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Administrator


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

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**August 5, 2024**

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: ARCHITECTURAL FIRMS

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24062 (RFQ Second Issue)  
IDOC: Unit 2 & School Restroom Remodel, NICI  
North Idaho Correctional Institution  
Idaho Department of Correction (IDOC)  
Cottonwood, Idaho

Statements of Qualifications (SOQ) submittal packages in response to this RFQ 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 3:00 p.m., Mountain Time Zone, on Thursday, September 5, 2024**, for furnishing Architectural Professional Services to the State of Idaho.

Questions that arise because of this Request for Qualifications should be addressed to:

Gary Groff, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1919  
[gary.groff@adm.idaho.gov](mailto:gary.groff@adm.idaho.gov)

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal. Only answers contained in the formal written Addenda will be binding.

Funding for the project is from 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 Architectural 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 Agency, and the Architectural Professional team.

## DESCRIPTION OF PROJECT

The Project is located at the Northern Idaho Correctional Institution, 236 Radar Road, Cottonwood, Idaho 83522 which is West of Cottonwood. Cottonwood is located on Highway 95 Northwest of Grangeville, Idaho.

The Scope of Work includes Remodeling Restrooms/Shower combinations in Housing Unit #2 and Remodeling a Restroom in the School.

- Unit #2, a two-floor housing unit, has a total of 4 Restrooms and Shower Combinations. Two (2) Restroom /Shower combinations are upstairs and two (2) are Downstairs. They do not meet PREA standards in their current condition and configuration.
- The School Restroom is outdated and has the original 1950 layout. The Restroom fixtures are outdated and at the end of their useful life. Over the years, existing use and multiple backups have caused the floor to deteriorate. The Restroom is unsanitary and is considered a health risk.
- This Project is intended to completely Remodel the Restroom/Shower in Unit #2 and a Restroom in the NICI School. The remodels would include possible floor structure replacement, flooring, new walls and paint, lights, ventilation, plumbing fixtures, and accessories. Some walls may need to be reconfigured for say piping chases with a new layout for functionality and PREA compliance. There may be some abatement involved.

Attachment **Exhibit A** includes floor plans of Housing Unit #2 and the School. **Exhibit B** includes photographs of Unit #2 Restrooms/Shower and the School Restroom.

## REQUIRED SERVICES

The State is requesting proposals for complete design services including administration during construction. The Scope of Services will include 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 **\$1,700,000** has been established with an Overall Budget of **\$2,128,000**. 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 Architectural Professional and required consultants must be licensed to practice in the State of Idaho for their specific disciplines. The Architect who will be supervising all architectural services must be identified and license number provided

The Architectural 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 manual, 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 Design progress. Such monthly meetings will provide specific accomplishments related to the completion of the Design for 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, one (1) presentation to the Permanent Building Fund Advisory Council (PBFAC).

### **STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT**

The proposal will be evaluated based on the following Criteria and associated Points:

**A. Cover Letter, 0 points** A cover letter is not required but can be used as an introductory statement.

**B. Design Professional's Organization, 15 points maximum:**

Provide the following Information

1. General Information – Organization Name, Primary Office Address, Office Telephone, Primary Contact, Contact Telephone, Address, and Email. (0-2 points)
2. Type of Organization – The Design Professional's Organization is a, List All Officers / Partners, and Tax ID. (0-1 point)
3. Information about the Organization – Office Location(s), Date Organization was established, and Organizations History. Include number of Staff, their classifications and time with the Organization. (0-10 points)
4. Anticipated Subconsultants – Provide Organization names and key personnel anticipated for Subconsultants. (0-2 points)

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 SOQ submittal.

**C. Team Member Qualifications: 20 points maximum:**

Provide specific qualifications for the Primary Design Professional. The points for this criterion are based on the Primary Design Professionals expertise and relevant project experience.

