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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 26, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 24091
Evergreen Building Physical Science Remodel
College of Southern Idaho (CSI)
Twin Falls, 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 **Tuesday, February 21, 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, February 8, 2024** at 2:30pm at the Evergreen Building on the CSI campus in Twin Falls, Idaho. Interested parties should meet at the main entrance (see attached site map) 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

This project consists of remodeling two wings (Wings A & C) of the Evergreen Building on the College of Southern Idaho campus in Twin Falls, Idaho. Wing C approximately 10,000 sf was the original building constructed in 1989 and Wing A approximately 20,000 sf. was an addition to the building constructed in 1992.

Both wings currently contain a mixture of Class Rooms, Lecture Halls, Laboratories, and Faculty Office spaces. Programming and working closely with the CSI stakeholders to develop an efficient and cost effective approach towards the remodel will be the essential first step. Existing laboratory equipment, miscellaneous finishes, electrical & HVAC systems are original to the building construction. With Laboratory improvements a priority, updates to the two existing chemistry labs include, but are not limited to, new casework, sinks, emergency equipment, lab resistance counter tops, and modern fume hoods along with the associated utility work. Electrical and HVAC system improvements and ADA upgrades will need to occur throughout the two wings, in addition to the chemistry labs.

The project will provide flexible lab spaces for biology and physical science programs to better support a blend of face to face, hybrid and remote online instruction. Upgraded electrical & HVAC systems will accommodate new technology & equipment with room to expand.

In conjunction with this Design Professional Request for Qualifications, DPW will issue a Request for Qualifications for Construction Manager / General Contractor (CM/GC) services to work with the selected design team during the design process and provide constructability input and cost information.

The construction of this project will occur in a partially occupied building, with the areas of work identified for construction purposes only. Phasing and adjustments to overall scope of the project will be developed during the Programming and pre-design services provided by the selected Design Team with the agency, DPW, and the selected CM/GC.

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. The total project budget is \$9,000,000 which includes all soft and hard costs from design through construction: design professional fees, reimbursables, contingencies, commissioning services, tests, construction, CM/GC fees and other project related expenses.

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. 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: Provide basic data relative to Design Professional's firm 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.

C. 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, with Secondary and/or Higher Educational Facilities. Include relevant knowledge of local areas and College of Southern Idaho and CSI's design standards in particular. Provide a list of at least three (3) projects, with brief descriptions, which show the team's ability to complete projects of this scope and/or type.

D. Technical Approach to Project: Include a statement of your approach to this specific project, including design philosophy, understanding of the project, 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 working with multiple stakeholders, ie. the various departments at CSI, and DPW, project phasing, designing for expansion of systems, designing efficiently and with economical and durable materials. Demonstrate success with Programming and Secondary and/or Higher Educational Facilities Laboratory designs.

E. Management Approach to Project: Describe the firm's management approach to the project including approaches to quality control of design and construction documentation, 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.

F. 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 completion, and a reference/contact for each project. Provide a minimum of three (3) and up to five (5) examples of work that are relevant to this project type, Secondary/Higher Education classrooms and laboratories and Electrical & HVAC system upgrades. 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.

G. 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 College of Southern Idaho, 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	6
C	Team Member Qualifications	14
D	Technical Approach to Project	20
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 SOQ Submittals	February 21, 2024
Shortlist Announcement	March 6, 2024
Oral Interviews	March 20, 2024
PBFAC Selection Approval	May 7, 2024
Negotiate Contract	May 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 \$2,000,000 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.

Attachments:

