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State of Idaho
Department of Administration
Division of Public Works

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September 8, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

DR FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 26150
LCSC: Multi Bldg. Electronic Access Control
Lewis-Clark State College (LCSC)
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 Tuesday, September 30 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

Lewis-Clark State College (LCSC) utilizes a Salto smart access control system for secure access needs on campus. This system provides manageability and flexibility in access and security needs.

Fifty-eight existing exterior doors at seventeen buildings across campus currently lack electronic access control. This deficiency keeps LCSC from being able to lock down individual buildings or the entirety of campus in an emergency situation. Exterior doors without the electronic access function are currently locked manually by the LCSC security team. This project will provide new card reader access control door hardware with internet connections and electrical upgrades as needed. The work will have a variety of ingress and egress door hardware needs. The design team will also need to analyze the physical condition of each door and the ADA access needs at specific locations.

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 **\$644,000** 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). Provide phone number with area code and 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, 8 points maximum: Provide a summary of your team's qualifications specific to this project description. Limit to two (2) single-sided pages with the following elements:

1. Identify the Design Professional Lead: List the firm that will be the Architect or Engineer of Record for this project. (0-4 points)
 - a. Provide general company information: office location, staff size, history, etc.
 - b. Provide the firm's organizational type, list of officers/partners, and tax ID.
 - c. Provide a narrative regarding special expertise related to this project type. Possible content can include previous project experience, staff with special training in this project type, resource and workload availability, and familiarity with DPW and LCSC.
2. Identify the Consultant Team Firms: List any consulting firms proposed for work on this project. For each firm, include the following information: (0-4 points)
 - a. Provide general company information: office location, staff size, history, etc.
 - b. Provide a narrative regarding special expertise related to this project type.

B. Team Member Qualifications, 14 points maximum: Provide a description of the qualifications of each team member to be assigned to this project. Limit to one (1) single-sided page for each of the two requested diagrams and to one (1) single-sided page for each of the team member resumes.

1. **Diagram the Team Organization:** Provide a diagram indicating the relationships between DPW, LCSC, the lead design professional team members, and the team member leads for consultant firms/disciplines. Identify the Architect or Engineer of Record, the Principal-in-Charge, and the Project Manager as applicable. (0-2 points)
2. **Diagram the Individual Level of Involvement:** Provide a diagram or chart indicating the level of involvement for each team member at each design and construction administration phase. (0-2 points)
3. **Describe the Team Members:** Provide a resume page for each team member proposed for this project. Include education, licenses, affiliations, years of experience, and years with present firm as applicable. Describe special skills related to this project type and primary tasks to be assigned for this project. Provide a list of at least three select projects, with brief descriptions, which demonstrate the individual team member's ability to complete projects of this scope and/or type. (0-10 points)

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**. Explain how your Team has used Projectmates (or a similar system), guided the client through design phases, interacted with DOPL or other code agencies, presented at PBFAC (or similar), and performed construction administration responsibilities. (0-6 points)
2. Understanding of the project scope and individual program needs as outlined in the **DESCRIPTION OF PROJECT**. Based on your Team's experience with similar project types, explain how your Team would work with stakeholders to identify specific needs, perform an analysis of the existing system components, provide full design services with periodic reviews, and manage construction administration tasks for a successful project. (0-6 points)
3. An analysis of potential challenges, opportunities, and solutions specific to this project. Explain how your Team will design within budget, approach value engineering, develop a schedule, and minimize construction surprises. (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. Points will prioritize Team Member collaboration, access control work, and retrofitting door hardware at existing buildings. Include the following elements for each example:

1. Project name, location, and summary of the work.
2. List of Team Members in this SOQ that participated in the project example. Indicate each member's role and level of involvement.
3. Design start date, construction start date, construction finish date. Provide a short description of any significant adjustments.
4. Original construction budget and final construction budget. Provide a short description of any significant adjustments.

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. Double-sided pages are allowed; a double-sided page equals two single-sided pages.
4. Section dividers are allowed. Do not provide information on the section dividers that is required to be elsewhere in the SOQ and cannot be found where requested.

5. If the information requested is not addressed in the section in which it is requested, maximum points will not be awarded for those criteria.
6. The Selection Committee will not be required to review any supplemental information or appendices provided in the SOQ. The intent of the limitations outlined here is to keep the SOQ documents concise and to give the Selection Committee comparable information that can be reviewed objectively in a timely manner.

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 a primary point of contact may result in your firm being found non-responsive.**

SUBMITTAL

Submit five (5) hard copies 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	8
B	Team Member Qualifications	14
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 November 6, 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:

Last Day for Questions	September 23, 2025
Receive RFQ Submittals	September 30, 2025 – DPW Main Office, Boise
Shortlist Provided	October 14, 2025
Oral Interviews (tentative)	October 22, 2025 – Lewis-Clark State College, Lewiston
PBFAC Selection Approval	November 6, 2025
Negotiate Contract	November 2025

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 26150 Design Professional RFQ