



State of Idaho  
Department of Administration  
Division of Public Works

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Governor  
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Director  
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Administrator

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May 24, 2024

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professionals

BAM

FROM: Pat Donaldson, Administrator  
Division of Public Works

SUBJECT: DPW PROJECT NO. 24310  
SE Regional Office – Addition/Remodel  
Idaho Department of Fish and Game (IDFG)  
Pocatello, 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, July 9, 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 **Tuesday, June 18, 2024**, at 2:30pm at the Idaho Fish and Game Southeast Regional Office located at 1345 Barton Rd, Pocatello, 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 will consist of constructing a new approximately 5,560 square foot two-story addition to the existing Fish and Game Pocatello Regional Office to accommodate a large accessible public meeting space anticipated on the lower level, to hold: Commission public hearings, business sessions, open houses on Fish & Game rule changes, species management plans, and meetings in partnership with federal and state agencies. The adjacent existing (small) meeting room facilities would be converted to bathrooms and storage to support the new large meeting space. It is anticipated the new upper level will provide additional office spaces to meet current spacing needs and the future needs of department staff. Design considerations shall take advantage of the natural landscape, views, daylighting and implement energy efficiency measures to address best practices to accommodate spaces where occupant load and duration will fluctuate.

Included with the addition is a remodel of the existing structure for more efficient office layouts, ADA upgrades and new finishes throughout, such as carpet, paint and restroom updates. Design considerations for the public areas should consider how best to reconfigure the entry reception to accommodate public circulation, queuing, and wayfinding.

The Idaho Department of Fish & Game (IDFG) Regional Office in Pocatello was originally constructed in 1989, as a two story (a main level with a lower daylight level) that was approximately 10,360 SF and in 2009 a two story, approximately 6,000 SF addition was constructed, connected via a two-story walkway to the original structure.

IDFG would like the new architecture to maximize the opportunity to work with the existing topography that connects and celebrates the high desert landscape of sage brush, grasses and visiting wildlife.

A portion of this project will have federal funding. Funding stipulations schedule require that a contractor be under contract by June 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. The total project budget is \$2,800,000 which includes all soft and hard costs from design through construction: design professional fees, reimbursables, contingencies, commissioning services, tests, construction, and other project related expenses.

At the time of submitting a response to this RFQ, the Design Professional and Consultants shall be licensed to practice in the State of Idaho for their specific disciplines. Specifically identify the individual licensed architect who will supervise the architectural services.

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 should 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) presentation to the Permanent Building Fund Advisory Council.

## **QUALIFICATION STATEMENT CONTENT**

**A. Cover Letter:** Include the email address and phone number of the primary contact person. Include Architectural license number for individual responsible to supervise the project scope of work.

**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. Include relevant knowledge of the local area, the site, and experience working on projects with federal funding. 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, siting additions to minimize environmental impacts, tying in new with existing architecture, designing efficiently and with economical and durable materials. Demonstrate success with administrative remodels, design of public meeting areas, and working with State Agencies.

**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, Administrative Remodels and Additions that provide various meeting Public spaces in conjunction with Private work areas for Staff. 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) people from DPW, two (2) people from Idaho Fish and Game 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.

<b>Initial Ranking, Written Point Scoring</b>		
	Criteria	Maximum Possible Points
A	Cover Letter	2
B	Basic Qualifications	6
C	Team Member Qualifications	14
D	Technical Approach to Project	18
E	Management Approach to Project	15
F	Examples of Work	15
G	Format	5
	Written Total	75
<b>Presentation – Interview Point Scoring</b>		
	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	July 9, 2024
Shortlist Announcement	July 30, 2024
Oral Interviews	August 8, 2024
PBFAC Selection Approval	September 4, 2024
Negotiate Contract	September 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.

