



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

August 11, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

 FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 24331
MIL: LEW RC Repairs
Idaho Military Division (MIL)
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, by 3:00 p.m., Mountain Standard Time Zone, on Thursday, August 28 for furnishing Design Professional services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Andrew Gibler, DPW Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 791-5089
Andrew.Gibler@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. Only answers contained in the formal written Addenda will be binding.

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 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 Professional team.

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.

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 and be part of the Project Team identified in the RFQ for 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 purpose of this project is to repair the existing Lewiston Readiness Center (RC), to improve operational readiness, and to extend the life of the facility. Located at 2707 16th Ave in Lewiston, the total occupiable area on both floors combined is about 15,800 SF.

The scope of the work will focus on interior modifications and improvements on both the main and lower floor levels. The number one priority for this project is to increase the size of the main floor vault up to 600 SF and include an Intruder Detection System (IDS) as dictated by the Agency. Increasing the size of the vault will displace a large conference room that will need to be located elsewhere on the main floor. Additionally, this project will replace flooring, windows, and doors; and will upgrade HVAC, LED lighting, plumbing, electrical, and all other finishes as needed on both the main and the lower floor. Depending on the budget, there is also a need to provide additional restroom spaces on the lower floor level. There will be a need to meet with the Agency to help define scope priorities and budget limitations.

The Lewiston RC is a secure facility that must remain operational for the duration of this project. Through intentional design and through careful project management during construction administration, the Design Professional will help guide the construction team to maintain the Agency's needs for security and active operations during the construction phase. The design team may need to propose temporary barriers, sequencing of work, and other control methods to help ensure Agency readiness.

REQUIRED SERVICES

The State is requesting proposals for complete design services. The design team will be responsible for programming, schematic design, design development, construction documents, construction

administration, and closeout. A total project budget of **\$1,500,000** has been established to include all design, construction, contingency, and all other associated project costs.

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

The Design Professional will be responsible for programming, schematic design, design development, construction documents, and approvals by the authorities having jurisdiction. A relatively complete construction cost estimate will be required following the schematic design phase and must be updated at each additional design phase.

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 manual, schedules, cost estimates, etc.

The Design Professional will be required to meet monthly with the DPW 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, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design Professional shall develop all necessary presentation materials for, at a minimum, two (2) presentations to the Permanent Building Fund Advisory Council.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

Cover Sheet: Provide a cover sheet with the following information:

1. The DPW project number and project title.
2. Your firm's name and location.
3. Name and title of the primary point of contact (include no more than one).
 - a. Primary point of contact phone number with area code.
 - b. Primary point of contact email address.

Cover Letter: Optional; a cover letter is not required but can be used as an introductory statement. Please do not include information here that is required to be elsewhere in the SOQ and cannot be found where requested.

A. Basic Qualifications, 6 points maximum: Include a summary of your firm's basic qualifications. Limit to two (2) single-sided pages. Include the following elements:

1. Architectural Firm:
 - a. Firm name, office location, history, staff size, and special expertise relevant to this project. (0-1 point)
 - b. Firm organizational type, list of officers/partners, tax ID. (0-1 point)
 - c. List the Architect, registered in the state of Idaho, who will supervise and be a part of the Project Team for all architectural services contained within this project. Include the license number. (0-1 point)

- d. List the firm's intended Project Manager who will be a part of the Project Team for primary project development and oversight. (0-1 point)
2. Proposed Consultants:
 - a. List the Mechanical Engineer your firm will utilize for this project. Include the license number for the supervising engineer. (0-1 point)
 - b. List the Electrical Engineer your firm will utilize for this project. Include the license number for the supervising engineer. (0-1 point)
 - c. List any other consultants that you intend to use on this project. (optional)

B. Team Member Qualifications, 16 points maximum: Provide a description of the qualifications of each team member to be assigned to this project. Limit to two (2) single-sided pages. For each team member, provide the following criteria: history with firm, education, special expertise related to this project, anticipated involvement with this project, and a short list of two to five related projects. Points will prioritize DPW and Military project experience.

