



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

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

502 North 4th Street  
Boise, ID 83720-0072  
Telephone (208) 332-1900  
[www.dpw.idaho.gov](http://www.dpw.idaho.gov)

**July 28<sup>th</sup>, 2025**

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design-Build Teams

FROM: Dale Reynolds, Administrator  
Division of Public Works

SUBJECT: DPW PROJECT NO. 25726  
COEN Grant Lab Upgrades  
Boise State University (BSU)  
Boise, 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, by 3:00 p.m., Mountain Standard Time Zone, on August 22<sup>nd</sup>, 2025 for furnishing Design-Build services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

John Parham, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1909  
[john.parham@adm.idaho.gov](mailto:john.parham@adm.idaho.gov)

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

Funding for the project is from the Agency via grant funds from the Idaho Workforce Development Council. 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-Build team 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 Agency, and the Design-Build team.

The Design-Build team shall warrant the following: 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, 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 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 the financial responsibility and past project management for the design firm and/or consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, or design professionals and/or consultants that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of RFQ submittal.

## DESCRIPTION OF PROJECT

The COEN (College of Engineering) Grant Lab Upgrades project will renovate existing space in the Ruch Engineering Building to allow effective expansion of clean room instruction for students. The upgrades needed include the following:

- Renovation of Room 109 to Class 1000 (ISO 6) clean room standards, including HEPA filtration systems to maintain air cleanliness levels of a maximum of 1,000 particles ( $\geq 0.5\mu\text{m}$ ) per  $1\text{m}^3$  of inside air. Room #109 will be a positive pressurized room per clean room standards.
- HVAC upgrades to accommodate the needs of Room 109 and the two adjacent existing clean room labs #105 & #107. BSU staff reports that the existing chilled water system is undersized.
- Construction of a mechanical room similar to an existing space for rooms #105/107, including upgrade or installation of compressed air, chilled water, and vacuum to serve the newly created clean room #109.

**\*The grant associated with this project has a sunset date of September 30<sup>th</sup>, 2026. All design processes and construction will be compressed to accommodate this hard date.\***

The anticipated schedule\* is as follows:

- Programming: Forty-five (45) days, including a two-week review period by the Agency and DPW
- Schematic Design: Forty-five (45) days, including a two-week review period
- Design Development: Forty-five (45) days, including PBFAC approval and a two-week review period
- February/March 2026: DOPL Plan Review
- Mobilize for Construction: April 2026
- Substantial Completion: August 2026

\* It is anticipated that design processes and early bid packages will overlap and run parallel

## REQUIRED SERVICES

The State is requesting Statements of Qualifications (SOQs) proposals for complete Design-Build services. The Design-Build team should be proactive with the design and construction processes (design phases, Division of Occupational and Professional Licenses plan reviews/permitting, early construction and procurement bid packages, identify long lead items). The Design-Build team will be required to provide all services as per the standard DPW Design-Build Agreement and be properly licensed as required for the design and construction work.

A total project budget of approximately **\$1,410,000.00** has been established to include preconstruction costs, fees, reimbursables, construction, permits, contingencies, testing, 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 design phase.

At the time of SOQ submittal, the Design Professionals and required consultants must be properly licensed to practice in the State of Idaho for their specific disciplines.

In addition to the design phases, the Design Professionals will be responsible for the approvals by the authorities having jurisdiction.

The Design-Build team 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, etc.

The Design-Build team 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-Build team shall keep in mind that during all phases code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

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

## STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A. **Basic Qualifications, 10 points maximum (Two Page Limit):** Provide brief descriptions pertaining to:

- Firm's history and years in business: 1-10 years; 11 years or more.
- Firm's key staff who have been with the firm 10 or more years, and their roles. For example, 1-10 principals/project managers; 10 or more principals/project managers, etc.

- Office Location(s). List the location(s) for the Design-Build firm, the lead architect who will be responsible for the design and construction administration, and the structural engineer.

**B. Specific Qualifications, 38 points maximum (Three Page Limit, ½pg for each member):**

Provide the specific qualifications for the proposed key staff. The qualifications must demonstrate that each key staff member has a minimum of 10 years of experience in their respective professions. For example, 10-20 years, or 21 or more years.

The maximum points for this criterion is a sum total for all team members.

The table below lists the key team members. For each key member provide project example(s) that demonstrates their qualifications and expertise needed for the proposed project. For the project examples, include a description of the project, location, and construction value. Point value may potentially be increased for a project example that is comparable to the scope as described in the Project Description, and if the proposed project team has completed a comparable project in the past seven (7) years.

Points for the proposed key team members vary. The table below indicates the maximum points for each team member:

Key Team Members	
Design Builder's Project Manager	8
Lead Architect	8
Mechanical Engineer	8
Electrical Engineer	8
Construction Superintendent	6
Total	38

For the Key Team Member tasked with coordinating the plan review, indicate if in the past two (2) years they have completed a plan review through an online submittal process and if the process was with the Idaho Division of Occupational and Professional Licenses (IDOPL).

**C. Approach to the Project, 15 points maximum:** Provide a narrative for the following five items. Limit to three (3) pages if printed both sides, or six (6) pages if printed one side. Provide a heading in the narrative for each item listed below:

- Understanding of the Agency and the project site
- Understanding of the project scope
- Approach to the design solution. Will the programming and schematic design phases include a minimum of three options/concepts? If not, please explain an alternative approach to achieve a satisfactory design solution.
- Understanding and experience with DPW's processes and quality control processes.

•Commitment to the project, is the schedule acceptable as noted in the Project Description? If not, please explain if there are concerns with completing the design within the timeframe.

There is a maximum point value of 3 points for each item for a total of 15 points.

**D. Three Design-Build Project Examples, 9 points maximum (three points maximum for each example):** Provide renderings and/or photographs of three (3) relevant design-build project examples. One design-build project must be for the builder, one for the architect of record, and one for the mechanical/electrical engineer. The examples must be labeled with the person(s) on the team who performed the work.

**E. Format, 3 points maximum:** To assist the SOQ evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point.

### EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the Agency, and an independent Design Professional will rank the submittals. The committee will rank the teams based on the SOQ scores. The top ranked teams may be invited for an interview; however, interviews will not be held if the gap between the top ranked team and the subsequent team(s) is greater than 20 points.

If interviews are held, selected teams will be notified as to time, place, and content of the interview.

Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	38
C	Approach to Project	15
D	Examples of Work	9
E	Format	3
TOTAL		75

### SUBMITTAL REQUIREMENTS

Submit five (5) copies of the submittal; include one USB drive containing a PDF of the submittal. In your SOQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

### AWARD

Based on the results of the SOQ/Interview, 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:**

Receive RFQ Submittals  
Oral Interviews, if required  
PBFAC Selection Approval  
Negotiate Contract

August 22<sup>nd</sup>, 2025  
September 2<sup>nd</sup>, 2025  
October 8<sup>th</sup>, 2025  
October 2025

## **SELECTION**

The State will present the results of the RFQ 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. 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.

**End 25726 Design Professional**