



**BRAD LITTLE**  
Governor  
**STEVEN BAILEY**  
Director  
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Administrator

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

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**May 12, 2025**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**TO:** DESIGN PROFESSIONAL - ARCHITECTURAL TEAM

**FROM:** Dale Reynolds, Administrator  
Division of Public Works

**SUBJECT:** DPW PROJECT NO. 24230  
ISU Health Science Property Development  
Idaho State University  
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 Wednesday, June 11, 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. 4<sup>th</sup> Street  
Boise, Idaho 83720  
(208) 332-1919  
[Gary.groff@adm.idaho.gov](mailto:Gary.groff@adm.idaho.gov)

An informational meeting will be held on **May 28, 2025, at the ISU Meridian Campus in 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 1311 E Central Drive and move to a conference room. The property to be developed can be viewed as a self-guided tour.

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 State University (ISU), 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/](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**

Idaho State University is preparing to develop approximately 23 acres of property located on South Locust Grove Road in Meridian, Idaho. In preparation for this development, existing structures located on the property must be demolished in accordance with the City of Meridian Development Agreement. Existing structures currently house Idaho State University Facilities Service Vehicles and building storage. A new storage structure would need to be constructed to house this displacement.

This project has been divided into three phases.

### **PHASE 1**

This Project is located near the Idaho State University Meridian Health Science Center off Central Drive in Meridian Idaho.

The Scope of Work includes design and construction of a maintenance and operations storage facility including the following

- Approximately 3000 square feet of storage space
- Enclosed and secure storage for landscaping equipment and vehicles

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- Shop area for carpentry & welding
- Conditioned office space for facilities personnel
- Demolition of existing site structures

## PHASE 2

The Scope of Work for phase 2 includes site design and development for 23 acres of property located on South Locust Grove in Meridian, Idaho. Scope includes the following:

- Design of site access from S Locust Grove
- Design of site access from Central drive
- Design and encasement of existing irrigation canal.
- Design and construction of site utilities in partnership with the City of Meridian in preparation for future development.

## PHASE 3

Phase 3 includes additional site programing and further development of 23 acres in alignment with the Meridian Campus Master Plan and the City of Meridian's Planning and Development guidelines. This phase includes the programing, planning, and design of a new pedestrian crossing on Central Drive between the Idaho College of Osteopathic Medicine (ICOM), the 23-acre development site, and the existing Idaho State University Health Science Center. Additional campus site development may also be carried out in support of the Meridian Campus Master Plan.

The Meridian Campus Master Plan and Concept as developed by Hummel Architects in 2022 is attached as **Exhibit A**. The conceptional work completed under a previous agreement with Hummel Architects does not exclude them from submitting on this RFQ.

## 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 Master Planning, Programing, Schematic Design, Design Development, Construction Documents, approvals by the authorities having jurisdiction, Bidding Support, Construction Administration, and Closeout. The 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/](https://dpw.idaho.gov/docs-forms-guides/).

The Project's Overall Budget of **\$5,388,000** 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 has not been determined. A

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complete construction cost estimate and construction schedule will be required following the Schematic Design Phase and must be updated at each additional design 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, 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 as needed with the Owners Project Manager and the Field Representative, but not less than twice a month, with the Owner (DPW), Agency (ISU) 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)
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 Prime 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 ISU/DPW experience. (0-10 points)

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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 in the past 5 years. At a minimum identify the Architect, Mechanical Engineer, Electrical Engineer, and Civil Engineer. Describe who will perform the various tasks, their amount of involvement, roles, and responsibilities. DPW/ISU Projects will earn maximum points. (1-10 points)
2. Relevant Project Examples - Identify with photos at least five (5) relevant Projects that the team 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 include team members for this project. (0-10 points)

**E. 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. Phase 1 - Describe a couple of economic approaches for a facility that would include 3,000 SF of Storage, covered Vehicle spaces, Facility and Shop area along with Office Space. Phase 2 - Based on the proposer's knowledge of this program and similar developments, describe the approach on how to develop an infrastructure build out plan with available funds that is flexible to adjust to possible Master Plan changes.(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 the 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. (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 State University, 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
G	Selection Committee Q and A	5
Max Interview Score Total		30

## PROPOSED DATES

Informational Meeting	May 28, 2025, ISU Meridian Campus, 2:00 pm
Last Day for Questions	June 4, 2025
Receive RFQ Submittals	<b>June 11, 2025, 3:00 PM (Mountain Time), Division of Public Works, 502 N. 4<sup>th</sup> Street, Boise Idaho 83720</b>
Short List for Interviews	June 18, 2025
Oral Interviews	Tentative July 1, 2025, – DPW, Boise
PBFAC Selection Approval	July 8, 2025, - PBFAC Meeting
Negotiate Contract	July 2025

## 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:

- **Exhibit A**, The Meridian Campus Master Plan and Concept as developed by Hummel Architects in 2022.

