



BRAD LITTLE
Governor
STEVEN BAILEY
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

September 25, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design-Build Teams

BSM FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 25111
Bus Storage Barn
Idaho Educational Services for the Deaf and the Blind (IESDB)
Gooding, 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 3:00 p.m., Mountain Standard Time Zone, on October 18, 2024, for furnishing Design-Build services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Nicole Gallaher, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1911
Nicole.Gallaher@adm.idaho.gov

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-Build 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-Build team.

The Design-Builder 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.

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.

DPW reserves the right to investigate the financial responsibility and past project management for the design-builder 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 RFQ submittal.

DESCRIPTION OF PROJECT

Project Site: The proposed site is located on the eastern edge of the Idaho School for the Deaf and Blind (ISBD) campus. See Exhibit A for exact location on the campus.

Project Description: The scope of the project is to plan, design, and construct a new bus storage barn for the ISDB. The campus currently does not have covered parking for the school buses. In the winter this has resulted in buses taking a long time warm up and often still being cold as students are picked up in the morning. This bus storage barn will allow buses to take less time to warm up and provide a covered location for maintenance and cleaning.

The new facility will include, but not limited to the following features and services:

- Covered parking for 7 school buses (longest bus is 45')
- 1 storage bay for 2 trailers (24' long each)
- 1 bus wash bay for full size bus
- 1 Unisex restroom
- Conditioned space as desired
- Expand roadway to connect the new facility to the existing parking lot
- Exterior lighting
- All utilities required to support building functions

REQUIRED SERVICES

The State is requesting proposals for a Design-Build team who will work closely and in harmony with DPW and IESDB and be proactive with the design and construction processes (design phases, Division of Occupational and Professional Licenses plan reviews/permitting, identify long lead items). The Design-Build team will be required to provide all services as per the standard DPW Design-Build Agreement and be licensed as required for the design and construction work.

A total project budget of **\$1,000,000.00** has been established. Budget includes costs for design fees for designing the project, plan review, permitting fees, surveying, testing, construction, and construction contingency. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design-Build team is required to provide Programming, Schematic Design, Design Development, Construction Documents, approvals by authorities having jurisdiction, and Construction Administration. The design team members shall be licensed to practice in the State of Idaho for their specific disciplines.

The Design-Build team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design-Build team 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, etc.

The Design-Build team will be required to meet, at a minimum, monthly with the DPW Project Manager for the purpose of providing a written report regarding the previous month's progress. Such monthly meetings will include schedule, funds expended in the completion of the project and specific milestones related to the completion of the project.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

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

1. Your firm's Name and Location
2. Name and title of the Primary Point of Contact
 - a. Primary Point of Contact Phone Number (including area code)
 - b. 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 Qualification information. **Failure to include this element may result in your firm being found non-responsive.**

- A. Basic Qualifications:** Include a summary of the design-build firm's (include Architect and Construction if separate) basic qualifications that is no greater than one (1) single sided page in length. Include the following element:
 1. List the architect, registered in the state of Idaho, who will supervise all architectural services contained within this project. Include the License Number.
- B. Team Member Qualifications:** Provide a description of the design-build team's members who will be expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement (pre-construction and during construction) and responsibilities, their qualifications, and relevant special expertise. Limit to two (2) pages, two single sided or one double-sided.
- C. Approach to Project:** Describe the design-build team's understanding and approach for the following items. Limit to two (2) pages, two single sided or one double-sided.

1. Understanding of DPW processes, as outlined in **REQUIRED SERVICES**.
2. Include a statement of your approach to this specific project including design philosophy and understanding of scope.
3. Evaluation of project challenges and opportunities.

D. Project Examples: Provide four (4) examples of similar or relevant projects that the design-build team members have been involved with or completed. Limit to one (1) single-sided page per example. Include the following information for each example:

1. Project name, and the names of the team members that were involved with the project. If the team members are the same as in section B (**Team Member Qualifications**), more points will be awarded.
2. A summary of the project
3. Location, project owner, and time frame

E. Format: To assist the SOQ evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point, following the page length guidelines provided.

