



BRAD LITTLE
Governor
KEITH REYNOLDS
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 16, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: ARCHITECTURAL FIRMS

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24062
IDOC: Unit 2 & School Restroom Remodel, NICI
North Idaho Correctional Institution
Idaho Department of Correction (IDOC)
Cottonwood, Idaho

Statements of Qualifications (SOQ) submittal packages in response to this RFQ 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 Time Zone, on Thursday, February 15, 2024**, for furnishing Architectural Professional Services to the State of Idaho.

Questions that arise because of this Request for Qualifications should be addressed to:

Gary Groff, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1919
gary.groff@adm.idaho.gov

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal. Only answers contained in the formal written Addenda will be binding.

Funding for the project is from 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 Architectural Professional 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, and the Architectural Professional team.

DESCRIPTION OF PROJECT

The Project is located at the Northern Idaho Correctional Institution, 236 Radar Road, Cottonwood, Idaho 83522 which is West of Cottonwood. Cottonwood is located on Highway 95 Northwest of Grangeville, Idaho.

The Scope of Work includes Remodeling Restrooms/Shower combinations in Housing Unit #2 and Remodeling a Restroom in the School.

- Unit #2, a two-floor housing unit, has a total of 4 Restrooms and Shower Combinations. Two (2) Restroom /Shower combinations are upstairs and two (2) are Downstairs. They do not meet PREA standards in their current condition and configuration.
- The School Restroom is outdated and has the original 1950 layout. The Restroom fixtures are outdated and at the end of their useful life. Over the years, existing use and multiple backups have caused the floor to deteriorate. The Restroom is unsanitary and is considered a health risk.
- This Project is intended to completely Remodel the Restroom/Shower in Unit #2 and a Restroom in the NICI School. The remodels would include possible floor structure replacement, flooring, new walls and paint, lights, ventilation, plumbing fixtures, and accessories. Some walls may need to be reconfigured for say piping chases with a new layout for functionality and PREA compliance. There may be some abatement involved.

Attachment **Exhibit A** includes floor plans of Housing Unit #2 and the School. **Exhibit B** includes photographs of Unit #2 Restrooms/Shower and the School Restroom.

REQUIRED SERVICES

The State is requesting proposals for complete design services including administration during construction. The Scope of Services will include Schematic Design, Design Development, Construction Documents, Bidding Support, Construction Administration and Closeout. The Scope of Services shall be in accordance with DPW's Professional Services Agreement (PSA) which is available on the DPW website. A Construction Budget of approximately **\$1,700,000** has been established with an Overall Budget of **\$2,128,000**. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

At the time of submittal, the Architectural Professional and required consultants must be licensed to practice in the State of Idaho for their specific disciplines.

The Architectural Professional will be responsible for securing approvals by the authorities having jurisdiction.

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, closeout documents, 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, long term durability, 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 (PBFAC).

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

The proposal will be evaluated based on the following Criteria and associated Points:

A. Cover Letter, 3 points maximum: Provide a cover letter as an introductory statement and background for your team.

B. Basic Qualifications, 9 points maximum, 3 points maximum per item:

1. Firm - Provide basic data relative to the Architecture Professional's firm size, history, locations, longevity, and types of services. Identify the firm's basic production capabilities and capacity to address technical issues.
2. Personnel – Firm's key staff and their roles. Types of staff disciplines, special expertise, and resources available to address projects.
3. Projects – List projects the firm has completed within 5 years that are similar in type and size to the RFQ Description of Project.

Please Note: DPW reserves the right to investigate the financial responsibility and past project management for the design firm and/or consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, or design professionals and/or consultants that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of the SOQ submittal.

C. Specific Qualifications, 30 points maximum, 15 points maximum per item:

Provide specific qualifications for the Primary Design Professional. The points for this criterion are based on the of the Primary Design Professionals staff experience and relevant project experience.

1. Specific Staff Qualifications– identify the proposed key staff members and include qualifications, experience, education, training, licenses, and projects that they have been involved with in the last 5 years. Describe who will perform the various tasks, their amount of involvement, roles, and responsibilities.

2. Relevant Project Examples - Identify with photos three (3) relevant Projects that the firm has completed within the last five (5) years. Include the project name, client's name, location, project value, design duration, construction duration, date completed, along with a brief description. Projects that are detention facilities and/or similar in scope to the described project will receive additional points.

