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Department of Administration
Division of Public Works

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September 22, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

 FROM: Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 26500
Ponderosa Supervisory Area Office Upgrade/Expansion
Idaho Department of Lands (IDL)
3130 State HWY 3
Deary, Idaho 83823

RFQ submittal packages will be received at the Division of Public Work's (DPW) remote office, located at **1202 N. Fifth Ave., Sandpoint, ID 83864-1503, by 2:00 p.m., Pacific Daylight Time Zone, on Wednesday, October 29, 2025**, for furnishing design services to the State of Idaho.

An informational meeting will be held on Wednesday, October 8, 2025 at 11:00 am at the project location, 3130 State Hwy 3, Deary, ID 83823.

All questions must be sent to the DPW Project Manager, Sydnee Weersing, no later than October 13, 2025. Questions will be responded to in an addenda, no later than seven calendar days prior to the RFQ submittal due date. 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.

Sydnee Weersing, Project Manager
Division of Public Works
1202 N. Fifth Ave.
Sandpoint, ID 83864-1503
(208) 867-2930
Sydnee.weersing@adm.idaho.gov

DESCRIPTION OF PROJECT

The Idaho Department of Lands, Ponderosa Supervisory Area's regional facility, located in Deary, Idaho, has several buildings that support IDL's administrative staff, fire operations staff, and the general public on their 3.89 acre lot. Currently the main buildings on site include the administration office, the fire hand crew/cache building, miscellaneous storage buildings, a temporary office trailer, and a tree seedling storage building. The main fire crew operates out of the garage bays in the administration building. There are approximately 22 full time employees and 36 seasonal employees that use this facility throughout the year.

The existing administrative office (approximately 4,100 s.f.) was built in the 1980's and had one addition in the 2000's. The building does not have enough office space for all the full time employees, hence the temporary office trailer. There are only three single-user restrooms in the administration building that serve the entire site, which is not adequate for the number of occupants. It has outdated and inefficient mechanical systems, ADA deficiencies, and a poor space layout that negatively impacts staff operations. The parking area has spalling concrete and cracked asphalt, which also pose ADA concerns.

The fire hand crew/cache building is a metal storage building that has no water or facilities. The space is inadequate for staff operations and the building has ongoing storm water mitigation issues due to poor drainage on the site.

Miscellaneous storage buildings on the site will remain in place or be removed by IDL, and are not part of this project. The tree seedling building will also remain in place and is not part of this project.

The scope of this project will include design and construction administration to remodel and expand the existing administration building to include an updated public reception and lobby area, additional office space, new restrooms/shower facilities, a new conference room (min. 40 person occupancy), and site improvements to the parking and pedestrian layout. The existing outdated mechanical, lighting, and security systems will be replaced to better support IDL staff and be more energy efficient.

This project will also include a new 7,000 - 9,000s.f. building to support the fire operations full time and temporary staff. The new building will include engine bays, crew areas, storage, restroom/shower facilities, and the relevant supporting areas. IDL plans to move the fire operations staff out of the existing administration and hand crew buildings into this new building, which will allow more flexibility in the remodel of the administration building. The existing hand crew building will remain for storage.

Some grade work will need to be done around the existing hand crew building and proposed location of the new fire building to provide positive drainage. There is currently a storm drain that runs from the south end to the north end of the property which needs to be replaced as part of this project.

Attachments to this RFQ include:

Exhibit A: Location Plan

Exhibit B: Site Plan

Exhibit C: Site Photos- Administration Building

Exhibit D: Site Photos- Miscellaneous Buildings

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works, is requesting proposals for complete design and construction administration services for DPW #26500:IDL_Ponderosa Supervisory Area Office Upgrade/Expansion. A total project budget has been established at \$6,500,000 to include the following: AE fees, consulting fees, survey and testing fees, all construction cost, reimbursable cost, contingencies, and any other project related expenses, with exception of FF&E. A relatively compete construction cost estimate will be required following the Programming Phase and must be updated at each additional design phase.

The Design Professional's primary point of contact, who will manage the Project throughout the entire process), and Consultants/Engineers shall be licensed to practice in the State of Idaho for their specific disciplines at the time of the submittal. The Team shall be familiar with all Idaho state statutes, and Idaho codes.

The State reserves the right to approve the Design Professional's selection of consultants on their teams.

