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State of Idaho
Department of Administration
Division of Public Works

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September 15, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 26196
Multi Bldg. HVAC R-22 Replacements
Boise State University (BSU)
Boise, 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 **10:00 a.m.**, Mountain Standard Time Zone, on **October 29, 2025**, for providing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Allison Farren, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise, ID 83720-0072
(208) 332-1916
Allison.farren@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.

Pursuant 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

Many of the existing HVAC systems across Boise State University's campus currently operate with R-22 refrigerant, which has been phased out by the EPA due to its environmental impact. Most of this equipment has also reached the end of its useful life. To ensure regulatory compliance and improve energy efficiency, Boise State is moving forward with a project to replace these systems with modern HVAC equipment designed to use environmentally sustainable refrigerants.

Multiple campus buildings have been identified as priorities for this replacement effort, with Building 093 (Children's Center) and Building 007 (Campus School) selected as the primary targets. The Children's Center currently has eight rooftop units (RTUs) at end of life, while the Campus School has ten aging R-22 rooftop units (RTUs) in need of replacement. The project scope includes the safe removal and proper disposal of these existing R-22 systems, followed by the installation of new high-efficiency equipment. As part of the replacements, potential upgrades such as improved filtration, enhanced operational features, or the integration of heat pump technology (with or without backup heat) will be evaluated and incorporated as appropriate. The project will also include full system commissioning to verify proper operation, efficiency, and performance. Final project scope may be refined following initial cost estimating with the design engineer, at which point alternates may be considered depending on available funding.

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, applying for the Idaho Power Incentive Rebates, and closeout. The project is expected to be a traditional Design/Bid/Build delivery method. A total project budget of approximately \$1,000,000.00 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, UI, 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 shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design. Application for Idaho Power incentive rebates will be part of this scope of work.

The Design Professional shall develop all necessary presentation materials for, at a minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

The Design Professional will be required to follow university standards throughout the project. Here is a reference link to the University's standards: <https://www.boisestate.edu/vpfa-budget-and-plann>

QUALIFICATION STATEMENT CONTENT QUALIFICATION STATEMENT CONTENT

A. Cover Sheet: Include one (1) single sided page with only the following information (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.

Basic Qualifications: Include a summary of your firm's qualifications specific to this project type. Limit to one (1) single sided page 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. Special expertise as they relate to this project type.
 - a. Short description of experience, qualifications, and training.
3. Resources available to meet the project schedule.

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.

E. Team Member Qualification: List the Design Professionals and Consultants expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, education, training, and relevant special expertise in project type. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope and/or type.

E. Technical Approach to Project: Include a statement of your approach to this specific project, including design philosophy, understanding of the project, challenges, and opportunities as well as alternative concepts and methods that might be explored. Discuss your ideas and process of value engineering a project during the current market conditions. Include your approach to design within budget and how you will approach ideas such as phasing, building structures, designing efficiently and with economical and maintenance free materials. Explain the importance of communication and how communication will be executed between the agency, DPW, and other stakeholders.

D. Examples of Work: Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. Include name, location, description, project owner, square footage, initial projected construction cost, final construction cost, date of substantial completion, and a reference/contact for each project. Please include 3 project examples. More points will be awarded to examples that include projects that phased out R-22 or designed around new sustainable refrigerants, systems using heat pump technology (with or without backup heat), HVAC replacements higher education buildings or children's centers, projects where the Idaho Power rebate was used.

E. Format: To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and approach to the project. Primary contact should be clearly identified on the cover sheet with an email address.

EVALUATION, FINAL RANKING, INTERVIEW PROCESSEVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from Boise State University, and an independent 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	Cover Letter	2
	Basic Qualifications	5
B	Team Member Qualifications	18
C	Technical Approach to Project	22
D	Examples of Work	21
E	Format	2
	Written Total	70
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items that will be provided to the final ranked teams	20
	Selection Committee’s Q & A	10
	Presentation – Interview Total	30

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 30% score.

SUBMITTAL REQUIREMENTS

Submit one (5) printed copy of the submittal 8-1/2 x 11 format; one (1) USB drive containing a PDF of the submittal.

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:

Receive RFQ Submittals	October 29, 2025
Oral Interviews	November 17, 2025
PBFAC Selection Approval	December 2, 2025
Negotiate Contract	December 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 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.

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.

End 26196 Design Professional RFQ