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STEVEN BAILEY
Director
PAT DONALDSON
Administrator

State of Idaho
Department of Administration
Division of Public Works

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www.dpw.idaho.gov

November 25, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

VB FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 25256
Paradise Creek Pedestrian Bridge at Hello Walk Alignment
University of Idaho (UI)
Moscow, 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 19, 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.

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 financial responsibility and past project management for the design firm and/or consultants.

DESCRIPTION OF PROJECT

Project Background and Description

It is the vision of the university that the eventual development of the Hello Walk extension serves as a green transition between the City of Moscow and the university campus. The intent is that it is rendered as pedestrian pathway of sufficient width for cyclists and pedestrians and that the path is compliant with the tenants of Universal Accessible Design.

The second bridge would span Paradise Creek in approximate alignment with the extension of pedestrian walkway bisecting University of Idaho Parking Lot 60. This new Pedestrian Bridge crossing Paradise Creek will provide access and linkages to new residential and academic development and facilities currently planned by the university to occur east of Paradise Creek.

The scope of the project includes, but is not limited to:

- Installation of a prefabricated steel truss, concrete deck pedestrian bridge spanning Paradise Creek of a character and nature similar to the bridges installed previously.
- The new bridge is to be in general alignment with the axis of Hello Walk and the existing walkway through the Sweet Avenue parking lot.
- Development of paved, universally accessible approaches and connecting pathways to the new bridge at ends of bridge to connect to walks and pathways. This includes adjustments to existing parking lots, drives, pathway, etc. as required to facilitate the installation.
- Street trees and other landscaping associated with the new path.
- Pedestrian scale lighting.
- Benches and street furnishings as appropriate – to include benches, receptacles, wayfinding signage, etc.
- Irrigation systems fed by the university's Reclaimed Water system. Temporary, above ground irrigation may be necessary to establish the planting in the xeriscape transition zone.
- All miscellaneous items and systems necessary for a complete and functional installation.

The total project budget is **\$2,262,800**, which includes all design, construction, contingency, and all other associated projects costs, such as fees, reimbursables, permits, testing and other project related expenses.

In addition, the UI Long-Range Campus Development Plan and other pertinent documents are available on the University's website. Items of specific interest include:

UI Long-Range Campus Development Plan: <https://vision2050-uidaho.webflow.io/>

Facilities Design Guidelines and Construction Standards: <https://www.uidaho.edu/-/media/uidaho-responsive/tiles/division-of-finance-and-administration/budget-and-planning/aes/standards/ui-design-construction-standards.pdf?1a=en&rev=bbcced95a631425bbedb3b85031eb088>

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, 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 (1 Point 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 and staff’s availability to work on the project.

List Engineer and Landscape Architect, including Idaho license number who will supervise all services contained within this project.

B. Team Member Qualifications (12 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 Engineer(s) / Landscape Architect(s), Project Manager. Detail who will do the construction documents, write specifications and provide construction administrative services. Reference “Section D: Project Examples” within your SOQ, when applicable, and the specific team member’s role within the example. Limit to one (1) page per individual.

C. Design Approach (25 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 UI processes, as outlined in Required Services.
2. Understanding of the project scope and potential issues that need to be addressed in design documents
3. Experience with the Design-Bid-Build process and how to keep the project within budget.
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 size.
4. Outline Design and Construction schedule.

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) people 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
	Cover Letter	1
A	Basic Qualifications	8
B	Team Member Qualifications	12
C	Design Approach	25
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:

Receive RFQ Submittals	December 19, 2024
Oral Interviews - tentative	January 2025
PBFAC Selection Approval	February 4, 2025
Negotiate Contract	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 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 based on submittals resulting from this request and subsequent interviews, if required.

