



State of  
Idaho  
Department of  
Administration  
Division of  
Public Works

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December 15<sup>th</sup>, 2023

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professionals

BKM

FROM: Pat Donaldson, Administrator  
Division of Public Works

SUBJECT: DPW PROJECT NO. 24064  
IMSI F Block, Renovate Execution Chamber  
Idaho Department of Corrections (IDOC)  
Kuna, 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 12<sup>th</sup>, 2024**, for furnishing design services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

John Parham, DPW 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

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**

This project is for the renovation of the Execution Chamber in F Block at the Idaho Maximum Security Institution (IMSI). House Bill 186 (2023) requires IDOC to adjust the current Chamber usage. The scope of the project will provide all necessary upgrades to the Chamber for multiuse execution methods by lethal injection or firing squad. It will require modification of the existing space, including the construction of a medical room, ballistic glass and panels, epoxy flooring, and some HVAC and A/V upgrades.

## **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 has been estimated at a minimum of **\$470,000.00** and includes fees, reimbursables, 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 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 resumes, awards, associations, etc., may 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. Include relevant knowledge of local areas and IDOC design standards in particular. Provide a list of at least three (3) projects, with brief descriptions, which show each team member's ability to complete projects of this scope and/or type.

**C. Technical Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of the program, challenges, and opportunities as well as alternative concepts and methods that might be explored. Discuss your ideas and process of value engineering a project during the current market conditions. Include your approach to design within budget and how you will approach ideas such as phasing, building structures and envelopes, designing for expansion, designing efficiently and with economical and maintenance free materials.

**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:** Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. Include name, location, description, project owner, square footage, initial projected construction cost, final construction cost, date of substantial completion, and a reference/contact for each project. For Design Professionals who have done work for the Division of Public Works in the past seven years, a reference to the project or projects will be sufficient.

**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 IDOC, 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: 75 points for the Initial Ranking based on the written submittal, and 25 points for a Final Ranking based on an interview. The selection committee will score the written submittals based on the criteria in the Qualification Statement Content and the top 3-5 teams will be invited 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	5
B	Team Member Qualifications	15
C	Technical Approach to Project	20
D	Management Approach to Project	15
E	Examples of Work	15
F	Format	5
Written Total		75
<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	15
	Selection Committee’s Q & A	10
Presentation – Interview Total		25

The timeframe for the teams invited for an interview is approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee’s Q&A; and 5-10 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 25% 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	<b>January 12<sup>th</sup>, 2024</b>
Oral Interviews	<b>February 2<sup>nd</sup>, 2024</b>
PBFAC Selection Approval	<b>March 5<sup>th</sup>, 2024</b>
Negotiate Contract	<b>March/April 2024</b>

### **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 24064 Design Professional RFQ**