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent professional will rank the submittals. The committee will rank the teams based on the SOQ scores. The table below is the point range for selection committee’s evaluation for each SOQ.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	6
B	Team Member Qualifications	20
C	Design Approach	23
D	Project Examples	16
E	Format	5
	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 two (2) copies of the submittal; include one USB drive containing a PDF of the submittal.

PROPOSED DATES:

Receive RFQ Submittals	October 18, 2024
Oral Interviews	Week of November 18, 2024
PBFAC Selection Approval	December 3, 2024
Negotiate Contract	December 2024

SELECTION

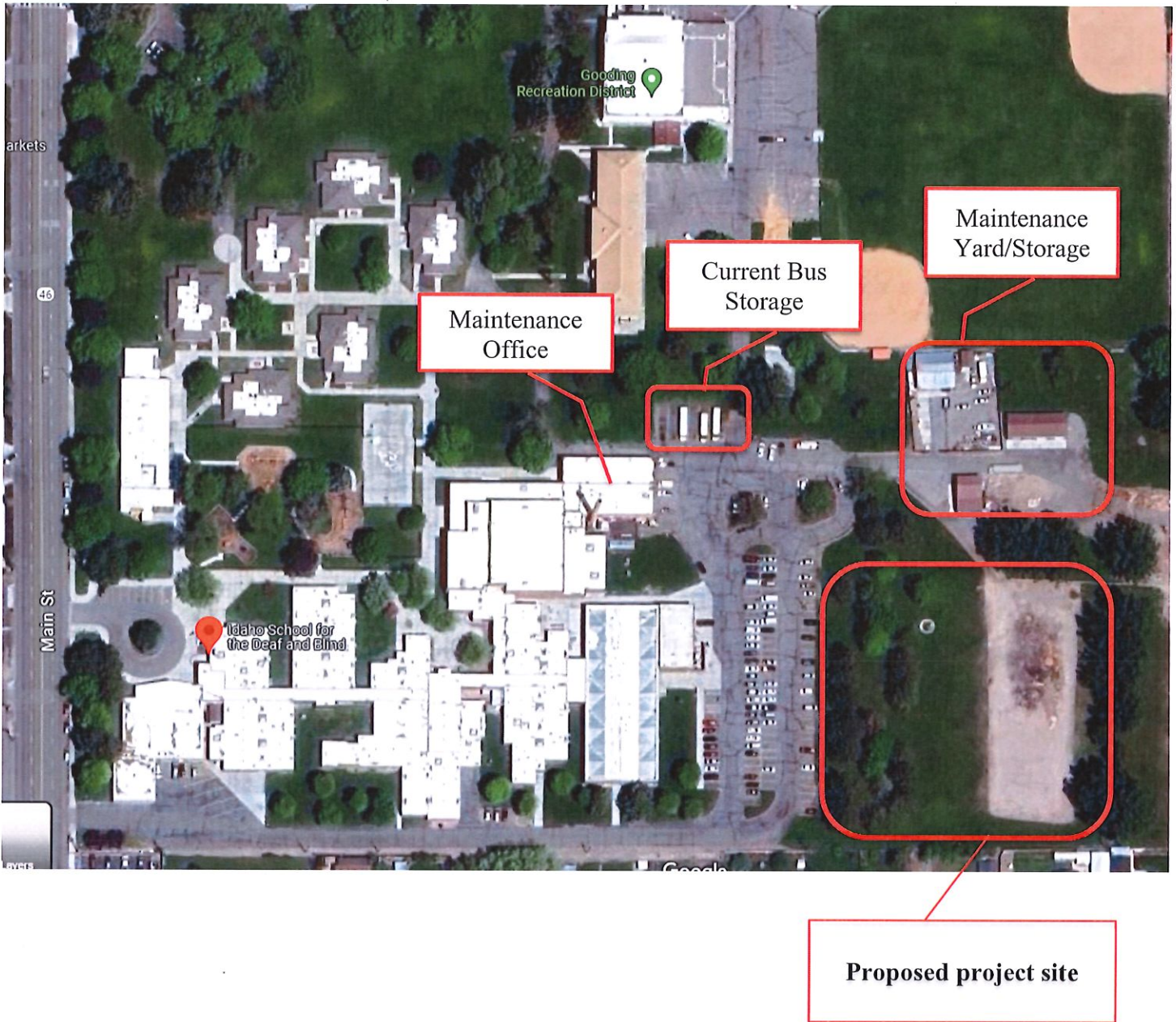
The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

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 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, if required.

