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State of Idaho

Department of Administration


Division of Public Works

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11/05/24

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 25228
Plant Science Building Greenhouse Space Power & HVAC Improvements
Idaho State University (ISU)
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 3:00 p.m., Mountain Standard Time Zone, on **December 6th, 2024** 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

This project will address the HVAC systems and teaching spaces in the Plant Science Building at Idaho State University. Due to age and capacity, the building has been experiencing adverse conditions with the changing seasons. Failed components, inadequate cooling/heating, and in some cases the complete lack of an HVAC system renders some spaces unusable and hindering the use of equipment used for research and instruction.

ISU has established three (3) priorities:

- #1 will be a revamp of the building's HVAC systems, to include the greenhouses, the Growth Chamber room, the Headhouse and associated workroom, the lobby, and the classrooms.
- #2 will be improving the teaching greenhouse spaces (110, 111) and the research greenhouse spaces (112, 113). The improvements will be replacing lab benches, overhead lighting, and installation of a new filtered/automated watering system. An additional unused drying closet in workroom #104 can be reclaimed for additional space.
- #3 will be classroom improvements, to include finish updates, new and improved technology and A/V systems, and an evaluation of the installation of a center aisle in the lecture hall (114).

Contact the DPW PM for additional information, pictures, and a building floor plan.

The construction budget for this project has been set at **\$1,680,000.00**.

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, 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 sheet: Include a cover sheet, on one (1) single sided page. Include the following elements:

1. Your firm's Name and Location
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:** 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. List five (5) classroom and/or greenhouse projects completed in the past five (5) years by the design team. Indicate the proposed team members who were involved in these projects. (0-6 Points)
 2. List the architect, registered in the state of Idaho, who will be part of the design team and supervise all architectural services contained within this project. Include the License Number (1 Point)
 3. List the Mechanical Engineer your firm will utilize for this project. Include the License Number for the supervising engineer (1 Point)
- B. **Team Member Qualifications:** Provide a description of the firm's individual team members' qualifications. Only include members who would presumptively be assigned to this project. Include only the Architect(s), project manager, and supervising Mechanical Engineer. Limit to one (1) double sided or two (2) single sided pages.

1. Summary of qualifications. Include:
 - Greenhouse Design Experience (0-10 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/ISU processes, as outlined in Required Services (0-10 Points)
2. Understanding of the project scope and individual program needs, as outlined in the description of project. (0-16 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 proposed team members that completed the project. (0-4 Points)
2. A summary of the project (0-16 Points)
3. Location, description, and project owner (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	December 6 th 2024
Oral Interviews	January 14 th 2025
PBFAC Selection Approval	February 4 th 2025
Negotiate Contract	February/March 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 25228 Design Professional RFQ