Attachment:

UI State Board of Education, Project Approval- Bridge at Hello Walk

UI State Board of Education, Project Approval- Bridge at Parking Lot 60

End 25256 Design Professional RFQ

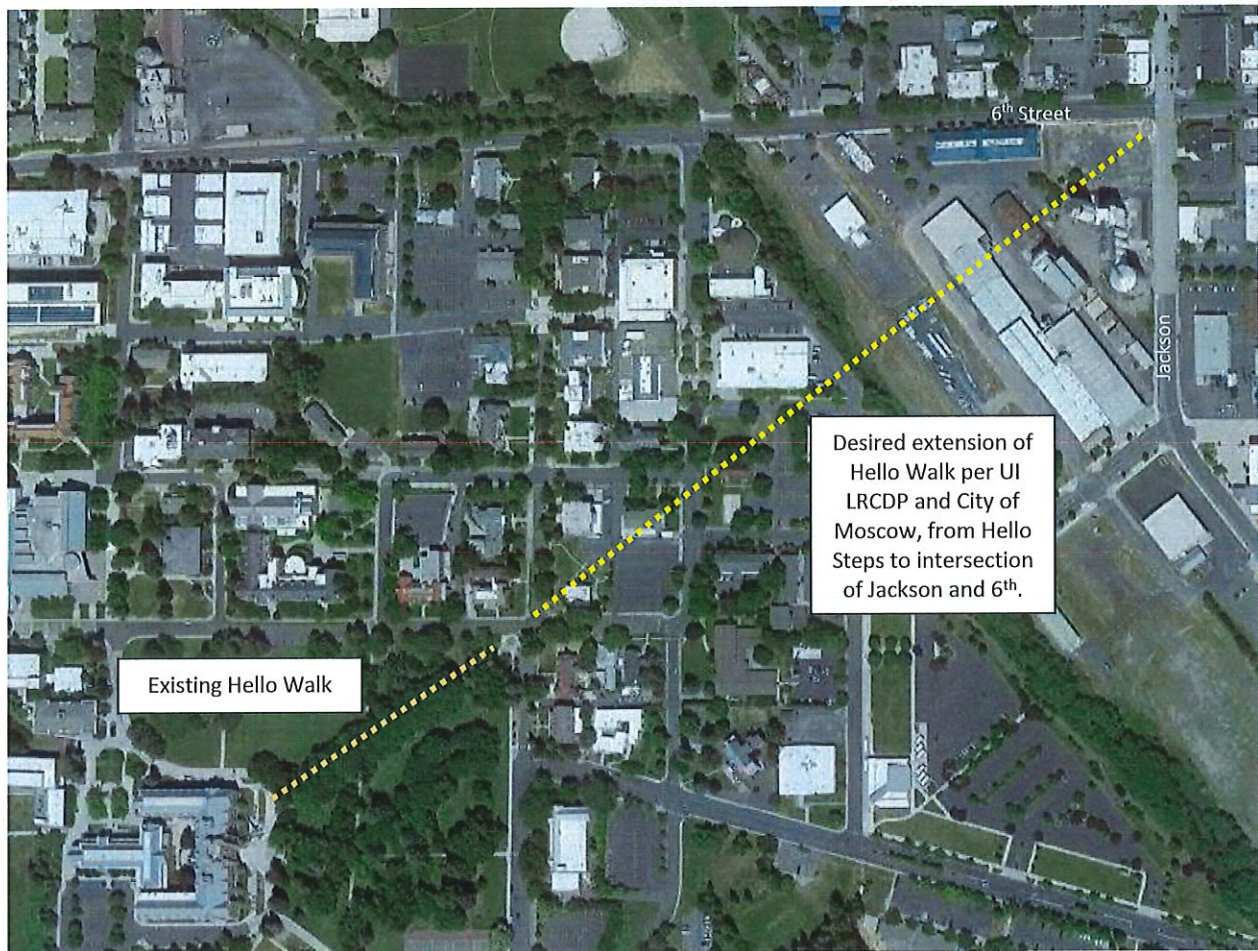
OFFICE OF THE STATE BOARD OF EDUCATION

SET B

PROJECT APPROVAL FORM

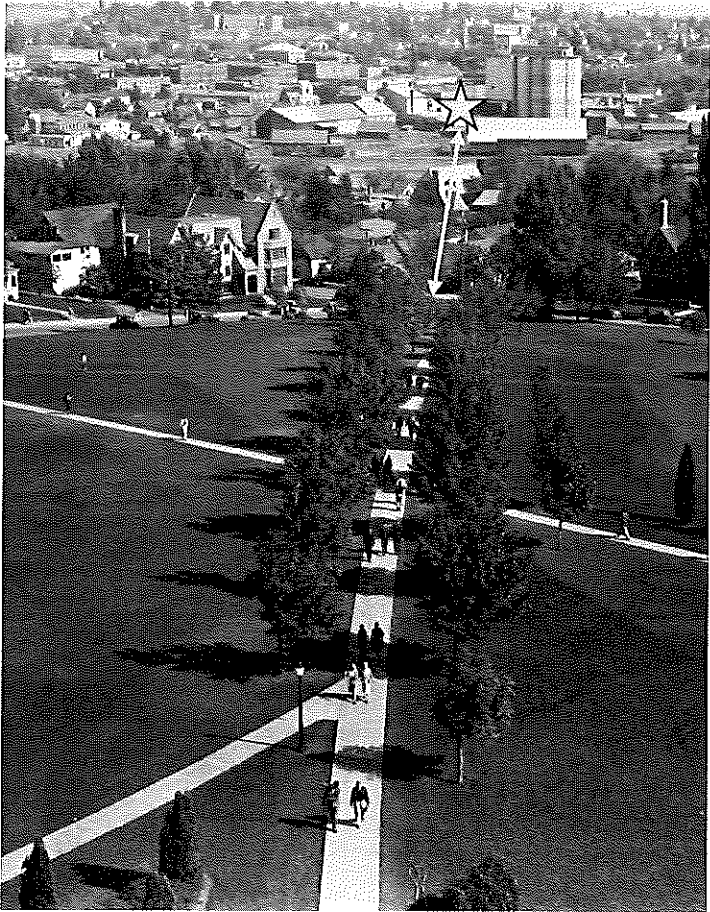
Project Title:	05 Paradise Creek Pedestrian Bridge at Hello Walk Alignment	Institution/Agency:	University of Idaho
		Fiscal Year:	FY2025
		Estimated Total Cost:	\$1,131,400
		Budget Year Request:	\$1,131,400

This project request provides for the installation of a new, prefabricated pedestrian bridge spanning Paradise Creek in approximate alignment with the extension of the axis of the Hello Walk pathway. Hello Walk is a well-known and cherished feature of the University of Idaho leading from the main entrance of the Administration Building to the Old Greek section of campus. Hello Walk was named for UI President Alfred Upham University of Idaho President 1920 – 1928. A friendly and out-going scholar, President Upham would say 'hello' to each student he passed on his way to and from his office.



A physical extension of Hello Walk from the university to downtown Moscow as a way of better linking the

university and the city is incorporated in the goals and objectives of the University of Idaho Long Range Campus Development Plan (LRCDP) by the City of Moscow as part of their planning for the Legacy Crossing Urban Renewal Area (URA)



An image of Hello Walk looking northeast towards the City of Moscow from the UI Administration Building approximately 1930.

The University of Idaho and the City of Moscow have a joint, long-range goal of extending Hello Walk from the Hello Steps at the northeast corner of the Administration Lawn to the intersection of Jackson and 6th Street as a way of providing a strong pedestrian linkage between the university and the City of Moscow

The University of Idaho LRCDP guides the vision for development of the main campus of the university and sets out goals and objectives related to Land Use, Open Space, and the University of Idaho as a Residential Campus. Inherent in these goals and objectives are concepts related to expanding and enhancing the campus open spaces and green corridors, providing pedestrian walkways, creating attractive entries to campus and transitions from the City of Moscow, and providing for careful and thoughtful stewardship of the Olmsted Legacy.

