



State of Idaho
Department of Administration
Division of Public Works

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November 27, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

KB FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25230
Beckley Nursing Remodel, Tiered Classroom 209
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 **10:00 a.m.**, Mountain Standard Time Zone, on **January 7, 2025**, for providing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Nicole Cecil, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1905
nicole.cecil@adm.idaho.gov

An informational meeting and walk through of existing areas affected by the project will be held on **December 18, 2024 at 3:00 pm**. Interested parties should meet outside of the main entrance of the Beckley Nursing Building located at 600 Memorial Dr., Pocatello, ID 83201.

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.

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 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, past or current litigation, 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.

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.

DESCRIPTION OF PROJECT

The scope of work includes the remodel of a tiered auditorium classroom #209 in the Beckley Nursing Building. Fixed swivel chairs are from the 1960's and 1970's and multiple tiers with asbestos tile with mastic need to be abated. Integrated outlets need to be installed in the new table and floor system. The current capacity of the room is 72, and the current five tiers need to be reduced to as few as possible. The desire is to accommodate up to 65 students. Ideally the arrangement would include moveable tables and chairs, however, it may be necessary to have fixed chairs/desks to meet the number of students necessary. The classroom finishes will include new paint, carpet, and acoustical wall treatments.

The design team will need to complete a thorough Programming Phase. This will include vetting out options such as, moving the north wall further to increase the length of the room. This would present other complications due to the design of the building. Another issue is egress. Options could include adding an exit to the west or south exterior wall of the building with a ramp. If this is deemed a viable option, then there would be exterior site work and penetrations on the existing building.

The improved classroom must be fully equipped for distance learning for collaboration with three other sites. This includes integrated screens and microphones. Some equipment has already been acquired by the University. The nursing classes are scheduled in 3-hour blocks, so students are in room 209 throughout the day for up to 6-hour sessions. Seating will need to be as comfortable as possible. There will need to be access to power outlets during class to charge laptops and phones.

The abatement of the ceiling (fireproofing) and lighting removal is being completed as part of a separate project. However, there will be coordination between the individual projects that will be required by the design team. Abatement would still occur as part of this project timeline by a third-party contractor hired by the State for floor tiles and mastic.

The construction will take place in an occupied building. Anticipated start date for construction is January 2026.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works, is requesting proposals for complete design services. The design team will be responsible for programming, schematic design, design development, construction documents, approvals by the authorities having jurisdiction, construction administration, and closeout. The project is expected to be a traditional Design/Bid/Build delivery method. A total project budget of approximately \$1,242,839.00 has been established to include fees, reimbursables, construction, permits, contingencies, tests, other project related expenses. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

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 Owner's Project Manager, the Owner's Field Representative, ISU, and other team members 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 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.

The Design Professional will be required to follow university standards throughout the project.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A. Cover Sheet: Include one (1) single sided page with only the following information (no photos):

1. Prime firm name and the office location that will primarily serve this project.
2. Name and title of the Primary Point of Contact (include no more than one).
 - a. Primary Point of Contact phone number (include 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 the specific primary contact information may result in your firm being found non-responsive.

Please Acknowledge Addenda on the Cover Sheet if applicable.

B. Basic Qualifications: Include a summary of your firm's qualifications specific to this project type. Limit to one (1) single sided page with the following elements (no photos or resumes). Points will be deducted for missing information.

1. General company information (size, history, number of years in business, etc.).
2. Special expertise as they relate to this project type.
 - a. Short description of experience, qualifications, and training.
 - b. List public sector/government, university classroom project, projects representing tenant improvements in an occupied building, etc. with construction completed within past ten years. List no more than three examples. No further information is needed other than the name of the project, construction completion date, and which project category listed above it represents.
3. Resources available to meet the project schedule.
4. Experience working with multiple stakeholders and managing input.
5. Explanation of your design team's design process, specifically during programming.
6. List the licensed architect, registered in the State of Idaho, who will supervise all architectural services contained in within this project. Include the License Number.
7. List of firm awards specific to this project type and professional associations.

C. Team Member Qualifications: Provide a description of the team's individual qualifications. Only include members who would be assigned to this project. Limit to half page for each person. (photos are optional).

Include only the following team members (no more than 8 team members will be scored):

1. Architect.
2. Project Manager.
3. Interior Designer.
4. Mechanical/Plumbing Engineer.
5. Electrical Engineer.
6. Structural Engineer.
7. Civil Engineer.
8. Additional Project Team Member (at the team's discretion).