**Attachments:**

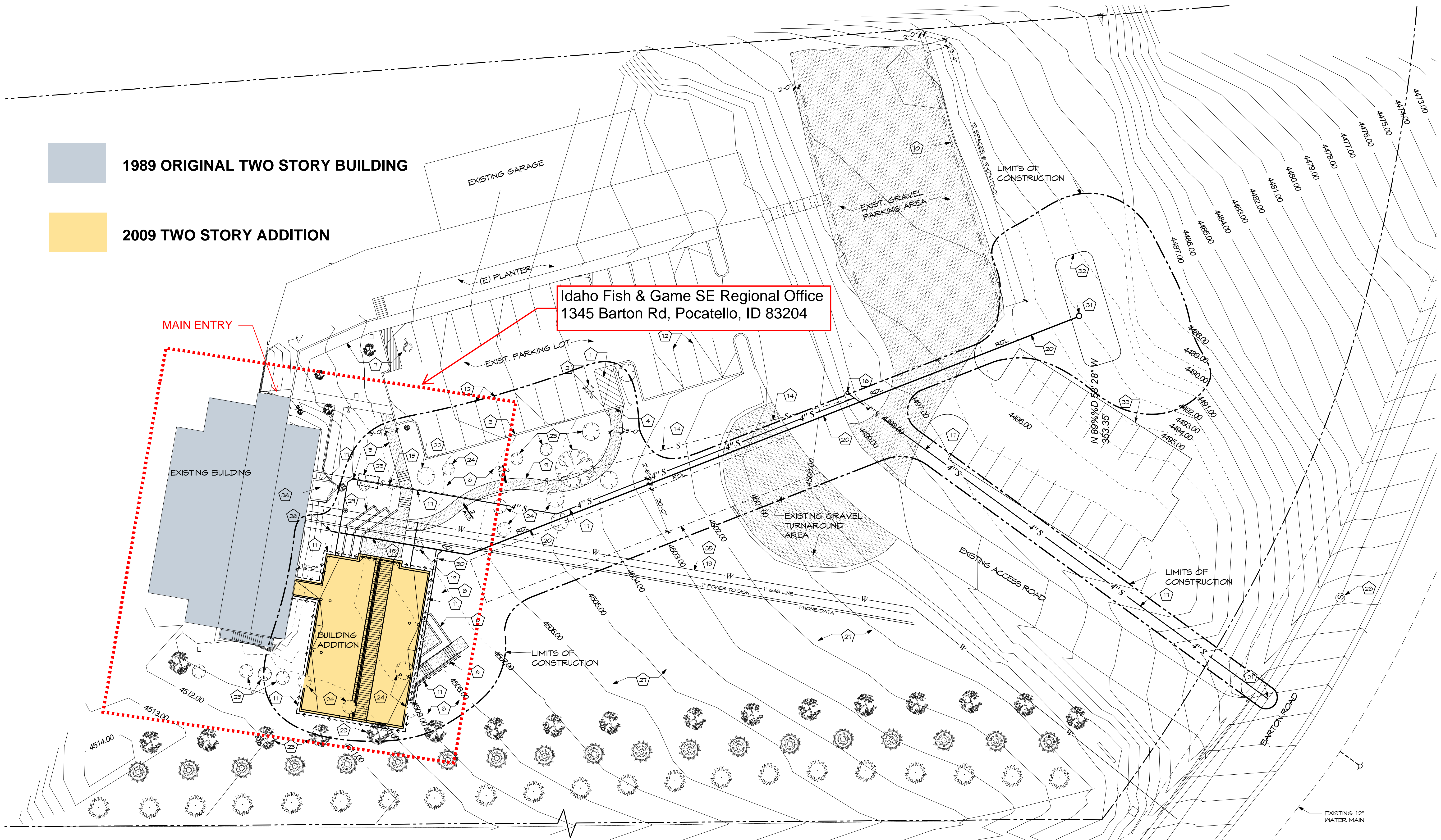
Existing Conditions – Site Plan and Floor Plans

