



**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 21, 2025

### REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Dale Reynolds, Administrator  
  
Division of Public Works

SUBJECT: DPW PROJECT NO. 26220  
Life Sciences Complex  
Idaho State University (ISU)  
Pocatello, 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 12, 2025, for furnishing design services to the State of Idaho.

All questions must be sent to the DPW Senior Project Manager:

Margie Kennedy, Sr Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1917  
[margie.kennedy@adm.idaho.gov](mailto:margie.kennedy@adm.idaho.gov)

Any questions should be sent to Margie Kennedy no later than July 28, 2025. All questions will be responded to in an addenda seven calendar days prior to RFQ submittal due date. 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 will be from the State, Idaho State University, and bond proceeds. The Division of Public Works (DPW) with the State of Idaho 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, Idaho State University, and the Design Professional.

The Design Professional 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.

### **DESCRIPTION OF PROJECT**

The State would like to request Design Professional services to deliver a state-of-the-art Life Science Complex designed to attract and retain top students and world-class faculty to ISU. The Complex will create essential modern teaching and research facilities to train the next generation of Biological Science researchers and Health Science professionals, and will house university -wide core research facilities

Other goals for this project are to design a complex that is coherent with other buildings on campus, achieve a LEED Silver certification level, and dedicate a small percentage of the budget to integrated artwork that reflects the activities and academic functions of the complex.

The anticipated total project budget is \$127,770,000. with an October 2029 substantial completion date.

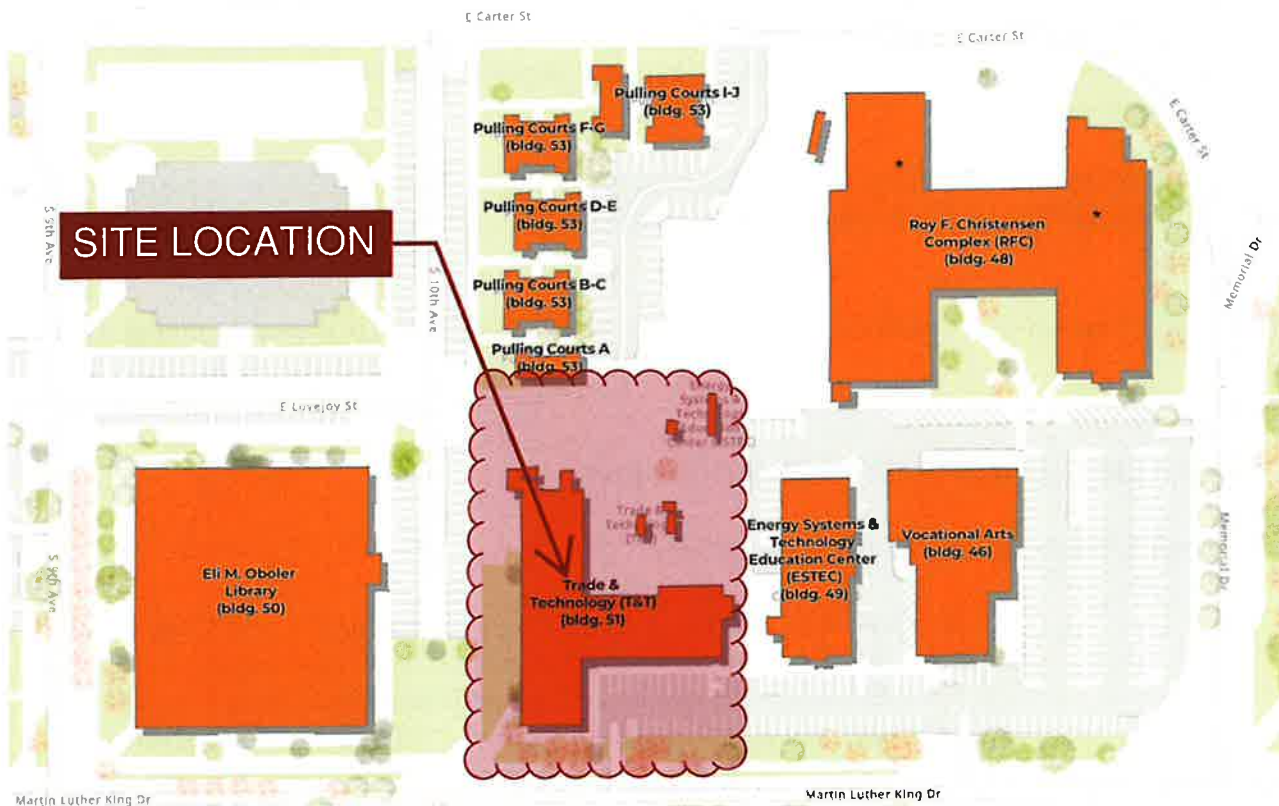
Idaho State University's program for their New Life Science Complex includes:

