



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

October 29, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24217
Morrison Center Restroom Remodel
Boise State University (BSU)
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, by 2:00 p.m., Mountain Standard Time Zone, on **November 19, 2024** for furnishing Design Professional services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Jessica Rodriguez, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1920
Jessica.Rodriguez@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 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 RFQ submittal.

An informational meeting will be held on **Thursday, November 7** at 10am at the Morrison Center on the BSU campus in Boise, Idaho. Interested parties should meet at the main entrance on the north side of the building off of Cesar Chavez Lane, to receive a tour of the area of work, discuss scope and answer questions.

DESCRIPTION OF PROJECT

Project Background and Description

The Morrison Center for the Performing Arts at Boise State University has existing Women and Men restrooms on each of the three levels that are original to when the building was constructed in 1984. This project will remodel the lobby restrooms on all three levels, approximately 2,500 square feet total. This project will increase restroom capacity, provide adequate ADA accommodations, and add a single use Family/ADA restroom and Nursing room.

The Morrison Center has become a major destination for arts and culture, annually hosting hundreds of live entertainment and arts education offerings that serve patrons of all ages, students and the general public. Today more shows are full to capacity (2,002 seats), which makes it a challenge to accommodate the attendees use of the restrooms during intermissions. Design considerations are to be made to alleviate these challenges and consider restroom access and queuing at each level. Additional design consideration to be made towards the accessible route from auditorium to ADA compliant restrooms.

The construction of this project will need to occur in a partially occupied building and will need to accommodate the Morrison Center event schedule. In order to minimize impact to scheduled events, Construction will need to be completed during the summer months June thru August 2025

The total project budget is \$1,350,025.00, which includes all design, construction, contingency, and all other associated projects costs, such as fees, reimbursables, permits, testing and other project related expenses.

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 BSU design standards throughout the project.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

Cover Letter (2 Points Available): Include on one (1) single sided page the following elements:

1. Firm's Name, Location, and Consultant team.
2. Name and Title of the Primary Point of Contact (include no more than one)
 - 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 (8 Points Available): Include a summary of your firm's basic qualifications that is no greater than two (2) double sided pages in length. Provide basic data relative to Design Professional's team size, history, personnel, special expertise, resources available to meet the project schedule, and general information.

1. List the Architect, registered in the state of Idaho, who will supervise all architectural services contained within this project. Include the License Number.
2. List the Mechanical Engineer your firm will utilize for this project. Include the License Number for the supervising engineer.
3. List the Electrical Engineer your firm will utilize for this project. Include the License Number for the supervising engineer.

B. Team Member Qualifications (10 Points Available): List the Design Professionals and Consultants expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, education, training, and relevant special expertise.

Only include members who would presumptively be assigned to this project. Include only the Architect(s), Project Manager, Interior Designer and supervising Mechanical and Electrical Engineer. Limit to one (1) sided page per individual.

Include the following elements:

1. List five (5) Restroom projects that are relevant examples for a Performing Arts Center, and three (3) project examples where design consideration and/or elements were implemented to address circulation approaches for intermittent large occupant loads completed in the past ten (10) years by the design team.

C. Design Approach (26 Points Available): Describe your 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 and BSU processes, as outlined in Required Services.
2. Understanding of the project scope and individual program needs, as outlined in the description of project.

D. Project Examples (28 Points Available): Provide four (4) project examples your firm has completed within the past ten (10) years that were identified above in Section B. Each example should relate directly to this project's scope, type and budget. Limit to one (1) single-sided page per example. Each example should 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.
3. Location, description, project owner, and square footage.
4. Construction cost and the date of completion.

E. Format (6 Points Available): 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.

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.

Initial Ranking, Written Point Scoring		
	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
	Total	80

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.

AWARD

Based on the results of the final rankings, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

PROPOSED DATES:

Receive RFQ Submittals	November 19, 2024
Oral Interviews	December 19, 2024
PBFAC Selection Approval	January 7, 2025
Negotiate Contract	January 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 successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage.

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.

Attachment:

- Existing Morrison Center Floor Plans

End 24217 Design Professional RFQ