



**BRAD LITTLE**  
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State of Idaho  
Department of Administration  
Division of Public Works

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[www.dpw.idaho.gov](http://www.dpw.idaho.gov)

11/05/2024

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professionals

FROM: Pat Donaldson, DPW Administrator 

*Wes*  
SUBJECT: DPW PROJECT NO. 25451  
Grizzly Hill Comm Site Tower Upgrade  
Public Safety Communications (PSC)  
Leadore, 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 6<sup>th</sup>, 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](mailto: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 a deteriorating antenna structure at the Grizzly Hill communications site near Leadore, Idaho. The existing structure consists of a wood pole that is out of compliance with TIA (Telecommunications Industry Association) standards. The scope of this project includes the following:

- Provide a temporary antenna structure, either stand-alone or trailer mounted, and transfer all existing equipment from the wood pole to the temp tower.
- Complete site preparation, including earthwork, grounding, and foundation work for a new tower.
- Provide and install a new 100' self-supporting, three sector communications tower.
- Provide and install all tower support equipment, including ice bridge, ice shields, work platforms, antenna stand-offs, anti-climb hardware, cable runs, cable ladder, climbing ladder with safety climb, ground bus bars, and compliant grounding system.
- Transfer all equipment from the temp tower to the new tower.

The construction budget for this project is **\$335,000.00**.

## **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, bidding, construction administration, and closeout.

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 PSC 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) telecommunications projects completed in the past five (5) years by the design team. (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 engineer(s) 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 Engineer. Limit to one (1) double sided or two (2) single sided pages.

1. Summary of qualifications. Include:
  - A. PSC Experience (0-2 Points)
  - B. Telecommunications Design Experience (0-8 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 PSC 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 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, 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 PSC, 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.

<b>Initial Ranking, Written Point Scoring</b>		
	Criteria	Maximum Possible Points
A	Basic Qualifications	8
B	Team Member Qualifications	10
C	Design Approach	26
D	Project Examples	28
E	Format	8
	<b>Total</b>	<b>80</b>

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 <sup>th</sup> , 2024
Oral Interviews	January 9 <sup>th</sup> , 2025
PBFAC Selection Approval	February 4 <sup>th</sup> , 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 25451 Design Professional RFQ**

