



State of Idaho  
Department of Administration  
Division of Public Works

**BRAD LITTLE**  
Governor  
**STEVEN BAILEY**  
Director  
**PAT DONALDSON**  
Administrator

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

10/06/2023

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design-Build Teams

*SDM* FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24063  
PWCC, Intercom System & Door Station Upgrade  
Idaho Department of Corrections (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 4:00 p.m., Mountain Standard Time Zone, on **October 27<sup>th</sup>, 2023** for furnishing Design-Build services to the State of Idaho.

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

John Parham, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1909  
[john.parham@adm.idaho.gov](mailto:john.parham@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

The Idaho Department of Corrections (IDOC) has received funding for the upgrade/replacement of the current aging PA and door control systems at the Pocatello Women's Correctional Center in Pocatello, ID. The problems with the existing system are posing an unacceptable risk to the life/safety of both staff and residents.

The current system is subject to operational issues, such as difficulty communicating with staff and residents, doors not opening or closing properly, and command interface problems. A new system is needed facility-wide, including wiring, devices, PLC cabinets, door stations, and touchscreen control interfacing.

Any proposed system solution will interface with the existing fire control, security, and camera systems. This will result in a cohesive site-wide solution that may be duplicated in other facilities and institutions.

This project will be tentatively scheduled to start the design phase in January 2024, with sub bidding and construction to commence in Summer/Fall 2024.

## REQUIRED SERVICES

The State is requesting Statements of Qualifications (SOQs) proposals 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 **\$1,289,000.00** 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-Build team shall have a current Public Works contractor license in the State of Idaho in addition to a Design Professional licensed in the State of Idaho.

The Design-Build team shall be responsible for a two-phase project approach. The first phase, Design, will include the review/verification of the project scope and priorities, programming, schematic design and design development. At the end of this phase the Design-Build team will be expected to document through drawings, outline specifications and material/equipment cut sheets the quantity and quality of the proposed project. The second phase, Construction, will consist of construction documents, approvals by the authorities having jurisdiction (DOPL) and the physical execution of the approved design.

The Design-Build team 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-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.

The Design-Build team shall be responsible for the Construction Phase which shall include: preparation of construction documents, construction and construction administration by the Design-Builder as well as the Architect/Engineers of Record. Construction administration will also include conferences, weekly site observations, document management as noted above, and progress meetings with the Agency and DPW.

## QUALIFICATION STATEMENT CONTENT

A. **Design-Build Team Organization:** Provide the information requested in Exhibit 'A'; The hard copies included in the qualification's submittal need to have original signatures. Alternative formats may be used, however all information requested must be provided.

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. **Team Member Qualifications:** List the Design-Builder's staff, 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, education, training, and relevant special expertise in project type. Include relevant knowledge of local area and IDOC design standards. Provide a list of at least three (3) projects, with brief descriptions, which show the team's ability to complete projects of this scope and/or type.

C. **Technical Approach to Project:** Provide a narrative for the following five items. Limit to three (3) pages if printed both sides, or six (6) pages if printed one side. Provide a heading in the narrative for each item listed below:

- Understanding of the Agency and the project site
- Understanding of the project scope
- Approach to the design solution. Will the programming and schematic design phases include a minimum of three options/concepts? If not, please explain an alternative approach to achieve a satisfactory design solution.
- Understanding and experience with DPW's processes and quality control processes.

•Commitment to the project; is the schedule acceptable as noted in the Project Description? If not, please explain if there are concerns with completing the design within the timeframe.

D. **Management Approach to Project:** Describe the firm’s management approach to this specific project, including design philosophy, understanding of program, challenges, and opportunities as well as alternative concepts and methods that might be explored.

E. **Past Performance:** Provide the attached reference questionnaire (Attachment ‘C’) to a minimum of three owners for whom you have provided design-build services recently. The references should complete the survey and return directly to DPW via email to [lisa.makin@adm.idaho.gov](mailto:lisa.makin@adm.idaho.gov) by the submittal deadline.

F. **Format:** 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

Submit two (2) hard copies of the submittal; include one USB drive containing a pdf of the submittal. In your RFQ cover letter, include the name, company, phone number and email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

### 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. Based on the written scoring and initial ranking, firms may be selected for presentation-interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Design Build Team Organization	10
B	Team Member Qualifications	22
C	Technical Approach to Project	24
D	Management Approach to Project	24
E	Past Performance	15
F	Format	5
		100



## 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 a location to be determined. The room will be equipped for a virtual connection and a virtual platform will be in place for each interview. Each presentation-interview will be a maximum of a one-hour presentation to the selection committee, in person, and virtually if necessary.

The first half of the presentation is anticipated to take 25-30 minutes to present. Questions will be submitted ahead of the interview to be addressed during the presentation. 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	Max Possible Points
Team Presentation	15
Q & A	10
	25

### PROPOSED DATES:

Receive RFQ Submittals	October 27 <sup>th</sup> , 2023
Oral Interviews, if required	Tentatively November 16 <sup>th</sup> , 2023
PBFAC Selection Approval	December 5 <sup>th</sup> , 2023
Negotiate Contract	December 2023
Initiate Design Phase	January 2024

### 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. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement (attachment 'D') including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances. An example of the State of Idaho's Design Build Agreement is attached and will be the basis of contract negotiations.

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, Design Builder's Organization
- Exhibit B, Project Location
- Exhibit C, Reference Questionnaire
- Exhibit D, Draft Design-Build Agreement

**End 24063 Design Professional RFQ**

**RFQ 24063 Exhibit C**

**Client Reference Questionnaire**

Design-Builder / Design Professional:

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Project completed by Design-Builder / Design Professional:

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Date of Project Substantial Completion:

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Name of Reference:

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Using the Rating Scale provided below by circling the appropriate number for each item. Zero for “poor / inadequate” services through five for “exceeded expectations / excellent” services.

1. The project was within the construction budget (minimal change orders caused by errors/omissions).  
0    1    2    3    4    5
  
2. Ability to maintain the schedule (completed on-time or early).  
0    1    2    3    4    5
  
3. Quality of the construction.  
0    1    2    3    4    5
  
4. Professionalism and ability to manage their team.  
0    1    2    3    4    5
  
5. Communication, explanation of risks, and documentation.  
0    1    2    3    4    5
  
6. Ability to follow the owner’s directions, rules, regulations, and requirements.  
0    1    2    3    4    5
  
7. Overall comfort level in hiring this team again.  
0    1    2    3    4    5

Email directly to [lisa.makin@adm.idaho.gov](mailto:lisa.makin@adm.idaho.gov) no later than October 1<sup>st</sup>, 2023.