In FY2010, the State of Idaho funded an effort to refurbish and improve Hello Steps which are located at the northeast corner of the University of Idaho Administration Lawn. A major objective of that project was to restore the steps to their 1920's and 30's condition in anticipation of the future extension of Hello Walk. This effort was administered by the Division of Public Works under DPW project 2010-255.

In 2009/10, the university collaborated with the U.S. Army Corps of Engineers (USACE) to relocate a reach of Paradise Creek from under the covered conveyance of Paradise Creek Street, around the Student Recreation center and into former railroad rights of way. This project was known as the Paradise Creek Ecosystem Restoration, and a component of the Paradise Creek effort was to install two prefabricated pedestrian bridges spanning Paradise Creek

This project request builds upon all of this planning and prior investment by constructing a pedestrian bridge similar in character and nature to the bridges installed by the Paradise Creek Restoration project. This pedestrian bridge will provide a critical linkage spanning Paradise Creek. In the short term it will connect the Bruce Pitman Center/VandalStore neighborhood of the university with a parking resource located behind the university's Human Resources Building, thus making that parking more convenient and better able to serve parking needs at the Pitman Center and VandalStore. In the longer term, this pedestrian crossing of the creek will spur future planning and development efforts related to the desire to extend Hello Walk and better connect the university and the city.

It is the vision of the university that the eventual development of the Hello Walk extension serve as a green transition between the City of Moscow and the university campus. The intent is that it is rendered as pedestrian pathway of sufficient width for cyclists and pedestrians and that the path is compliant with the tenants of Universal Accessible Design.

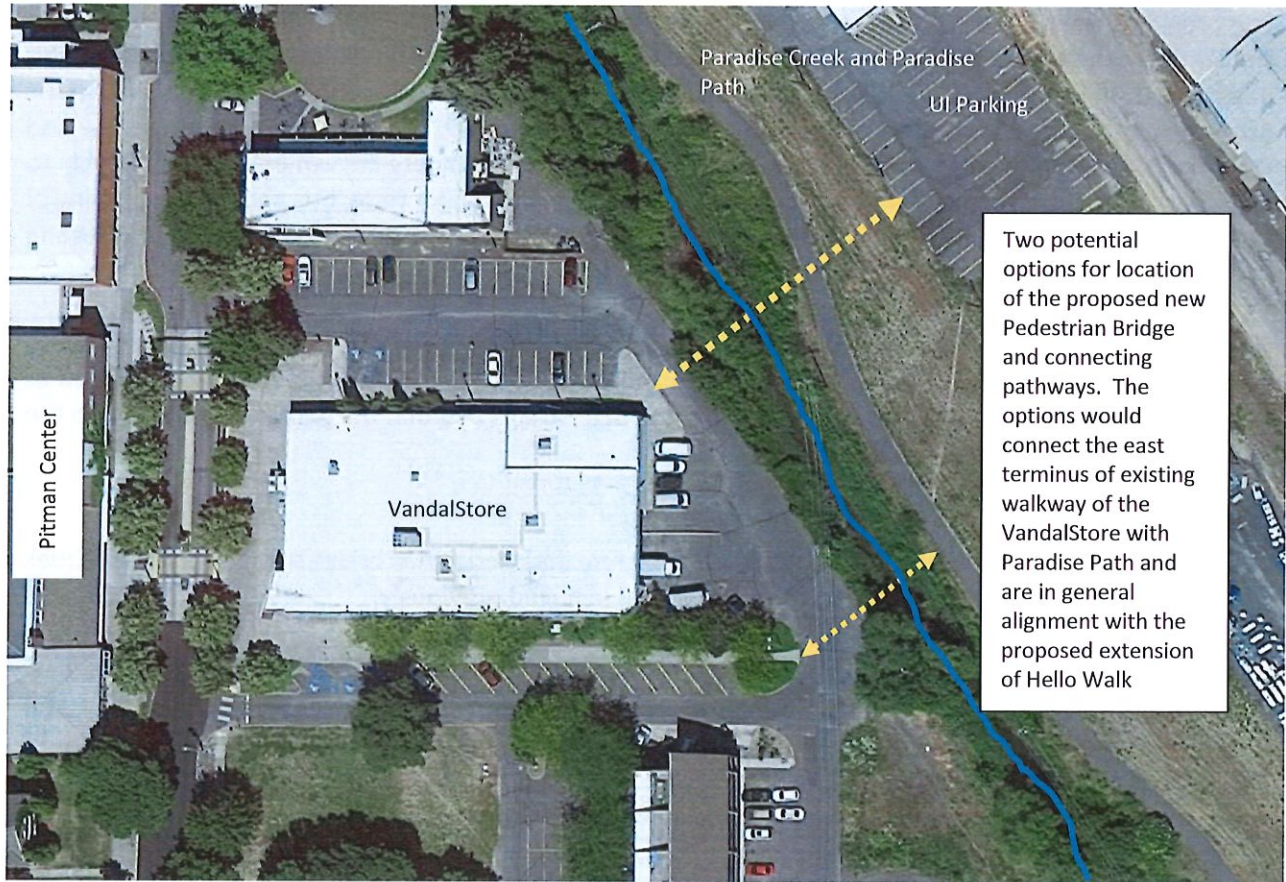
The scope of the project includes, but is not limited to:

