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State of Idaho
Department of Administration
Division of Public Works

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REQUEST FOR QUALIFICATIONS (RFQ)

DATE: Thursday, July 10, 2025

TO: Design Professionals

VB FROM:  Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25218
Riverfront Plaza
Boise State University
Boise, Idaho

DUE: Thursday August 14, 2025– 2:00 PM MST

I. INTRODUCTION –

Boise State University (BSU), in partnership with the Idaho Division of Public Works (DPW), is soliciting qualifications from design professionals to develop detailed design plans and construction documents for transforming an under-utilized site into a dynamic, multi-use plaza to serve BSU students, faculty, staff, and the local community.

This project will be funded by BSU, while 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, with a DPW-assigned Project Manager acting as a liaison between the Department of Administration, BSU and the Design Professional Team.

No informational walkthrough of the existing site will be provided, as it is currently being used as a construction laydown area for a separate project. Modifications (addenda) to this RFQ, if any, will be posted on the DPW web page at <https://dpw.idaho.gov/professional-services/>. Responders to this RFQ are encouraged to check this page prior to submitting their qualifications. For submission instructions, refer to section “V. SUBMITTAL.”

Any questions related to this Request for Qualifications should be directed to the assigned DPW Project Manager via email using the following format:

To: Melissa VanSlochteren - Melissa.VanSlochteren@adm.idaho.gov
Subject: 25218 BSU Riverfront Plaza – Design Professional RFQ Questions

II. PROJECT OVERVIEW –

The Riverfront Plaza is envisioned as a vibrant outdoor space that activates the area north of Albertson's Library, creating seamless connectivity with Syringa Hall, the Boise River Greenbelt, and Cesar Chavez. The project aims to provide a welcoming environment for food vendors, outdoor gatherings, and enhanced safety along the Greenbelt corridor.

Project Budget & Timeline:

Construction Budget: \$960,000
Design Phase: October-December 2025
Construction: Spring 2026
Substantial Completion: Fall 2026

Project Goals:

- Establish a direct connection between the library, Syringa Hall, and the Greenbelt.
- Initially accommodate food trucks with potential for expanded food service options in future phases.
- Create a park-like plaza for university and community users, including access to the Boise River.
- Provide a flexible “third space” for students to engage in active and passive recreation.
- Improve safety along the Greenbelt through increased activation and site usage.

Project Components:

- New patio on the North side of Albertsons Library.
- Expansion of hardscape from Cesar Chavez towards the Library for food truck service.
- Infrastructure planning for future restroom and food service buildings, including underground utilities and gas lines for fire pits.
- Tiered seating levels that integrate with the site's natural topography.
- Bike parking to support multi-modal access.

III. REQUIRED SERVICES

The scope of services shall be in accordance with DPW’s Professional Services Agreement (PSA) which is available on the [DPW website](#). The selected firm will be responsible for schematic design, design development, and preparation of construction documents, as well as obtaining proper approvals from Idaho Department of Occupational and Professional Licenses (IDOPL) and the Permanent Building Fund Advisory Council (PBFAC). Overall design should accommodate phased delivery of the site improvements. Additional responsibilities include providing support during the bidding process, overseeing construction administration, and managing project closeout. Programming services are not required, as a conceptual study has already been completed.

A construction budget of approximately \$960,000 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, landscape architecture or engineering services specific to this project. Design Professionals that are Architects, Landscape 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 submitting their response to this RFQ. The expectation is that the primary individual identified for each firm will participate in and/or have an oversight into the firm’s team performing the work.

No firm or corporation shall offer to practice architecture, or landscape architecture within Idaho unless such offer specifically identifies an individual architect, or landscape architect, who will supervise design services, who is licensed under the provisions of the State of Idaho Licensing Board, IDOPL. Failure to identify an individual design professional who will supervise project activities and provide their state license number may result in rejection of the RFQ submittal.

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, long term durability, and 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 PBFAC.

IV. STATEMENT OF QUALIFICATION SUBMISSION REQUIREMENTS –

A. Cover Sheet – 4 points

Include one (1) single sided page with only the following information (no photos):

1. Prime firm information
 - a. Name
 - b. Office location
 - c. Mailing address (*if different from office location*)
2. Primary Point of Contact (*limited to one person*).
 - a. Name
 - b. Title
 - c. Idaho License Number
 - d. Phone Number (*with area code*)
 - e. Email Address
3. Acknowledgement of Addenda (*if applicable.*)

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.

B. Firm Profile & Basic Qualifications – 8.5 points

Limit to one (1) single-sided page (no photos or resumes). Missing information may result in point deductions.

1. Summary of Firm Basic Qualifications
Provide a brief overview of the firm's qualifications relevant to this project, including:
 - a. Company Information – *Location(s), size, history, and years in business.*
 - b. List applicable Officers/Partners – *Idaho license numbers, years of experience in industry.*
 - c. Special Expertise – *Relevant experience, qualifications, and training for this project type.*

C. Team Profile & Specific Qualifications – 24 points

Limit to one (1) page per team member (photos optional). Only include individuals assigned to this project. Firms should list one individual per role, totaling a team of four (4).

