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

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[www.dpw.idaho.gov](http://www.dpw.idaho.gov)

November 20, 2023

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professionals

BM

FROM: Pat Donaldson, Administrator  
Division of Public Works

A blue ink signature of Pat Donaldson, Administrator of the Division of Public Works.

SUBJECT: DPW PROJECT NO. 24010  
JRW, Renovate 12 Restrooms  
Department of Administration (ADM)  
Boise, 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 January 8, 2024 for furnishing design services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Matthew Sandoval, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1908  
[Matthew.Sandoval@adm.idaho.gov](mailto:Matthew.Sandoval@adm.idaho.gov)

An informational meeting will be held on December 13, 2023 at 10:00 MT at the JRW office building, 700 W. State Street, Boise.

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 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.

The Design Professional 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 Professional 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**

The scope of the project includes remodeling 12 restrooms in the Joe R. Williams office building. Each of the six floors has two restrooms included in the project scope. The project includes six identical Men's restrooms and six identical women's restrooms, for a total estimate area of 2,346 square feet. It is anticipated that phasing will be required, and the building will remain occupied throughout construction.

## **REQUIRED SERVICES**

The State of Idaho, through the Division of Public Works is requesting proposals for complete design services including observation during construction. The total project budget is \$1,500,000 and includes fees, reimbursables, contingencies, tests, all construction costs, and other project related expenses. Additional funding may be available. A relatively compete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

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

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

The Design Professional will be required to upload all documents to DPW's Owner's web-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, drawings, project manuals, photographs relevant to the project, submittals, field reports, schedules, cost estimates, RFI's, close out documents, warranties, etc.

The Design Professional will be required to meet as needed, but not less than twice a month, with the Agency and DPW for the purpose of providing a report regarding the previous month's progress. Such meetings will: advise the team of projected project cost and related value engineering if needed; include critical path schedules, show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design Professional shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design Professional shall develop all necessary presentation materials for, at a minimum, two (2) presentations to the Permanent Building Fund Advisory Council.

## **QUALIFICATION STATEMENT CONTENT**

**A. Basic Qualifications:** Provide basic data relative to Design Professional's team size, history, personnel, special expertise, resources available to meet the project schedule, and general information. Individual awards, associations, etc., should be included.

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 proposal.

**B. Team Member Qualification:** 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, education, training, and relevant special expertise in project type, including the local area.

**C. Technical Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of the program, and challenges. Include your approach to design within budget and how you will approach phasing. Include the capacity for interior design within the firm, with clearly defined staff.

**D. Management Approach to Project:** Describe the firm's management approach to the project including approaches to quality control, schedule, and cost estimation. Include your approach to gathering stakeholder's input and acceptance. Demonstrate success during construction administration and how your team manages each task.

**E. Examples of Work:** Provide examples of three (3) completed projects of similar scale and type that specifically involved work within occupied space. Include photographs, drawings, or renderings accompanied by a brief description of the project, including an explanation of the design philosophy, location, and purpose. For each example, provide the initial construction budget versus the construction budget at completion (Including an explanation of the variance) and a project reference/contact.

**F. Format:** To assist evaluation, it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and approach to the project. Primary contact should be clearly identified on the cover sheet with an email address.

## SUBMITTAL

Submit five (5) copies of the submittal; include one USB drive containing a PDF of the submittal. In your SOQ 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 Department of Administration Facilities team, and an independent Design Professional will evaluate and rank the firms deemed to be the most highly qualified to perform the required services.

The ranking process is accomplished in two steps: 65 points for the Initial Ranking based on the written submittal, and 35 points for a Final Ranking based on an interview, should an interview be conducted. The selection committee will score the written submittals based on the criteria in the Qualification Statement Content and may invite the top teams for an interview. The scores will be based on the tables below.

<b>Initial Ranking, Written Point Scoring</b>		
	Criteria	Maximum Possible Points
A	Basic Qualifications	6
B	Team Member Qualifications	12
C	Technical Approach to Project	18
D	Management Approach to Project	14
E	Examples of Work	10
F	Format	5
Written Total		65
<b>Presentation – Interview Point Scoring</b>		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items that will be provided to the final ranked teams	20
	Selection Committee’s Q & A	15
Presentation – Interview Total		35

The timeframe for the teams invited for an interview should they be conducted is approximately one hour: 25-30 minutes for the presentation; 15-20 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 35% score.

## **AWARD**

Based on the results of the Statement of Qualifications and Interviews, 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	January 8, 2024
Oral Interviews	January 30, 2024
PBFAC Selection Approval	March 2024
Negotiate Contract	March 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 successful firm 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.

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 and associated ranking criteria noted above.

**End 24010 Design Professional RFQ**

