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

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April 21, 2025

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Architects / Engineers

FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 25254  
Art & Architecture Main HVAC Improvements, Phase One  
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, on June 4, 2025, 2pm/MT** for furnishing design services to the State of Idaho.

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

**Elaine Hill**, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1925  
[Elaine.Hill@adm.idaho.gov](mailto:Elaine.Hill@adm.idaho.gov)

An optional informational meeting and walk through of the existing building will be held on **May 22, 2025, at 10:00am/PT**. Meeting starts at UI Facilities at 875 Perimeter Drive, Moscow.

This project will be funded by 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 University of Idaho, 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 or engineer licensed in the State of Idaho who will supervise all professional 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/](http://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 Art & Architecture Main Building is in dire need of heating and cooling upgrades and improvements. The HVAC system will need to satisfy the variety of heating and cooling loads requirements of the historic 1906 structure. Modern, flexible controls which integrate into the overall campus controls scheme and standards, are included within the scope of work.

The current 20,000 gaff structure's primary heating system is direct steam to radiator with manual controls. The piping and condensate systems are reaching their end of life and in some locations, there are failures where the plumbing has rotted away on the concrete floor. DX systems for a couple of rooms have failed and been replaced three times over, while others are obsolete, and the refrigerants utilized are not compliant with requirements. There is no central cooling provided, and as a result, there are multiple window air conditioners throughout the leaky windows. Exterior doors are frequently left open due to overheating and or lack of cooling.

Upgrades and improvements desired include, but are not necessarily limited to:

- Steam converter to heating hot water system throughout the building.
  - Chilled water for cooling throughout the building. (Currently there are valved and blanked connections located in the adjacent utility tunnel).
  - Four pipe fan coil heating and cooling units.
  - Domestic heating converter
  - Possibly a Fresh Air Heat Recovery system for better air exchange in the building.
  - DDC upgrades to include control points and feedback on systems.
  - Improvement to mechanical space/tunnel lack of exhaust & sump drain.
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- Replacement or possible reuse of Three Fan coils that have existing chilled water coils that were never hooked up. It is the intent of this project's request to develop and implement reasonable and rational,



current state-of-the-art, efficient and code compliant solutions to these issues and concerns. It is the assumption of the university that there is more scope present than can be accomplished within the current funding request. Therefore, the expectation is that the selected Design Team will work with DPW and the University of Idaho's staff to understand the full nature of the issues present, develop recommendations for design solutions, and prepare a menu of scope items, with associated costs, such that the scope can be prioritized, and a reasonable and rational set of deficiencies can be overcome within the funds provided. Remaining items will be prioritized as the basis for future phase requests.

## **REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. A total project budget of approximately **\$1,375,000** has been established to include fees, reimbursables, construction, permits, contingencies, tests, and 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 the submittal, the Design Professional and required consultants shall be licensed to practice in the State of Idaho for their specific disciplines.

The Design Professional will be responsible for programming, schematic design, design development, construction documents, approvals by the authorities having jurisdiction and construction administration.

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, field reports, closeout documents, warranties, etc.

The Design Professional will be required to meet monthly with the Owner's Project Manager, the Owner's Field Representative, Agency, 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 completion of the project.

The Design Professional shall keep in mind that during all phases, code compliance, energy efficiency, 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.

In addition, the UI Long-Range Campus Development Plan and other pertinent documents are available on the University's website. Items of specific interest include:

UI Long-Range Campus Development Plan: <https://vision2050-uidaho.webflow.io/>

## 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. Short description of experience, qualifications, and training including special expertise as they relate to this project type.
3. Explanation of your design team's design process, specifically during programming phased projects.
4. Experience within public sector/government, university projects, historical buildings, and HVAC improvements in an occupied building,
5. Experience working with multiple stakeholders and managing input.
6. Resources available for the project.
7. List the licensed professionals, registered in the State of Idaho, who will supervise their expertise within project.
8. List of firm awards specific to this project type and professional associations.

**C. Team Member Qualifications:** Provide the team's individual qualifications based on the outlined **DESCRIPTION OF PROJECT**. 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 6 individuals will be scored):

1. Project Architect.
2. Project Manager.
3. Mechanical/Plumbing Engineer.
4. Electrical Engineer.
5. Controls Designer.
6. Additional Project Team Member (at the team's discretion).

The following information should be included for each individual:

1. Name & title and number of years in current role
2. Firm name and location.
3. Education and training.
4. Brief overview of their responsibilities specific to this project: design and/or Construction Administration.
5. Brief overview of their experience related to this project, including phased projects in an occupied historical building.
6. 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 Construction Administration responsibilities, DOPL or other code agency experience, presented at PBFAC (or similar), and incorporated a UI's design standards and utility tunnels.
2. Understanding the project scope as outlined in the **DESCRIPTION OF PROJECT**. Explain in your own words how your firm has completed renovations in a university environment, addressed code/egress issues, technology integration throughout construction.
3. Include your explanation of the following elements and be specific to how they apply to this project:
  - a. Approach to working in occupied buildings.
  - b. Challenges & Opportunities of historic buildings.
  - c. Designing within Phase One budget while programming entire building's upgrade: Budget / Schedule.
  - d. 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). 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 HVAC with controls integration within an occupied building.
8. Project #2 must meet the criteria of being a phased higher education project. Include an explanation of how the project complies.
9. Project #3 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 three (3) copies of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

## **EVALUATION, INITIAL RANKING**

A selection committee consisting of two (2) persons from DPW, two (2) persons from The University of Idaho, and an independent Design Professional will rank the submittals to be the most highly qualified to perform the required services. 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 design team may be invited for a presentation - interview. If interviews are conducted, a final score will be based on the sum of the written submittal score and the selection committee's interview score. Interviews, if conducted, will be worth 30 points. Additional information will be provided if selected respondents requested to be interviewed.

<b>Initial Ranking, Written Point Scoring</b>		
<b>Criteria</b>	<b>Maximum Possible Points</b>	<b>Criteria</b>
A	Cover Letter	1
B	Basic Qualification	6
C	Team Member's Qualifications	15
D	Technical Approach to Project	30
E	Examples of Work	15
F	Format	3
<b>WRITTEN TOTAL</b>		<b>70</b>
<b>Presentation – Interview Point Scoring</b>		
<b>Criteria</b>	<b>Maximum Possible Points</b>	<b>Criteria</b>
Competency and abilities to address the items that will be provided to the final ranked teams		20
Selection Committee's Q & A		10
<b>PRESENTATION INTERVIEW TOTAL</b>		<b>30</b>

## **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 Meeting	May 22, 2025, 10am/PT
Receive SOQ Submittals	<b>June 4, 2025, 2pm/MT</b>
Oral Interviews at UI	June 26, 2025, morning
PBFAC Selection Approval	July 8, 2025
Negotiate Contract	July 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. Candidates 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, except in special circumstances.

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 the associated ranking criteria noted above.