End 25111 Design Professional RFQ

Exhibit A – Project Site



Design-Build RFQ: Bus Storage Barn, Gooding, Idaho

Evaluator No. _____

DPW Proj No: 25111
Agency IESDB

Proposing Firm: _____
Total Score: 0

SOQ Evaluation

Topic	Item #	Description	Criteria	Point Range	Points Awarded	Page Reference(s)	Comments
Cover Sheet	1	Cover Sheet	Responder has provided a cover sheet that provides an introduction to the design team and their backgrounds. Must include 1 primary point of contact with phone number and email.	Yes/No			
			Criteria Provided info regarding the firm(s) size, history, location, personnel and their disciplines. Architect is registered in Idaho and License Number is provided.	Point Range 0-6	Points Awarded	Page Reference(s)	Comments
A. Basic Qualifications - 6 points max.							
1 Basic qualifications							
Scoring Criteria:							
1 point = Did not provide complete response to size, personnel, or disciplines.							
3 points = Provided some information.							
6 points = Provided all information. Confident firm staff and expertise is capable of completing the project.							
B. Team Member Qualifications - 20 points max.							
1 Specific Staff Qualifications							
Scoring Criteria:							
0 points = Only listed staff names, no other information provided.							
8 points = Vaguely described staff qualification, no mention of division of task.							
12 points = Briefly described staff qualifications but there are questions about who is responsible for tasks.							
20 points = Entire team is clearly identified and well presented. Layout who will be responsible for each task.							

C. Approach to Project - 23 points max.		Criteria	Point Range	Points Awarded	Page Reference(s)	Comments
1	Knowledge of DPW's design and construction process	Programming, Schematic Design, Design Development, Construction Documents, PBFAC presentation, construction administration, and closeout are mentioned. Mentions the Design-Builder will be required to upload all documents to DPW's web based project management system. Projectmates. Mentions the Design-Builder will be required to meet monthly with the Project Manager.	0-7			
2	Overall approach to project and understanding of the project	Does the Design-Builder provide an approach to the project and demonstrate a clear understanding of the project as described in the RFQ?	0-2			
3	Evaluation of project challenges and opportunities	Does the Design-Builder recognize potential challenges and opportunities to the proposed project?	0-6			
Items 2-3 Scoring Criteria: 0 points = Design-Builder did not present their understanding of the item listed. 6 points = Design-Builder clearly demonstrated their understanding of the item listed.						
D. Examples of Work - 16 points max.		Criteria	Point Range	Points Awarded	Page Reference(s)	Comments
1	Prior Project Examples	Provide four (4) examples that are similar or relevant projects that the design-build team members have been involved in. Include project name, team members that completed the project, summary, location, project owner, sq ft, construction cost, completion date. Each example project is worth 4 points max. Example 1 Example 2 Example 3 Example 4	0-16	--		
Scoring Criteria: 0 points = No examples provided, or, examples are not relevant to the proposed project type. 2 point for each example that is similar to the proposed project type. 4 points for each example that similar in scope, scale, includes team members from section B, and a State of Idaho project.						
E. Format - 5 points max.		Criteria	Point Range	Points Awarded	Page Reference(s)	Comments
1	Submittals are formatted similar to RFQ and concise	Followed formatting requested in the RFQ.	0-5			
Scoring Criteria: 0 points = Format and content was difficult to understand 2 points = Multiple sections exceed length requirements 5 points = Followed format, content was clear and concise. All page length requirements were met.						