



**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)

**August 11, 2025,**

### **REQUEST FOR QUALIFICATIONS (RFQ)**

**TO: DESIGN PROFESSIONALS – A/E SERVICES**

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

**SUBJECT:** DPW PROJECT NO. 24231  
ISU: Nuclear Faculty Research Lab  
Idaho State University  
Idaho Falls, 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 Thursday, September 25, 2025,** for furnishing Professional Architectural & Engineering 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 and walk through of existing areas affected by the project will be held on **September 11, 2025 at 2:00 pm.** A representative from the prime firm submitting an RFQ is strongly encouraged to attend the Informational Meeting. Interested parties should meet at the main entrance to the Center for Higher Education building located on the East side and the NE building corner located at **1770 Science Center Drive, Idaho Falls, Idaho 83402 in Room CHE 219.**

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

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(PSA) between Owner and Design Professional revised December 14, 2023, State laws, and guidelines. The Design Professional Team will receive general instructions 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-engineering 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 seeking statements of qualification from experienced and innovative design professionals to lead the transformation of existing tiered classrooms in the Center for Higher Education into state-of-the-art, flexible, laboratory environments dedicated to advanced-energy research. This project will support advanced scientific research and will require thoughtful integration of infrastructure capable of accommodating sensitive, high-powered equipment within a safe, adaptable, and functional environment while maintaining academic facilities outside the project scope.

The project scope is anticipated to include, but is not limited to, the following key design criteria:

- Spatial Considerations: Modular and flexible lab layouts to support diverse research needs as well as office space for lab operators and research personnel complete with acoustic improvements to prevent disruption to sensitive equipment and nearby classrooms.

- Structural and Spatial Considerations: Creation of new exterior openings for passage and movement of large equipment. Reinforcement of flooring and structural elements as needed to accommodate heavy or vibration-sensitive equipment.
- Life Safety and Compliance: Alteration or creation of existing fire safety systems, oxygen monitoring systems, emergency egress, safety showers, eyewash stations, and materials that meet or exceed laboratory safety codes.
- Electrical and Power Systems: Installation of high-capacity power infrastructure with isolated power for sensitive instruments that can be easily adapted to changing equipment needs. Design should consider potential electromagnetic interference and mitigation strategies.
- Environmental Controls: Integration of precision temperature and humidity control, fume hoods or localized ventilation, and appropriate pressure zoning (positive/negative) as required for research operations.
- Storage and Lab Support: Secure storage for chemicals, tools, and equipment, including vented and segregated storage solutions as needed; provisions for sample handling and cold storage.

## 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 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/](http://dpw.idaho.gov/docs-forms-guides/).

The Projects Overall Budget of **\$3,000,000** 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 is approximately **\$2,340,000**. A complete construction cost estimate and construction schedule 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 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 monthly, 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 monthly 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, Idaho State Standards, and maintenance concerns should be incorporated into the design.

The Design Professional shall develop all necessary presentation materials for, at least, 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, business licenses, contact telephone, address, and contact email. (0-2 points)  
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.
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 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 State of Idaho firms with 10 years of higher education /DPW experience. (0-10 points)
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**

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Provide specific qualifications for the Primary Design Professional. The points for this criterion are based on the Primary Design Professionals' 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 recently. At a minimum identify the Architect, Mechanical Engineer, Electrical Engineer, Structural Engineer, and Lab Consultant if required. Describe who will perform the various tasks, their amount of involvement, roles, and responsibilities. DPW/Higher Education Projects will earn extra points. (1-10 points)
2. **Relevant Project Examples** - Identify with photos at least five (5) relevant Projects that the firm has completed. Include the project name, client's name, location, date completed, budget, 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)

**D. 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.** Idaho State University has provided an overall general description of transforming existing classrooms into a state-of-the-art, flexible, laboratory environment dedicated to advanced energy research. Based on the proposer's knowledge of this project, the ISU description, and the informational meeting describe the specific design process and steps that would need to be taken in developing a program and schematic design for the Project. Address Key Design Criteria for Spatial Considerations, Structural and Spatial Considerations, Life Safety and Compliance, Electrical and Power Systems, HVAC & Environmental Controls, and Storage & Lab Support. (0-20 Points)
2. **Project Challenges, Opportunities and Solutions Suggested.** (0-10 points)

**E. 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 in an 8 1/2" x 11" page size. 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.

## **EVALUATION AND 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.

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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:

<b>Initial Ranking, SOQ Point Scoring</b>		
	<b>Criteria</b>	<b>Maximum Possible Points</b>
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
<b>Max SOQ Total</b>		<b>70</b>

## INTERVIEW PROCESS AND FINAL RANKING

If interviews are held, selected 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

<b>Presentation &amp; Interview Point Scoring</b>		
	<b>Criteria</b>	<b>Maximum Possible Points</b>
F	Competency & Ability to Address Scope of Project	25
G	Selection Committee Q and A	5
<b>Max Interview Score Total</b>		<b>30</b>

## PROPOSED DATES

Informational Meeting	September 11, 2025
Last Day for Questions	September 18, 2025
Receive RFQ Submittals	<b>September 25, 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	October 9, 2025
Oral Interviews	Tentative October 21, 2025, – DPW, Boise
PBFAC Selection Approval	November 6, 2025, - PBFAC Meeting
Negotiate Contract	November 2025
Construction Start	To Be Determined
Substantial Completion	To Be Determined

## SELECTION

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After Interviews, 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 a contract. 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.