- Installation of a prefabricated steel truss, concrete deck pedestrian bridge spanning Paradise Creek of a character and nature similar to the bridges installed previously.
- The new bridge is to be in general alignment with the axis of Hello Walk
- Development of paved, universally accessible approaches and connecting pathways to the new bridge at the east and west extents of the new bridge which connect to existing walks and pathways. This includes adjustments to existing parking lots, drives, pathway, etc. as required to facilitate the installation.
- Street trees and other landscaping associated with the new path.
- Pedestrian scale lighting.
- Benches and street furnishings as appropriate – to include benches, receptacles, wayfinding signage, etc.
- Irrigation systems fed by the university's Reclaimed Water system. Temporary, above ground irrigation may be necessary to establish the planting in the xeriscape transition zone.
- All miscellaneous items and systems necessary for a complete and functional installation.

This project is consistent with the university's strategic plan, specifically the element of the strategic plan covering the university's research enterprise. The project is further consistent with the university's Long Range Campus Development Plan (LRCDP).

Year of Original Request: FY2024R (Revised FY2024 submittal & process, October, 2022)

Funding		Estimated Budget	
State:	\$1,131,400	Construction:	\$935,000
Federal:	0	A/E Fees:	93,500
Other (State & UI):	<u>0</u>	Contingency:	<u>102,900</u>
Total	\$1,131,400	Total	\$1,131,400



Existing Prefabricated Pedestrian Bridges spanning Paradise Creek.

