



BRAD LITTLE
Governor
STEVEN BAILEY
Director
PAT DONALDSON
Administrator

State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
Boise, ID 83720-0072
Telephone (208) 332-1900
www.dpw.idaho.gov

January 3, 2024

REQUEST FOR QUALIFICATIONS

TO: Design-Build Contractors

BAM FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 23623
Old Idaho Penitentiary (OIP) – Visitor Center - Interpretive Exhibits
Idaho State Historical Society (ISHS)
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 3:00 p.m., Mountain Standard Time Zone, on **February 7, 2024**, for furnishing Design-Build 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

There will be an informational meeting via Zoom teleconference on **January 16, 2024** at 9:30am Mountain Standard Time

Information for log-in:

<https://us02web.zoom.us/j/87375233052?pwd=RDJxNVRJMM1kRXFBWXYvdkhORDIvQT09>

Meeting ID: 873 7523 3052

Passcode: 815934

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 (ISHS), 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

Built in 1870, the Old Idaho Penitentiary (OIP) is one of only four territorial prisons open to the public today. The Idaho State Historical Society (ISHS) commenced operations of the OIP as a historic site and museum in 1974. It has grown to be a top destination for tours, events, and educational activities.

Between 2012 and 2015, an OIP Master Site Evaluation Study was performed by local Architecture Firm, LKV Architects. The study thoroughly documented & surveyed the existing structures and utility infrastructure assessing conditions and providing recommendations. Much of the work associated with recommendations has occurred or will be completed in the near future. In addition, the group prepared AutoCAD plan bases for the buildings, site plan and site survey, which would be available to the awarded Design-Build Team for use with design efforts.

With support from the National Endowment for the Humanities, the Idaho State Historical Society set forth a robust and inclusive planning process to reimagine the visitor experience at the Old Idaho Penitentiary. In November 2021, the Idaho State Historical Society invited local, regional, and national scholars, community experts, and the ISHS professional staff, Board of Trustees, and Foundation for Idaho History to convene in a series of planning sessions to create a formal, Interpretive Masterplan for the Old Idaho Penitentiary. The Old Idaho Penitentiary Interpretive and Experience Masterplan is a result of that effort. The Design-Build Team will use this guiding document as an anchor for this project to create new exhibitions at the Old Idaho Penitentiary.

The exhibits must carefully convey and immerse visitors in the very layered, highly complex, often troubling, and long-tenured history of this place and the people incarcerated here. ISHS vision for this work, is to provide visitors a deeper understanding of the history of crime and punishment in Idaho and reflect more purposefully on the meaning of a fair and equitable society.

The Design-Build Firm or Partnership will be tasked with design, construction/fabrication, and installation of exhibitions that will support the Old Idaho Penitentiary Interpretive & Experience Master Plan.

OIP would like to explore options for various types of Interpretive Approaches from Exterior, Audio, Rotating, Permanent, to Immersive. Exhibitions will be interior and exterior. Many of the historic buildings 'Inside the Walls' are not conditioned and available electrical will need to be assessed for proposed exhibits.

Specific Interpretive Approaches initial considerations:

- Shirt Factory: Immersive Exhibition
- Orientation / Interactive exhibit located in the Administration Building
- Graphic interpretation (rail panels) with limited AV in the cell houses
- Way finding - Graphic interpretation for "Inside the Walls" buildings and site.
- Way finding - Graphic interpretation for "Outside the Walls" buildings, and site.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works, is requesting proposals from Exhibit Design-Build Teams to finalize an interpretation strategy, design, fabrication and installation services for exhibits at the Old Idaho Penitentiary. The Firm is to work closely with the Idaho State Historical Society and utilize the OIP Interpretive & Experience Master Plan, a planning tool, completed in 2022 and reference the 2012 Master Site Evaluation Study to understand existing infrastructure available to the historic structures.

