



State of Idaho
Department of Administration
Division of Public Works


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January 20, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM:  Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25267
Administration Building:
Convert Former NOC to Offices
Renovate Southeast Entry
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 **10:00 a.m.**, Mountain Standard Time Zone, on **February 25, 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 **February 12, 2025, at 8:30 am (PT)**. Interested parties should meet outside of the main entrance of the UofI Administration Building located at 851 Campus Dr., Moscow ID 83844.

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 renovation of rooms 129 through 131A in the University of Idaho Administration Building, on the main campus of the University in Moscow, ID. These spaces were previously part of the UI's Network Operating Center (NOC). But as technology has advanced and systems and servers have decreased in size, the needed footprint of the NOC has reduced significantly. Most of these spaces are no longer required to serve as part of the NOC and they can be converted back to office space. In addition, the project includes the renovation of the southeast entrance to the Administration Building and the hallway leading to it. A portion of the current NOC impinges on this hallway and closes off the entryway. The objective is to reclaim space from the former NOC and re-establish the full width of the main hallway through to the exterior vestibule. This renovation and restoration of the hallway to its original state is documented as a major goal and objective within the Master Historic Preservation Plan for the building. The project is approximately 5,500 square feet.

The scope of the project includes all demolition, construction, architectural finishes, replacement windows, mechanical and electrical systems, controls, and other items necessary for the development of a complete and functional suite of spaces within the former NOC. This includes the demolition of the existing raised floor associated with the NOC and returning floor level to that of the adjacent spaces along with security systems specific to the needs of the NOC. There are some components related to the demolition of the raised flooring that will need to be site verified by the Design Professional including whether there will need to be new core drills to support existing fiberoptic coming out of the steam tunnels. The scope for the improvements to the southeast entryway will

include the removal of the existing fire separation doors if feasible and allowed by building code. There may be an add alternate to open up interior walls to expose exterior windows. The construction will take place in an occupied building. All this work will be accomplished in accordance with the 2000 Preservation Master Plan for the Administration Building. This 700-page document will be made available to the awarded team.

There is a separate project that is specifically related to HVAC improvements in the Administration Building. The Design Professional will need to coordinate with this work and ensure there are no conflicts in the drawings related to that project.

The Administration Building was built in 1906 and is on the National Register of Historic Structures and serves as an icon for the university. The intent of the project will be to retain the historic character and nature of the Administration Building.

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 \$1,580,000.00 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, UI, 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. Here is a reference link to the University's standards:
<https://www.uidaho.edu/dfa/budget-and-planning/aes/info-requests/forms>

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 projects, projects in a historical building, and tenant improvements in an occupied building, etc. with construction completed within past ten years. List no more than four examples, preferably one example from each of the four listed. 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. Technology 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, including projects in a historical building.
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 three (3) 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, IDOPL or other code agency 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 a renovation in a historical building and in a university environment, 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 in which 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). Projects should be similar in size and budget as this project. 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 a higher education tenant improvement. Include an explanation of how the project complies.
9. Project #3 must meet the criteria of being a project focused on technology improvements and integration in a remodel. Include an explanation of how the project complies.
10. Project #4 must meet the criteria of being a tenant improvement in a historical 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 8-1/2 x 11 format; 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	9
C	Team Member Qualifications	16.5
D	Technical Approach	15
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	February 12, 2025
Last Day for Questions	February 17, 2025
Addendum Issued (if applicable)	February 18, 2025
Receive SOQ Submittals	February 25, 2025 (@ DPW in Boise)
Oral Interviews	March 26, 2025 (afternoon in Moscow)
PBFAC Selection Approval	April 1, 2025
Negotiate Contract	April 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.

