



BRAD LITTLE
Governor
KEITH REYNOLDS
Director
PAT DONALDSON
Administrator


State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
Boise, ID 83720-0072
Telephone (208) 332-1900
www.dpw.idaho.gov

July 31, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: DESIGN PROFESSIONALS

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24571
ITD: Renovate Admin H.Q. Office, State Street
Survey/Evaluation of Main Headquarters Building
Idaho Transportation Department (ITD)
Boise, 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 **2:00 p.m., Mountain Time Zone, on Thursday, September 12, 2024**, for furnishing Design Professional Services to the State of Idaho.

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

Kelly Berard, Sr. Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1938
kelly.berard@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.

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 Agency, and the Design Professional team.

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 material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this Request for Qualifications.

Pursuit to Title 54, Chapter 3 of Idaho Code, The Design Professional shall specifically identify an individual architect licensed in the state of Idaho who will supervise all architectural services contained in this Request for Qualifications. The Design Professionals license number must be provided.

DPW reserves the right to investigate financial responsibility and past project management for design firm and/or consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors or design professionals and/or consultants that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of the Statements of Qualifications submittal.

DESCRIPTION OF PROJECT

The Project is for the Idaho Transportation Department (ITD) former headquarters facility, located at 3311 W. State Street, Boise, Idaho 83703. Built in 1958-1961, the building was headquarters for ITD until January of 2022, when a leak in the mechanical penthouse over the New Years holiday weekend led to a catastrophic flood. The flood damaged critical infrastructure, various work areas on four of the five floors of the building and disturbed a significant amount of asbestos containing material within the structure. This event forced the Agency to vacate the building and it has remained unoccupied for two years.

The scope of this project is to conduct a detailed survey of the existing 3-story, 102,000 S.F. structure, infrastructure, equipment, the utilities that serve it and the surrounding area. This effort will inform the scope of necessary construction activity and rough order of magnitude cost required to rehabilitate and reoccupy the structure.

REQUIRED SERVICES

- 1) Provide an evaluation of construction activity and the estimated cost required to return current employees to the building as it exists. There are approximately 493 current staff members.
- 2) Provide an evaluation of construction activity and estimated cost required to completely upgrade and remodel the building to accommodate long term residency.

- 3) Survey of the existing building conditions should include, but not be limited to architectural, energy and building envelope, mechanical, electrical, plumbing, elevator systems, controls, and civil engineering services for site grounds, irrigation, storm water and existing well evaluation.

At the time of submittal, the Design Professional and required consultants must be licensed to practice in the State of Idaho for their specific disciplines. The Design Professional who will be supervising all design services must be identified and license number provided.

Upon evaluation of the survey and anticipated costs, the successful team could be retained to complete design services for the project, including administration during construction. The Scope of Services shall be in accordance with DPW's Professional Services Agreement (PSA). A Construction Manager/General Contractor (CM/GC) may be selected during the design phase. The design team will be responsible for coordination with the CM/CG, if one is incorporated into the project.

An Overall Budget of **\$32,500,000** has been established for this project. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

Mylars of the original building plans exist as well as a collection of CAD documents and surveys collected over the years and would be made available to the successful team.

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 manual, schedules, cost estimates, closeout documents, etc.

The Design Professional will be required to meet regularly with the DPW Project Manager for the purpose of providing a verbal and written report regarding the evaluation progress. Such meetings will provide specific accomplishments related to the completion of the 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, two (2) presentations to the Permanent Building Fund Advisory Council (PBFAC).

The Design Professional will be required to incorporate ITD and State design standards throughout the project.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

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

Cover Sheet: Include a cover sheet, on one (1) single sided page. Include the following information:

1. Organization Name and Primary Office Address
2. Name and Title of the Primary Point of Contact
 - a. Primary Point of Contact Telephone number (include area code)
 - b. Primary Point of Contact Mailing Address
 - c. Primary Point of Contact Email Address

The primary point of contact provided will be notified of all shortlist rankings (if interviews are required), schedule updates, final rankings, and general Request for Qualifications information. **Failure to include this element may result in your team being found non-responsive.**

