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

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August 11, 2023

**REQUEST FOR QUALIFICATIONS**

TO: Geotechnical-Testing

FROM: PAT DONALDSON, Administrator   
Division of Public Works

SUBJECT: STATEWIDE GEOTECHNICAL-TESTING SMALL PROJECTS

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 at 4:30pm**, for furnishing Geotechnical-Testing services to the State of Idaho.

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

Nicole Gallaher  
Division of Public Works  
Nicole.gallaher@adm.idaho.gov  
208-332-1911

**DESCRIPTION OF PROJECT**

Annually the State of Idaho, Division of Public Works constructs several projects, which require Geotechnical-Testing firm to perform geotechnical investigations and testing evaluations for design purposes as well as during the construction phases of projects. 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 Geotechnical-Testing projects that may be anticipated are geotechnical soils investigation reports, construction testing and studies. At a minimum, candidates must be able to perform the following services: soils tests, subsurface investigation reports, soil compaction reports, density testing of onsite soils, limited nutrient pathogen evaluation studies, hydraulic conductivity of groundwater, concrete quality control, concrete air entrainment data sampling, special masonry inspection, detailed welding inspection, structural steel connections, bolting connections, fireproofing, asphalt paving, hydrocarbon contamination and phase 1 environmental. Projects are typically located throughout the State of Idaho and range in size and scope from small building additions, drives and parking lots to major new buildings and complexes.

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.

Geotechnical-Testing will be selected for services statewide, to include all of the areas listed below. A total of six (6) contracts are anticipated to be awarded.

**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.

**Southwest Idaho:** McCall, Boise, Nampa, Caldwell, Twin Falls, Burley, Gooding, and Jerome including the Capitol Mall, the 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.

**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.

## **SUBMITTAL CONTENT**

- A. Basic Qualifications (10 points):** Provide basic data relative to firm's size, history, location(s), personnel, 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 (35 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 that have been completed within the last five (5) years. Projects should illustrate diversity of testing and inspection services. Include the following information for each example:

1. Contracting agency
2. Contract amount
3. Geotechnical firm Project Manager
4. Project Description
5. Project Outcome

**C. Technical Qualifications (25 points):** Describe the firm's approach to projects. Include process for quality control, how failed tests and inspections are handled, the process for cost estimating for testing and inspections, and experience utilizing web-based project management platforms.

**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. 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 four (4) 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: 55 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 will be invited for an interview. The scores will be based on the tables below.

Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	35

C	Technical Qualifications (1 - 5 points for each item)	25
D	Format	5
Written Total		75
<b>Presentation – Interview Point Scoring</b>		
Criteria		Maximum Possible Points
Competency and abilities to address the items above in the written RFQ submittals.		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 by 4:30pm
- Interviews: Between October 19 and November 16
- Review by PBFAC: December 5, 2023
- Negotiate contracts: December 2023 – January 17, 2024

**PROVISIONS**

Candidates must be engineers licensed by the State of Idaho. The State reserves the right to reject any or all submittals received as a result of this request.

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 Geotechnical-Testing**