1. Team Members
Provide qualifications for one of each of the following applicable roles:
 - a. Project Manager
 - b. Architect
 - c. Landscape Architect
 - d. Civil Engineer
2. Information to Include for Each Team Member
The following information should be included for each listed team member:
 - a. Team Member Name
 - b. Firm name, and location.
 - c. Team member's Current Title, and number of years with current title.
 - d. List other applicable titles/roles held with number of years for each.
 - e. Total number of years in industry.
 - f. List applicable Idaho license numbers.
 - g. Education History
 - h. Additional training/certifications that uniquely qualify them for this project
 - i. Overview of their responsibilities specific to this project.

D. Project Examples – 12.5 points

Limit each team member's project list to one (1) single-sided page.

For each team member identified in Criteria C, provide three (3) relevant project examples completed within the past ten (10) years.

Projects should be similar in scope, size, and budget to this project: featuring landscaping design for food vendors, outdoor collaboration spaces, and gathering areas—particularly those that enhance pedestrian engagement and integrate with existing campus or community environments.

1. For each project example, include the following details:
 - a. Project name, location, square footage, and substantial completion date.
 - b. Project photo(s).
 - c. Brief project summary, including the individual's role.
 - d. Project owner's name, current phone number, and email address (*this individual may be contacted during selection*).
 - e. Initial projected construction budget and final construction cost, with explanations for any discrepancies.
2. 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).

E. Technical Approach to Project – 18 points

Limit to two (2) single-side pages.

1. Describe your team's approach to the project using the following items:
 - a. Understanding of the project's program (*timeline, goals & components*)
 - b. Maintaining compliance with strict budget
 - c. Potential challenges during design through construction phases
 - d. Solutions to potential challenges
 - e. Quality control of design documents, construction administration and close out
 - f. Cost estimating

F. Format – 3 points

To ensure a smooth evaluation process, format your submittal using the provided Section Headings. Keep responses clear and concise, adhering to the specified page limits.

Section	Criteria	Page Limit
A	Cover Sheet	1
B	Firm Profile & Basic Qualification	1
C	Team Profile & Specific Qualifications	.5 page /per team member
D	Project Examples	1 page / team member
E	Technical Approach to Project	2

V. SUBMITTAL

Submit one (1) bound printed copy of the submittal 8-1/2 x 11 format; include one USB drive containing a PDF version of the submittal. RFQ submittal packages will be received at the Division of Public Works (DPW) office by **Thursday August 14, 2025, by 2:00 PM Mountain Standard Time** addressed to:

RE: DPW Project 25218 BSU - Riverfront Plaza Design Professional SOQ
Attn: Melissa VanSlochteren
Division of Public Works
502 N. 4th Street
PO Box 83720
Boise, ID 83720-0072

VI. EVALUATION

A committee consisting of two (2) DPW representatives, two (2) Agency representatives, and an independent Professional with design professional experience will evaluate and rank teams based on qualifications for the required services. Rankings will follow the weighted criteria provided. Interviews will only be conducted if necessary and will not occur if the point gap between the top-ranked team and subsequent teams exceeds the allowable interview points. The ranking process consists of two steps:

A. Initial Ranking – Based on the written submittals scored according to the criteria.

Initial Ranking – Written Point Scoring

Section	Criteria	Maximum Possible Points
A	Cover Sheet	4
B	Firm Profile & Basic Qualification	8.5
C	Team Profile & Specific Qualifications	24
D	Project Examples	12.5
E	Technical Approach to Project	18
F	Format	3
Written Total		70

B. Final Ranking – Based on interviews, if conducted. Teams selected for an interview will receive presentation guidelines in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, final scores will be based solely on the SOQ.

Presentation – Interview Point Scoring

Criteria	Maximum Possible Points
Competency/ability to address the project's Scope of Services	10
Selection Committee's Q & A	15
Overall Presentation	5
Interview Total	30

The Selection Committee reserves the right to interview any, all, or none of the respondents as deemed in the best interest of the State. The names of all firms submitting Statements of Qualifications and those selected for interviews (if any) will be public information. At the conclusion of the RFQ process, committee comments, evaluation scores, and all submitted Statements of Qualifications will also become public. Firms not selected will be notified in writing after the selection process.

If applicable, interviews will last approximately one hour, divided as follows:

- **25-30 minutes** for the team's presentation
- **15-20 minutes** for committee Q&A
- **5-10 minutes** for Design Professional Team closing comments

Presentation topics will be outlined in the interview invitation. After interviews, the committee will rank teams to determine the final score.

VII. SELECTION:

Based on the results of the final proposals, DPW will recommend a course of action to the Idaho Permanent Building Fund Advisory Council (PBFAC) at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

VIII. PROPOSED DATES:

Last day to submit RFQ Questions
Addendum issued (if applicable)
Receive SOQ Submittals @ DPW Boise
Oral Interviews (location TBD)
PBFAC Selection Approval
Negotiate and Execute Contract

Thursday, July 31, 2025, by 12:00 p.m. MST
Thursday, August 7, 2025
Thursday, August 14, 2025, by 2:00 p.m. MST
Friday, September 12, 2025 (afternoon)
Tuesday, October 7, 2025, 2025
October 2025

IX. AWARD:

Upon PBFAC approved selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

X. PROVISIONS:

The contents of the submittal 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 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 associated ranking criteria noted above.

XI. ATTACHMENTS:

Attachment 1: BSU Vicinity Map

**** End of 25218 Design Professional RFQ ****

ATTACHMENT 1:
VICINITY MAP