The construction documents are to be completed within 10 months of the contract award. Bi-monthly design meetings will be required to meet with the design team, DPW Project Manager and IDL staff, for the purpose of providing a verbal report regarding the previous two week's progress and anticipated activities for the next two weeks. The Design Professional will advise the team on projected project cost, related value engineering if needed, and critical path schedules.

The Design Professional will be required to upload all documents to DPW's Owner's web-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, design phase submittals including drawings and project manuals, photographs relevant to the project, construction submittals, field reports, schedules, cost estimates, ASI's, RFI's, close out documents, warranties, etc.

The Design Professional must keep in mind that during all phases, code compliance, energy efficiency, sustainability measures and building maintenance concerns shall be incorporated into the design.

The Design Professional shall develop all necessary materials and make a minimum of two (2) presentations to the Permanent Building Fund Advisory Council (PBFAC).

QUALIFICATION STATEMENT CONTENT

A. Basic Firm Qualifications: *Maximum six (6) pages; fifteen (15) points*

1. Provide basic data relative to the Design Professional's company. It is anticipated that this company will be involved throughout the entirety of the project duration, including the architect-of-record and be the primary contract holder. *Maximum five (5) points*
 - a. Provide company age, size, location, and general information.
 - b. Provide number of personnel and resources available to meet the project schedule.
 - c. Discuss the company's internship program and how interns may be utilized for this project.

2. Provide basic data relative to each proposed Consultant's company. Please include, at a minimum, Plumbing, Mechanical, Electrical, Structural, and Civil Engineer Consultants. *Maximum 10 points*
 - a. Provide company age, size, location, and general information.
 - b. Provide number of personnel and resources available to meet the project schedule.
 - c. Discuss the company's internship program and how interns may be utilized for this project.

B. Specific Team Member Qualifications: *Maximum fifteen (15) pages; twenty-two (22) points*

1. List the name of Design Professionals and Consultants expected to accomplish the work. For each team member, provide the percentage of their time that will be committed to various phases of this project. *Maximum three (3) points*
2. Describe who will perform various tasks, their responsibilities, qualifications, and expertise with similar project types. Include any relevant knowledge of the local area and/or the Department of Lands. Where applicable, provide a list of projects where the Design Professional has teamed with the same proposed Consultants. *Maximum five (5) points*
3. Provide a **one-page** resume with specific qualifications for each proposed Design Professional and Consultant (points allocated below) expected to work on this project. Each resume should include education, training, Idaho license type and number (where applicable), and up to 5 examples of similar work completed in the past ten years which show the person's ability to complete projects of this scope and/or type. Include the project budget, location, and the current phase of design or construction.
 - a. Architectural Design Team: *Maximum four (4) points*
 - b. Civil Engineer: *Maximum two (2) points*
 - c. Structural Engineer: *Maximum two (2) points*
 - d. Mechanical Engineer: *Maximum two (2) points*
 - e. Plumbing Engineering: *Maximum two (2) points*
 - f. Electrical and Low Voltage Engineering: *Maximum two (2) points*

C. Project Approach: *Maximum eight (8) pages; twenty-six (26) points*

1. Describe the Team's design approach for this project, including the concepts below. Give examples where appropriate. *Maximum nine (9) points*
 - a. Design philosophy.
 - b. Understanding of the program and knowledge or experience with IDL.
 - c. Possible design and construction challenges that the Team foresees.
 - d. Design opportunities and/or concepts that the Team may explore.
 - e. Methods for designing efficiently using economical and maintenance free materials.
 - f. Value engineer for current market conditions.
 - g. Construction phasing.
 - h. Design with consideration of future expansions.
 - i. Integration of site planning and civil design with architectural design.
 - j. Integration of plumbing, mechanical, and electrical design with architectural design.
2. Describe the Team's management approach for this project, including the concepts below. Give examples where appropriate. *Maximum nine (9) points*

