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Division of Public Works

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**February 9, 2026**

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professionals

FROM: Kelly Berard, DPW Administrator

SUBJECT: DPW PROJECT NO. 26156  
LCSC: Clearwater Hall Siding Replacement  
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 2:00 p.m., Mountain Standard Time Zone, **Thursday, March 19, 2026** for furnishing Design Professional services to the State of Idaho.

All questions must be sent to the DPW Project Manager prior to Thursday, March 12, 2026:

Andrew Gibler, 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](mailto: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.

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, Lewis-Clark State College, 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 all architectural services contained in this Request for Qualifications.

## **DESCRIPTION OF PROJECT**

Clearwater Hall is a four-story building located in downtown Lewiston, just a few blocks from the Lewis-Clark State College (LCSC) main campus. The facility is a two-building complex with the lower floor holding several community facing services for LCSC, while the upper three floors contain student dormitories. At the east half of the building, located at 410 Main Street, a large portion of the exterior cladding at the upper three floors is a fiber cement lap product with pressed wood material trims that are failing and allowing water intrusion. Failures are a combination of the use of short-life materials, improper detailing and installation, and wind-driven weather.

The goals of this project are to replace the exterior fiber cement and pressed wood cladding with a more suitable cladding material and to repair concealed materials that have received damage due to water intrusion. Additionally, the existing flashing, masonry cladding, and other existing exterior surfaces are to be evaluated for potential water intrusion. This will require the design team to make a careful evaluation of the existing conditions, both visible and concealed. Thoughtful detailing during design will be crucial for success.

A total project budget of **\$1,500,000** has been established to include all design, construction, contingency, and all other associated project costs such as fees, reimbursables, permits, testing, and other project related expenses.

Some select exterior photos of the exterior of the building are provided in the attached **Exhibit A**. A site walkthrough of the facility is not planned.

## **REQUIRED SERVICES**

The State is requesting proposals for complete design services. The design team will be responsible for schematic design, design development, construction documents, construction administration, and closeout for the design-bid-build project.

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 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

**SOQ Cover:** Provide a cover sheet with the following information:

1. The DPW project number and project title.
2. Your firm's name.

**Cover Letter, 2 points maximum:** Include the following elements on one (1) single-sided page:

1. Your firm's name and location. If your firm has multiple locations, please indicate which address will be leading the design work.
2. Name and title of the primary point of contact (include no more than one). Include the phone number (with area code) and email address of the primary point of contact.
3. An introductory statement as desired.

**A. Basic Qualifications, 8 points maximum:** Include a summary of your firm's basic qualifications. Limit to two (2) single-sided pages. Include the following elements:

1. Firm name, office location(s), firm history, staff size, and special expertise relevant to this project. *(0-2 point)*
2. Firm organizational type, list of officers/partners, tax ID. *(0-2 point)*
3. List the Architect of Record, registered in the state of Idaho, who will supervise and be a part of the Project Team for all architectural services contained within this project. Include the license number. *(0-2 points)*
4. List the firm's intended Project Manager who will be a part of the Project Team for primary project development and oversight. Include the license number if this team member has one. *(0-2 points)*
5. List any other consultants that you intend to use on this project. *(optional)*

**B. Team Member Qualifications, 12 points maximum:** Provide a description of the qualifications of each team member to be assigned to this project. Limit to one (1) page per individual. Include only team members who would presumptively be assigned to this project. For each team member, provide the following criteria:

1. Team member name and title.
2. Number of years in current role.
3. Education and training.
4. Brief overview of responsibilities anticipated to this project.
5. Amount of involvement anticipated on this project.

6. Brief overview of experience on similar projects with relevant experience of detailing, specifying, and construction administration.

**C. Technical Approach to Project, 24 points maximum:** Describe your team's anticipated approach to this project. Limit to four (4) 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. Explanation of how your Team will design within budget, provide accurate cost estimating, develop and maintain a schedule, and minimize construction change orders in the Design-Bid-Build delivery method. Include a description of the Team's resources available to meet the project schedule. (0-6 points)
4. An analysis of potential challenges, opportunities, and solutions specific to this project. (0-6 points)

**D. Project Examples, 20 points maximum:** Provide four (4) project examples (0-5 points for each project). Limit to one (1) single-sided page per project. Points will prioritize Team Member collaboration, water intrusion analysis in design, and exterior cladding replacement. Include the following elements for each example:

1. Project name, location, and summary of the work showing specific relevance.
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, 4 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. All pages should be Letter (8.5 x 11) size. A font size of 10 or larger should be used.
2. Double-sided pages are allowed; a double-sided page equals two single-sided pages.
3. 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.
4. If the information requested is not addressed in the section in which it is requested, maximum points will not be awarded for those criteria.
5. 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 Request for Qualifications information. **Failure to include this element 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:

