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State of Idaho

Department of Administration

Division of Public Works

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November 19, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 25154
Thomas Jefferson Hall Envelope Repairs
Lewiston Clark State College (LCSC)
Lewiston, 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 **December 10, 2024**, for furnishing Design Professional services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Elaine Hill, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1925
Elaine.Hill@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.

An informational meeting will be held on **December 3, 2024, 11am/PT**, starting at the LCSC Physical Plant located at 538 11th Ave. Lewiston, ID 83501 and walking to Thomas Jefferson Hall to provide program clarifications and answer questions.

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.

DESCRIPTION OF PROJECT

Project Background and Description

The Thomas Jefferson Hall, Envelope Repairs project will repair / replace degraded stucco from spalling water infiltration due to weather exposure, improper construction detailing and a lack of flashing. Windows and casings will need replacement while masonry requires tuck pointing. The construction of this project is scheduled to occur during the school summer months May through August 2025.

The total project budget is \$970,000, 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 schematic design, design development, construction documents, construction administration, and closeout for the design-bid-build 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, one (1) presentations to the Permanent Building Fund Advisory Council.

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 (including 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 related to Design Professional's team size, history, personnel, special expertise and general information.

List the Architect, including Idaho license number, who will supervise all architectural services contained within this project.

B. Team Member Qualifications (10 Points Available): List the Design Professionals and any Consultants expected to accomplish the work. Describe who will perform the various tasks, the amount of involvement and responsibilities, their qualifications, education, training, and relevant expertise of detailing, specifying and construction administration. Only include members who would presumptively be assigned to this project. Include only the Architect(s), Project Manager, and detail the construction documents and providing construction administrative services. Reference "Section D: Project Examples" within your SOQ, when applicable, and the team member's role within the example. Limit to one (1) page per individual.

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 LCSC processes, as outlined in Required Services.
2. Understanding of the project scope and potential issues that need to be addressed in project.
3. Experience with the Design-Bid-Build process and how to minimize change orders.
4. Resources available to meet the project schedule.

D. Project Examples (30 Points Available / 10 per example): Each example should include the following information:

1. Project name, and the names of the team members that completed the project.
2. Project's Scope of Work.

3. Location, description, project owner, and square footage.
4. Budget, construction cost, change order percentage and the date of completion.

E. **Format (4 Points Available):** To assist the SOQ evaluation, it is desirable to format the submittal similar to the headings listed above with a minimum font size of 10 points. The submittals should be clear and to the point. Follow 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.

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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	30
E	Format	4
	SOQ 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:

Informational Meeting / LCSC Physical Plant	December 3, 2024 / 11am/PT
Receive RFQ Submittals	December 10, 2024
Oral Interviews - tentative	December 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.

End 25154 Design Professional RFQ