**End 24230 ISU: Health Science Property Development, Meridian**



**Idaho State  
University**

# Meridian Campus Master Plan

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*Pedestrian Path Looking North Towards Interdisciplinary Clinics*





# Introduction

Idaho State University was founded in 1901 on its Pocatello, Idaho Campus. Currently, the university serves students in several locations within the State of Idaho. Around 2003, Idaho State University purchased part of an existing building in Meridian, Idaho, a former Jabil Manufacturing facility, and consolidated several programs within the Treasure Valley. During 2003, a master plan for the re-purposed building was drafted to provide consolidation with opportunities for existing and future program growth. Since the initial master plan was drafted, Idaho State University's vision has grown beyond the capacity of the current building.

In 2020 Idaho State University purchased approximately 22-acres to the north of their Meridian Campus to expand existing programs and create new programs in Meridian. Through an interactive process with Idaho State University Stakeholders a preliminary program has been drafted and several buildings have been identified. Although this master plan is susceptible to change, the concept of new building placements with associated programs have been identified.

## Executive Summary

In 2022, Hummel Architects was engaged by Idaho State University to perform a preliminary program and building placement master plan for the new 22-acres (north campus). Additionally, the existing campus (south campus) was reviewed for reutilization of spaces as well as delineating which programs move or expand into the north campus.

Through an interactive process with Idaho State University Stakeholders, a vision session was conducted to identify over-all guiding principals for the master plan, both north and south campuses.

With Idaho State University Stakeholders input, a preliminary program was established to address which programs will be on the north campus and which programs will be on the south campus. These program spaces are outlined and indicate the need for approximately 950,000 s.f. for the north campus and 184,000 s.f. for the existing south campus.

This master plan must be a living document as programs, buildings, and prioritization may change over the course of many years. Initial purpose of this master plan is to engage City and State municipalities for their review and approval allowing some appropriate infrastructure to be designed and ultimately constructed. Infrastructure maybe the first phase of implementing this campus master plan.

