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State of Idaho
Department of Administration
Division of Public Works

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October 30, 2023

REQUEST FOR QUALIFICATIONS

TO: Design-Build Teams

FROM: Pat Donaldson, Administrator
Division of Public Works

A handwritten signature in blue ink, appearing to read "Pat Donaldson".

SUBJECT: DPW PROJECT NO. 24153
Learning Living Community (LLC)
Lewiston Clark State College (LCSC)
Lewiston, 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 November 16, 2023**, for furnishing Design-Build services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Elaine M. Hill, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1925
Elaine.Hill@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.

The Design-Build team shall warrant the following: not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The Design-Build team shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

DESCRIPTION OF PROJECT

This tenant improvement project will provide modest on-campus housing for 20 students. Building updates include a new roof, HVAC upgrades, egress windows, replace flooring, bathroom expansion, sidewalk & retaining wall upgrades, and an update of the kitchen and laundry. The LLC building is currently unoccupied. Existing DPW projects: 23151_LCSC Fire Suppression System and 21156_LCSC ADA Restrooms, Classrooms and Site Repairs are underway with 24152_LCSC Parking Lots Resurfacing under design.

Future occupancy for classroom space should be considered.

The anticipated schedule is as follows:

- December 2023 Design-Build Team selection / contract
- March / April 2024 Design Development: including PBFAC approval and a two-week review period
- April / May 2024 DOPL Plan Review
- December 2024 Substantial Completion

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting proposals for Design-Build Services from a team that will work closely and in harmony with the LCSC and DPW. The team will manage the project's budget and schedule within the current volatile market with long material procurement.

A total project budget of \$950,000 has been established to include design fees, plan review and construction. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design-Builder is required to provide Schematic Design, Design Development, Construction Documents, and Construction. The Design-Build Team shall be prepared to complete a robust Schematic Design and Design Development Phase to evaluate necessary infrastructure upgrade options to align scope with the available project budget.

The Design-Build team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and 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 will be required to meet, at a minimum, monthly with the Project Manager for the purpose of providing a verbal 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 produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Schematic services have been completed.
2. A Design Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.

PROPOSAL CONTENT

A. Basic Design-Build Qualifications: (10 points max.)

Provide basic data relative to Design-Build team size (both design disciplines and contractor if separate firms), history, personnel, design-build experience, special expertise, resources available to meet the project schedule, as well as general information. Individual resumes, awards, associations, etc., may be included. Specifically identify the team's makeup as to sole proprietorship, partnership, professional corporation and any relationships that include joint ventures, associations, or other special or unique relationships. Indicate if the team is a subsidiary of any other team/firm or if the team/firm or principals operate or participate in other professional teams/firms.

The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees. The Division of Public Works reserves the right to investigate and confirm the proposer'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 Statement of Qualifications. All Contractors must have a Public Works Contractors License and Design Professionals shall have an Idaho Architectural and/or Engineering License.

B. Team Member Qualifications: (15 points max.)

1. Listed all members of the D-B Team and roles. List relevant tenant improvement projects constructed within occupied building. (5 points max.)
2. Performance of Responsibilities & Expertise: Description various tasks, amount of involvement, their responsibilities on this project and qualifications with collegiate group housing design experience. (10 points max.)

C. Approach to Project: (20 points max.)

1. Provided a statement as to the Design-Build team's approach to this specific project including design philosophy, understanding of program, and location challenges. Addressed what opportunities as well as alternative concepts and methods might be explored. (10 points max.)
2. How will the Design-Build team minimize long-lead materials and limited labor impacts. (10 points max.)

D. Management Approach to Project: (15 points max.)

1. Describe management approach to quality control, schedule, and cost estimation. (5 points max.)
2. Provide approach to gathering stakeholder's input and acceptance. (5 points max.)
3. Demonstrate success during construction and how the team manages the process including documentation and close out. (5 points max.)

E. Examples of Work and Past Performance: (10 points max.)

1. Provided projects name, location, project description, project owner, size, initial projected cost vs. final cost, date of completion. (4 points max.)
2. Example of similar projects with contractor(s) working within / around the building. (4 points max.)
3. Provided three (3) reference letters from prior clients of similar building projects (2 points max.)

F. Format: (5 points max.)

To assist evaluation, it is desirable to format the Statement of Qualifications similar to the headings listed above. The Statement of Qualifications should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project.

