



State of Idaho
 Department of Administration
 Division of Public Works

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January 28, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design-Build Teams

FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 25063
 100 Bed Minimum Security Dormitory
 Idaho Department of Correction (IDOC)
 Orofino, Idaho

VB
DR

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 February 25, 2025 for furnishing Design-Build services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Martin Santoyo, Project Manager
 Division of Public Works
 P.O. Box 83720
 Boise, Idaho 83720
 (208) 332-1913
 Martin.Santoyo@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 on a regular basis for changes/addendum prior to making their submittal.

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-Build 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-Build team.

The Design-Build team 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-Builder 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.

DESCRIPTION OF PROJECT

A new a 100-bed minimum security dormitory, approximately 20,000 square feet. The facility will include a control room(s), day room(s), and ancillary uses. There are four potential site locations and the final selected site may determine the proposed building's footprint, number of stories, and character. The scope will include all site improvements required for the new facility. The facility should be designed with efficiency, durable materials, and low operating costs.

REQUIRED SERVICES

The State is requesting Statements of Qualifications (SOQs) proposals for complete Design-Build services per the standard DPW Design-Build Agreement, including the consulting services for the final site selection; see attached site study for the four potential sites. It is preferable that the Design-Build team, particularly the project manager and the architect responsible for supervising the architecture, be located within a reasonable distance to the project site.

The Design-Build team should be proactive with the design and construction processes (design phases, plan reviews/permitting, identify long lead items). Licensure by the State of Idaho Division of Occupational and Professional Licenses (DOPL) for all required design and construction services is required at the time the SOQ is submitted.

The anticipated construction budget is approximately **\$8,000,000.00**. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional design phase.

The Design-Build team 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-Build team will be required to meet monthly with the 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-Build team must keep in mind throughout the planning process: code compliance, energy efficiency, and building maintenance concerns.

The Design-Build team must develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council. PowerPoint is the standard presentation format.

In addition to the design phases, the Design-Build team will be responsible for the approvals by the authorities having jurisdiction.

Architects that are proposed for the project team must be licensed in the State of Idaho at the time the SOQ is submitted for this project.

STATEMENT OF QUALIFICATION (SOQ) PROPOSAL CONTENT

A. Basic Qualifications. One page, maximum. Include one primary point of contact for the Design-Build team. Acknowledge addenda (it is anticipated that the final addendum will be issued four business days prior to the final submittal date). Provide the following information:

1. Contractor's history and years in business.
2. Location of the contractor's office.
3. Location of the architect's office.

Note: The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

B. Specific Qualifications: Provide the specific qualifications for each of the anticipated team members listed below. If one person performs more than one role, provide separate qualifications for each role. Half page per person (photo of the person is optional).

1. Provide the primary office location for the Project Manager and Architect.
2. Years of experience in their specific discipline/profession
3. If the team member has completed a State of Idaho DPW project in the past 7 years, provide the DPW project number.

For maximum points, provide information for the following anticipated team members:

Contractor's Project Manager
Architect who will be responsible for supervising architecture, and license number
Civil Engineer and license number
Structural Engineer and license number
Plumbing / Mechanical Engineer and license number
Electrical Engineer and license number
Specialty Justice/Detention Designer
Interior Designer
Estimator

Note: Superintendent. No points will be scored for the superintendent. Thirty days prior to start of construction, the Design-Builder's project manager must submit the resume for the proposed superintendent that meets the following criteria:

1. Ten years minimum experience as a superintendent. Provide a list of projects with the dates of completion that confirms this experience.
2. Provide a project example that was completed in the past five years with a construction value of at least \$4,000,000. The example must be an institutional or commercial project.
3. An in-person interview with DPW and Agency representatives may be required.

C. Special Team Qualifications: List up to two projects where the proposed contractor's project manager and architect have completed a Design-Build project on the same team. Provide the following information for each project: brief description, location, date of substantial completion, client (include a point of contact and their contact information), square footage, final construction value. If your team does not meet this qualification, describe how your team will collaborate successfully.

D. Project Plan: Provide a narrative for the items noted below. Be specific for your team's qualifications for this project. Limit to three (3) pages or 1,200 words.

1. Approach to this project and how will innovation be implemented.
2. Type of construction, materials, means and methods that demonstrate your team's ability to provide a facility that ensures durability, and low operating costs.
3. Efficiencies for accelerating a timeframe (note: a completion date has not been identified; the information provided by your team may be utilized by the Owner to form an actual project timeframe). Include potential design and construction schedules.

E. Project Examples: Provide one project example for the proposed project manager, architect responsible for supervising the architecture, mechanical engineer, electrical engineer, specialty justice/detention designer, and interior designer. One page per example. For full points, the example should include the following and be similar in scope to this project:

1. Date of substantial completion. Additional point value may be awarded if substantial completion was in the past five years.
2. Located in a remote region and climate similar to Orofino.
3. Construction for building only. Value should be \$4,000,000 or above.
4. Building statistics; e.g., square footage, number of floors, type of construction, height.
5. A justice/detention project, similar to the proposed project.
6. Relevant details that demonstrate experience similar to this project.
7. Include a photo(s) of the project.

F. Format: To assist evaluation, it is desirable to format the proposal similar to the headings listed above. The proposals should be clear, to the point, and checked for grammar. Emphasis should be placed on specific qualifications of the people who will perform the services. Font size should be no smaller than 10 points. If information requested is not addressed in the numerical

section or corresponding lettered subsection in which it is noted, points will NOT be awarded for those criteria.

SUBMITTAL

Five (5) bound copies of the submittal shall be delivered by the time and place specified above. Also include one USB flash drive containing a PDF of the submittal. **Submittal shall clearly identify one point of contact with e-mail and phone number listed; failure to provide this information or not following instructions for the qualifications criteria may result in the proposal being nonresponsive.**

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Professional will rank the SOQs based on the RFQ criteria scores. The table below is the point range for selection committee’s evaluation for each SOQ.

| Initial Ranking, Written Point Scoring | | |
|--|-----------------------------|--------|
| | Criteria | Points |
| A | Basic Qualifications | 0-6 |
| B | Specific Qualifications | 0-19 |
| C | Special Team Qualifications | 0-2 |
| D | Project Plan | 0-9 |
| E | Project Examples | 0-24 |
| F | Format | 3 |
| | Total | 63 |

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 will be 37 points. The written and the interview points will be combined for a final total score.

AWARD

Based on the results of the final scores, 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 Proposals | February 25, 2025 |
| Interviews | Tentatively the week of March 24, 2025 |
| Review by PBFAC | April 1, 2025 |

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. 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.

End 25063 Design-Build RFQ

Attachments:

Site Study, Prepared by Keller Associates