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Department of Administration
Division of Public Works

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June 20, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

BSM FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24628
LBJ 2nd Floor Renovation, Phase 2
State Department of Education
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, on Wednesday, July 24, 2024 by 3:00 p.m., Mountain Standard Time Zone, for furnishing Design Professional Services to the State of Idaho.

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

Nicole Bolton, Project Manager
Division of Public Works
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PO Box 83720
Boise ID 83720-0072
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Nicole.Bolton@adm.idaho.gov

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.

This project will be funded by 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 Design 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 State Department of Education (Agency), and the Design Professional team.

DESCRIPTION OF PROJECT

This project is located on the second floor of the Len B. Jordan Building at 650 W. State St, Boise, Idaho 83702.

The scope of work is to remodel, update, and improve a majority of the 11,000 ft² of office space used by the State Department of Education.

The previous phase of work, Phase 1, consisted of upgrades to existing conference rooms, removing old and outdated equipment, and creating a secured entrance into the State Department of Education. Phase 2 of the work will consist of removing hard wall offices and updating workstations to accommodate current employees. Goals of the design space are to allow for all 125 employees to remain together in a single location within the Len B. Jordan Building and still accommodate for future growth, update work areas and meeting rooms to align with the State of Idaho Office Space Allocation Standards, develop a culture that encourages engagement and collaboration through workspace design and combining two small breakrooms into a single larger breakroom, and improve employee health and well-being by creating a space that provides access to daylight and exterior views for most employees. Design aspects also include electrical and data connections with power access from the ceiling for workspace integration. An emphasis on project programing, space planning, and interior finishes is desired.

Furniture for Phase 2 will be purchased separately by the State Department of Education under a separate contract. Freeform has been selected as the supplier and the Design Professional team will be asked to incorporate the Agencies furniture selection from the supplier into the design.

The anticipated schedule for Phase 2 is team selection and design through 2024, bidding Spring 2025, and construction in Summer 2025. Construction will consist of a phased approach in an occupied space, as no swing space is available.

REQUIRED SERVICES

The State is requesting proposals for complete design services including administration during construction. The Scope of Services will include Programing, 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 \$1,300,000 has been established. 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 Design Professional responsible for project design and oversight must be identified and their license documented to practice in the State of Idaho for the specific disciplines.

Please note: No firm or corporation shall offer to practice architecture within Idaho unless such offer specifically identifies an individual architect, who will supervise the architectural services, who is licensed under the provisions of the State of Idaho Licensing Board, Idaho Department of Occupational and Professional Licenses (IDOPL). Failure to identify an individual architect, who will supervise project activities and provide their state license number may result in rejection of the RFQ submittal.

The Design 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 manuals, 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, two (2) presentations to the Permanent Building Fund Advisory Council (PBFAC).

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

Provide qualifications on the following criteria. List responses to criteria in order, according to RFQ headings.

A. Qualifications (15 points maximum, 5 points maximum per item): Provide specific qualifications for the Primary Design Professional and team. The points for this criterion are based on experience and relevant project work.

1. Firm - Provide basic data relative to the Design Professional's firm size, history, longevity, and types of services. List the office location where the services will be performed and capacity to meet schedule and to address technical issues timely.
2. Personnel – Firm's key staff and their roles specific to project. Types of staff disciplines, special expertise, and resources available to project. Name of project architect and license number.
3. Relevant Project Examples – Identify with photos three (3) relevant projects that the firm has completed within the last 10 years. Include the project name, client's name, location, and project value, along with a brief description. Projects that are State Campus office renovations and/or similar in scope to the described project are preferable.

Please note: The Division of Public Works reserves the right to investigate and confirm the candidate'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 the RFQ submittal.

B. Approach to Project (50 points maximum, 25 points maximum per item): Describe your team's approach to the project for the following items:

1. Space planning – Approach to programming, interior design capabilities, incorporation of State Space Allocation Standards and experience coordinating with a 3rd party furniture supplier.
2. Project design and implementation: Experience and approach with design, phasing plans, and construction administration when construction is taking place in an occupied office environment.

C. Format (5 points maximum): To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittal should be clear and to the point. Font shall not be less than 11 points. Please do not include QR Codes and/or Links to websites in your RFQ document.

SUBMITTALS

Submit one (1) 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; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION

A selection committee consisting of representatives from DPW, representatives from the State Department of Education, and an 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. The ranking process is accomplished in one or 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, if held.

The evaluation committee will score the written submittals based on the criteria in the Statement of Qualifications Proposal Content. If interviews are held, selected teams will be notified as to time, place, and content of the interview.

The timeframe for the teams invited for an interview is approximately 45 minutes: 25 minutes for the presentation; 15 minutes for the selection committee’s Q&A; and 5 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 score, if applicable.