- a. Quality control of construction documents.
 - b. Document coordination between consultants.
 - c. Process for document creation. Is there specific drafting staff, and if so, how often does the management team interact with them.
 - d. Process and tools for creating and managing the design schedule.
 - e. Process and tools for creating and managing the construction cost estimate within budget.
 - f. Methods for managing Owner/Agency expectations.
 - g. Methods for gathering stakeholder's input and acceptance.
 - h. Relationships and interactions with local utility companies and authorities having jurisdiction.
3. Describe the Team's approach to construction administration, including the concepts below. Give examples where appropriate. *Maximum eight (8) points*
- a. Process for successful bidding.
 - b. Hierarchy and turnaround time for information distribution (i.e. meeting agendas. and minutes, submittals, RFIs, PRs, change orders, contractor pay request, etc.)
 - c. Process for monitoring the construction schedule.
 - d. Design Professional's expectations for consultant's involvement during CA.
 - e. Problem solving skills for unforeseen conditions.
 - f. Experience with Owner's web based project management system, Projectmates.

D. Format: *Maximum two (2) points*

1. To assist reviewers in their evaluation of submittals, it is preferable for submittals to follow the format of the headings (A-C) listed above. Proposals should be clear and concise. Emphasis should be placed on specific qualifications of the people who will actually perform the work.
2. All content should be contained in the submittal. No external means of information (i.e. brochures or QR codes) will be considered.
3. Submittals must include the name of the team's primary contact, phone number, and email address on the cover letter. **Failure to provide this information may result in the proposal being nonresponsive.**

SUBMITTAL

Submit five (5) copies of the submittal; include one USB drive containing a PDF of the submittal.

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) representatives from DPW, two (2) representatives from Department of Lands, and an independent Design Professional will evaluate and rank the firms deemed to be the most highly qualified to perform the required services.

The ranking process is accomplished in two steps: 65 points for the Initial Ranking based on the written submittal, and 35 points for a Final Ranking based on an interview. The selection committee will score the

written submittals based on the criteria in the Qualification Statement Content and the top 3-5 teams will be invited for an interview. The scores will be based on the tables below.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	15
B	Team Member Qualifications	22
C	Approach to Project	26
D	Format	2
Written Total		65
Presentation/Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and ability to address the items that will be provided to the final ranked teams	15
	Selection Committee's Q & A	20
Presentation/Interview Total		35

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 remaining 35% score.

AWARD

Based on the results of the Statement of Qualifications and Interviews, DPW will recommend a course of action to the Permanent Building Fund Advisory Council (PBFAC) at their next regularly scheduled meeting following interviews. If the PBFAC recommends the selection, DPW will issue a notice of intent to negotiate a Professional Service Contract. However, final award is contingent upon the successful negotiation of an Agreement.

PROPOSED SCHEDULE:

On-site Informational Meeting	October 8, 2025
Receive RFQ Submittals	October 29, 2025
Oral Interviews: Location TBD	Week of November 17, 2025
PBFAC Selection Approval	December 2, 2025
Negotiate Contract	December, 2025
Project Bids	November 2026
Construction Starts	January 2027
Construction Completion	June 2028

