

**Request for Qualifications
DESIGN PROFESSIONAL
DPW Project #25-233**

**Idaho State University
TVAPL Lab Expansion
Meridian, ID**



Idaho State University

**ISU Health Science Center
1311 East Central Drive
Meridian, Idaho
83642**

11-20-24

Pat Donaldson, DPW Administrator



State of Idaho
Department of Administration
Division of Public Works


BRAD LITTLE
Governor
STEVEN BAILEY
Director
PAT DONALDSON
Administrator

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November 20, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 25233
TVAPL Lab Expansion
Idaho State University (ISU)
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 **1:00 p.m., Mountain Standard Time Zone, on Thursday, December 12, 2024** for furnishing Design Professional services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

John Julian, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1904
John.Julian@adm.idaho.gov

RFQ Instructions and Selection Process

The State of Idaho is requesting proposals for the selection of a Design Professional. The selection process includes written and interview scores; both scores will be combined for a total final score. Note: interviews will not be conducted if there is a difference of 30 points between the first and second ranked team's written score.

All proposing teams must be a licensed Architect Firm in the State of Idaho at the time of submitting.

The information contained in the team's submittal will be evaluated and ranked by a selection committee consisting of two

(2) persons from DPW, two (2) persons from the agency, and an independent design professional.

Written scores completed by the Selection Committee – January 03, 2025

Interviews, if needed – January 15, 2025

PBFAC Selection Approval - February 04, 2025

Negotiate Contract – February 15, 2025

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 the 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.

General Information

Funding for the project will be Idaho State University funds. 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, an individual who is included with the project team must be a licensed Design Professional licensed in the State of Idaho.

DPW reserves the right to investigate the financial responsibility for the Design Professional firm. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, past or current litigation, the Idaho Division of Occupational Licenses 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.

There will be an **Informational Meeting** for this RFQ, on **December 02, 2024** at the project site, at the **Main Entrance Lobby**, from **2:00 pm to 4:00 pm, MST**.

**ISU Meridian Health Science Center
1311 East Central Drive
Meridian, Idaho 83642**

Project Description Requirements For Lab Expansion

The project will create additional lab space to support expansion of health sciences programs, including the Idaho College of Osteopathic Medicine (ICOM). With 26 existing stations, this expansion will create a total of 40 stations and a capacity of up to 240 students (6 students/table). The project must be at **Final completion**, including commissioning, all FF&E and A/V installation, and **move-in no later than May 22, 2026 semester**.

1. Lab(s) with 14 down draft table dissection stations (16 stations is preferred).
 - a. 6' spacing between tables is preferred; minimum of 5' between tables
 - b. HVAC system must be able to maintain a negative pressure with respect to adjacent spaces
 - c. Supply and exhaust ventilation must effectively remove formaldehyde and other airborne contaminants to below allowable limits:
 - i. Formaldehyde ACGIH TVL 0.1ppm 8hr TWA for indoor air
 - ii. Formaldehyde IDEQ Acceptable Ambient Concentration 24-hr average must be less than 7.7E-02 for exhaust air
 - d. Recirculation of air is not acceptable
 - e. HVAC system must be able to achieve 20-30 total exchanges per hour via laminar flow (conditioned air delivered to the room from the ceiling and exhausted along the bottom perimeter of the lab(s))
 - f. Lab must be able to maintain internal temperatures between 55F-65F
 - g. HVAC design must include downdraft dissection stations (e.g., exhaust channel with blast gate + dissection table) in addition to laminar air flow.
 - h. Downdraft stations must be able to be turned on and off with wall switch activated pneumatic or electric blast gates as in existing lab 692. The system should be balanced in such a way that function remains normal (i.e., 20-30 total exchanges/hour via laminar flow) with no downdraft stations open, 1 downdraft station open, or all downdraft stations open
 - i. HVAC system must be fully commissioned upon completion to ensure all of the above operational parameters are met. A full report of actual test results will be provided to Owner upon commissioning.
 - j. Triango 100 Procedure/Dissection light arrays (ceiling mounted) incorporated at each station
 - k. Lab instructors must be able to see all learners in the lab from at least one location within the lab space
 - l. IT closet for IT/AV equipment and distance learning equipment should be associated in or adjacent to the lab space. Sized adequately for all associated IT/AV equipment racks and room for servicing equipment.
 - m. IT closet temperatures must be maintained at or below 75F (same temperature range as lab spaces, 55F - 65F, is acceptable)