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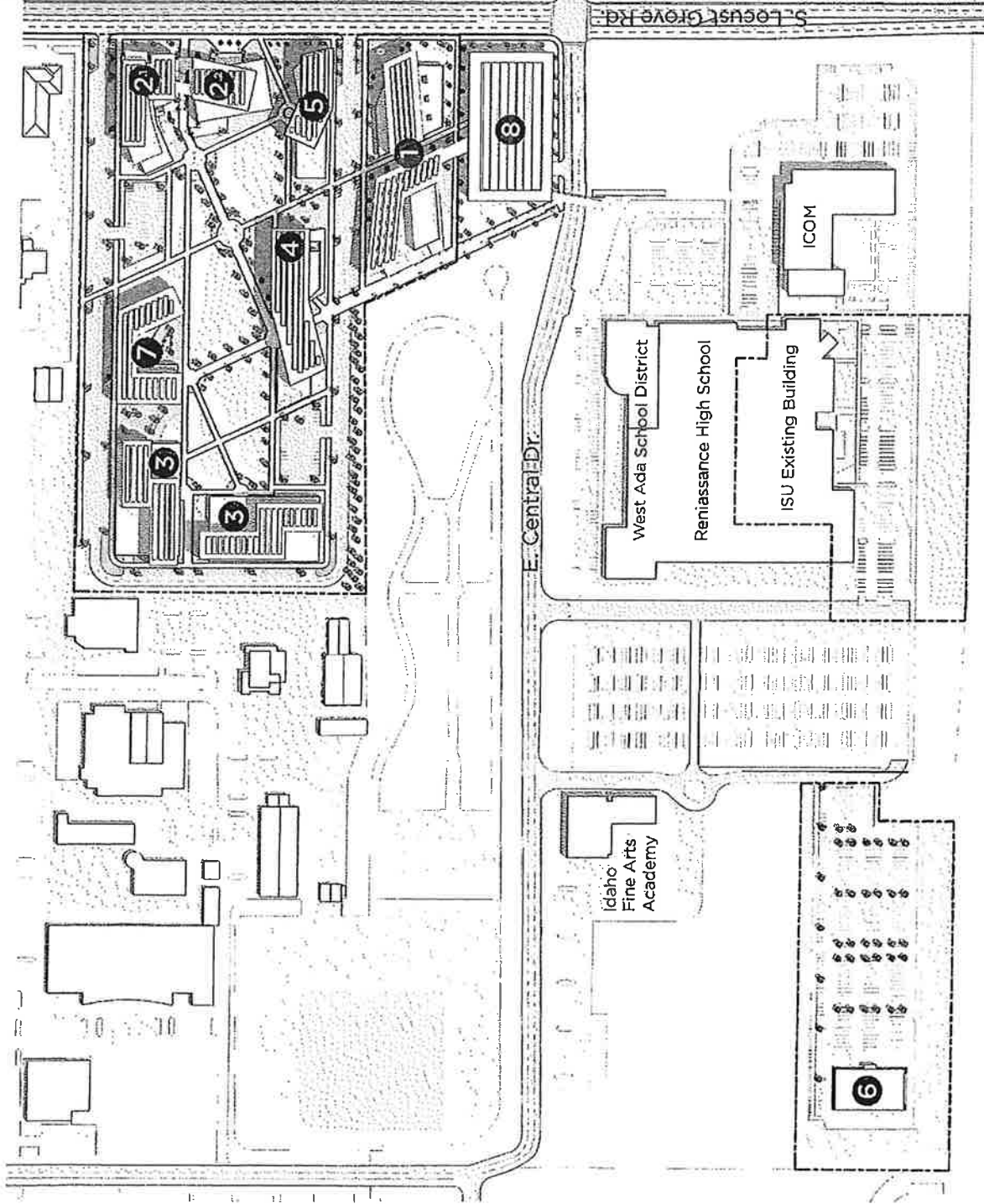


Exhibit A  
Page 4 of 10

*Internal Campus Looking Southwest at Multi-Use Facility*

# Site Plan

- 1 Interdisciplinary Clinics  
6 Floors  
290,000 sf
- 2.1 Interdisciplinary Biosciences Research  
6 Floors  
129,000 sf
- 2.2 ISU Innovation Center  
5 Floors  
84,000 sf
- 3 Housing (2 Buildings)  
5 Floors  
130 Units, 100 Parking Stalls  
132,500 sf
- 4 Multi - Use Facility  
5 Floors  
137,000 sf
- 5 Medical Education  
6 Floors  
116,000 sf
- 6 Maintenance + Utilities  
2 Floors  
24,000 sf
- 7 Living + Learning  
5 Floors  
1st + 2nd Floor Academic  
3rd - 5th Floor 75 Housing Units
- 8 Parking Garage  
6 Floors  
1000-1200 Parking Stalls







*Locust Grove Looking West*

# Enlarged Site Plan

- 1 Interdisciplinary Clinics  
6 Floors  
290,000 sf
- 2.1 Interdisciplinary Biosciences Research  
6 Floors  
129,000 sf
- 2.2 ISU Innovation Center  
5 Floors  
84,000 sf
- 3 Housing (2 Buildings)  
5 Floors  
130 Units, 100 Parking Stalls  
132,500 sf
- 4 Multi - Use Facility  
5 Floors  
137,000 sf
- 5 Medical Education  
6 Floors  
116,000 sf
- 6 Maintenance + Utilities  
2 Floors  
24,000 sf
- 7 Living + Learning  
5 Floors  
1st + 2nd Floor Academic  
3rd - 5th Floor 75 Housing Units
- 8 Parking Garage  
6 Floors  
1000-1200 Parking Stalls

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*Looking South Towards Medical Education*

# Campus Aerial Looking North

- 1 Interdisciplinary Clinics
- 2.1 Interdisciplinary Biosciences Research
- 2.2 ISU Innovation Center
- 3 Housing
- 4 Multi-Use Facility
- 5 Medical Education
- 6 Maintenance + Utilities
- 7 Living + Learning
- 8 Parking Garage

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*Locust Grove Looking West to Internal Campus*