- Overall Building Floor Plan for Reference

End 24091 Design Professional RFQ

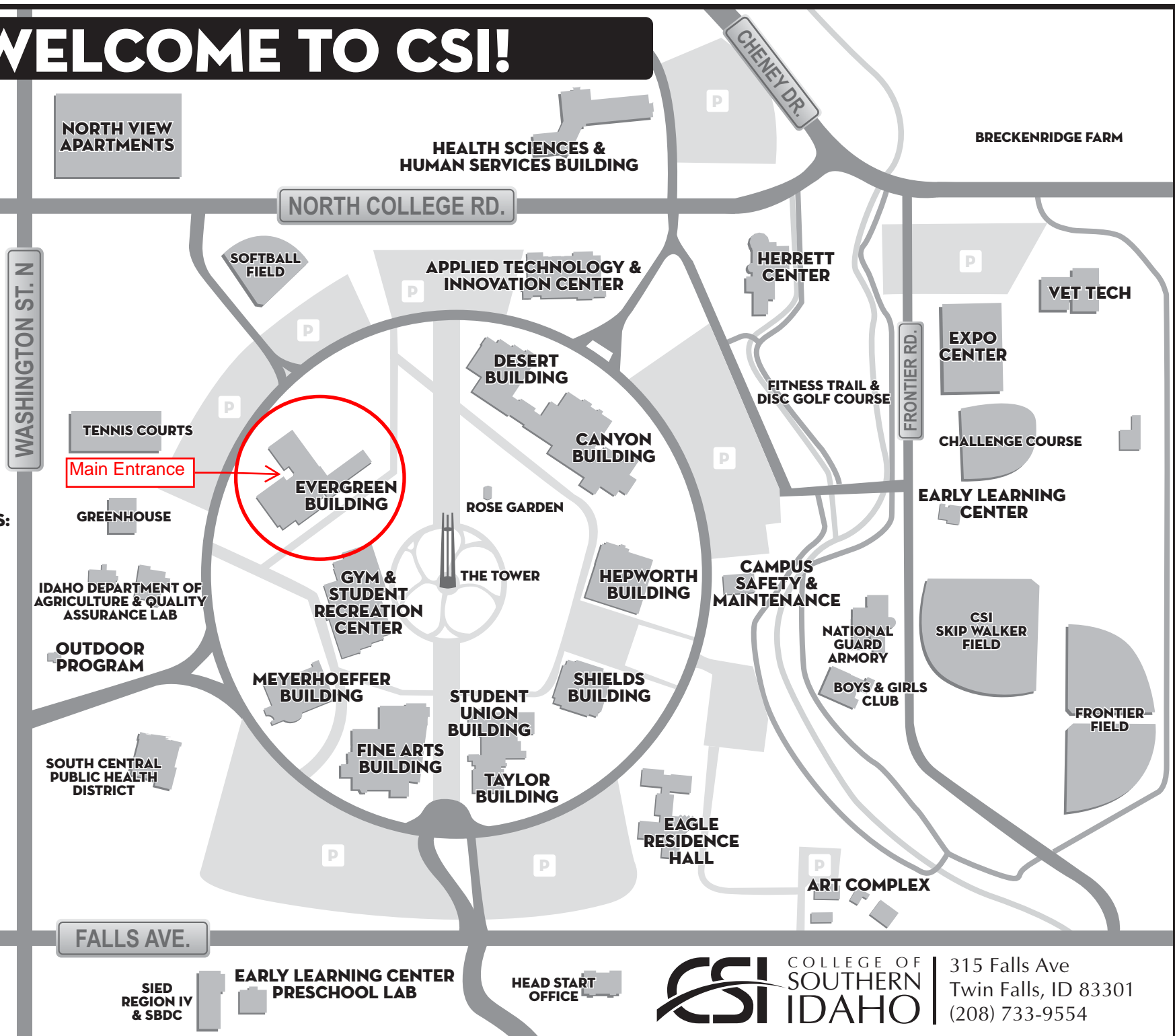
WELCOME TO CSI!

NOT SHOWN:

- OFFICE ON AGING
(650 ADDISON AVE WEST)
- CSI REFUGEE CENTER
(1526 HIGHLAND AVE E)
- HEAD START PRE-SCHOOL
(296 FALLS AVE W)
- CSI MADRONA FACILITY
(496 MADRONA ST)
- CSI FISH HATCHERY
(904-1278 CANYON ST)

OUTREACH CENTERS:

- CSI BLAINE COUNTY CENTER
(1050 FOX ACRES ROAD, HAILEY)
- CSI GOODING CENTER
(202 14TH AVE E, GOODING)
- CSI JEROME CENTER
(104 WEST MAIN STREET, JEROME)
- CSI MINI-CASSIA CENTER
(1600 PARKE AVE, BURLEY)



