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State of Idaho
Department of Administration
Division of Public Works

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June 9, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Dale Reynolds, Division of Public Works Administrator

SUBJECT: DPW PROJECT NO. 24153

Learning Living Community (LLC)
Lewis-Clark State College (LCSC)
Lewiston, 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 **July 10, 2025, 2:00pm/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

An optional informational meeting and walk through of the existing three student housing units will be held on **June 24, 2025, at 10:00am/PT**. The tour will start at LCSC's Physical Plant Building: 538 11th Avenue, Lewiston, ID 83501.

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 Lewis-Clark State College, 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/. 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

Lewis-Clark State operates the Living and Learning Community (LLC) which includes standalone homes along with the LLC building. This project will prioritize adding fire sprinklers and fire alarm systems that satisfy the fire code for standalone homes per requirements of the Idaho State Fire Marshal. Secondary priorities would improve entries / egress openings, and upgrade restrooms to satisfy Americans with Disabilities Act (ADA) per Idaho Division of Occupational and Professional Licenses (IDOPL) and deferred maintenance items.

The Living and Learning Communities inventory includes:

- 822 7th Street
- 324 11th Avenue
- 611 5th Street: Clark & York House
- 1105 7th Street: LLC building

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of approximately **\$1,328,557** 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 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 owner's web-based (OMS) 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 (PBFAC).

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.). Short description of experience, qualifications, and training including special expertise as they relate to this project type. List the licensed professionals, registered in the State of Idaho, who will supervise their expertise within project.
2. Explanation of your team's design process with multiple buildings awarded through a design-bid-build contract.
3. Resources available for the project to meet the schedule provided.

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:

1. Project Architect.
2. Project Manager.
3. Mechanical/Plumbing Engineer(s).
4. Fire Suppression Consultant (at the team's discretion).

The following information should be included for each individual:

Name, title and number of years in current role:

1. Firm name and location.
2. Education and training.
3. Brief overview of their responsibilities specific to this project: Design and/or Construction Administration.
4. 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) pages, double-sided 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).
2. Understanding the project scope as outlined in the **DESCRIPTION OF PROJECT**. Explain in your own words how your firm has completed projects for college housing.

3. Include your explanation of the following elements and be specific to how they apply to this project:
 - a. Approach to retrofitting fire sprinklers and alarm systems in homes per State Fire Marshal.
 - b. Approach to addressing ADA per DOPL.
 - c. Designing to maximize the Budget / Schedule.
 - d. Challenges & Opportunities within the project.

E. Examples of Work: Provide three (3) projects of relevant work in which construction has been completed within the past seven (7) 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 (3 total pages).

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.
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. Additional points will be awarded for projects using the same team.
4. Project owner (name, current phone number' and current email address). This individual may be contacted as part of the selection process.
5. Initial projected construction budget and final construction cost (include explanation of discrepancies).
6. Project #1 Retrofitting fire sprinklers and alarm systems, preferably housing.
7. Project #2 Improved entries / egress openings, and upgrade restrooms to meet ADA, preferably housing.
8. Project #3 Work on college campus, preferably housing.

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 five (5) copies of the submittal; include one USB drive containing a PDF of the submittal.

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from DPW, two (2) persons from The Lewis-Clark State College, 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.

Initial Ranking, Written Point Scoring		
Criteria	Maximum Possible Points	Criteria
A	Cover Letter	1
B	Basic Qualification	12
C	Team Member's Qualifications	10
D	Technical Approach to Project	30
E	Examples of Work	15
F	Format	2
TOTAL INITIAL WRITTEN Points		70
Presentation – Interview Point Scoring		
Criteria	Maximum Possible Points	Criteria
Competency and abilities to address the items that will be provided to the final ranked teams		20
Selection Committee's Q & A		10
PRESENTATION INTERVIEW TOTAL		30

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	June 24, 2025, at 10:00am/PT, LCSC's Physical Plant Building
Receive SOQ Submittals	July 10, 2025, 2pm/MT, DPW Boise
Oral Interviews at LCSC	Week of July 28-31, 2025
PBFAC Selection Approval	August 5, 2025
Negotiate Contract	August 2025
Project out to Bid	January – February 2026
Construction	Summer Break 2026

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.

Attachment for Reference:

Code Evaluation – Expanded Scope

End 24153 Design Professional RFQ