A. Basic Qualifications: Include a summary of your firms' basic qualifications that is no greater than one (1) single sided page in length. Include the following elements:

1. Type of Organization (1 Point)
 - a. The Design Professional's Organization
 - b. List All Officers / Partners
 - c. Provide Tax ID #
2. Information about the Organization (0-3 Points)
 - a. Office Location(s)
 - b. Date Organization was established
 - c. Organizations History
 - d. Classification, number of staff and average time staff has worked with organization
3. Anticipated Subconsultants (0-5 Points)
 - a. Provide organization names and key personnel anticipated to provide services for all disciplines associated with the building survey and condition assessment.
 - b. Identify personnel responsible for cost estimating.

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.

B. Team Member Qualifications: Provide a description of the firm's individual team members' experience and qualifications with projects of this type. Only include members who would presumptively be assigned to this project. Limited to one (1) double sided or two (2) single sided pages.

1. Summary of Qualifications. Include:
 - a. Building Survey and Condition Assessment experience. (0-8 Points)
 - b. Campus Infrastructure Survey & Assessment experience. (0-5 Points)

- c. Describe who will perform the various tasks, their amount of involvement, specific roles, and responsibilities. (0-5 Points)

C. Approach to Project: Describe the firm's approach to the project for the following items. Limit to two (2) pages, two single sided or one double sided.

1. Understanding of the project scope and evaluation needs, as outlined in the **DESCRIPTION OF PROJECT**. (0-8 Points)
2. Design considerations of an aging structure and identification of deterioration of existing spaces and equipment. (0-8 Points)
3. Evaluation of project challenges and opportunities. (0-8 Points)
4. Demonstrate the firm's ability to effectively present findings to senior level leadership groups. (0-6 Points)

D. Project Examples: Provide four (4) examples of similar or relevant Projects that the firm has been involved with or completed. Include the following information for each example: (0-8 Points)

1. Project name and the names of the team members who completed the project.
2. A summary of the project.
3. Project Owner, location, project timeframe.

E. Format: To assist in the evaluation of the SOQ, it is desirable to format the submittal like the headings listed above. The submittals should be clear and to the point, following the page length guidelines provided. (0-5 Points)

EVALUATION, RANKING & INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the Agency, and one (1) independent Professional will review and score the SOQ submittals. The committee will rank the teams based on the SOQ scores. The table below is the point range for the selection committee's evaluation for each SOQ submittal:

| Initial Ranking, SOQ Point Scoring | | |
|---|------------------------------|--------------------------------|
| | Criteria | Maximum Possible Points |
| A | Basic Qualifications | 9 |
| B | Team Member's Qualifications | 18 |
| C | Approach to Project | 30 |
| D | Project Examples | 8 |
| E | Format | 5 |
| Max SOQ Total | | 70 |

If interviews are held, the top ranked teams will be notified as to time, place, and content of the interview. The maximum points for the interview, if required, will be 30 points. If interviews are conducted, the written and the interview points will be combined for a final total score.

SUBMITTAL REQUIREMENTS

Submit five (5) bound copies of the submittal; include one USB drive containing a PDF of the submittal.

PROPOSED DATES

| | |
|-----------------------------|---|
| Existing Site/Building Tour | August 14, 2024 @ 2pm Location: 3311 W. State Street, Boise, Idaho 83703 |
| Receive RFQ Submittals | September 12, 2024 – DPW Boise Office |
| Oral Interviews | Tentatively September 26 - 30, 2024 |
| PBFAC Selection Approval | October 2, 2024, - PBFAC Meeting |
| Negotiate Contract | October 2024 |
| Building Survey | October - November 2024 |
| Final Deliverable | December 2024 |

SELECTION

The State will attempt to select a firm for presentation to the PBFAC by the October 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 (PSA).

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, if required. The State reserves the right to reject any or all proposals received because of this request.

Attachments to this RFQ include:

Exhibit A – Existing Architectural Floor Plans and General Campus Site Plan

Exhibit B – Alta Survey dated 04-19-2023

Exhibit C - DPW Project 20910, Asbestos Survey and Assessment Report. February 2021

Exhibit D – Limited Asbestos Sampling Report, January 2022

End 24571 Design Professional RFQ