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Director
PAT DONALDSON
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State of Idaho
Department of Administration
Division of Public Works

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December 21, 2023

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 24195
Science Building (SCNC) Chem Lab Renovations
Boise State University (BSU)
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 2:00 p.m., Mountain Standard Time Zone, on **January 30, 2024** for furnishing design services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Jessica Rodriguez, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1920
Jessica.rodriguez@adm.idaho.gov

An informational meeting will be held on **Thursday, January 4, 2024** at 10 am at the Science Building on the BSU campus in Boise, Idaho. Interested parties should meet in the Lobby of the main entrance of the Education Building to receive a tour of the area of work, discuss scope and answer questions.

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 project scope includes remodeling of four (4) existing chemistry labs on the 3rd floor of the Science Building at Boise State University (Rooms 349, 351, 358 and 361). Each lab room is approximately 1,300 sf, located in the building core and adjacent to one another. The fume hoods in the lab rooms have recently been updated and are not included in the scope of work. The new updates include, but are not limited to, new casework, sinks, emergency equipment, lab resistance counter tops, as well as plumbing and electrical upgrades associated with the work. The scope of work in each lab room will be similar, new casework, counter tops and lab bench work-station configurations are to match the recently remodeled Labs 305 & 308. Each Lab Bench work station will require valves for Cold water, Natural Gas, and a Vacuum. The Science Building's mechanical Penthouse is located above the Lab Rooms and in Lab 358 an existing roof leak from the equipment above will need to be addressed.

Laboratory improvements are to be ADA compliant and requirements are to be confirmed.

The construction of this project will occur in a partially occupied building with the areas of work identified for construction purposes only. In order to minimize impact to student load and curriculum, Construction will need to be completed in three phases:

- Phase 1 (1) Lab Spring 2025,
- Phase 2 (2) Labs Summer 2025
- Phase 3 (1) Lab Fall 2025

Abatement may be required and will be contracted by DPW with a State of Idaho regional or service contractor.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting proposals for complete design services including observation during construction. A total project budget of approximately \$1,500,000 has been established to include fees, reimbursables, construction, permits, contingencies, tests, other project related expenses. Additional funding may be available. 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 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, one (1) presentations to the Permanent Building Fund Advisory Council.

QUALIFICATION STATEMENT CONTENT

A. Cover Letter (No point value but is a required element). Include the email address and phone number of the primary contact person.

B. Basic Qualifications: (10 Points Available)

Provide basic data relative to Design Professional's team size, history, personnel, special expertise, resources available to meet the project schedule, and general information. Include the licensed professionals that will be working on the project.

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.

C. Team Member Qualification: (15 Points Available)

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. Provide a list of at least three (3) projects, with brief descriptions, which show each person's ability to complete projects of this scope and/or type.

D. Technical Approach to Project: (15 Points Available)

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, designing efficiently and with economical and maintenance free materials.

E. Management Approach to Project: (15 Points Available)

Describe the firm's management approach to the project including approaches to quality control, schedule, and cost estimation with examples of projects that the cost estimate was within budget and with minimal change orders. Include your approach to gathering stakeholder's input and acceptance. Demonstrate success during construction administration and how your team manages each task.

F. Examples of Work: (15 Points Available – 5 Points for Each Project)

Provide three (3) examples of projects that include higher education or research Laboratory designs with elements, such as use of chemical resistant surfaces, lab benches with individual work stations with access to various gases and water (hot, cold, distilled), consideration of sight lines, and design of safety objectives working with Laboratory equipment and materials. Include the following information for each project example: Project name, the names of the design team that completed the project, location, description, project owner, square footage, initial projected construction cost, final construction cost, date of substantial completion, and a reference/contact for each project. Points will be reduced for missing information. These projects can be the same as what were provided for Team Member Qualifications.

G. Format: (5 Points Available)

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 Boise State University, 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.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	Yes/No
B	Basic Qualifications	10
C	Team Member Qualifications	15
D	Technical Approach to Project	15
E	Management Approach to Project	15
F	Examples of Work	15
G	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	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	January 30, 2024
Oral Interviews	March 6, 2024
PBFAC Selection Approval	April 2, 2024
Negotiate Contract	April 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.