Scoring will be based on the table below.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Qualifications	15
B	Approach to Project	50
C	Format	5
Max Written SOQ Total		70
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the Project’s Scope of Services	25
	Selection Committee’s Q & A	5
Max Presentation – Interview Total		30
Max Written and Interview SOQ Total		100

The names of all firms that submitted proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all proposals become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

AWARD

Based on the combined results of the evaluation committee, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at their scheduled meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the Design Professional by the Division of Public Works, Department of Administration, in accordance with prescribed procedures. The final award is contingent upon the successful negotiation of a contract.

PROPOSED DATES:

Receive Submittals	July 24th, 2024, by 3:00 p.m. MST
Oral Interviews - IF HELD	Week of August 12, 2024
PBFAC Selection Approval	September 4 th , 2023
Negotiate Contract	September 2024

PROVISIONS

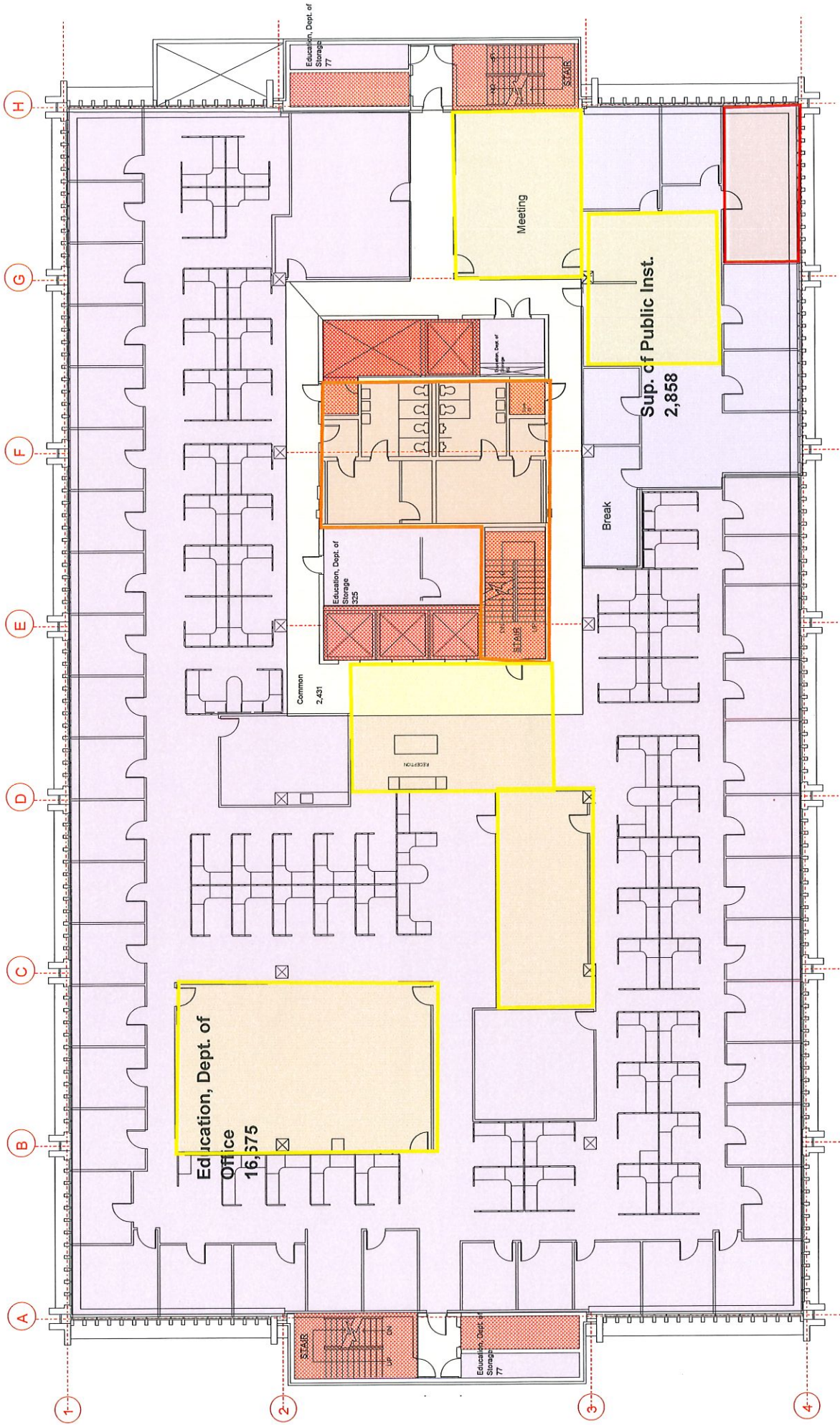
The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The State reserves the right to reject any or all submittals received as a result of this request.

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. For more information, refer to the Instructions for Design Professionals & Contractors Manual found at <https://dpw.idaho.gov/docs-forms-guides/>.

Attachments:

- Exhibit A – 2nd Floor Plan of Len B. Jordan Building

End 24628 Design Professional RFQ



LBJ SECOND FLOOR PLAN

- Phase 1 Work - Not included in Phase 2 Scope
- Executive Office to Remain As Is
- Core Area, Recently Remodeled - Not included in Phase 2 Scope
- Proposed Phase 2 Scope