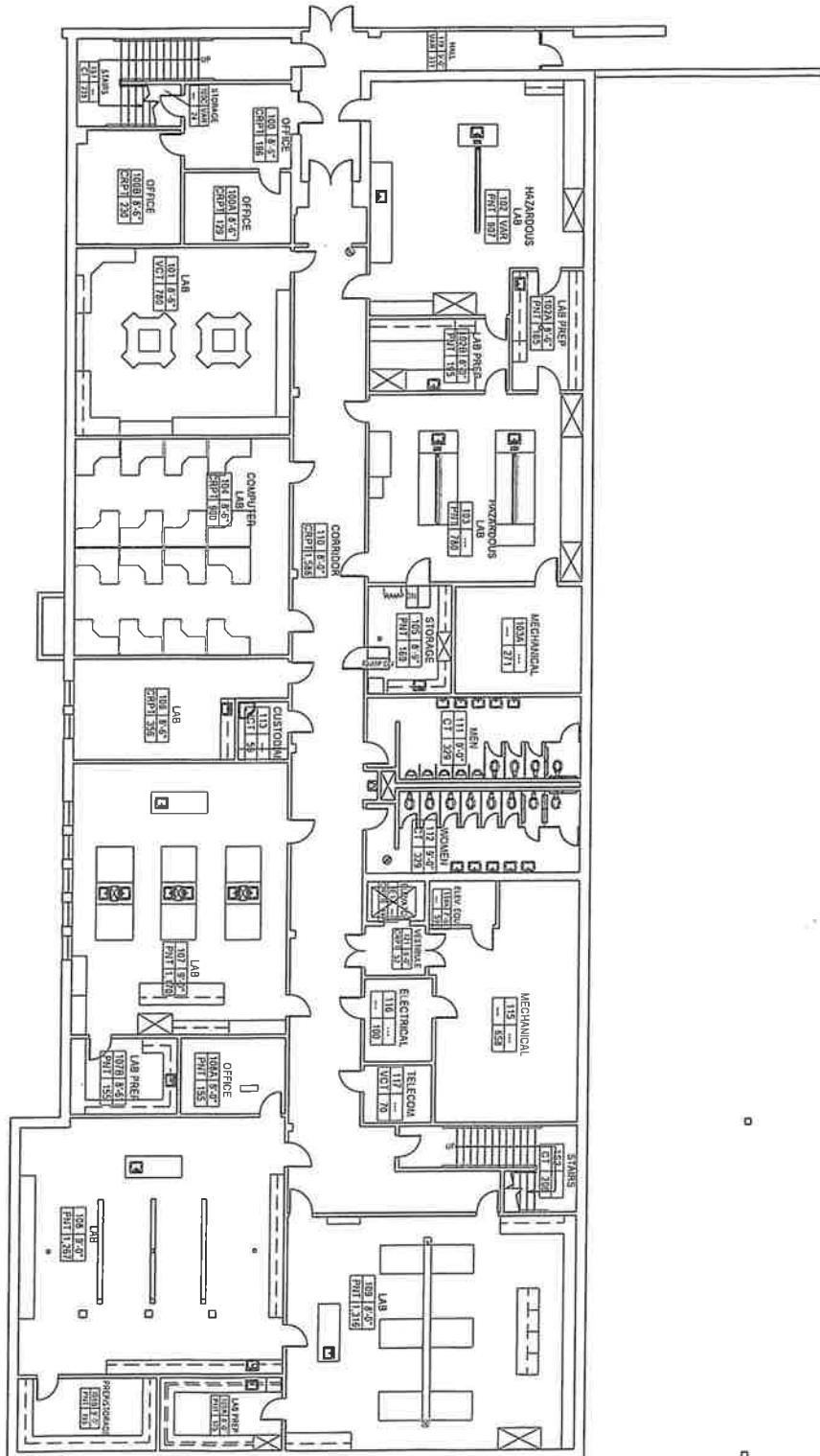
The names of all firms submitting proposals and the names, if any, selected for interviews shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as the contents of all proposals become public information. Firms that have not been selected 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.