1. Specific Staff Qualification(s) - Identify the proposed key staff members and include qualifications, experience, education, licenses, and projects that they have been involved with

recently. Describe who will perform the various tasks, their amount of involvement, roles, and responsibilities. DPW Projects will earn extra points. (1-10 points)

2. Relevant Project Examples - Identify with photos at least five (5) relevant Projects that the firm has completed. Include the project name, client's name, location, date completed, along with a brief description. Projects that are detention facilities and/or similar in scope to the described project are preferable and desired. (0-10 points)

**D. Technical Approach to Project, 30 points maximum:** Describe your team's approach to the project for the following items:

1. Statement of approach to the Specific Project. The Complex was constructed in the 1950s and has gone through several remodels. Design considerations of an aging structure and how to identify deterioration of the spaces. PREA compliance approach. (0-20 Points)
2. Project challenges, opportunities and suggested solutions. (0-10 points)

For the printed SOQ, the Overall Approach to the Project is limited to two (2) pages if printed on one side.

**E. Format, 5 points maximum:** To assist in the evaluation, it is desirable to format the submittal like the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project. (0-5 points)

## **SUBMITTAL REQUIREMENTS**

Submit five (5) bound copies of the submittal, include one USB drive containing a PDF of the submittal. In your SOQ include the email address of the primary contact person, phone number, and office address. **Failure to provide this information may result in the proposal being nonresponsive**

## **EVALUATION, INITIAL RANKING**

A selection committee consisting of two (2) representatives from DPW, two (2) representatives from Idaho Department of Correction, and one (1) independent Design Professional will evaluate and rank the firms' submittals. The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. The initial ranking criteria will be weighted according to the following:

<b>Initial Ranking, SOQ Point Scoring</b>		
	<b>Criteria</b>	<b>Maximum Possible Points</b>
A	Cover Letter	0
B	Design Professional's Organization	15
C	Team Member's Qualifications	20
D	Technical Approach to Project	30
E	Format	5
<b>Max SOQ Total</b>		<b>70</b>

The names of all firms submitting 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 the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process.

### **INTERVIEW PROCESS AND FINAL RANKING**

If interviews are held, selected teams will be notified as to time, place, and content of the interview. The ranking process is accomplished in 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. Questions to be addressed during the interview will be provided during the interview to the selected firms.

After interviewing the selected candidates, the evaluation committee will provide scores to be added to the submittal scores to determine the final scores

### **PROPOSED DATES**

Receive RFQ Submittals	September 5, 2024 – DPW Boise Office
Oral Interviews	Tentatively September 17, 2024 – DPW Lewiston Office
PBFAC Selection Approval	October 1, 2024, - PBFAC Meeting
Negotiate Contract	October 2024
Final Construction Documents	March 2025
Substantial Completion	December 2025

When negotiating a Professional Services Agreement (PSA) due to the location of the Project site the Design Professional's services for Construction Administration will be on a Time and Material basis with an initial Not to Exceed.

### **SELECTION**

The State will attempt to select a firm at the next scheduled PBFAC 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 the latest DPW Professional Services Agreement.

The State reserves the right to reject any or all proposals received because 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 based on submittals resulting from this request and subsequent interviews and the associated ranking criteria noted above.

Attachments:

- **Exhibit A**, Floor plans of Housing Unit #2 and the School.
- **Exhibit B**, Photographs of Unit #2 Restrooms/Shower, and the School Restroom.