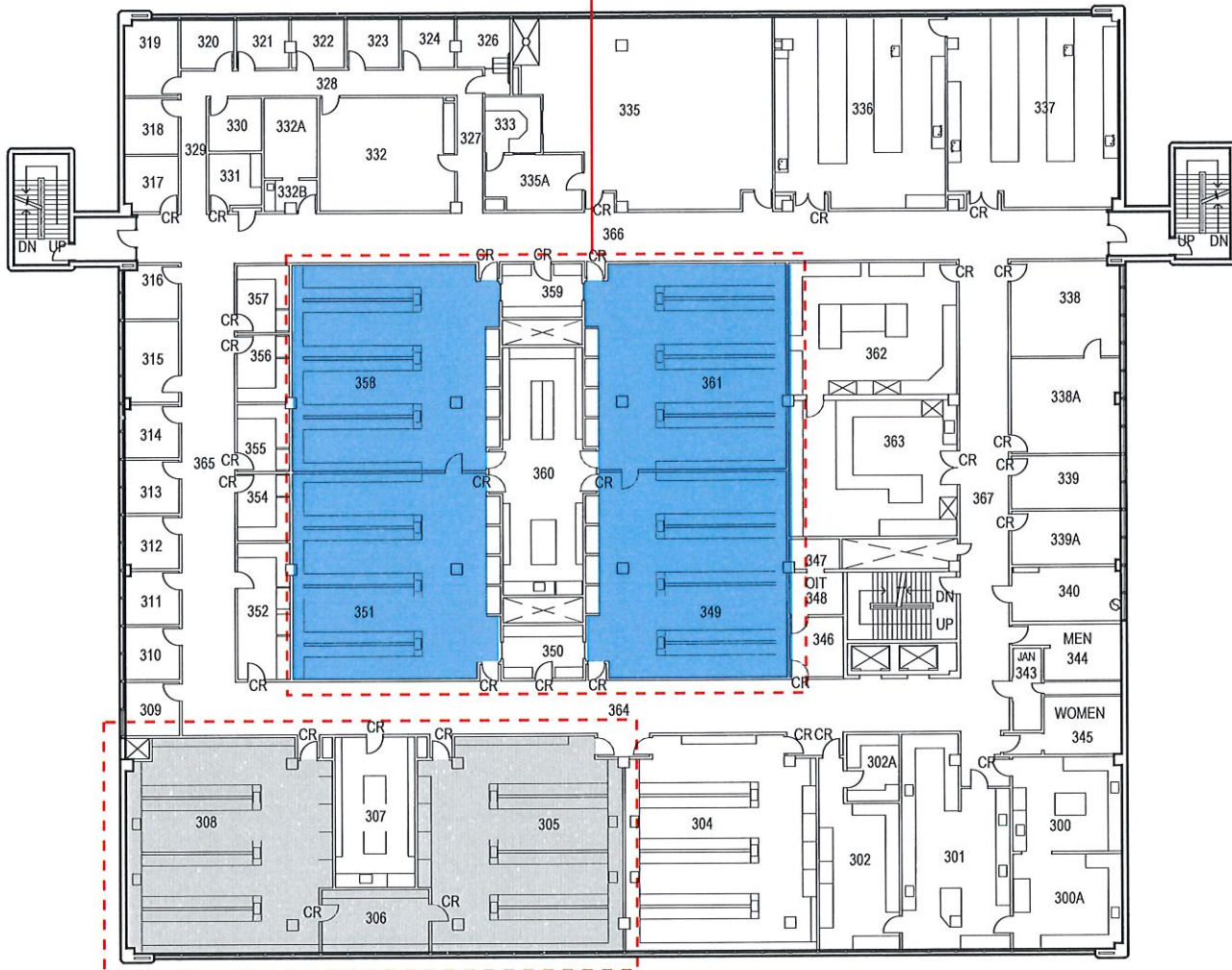
The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews and associated ranking criteria noted above.

Attachment:

- Science Building 3rd Floor Plan

End 24195 Design Professional RFQ

DPW 24195 - Area of Work
Labs 349, 351, 358, 361



Labs 305 & 308
recently completed

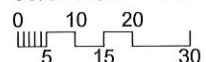
GROSS SQ FT: 31,627

SCIENCE

2133 CESAR CHAVEZ LANE
4/2019

THIRD FLOOR

SCALE: 1/32" = 1'-0"



**BOISE STATE
UNIVERSITY**

SCNC (072)