D. Approach to Project, 24 points maximum, 4 points maximum per item: Describe your team's approach to the project for the following items:

1. An Overall Approach to the Project;
2. Coordination with the NICI facility;
3. Understanding of DPW's design and construction processes;
4. Potential challenges and resolutions;
5. Quality control of design documents and utilization of web-based project management platforms; and,
6. Cost estimating.

For the printed SOQ, the Overall Approach to the Project is limited to two (2) pages if printed on both sides, or four (4) pages if printed on one side.

E. Format, 4 points maximum: To assist in the Statement of Qualifications evaluation, it is desirable to format the submittal like the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

SUBMITTAL REQUIREMENTS

Submit five (5) bound 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, phone number, and office address. **Failure to provide this information may result in the proposal being nonresponsive**

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

An evaluation committee consisting of two (2) representatives from DPW, two (2) representatives from the agency, and one (1) independent Design Professional will review and score the submittals. The committee will rank the teams based on the SOQ scores. Following the initial scoring, the top ranked teams may be invited for an interview;

If interviews are held, selected teams will be notified as to time, place, and content of the interview.

The ranking process is accomplished in two steps: maximum of 70 points for the Initial Scoring based on the written submittal, and a maximum of 30 points for the Final Scoring based on an interview. The evaluation committee will score the written submittals based on the criteria in the Statement of Qualifications Proposal Content. The top scoring teams may be invited for an Interview. Scoring will be based on the tables below.

| Initial Ranking, SOQ Point Scoring | | |
|---|---|--------------------------------|
| | Criteria | Maximum Possible Points |
| A | Cover Letter | 3 |
| B | Basic Qualifications | 9 |
| C | Specific Qualifications | 30 |
| D | Approach to Project | 24 |
| E | Format | 4 |
| Max SOQ Total | | 70 |
| Presentation / Interview Point Scoring | | |
| | Competency and abilities to address the Project's Scope of Services | 22 |
| | Evaluation Committee Q & A | 8 |
| Max Presentation / Interview Total | | 30 |
| Max SOQ and Interview Total | | 100 |

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 results of the Statement of Qualifications and Interviews, DPW will recommend a course of action to the Permanent Building Fund Advisory Council (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
Oral Interviews
PBFAC Selection Approval
Negotiate Contract

February 15, 2024 – DPW Boise Office
Tentatively March 6, 2024 – DPW Lewiston Office
April 2, 2024, - PBFAC Meeting
April 2023

SELECTION

The State will attempt to select a firm at the next scheduled PBFAC 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 because 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 based on submittals resulting from this request and subsequent interviews.

Attachments:

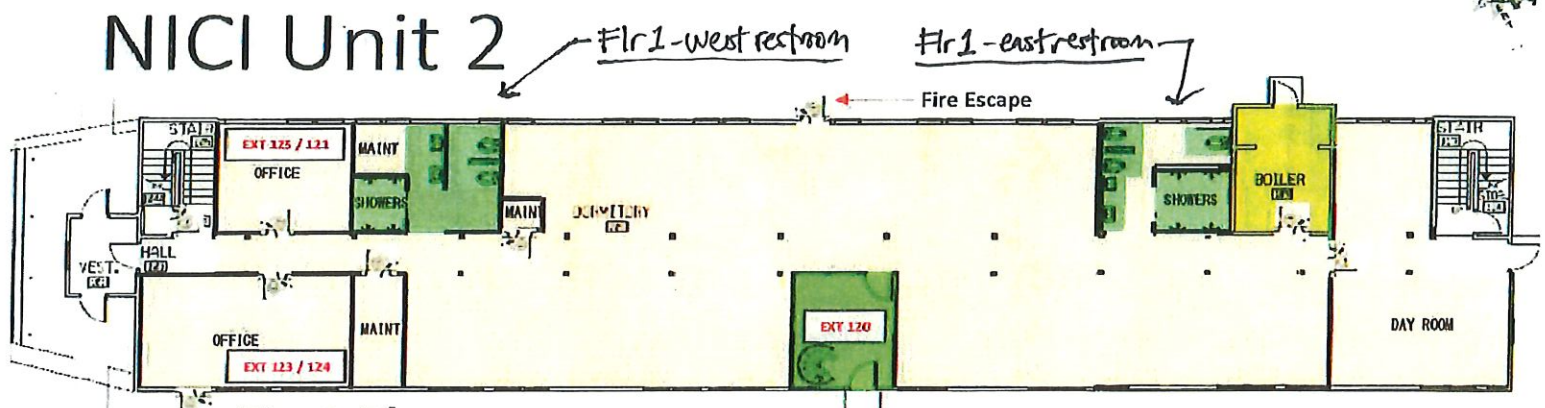
- Exhibit A, Floor plans of Housing Unit #2 and the School.
- Exhibit B, Photographs of Unit #2 Restrooms>Showers, and the School Restroom.