**End 24062 Design Professional RFQ**

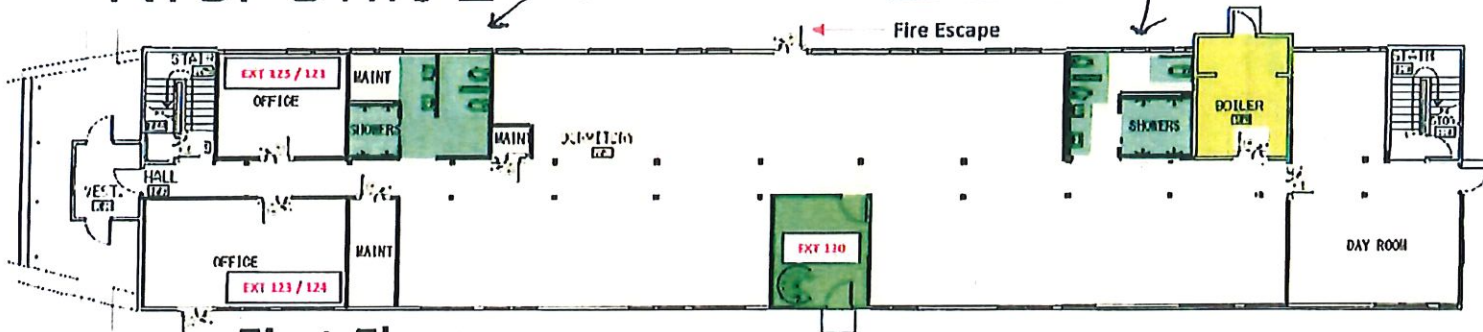
# EXHIBIT A

## Unit #2 Floor Plans

### NICI Unit 2

Flr 1 - west restroom

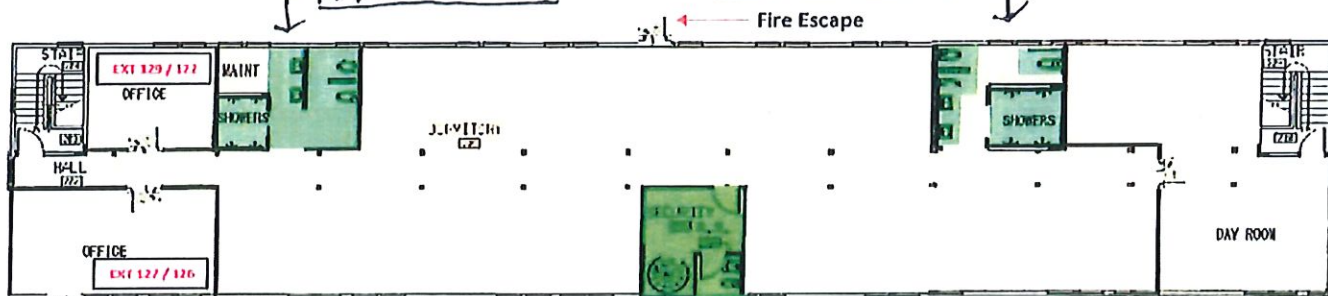
Flr 1 - east restroom



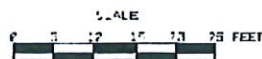
• First Floor

Flr 2 - west restroom

Flr 2 - east restroom



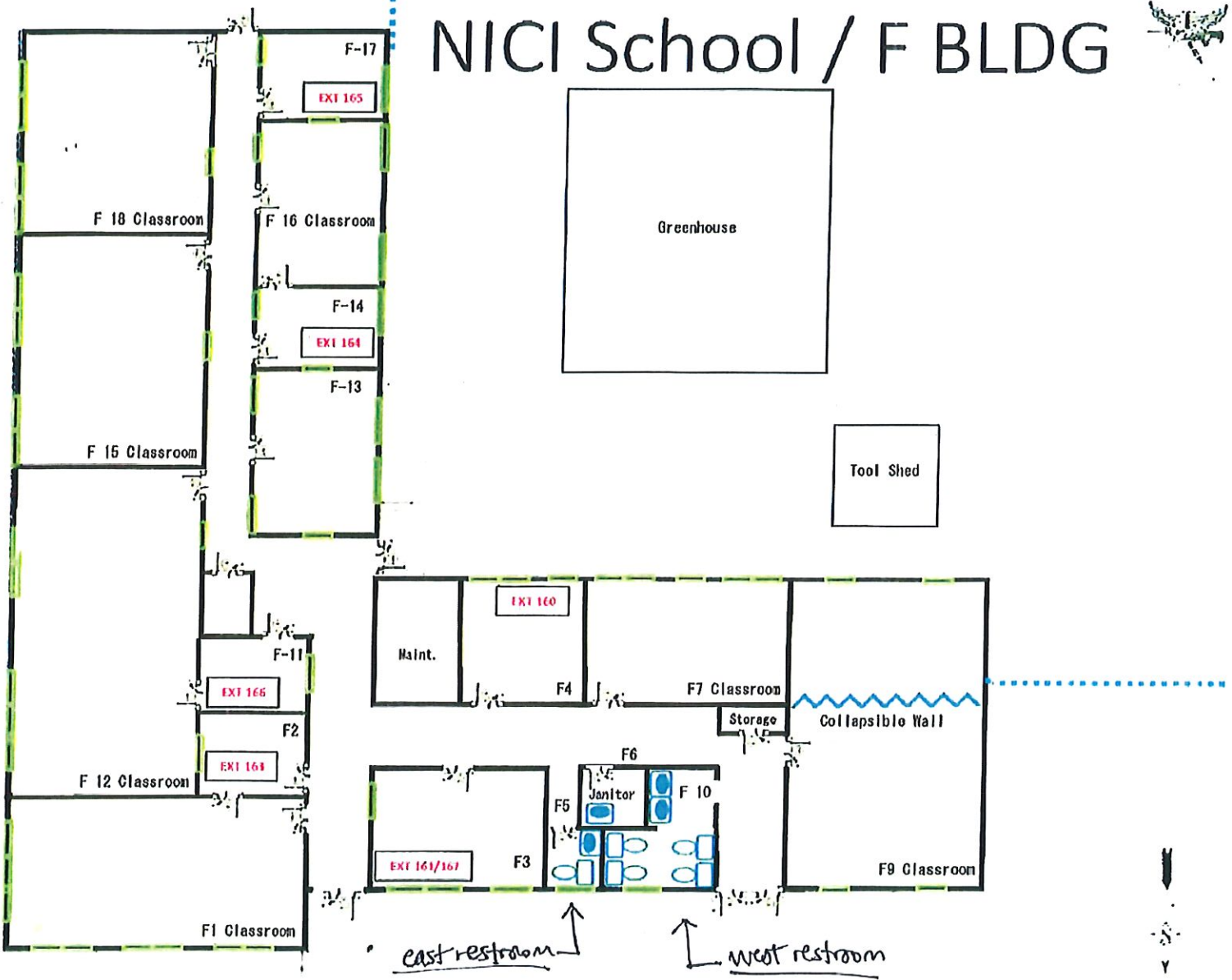
Second Floor



