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 Division of Public Works

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ADDENDUM NO. 1

Date: June 20, 2024, **Owner:** Division of Public Works
 502 N. 4th Street
 Boise, ID 83702

To: Design Professional Request for Qualifications

Project: DPW PROJECT NO. 24310
 SE Regional Office – Addition/Remodel
 Idaho Department of Fish and Game (IDFG)
 Pocatello, Idaho

Project No.: DPW #24310 **No. of Pages** 3

NOTICE TO ALL BIDDERS

You are hereby notified of the following clarifications of and/or revisions to the Request for Qualifications for the above referenced project.

THIS ADDENDUM is hereby made a part of the project requirements and contract documents for referenced project.

BE SURE to acknowledge it in your RFQ Submittal package cover letter.

ITEM NO.

- 1. RFQ Informational Walk thru 6/18/2024:**
 - a. Sign-in Sheet provided for reference.
- 2. Questions and Answers received to date:**

Item	Question	Answer
1	<i>Will existing drawings be provided?</i>	PDFs of the original drawings for the 1989 and 2009 construction will be made available to the awarded A/E Team for reference. Drawings do include topo and site utility information. As-Built conditions will need to be field verified.

2	<i>What is the Federal funding piece of the budget?</i>	This is to clarify that, although federal spending authority (state budget) is being used for this project, the funding is not tied to any federal award, grant, or contract. Rather, it is administrative overhead we have previously collected through our indirect rate. While we spend these overhead dollars out of our federal fund appropriation, they are not considered federal assistance and do not come with the associated regulatory compliance requirements.
3	<i>Does it have the same Federal restrictions?</i>	This project does not require Davis-Bacon wages, suspension and debarment checks, Build America Buy America Act compliance, a 424C budget spreadsheet, certifications regarding lobbying, certifications regarding drug-free workplace, assurance documents for construction programs, compliance with 2 CFR 200, nor compliance with any other federal laws or regulations that apply specifically to projects funded with federal assistance
4	<i>When is the Addendum cutoff for the RFQ?</i>	The cutoff to submit a question will be Friday June 28, EOD. No Addendum will be issued after Tuesday July 2.
5	<i>What was the methodology that was used for remodel costs versus new build?</i>	Unclear. JHS Architects developed the initial conceptual plan that was used to derive cost estimates. Cost estimates are a couple of years old.
6	<i>Has there been a prioritization of the have to happens versus the would be nice to haves?</i>	Not a formal prioritization. As cost estimates come in, we will need to eliminate some work items to meet budgetary constraints. In general terms, the priority is to first create an adequate conference room (around 2500-3000sf). Secondly, increasing office space from the current 29 office spaces to approximately 44 office spaces. Third tier would include items like the “wet lab”, improved parking, etc.
7	<i>Is this hard bid or to be determined?</i>	Design-Bid- Build. Hard Bid
8	<i>How important is the individual office space size?</i>	It’s important. Maintaining employee satisfaction and work efficiency is important.
9	<i>Can office space size be reduced or enlarged?</i>	There is flexibility in the office size, and there can be variation in office size. A likely minimum size would be 8 feet by 8 feet. Much smaller than that won’t accommodate the desks, file cabinets and equipment staff use. Bigger is always better.
10	<i>How many full time staff work out of the office?</i>	We currently have about 35 full-time staff working out of this office. However, we are viewing this expansion as accommodating what we might encounter over the coming 20 years. We’re trying to build more capacity than we currently have. Additionally, we are likely to house about 8-12 staff from a partner agency over the next decade.
11	<i>How many part-time staff work out of the office?</i>	Part time staff vary seasonally but can be as many as 12. This may also change over time.

12	<i>Do part-time staff need their own spaces?</i>	They do not need individual offices. It would be appropriate to have a larger office that accommodates several part time staff (up to 4 or so)
13	<i>How many individual offices are needed for the current staff load?</i>	Current office needs are 31, but this build is to accommodate future growth.
14	<i>Are we looking for group workspaces?</i>	Only for seasonal staff. Goal is to have full time employees have individual offices.
15	<i>How much ground do we own?</i>	Approximately 20 acres total
16	<i>How is the workforce distributed?</i>	We're undecided on if separating programs out into their own space is better, or if mixing staff is better. No need to identify isolated areas for each program.
17	<i>Are the different programs located in their own spaces?</i>	Not necessarily, and we don't need to plan for separation of programs.
18	<i>Do you want to retain green space?</i>	Love green space, but we need to meet office needs first. If green space/landscaping can be part of this, that's fantastic. Same for natural light – much preferred to take advantage of natural light were possible.
19	<i>Do you want to catch, retain and repurpose rainwater?</i>	Nice to have but would be on the short list of things that get dropped as costs increase.
20	<i>Where should the addition be located?</i>	The location of the addition is up in the air. We're looking for suggestions on what arrangement/location makes the most sense. Don't let current parking lots, green space, etc. hamper creativity. I think it's all up in the air.
21	<i>How much parking do you need?</i>	Lots! We're currently often at capacity, particularly on heavy sales dates. There are some areas we can push parking out a bit and create more.
22	<i>What happens to the existing meeting space?</i>	Depending on proposed plans, we may be able to use some of the existing meeting space to accommodate additional offices (repurpose current meeting space; transition into offices). The same could apply to the garage downstairs, if feasible. We need two larger conference rooms. One would be built as part of the expansion, and that leaves two medium ones we currently have. It's possible one of those two could be turned into new offices, but one would have to be retained as a secondary conference room.

ATTACHMENTS:

- Informational Walk Thru Sign-In sheet from onsite meeting, 6/18/2024

***** END OF ADDENDUM NO. 1 *****

Informational Walk-thru Sign-In Sheet

DPW 24310 IDFG Addition/Remodel Regional Office, Pocatello- A/E RFQ | 6/13/2024

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