End 24062 Design Professional RFQ

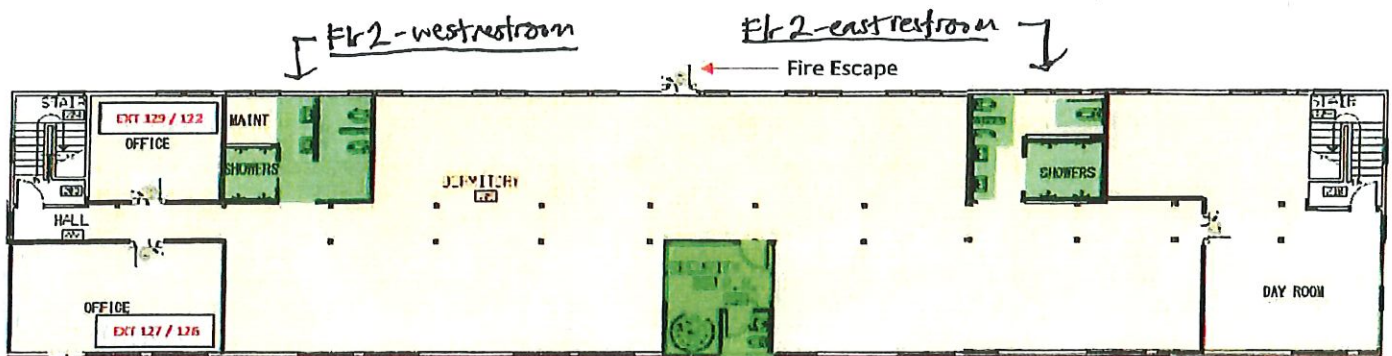
EXHIBIT A

Unit #2 Floor Plans

NICI Unit 2



• First Floor



Second Floor



EXHIBIT A

School Floor Plan

NICI School / F BLDG

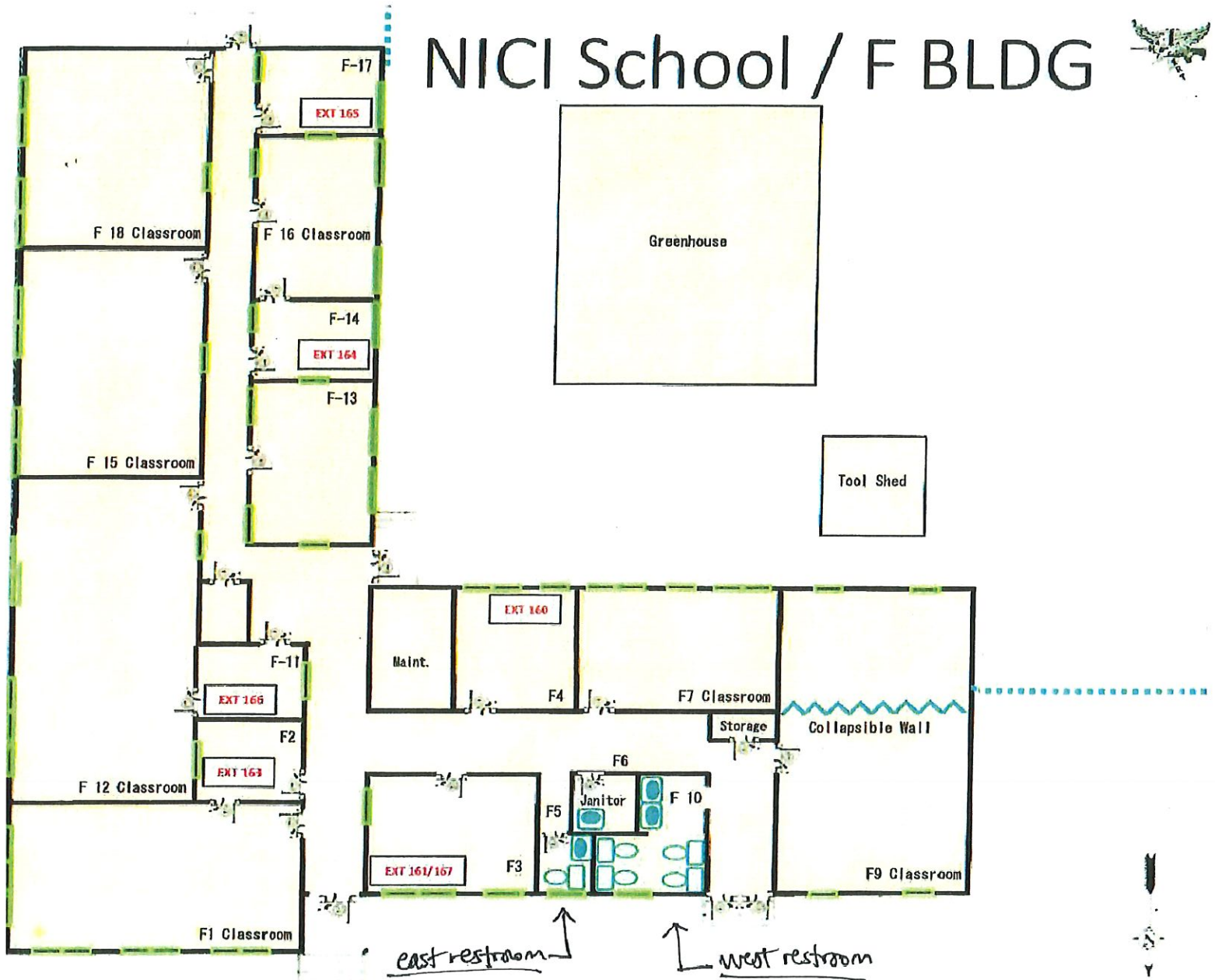