1. Project Architect (0-4 points)
2. Project Manager (0-4 points)
3. Mechanical Engineer (0-4 points)
4. Electrical Engineer (0-4 points)
5. Other Project Team Members (optional)

C. Technical Approach to Project, 18 points maximum: Describe your team's anticipated approach to this project. Limit to two (2) single-sided pages. Include the following elements:

1. Understanding of DPW process outlined in **REQUIRED SERVICES**. (0-6 points)
2. Statement of approach to the specific project scope and facility needs as outlined in the **DESCRIPTION OF PROJECT**. (0-6 points)
3. An analysis of project challenges, opportunities, and suggest solutions. (0-6 points)

D. Project Examples, 24 points maximum: Provide four (4) project examples (0-6 points for each project) that your firm has completed within the past ten (10) years. Limit to one (1) single-sided page per project. Provide examples that showcase remodels and interior upgrade projects with special challenges such as working in a secure or occupied facility and providing construction sequencing (phasing). Points will prioritize Team Member collaboration and project design and construction within a secure environment. Include the following elements for each example:

1. Project name, location, summary and approximate square footage of the work.
2. List of Team Members in this SOQ that participated in the project example.
3. Design start date, construction start date, construction finish date.
4. Original construction budget and final construction budget.

Format, 6 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 while following the page length guidelines provided above. Please consider the following guidelines:

1. It is desirable to follow the format and limit information to the requests listed above.
2. All pages should be Letter (8.5 x 11) size. A font size of 10 or larger should be used.
3. Section dividers may be included and do not count towards the total section page count. Please do not include information on the section dividers that is required to be elsewhere in the SOQ and cannot be found where requested.
4. If the information requested is not addressed in the section in which it is requested, maximum points will not be awarded for those criteria.
5. Double-sided pages may be used. One double-sided page is equal to two single-sided pages where requested above.

The primary point of contact provided will be notified of all shortlist rankings (if interviews are required), schedule updates, final rankings, and general information regarding RFQ. **Failure to include this information may result in your firm being found non-responsive.**

SUBMITTAL

Submit one (1) hard copy of the submittal and one (1) USB drive containing a PDF of the submittal. PDF submittals must follow the same guidelines listed above.

EVALUATION

A selection committee consisting of two (2) persons from DPW, two (2) persons from the Agency, and one (1) independent Design Professional will evaluate each submittal based on the requirements above. The teams will be ranked based on the total SOQ score. The maximum points for the initial ranking criteria are shown in the following table:

Point Scoring for SOQ Initial Rankings		
<u>Section</u>	<u>Criteria</u>	<u>Max Possible Points</u>
	Cover Sheet	0
	Cover Letter (optional)	0
A	Basic Qualifications	6
B	Team Member Qualifications	16
C	Technical Approach to Project	18
D	Project Examples	24
	Format	6
	Total	70

The selection committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. If interviews are held, the top ranked teams will be notified as to time, place, and content of the interview. The maximum points for the interview, if required, will be 30 points. If interviews are conducted, the written and the interview points will be combined for a final total score with a maximum of 100 points.

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.

AWARD

Based on the selection committee's combined results for the initial rankings and interviews, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council (PBFAC) at their meeting scheduled October 7, 2025. If the ranking is approved, a notice of intent to negotiate will be issued to the Design Professional by the Division of Public

Works, Department of Administration in accordance with prescribed procedures. Final award is contingent upon the successful negotiation of a contract.

PROPOSED DATES:

RFQ Site Walkthrough	August 20, 2025 – Lewiston Readiness Center, 2:00 pm (PST)
Receive RFQ Submittals	August 28, 2025 – DPW Boise Office
Oral Interviews	Tentatively, September 10, 2025 – DPW Lewiston Office
PBFAC Selection Approval	October 7, 2025
Negotiate Contract	October 2025
Final Construction Documents	March 2026
Substantial Completion	December 2026

PROVISIONS

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 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, if required.

End 24331 Design Professional RFQ