<b>Point Scoring for SOQ Initial Rankings</b>		
<u>Section</u>	<u>Criteria</u>	<u>Max Possible Points</u>
	Cover Sheet	0
	Cover Letter	2
A	Basic Qualifications	8
B	Team Member Qualifications	12
C	Technical Approach to Project	24
D	Project Examples	20
	Format	4
	<b>Total</b>	<b>70</b>

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 on May 5, 2026. 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	March 12, 2026
Receive RFQ Submittals	March 19, 2026 – DPW Main Office, <b>Boise</b>
Shortlist Provided	April 7, 2026
Oral Interviews (tentative)	April 16, 2026 – Lewis-Clark State College, <b>Lewiston</b>
PBFAC Selection Approval	May 5, 2026
Negotiate Contract	May 2026
Preliminary PBFAC Presentation	August 2026
Final PBFAC Presentation	November 2026
Target Bid Opening	February 2027
Construction Substantial Completion	August 2027

**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.

DPW reserves the right to investigate the financial responsibility and past project management for the design firm and/or consultants.

**ATTACHMENT**

**Exhibit A:** Photos of the building’s exterior.

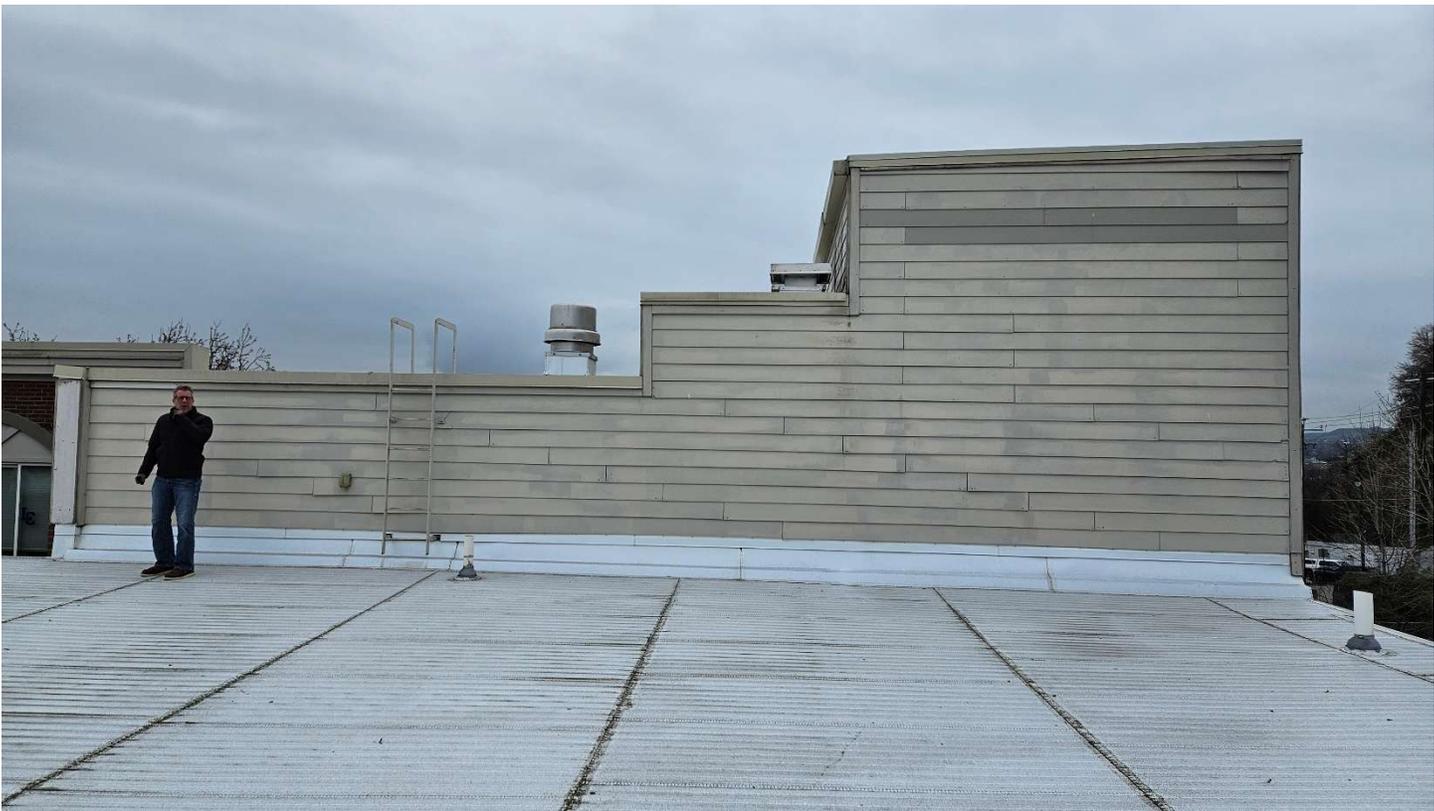
**-- End 26156 Design Professional RFQ --**

**EXHIBIT A**











**-- End of Exhibit A --**