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State of Idaho
Department of Administration
Division of Public Works

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August 30, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

 FROM: Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 26009
PTC Restroom Upgrades, Phase 1
Department of Administration (ADM)
Boise, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at **502 N. 4th Street, Boise, ID 83720-0072**, by **10:00 a.m.**, Mountain Standard Time Zone, on **September 30, 2025**, for providing design services to the State of Idaho.

All questions related to this Request for Qualifications must be submitted in writing to:

Nicole Gallaher, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1911
nicole.gallaher@adm.idaho.gov

Funding for the project is from the State. 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 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 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, past or current litigation, 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.

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.

DESCRIPTION OF PROJECT

The project is located at 450 W. State Street, Boise, Idaho 83720, also known as the PTC building on the Capitol Mall.

The scope of the work includes upgrading the Restrooms in the basement, up to the 4th floor.

- In total there are 10 restrooms, 5 men's and 5 women's. The Restroom finishes and fixtures are outdated and at the end of their useful life. This project will also include upgrades to the lighting, HVAC, plumbing, flooring, wall tile, and partitions.
- The scope of the project includes all design, demolition, construction, architectural finishes, plumbing, mechanical and electrical systems, and other items necessary to complete the upgrade.
- There is currently another project in construction to create ADA Family Restrooms on floors 1 and 4 in the existing janitor rooms. The Restroom Upgrades project will need to match the finishes used in the ADA Family Restrooms project.

The construction will take place in an occupied building. The design phase is anticipated to be complete 9 – 11 months.

Attachment A includes Restroom floor plans of the Common Corridor found on each floor.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works, is requesting proposals for complete design services. The design team will be responsible for programming, schematic design, design development, construction documents, approvals by the authorities having jurisdiction, construction administration, and closeout. The project is expected to be a traditional

Design/Bid/Build delivery method. A total project budget of approximately \$900,000.00 has been established to include fees, reimbursables, construction, permits, contingencies, tests, other project related expenses. 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's Project Manager, the Owner's Field Representative, ADM, and other team members 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 project. The Design Professional will be expected to travel to the site to fully review existing conditions prior to design. Reference the Professional Services Agreement (PSA) at <https://dpw.idaho.gov/docs-forms-guides/> for further information.

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, one (1) presentation to the Permanent Building Fund Advisory Council.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A. Cover Letter: Provide a cover letter as an introductory statement and the following information. Limit to one (1) single sided page (no photos):

1. Prime firm name and the office location that will primarily serve this project.
2. Name and title of the Primary Point of Contact (include no more than one).
 - a. Primary Point of Contact phone number (include area code).
 - 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 the specific primary contact information may result in your firm being found non-responsive.

Please Acknowledge Addenda on the Cover Letter if applicable.

B. Basic Qualifications: Include a summary of your firm's qualifications specific to this project type. Limit to two (2) single sided pages with the following elements (no photos or resumes). Points will be deducted for missing information.

1. General company information (size, history, number of years in business, etc.).
2. Resources available to meet the project schedule.

3. The Firm's special expertise as it relates to this project.
4. Project examples - List projects that are public sector/government, restroom upgrades, in an occupied building, etc. with construction completed within past ten (10) years. List three (3) examples, one example from each of the three listed. No further information is needed other than the name of the project, construction completion date, and which project category listed above the project represents.
5. Explanation of your design team's design process.
6. List the licensed architect, registered in the State of Idaho, who will supervise all architectural services contained in within this project. Include the License Number.

C. Team Member Qualifications: Provide a description of the team's individual qualifications. Only include members who would be assigned to this project. Limit to half page for each person. (photos are optional).

Include only the following team members (no more than 5 team members will be scored):

1. Architect.
2. Project Manager.
3. Mechanical/Plumbing Engineer.
4. Electrical Engineer.
5. Additional Project Team Member (at the team's discretion).