**End 24310 Design Professional RFQ**



1989 ORIGINAL TWO STORY BUILDING  
 2009 TWO STORY ADDITION

Idaho Fish & Game SE Regional Office  
 1345 Barton Rd, Pocatello, ID 83204



**SITE PLAN**  
 1" = 20'-0"  
 NORTH

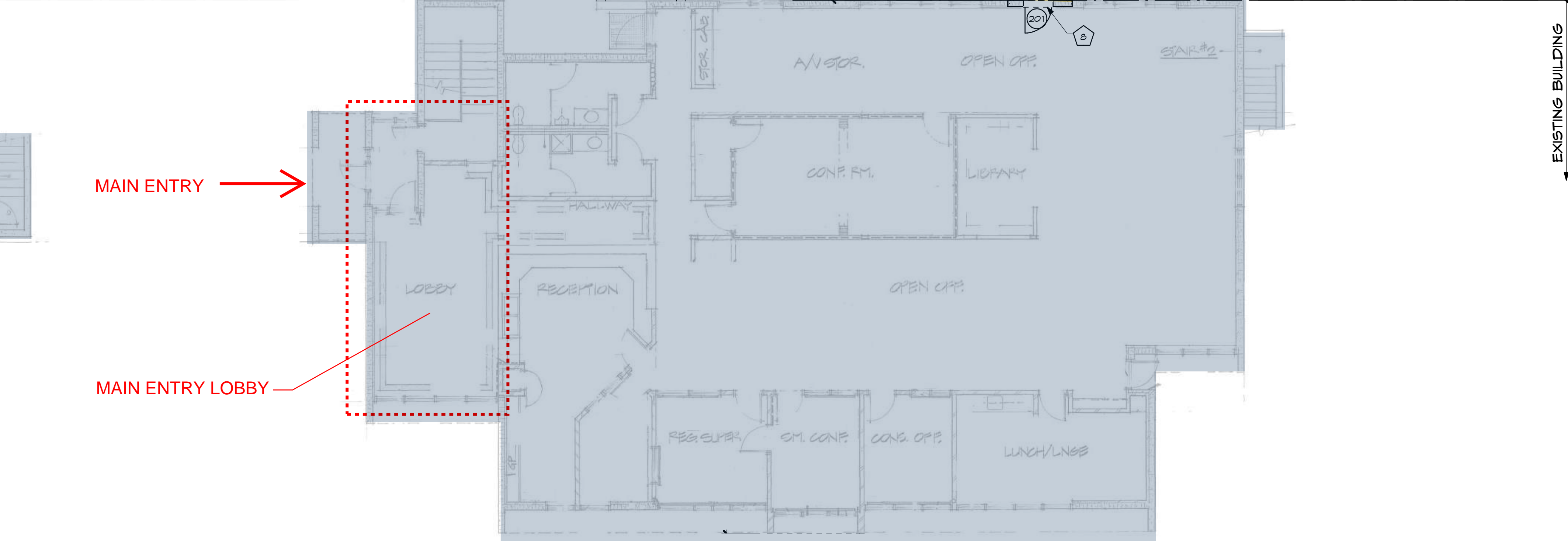
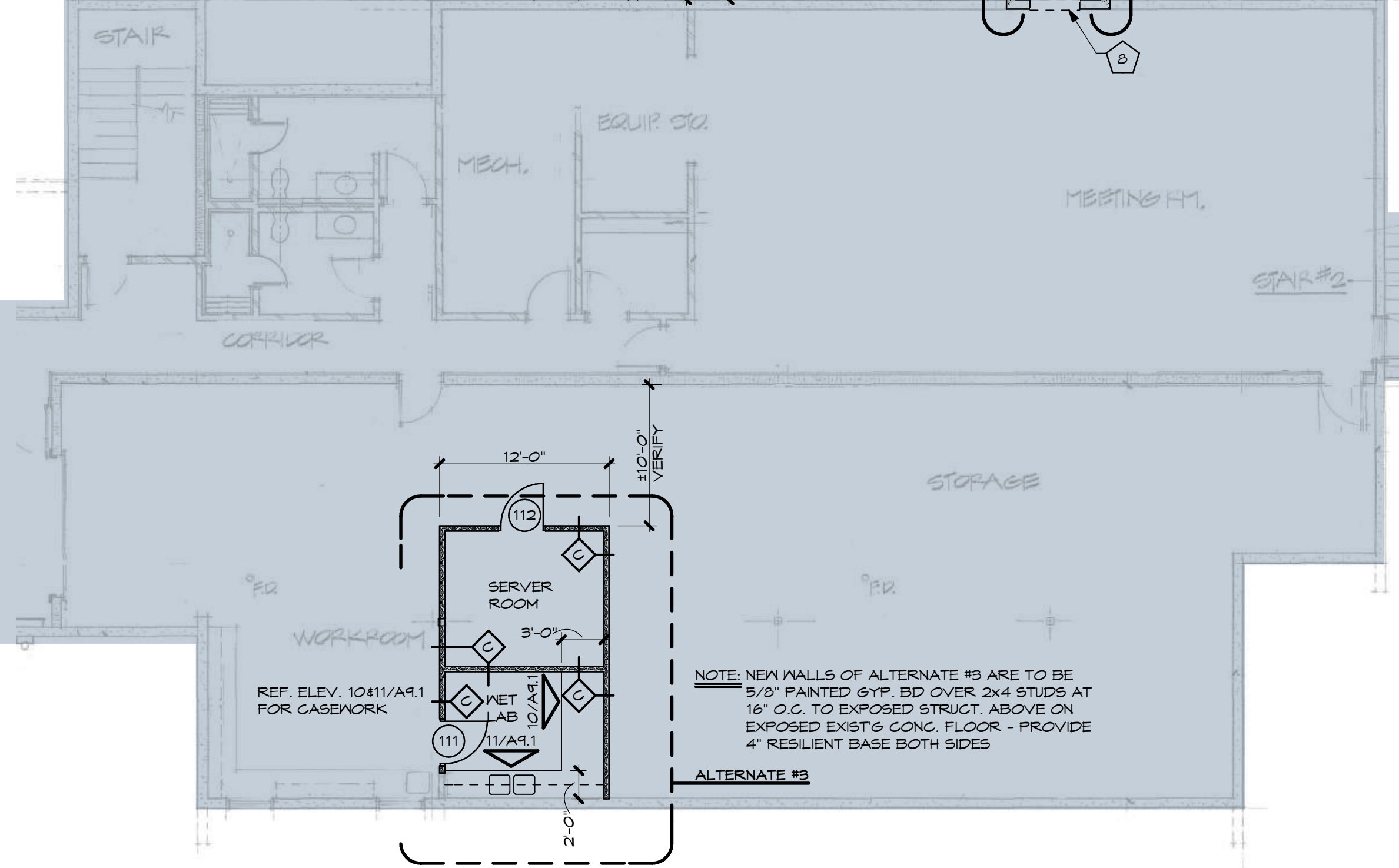
