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

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[www.dpw.idaho.gov](http://www.dpw.idaho.gov)

**October 31, 2024**

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professionals

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 21659  
College of Tech Annex A Building  
Idaho State University  
Pocatello, 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 **2:00 p.m., Mountain Time Zone, on Thursday, December 12, 2024**, for furnishing Design Professional services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Darius Elison, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 850-3892  
[Darius.Elison@adm.idaho.gov](mailto:Darius.Elison@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 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 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 Statement of Qualifications submittal.

## **DESCRIPTION OF PROJECT**

### **Project Background and Description**

Idaho State University, College of Technology Programs have been a pivotal part of the school's ability to provide specialized learning in a variety of different fields. The programs include Engineering Technology and encompasses Civil Engineering, Surveying, and Geomatics. The current program space is inadequate for labs and equipment purchased for research and testing. These programs are currently located in the Vocational Arts Building which is scheduled to be replaced as a part of the ISU campus master plan.

The new lab facility will be listed as Annex A and is to be a part of the expansion to the Eames Complex area, located at 1999 Alvin Ricken Dr. Pocatello, ID 83201. The new 4,000 sq. ft. building will be located at the North end of the Eames Complex parking lot and will house equipment for Surveying and Geomatics, as well as Aggregate, Concrete, and Asphalt testing. The intention is to be able to have space for student education and professional continuing education and re certification.

The new building will be designed specifically for lab space and testing equipment, as well as offices and classroom space. The testing equipment moving to Annex A will include Geomatic equipment, Aggregate sifters, Concrete and Asphalt testing machines. The equipment will need a reinforced concrete slab, overhead door for forklifts, and special consideration for equipment's electrical and ventilation requirements. The current total project budget is \$1,103,994.00, which includes all design, construction, contingency, and all other associated projects costs.

## REQUIRED SERVICES

The State is requesting proposals for complete design services. The design team will be responsible for programming, schematic design, design development, construction documents, construction administration, and closeout. A CM/GC may be selected at the end of the programming phase. The design team will be responsible for coordination with the CM/GC, if one is incorporated into the project.

At the time of submittal, the Design Professional and required consultants must be properly licensed to practice in the State of Idaho for their specific disciplines.

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, etc.

The Design Professional will be required to meet monthly with the DPW 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 develop all necessary presentation materials for, at minimum, two (2) presentations to the Permanent Building Fund Advisory Council.

The Design Professional will be required to incorporate ISU design standards throughout the project.

## STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

**Cover Letter: (2 points)** - Include a cover letter, on one (1) single sided page. Include the following elements:

1. Your firm's Name and Address
2. Name and Title of the Primary Point of Contact
  - A. Primary Point of Contact Phone number
  - 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: (8 Points)** - Include a summary of your firm's basic qualifications that is no greater than one (1) single sided page in length. Include the following elements:

1. Type of Organization
  - a. The History and Size of the Organization
  - b. Personnel anticipated to work on this project and their role
  - c. Experience and expertise of personnel relating to the scope

2. Licensed Design Professionals

- a. List the Architect(s), Mechanical & Electrical Engineers, registered in the state of Idaho, who will supervise all design services as well as be part of the Design Team. Include the License Number

**B. Team Member Qualifications: (10 Points)** - Provide a description of the firm's individual team members' qualifications. Only include members who would presumptively be assigned to this project. List all Sub Consultants including the Architect(s), project manager, and supervising Mechanical & Electrical Engineer. Limit to one (1) double sided or two (2) single sided pages.

- A. Team members identified that will be assigned to working on this project
  - a. Described entire Team, including their roles and responsibilities
  - b. List education and relevant experience for each team member
- B. Anticipated Sub Consultants working on this project
  - a. List all Sub Consultants, their roles, involvement, and responsibilities
  - b. List education and relevant experience for each Sub Consultant

**C. Design Approach: (26 Points)** - Describe your team's understanding and approach for the following items. Limit to two (2) pages, two single sided or one double-sided.

1. DPW's design process programming, schematic design, design development, construction documents, construction administration, and closeout
2. The Design Professional will be required to upload all documents to DPW's cloud-based project management system. (Projectmates)
3. The Design Professional will be required to meet monthly with the Project Manager
4. The Design Professional shall develop all necessary presentation materials for, at minimum, two (2) presentations to the Permanent Building Fund Advisory Council
5. The Design Professional will be required to incorporate Agency design standards throughout the project
6. Design and Construction Schedule
7. List design ideas for a cost-effective building structure

**D. Project Examples: (28 Points)** - Provide four (4) project examples of similar or relevant projects your firm has completed. Each example should relate directly to this project's type, and scope. 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 completed the project.
2. A summary of the project and the relevance to this project.
3. Project owner, location, and description.
4. Construction cost and the timeline through completion.

**E. Format: (6 Points)** To assist the SOQ evaluation, 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.

If the information requested is not addressed in the numerical section or corresponding lettered subsection in which it is requested, points will not be awarded for those criteria.

### **EVALUATION, FINAL RANKING, INTERVIEW PROCESS**

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Design 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.

<b>Initial Ranking, Written Point Scoring</b>		
	Criteria	Maximum Possible Points
	Cover Letter	2
A	Basic Qualifications	8
B	Team Member Qualifications	10
C	Design Approach	26
D	Project Examples	28
E	Format	6
	<b>Total</b>	<b>80</b>

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 20 points. If interviews are conducted, the written and the interview points will be combined for a final total score.

### **SUBMITTAL REQUIREMENTS**

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

### **PROPOSED DATES:**

Receive RFQ Submittals	December 12, 2024
Oral Interviews	January 8, 2025
PBFAC Selection Approval	February 4, 2025
Negotiate Contract	February 2025

### **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 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, if required.

**Attachments to this RFQ include: Basic Space Requirements**