- Introduction to Biology
- Organismal Biology
- Ecology and Field Biology
- Microbiology
- Biochemistry
- Molecular Biology
- Anatomy & Physiology
- Classrooms
- Teaching Labs
- Collaboration Spaces
- Faculty, Staff, and Graduate Offices
- Administration Offices
- Breakrooms
- Teaching Greenhouse
- Core Research Facilities

- Animal Research Facility
- Molecular Research Core Facility
- Research Labs
- Animal Research Labs
- MEP, Circulation, Custodial, and Storage

Collaboratively, ISU's internal pre-programming group identified the need for high-utilization, flexible spaces, multi-use areas and interdepartmental space sharing. The building is anticipated to be between 95,000 and 110,000 GSF. A comprehensive programming study will be conducted by the design team to determine final square footage with an eye towards the efficient utilization of space.

The site for the building has been selected. It is located on a steep grade between the Eli M. Oboler Library and the ESTEC building. See Figure 1 below. The existing Trade and Technology building, currently located on the site, will be demolished to make way for the new Life Science Complex. Consideration should be given to connectivity with a future (not in scope) parking structure that has been identified in ISU's Master Plan. The parking structure would be located just north of new Life Science Complex.



**Figure 1 Site Location**

## REQUIRED SERVICES

The State is requesting proposals for complete programming, schematic design, design development, construction documents, furniture layouts, and approvals by the authorities having jurisdiction.

The Design Professional (Primary Point of Contact to manage the Project throughout the entire process), and Consultants/Engineers shall be licensed to practice in the State of Idaho for their specific disciplines at the time of the submittal. The Team shall be familiar with all Idaho state statutes, and Idaho codes.

The State reserves the right to approve the Design Professional's selection of consultants on their teams.

It is anticipated that a CM/GC will be selected at the end of the programming phase. The design team will be responsible for coordination with the CM/GC.

The Design Professional shall make a minimum of two (2) presentations to the Permanent Building Fund Advisory Council.

Construction documents to be complete within 22 months of contract award. Bi-monthly meetings will be required to meet with the design team, DPW Project Manager and ISU Project Manager for the purpose of providing a verbal report regarding the previous two week's progress. Such meetings will review milestones completed and anticipated activities for the next two weeks.

The Design Professional will be required to upload all documents to DPW's Owner's web-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, drawings, reports, photographs relevant to the project, schedules, and cost estimates.

The Design Professional must keep in mind that during all phases, code compliance, energy efficiency, sustainability measures and building maintenance concerns shall be incorporated into the design.

Additional information such as plans and maps will not be available from DPW or ISU for the RFQ submittal.

## **QUALIFICATION STATEMENT CONTENT**

### **A. Basic Qualifications (Six pages maximum):**

- a. Provide basic data relative to the Design Professional's and Consultant's company size, location, history, personnel, and special expertise for ISU's Life Science Complex. Indicate the Design Professional's and Consultant's offices which are in Idaho and/or within a 200-mile radius of the ISU Pocatello Campus. (One point for each firm in Idaho and/or 200-mile radius of the ISU Pocatello campus. Four points maximum.)
- b. For Lead Design Professionals, Engineering, and Lab Consultant firms collaborating as a team or if the Lead firm is comprised of different design professional disciplines, indicate the projects that they have completed through construction documents together. Provide the project name and brief project description. (One point for each project. Four points maximum)

- c. Indicate the number of “Life Science” type buildings the Design Professional’s offices have completed through construction documents. Provide examples and describe the type of life science projects. (Two points for each. Eight points maximum.)
- d. Indicate if the Lead Design Professional has completed a project through construction administration with DPW and/or ISU. (One point for DPW and one point for ISU. Two points maximum.)