SUBMITTAL

Submit five (5) copies 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, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Design Professional/Contractor will rank the submittals.

The ranking process is accomplished in two steps: 75 points for the Initial Ranking 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 Proposal Content and the top 2-4 teams will be invited for an interview. Step two: the teams invited for an interview will be given time to present their qualifications, along with a set of questions from the selection committee during the interview. The scores will be based on the tables below.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Design-Build Contractors Organization	10
B	Team Member Qualifications	15
C	Approach to Project	20
D	Management Approach to Project	15
E	Examples of Work and Past Performance	10
F	Format	5
Written Total		75

Presentation – Interview Point Scoring	
Criteria	Maximum Possible Points
Competency and abilities to address the items that will be provided to the final ranked teams	10
Response to Selection Committee’s Q & A	10
Overall Presentation Approach & Quality of Communication	5
Presentation – Interview Total	25

Selected firms will be notified as to the time and date of their interview. The timeframe for the interview is approximately 25 minutes for the presentation; 15 minutes for the selection committee’s Q&A; and 5 minutes for the Design-Build team’s closing comments.

AWARD

Based on the results of the final proposals, 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	November 16, 2023
Design-Build Shortlist Published	November 30, 2023
Oral Interviews	December 13, 2023 - morning
PBFAC Selection Approval	January 2024 meeting
Negotiate Contract	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. 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.

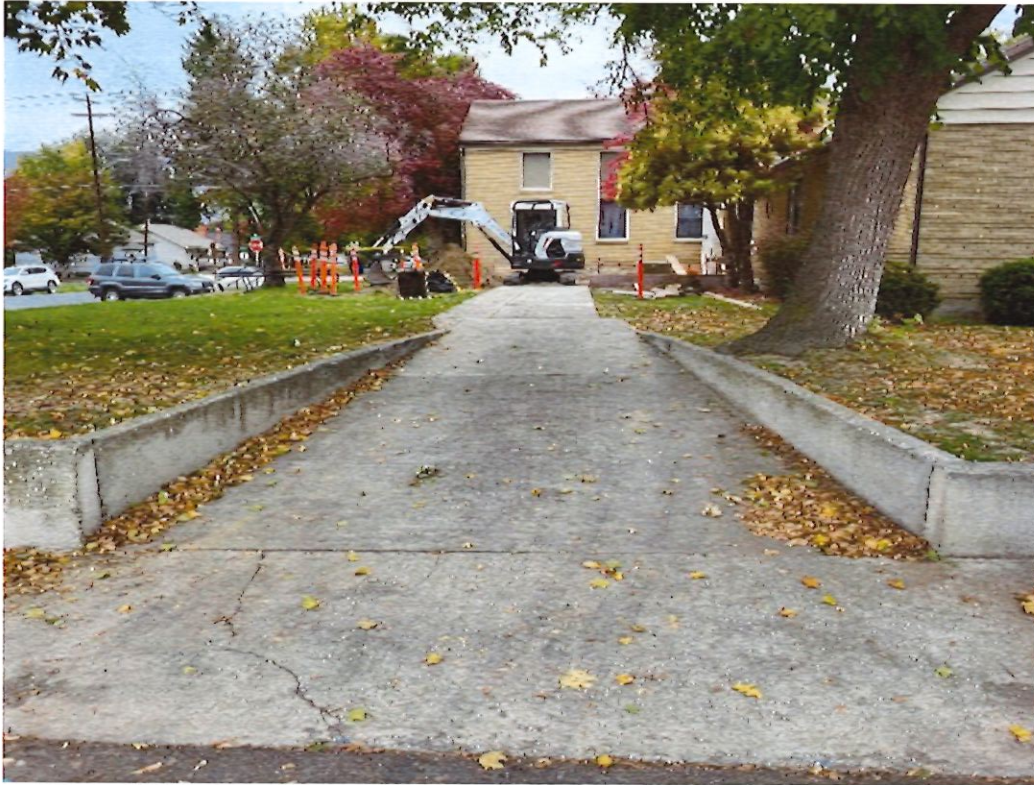
Attachment:

Six photos: Two Interior and Four Exterior of LCSC' Learning Living Community (LLC)

EXISTING INTERIOR PHOTOGRAPHS



EXISTING EXTERIOR PHOTOGRAPHS



EXISTING EXTERIOR PHOTOGRAPHS