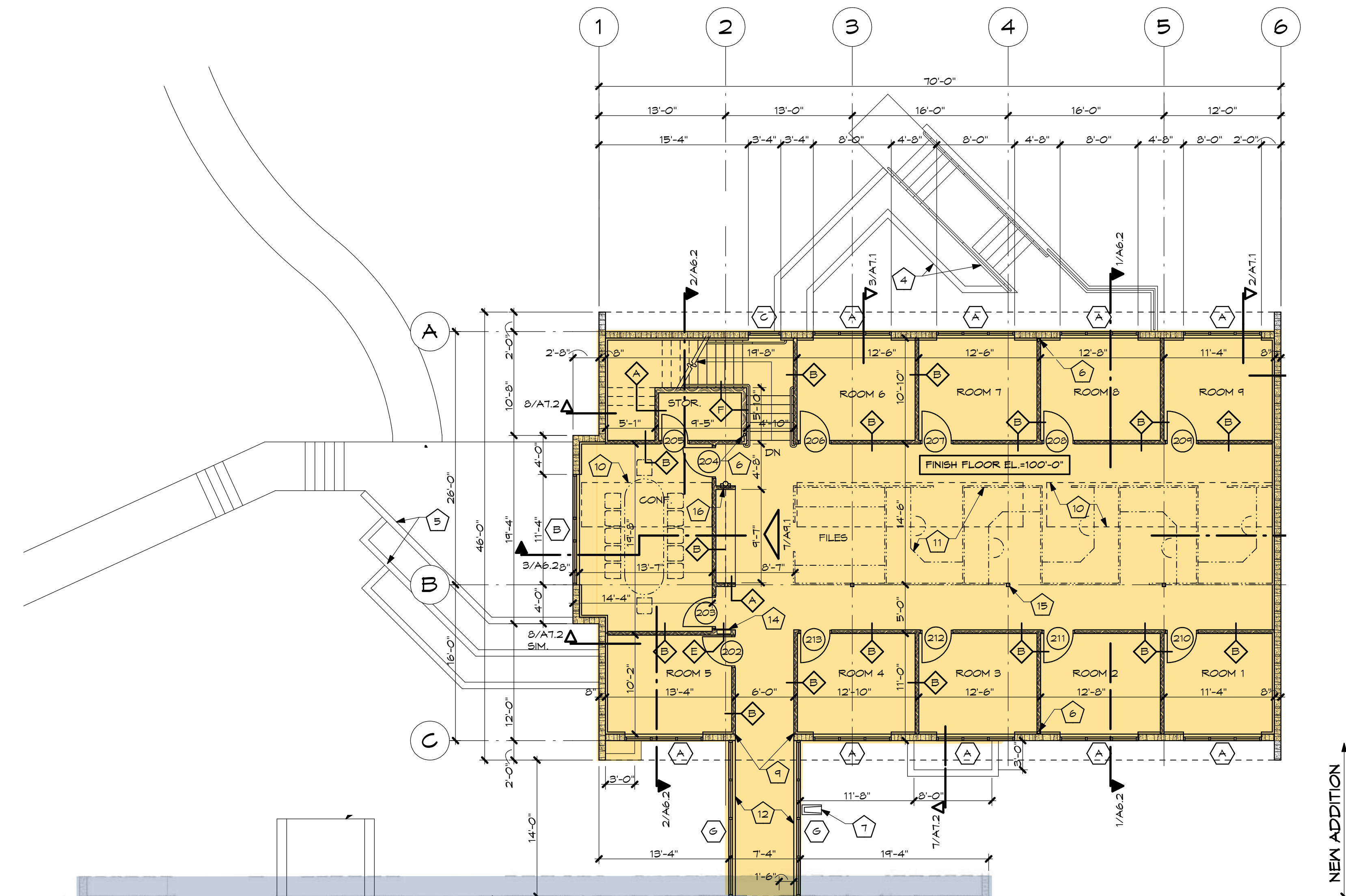
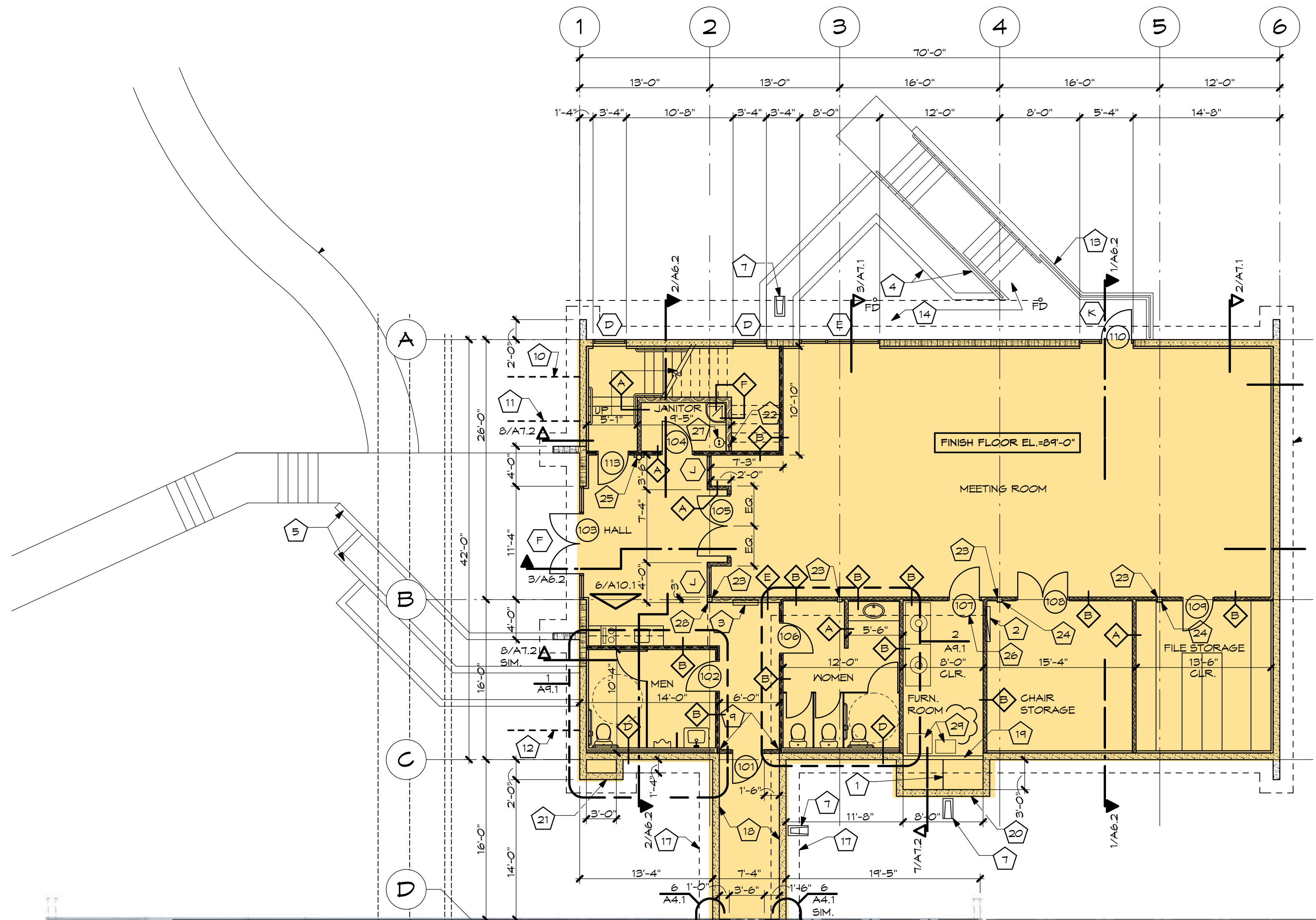
**GENERAL NOTES: (THIS DRAWING ONLY)**

