibit 'A', with original ink signatures, may result in the proposal being nonresponsive.** The hard copies included in the qualification's submittal need to have original signatures.

B. **Design Builder Qualifications, 12 points maximum:** Provide brief descriptions pertaining to the following:

1. Provide the firm's history, years in business: 1-10 years; 11 years or more. Provide the information requested in EXHIBIT 'B'.
2. Describe the firm's key staff identified for this project, their length of employment (1-10 years, 11 years or more), and their roles. For example, 1-10 principals/project managers; 11 or more principals/project managers, etc.
3. Relevant Experience. Describe the Firms' ability to execute projects of this size, budget and complexity, along with any previous design-build experience on Division of Public Works/Department of Correction projects.

Please note: DPW reserves the right to investigate the financial responsibility and past project management for the design build firm and/or consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, or design professionals and/or consultants that were the cause of improperly managing a DPW project in the past are grounds for rejection of RFQ submittal.

C. **Team Qualifications, 29 points maximum:** Provide the specific qualifications for the proposed key staff, including applicable professional licenses. List the design-builders' staff, design professionals and consultants, expected to accomplish the work. The qualifications must demonstrate that each key staff member has a minimum of 10 years of experience in their respective professions. For example, 10-20 years, or 21 or more years.

The maximum points for this criterion is a sum total for all team members.

The table below lists the key team members. For each key member provide three project examples that demonstrate their qualifications and expertise needed for the proposed Community Re-Entry Center project. For the project examples, include a description of the project, location, and construction value. Point value may potentially be increased for a project example that is comparable to the scope as defined in the Project Description, and if the proposed project team has completed a comparable project in the past five years.

Points for the proposed key team members vary. The table below indicates the maximum points for each team member:

| Key Team Member's | |
|----------------------------------|----|
| Design Builder's Project Manager | 7 |
| Lead Architect | 7 |
| Structural Engineer | 3 |
| Mechanical Engineer | 3 |
| Electrical Engineer | 3 |
| Civil Engineer | 3 |
| Construction Superintendent | 3 |
| Total | 29 |

For the Key Team Member tasked with coordinating the plan review, indicate if in the past two years they have completed a plan review through an online submittal process and if the process was with the Idaho Division of Occupational and Professional Licenses (IDOPL).

D. Technical and Project Management Approach, 15 points maximum: Provide a narrative for the following three items. Provide a heading in the narrative for each item listed below:

1. Technical Approach: Provide an understanding of the Agency (IDOC) and the project site: Include a statement of your approach to this specific project, including design philosophy, understanding of program/scope, challenges, and opportunities as well as alternative concepts and methods that might be explored.
2. Management Approach: Describe the firm's management approach to the project including approaches to quality, time management, and cost estimation. Include your approach to gathering stakeholder input and acceptance.
3. DPW processes and quality control processes: Provide an understanding of DPWs' project processes for programming/design phase, construction phase, and closeout. Describe the Teams' approach to quality control for each phase of the project, and how that impacts communication with both IDOC and DPW.

There is a maximum point value of 5 points for each item for a total of 15 points.

E. Design-Build Past Performance, Client Questionnaire, 9 points maximum
Provide the attached reference questionnaire, Exhibit 'C', to three (3) past clients for Design-Build projects with a substantial completion date in the past five years. Two client references

for the Design-Builder, and one for the architect of record on a design-build team. Each Client Reference Questionnaire will be scored as the average of all seven questions, for a total score of 3 points max per questionnaire (9 points total). The client references should return the completed survey directly to DPW via email to lisa.makin@adm.idaho.gov no later than August 21st, 2023.

F. **Design-Build Project Examples, 9 points maximum (three points maximum for each example):** Provide renderings and/or photographs for three (3) projects that are similar to the proposed project, completed by the design-builder, proposed design professional and consultants. Similar projects completed for IDOC/State of Idaho may increase the points for this criterion. The examples must be labeled with the design-build team member who performed the work. Include with each example a brief statement as to why it was a successful project.

