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

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November 29, 2023

**REQUEST FOR QUALIFICATIONS**

TO: ARCHITECTURAL / ENGINEERING FIRMS

*SM* FROM: PAT DONALDSON, Administrator   
Division of Public Works

SUBJECT: DPW PROJECT NO. 24256  
HVAC Systems Improvements, Phase 2  
Administration Building  
University of Idaho (UI)  
Moscow, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720 Boise, Idaho 83720-0072 until **December 21st at 3:00 p.m. MST**, for furnishing mechanical engineering services to the State of Idaho.

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

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

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 of Idaho. 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 continues previous mechanical improvements and upgrades by providing HVAC systems and service to offices and classrooms that were not upgraded in the previous phases within the historic 1906 University of Idaho's Administration Building. The work includes installation of a second air handler located in the clock tower and distributing air to spaces on one or more floors on the north side of the administration building to serve offices and classrooms.

## **REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. A total project budget of approximately **\$1,429,200** 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 phase.

The Design Professionals 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 approval by the authorities having jurisdiction for this Design-Bid-Build project.

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 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 minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

## **SUBMITTAL CONTENT**

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

- A. Basic Qualifications (10 points maximum):** Provide basic data relative to firm's size, history, personnel, and special expertise. Individual and/or Company resumes, awards, associations, etc., may be included. Indicate the location of the office where the services will be performed. Provide Professional Architect / Engineering license(s) with License number(s).  
Limit to one (1) page.

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 (20 points maximum):** List the team expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities and give their qualifications. Provide a list of at least four (4) projects, with brief descriptions which show ability to complete projects of this scope by the persons who are doing the tasks.  
Limit to two (2) pages.

**C. Technical Qualifications (40 points maximum):**

- a. (10 points maximum) Provide three examples explaining your experience in modifying, replacing, or preserving existing architectural finishes related to the routing of ductwork and mechanical systems in older, historic structures.
- b. (10 points maximum) Provide three examples explaining the team's experiences in evaluating or modifying existing structural systems in older, historic buildings to support installation of air handling units and mechanical systems.
- c. (10 points maximum) Provide three examples explaining how the team develops construction strategies to minimize disruption to occupants and operation with occupied buildings.
- d. (10 points maximum) Provide three examples of team working within IBC and Fire Code requirements while routing new mechanical systems within older historic structures.

Limit to six (6) pages.

**D. 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. Emphasis should be placed on specific qualifications of the people to actually perform the services.

## SUBMITTALS

Submit five (5) 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 (2) representatives from the Division of Public Works and two (2) representatives from the University of Idaho and one (1) independent will review and score the submittals. Following the initial scoring, interviews with the top ranked firms in each area may be conducted.

The ranking process is accomplished in two steps: 75 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.

<b>Written Point Scoring</b>		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	20
C	Technical Qualifications – 10 points for each item	40
D	Format	5
<b>Written Total</b>		<b>75</b>
<b>Presentation – Interview Point Scoring</b>		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items above in the written RFQ submittals.	10
	Selection Committee’s Q & A	15
<b>Presentation – Interview Total</b>		<b>25</b>

After interviewing the selected candidates, the evaluation committee will provide scores to be added to the submittal scores to determine the final scores.

## **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 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. The final award is contingent upon the successful negotiation of a contract.

## **PROPOSED DATES**

Receive Submittals: December 21st at 3:00 p.m. MST

Interviews: Week of January 9-11<sup>th</sup>, 2024

Review by PBFAC: February 2024

Negotiate contracts: February 2024

## **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 Architects / 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.

**End of RFQ for 24256 ARCHITECTURAL / ENGINEERING**