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Department of Administration
Division of Public Works

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REQUEST FOR QUALIFICATIONS (RFQ)

DATE: Friday September 5, 2025

TO: Design Professionals

FROM:  Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25195
Albertsons Library Renovations
Boise State University
Boise, Idaho

DUE: Thursday September 25, 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 renovating The Albertsons Library to create a cohesive and welcoming environment that supports student engagement, improves wayfinding, and accommodates future growth.

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.

An informational walkthrough of the existing site will be held on Friday September 12, 2025. Participants will meet at the Boise State University Albertsons Library Building located at 1865 W Cesar Chavez Ln. Boise ID 83725 at 10:00 AM MST.

All inquiries regarding this Request for Qualifications (RFQ) must be submitted via email to the DPW Project Manager no later than Wednesday September 17, 2025, by 12 PM MST. Please use the following format when submitting questions:

To: Melissa VanSlochteren - Melissa.VanSlochteren@adm.idaho.gov
Subject: 25195 BSU Albertsons Library – Design Professional RFQ Questions

Responses to all questions will be issued through a formal addendum. Any further modifications or clarifications to this RFQ will be posted on the DPW web page at <https://dpw.idaho.gov/professional-services/>. It is the responsibility of each respondent to review this site for updates prior to submitting their SOQ.

II. PROJECT OVERVIEW –

Boise State University is initiating a phased renovation of the Albertsons Library, one of the most heavily used buildings on campus. The project will begin with improvements to the first floor, including construction of a new north entrance to connect with the recently developed Riverfront Plaza and adjacent residence hall. Interior spaces near the entrance will be reconfigured to support functionality and circulation. Future phases will include updates to the third and fourth floors, primarily focused on finishes and functionality.

Project Budget & Timeline:

Construction Budget:	\$1,275,000
Design Phase:	Winter 2025
Construction:	Spring 2026
Substantial Completion:	Fall 2026

Project Goals & Components:

- Establish a direct connection between the library and Riverfront Plaza through addition of a north entrance.
- Establish a cohesive and unified design between the new north and existing south entrances.
- Enhance wayfinding and circulation throughout the first floor.
- Reconfigure interior spaces to support evolving student needs, including noise management and flexible uses.
- Refresh upper floors with updated finishes to improve aesthetics and user experience.
- Implement renovations in phases to minimize disruption and align with budget and scheduling priorities.

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 programming, 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). Additional responsibilities include providing support during the bidding process, overseeing construction administration, and managing project closeout.

A construction budget of approximately \$1,275,000 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 or engineering services specific to this project. Individual Design Professionals that are 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 within Idaho unless such offer specifically identifies an individual 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 – 2 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

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 – 7.5 points

Limit to one (1) single-sided page (no photos or resumes).

1. Summary of Firm Basic Qualifications
Provide a brief overview of the firm's qualifications relevant to this project, including:
 - a. Firm Profile
 - i. Office Location(s)
 - ii. Firm Size
 - iii. Company History
 - iv. Years in business
 - b. Key Leadership
 - i. Names of applicable officers or partners
 - ii. Idaho professional license numbers
 - iii. Years of industry experience
 - c. Firm Experience
Provide the number of projects your firm has completed in each of the following categories within the last five (5) years:
 - i. Design-Bid-Build Delivery Method
 - ii. Idaho Division of Public Works (DPW) Projects
 - iii. Higher Education Projects

C. Team Profile & Specific Qualifications – 29.5 points

1. Team Summary

Limit to half (.5) page

- a. Narrative Paragraph
Provide a brief narrative describing why this team is uniquely qualified for this renovation project at Boise State University. Highlight what sets your team apart from others, including any specialized experience, innovative approaches, or collaborative strengths. Explain why your team has a particular interest in this project and how that interest aligns with the goals of this project.

b. Team Summary Table

Include a table listing the following information for each of the six (6) required team members: Architect, Interior Designer, Mechanical Engineer, Electrical Engineer, Structural Engineer, Project Manager.

Name	Firm	Role	Idaho License #	% of Project Contribution

2. Team Member Specific Qualifications

Limit to half (.5) page per team member.

Provide detailed qualifications for each of the six (6) individuals listed in the Team Summary Table. For each team member, include the following:

- a. Team Member Name
- b. Photo
- c. Firm Name and location
- d. Current Title and Years in Current Role
- e. Total years of industry experience
- f. Idaho Professional License Number(s)
- g. Educational background
- h. Relevant certifications or specialized training
- i. Description of Role and Responsibilities Specific to this Project

D. Project Examples – 18.5 points

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

For each team member identified in Criteria C, provide two (2) relevant project examples completed within the past ten (10) years.

Project examples should demonstrate relevant expertise aligned with the project's budget, phased implementation, and strict timelines. Featured projects should include University or public library renovations, projects involving phased construction and occupied buildings, design of new building entrances or major circulation improvements.

1. For each project example, include the following details:

- a. Project name, location, square footage, and substantial completion date (*if constructed*).
- b. Project photo(s).
- c. Brief project summary/description
- d. Detailed description of individual's role and responsibilities specific to the project.
- e. Project owner's name and email address (*this individual may be contacted during selection*).

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 – 11 points

Limit to two (2) single-side pages.

1. Describe your team's approach to delivering this project, addressing the following:

- a. Understanding of the project scope, goals, timeline and components
- b. Strategies for maintaining strict budget compliance
- c. Approach to cost estimating throughout design
- d. Anticipated design phase challenges
- e. Proposed solutions to those challenges
- f. Methods for ensuring quality and accuracy in design documents
- g. Approach to collaboration during construction administration and project closeout.

F. Format – 1.5 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.

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 September 25, 2025, by 2:00 PM Mountain Standard Time** addressed to:

RE: DPW Project 25195 BSU – Albertsons Library Renovation 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	2
B	Firm Profile & Basic Qualification	7.5
C	Team Profile & Specific Qualifications	29.5
D	Project Examples	18.5
E	Technical Approach to Project	11
F	Format	1.5
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
Selection Committee's Q & A	20
Overall Presentation	10
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.

PROPOSED DATES:

Informational Walk-Through	Friday, September 12, 2025	10 AM MST
Last day to submit RFQ Questions	Wednesday, September 17, 2025	12 PM MST
Addendum issued	Friday, September 19, 2025	12 PM MST
Receive SOQ Submittals to DPW Boise	Thursday, September 25, 2025	2:00 PM MST
Oral Interviews (location TBD)	Friday, October 17, 2025	TBD
PBFAC Selection Approval	Thursday, November 6, 2025	N/A
Negotiate and Execute Contract	November 2025	N/A

VIII. 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.

IX. 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.

X. ATTACHMENTS:

Attachment 1: BSU Vicinity Map

Attachment 2: BSU Albertsons Library Area of Work

**** End of 25195 Design Professional RFQ ****

**ATTACHMENT 1:
VICINITY MAP**



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