The following information should be included for each individual:

1. Name & title.
2. Number of years in current role
(0-2 years = 0 pts. | 3-5 years = .25 pts. | 6+ years = .5 pts)
3. Firm name and location.
4. Education and training.
5. Brief overview of their responsibilities specific to this project.
6. Brief overview of their experience related to this project.
7. Amount of their involvement.

D. Technical Approach to Project: Describe your team's understanding of and approach for the following items. Points will be deducted for missing information. Limit to two (2) single-side pages (no photos).

1. Understanding of DPW's processes, as outlined in **REQUIRED SERVICES**. Explain how your firm has used Projectmates (or similar system), guided the client through design phases, performed CA responsibilities, code compliance / IDOPL experience, presented at PBFAC (or similar), and incorporated a client's design standards.
2. Understanding of the project scope and individual program needs, as outlined in the **DESCRIPTION OF PROJECT**. Explain in your own words how your firm has completed the renovation of a tiered classroom, expanded an existing room through exterior penetration, addressed code/egress issues, technology integration, and construction in an occupied building.
3. Include your explanation of the following elements and be specific to how they apply to this project:
 - a. Challenges & Opportunities.
 - b. Alternative Concepts & Ideas you may have (concepts may be presented in sketches or drawings).
 - c. Designing within Budget.
 - d. Approach to Value Engineering.
 - e. Approach to Schedule.
 - f. Stakeholder Input.
 - g. Construction Administration.

E. Examples of Work: Provide four (4) project examples that construction has been completed within the past five (5) years. If projects represented are completed with a collaboration, please include full credit of the other firm name(s). Limit each project to one (1) single-sided page (4 total pages). Rather than providing the written information below, a video/QR code can be provided. In either case, points will be deducted for missing information.

Include the following information for each example:

1. Project name, location, square footage, and date of substantial completion of construction.
2. Project photo(s).
3. Short project summary.
4. Name(s), title, and firm name of the design team members that completed the project. If the team members are the same as in Section C - TEAM MEMBER QUALIFICATIONS, additional points will be awarded. Please identify next to the individual's name that they meet this requirement if applicable.

5. Project owner (name, current phone number and current email address). This individual may be contacted as part of the selection process.
6. Initial projected construction budget and final construction cost (include explanation of discrepancies).
7. Project #1 must meet the criteria of being public sector/government related work with an explanation of how it complies.
8. Project #2 must meet the criteria of being public sector/government related work with an explanation of how it complies.
9. Project #3 must meet the criteria of being higher education classroom(s). Include an explanation of how the project complies.
10. Project #4 must meet the criteria of a tenant improvement in an occupied building. Include an explanation of how the project complies.
11. Additional points will be awarded for projects:
 - a. Completed in the State of Idaho.
 - b. Completed for the State of Idaho Division of Public Works (DPW).

F. Format: To assist 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. Pages should be no larger than 8-1/2 x 11, single-sided, and the font size no smaller than 10 points.

If 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.

SUBMITTAL

Submit one (1) printed copy of the submittal; one (1) USB drive containing a PDF of the submittal.

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 initial ranking criteria will be weighted as indicated below and used to determine the teams selected for an interview, if deemed necessary. Interviews will not be held if the gap in points between the top ranked team and the subsequent team(s) exceeds the allowable interview points.

The ranking process is accomplished in two steps: Initial ranking based on the written submittal and final ranking based on an interview. The Selection Committee will score the written submittals based on the criteria. If interviews are conducted, the teams invited for an interview will be given content in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, then scores will be final based on the SOQ only.

The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. The names of all firms that submitted Statement of Qualifications and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process and once a contract is awarded, committee comments and evaluation scores, as well as contents of all Statement of Qualifications become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If applicable the timeframe for the teams invited for an interview is approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee’s Q&A; and 5-10 minutes for the Design Professional team’s closing comments. After interviewing the selected teams, the selection committee will rank the interviews to determine the final score.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Sheet	4
B	Basic Qualifications	10
C	Team Member Qualifications	16.5
D	Technical Approach	14
E	Examples of Work	20.5
F	Format	3
Written Total		68
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items that will be provided to the teams selected for interviews	15
	Selection Committee’s Q & A	12
	Overall Presentation	5
Interview Total		32

AWARD

Based on the results of the Statement of Qualifications and Interviews, 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 Walk-Through	December 18, 2024
Last Day for Questions	December 30, 2024
Addendum Issued (if applicable)	December 31, 2024
Receive SOQ Submittals	January 7, 2025
Oral Interviews	February 5, 2025
PBFAC Selection Approval	March 4, 2025
Negotiate Contract	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.

