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Department of Administration

Division of Public Works

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April 7, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: DESIGN PROFESSIONAL - ARCHITECTURAL TEAM

FROM: Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25062
IDOC Training & Development Center – Tenant Improvements
Idaho Department of Correction
Meridian, Idaho

Statements of Qualifications (SOQ) submittal packages in response to this RFQ 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 Time Zone, on Thursday, May 1, 2025,** for furnishing Design Professional Services to the State of Idaho.

Questions that arise because of this Request for Qualifications should be addressed to:

Gary Groff, Project Manager
Division of Public Works
502 N. 4th Street
Boise, Idaho 83720
(208) 332-1919
Gary.groff@adm.idaho.gov

An informational meeting and walk through of the existing building will be held on **April 17, 2025, at the IDOC Training & Development Center, 1401 E. Watertower, Meridian, Idaho at 2:00 p.m. Mountain Time** to provide program clarification and answer questions. The meeting will start at the main entrance to the building located at the SW building corner.

Funding for the project is from the State of Idaho. The Division of Public Works (DPW) will administer the project according to the terms and conditions set forth in the **DPW Professional Services Agreement (PSA) between Owner and Design Professional revised December 14, 2023**, State laws, and guidelines. The Design Professional Team will receive general instructions

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through the State. A Project Manager from the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, Idaho Department of Correction (IDOC), and the Design Professional.

The Design Professional shall warrant that it does 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 of the 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 the 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 and confirm the candidate's financial responsibility and past project management for the design firm and/or subconsultants. 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 cause of improperly managing a DPW project in the past seven years are grounds for rejection of the RFQ submittal.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at dpw.idaho.gov/professional_services/. It is recommended the responders to this RFQ check this page prior to making their submittal. Only answers contained in the formal written Addenda will be binding.

DESCRIPTION OF PROJECT

The Idaho Department of Correction (IDOC) has acquired a single-story building in Meridian to serve as a Training and Development Center near the Idaho State Police Main Office complex. The building is located at 1401 E. Watertown, Meridian, Idaho and is about 37,400 square feet. To make the building functional for its intended use virtually all the interior space will need to be remodeled. The Scope of Work for tenant improvements will include demolition of existing walls, ceilings, bathrooms etc. Mechanical, electrical, fire sprinklers and alarm will have to be adjusted for a new interior layout. Bathrooms will be rebuilt and some will be remodeled.

Drawings showing the current Interior layout along with Drawings showing the desired interior layout are provided in **Exhibit A**.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works, is requesting submittals for complete design services including administration during construction. The Scope of Services will include Programing, Schematic Design, Design Development, Construction Documents, approvals by the authorities having jurisdiction, Bidding Support, Construction Administration, and Closeout. The

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Project is expected to be a traditional Design-Bid-Build delivery method. Services will also include the one-year warranty period for the correction of work following Project completion. The Scope of Services shall be in accordance with DPW's Professional Services Agreement (PSA), Revised December 14, 2023, which is on DPW website at dpw.idaho.gov/docs-forms-guides/ .

The Projects Overall Budget of **\$3,600,000** has been established to include Design Professional fees, reimbursables, testing, permits, construction, contingencies and other associated project costs. With the Overall Budget, the associated Construction Budget is **\$3,000,000**. A complete construction cost estimate and construction schedule will be required following the Schematic Design Phase and must be updated at each additional phase.

At the time of the submittal, the Design Professional and required subconsultants must be licensed to practice in the State of Idaho for their specific disciplines.

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 Owner's cloud-based project management system, ProjectMates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programing analysis, photographs relevant to the Project, drawings, project manual, schedules, cost estimates, field reports, closeout documents, warranties, etc.

The Design Professional will be required to meet as needed with the Owners Project Manager and the Field Representative, but not less than twice a month, with the Owner (DPW), Agency (IDOC) and other team members for the purpose of providing a verbal and written report regarding the previous period's progress. Such bimonthly meetings will show funds expended in the completion of the project and specific accomplishments related to the project.

The Design Professional Team shall keep in mind that during all phases, code compliance, energy efficiency, long term durability, and maintenance concerns should be incorporated into the design.

The Design Professional shall develop all necessary presentation materials for, at minimum , one (1) presentation to the Permanent Building Fund Advisory Council (PBFAC).