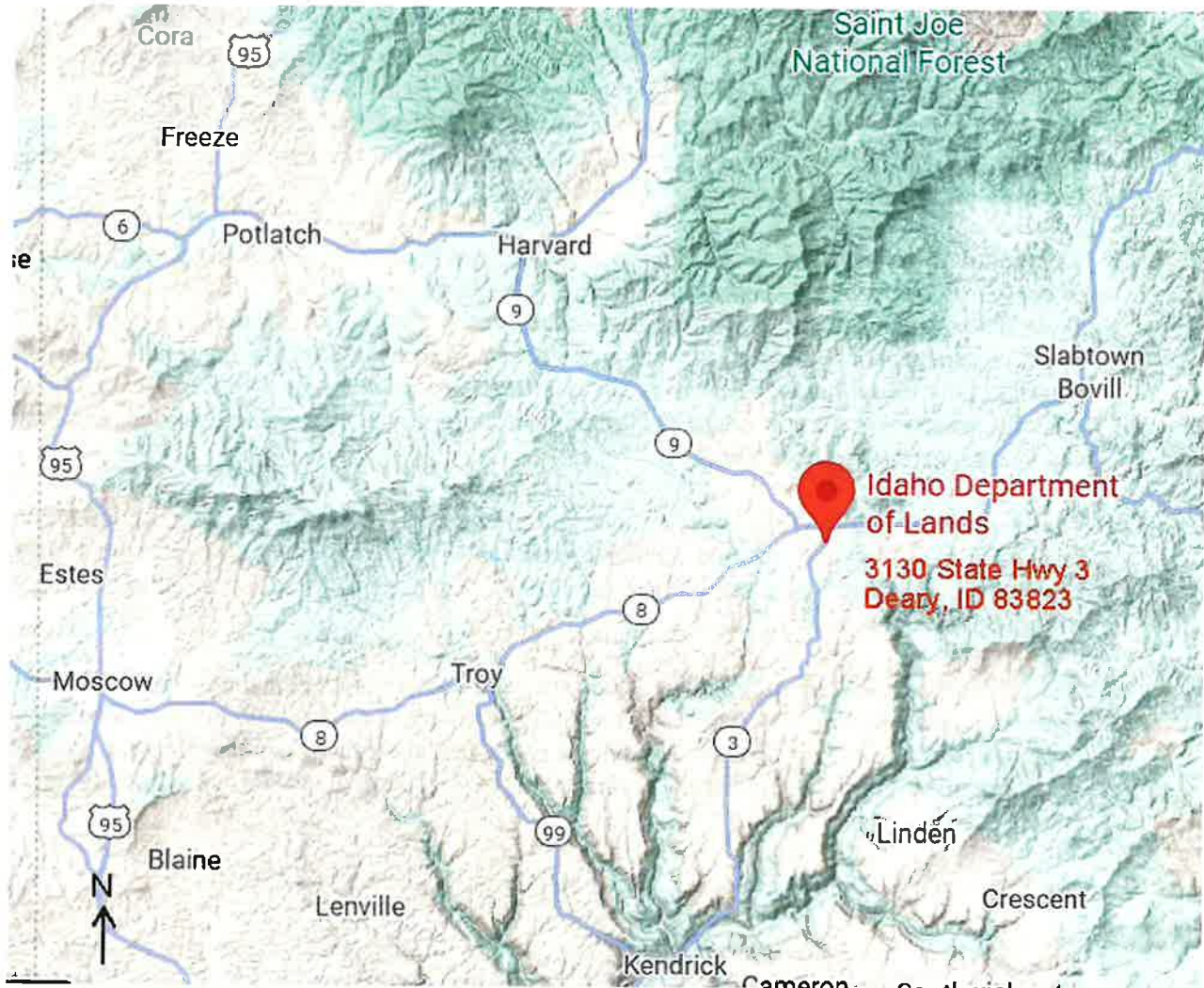
PROVISIONS:

1. No firm or corporation shall offer to practice architecture within Idaho unless such offer specifically identifies an individual architect licensed under the provisions of the State of Idaho licensing board, Idaho Department of Occupational and Professional Licenses (DOPL), who will directly supervise the architectural services identified in such offer.
2. This project is State funded. 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. Sydnee Weersing has been assigned to serve as DPW's project manager and liaison between the Department of Administration, the Agency, and the Design Professional for this project.
3. 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.
4. The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
5. The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures submitted 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 \$3,000,000 professional liability insurance coverage.
6. The State reserves the right to reject any or all proposals received for this RFQ.
7. The State may 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, subsequent interviews, and associated ranking criteria noted above.