EXHIBIT B

Unit 2 Restroom- Showers 1st Floor East

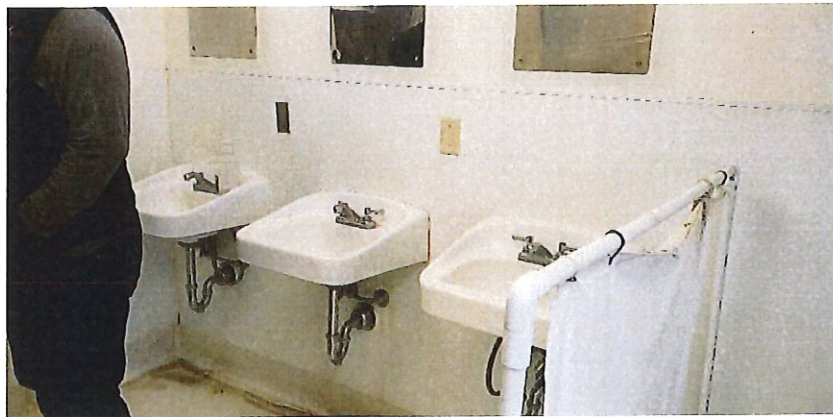


EXHIBIT B

Unit 2 Restroom- Showers 1st Floor West



EXHIBIT B

Unit 2 Restroom- Showers 2nd Floor East