Attachments:

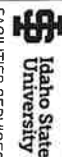
- Center For Higher Education Levels 1, 2 & 3 – level 2 shows location of lab

**End 25207 Design Professional Architect and Engineering Services RFQ**



# 100 - CENTER FOR HIGHER EDUCATION - LEVEL 1 - FLOOR PLAN

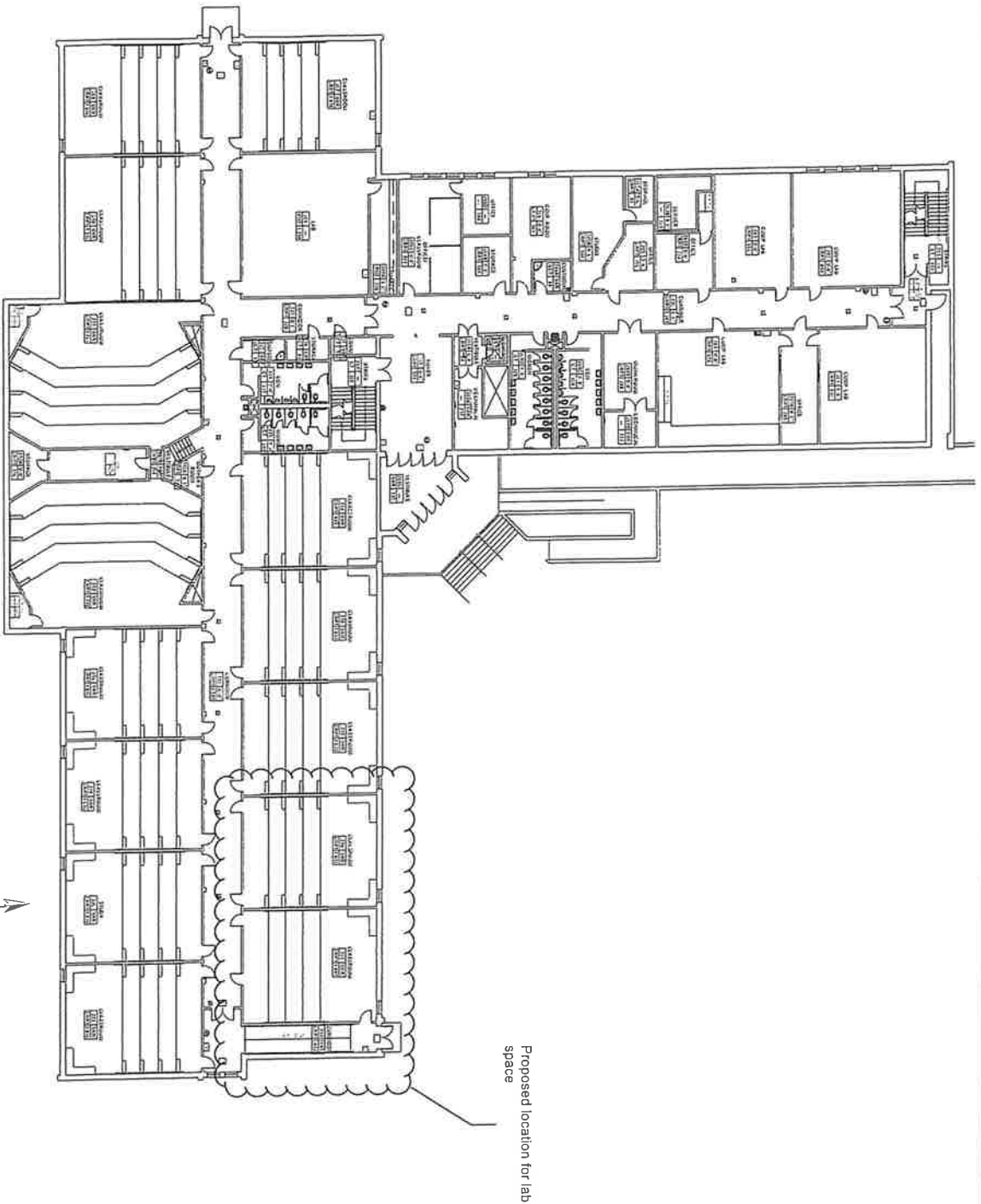
SCALE: 1/16" = 1'-0"



Idaho State University  
FACILITIES SERVICES  
(208) 282-0885 OFFICE

100 CENTER FOR HIGHER EDUCATION (CHE)  
IDAHO STATE UNIVERSITY  
1770 SCIENCE CENTER DRIVE

BUILDING NUMBER	100
LEVEL	1
DISCIPLINE	Architecture
DRAWING SCALE	1/16" = 1'-0"
DRAWING DATE	07/05/2023



100 - CENTER FOR HIGHER EDUCATION - LEVEL 2 - OVERALL FLOOR PLAN

SCALE: Not to Scale



Proposed location for lab space

100 CENTER FOR HIGHER EDUCATION  
IDAHO STATE UNIVERSITY  
1770 SCIENCE CENTER DRIVE

**Idaho State University**  
FACILITIES SERVICES  
(208) 282-4066 OFFICE

BUILDING NUMBER	100
LEVEL	2
DISCIPLINE	Architecture
DRAWING SCALE	Not to Scale
DRAWING DATE	07/05/2023