The Design-Build team will be required to provide all services as per the DPW Design-Build Agreement and be licensed as required for the design and construction work in the State of Idaho and per the Idaho Division of Occupational and Professional Licenses. Work includes the following phases: Pre-Design to gain an understanding of the project's history; development of Schematic Design 1 & 2; Design Development 1, 2 & 3; Production Design; Production Support; Pre-Fabrication and Fabrication; Shop Inspections; Building Preparation; Installation; Punch List; Audio Description; and closeout.

The total project budget has been estimated at a minimum of **\$4,000,000** and includes all design, fabrication and installation costs, fees, reimbursables, contingencies, tests, and other project related expenses. A relatively complete fabrication & installation cost estimate will be required following the Programming Phase and must be updated at each additional phase.

The Design-Build team shall make a minimum of two (2) presentations to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, and exhibit/building maintenance concerns should be incorporated into the interpretive exhibits.

The Design-Build team will be required to meet, at a minimum, monthly with the Project Manager for the purpose of providing a 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. Other anticipated meetings: Project kickoff, Pre-Design/Programming, Schematic Design, Design Development, Production Design, Shop Inspection, Building Prep Site Visit and artifact inspection, Primary Installation, and Multi-Media / Audio Visual Description Installation.

The Design-Build team shall produce the following major written deliverables for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. Detail complete project schedule listing all required submittals and review times. The schedule shall also include site visits, shop inspections, installation activities, and closeout submittals.
2. A Design Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Fabrication Documents, along with recommended project budget.
3. A Production Design report and meeting with the Owner, Agency, and Exhibit Designer.
4. A Building Prep Site Meeting, Preliminary and Final Shop Inspection, along with a Preliminary/Pre-Construction Installation Meeting.

Design Considerations:

In planning, designing, and fabricating exhibits for the Old Idaho Penitentiary the Design-Build Team shall take into account as essential design considerations the following:

- Assess and become familiar with the Old Idaho Penitentiary Interpretive and Experience Masterplan
- Assess and become familiar with audience studies.
- Assess and become familiar with the Old Idaho Penitentiary historic site and its historic resources including buildings, collections, and archival materials.
- Collaboration with OIP and ISHS for content and artifact research.
- Content Specialties such as illustrations and artwork, new photography, cultural, geographical and social justice history models, storytelling, American Prison Systems history model, historic objects, connecting history to contemporary.
- Seamless integration of Multi-Media / Audio Visual technology in rustic environments.
- Control of sound-spill from AV programs
- Integration and compliance with existing architecture where relevant
- Functionality, maintenance, durability, training, and other lifecycle requirements
- Exhibit lighting which shall address artifact and energy conservation, sustainability and maintenance.
- Life Safety.
- ADA Accessibility and Barrier-free design
- Sustainability
- Energy Conservation

Construction Considerations:

- Exhibit Construction, including digitally produced graphic panels, fabrications, of standing units, panels, environments, kiosks, and other approved exhibit elements.
- Installation Services, shipment/delivery of exhibit elements, assembly and verification that all elements function as specified.
- All electrical and HVAC work required for the exhibits will need to be performed by the Design-Build Team which has a PWCL contractor licensed as required for work in the State of Idaho.

PROPOSAL CONTENT (Specific Points will be assigned to each item)

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 Team Qualifications (5 Points Available): Provide basic data relative to Design-Build team size, history, personnel, special expertise. Provide three to five exhibit projects planned, designed, fabricated, and installed within the last five (5) years for which the Design-Build Team was the prime contractor. Projects must relate to past performance of the key personnel that are part of the Design-Build Team. The sample projects shall demonstrate the ability of the proposed personnel to manage, plan, design, and fabricate both indoor and outdoor museum-quality exhibits.