# EXHIBIT A

## School Floor Plan

### NICI School / F BLDG





## EXHIBIT B

### Unit 2 Restroom- Showers 1<sup>st</sup> Floor East



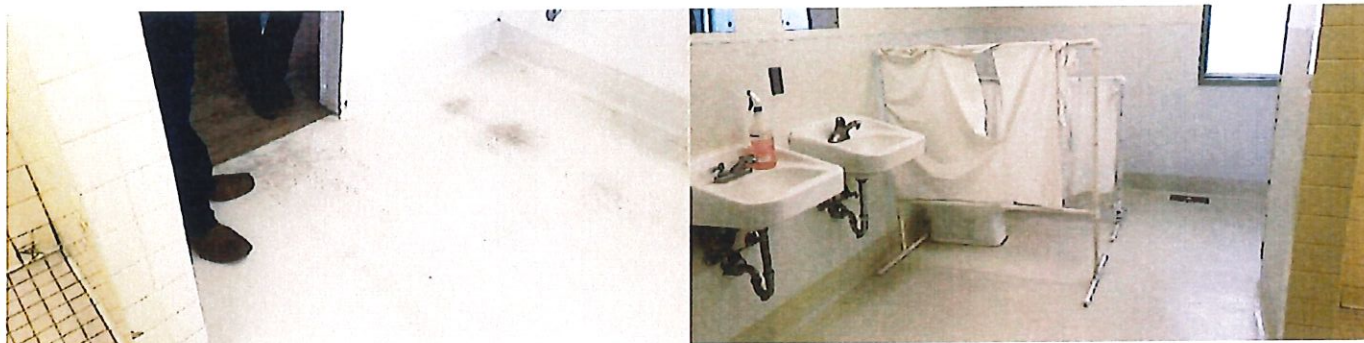
## EXHIBIT B

### Unit 2 Restroom- Showers 1st Floor West



## EXHIBIT B

### Unit 2 Restroom- Showers 2<sup>nd</sup> Floor East



## EXHIBIT B

### Unit 2 Restroom- Showers 2<sup>nd</sup> Floor West



## EXHIBIT B

### School Restroom East



## EXHIBIT B

### School Restroom West