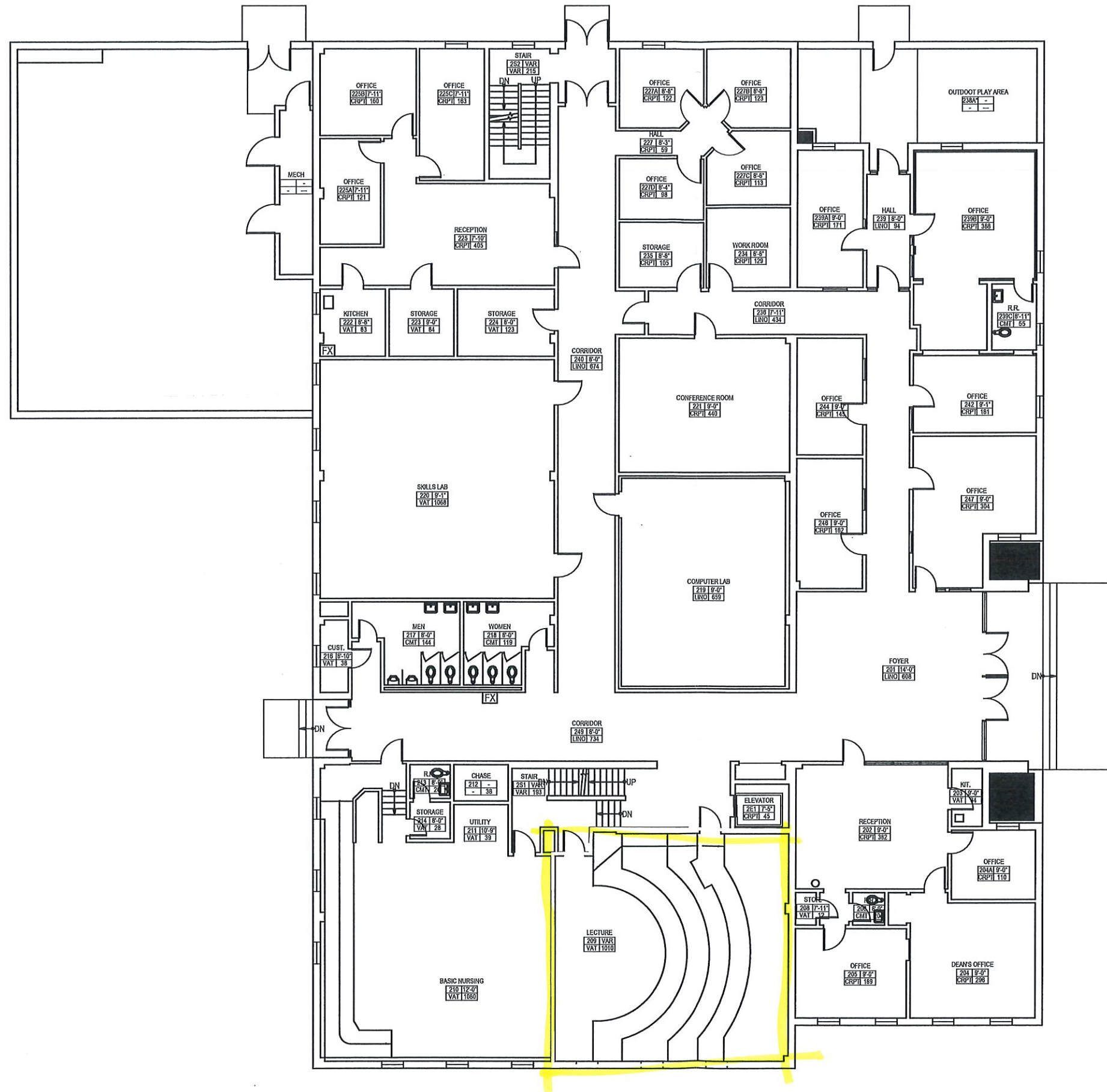
The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry 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 and associated ranking criteria noted above.

ATTACHMENTS

1. Beckley Nursing Building floor plan with classroom 209 highlighted.

End 25230 Design Professional RFQ



FACILITIES SERVICES
 "World Class Facilities
 Professionals Serving ISU
 Together
 (208) 282-4086 OFFICE
 (208) 282-4618 FAX

66 BECKLEY NURSING
 IDAHO STATE UNIVERSITY
 650 Memorial Dr

**Idaho State
 UNIVERSITY**

BUILDING NUMBER	66
LEVEL	Main
DISCIPLINE	Architecture
DRAWING SCALE	1/16" = 1'-0"
UPDATED DATE	06/12/2023