The following information should be included for each individual:

1. Name & title.
2. Number of years in current role
3. Firm name and location.
4. Education and training.
5. Brief overview of their responsibilities specific to this project.
6. Brief overview of their experience related to this project.
7. Amount of their involvement on this project.

D. Technical Approach to Project: Describe your team's understanding of and approach for the following items. Points will be deducted for missing information. Limit to three (3) single-side pages (no photos).

1. Understanding of DPW's processes, as outlined in **REQUIRED SERVICES**. Explain how your firm has used Projectmates (or similar system), guided the client through design phases, performed CA responsibilities, IDOPL or other code agency experience, and presented at PBFAC (or similar).
2. Understanding of the project scope and individual program needs, as outlined in the **DESCRIPTION OF PROJECT**. Explain in your own words how your firm has completed the construction of restroom upgrades in an occupied building.
3. Include your explanation of the following elements and be specific to how they apply to this project:
 - a. Challenges & Opportunities.
 - b. Designing within budget.
 - c. Approach to quality assurance
 - d. Approach to schedule.

E. Examples of Work: Provide four (4) project examples in which construction has been completed within the past ten (10) years. If projects represented are completed with a collaboration,

please include full credit of the other firm name(s). Projects should be similar in size and budget as this project. Limit each project to one (1) single-sided page (4 total pages).

Include the following information for each example:

1. Project name, location, square footage, and date of substantial completion of construction.
2. Project photo(s).
3. Short project summary.
4. How the project example relates to the Restroom Upgrade project.
5. Name(s), title, and firm name of the design team members that completed the project. If the team members are the same as in Section C – TEAM MEMBER QUALIFICATIONS, additional points will be awarded. Please identify next to the individual's name that they meet this requirement if applicable.
6. Project owner (name, current phone number and current email address). This individual may be contacted as part of the selection process.
7. Number and total value of change orders.
8. Initial projected construction budget and final construction cost (include explanation of discrepancies).
9. 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).

F. Format: To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point, following the page length guidelines provided. Pages should be no larger than 8-1/2 x 11, single-sided, and the font size no smaller than 10 points.

If 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.

SUBMITTAL

Submit two (2) printed copies of the submittal 8-1/2 x 11 format; one (1) USB drive containing a PDF of the submittal.

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 will rank the submittals. The initial ranking criteria will be weighted as indicated below and used to determine the teams selected for an interview, if deemed necessary. Interviews will not be held if the gap in points between the top ranked team and the subsequent team(s) exceeds the allowable interview points.

The ranking process is accomplished in two steps: Initial ranking based on the written submittal and final ranking based on an interview. The Selection Committee will score the written submittals based on the criteria. If interviews are conducted, the teams invited for an interview will be given content in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, then scores will be final based on the SOQ only.

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 names of all firms that submitted Statement of Qualifications and

the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process and once a contract is awarded, committee comments and evaluation scores, as well as contents of all Statement of Qualifications become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If applicable the timeframe for the teams invited for an interview is approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee's Q&A; and 5-10 minutes for the Design Professional team's closing comments. After interviewing the selected teams, the selection committee will rank the interviews to determine the final score.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	0
B	Basic Qualifications	15
C	Team Member Qualifications	11
D	Technical Approach	18
E	Examples of Work	22
F	Format	4
Written Total		70
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items that will be provided to the teams selected for interviews	15
	Selection Committee's Q & A	10
	Overall Presentation	5
Interview Total		30

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:

Last Day for Questions	September 23, 2025
Addendum Issued (if applicable)	September 24, 2025
Receive SOQ Submittals	September 30, 2025
Oral Interviews	October 23, 2025
PBFAC Selection Approval	November 6, 2025
Negotiate Contract	November 2025

SELECTION

The State will attempt to select a firm at the September 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 \$1,000,000 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.

ATTACHMENTS

A. PTC Common Corridor Floor Plan

End 26009 Design Professional RFQ

Appendix A: PTC Common Corridor Floor Plan