No firm or corporation shall offer to practice architecture within Idaho unless such offer specifically identifies an individual architect licensed under the provisions of the State of Idaho licensing board, Idaho Department of Occupational and Professional Licenses (IDOPL), who will supervise the architectural services identified in such offer.

The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

## **B. Specific Qualifications:**

1. Describe how the individual Design Professional will be dedicated to the project in **one page**. For each Design Professional, provide the percentage of their time that will be committed to the various phases of this project. (Three points maximum.)
2. Provide a brief **one-page** resume (10 pages maximum) with specific qualifications for each proposed Design Professional and Consultant. The resume should include education/training, Idaho license type and number, and three examples of university design work, preferably in the area of science and research facilities for projects that were completed in the past ten years; include the project budget, location, and the current phase of design or construction. Resumes should indicate which Design Professionals they have teamed with on other projects that are the same as this one.
  - a. Architectural Design Team (five points maximum)  
It is anticipated that this team will be involved throughout the entirety of the project duration, including the architect-of-record.
  - b. Civil Engineer and Landscape Consultants (Three points maximum)
  - c. Mechanical and Plumbing Engineering (Four points maximum)
  - d. Electrical and Low Voltage Engineering (Four points maximum)
  - e. Lab Design Consultants (Four points maximum)
3. Include relevant experience of incorporating sustainability, energy usage, and life cycle costs in developing the building system components and achieving LEED Silver Certification without buying green energy credits. (One page maximum. Three points maximum.)

**C. Approach to Project (Four pages maximum):**

1. Include a statement of your approach to this specific project, including understanding of the project, challenges, and opportunities. (Seven points maximum)
2. Include your experience with programming agencies, shared space utilization, and efficient use of space between program elements. (Five points maximum)
3. Discuss your approach managing multiple Stakeholders with competing interest. (Five points).
4. Discuss your ideas and process of organizing the project's required services to be completed in time for an August 2027 construction start and substantial completion by October 2029. What resources and/or personnel are available to complete the project on time. (Six points maximum)

**D. Format:**

To assist in evaluation, it is desirable to format the proposal similar to the headings listed above. Font size to be no less than 11 point. The proposals should be clear and concise. Emphasis should be placed on specific qualifications of the people to actually perform the project and approach to the project. Primary contact should be clearly identified on the cover sheet with a phone number and an email address. (Three points maximum)

**SUBMITTAL**

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.**

**EVALUATION, FINAL RANKING, INTERVIEW PROCESS**

A selection committee consisting of two (2) persons from DPW, two (2) persons from Idaho State University, and an independent member will evaluate and rank the firms deemed to be the most highly qualified to perform the required services.

The ranking process is accomplished in two steps: 70 points for the Initial Ranking based on the written submittal, and 30 points for a Final Ranking based on an interview. The selection committee will score the written submittals based on the criteria in the Qualification Statement Content and the top 2-4 teams will be invited for an interview. The scores will be based on the tables below.

<b>Initial Ranking, Written Point Scoring</b>		
	Criteria	Maximum Possible Points
A	Basic Qualifications	18
B	Team Member Qualifications	26
C	Approach to Project	23
D	Format	3
	Written Total	70
<b>Presentation – Interview Point Scoring</b>		
	Criteria	Maximum Possible Points
	Competency and abilities to communicate the RFQ Submittal information to the Selection Committee	10
	Addressed all criteria in the RFQ Submittal	5
	Selection Committee’s Q & A	15
	Presentation – Interview Total	30

The timeframe for the teams invited for an interview is approximately one hour: 30 minutes for the presentation; 20 minutes for the selection committee’s Q&A; and 10 minutes for the Design Professional team’s closing comments.

After interviewing the selected teams, the selection committee will rank the interviews to determine the remaining 30% score.

## **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:**

Receive RFQ Submittals	August 12, 2025
Shortlist Interview Notification	Week of September 1, 2025
Oral Interviews	Week of September 15, 2025
PBFAC Selection Approval	October 8, 2025
Negotiate Contract	October 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. Proposers 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 \$5,000,000 professional liability insurance coverage.

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.

**End 26220 Design Professional RFQ**