G. **Format, 3 points maximum:** To assist the SOQ 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 Key Team Members who will perform the project, and the approach to the project.

SUBMITTAL REQUIREMENTS

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.** Do not provide any links to external documents (ie; QR codes, etc.) in the SOQ. All relevant information must be contained solely in the SOQ document.

EVALUATION, INITIAL RANKING

A selection committee - consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Design Professional, will rank the submittals. The committee will rank the teams based on the SOQ scores. The top ranked teams will be invited for an interview; however, interviews will not be held if the gap between the top ranked team and the subsequent team(s) is greater than 25 points.

If interviews are held, selected teams will be notified as to time, place, and content of the interview.

| Initial Ranking, Written Point Scoring | | |
|---|---|-------------------------|
| | Criteria | Maximum Possible Points |
| A | Cover Letter/Exhibit 'A' | 3 |
| B | Design Builder Qualifications/Exhibit 'B' | 12 |
| C | Team Qualifications | 29 |
| D | Technical & Project Management Approach | 15 |

| | | |
|---------------|---|----|
| E | Design Build Past Performance / Exhibit 'C' | 9 |
| F | Design Build Project Examples | 9 |
| G | Format | 3 |
| Written Total | | 80 |

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 DPW offices in Boise, ID. The room will be equipped to allow connection of a laptop computer to a projection screen or monitor for each interview. Each presentation-interview will be a maximum of a one hour presentation to the selection committee, in person.

The first half of the presentation is anticipated to take 25-30 minutes to present. 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 | 10 |
| Q & A | 10 |
| | 20 |

AWARD

Based on the results of the final proposals 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 | August 21 st , 2023 |
| Oral Interviews | Tentatively the week of August 28 th , 2023 |
| PBFAC Selection Approval | September 7 th , 2023 meeting |
| 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 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.

Attachments:

- Exhibit 'A', Transparency and Attestation Design Professional's Organization
- Exhibit 'B': Design Builders' Organization
- Exhibit 'C', Client Reference Questionnaire
- Appendix 'A': Project Location Map

End 22062 Design-Build RFQ

EXHIBIT A
Transparency and Attestation

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. If applicable, the information must be attached as a separate page to this document.

Attestation:

The undersigned certifies under oath that submittal information in its entirety, including any schedule or attachment, is true and sufficiently complete so as not to be misleading.

Design-Builder

By: _____
Original signature in ink.

Title: _____

Date: _____

End of Document - Exhibit A

EXHIBIT 'B'

DESIGN BUILDERS' 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 and key personnel anticipated to provide services for the following:

Architecture:
Civil:
Structural:
Mechanical:
Electrical:
Landscape:
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:

Approximately, the 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 EXHIBIT 'B'

Exhibit C

Reference Questionnaire Project #22062

Design-Builder / Design Professional:

Project completed by Design-Builder / Design Professional:

Date of Project Substantial Completion:

Name of Reference: _____

Using the Rating Scale provided below by circling the appropriate number for each item.

- 0 Poor or Inadequate Performance
- 1 Below Average
- 2 Average
- 3 Excellent

- 1. Designed and built the project within the construction budget (minimal change orders caused by errors/omissions).
0 1 2 3

- 2. Ability to maintain the design and construction schedule (completed on-time or early).
0 1 2 3

- 3. Quality of the construction documents.
0 1 2 3

- 4. Professionalism and ability to manage the team.
0 1 2 3

- 5. Communication, explanation of risks, and documentation.
0 1 2 3

- 6. Ability to follow the owner's directions, rules, regulations, and requirements.
0 1 2 3

- 7. Overall comfort level in hiring this design builder/design professional again.
0 1 2 3

Email directly to lisa.makin@adm.idaho.gov no later than August 21st, 2023.

End of Document - Exhibit 'C'

APPENDIX 'A'

PROJECT LOCATION