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

The proposal will be evaluated based on the following Criteria and associated Points:

A. Cover Letter, 0 points A cover letter is not required but can be used as an introductory statement. **One (1) single side page maximum**

B. Design Professional's Organization, 15 points maximum: Two (2) single side pages maximum

Provide the following Information

1. General Information – Organization Name, Primary Office Address, Office Telephone, Primary Contact, Contact Telephone, Address, and Email. (0-2 points)

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2. Type of Organization – The Design Professional’s type of Organization, List All Officers / Partners, and Tax ID. (0-1 point)
3. Information about the Organization – Office Location(s), Date Organization was established, and Organizations History. Include number of Staff, their classifications and time with the Organization. Maximum points given to local firms with 10 years of IDOC/DPW experience. (0-10 points)
4. Anticipated Subconsultants – Provide Organization names, number of staff, their classifications and time with the Organization. (0-2 points)

C. Team Member Qualifications: 20 points maximum: Ten (10) single side pages maximum

Provide specific qualifications for the Primary Design Professional and Subconsultants. The points for this criterion are based on the Design Team’s expertise and relevant project experience.

1. Specific Staff Qualification(s) - Identify the proposed key staff members and include qualifications, experience, education, licenses, and projects that they have been involved with recently. At a minimum identify the Architect, Mechanical Engineer, Electrical Engineer, and Interior Designer. Describe who will perform the various tasks, their amount of involvement, roles, and responsibilities. DPW/IDOC Projects will earn extra points. (1-10 points)
2. Relevant Project Examples - Identify with photos at least five (5) relevant Projects that the firm has completed. Include the project name, client’s name, location, date completed, along with a brief description. Projects that are similar in scope to the described project are preferable and desired. Some Projects need to included team members for this project. (0-10 points)

D. Technical Approach to Project, 30 points maximum: Describe your team’s approach to the project for the following items: **Two (2) single side pages maximum**

1. Statement of approach to the Specific Project. Based on the proposer’s knowledge of this project and similar project types, describe the approach on how to develop the program and design documents that meet the available construction Budget of \$3,000,000. Based on the PSA, and with 2 weeks for Design reviews by IDOC and DPW, how long will each of the Design Phases take. Provide comments on the adequacy of the available Construction Budget.(0-20 Points)
2. Project challenges, opportunities and solutions suggested. (0-10 points)

D. Format, 5 points maximum: To assist in the evaluation, it is desirable to format the submittal like the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on the specific qualifications of the people who will perform the project and the approach to the project. If information

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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. (0-5 points)

SUBMITTAL

Submit five (5) bound copies of the submittal, include one USB drive containing a PDF of the submittal. In your SOQ include the email address of the primary contact person, phone number, and office address. **Failure to provide this information may result in the proposal being nonresponsive**

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) representatives from DPW, two (2) representatives from Idaho Department of Correction, and one (1) independent Design Professional will evaluate and rank the firms' submittals. 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 initial ranking criteria will be weighed according to the following:

Initial Ranking, SOQ Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	0
B	Design Professional's Organization	15
C	Team Member's Qualifications	20
D	Technical Approach to Project	30
E	Format	5
Max SOQ Total		70

INTERVIEW PROCESS AND FINAL RANKING

If interviews are held, selected shortlisted teams will be notified as to time, place, and content of the interview. The ranking process is accomplished in 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. Questions to be addressed during the interview will be provided during the interview to the selected firms. After interviewing the selected candidates, the evaluation committee will provide scores to be added to the submittal scores to determine the final scores

Presentation & Interview Point Scoring		
	Criteria	Maximum Possible Points
F	Competency & Ability to Address the Scope of the Project	25

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G	Selection Committee Q and A	5
Max Interview Score Total		30

PROPOSED DATES

Informational Meeting	April 17, 2025
Last Day for Questions	April 24, 2025
Receive RFQ Submittals	May 1, 2025, 3:00 PM (Mountain Time), Division of Public Works, 502 N. 4th Street, Boise Idaho 83720
Short List for Interviews	May 9, 2025
Oral Interviews	Tentative May 20, 2025, – DPW, Boise
PBFAC Selection Approval	June 3, 2025, - PBFAC Meeting
Negotiate Contract	June 2025
Construction Start	January 2026
Substantial Completion	July 2026

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council (PBFAC) meeting. Upon selection of a firm, the State will issue a letter of intent. However, the final award is contingent upon the successful negotiation of an Agreement.