TO EAGLE VIEW
APARTMENTS
225 FALLS AVE

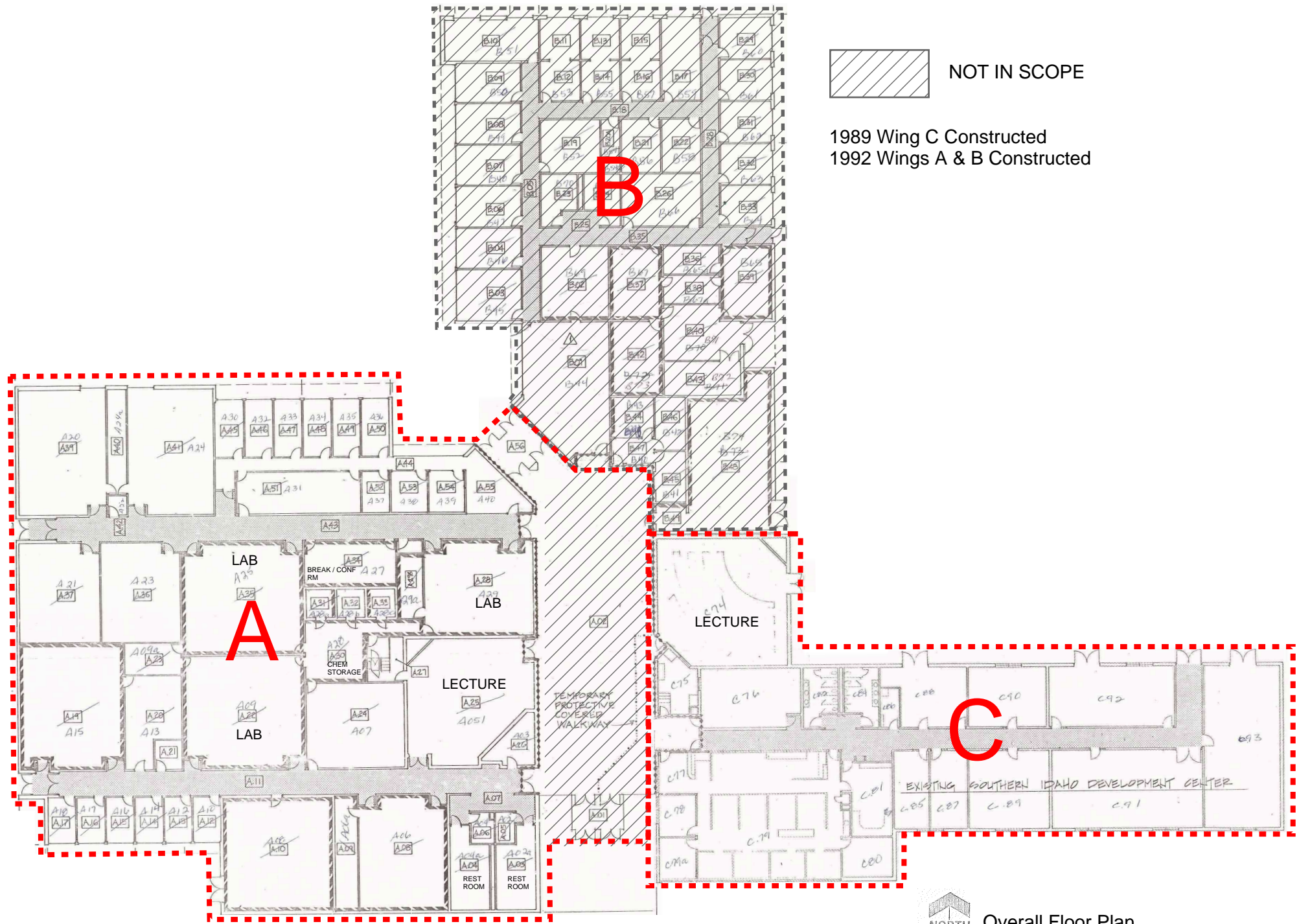
SIED
REGION IV
& SBDC

EARLY LEARNING CENTER
PRESCHOOL LAB

HEAD START
OFFICE

CSI COLLEGE OF
SOUTHERN
IDAHO

315 Falls Ave
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(208) 733-9554



Overall Floor Plan