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**State of Idaho**  
Department of Administration  
Division of Public Works

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Date: February 02, 2024

**REQUEST FOR QUALIFICATIONS**

TO: ARCHITECTS

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24030  
Idaho State Department of Agriculture (ISDA)  
Main Administration Building / Weights and Measures Lab (ISDA)  
HVAC, Roof Replacement and Interior Renovation/Lighting Upgrades  
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 1:00 p.m., Mountain Standard Time Zone, on March 05, 2024, for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

John Julian, DPW Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1904

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.

An informational meeting will be held on February 15, 2024, at 10:00 am MDT, at 2270 Old Penitentiary Road, Main Administration Building, to meet with Kelly Nielsen, Department of ISDA Project Manager, to provide program clarification and answer questions.

This project will be funded by Permanent Building Funds (PBFAC). 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.

## DESCRIPTION OF PROJECT

This project involves replacements and renovations for both the Weights and Measures Building and the Main Administration Building of the Idaho State Department of Agriculture (ISDA).

The Weights and Measures Building, will require a full roof replacement, along with the replacement of the existing HVAC system and replaced with a stand alone system. The system is currently tied to the geothermal water boilers and chiller supply. Additional work included will be new suspended ceiling systems, new LED lighting, and new flooring finishes. There is the possibility of asbestos containing floor materials in some areas which will be identified more fully. Also included are replacement of Weights and Measures Lab overhead access doors and pulley systems, and miscellaneous millwork cabinets and sinks. An independent electrical metering system will be required to replace the current joint metering system shared by Health and Welfare Lab (DHW) and connected to the Necropsy Building and the ISDA Seed Lab.

The Main ISDA Administration Building will require renovation and upgrade to LED lighting throughout.

## REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of approximately \$1,362,500. The total Budget has been established to include fees, reimbursables, contingencies, and tests. 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 required 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, and 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, 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 develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council, (PBFAC).



## QUALIFICATION STATEMENT CONTENT

**A. Basic Qualifications: (Max 10 Points)**

Provide basic data relative to company size, history, personnel, expertise for the required project technical experience, specialized professional disciplines such as Architectural, Electrical, and Mechanical engineering, etc. resources available to meet the project schedule and duration, 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: (Max 25 Points)**

List the design professionals and consultants, Architectural, Electrical and Mechanical engineers, etc. expected to accomplish the work. The design professionals and consultants should have an understanding of the local area and local demographics. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope.

**C. Technical Approach to Project: (Max 30 Points)**

- Include a statement of your approach to this specific project, including design philosophy, understanding of multiple scope design issues in the program, from replacing the roof, replacement of the HVAC system, apart from being tied to the geo-thermal system challenges, the interior renovation upgrades, and opportunities as well as alternative concepts and methods for consideration. Limit to two (2) pages.

**D. Examples of Work: (Max 10 Points)** Provide three examples of previous applicable projects/documents that would fit in this project scope. Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work.

**E. Format: (Max 5 Points)** 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. 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

A selection committee consisting of two (2) persons from DPW, two (2) persons from *ISDA*, and an independent selection committee member will rank the submittals. The selection committee may short-list a minimum of (3) three firms, or a maximum of five (5) firms.

The ranking process is accomplished in two steps: 80 points for the Initial Ranking based on the written submittal, and 20 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 Qualification Statement Content and the top 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	10
B	Team Member Qualifications	25
C	Technical Approach to Project	30
D	Examples of Work	10
E	Format	5
<b>Written Total</b>		<b>80</b>
<b>Presentation – Interview Point Scoring</b>		
	Criteria	Maximum Possible Points
	Presentation	15
	Q & A	5
<b>Presentation – Interview Total</b>		<b>20</b>

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 AE’s closing comments. After interviewing the selected teams, the selection committee will rank the interviews to determine the remaining 20% score.

After interviewing the selected teams, the selection committee will re-rank the proposals 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:**

Receive RFQ Submittals	Date	March 05, 2024
Oral Interviews	Date	March 21
PBFAC Selection Approval	Date	April 02

Negotiate Contract	Date	April 16
PBFAC Design Development Presentation	Date	July 09
Final Construction Documents	Date	October 15

## **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.

**END**

DPW 24030 ARCHITECT FIRM RFQ