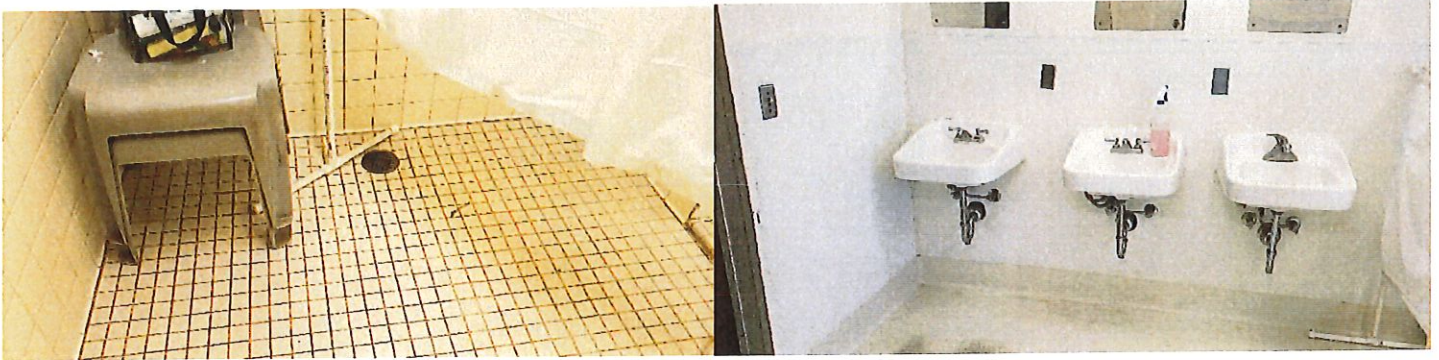
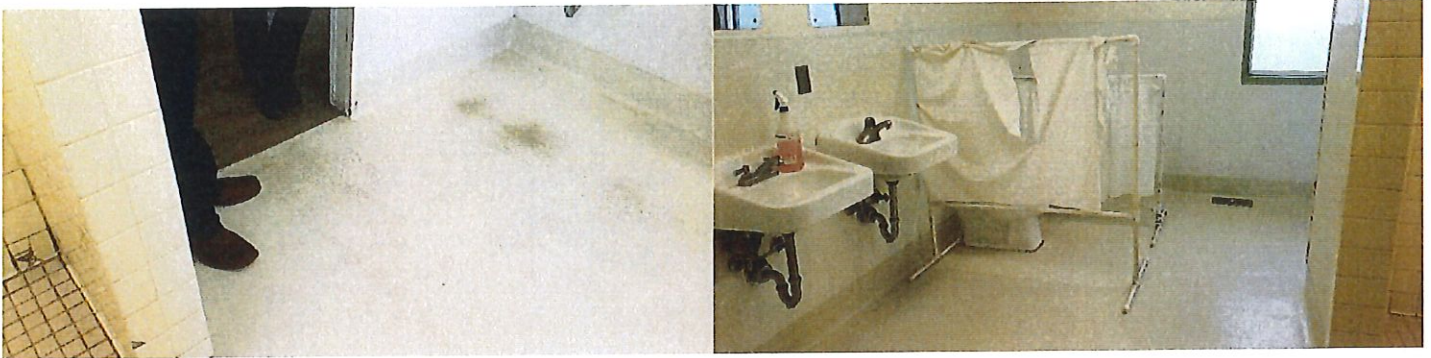


EXHIBIT B

Unit 2 Restroom- Showers 2nd Floor West

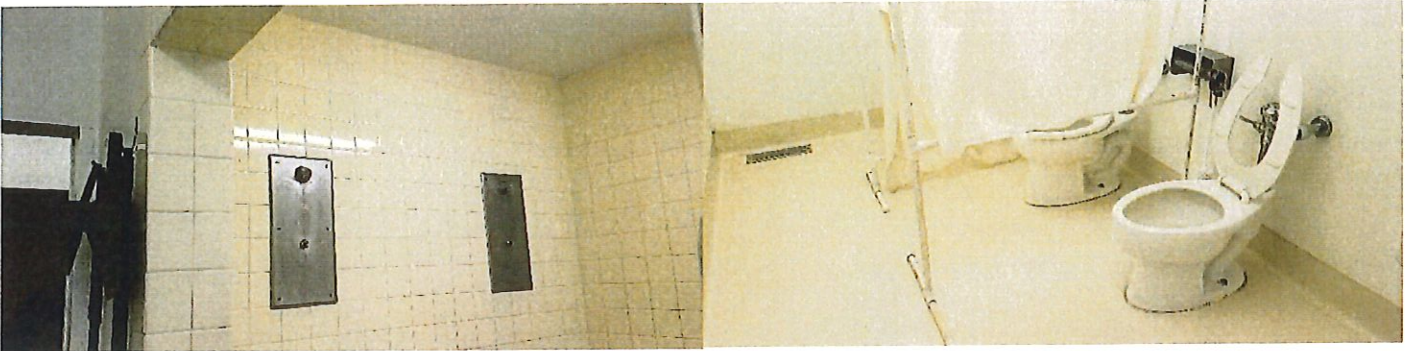


EXHIBIT B

School Restroom East



EXHIBIT B

School Restroom West

