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Department of Administration
Division of Public Works

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November 29, 2024

REQUEST FOR QUALIFICATIONS

TO: Design Professionals

FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25064
East Boise Community ReEntry Center, Restroom Remodels
Idaho Department of Correction (IDOC)
Meridian, 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 December 19th, 2024, for furnishing design services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Brian Boyd, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1914
Brian.boyd@adm.idaho.gov

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

Funding for the project is from the State. 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 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.

DESCRIPTION OF PROJECT

This project is to remodel six separate existing restrooms serving the facility's residents. Scope of services will include flooring, paint, light fixtures, supplemental room ventilation, plumbing fixtures and associated accessories. Remodeled restrooms will be fully code-compliant. Scope will also include schematic design concepts, design development, construction documents, IDOPL review and approval, PBFAC review and approval, bidding assistance, and construction administration (including observation and quality assurance/quality control-QA/QC) for the facility.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of approximately \$1,300,000 has been established to include construction costs, fees, reimbursables, contingencies, and tests. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

A 'Design Professional' is any design services firm offering architectural or engineering services specific to this project. Design Professionals that are Architects, Mechanical Engineers, Electrical Engineers and Civil Engineers will be required to be licensed in the State of Idaho, for their specific disciplines, at the time of submittal of their response to this RFQ. The expectation is that the primary individual identified, for each firm, will participate in and/or have oversight over the firm's team performing the work.

The term "Primary Design Professional" refers to a design professional firm that will be the lead for the other associated design professional firms that are part of their team. The primary individual identified for that "Primary Design Professional" firm will be required to be licensed in the State of Idaho.

The Design Professional will be responsible for programming, schematic design, design development, construction documents, and 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, etc.

The Design Professional will be required to meet monthly with the 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 keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design Professional shall develop all necessary presentation materials for, at a minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A. **Cover Letter, 5 points maximum:** Provide a cover letter as an introductory statement and background for your team. **Failure to provide a cover letter may result in the proposal being nonresponsive.**

B. **Basic Qualifications, 5 points maximum:** Provide the information requested in 'Exhibit A'. Unfavorable responses to the questions in Exhibit A may be grounds for rejection of the SOQ submittal, or a reduction in points for this criterion.

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.

C. **Specific Qualifications, 30 points maximum:** Provide the specific qualifications for the proposed primary design professional and consultants. In addition to the primary design professional, it is anticipated that the following consultants will be required as part of the project team: mechanical/plumbing engineering, electrical engineering.

The maximum points for this criterion is related to the sum total for all team members. For each team member, explain their qualifications and relevant credentials that demonstrates their ability to complete this project. Include two (2) project examples for each team member. Experience designing within Department of Correction facilities may affect the score.

D. **Approach to Project, 15 points maximum:** Describe your team's approach to the project. Include the following items in your statement: 1) an understanding of the project's program, 2) potential challenges during design through construction phases, 3) quality control of design documents and construction administration, 4) cost estimating, and 5) the process you anticipate for stakeholder input and acceptance of the proposed design. Limit 'Approach to Project' to two (2) pages.

E. **Past Performance for Primary Design Professional, Reference Questionnaire, 9 points maximum:** Provide the attached reference questionnaire, Exhibit C, to three clients for whom the proposed design professional provided design services on a project with a substantial completion date in the past five years. The references are to return the completed survey directly to DPW via email to wynter.bell@adm.idaho.gov no later than December 19th, 2024.

F. **Examples of Work, 12 points maximum:** Provide renderings and/or photographs for projects that are similar to the proposed project completed in the past five years by the proposed design professional and consultants. Similar projects completed for IDOC/State of Idaho may increase the points for this criterion. The examples must be labeled with who on the team performed the work. Include with each example a brief statement as to why it was a successful project. Limit examples to four (4) total. Two examples must be for the proposed primary design professional.

G. **Format, 3 points maximum:** 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. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

SUBMITTAL

Submit five (5) copies of the submittal; include one USB drive containing a PDF of the submittal. In your SOQ cover letter, include the email address and phone number of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

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 top ranked teams will be invited for an interview; however, interviews will not be held if the gap between the top ranked team and the subsequent team(s) is greater than 25 points.

If interviews are held, selected teams will be notified as to time, place, and content of the interview.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	5
B	Basic Qualifications	5
C	Specific Qualifications	30
D	Approach to Project	15
E	Past Performance	9
F	Examples of Work	12
G	Format	3
<i>Written Total</i>		79
Presentation, Interview Point Scoring		
<i>Presentation - Interview Total</i>		21
Total Score		100

AWARD

Based on the results of the final proposals, 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
Oral Interviews
PBFAC Selection Approval
Negotiate Contract

December 19th, 2024
Tentatively the week of January 20th, 2025
February 4th, 2025 meeting
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.

Attachments:

- Exhibit A, Design Professional's Firm / Organization
- Exhibit B, Reference Questionnaire

End 25064 Design Professional RFQ

RFQ 25064 Exhibit A
DESIGN PROFESSIONAL'S FIRM / ORGANIZATION

General Information:

Name:

Primary Office Address, and other location(s):

Telephone:

Primary Contact, phone, and e-mail address:

The Design Professional Firm/Organization is a:

List all Officers / Partners:

Date Firm/Organization was established:

Idaho license numbers for Design Professionals:

Architect:

Mechanical Engineer:

Electrical Engineer:

Civil Engineer:

Total Number of Staff:

Average time staff has worked with the Firm/Organization:

Instructions to the following questions: for unfavorable responses, please provide background/reasons for the issue, and if the issue has been resolved.

1. In the past five (5) years, has the Design Professional proposed for this project had any business or professional license suspended or revoked?

2. Within the past five (5) years, indicate whether the Design Professional proposed for this project has been the subject to any bankruptcy proceeding?

3. Within the past five (5) years, has Design Professional proposed for this project been the subject of any state or federal suspension or disbarment?

***Note: Provide one completed Exhibit B form for the Primary Design Professional and each consultant proposed.**

End of Document Exhibit A

Exhibit B

Reference Questionnaire Project #25064

Design Professional Name/Firm:

Project:

Date of Substantial Completion:

Name of Reference: _____

Using the Rating Scale provided below by circling the appropriate number for each item.

- 0 Poor or Inadequate Performance
- 1 Below Average
- 2 Average
- 3 Excellent

1. Designed the project within the construction budget (minimal change orders caused by errors/omissions).
0 1 2 3
2. Ability to maintain the design schedule (completed on-time or early).
0 1 2 3
3. Quality of construction documents.
0 1 2 3
4. Professionalism and ability to manage the team.
0 1 2 3
5. Communication, explanation of risks, and documentation.
0 1 2 3
6. Ability to follow the owner's directions, rules, regulations, and requirements.
0 1 2 3
7. Overall comfort level in hiring this design professional again.
0 1 2 3

Email directly to wynter.bell@adm.idaho.gov no later than December 19th, 2024.

End of Document Exhibit B