C. Specific Team Qualifications (20 Points Available): List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least three (3) projects, with brief descriptions that show the ability to complete projects of this scope. Provide information for the following in the submittal:

1. Project Manager
2. Exhibit Designer/Exhibit Developer/Exhibit Evaluator
3. Interactive Tech Exhibits
4. Exhibit Interpretive Coach/Editor
5. Historical Expert researcher / writer to work closely with OIP Staff.
6. Graphic Designer/Graphic Shop Supervisor
7. Multi-Media / Audiovisual Systems Designer & Technician.
8. Lighting Designer/Lighting Technician
9. Fabrication Shop Supervisor
10. For construction work to occur to a building, an Idaho Public Works Contractor License (PWCL) is required. License to be obtained prior to award of the construction contract.
11. Electrical Technician with an Idaho Public Works License. License to be obtained prior to award of the construction contract.
12. Idaho licensed Professional Engineer for structural, electrical, HVAC design of any exhibit components or building improvements to support exhibits to be installed by the fabricator, require a licensed stamp per Idaho Statutes and IBC.

D. Historical Architecture (5 Points Available): The OIP campus within and outside the fortress style sandstone walls is a pristine example of early prison architecture and how it evolved over the operation of the prison. Exhibits should integrate and showcase the Architectural history. Provide (3) examples of work that demonstrate the Design-Build's Team designing, fabricating and installing exhibits within a historical context and structure.

E. Technical Approach & Capability (30 Points Available): Provide samples of work which shall demonstrate the ability of the Design-Build Team to design and build museum-quality exhibits, and to respond to both the technical and creative needs of this project. "Museum-quality exhibits" are defined herein as displays produced for a museum, visitor center, or other interpretive facility that interprets historical, cultural, and natural science topics.

- a. Demonstrate the ability to design and build engaging, interactive exhibit content. Samples of work which demonstrate direct audience engagement providing meaningful interpretive experiences may be more favorably rated. (5 Points)
- b. Demonstrate the ability of the proposed Exhibit Interpretive Coach/Editor to work with ISHS staff in best practices of interpretive writing and edit final interpretive text so that it is free from error in grammar, spelling, or punctuation. Samples of writing that are evocative, moving, and sensitively present multiple perspectives may be more favorably rated. (5 Points)
- c. Demonstrate the ability of the Multi-Media/Audiovisual Systems Developer to design and implement an experience in existing architecture. Describe the elements and how the electrical and/or mechanical support was provided. (5 Points)
- d. Demonstrate the ability to produce wall mounted panel displays, artwork display rails. Samples of digital format with 200-300 ppi. (5 Points)
- e. Demonstrate the ability to produce exterior kiosks, exterior panels, rails and signage that show examples of graphics and descriptions to withstand the climate in Idaho. (5 Points)
- f. Describe past experience and methodologies for collaboration with Stakeholders, finalizing an interpretive direction, how information was gathered, processed, and integrated into the project. (5 Points)

F. Management Plan (10 Points Available): Provide a management plan which states how the Design-Build Team proposed Project Manager manages project workflow while maintaining quality control. Provide a sample schedule of events and cost estimate similar to the project. Does Design-Build Team have experience with 'Fast-Tracking' project management, completing tasks concurrently – if so please describe Fast-Tracking method and outcome.

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 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 3-5 teams will be invited for an interview. Step two: the teams invited for an interview will be given a set of questions in the interview invitation. 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 Team Qualifications	5
C	Specific Team Qualifications	20
D	Historical Architecture	5
E	Technical Approach & Capability	30
F	Management Plan	10
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-Build team's closing comments.

After interviewing the selected teams, the selection committee will re-rank the proposals to determine to determine the final score.

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:

Informational Zoom Project Review	January 16, 2024
Receive RFQ Submittals	February 7, 2024
Shortlist Announcement	February 28, 2024
Oral Interviews (may be held in person or virtually)	March 14, 2024
Notice of Ranking	March 19, 2024
PBFAC Selection Approval	April 2, 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.

Attachments:

- A) Old Idaho Penitentiary (OIP) Interpretive & Experience Master Plan
- B) OIP Master Plan Interpretive Components
- C) OIP Overall Site Utility Plan (from the 2012 Master Site Evaluation)

End 23623 Design-Build RFQ