



BRAD LITTLE
Governor
STEVEN BAILEY
Director
PAT DONALDSON
Administrator

State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
Boise, ID 83720-0072
Telephone (208) 332-1900
www.dpw.idaho.gov

February 14, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 25600
Boise Cemetery Expand Office Space and Storage
Idaho Division of Veteran Services
Boise, 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**, on Wednesday, **March 5, 2025 by 3:00 p.m.**, Mountain Standard Time Zone, for furnishing Design Professional Services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Nicole Bolton, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1921
Nicole.Bolton@adm.idaho.gov

An information meeting and walkthrough of existing areas affected by the project will be held on **February 26th, 2025, at 10 am (MT)**. Interested parties should meet outside the main entrance of the Boise Veterans Cemetery Administration Office.

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.

This project will be funded by the State of Idaho. 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 Idaho Division of Veteran Services (Agency), and the Design Professional team.

DESCRIPTION OF PROJECT

This project is located at the Boise Veterans Cemetery in Boise, 10100 N Horseshoe Bend Rd, Boise, ID 83714.

The scope of work is to expand the existing maintenance building with a 2-story addition. The maintenance building is located behind the Boise Veterans Cemetery Administration Office on the Eastern storage yard edge. The purpose of this expansion is to create additional office space, storage, restrooms, and a common area for training and planning.

The location of this expansion is to take place on the north side of the existing maintenance building in the current location of the covered awning. The existing northern wall and door shall remain and function as a barrier between office expansion and the maintenance area. The design should keep within the existing building width east / west and extend north approximately 50 feet. Existing topography, landscaping, and fencing should be considered in design but is not required to be maintained. The current architectural style should be considered.

The anticipated schedule is team selection and design through 2025, bidding Spring 2026, and construction in Summer 2026.

REQUIRED SERVICES

The State is requesting proposals for complete design services including administration during construction. The Scope of Services will include schematic design, design development, construction documents, IDOPL review and approval, PBFAC review and approval, bidding assistance, construction administration and closeout. The scope of services shall be in accordance with DPW's Professional Services Agreement (PSA) which is available on the DPW website. A construction budget of approximately \$640,000 has been established. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

A 'Design Professional' is any design services firm offering architectural or engineering services specific to this project. Design Professionals that are Architects, Structural Engineers, Mechanical Engineers, Electrical Engineers, and Civil Engineers will be required to be licensed in the State of Idaho, for their specific disciplines, at the time of submittal of their response to this RFQ. The expectation is that the primary individual identified, for each firm, will participate in and/or have oversight over the firm's team performing the work.

Please note: No firm or corporation shall offer to practice architecture within Idaho unless such offer specifically identifies an individual architect, who will supervise the architectural services, who is licensed under the provisions of the State of Idaho Licensing Board, Idaho Department of Occupational and Professional Licenses (IDOPL). Failure to identify an individual architect, who will supervise project activities and provide their state license number may result in rejection of the RFQ submittal.

The Design Professional will be responsible for securing approvals by the authorities having jurisdiction.

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 manuals, schedules, cost estimates, closeout documents, etc.

The Design Professional 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 Professional shall keep in mind that during all phases, code compliance, energy efficiency, long term durability, 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 (PBFAC).

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

Provide qualifications on the following criteria. List responses to criteria in order, according to RFQ headings.

- A. Cover Letter (2 points maximum):** Provide a cover letter as an introduction statement and background for your team. **Failure to provide a cover letter may result in the proposal being nonresponsive.**
- B. Basic Qualifications (5 points maximum):** Provide the information requested in 'Exhibit A'. Unfavorable responses to the questions in Exhibit A may be grounds for rejection of the SOQ submittal, or a reduction in points for this criterion.
- C. Specific Qualifications (20 points maximum, 10 points maximum per item):** Provide specific qualifications for the Primary Design Professional and team. The points for this criterion are based on experience and relevant project work.
 - 1. Team - Provide the specific qualifications for the proposed primary design professional and consultants. In addition to the primary design professional, it is anticipated that the following consultants will be required as part of the project team: civil, structural, mechanical/plumbing, electrical, interiors, and landscape. For each team member, explain their qualifications and relevant credentials that demonstrate the ability to complete this project.
 - 2. Project Examples – Provide two (2) project examples for each team member. Provide project name, client's name, location, project value, and a brief description. Experience designing office expansions from existing buildings may affect score.