The contents of the proposal 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 because of this request.

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

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 proposals resulting from this request and subsequent interviews and associated ranking criteria as noted above.

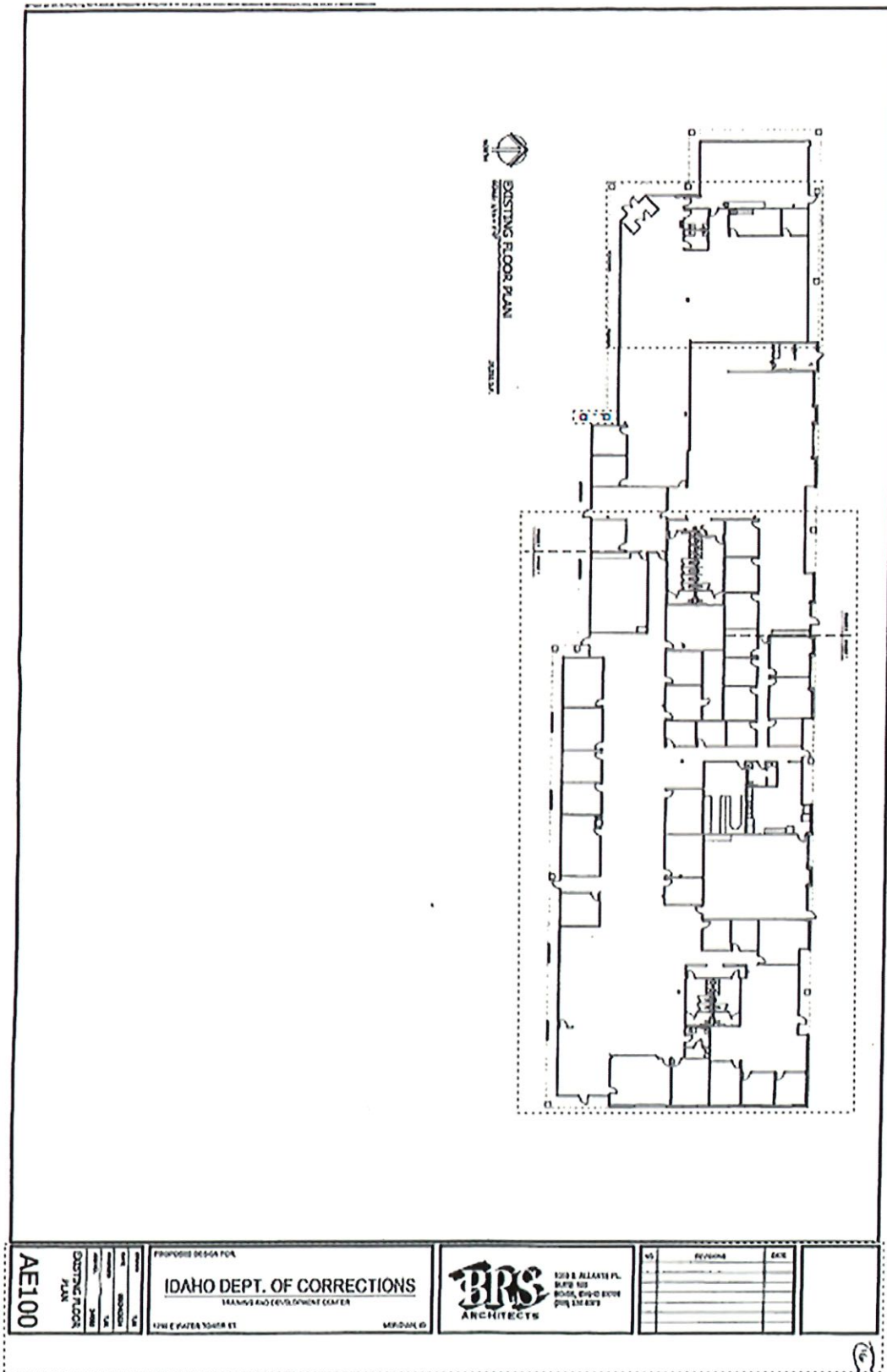
Attachment:

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- **Exhibit A**, Drawings showing the current Interior layout along with Drawings showing the desired interior layout

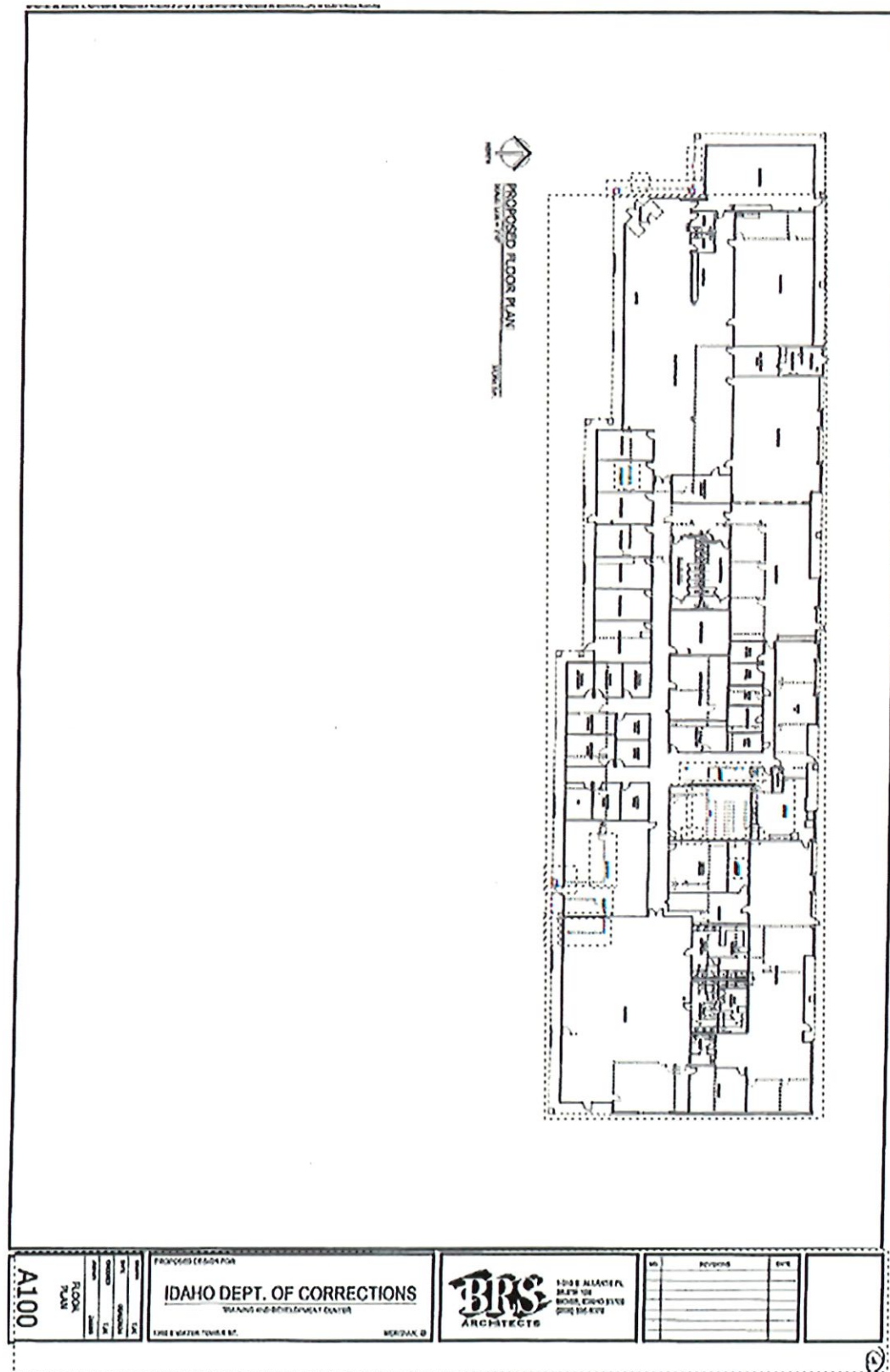
End 25062 IDOC Training and development Center – Tenant Improvements

Exhibit A



"Providing responsive, cost effective, and timely support services to Idaho's policy makers, public agencies, and state agencies as they serve Idaho citizens."

Exhibit A



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