- n. AV equipment to allow the routing of all AV sources to all displays; should match (or compatible with) current standards within existing TVAPL lab spaces
 - o. Design must include one, 55" display, Touch Panel Controller, one Mac Mini computer (to be located in IT/AV closet), and a mouse and keyboard tray/counter space for each dissection station, a 1" raceway between each display location and IT/AV closet.
 - p. To facilitate inter-lab connectivity with other TVAPL labs, and to support distance learning applications design must include:
 - i. Ceiling mounted PTZ camera(s) 4-6 (to match existing Lab 692)
 - ii. Large wall mounted display(s) (minimum 86" wall mounted display, projector screen and projector, or video wall are acceptable)
 - q. Design must include sufficient counter and cabinet space for dissection instruments and resources (e.g., anatomical models)
 - r. Design must include hand washing stations and emergency eye wash station; hands free operation of sinks is preferred (e.g., foot pedal activation)
2. Cold storage room with racking system and material lift (e.g., hand driven fork lift) that can accommodate at least 40 whole cadavers
 - a. Cold room must maintain temperatures at 34F
 3. Additional storage space
 - a. 250 sf to support ADP (e.g., chemical storage, supply closet)
 - b. 750 sf to support lab operations
 4. 2 station embalming suite
 - a. Minimum space requirements for a 2-station embalming suite per Mopec design team are approximately 24' x 13' (*See Figure 1*).

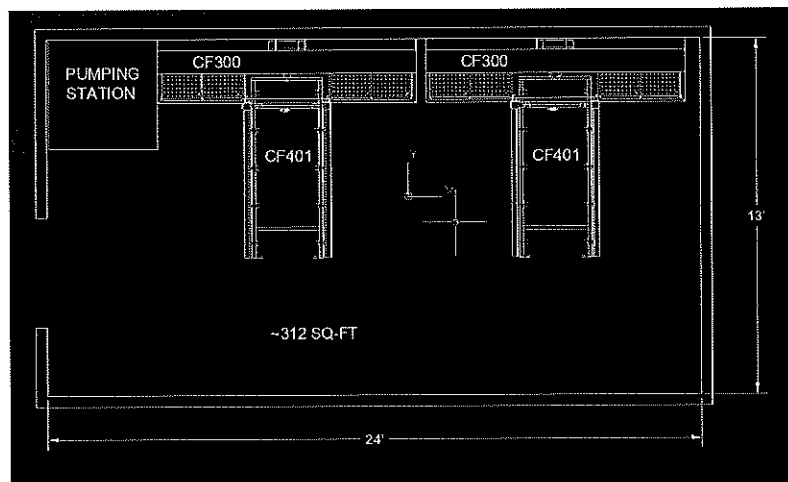


Figure 1. 2-station embalming room configuration

5. Changing rooms with lockers must remain available in the new design; showers may be eliminated
6. All entries/exits must incorporate doors with hold-open mechanisms and must be sufficiently wide enough to facilitate easy movement of dissection tables and equipment in and out of the lab spaces (e.g., double doors (automatic sliding doors preferred) , or 48"-wide doors)
7. The expanded lab space will be located in existing rooms 688-695. ISU desires to minimize the space taken from 688-689 to only as much as required to meet the project requirements and limit impact on budget. Cold storage is anticipated in existing rooms 697-697D, A portion of the corridor 687D may potentially be used for miscellaneous storage. The proposed 2 station embalming suite is anticipated in existing room 692C, if space allows as it would require taking some space from

corridor 692A. See Figure 2). If 692C is insufficient for the embalming suite, it will need to be located adjacent to the proposed lab area in existing room 688-695.

8. Overall lab expansion design concept(s) should respect the need to maintain a secure lab space with traffic directed primarily through the main lab entrance at the south side of the TVAPL facility (south end of hallway H601), and card access control system (proximity (*preferred*) or card swipe) at each lab access point.