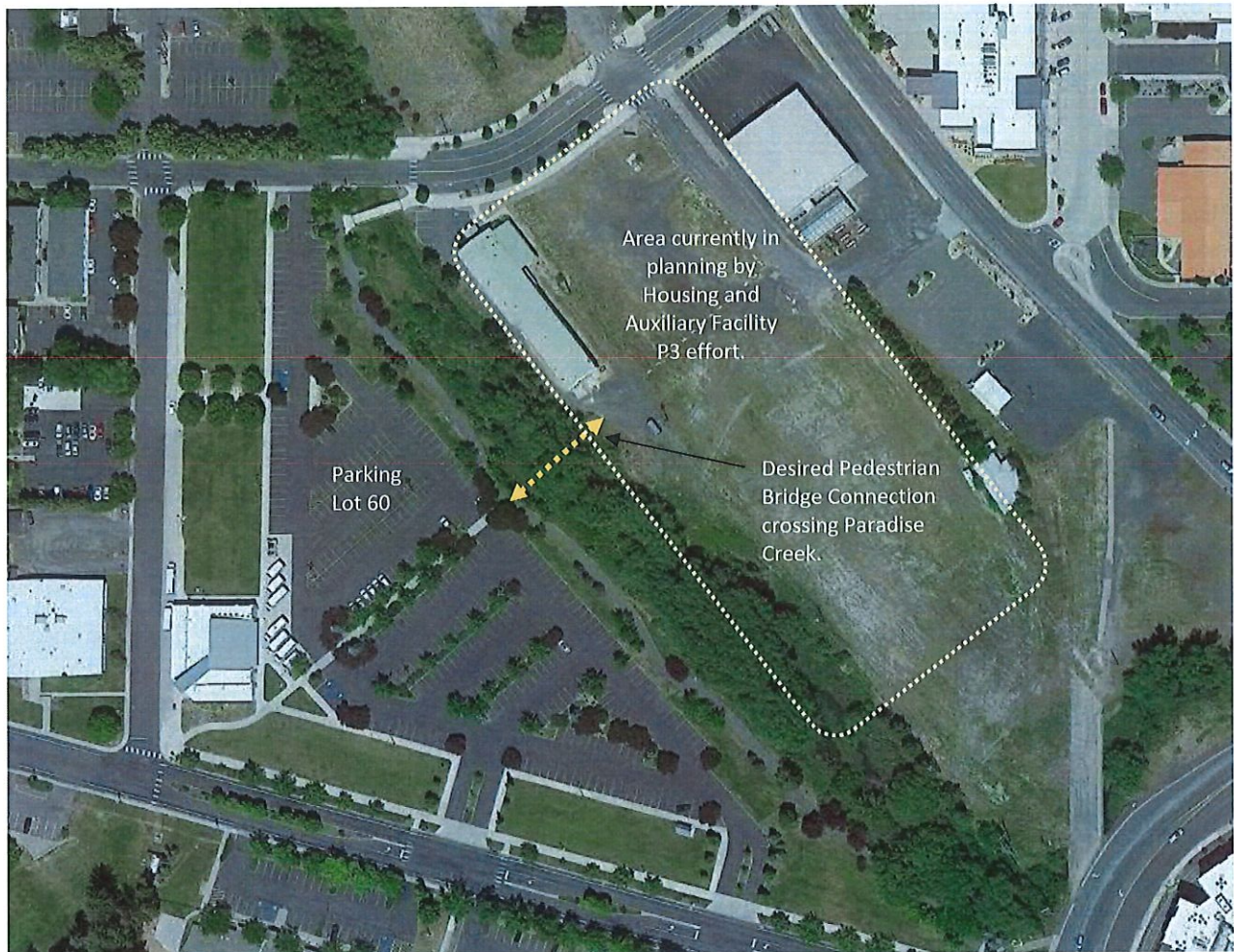
OFFICE OF THE STATE BOARD OF EDUCATION

SET B

PROJECT APPROVAL FORM

Project Title:	21 Paradise Creek Pedestrian Bridge at Parking Lot 60 Walkway Alignment	Institution/Agency:	University of Idaho
		Fiscal Year:	FY2025
		Estimated Total Cost:	\$1,131,400
		Budget Year Request:	\$1,131,400

This project request provides for the installation of a new, prefabricated pedestrian bridge spanning Paradise Creek in approximate alignment with the extension of pedestrian walkway bisecting University of Idaho Parking Lot 60. This new Pedestrian Bridge crossing Paradise Creek will provide access and linkages to new residential and academic development and facilities currently planned by the university to occur east of Paradise Creek. Development of this area is anticipated by the University of Idaho Long Range Campus Development Plan (LRCDP). Currently, the university is engaged in the very early stages of a Housing and Auxiliary Facilities Public Private Partnership (P3) effort which aims to facilitate this long-desired development.