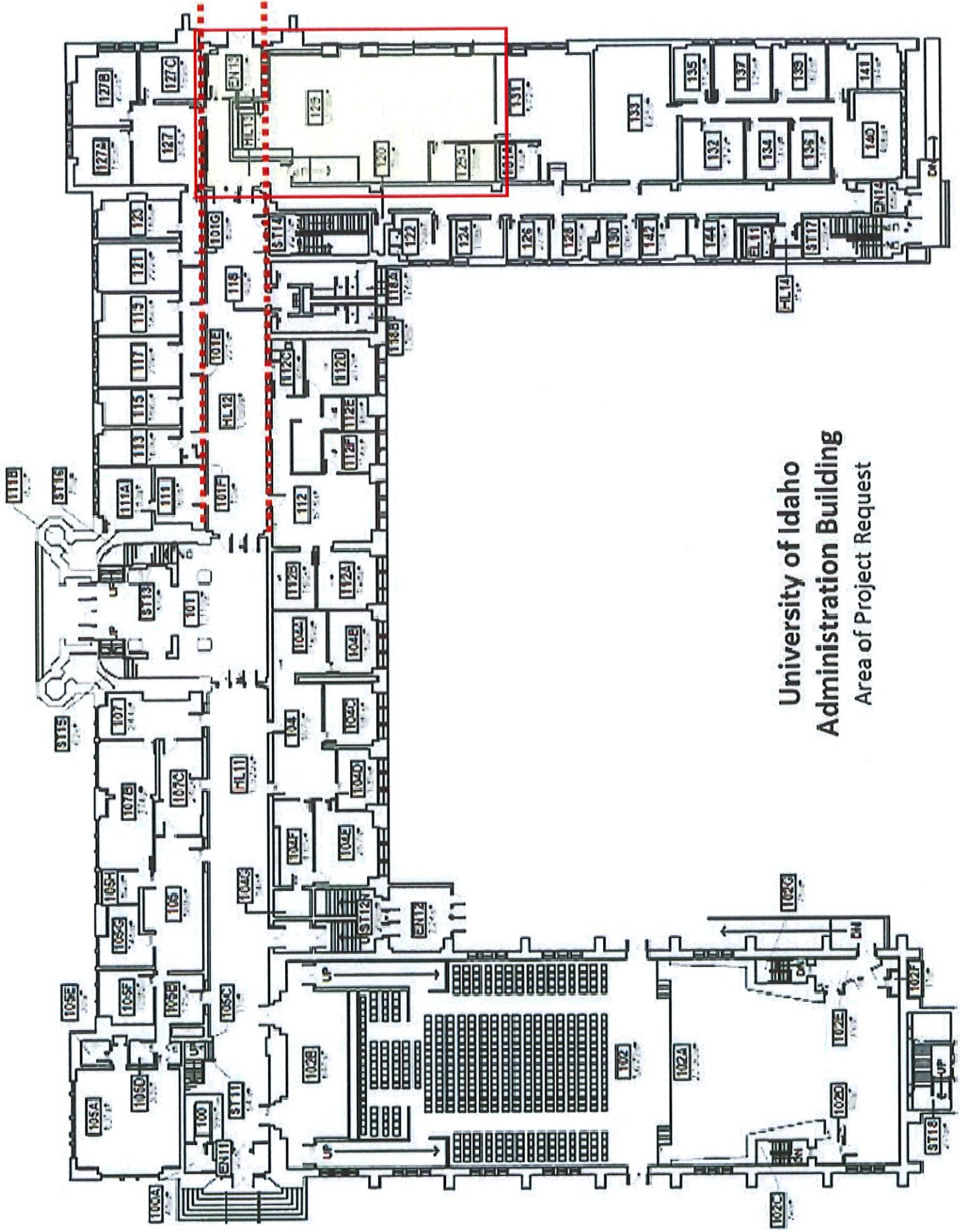
The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry 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. University of Idaho Administration Building Floor Plan with areas highlighted that are in the scope of work.
2. Existing photos.
3. Room 131 Current IT Plan.

