



State of Idaho
Department of Administration
Division of Public Works

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05/28/26

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals
FROM: Kelly Berard, DPW Administrator *KB*
SUBJECT: DPW PROJECT NO. 26336
MIL Bldg 710 Remodel
Idaho Military Division (MIL)
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 **3:00 p.m.**, Mountain Standard Time Zone, on **June 30th, 2026**, for furnishing Design Professional services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

John B Parham, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1909
john.parham@adm.idaho.gov

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.

Pursuant to Title 54, Chapter 3 of Idaho Code, The Design Professional shall specifically identify an individual electrical engineer licensed in the state of Idaho who will supervise all engineering 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.

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

Project Background and Description

The work of this project will consolidate all Morale, Welfare, and Recreation (MWR) operations into a single location at Gowen Field. The MWR program is currently split between two buildings, 309 & 710. The goal is to move all MWR elements from 309 to 710, including a retail space, Class VI sales, storage, a café, and a barbershop. To facilitate that move, the 710 building will need to be remodeled, including interior renovation, mechanical and electrical repairs, a large deck replacement, stormwater drainage, and ADA accessibility throughout the building.

Funding for the construction of this project will be established at a later date after the design is complete. This RFQ will be for design services only.

REQUIRED SERVICES

The State is requesting proposals for complete design services. The design team will be responsible for programming, schematic design, design development, and construction documents.

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

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 seek Idaho Power incentives where applicable.

The Design Professional will be required to incorporate MIL design standards throughout the project.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A. Cover sheet: Include a cover sheet, on one (1) single sided page. Include the following elements:

1. Your firm's Name and Location
2. Name and Title of the Primary Point of Contact (include no more than one)
 - A. Primary Point of Contact Phone number (including area code)
 - B. Primary Point of Contact Email Address
 - C. Acknowledge addenda, if applicable.

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 this element may result in your firm being found non-responsive.**

B. Basic Qualifications: Include a summary of your firm's basic qualifications that is no greater than one (1) single sided page in length. Include the following elements:

1. Please describe your firm's project design experience of similar size and scope completed by the design team.
2. List the individuals, including the supervising architect registered in the state of Idaho, who will be part of the design team providing all design services contained within this project. Include the license numbers.

C. Team Member Qualifications: Provide a description of the firm's individual team members' qualifications. Only include members who would presumptively be assigned to this project. Include only the architect(s), engineer(s), and project manager. Limit to one (1) double sided or two (2) single sided pages.

1. Summary of qualifications. Include:
 - A. Education and Registration/Certifications
 - B. Relevant Design Experience
 - C. Project Involvement

D. Design Approach: Describe your team's understanding and approach for the following items. Limit to two (2) pages, two single-sided or one double-sided.

1. Understanding of the project scope and individual program needs, as outlined in the description of project

2. Describe the team’s cost control strategy, including estimate development at each stage, and if needed, the value engineering process.
 3. Provide an outline of the team’s QA/QC process, particularly how the comments and changes are tracked across the different plan iterations.
 4. How will your team’s approach and design processes set you apart from other firms?
- E. Project Examples:** Provide four (4) project examples your firm has completed within the past seven (7) years. Each example should relate directly to this project’s type and scope. Limit to one (1) single-sided page per example. Include the following information for each example:
1. Project name, and the names of the team members that completed the project.
 2. A summary of the project.
 3. Location, description, and project owner.
 4. Construction cost and the date of completion.
- F. Format:** 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, following the page length guidelines provided.

If the information requested is not addressed in the numerical section or corresponding lettered subsection in which it is requested, points will not be awarded for those criteria.

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

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

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Sheet	2
B	Basic Qualifications	10
C	Team Member Qualifications	15
D	Design Approach	20
E	Project Examples	20
F	Format	3
	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, if required, will be 30 points. If interviews are conducted, the written and the interview points will be combined for a final total score. Interviews will not be held if the top-ranked firm has a lead of 10 or more points.

SUBMITTAL REQUIREMENTS

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

AWARD

Based on the results of the final rankings, 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:

Last Day For Questions	June 18 th , 2026
Addenda Issued	June 24 th , 2026
Receive RFQ Submittals	June 30 th , 2026
Oral Interviews	July 17 th , 2026
PBFAC Selection Approval	August 4 th , 2026
Negotiate Contract	August 2026

SELECTION

The State will present the results 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 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 26336 Design Professional RFQ