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Department of Administration
Division of Public Works

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September 14, 2023

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Civil Engineer / Landscape Architect

BJM FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24253
Nez Perce Dr. Parking Rebuild / Reconfiguration
University of Idaho
Moscow, 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 2:00 p.m., Mountain Standard Time Zone, on Oct 13, 2023, for furnishing design services to the State of Idaho.

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

Nicole Bolton, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1921
Nicole.Bolton@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.

This project will be funded by 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.

DESCRIPTION OF PROJECT

This project will improve the traffic flow, parking, and visual and pedestrian connections between the University of Idaho Arboretum and Botanical Garden, the Charles H. Shattuck Arboretum, and the “new” Greek Row on Nez Perce Drive.

The east side of the project will narrow Nez Perce Drive from four lanes, with two drive lanes and two parallel parking lanes, to two lanes from the pedestrian crossing at the University Water Tower to the intersection of Blake Ave. These two lanes will be relocated within the right of way to the north edge of the street. The existing on-street parallel parking will be replaced by angled, pull in parking stalls on the south side of the street. The pull in parking stalls on the south side of the street will be broken up with landscape peninsulas which will feature street trees to provide shade and visual interest to the street while maintaining vehicular egress for trash pickup and off-street parking.

The west side of the project involves the development of concepts to improve Nez Perce Drive from the entrance of the University Golf Course to the pedestrian crossing at the University Water Tower. Desired design concepts are to improve connection between the University of Idaho Arboretum and Botanical Garden and the Charles H. Shattuck Arboretum while incorporating and/or eliminating on street parking in various sections throughout this project, link the existing pedestrian network, assist traffic flow to maintain within posted limits, and create fluidity between East and West project priorities.

The intent of these efforts is to improve the Nez Perce neighborhood through increased functionality, improved aesthetics, enhanced pedestrian crossings, and strengthening connections to the central core of the University of Idaho campus in Moscow, Idaho.

REQUIRED SERVICES

The State is requesting proposals for complete design services including construction administration. A total project budget of approximately **\$2,000,000** has been established to include fees, reimbursables, construction, permits, contingencies, tests, and other project related expenses. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design Professional and required consultants shall be licensed to practice in the State of Idaho for their specific disciplines.

The Design Professional will be responsible for schematic design, design development, construction documents, and approvals by the authorities having jurisdiction and construction administration.

The Design Professional will be required to upload 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 Professional 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 Professional shall develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

In addition, the UI Strategic Plan and Long Range Campus Development Plan and other pertinent documents are available on the University's website. Items of specific interest include:

Facilities Services: <https://www.uidaho.edu/dfa/facilities>

SUBMITTAL CONTENT

Provide qualifications on the following criteria. List responses to criteria in order, according to RFQ headings.

A. Basic Qualifications (10 points maximum): Provide basic data relative to firm's size, history, resources available, production capabilities including meeting the schedule, and general information. Individual and/or Company resumes, awards, associations, etc., may be included. Indicate the location of the office where the services will be performed.

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 RFQ submittal.

B. Specific Qualifications (20 points maximum): List 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, and relevant special expertise in this project type. Provide Professional Engineering license(s) with License number(s). Provide a list of at least three (3) projects, with brief descriptions, which show the firm's ability to complete projects of this scope. Emphasis should be placed on specific qualifications of the people to actually perform the services.

C. Approach to Project (15 points maximum): Include a statement of the firm's design philosophy, along with expertise and knowledge with similar projects. Provide the firm's experience to this specific campus. Describe the Design Professionals and consultants understanding of the local area and local demographics along with challenges, opportunities, and solutions. Provide experience gathering stakeholder's input and acceptance along with working with and coordinating with facilities services.

Limit to two (2) pages.

D. Technical Qualifications to Project (30 points maximum):

- a. (5 points maximum) Provide a short statement each of two (2) projects that the Design Professional was required to conduct code analysis, and/or Idaho Code review, and/or Idaho State Statute review.

- b. (5 points maximum) Provide a short statement each of two (2) projects that demonstrate that the Design Professional has had successful results with estimating construction cost and keeping projects within budget.
- c. (10 points maximum) Provide a statement with pictures of two (2) projects that demonstrate that the Design Professional has experience with roadway design projects.
- d. (5 points maximum) Provide a short statement on the process for the Design Professional's quality control review of project documentation administration and work performed by construction crews.
- e. (5 points maximum) Provide short statement that demonstrate that the Design Professional has experience with construction contracts and a situation of when they enforced them.

Limit to five (5) pages.

E. **Format (5 points maximum):** 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.

SUBMITTALS

Submit one (1) copy of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION

A selection committee consisting of two (2) persons from DPW, two (2) persons from The University of Idaho, and an independent Design Professional will rank the submittals to be the most highly qualified to perform the required services. The Selection Committee may choose to interview any, all or none of the respondents as may be in the best interest of the State.

The design team may be invited for a presentation-interview. If interviews are conducted, a final score will be based on the sum of the written submittal score and the selection committee's interview score. Interviews, if conducted, will be worth 20 points. Additional information will be provided if selected respondents are requested to interview.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	20
C	Approach to Project	15
D	Technical Qualifications	30
E	Format	5
Written Total		80
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items that will be provided to the final ranked teams	15
	Selection Committee's Q & A	5

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. Interviews will be held in person at The University of Idaho. Content to be addressed during the interview will be provided to the selected teams. The timeframe for the teams invited for an interview is approximately one hour: 25 minutes for the presentation; 15 minutes for the selection committee's Q&A; and 5 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 score, if applicable.

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 scheduled 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	October 13th, 2023, by 2:00 p.m. MST
Oral Interviews	November 13 – 17, 2023
PBFAC Selection Approval	December 5 th , 2023
Negotiate Contract	December 2023

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. Candidates must be Mechanical Engineers licensed by the State of Idaho at the time of submission. Provide professional license number and 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.

Attachment:

End 24253 Design Professional RFQ