- A. SITE UTILITY LINES SHALL BE INSTALLED PER LOCAL CODE AND AT MINIMUM DEPTHS AS FOLLOWS:
  - a. STORM SEWER MIN. 3 FOOT DOWN
  - b. SANITARY SEWER MIN. 4 FOOT DOWN
  - c. WATER LINE MIN. 5 FOOT DOWN
- B. NEW LANDSCAPING INDICATED ON THIS DRAWING SHALL BE AS PER LANDSCAPE DRAWINGS AND PER ALTERNATE #5

**KEYED NOTES: (THIS DRAWING ONLY)**

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>1 NEW "ADA" COMPLIANT PAINTED ACCESS</li> <li>2 NEW "ADA" COMPLIANT PAINTED SYMBOL</li> <li>3 EXIST. CONC. CURB/GUTTER</li> <li>4 CUT AND REMOVE CONC. CURB TAPERED TO FLUSH W/ SIDE WALK AND PROVIDE NEW CURB CUT RAMP PER DETAIL 6/A1.3</li> <li>5 4" CONC. WALK OVER 4" COMP. GRAVEL FILL - PROVIDE CONTROL JOINT PER DTL. 4/A1.3 AT 5' O.C. MAX ALTERNATE #6</li> <li>6 CONC. PLANTER WALLS AND PATIO SLAB - REF. ENLARGED PLANS T &amp; B/A1.3 ALTERNATE #1</li> <li>7 EXISTING CONC. SIDEWALK AND "ADA" ACCESS AS SHOWN</li> <li>8 LANDSCAPE AREA BY OWNER</li> <li>9 4" CONC. "ADA" ACCESS SIDEWALK OVER 4" COMP. GRAVEL FILL ALTERNATE #6</li> <li>10 (E) PARKING BUMPERS RELOCATED AT 9'-0" O.C.</li> </ul> | <ul style="list-style-type: none"> <li>11 DASHED LINE INDICATES FOUNDATION DRAINLINE - CONNECT TO EXIST. AS REQUIRED - REF. DTL. 5/A1.3</li> <li>12 (E) PAINTED PARKING LOT STRIPING</li> <li>13 (E) WATER 2" SERVICE</li> <li>14 (E) 4" SEWER AND DRAINFIELD TO REMAIN</li> <li>15 <del>REMOVE THIS SEGMENT OF SANITARY SEWER</del></li> <li>16 PROVIDE CLEANOUT AS REQ'D</li> <li>17 DELETE INSTALLATION OF 4" SANITARY SEWER - BID CONDITION RETAINED USE OF EXISTING SEPTIC TANK AND DRAIN FIELD</li> <li>18 INTERCEPT EXIST 6" ROOF DRAIN LEADER AND RE-ROUTE AS REQUIRED TO NEW RETENTION AREA</li> <li>19 REMOVE EXIST. DRYWELL AND REPLACE W/ COMP. STRUCT. FILL</li> <li>20 CONNECT NEW 6" PVC ROOF DRAIN LEADER TO EXISTING - SET PIPE IN 6" WIDE X 4' DEEP TRENCH AND BORE UNDER ACCESS ROAD</li> </ul> | <ul style="list-style-type: none"> <li>21 PROVIDE BAND CONNECTION TO EXIST. 12" SEWER</li> <li>22 RELOCATE EVERGREEN TREE ON SITE AS DIRECTED BY ARCHITECT</li> <li>23 (E) TREE OR SHRUB TO REMAIN - PROTECT DURING CONST.</li> <li>24 (E) TREE OR SHRUB TO BE REMOVED</li> <li>25 (E) 1250 GAL. CONC. SEPTIC TANK TO REMAIN</li> <li>26 (E) ROOF DRAIN LEADER</li> <li>27 (E) LANDSCAPE AREA TO REMAIN - DO NOT DISTURB DURING CONSTRUCTION</li> <li>28 EXISTING MANHOLE AT CITY SEWER MAIN</li> <li>29 CONC. PLANTER WALL AND PATIO SLAB - REF. ENLARGED PLANS 6/A1.4 ALTERNATE #6</li> <li>30 AREA DRAIN W/ 4" PVC DRAIN LINE MIN 4' BELOW FIN. GRADE. CONNECT TO ROOF DRAIN LINE AS REQ'D.</li> </ul> |
|   |  | <ul style="list-style-type: none"> <li>31 GRAVITY SUMP PER DETAIL 1/A1.3</li> <li>32 RETENTION AREA 20' x 50' x 2' DEEP MIN. BOT. SURFACE AREA W/ 3:1 SIDE SLOPE - REF. GRADING PLAN AND LANDSCAPE DWGS.</li> <li>33 INDICATES FIXTURE PARKING FOR 20 SPACES W/ ANTICIPATED GRADING (N.I.C.)</li> <li>34 PROVIDE NEW FIRE HYDRANT AT ROAD R.O.W. PER CITY OF POCATELLO STANDARDS</li> <li>35 INDICATES IMPROVED GRAVEL BASE FIRE DEPT. ACCESS PER DETAIL 1/A1.2 - PROVIDE IDENTIFICATION MARKER POLES AS REQ'D BY FIRE DEPT. - 20 FT WIDE X 150 FT LONG AND SEE LANDSCAPE DRAWINGS FOR SIMILAR KINDER MULCH WALKWAYS</li> <li>36 EXISTING CONDENSER PAD N.I.C.</li> </ul>                                 |





**BASEMENT FLOOR PLANS**  
1/8"=1'-0" NORTH

**1989 ORIGINAL TWO STORY BUILDING**

**MAIN LEVEL FLOOR PLANS**  
1/8"=1'-0" NORTH

**2009 TWO STORY ADDITION**