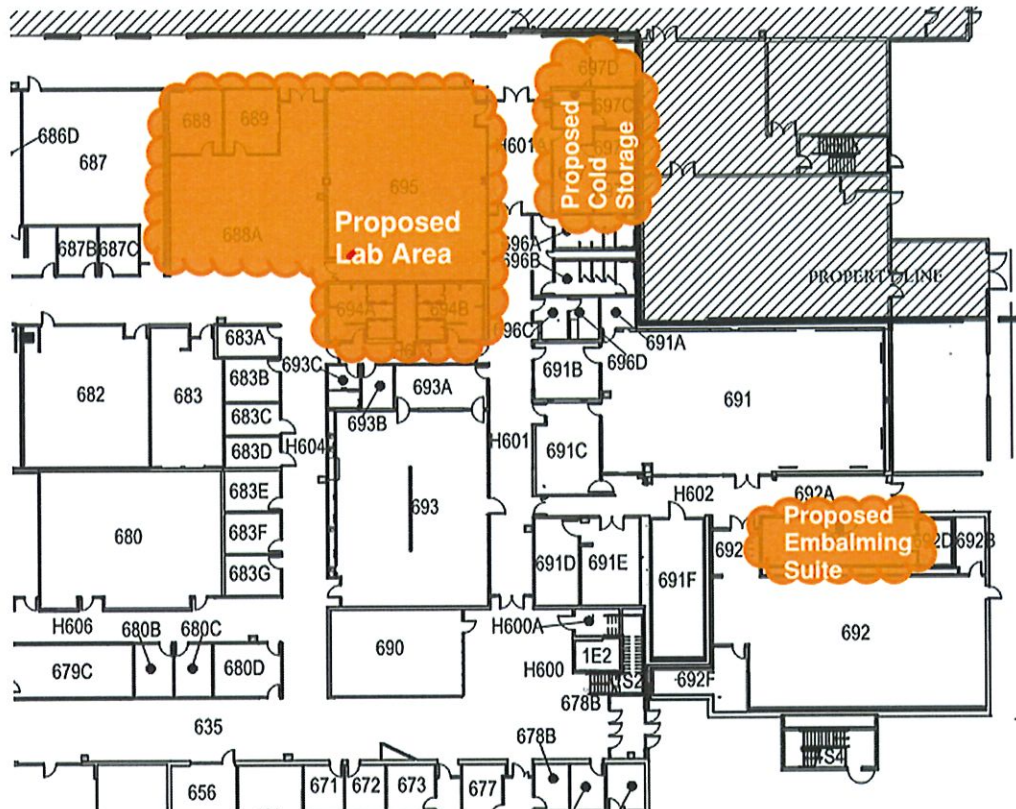


Figure 2. TVAPL Lab Expansion Space

Design Professional 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, construction administration, and closeout, including the one-year period of correction following project completion. A CM/GC will be selected at the end of the programming phase. The design team will be responsible for coordination with the CM/GC. The Division of Public Works and ISU are looking for a Design Professional who will be a team player who works closely and in harmony with the DPW, ISU, and will work with the selected CMGC.

At the time of the submission, the Design Professional and required consultants must be properly licensed to practice in the State of Idaho for their specific disciplines. A total project budget has been established at \$2,000,000 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses.

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) Health Science Laboratories completed in the past five (5) years by the design team **(0-6 Points)** with RFQ team members.
2. List the architect, registered in the state of Idaho, who will supervise all architectural services contained within this project. Include the License Number **(1 Point)**
3. List the Mechanical Engineering and Electrical Engineering firms 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. and Supervising Electrical Engineer. Limit to one (1) double sided or two (2) single sided pages.

1. Summary of qualifications. Include:
 - A. Health Science Laboratory Experience **(0-6 Points)**
 - B. Higher Education Classroom 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 ISU processes, as outlined in Required Services **(0-8 Points)**
2. Understanding of the project scope and individual program needs, as outlined in the description of project **(0-12 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. **(0-1 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. **(0-7 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

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	8
B	Team Member Qualifications	10
C	Design Approach	20
D	Project Examples	25
E	Format	7
	Total	70

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 30 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:

Issue RFQ	November 19
Site Tour	December 02
Receive RFQ Submittals	December 12
Oral Interviews	January 15, 2025
PBFAC Selection Approval	February 04, 2025
Negotiate Contract	February 12, 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.

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End 25233 Design Professional RFQ