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

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August 14, 2023

**REQUEST FOR QUALIFICATIONS**

TO: Architects

FROM: PAT DONALDSON, Administrator  
Division of Public Works

A handwritten signature in blue ink, appearing to read "Pat Donaldson", written over the printed name of the Administrator.

SUBJECT: REGIONAL ARCHITECTURAL AND ROOFING SMALL PROJECTS, STATEWIDE

Submittals will be received at the Division of Public Works, 502 N. 4<sup>th</sup> Street, P.O. Box 83720 Boise, Idaho 83720-0072 until **September 19<sup>th</sup>, 2023 at 3:30 p.m. MST**, for furnishing Architecture services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Southwest Idaho  
Matthew Sandoval  
Division of Public Works  
Matthew.Sandoval@ADM.Idaho.Gov  
208-332-1908

North and Southeast Idaho  
Nicole Cecil  
Division of Public Works  
Nicole.Cecil@ADM.Idaho.Gov  
208-332-1905

**DESCRIPTION OF PROJECT**

Annually the State of Idaho, Division of Public Works constructs several projects, which require Architecture services. Services will relate to projects where the estimated fee plus reimbursable expenses do not exceed a set amount established by the Permanent Building Fund Advisory Council. The present limit is \$50,000 per project. Total fees to be authorized under these contracts will depend on legislative or agency funding and could vary greatly from region to region. The contracts are intended to be for a **three-year period**.

Types of architectural projects that may be anticipated are minor buildings, remodels, interior design and maintenance, studies associated with proposed projects, and roofing projects.

The ability to execute these small projects on short notice in a reasonably short time is a major concern. On-site administration is frequently required for these small projects, particularly when emergencies and critical timelines exist.

Design Professionals will be selected for one or more of the following regions. The Design Professional shall identify the region(s) for which they are submitting. A separate set of submittals is required for each region in which the Design Professional would like to be considered.

**North Idaho:** Lewiston, Moscow, Orofino, Coeur d'Alene area north to the border with Canada. State institutions within this area include the University of Idaho, Lewis-Clark State College, Lewiston State Office Building, State Hospital North, North Idaho Correctional Institution, North Idaho College, and regional offices of the departments of Health & Welfare, Lands, Fish and Game, Transportation, and Labor. (Anticipate four (4) architectural firms in this region.)

**Southwest Idaho:** McCall, Boise, Nampa, Caldwell, Twin Falls, Burley, Gooding, and Jerome including the Capitol Mall, Chinden Campus, Idaho Correctional Institution, Health & Welfare and Agriculture Laboratories, Southwest Idaho Treatment Center, State Hospital West, Boise State University, College of Southern Idaho, College of Western Idaho, Idaho Educational Services for the Deaf and Blind and other state buildings in the area. (Anticipate six (6) architectural firms in this region.)

**Southeast Idaho:** Pocatello, Blackfoot, Idaho Falls and St. Anthony area including Idaho State University, State Hospital South, College of Eastern Idaho, Idaho Falls State Office Building, Juvenile Correction Center, Pocatello Women's Correctional Center and regional offices of the departments of Health & Welfare, Lands, Fish and Game, Transportation, Correction, and Labor. (Anticipate four (4) architectural firms in this region.)

Projects in the fringe areas of various regions may be assigned to Design Professionals in adjacent regions depending on circumstances such as immediate workload, past involvement, or special experience.

## **SUBMITTAL CONTENT**

- A. Basic Qualifications (10 points):** Provide basic data relative to firm's size, history, personnel with involvement in future DPW projects, and special expertise. Individual and/or Company resumes, awards, associations, etc., may be included.

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 the submittal.

**B. Specific Qualifications (20 points):** List the team expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities and supply their qualifications. Provide a list of at least five (5) projects, with brief descriptions that illustrate ability to complete small projects of this scope. Include project name, location, square footage, owner name and contact information and final construction cost.

**C. Technical Qualifications (40 points):**

- a. Provide the Design Professional's professional license number(s) and/or proof licensure issued by the State of Idaho.
- b. Provide two projects that the Design Professional was required to conduct an IBC code analysis, and/or Idaho Code review. Explain the analysis.
- c. Provide two projects that demonstrate that the Design Professional has had successful results with cost estimating.
- d. Provide the process for Design Professional's quality control review and who performs this task. Indicate which team members will be writing the specifications.
- e. Provide two projects that demonstrate that the Design Professional has experience with construction contracts and an example of when they needed to enforce them.
- f. Explain who will be involved with construction administration and their knowledge of responding to request for information, submittal reviews, proposal requests, contract construction directives, change orders, contractors pay requests, and field documentation. Provide their qualifications and tools used for organization. How does the firm handle plan distribution during the bidding process.
- g. Provide at least one example of a project that involved renovation or construction in an occupied building where phasing and/or phasing plans were required.
- h. Provide information and examples that highlight the Design Professional specific areas of expertise. For example, roofing, tenant improvement, restrooms, etc.

**D. Format (5 points):** To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittal should be clear and to the point. Font shall not be less than 11 points. Please do not include QR Codes and/or Links to websites in your RFQ document. Do not include extra materials such as reference letters or marketing materials. Emphasis should be placed on specific qualifications of the people to actually perform the services.

**E. Additional Information:** Indicate the location of the office where the services will be performed.

## **SUBMITTALS**

Submit two (2) bound copies and one (1) USB flash drive of the submittal at the time and place specified. **The submittal shall clearly identify the point of contact regarding the submittal, with e-mail address and phone number listed.** Failure to identify a point of contact may render submittal non-responsive.

## EVALUATION

An evaluation committee consisting of two representatives from the Division of Public Works and two representatives from various State Agency staff will review and score the submittals. Following initial scoring, interviews with the top ranked firms in each area may be conducted.

The ranking process is accomplished in two steps: 75 points for the Initial Scoring based on the written submittal, and 25 points for a Final Ranking based on an interview. Step one: The selection committee will score the written submittals based on the criteria in the Qualification Statement Content and the top teams may be invited for an interview. The scores will be based on the tables below.

<b>Written Point Scoring</b>		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	20
C	Technical Qualifications	40
D	Format	5
	Written Total	75
<b>Presentation – Interview Point Scoring</b>		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items provided in the invitation to interview.	20
	Selection Committee's Q & A	5
	Presentation – Interview Total	25

After interviewing the selected candidates, the evaluation committee will provide scores to be added to the submittal scores to determine the final scores.

It is anticipated that selection will be for firms that maintain an office within or near each geographic area; however, qualifications may result in some deviation.

## AWARD

Based on the combined results of the evaluation committee, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at their schedule December 5, 2023, meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the Design Professional by the Division of Public Works, Department of Administration in accordance with prescribed procedures. Final award is contingent upon the successful negotiation of a contract.

## **PROPOSED DATES**

Receive Submittals: September 19

Interviews: October 24 – November 7, 2023

Review by PBFAC: December 5, 2023

Negotiate contracts: December 2023 – January 17, 2024

## **PROVISIONS**

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. A sample agreement of standard terms and conditions is available from the Division of Public Works. Design Professional 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. Candidate firms must have an Architectural and/or Engineer license issued by the State of Idaho, at the time of submission. Provide professional license number and/or proof of licensure in the submittal. The State reserves the right to reject any or all submittals 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. Refer to the Instruction for Design Professionals manual found at <https://dpw.idaho.gov/docs-forms-guides/> for more information.

**End of RFQ for ARCHITECTURAL AND ROOFING PROJECTS**

