



State of Idaho
 Department of Administration
 Division of Public Works


BRAD LITTLE
 Governor
STEVEN BAILEY
 Director
PAT DONALDSON
 Administrator

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

October 18th, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 25072
 ISCI Unit 7 Remodel
 Idaho Department Of Correction (IDOC)
 Kuna, Idaho

BJM

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 **November 19th** for furnishing Design Professional services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

John B Parham, Project Manager
 Division of Public Works
 502 N. 4th St.
 PO Box 83720
 Boise ID 83720-0072
 (208) 332-1909
john.parham@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.

DESCRIPTION OF PROJECT

Project Background and Description

In 1981, a Federal class-action lawsuit was filed seeking redress for deficiencies in the Idaho prison system, specifically at the Idaho State Correctional Institute (*Balla v. Board of Corrections*). The claims included overcrowded conditions, staffing levels, the classification system failing to prevent violence against new prisoners, and other issues. A federal ruling mandating improvements was issued in 1984.

As part of the ongoing effort to improve the State's correctional facilities, IDOC partnered with inmate advocate groups (Vera Institute of Justice, MILPA Collective, and Arnold Ventures) to develop a concept for the housing and rehabilitation of new inmates. This concept focuses on treatment, healing, and personal growth. It seeks to break the paradigm of traditional correctional systems in order to assist and educate the offender while in custody.

This project will focus on the Unit 7 building, built in the late 60's/early 70's. The design will reduce the current housing plan from 80 beds to 40, revising the existing space to accommodate individual bedrooms instead of double bunked cells. Providing communal spaces for dining, gathering, and learning must be part of the design. Upgrades to existing lighting, plumbing, and mechanical systems will be needed. Opportunities for improving the space to allow for collaboration and mentorship should be explored as well. The successful design partner will be provided with the concept document and will be expected to cooperate with the consulting firms. A Proof-Of-Concept space in another building is currently being designed for implementation.

The construction budget for this project is **\$2,100,000.00**.

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, bidding, construction administration, and closeout.

1. Summary of qualifications. Include:
 - A. IDOC Experience (0-6 Points)
 - B. Correctional Facility Design Experience (0-4 Points)

- C. **Design Approach:** 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 IDOC processes, as outlined in Required Services (0-16 Points)
 2. Understanding of the project scope and individual program needs, as outlined in the description of project (0-10 Points)

- D. **Project Examples:** Provide four (4) project examples your firm has completed within the past five (5) years. Each example should relate directly to this project’s location, 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. (0-4 Points)
 2. A summary of the project (0-16 Points)
 3. Location, description, project owner, and square footage (0-4 Points)
 4. Construction cost and the date of completion (0-4 Points)

- 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. (0-8 Points)

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
A	Basic Qualifications	8
B	Team Member Qualifications	10
C	Design Approach	26
D	Project Examples	28
E	Format	8
	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 th , 2024
Oral Interviews	December 9 th , 2024
PBFAC Selection Approval	January 7 th , 2025
Negotiate Contract	January/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 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 25072 Design Professional RFQ