Please note: The Division of Public Works reserves the right to investigate and confirm the candidate'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 the RFQ submittal.

- D. Approach to Project (40 points maximum, 10 points maximum per item):** Describe your team's approach to the project. Include the following items in your statement:

- 1. An understanding of the project's program

2. Potential challenges during design through construction phases
3. Quality control of design documents, construction administration, and close out
4. Cost estimating

E. Format (3 points maximum): To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittal should be clear and to the point. Font shall not be less than 11 points. Please do not include QR Codes and/or Links to websites in your RFQ document.

SUBMITTALS

Submit one (1) bound copies of the submittal; include one USB drive containing a PDF of the submittal. In your SOQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION

A selection committee consisting of representatives from DPW, representatives from the State Department of Education, and an independent Design Professional will review and score the submittals. The committee will rank the teams based on the SOQ scores. Following the initial scoring, the top ranked teams may be invited for an interview. The ranking process is accomplished in one or two steps: maximum of 70 points for the Initial Scoring, based on the written submittal and a maximum of 30 points for the Final Scoring based on an interview, if held.

The evaluation committee will score the written submittals based on the criteria in the Statement of Qualifications Proposal Content. If interviews are held, selected teams will be notified as to time, place, and content of the interview.

The timeframe for the teams invited for an interview is approximately 45 minutes: 20 minutes for the presentation; 20 minutes for the selection committee’s Q&A; and 5 minutes for the Design Professional team’s closing comments. After interviewing the selected teams, the selection committee will rank the interviews to determine the remaining score, if applicable.

Scoring will be based on the table below.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	2
B	Basic Qualifications	5
C	Specific Qualifications	20
D	Approach to Project	40
E	Format	3
Max Written SOQ Total		70
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the Project’s Scope of Services	10
	Selection Committee’s Q & A	20
Max Presentation – Interview Total		30
Max Written and Interview SOQ Total		100

The names of all firms that submitted proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all proposals become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

AWARD

Based on the combined results of the evaluation committee, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at their scheduled meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the Design Professional by the Division of Public Works, Department of Administration, in accordance with prescribed procedures. The final award is contingent upon the successful negotiation of a contract.

PROPOSED DATES:

Receive Submittals	March 5th, 2024, by 3:00 p.m. MST
Oral Interviews - IF HELD	Week of March 17th, 2025
PBFAC Selection Approval	April 1st, 2025
Negotiate Contract	April 2025

PROVISIONS

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The State reserves the right to reject any or all submittals 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. For more information, refer to the Instructions for Design Professionals & Contractors Manual found at <https://dpw.idaho.gov/docs-forms-guides/>.

Attachments:

- Exhibit A – Design Professional’s Firm/Organization

End 25600 Design Professional RFQ

RFQ 25600 Exhibit A
DESIGN PROFESSIONAL'S FIRM/ ORGANIZATION

General Information:

Name:

Primary Office Address, and other location(s):

Telephone:

Primary Contact, phone, and e-mail address:

The Design Professional Firm/Organization is a:

List all Officers/ Partners:

Date Firm/Organization was established:

Idaho license numbers for Design Professionals:

Architect:

Mechanical Engineer:

Electrical Engineer:

Civil Engineer:

Other:

Total Number of Staff:

Average time staff has worked with the Firm/Organization:

Instructions to the following questions: for unfavorable responses, please provide background/reasons for the issue, and if the issue has been resolved.

1. In the past five (5) years, has the Design Professional proposed for *this* project had any business or professional license suspended or revoked?

2. Within the past five (5) years, indicate whether the Design Professional proposed for *this* project has been the subject to any bankruptcy proceeding?

3. Within the past five (5) years, has Design Professional proposed for *this* project been the subject of any state or federal suspension or disbarment?

***Note: Provide one completed Exhibit A form for the Primary Design Professional and each consultant proposed.**

End of Document Exhibit A