The University of Idaho LRCDP guides the vision for development of the main campus of the university and sets out goals and objectives related to Land Use, Open Space, and the University of Idaho as a Residential Campus. Inherent in these goals and objectives are concepts related to expanding and enhancing the campus open spaces and green corridors, providing pedestrian walkways, creating attractive entries to campus and transitions from the City of Moscow, and providing for careful and thoughtful stewardship of the Olmsted Legacy.

In 2000, the University of Idaho funded the construction of Parking Lot 60, also known as the Sweet Avenue Parking, as part of an effort to rehabilitate the former railroad properties located on the east side of the main campus in Moscow, Idaho. As part of this effort, a diagonal walkway was constructed bisecting the new lot to help facilitate pedestrian flow. The construction of this diagonal walkway was planned with specific intent that it would support a future crossing of the creek to facilitate pedestrian traffic to and from new facilities planned to be constructed on the east bank of Paradise Creek.

In 2009/10, the university collaborated with the U.S. Army Corps of Engineers (USACE) to relocate a reach of Paradise Creek from under the covered conveyance of Paradise Creek Street, around the Student Recreation center and into former railroad rights of way. This project was known as the Paradise Creek Ecosystem Restoration, and a component of the Paradise Creek effort was to install two prefabricated pedestrian bridges spanning Paradise Creek .

The new facilities anticipated by the university and the LRCDP in 2000 are now in the early stages of preplanning and programming as part of a Housing and Auxiliary Facilities Public Private Partnership.

This project request builds upon the prior planning and prior investment by constructing a pedestrian bridge similar in character and nature to the bridges installed by the Paradise Creek Restoration project. This pedestrian bridge will provide a critical linkage spanning Paradise Creek. This pedestrian crossing of the creek will coordinate with the planning and development efforts of the current P3 initiative, with eventual connection to the City of Moscow.

It is the vision of the university that the eventual development of the Hello Walk extension serve as a green transition between the City of Moscow and the university campus. The intent is that it is rendered as pedestrian pathway of sufficient width for cyclists and pedestrians and that the path is compliant with the tenants of Universal Accessible Design.

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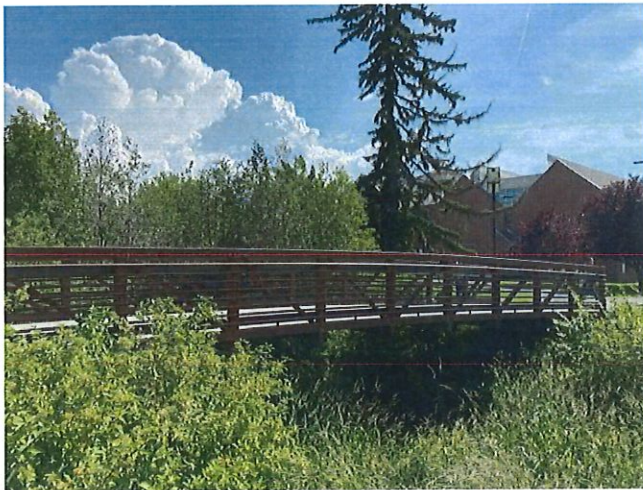
- Installation of a prefabricated steel truss, concrete deck pedestrian bridge spanning Paradise Creek of a character and nature similar to the bridges installed previously.
- The new bridge is to be in alignment with the axis of the existing walkway through the Sweet Avenue parking lot.
- Development of paved, universally accessible approaches and connecting pathways to the new bridge at the east and west extents of the new bridge which connect to existing walks and pathways. This includes adjustments to existing parking lots, drives, pathway, etc. as required to facilitate the installation.
- Street trees and other landscaping associated with the new path.

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- All miscellaneous items and systems necessary for a complete and functional installation.

This project is consistent with the university’s strategic plan, specifically the element of the strategic plan covering the university’s research enterprise. The project is further consistent with the university’s Long Range Campus Development Plan (LRCDP).

Year of Original Request: FY2025

Funding		Estimated Budget	
State:	\$1,131,400	Construction:	\$935,000
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