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**State of Idaho**  
Department of Administration  
Division of Public Works

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**March 16, 2026**

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Design Professional Firms

FROM: Kelly Berard, DPW Administrator

SUBJECT: DPW PROJECT NO. 26060  
ICIO New Intercom & Door Locking System  
Idaho Department of Correction (IDOC)  
Orofino, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, on April 21, 2026, for furnishing **Security Detention design services** to the State of Idaho.

All questions related to this project must be sent to the DPW Project Manager:

**Martin Santoyo**, Project Manager  
Division of Public Works  
(208) 332-1913  
[Martin.Santoyo@adm.idaho.gov](mailto:Martin.Santoyo@adm.idaho.gov)

An informational meeting will be held at the Idaho Correctional Institution Orofino (ICIO), 381 W Hospital Dr, Orofino, ID 83544 on **April 9, 2026 at 1:30p.m.**; check-in at the maintenance building. Participants are required to bring photo I.D.; IDOC/ISCI staff will decide the day of the meeting if cell phones/ cameras are allowed in the facility. Attendance at the informational meeting is strongly encouraged to examine the facility to obtain firsthand knowledge of existing conditions.

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 on a regular basis for changes/addendum prior to making their submittal.

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 Firm 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 Firm.

The Design Professional Firm 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 Firm 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.

## **DESCRIPTION OF PROJECT**

The facility is currently operating with outdated and non-working security equipment, including the PA system and door controls. The project is to upgrade these systems throughout the facility and upgrade the door stations and PLC cabinets in A Block. Currently, the A Block systems are failing.

The upgrades are to be integrated into a single non-proprietary system, operable from all locations around the facility.

The facilities are occupied and will be operational during the construction.

## **REQUIRED SERVICES**

The State is requesting Statements of Qualifications (SOQs) proposals for complete design services per the standard DPW Design Professional Agreement (attached).

Licensure by the State of Idaho Division of Occupational and Professional Licenses (IDOPL) for all required design services is required at the time the SOQ is submitted. Provide copies of licenses. **Failure to provide this information will result in the RFQ being nonresponsive.**

The anticipated construction budget is approximately **\$1,197,000.00**. 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 Firm 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 Firm will be required to meet monthly with the 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 Firm must keep in mind throughout the design process: code compliance, energy efficiency, and building maintenance concerns.

The Design Professional Firm must develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council. PowerPoint is the standard presentation format.

In addition to the design phases, the Design Professional Firm will be responsible for the approvals by the authorities having jurisdiction, construction administration, and closeout.

## STATEMENT OF QUALIFICATIONS PROPOSAL CONTENT

**A. Cover Letter, Basic Qualifications. 0-10 points.** One page, maximum. Include one primary point of contact. Acknowledge addenda (it is anticipated that the final addendum will be issued four business days prior to the final submittal date). Provide the following information in the cover letter:

1. Firm's longevity and location.
2. Past performance.

**Note:** 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.

**B. Specific Qualifications. 0-25 points.** Provide specific qualifications for each team member. If one person performs more than one role, provide separate qualifications for each role. Half page per person (photo of the person is optional).

1. Key staff: experience, education, and training; experience with similar projects.
2. Specialty consultants proposed for the team.

**C. Describe the proposed team's *Approach to Project and Quality Control*. 0-15 points**  
Two pages, maximum.

**D. Three Project Examples. 0-5 points per project, total of 15 points.** The examples must demonstrate the proposed team's experience and competence for the type of work for this project. Two pages per example and should include the following information:

1. Project location.
2. Client's point-of-contact; phone and email address.
3. Date of substantial completion. Preference for projects with substantial completion achieved in the past five years.
4. Construction value.
5. Relevant details that demonstrate similarities to this project.
6. Include photo(s) of the project.

- E. **Format. 0-5 points.** The proposal should be formatted to the headings listed above, legible, concise, relevant to the project, and checked for grammar. Font size should be 12 points.

**SUBMITTAL**

Five (5) bound copies of the submittal shall be delivered by the time and place specified above. Also include one USB flash drive containing a PDF of the submittal. **Submittal shall clearly identify one point of contact with e-mail and phone number in the cover letter (see criteria A).** **Failure to provide this information or not following instructions for the qualifications criteria may result in the proposal being nonresponsive.**

**EVALUATION, FINAL RANKING, INTERVIEW PROCESS**

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Professional will rank the SOQs based on the RFQ criteria scores. The table below is the point range for selection committee’s evaluation for each SOQ.

<b>Initial Ranking, SOQ Point Scoring</b>		
Criteria		Points
A	Basic Qualifications	0-10
B	Specific Qualifications	0-25
C	Approach to Project and Quality Control	0-15
D	Project Examples	0-15
E	Format	0-5
	Total	70

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 will be 30 points. The written and the interview points will be combined for a final total score.

**AWARD**

Based on the results of the final scores, 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:**

Informational Meeting	April 9, 2026
Receive Proposals	April 21, 2026
Interviews	If interviews are held, tentatively the week of May 18th, 2026
Review by PBFAC	June 2, 2026
Negotiate Contract	June 2026

## **SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. 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 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 if needed a subsequent interview.

**End 26333 RFQ**

Attachments:  
Professional Services Agreement