End 25267 Design Professional RFQ



University of Idaho Administration Building Area of Project Request

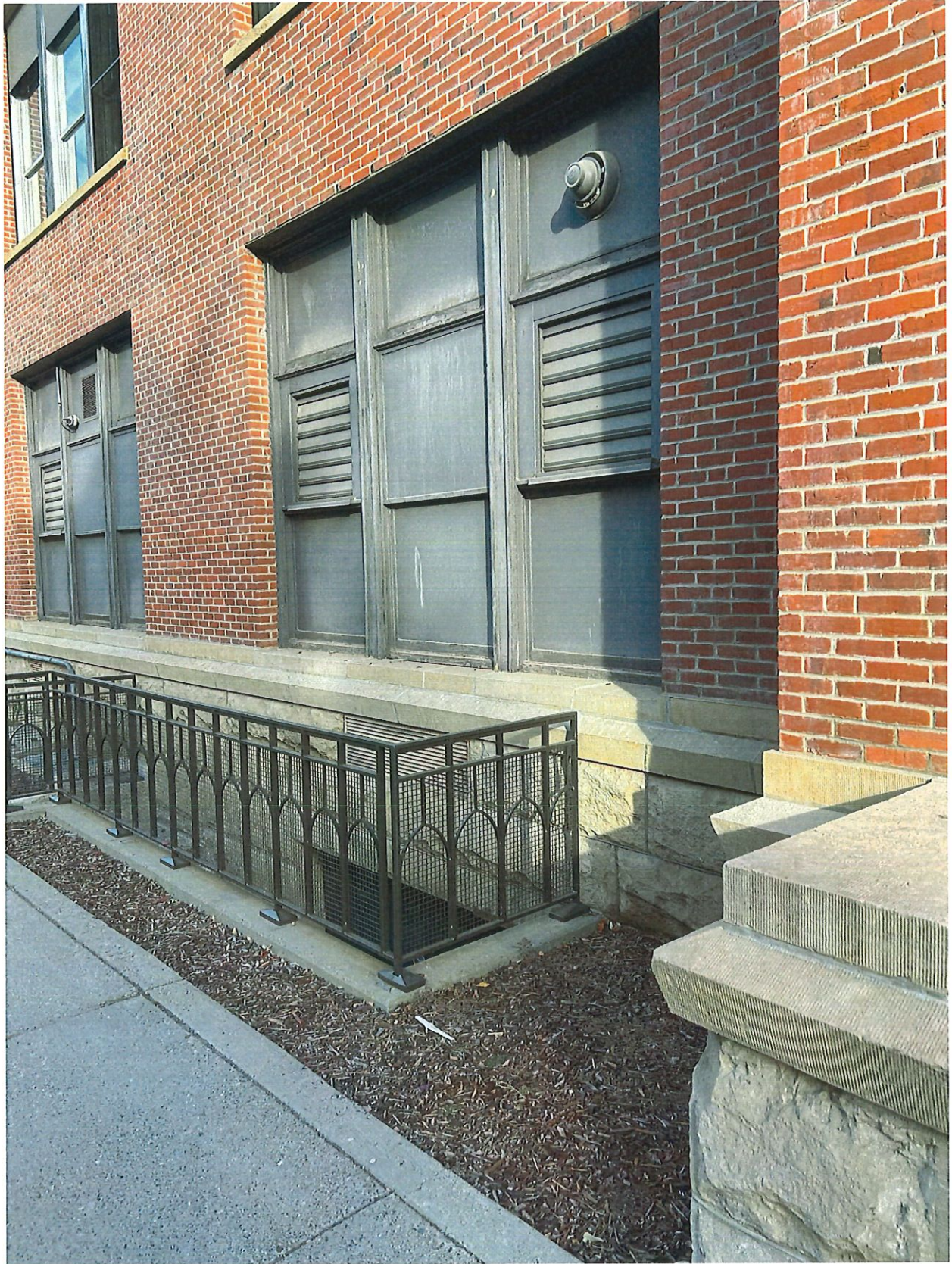
ADMIN 129 EXISTING IT NOC SERVER ROOM















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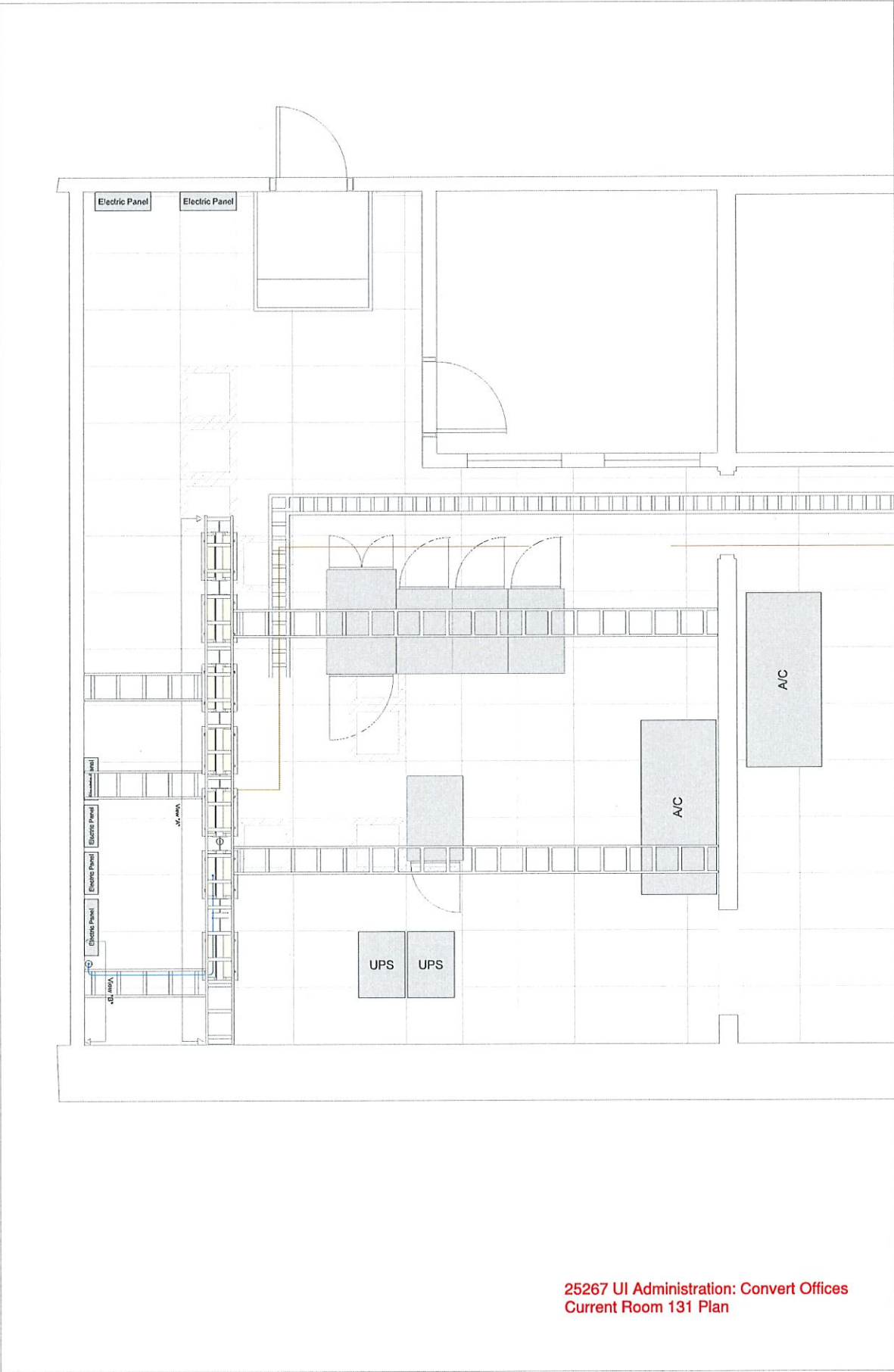
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Office of
General Counsel

ELEVATOR
MEN'S RESTROOM
WOMEN'S RESTROOM

Administrative
Building
↑
Auditorium







25267 UI Administration: Convert Offices
Current Room 131 Plan