End 26500 Design Professional RFQ

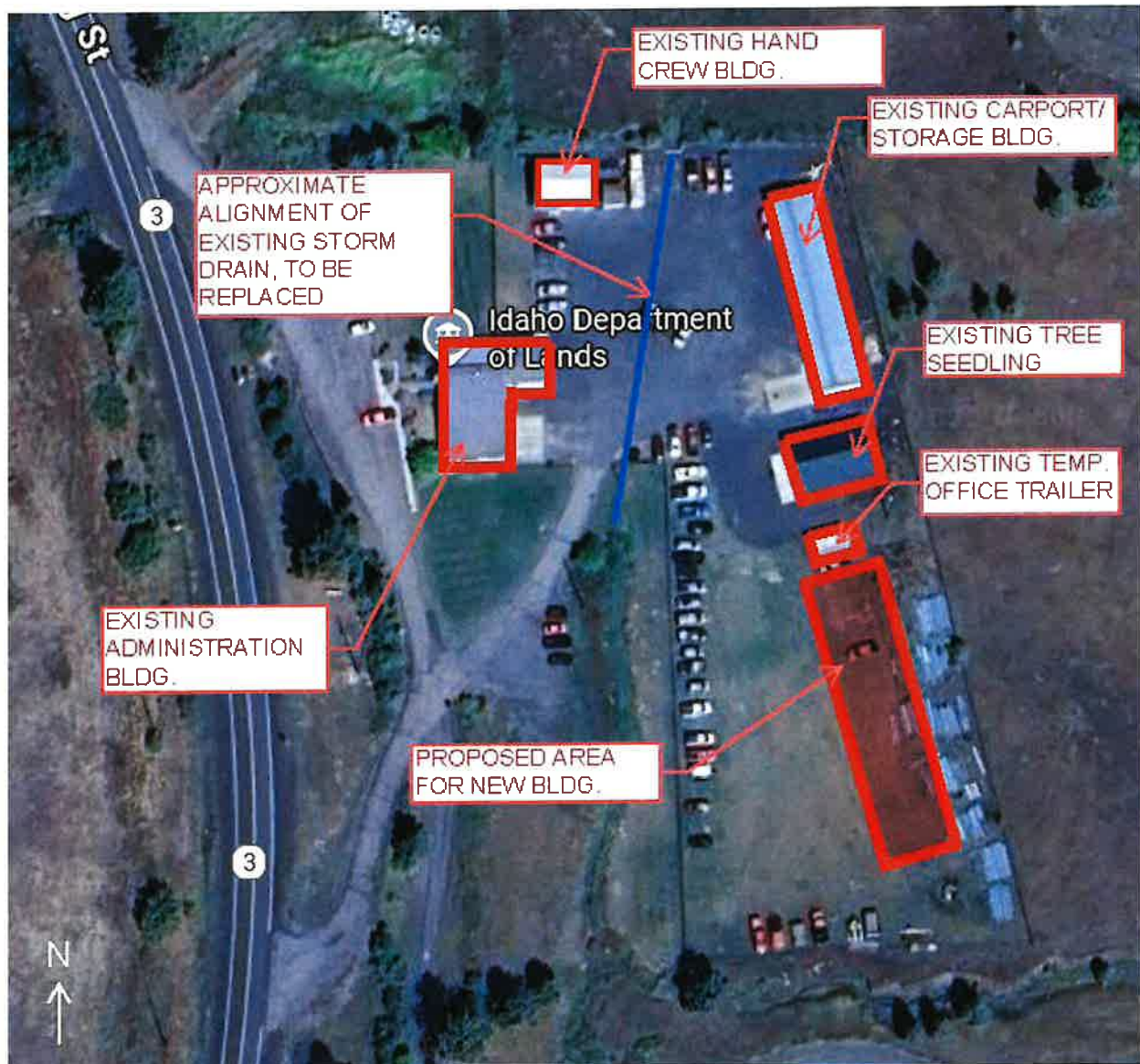
EXHIBIT A

26500:IDL_PONEDEROSA SUPERVISORY AREA OFFICE REMODEL AND EXPANSION



LOCATION MAP

EXHIBIT B
26500:IDL_PONEDEROSA SUPERVISORY AREA
OFFICE REMODEL AND EXPANSION



SITE MAP

EXHIBIT C: PHOTOS OF EXISTING ADMINISTRATION BUILDING



FRONT ENTRY- WEST ELEVATION



SIDE/NORTH ELEVATION



ENTRY WALK



ENTRY STAIRS AND RAMP



REAR DOOR ON EAST FAÇADE



PRIVATE YARD PARKING AND BLDG. BEYOND



ENTRY GATE TO YARD



FIRE CREW SPACE IN GARAGE



RECEPTION DESK



OFFICE ON OTHER SIDE OF RECEPTION DESK AND FRONT DOOR



STAIRS



RESTROOM



CONFERENCE ROOM



FIRE CREW AREA IN GARAGE BAYS



FIRE CREW AREA IN GARAGE BAY

EXHIBIT D: PHOTOS OF EXISTING MISCELLANEOUS BUILDINGS



EXISTING HAND CREW-FIRE CASH BLDG.- EXTERIOR



EXISTING HAND CREW-FIRE CASH BLDG.- INTERIOR



EXISTING TREE SEEDLING BLDG. AND TEMPORARY OFFICE TRAILER BEYOND



EXISTING CARPORT AND STORAGE BLDG.