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State of Idaho
Department of Administration
Division of Public Works

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September 9, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

 FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 25330
R/C Utilities
Military
Bonneville County, 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 **2:00 p.m., Mountain Time Zone, on Friday, October 3, 2025**, for furnishing Design Professional services to the State of Idaho

All questions must be sent to the DPW Project Manager

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

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 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.

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 all architectural services contained in this Request for Qualifications.

DPW reserves the right to investigate financial responsibility and past projects for the Design Professional and Consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, or creditors, that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of Statement of Qualifications submittal.

DESCRIPTION OF PROJECT

The RC Utilities project in Bonneville County supports essential infrastructure upgrades for the Military Division of the State of Idaho. The project includes improvements to remote connectivity, utility resilience, and operational facilities critical to statewide emergency and logistics support. The scope encompasses the design of underground utility networks, including water, sewer, electrical, and communications systems, engineered with future scalability and long-term reliability in mind. The project will prioritize efficient site layout and integrate sustainable design strategies aligned with lifecycle performance goals, while maintaining full compliance with State infrastructure standards for quality, durability, and operational security. These upgrades are intended to meet current demands and lay the groundwork for expanded mission capabilities within the county's military operations framework.

The total project budget is \$345,000.00, which includes all design fees, 3rd party consultants, reimbursable expenses and other project related costs.

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. The design team will be responsible for coordination with the CM/GC, if one is incorporated into the project. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

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 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 Owner (DPW) and the Agency (Military) 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 develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

The Design Professional will be required to incorporate Military design standards throughout the project.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A - Cover Letter (6 Points)

1. Your Company Name and Address
2. Name and Title of the Primary Point of Contact
 - a. Primary Point of Contact Phone Number
 - b. Primary Point of Contact Email Address

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. **Failure to include this element may result in your firm being found non-responsive.**

B - Basic Qualifications (10 Points)

1. The History and Size of the Organization
2. Personnel anticipated to work on this project and their role
3. Experience and expertise of personnel relating to the scope
4. List the Civil Engineers, who will be part of the Design Team. Include the License Number

C - Team Member Qualifications (16 Points)

1. Design Team that will be assigned to work on this project.
 - a. Name & Job Title
 - b. Years of experience with a CM/GC firm.
 - c. Education and Training
 - d. Brief overview of their responsibilities specific to this project.
2. Project Manager working on this project.
 - a. Name & Job Title
 - b. Years of experience with a CM/GC firm.
 - c. Education and Training
 - d. Brief overview of their responsibilities specific to this project.

D - Design Approach (12 Points)

1. Describe the firm's understanding of DPW's design process and deliverables for each phase.
 - a. Programming, Schematic Design, Design Development, Construction Documents.
2. Describe the firm's understanding of DPW's cloud-based project management software (Projectmates)
3. Which team member will develop the necessary presentation materials for a minimum of one (1) presentation to the Permanent Building Fund Advisory Council?
4. Which team member will be required to meet monthly with the Military and DPW?
 - a. Acknowledge that meeting minutes are required to be uploaded to Projectmates by Design Professional.

E - Examples of Work (20 Points)

1. Provide Four (4) examples of Relevant Projects, including:
 - a. Project Name, Address, Costs and Timeline.
 - b. Construction delivery method used.
 - c. Cost estimates vs Actual costs
 - d. Timeline given for construction vs actual timeline.
 - e. List team members from criteria 'C' that worked on the project example and their role.

F – Format (6 Points)

- To assist the evaluation, it is critical to format the SOQ submittal similar to the criteria headings listed above. The submittal should be clear and to the point for each criterion.

SUBMITAL (70 Points)

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 the Agency, and an Independent Design Professional / Contractor will rank the submittals.

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 (If Required).

Statement of Qualifications Scoring		
#	Criteria	Points Available
A	Cover Letter	2
B	Basic Qualifications	8
C	Team Member Qualifications	15
D	Project Approach	20
E	Examples of Work	20
F	Format	5
Written SOQ Total		70

Presentation & Interview Scoring		
#	Criteria	Points Available
1	Ability to address Qualifications specific to this project	10
2	Selection Committee's Q & A	20
Presentation & Interview Total		30

Award is based on the results of the final proposals. 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 | October 3, 2025 |
| ➤ Design Professional Shortlist Published | October 10, 2025 |
| ➤ Oral Interviews (If Required) | October 16, 2025 |
| ➤ PBFAC Selection Approval | November 4, 2025 |
| ➤ Negotiate Contract | November 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 State reserves the right to reject any or all proposals received because 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 based on submittals resulting from this request and subsequent interviews.

End 25330 – Design Professional - RFQ