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State of Idaho
Department of Administration
Division of Public Works

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June 17, 2026

REQUEST FOR QUALIFICATIONS (RFQ)

A handwritten signature in blue ink, appearing to be "K. Berard".

TO: Design Professionals
FROM: Kelly Berard, Administrator
Division of Public Works
SUBJECT: DPW PROJECT NO. 26603
IDVS Boise Cemetery Expansion
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 **Wednesday, July 22nd, 2026**, for furnishing design services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Nicole Cecil, Sr. Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1905
nicole.cecil@adm.idaho.gov

An informational meeting and walk through of existing areas affected by the project will be held on **Monday, July 6th, 2026, at 2:30 p.m.** (MTN). Interested parties should meet outside of the Administration Office Building of the Boise Veterans Cemetery located at 10100 N. Horseshoe Bend Rd., Boise ID 83714.

Funding for the project is from a U.S. Department of Veterans Affairs State Veterans Cemetery Construction Grant. The Division of Public Works (DPW) will administer the project according

to the terms and conditions of the award, State laws and guidelines. Davis-Bacon wages will apply to this project.

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 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.

DPW reserves the right to investigate 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

The scope of work is to expand the existing State Veterans Cemetery in Boise using land recently acquired from Dry Creek Cemetery. This project will include the preparation of additional sections for ground burial plots as well as the design and construction of additional columbarium walls and a new committal shelter. The communal shelter will be similar in style to an existing one on the grounds but will need to be larger. A new wider access road will need to be built to serve this area that ties into an existing access road. A new berm will need to be built at the perimeter to screen existing residential areas. Most of the existing trees and drainage area should be kept in place. The majority of the finished surface will be turf. The site is approximately 7 acres for this phase. The future phase will be many years from now. It is anticipated there will be some electrical scope, however there will be no mechanical or plumbing scope as part of this project.

There is an existing pond that may need some modifications to be converted to a large-scale irrigation/holding pond to allow for better irrigation. There may be also a bridge for pedestrian traffic (Honor Guard) and maintenance operations (golf cart). However, pending budget constraints these may be included as alternates.

The schedule will need to be accommodated to meet specific timelines from the Construction Grant. Initial design and environmental studies will need to be completed by July 2027 to be submitted for award. Pending the award, construction could begin as early as January 2028. It should be noted that this schedule will mean the project is inactive for 6 months.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works, is requesting proposals for complete design services including observation during construction. A total project budget has been estimated at a minimum of \$8,492,267 and includes fees, reimbursables, contingencies, tests, other project related expenses. With an estimated construction budget of \$6,500,000. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase. The project may be considered for a Construction Manager / General Contractor (CM/GC) delivery method.

At the time of submittal, the Design Professional and Consultants shall be licensed to practice in the State of Idaho for their specific disciplines.

The Design Professional will be responsible for schematic design, design development, construction documents, approvals by the authorities having jurisdiction, bidding, construction administration, and project closeout.

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, drawings, project manuals, photographs relevant to the project, submittals, field reports, schedules, cost estimates, RFI's, close out documents, warranties, etc. The Design Professional will also be required to provide requested documentation for the grant application.

The Design Professional will be required to meet with the Agency and DPW for the purpose of providing a report regarding the previous month's progress. Such meetings will: advise the team of projected project cost and related value engineering if needed; include critical path schedules, 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 seek Idaho Power incentives for the lighting replacement component of Priority Three.

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

The successful Design Professional will be required to accept the terms of the Division of Public Works Professional Services Agreement without modifications. The current version can be found [here](#).

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL 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.
3. Please acknowledge addenda on the Cover Sheet, 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 the specific primary contact information may result in your firm being found non-responsive.

B. Basic Qualifications: Provide a summary of your team's basic qualifications. Include the following elements. Limit to two (2) single sided pages (no photos or resumes). Points will be deducted for missing information.

1. Company Information:

- a. Name
- b. Location of Head Quarters/ Location of Office Closest to Project Location
- c. Size
- d. History
- e. Type of Business
- f. Applicable Licenses and Certificates including the licensed professional, registered in the State of Idaho, who will supervise all services contained within this project. Include the License Number.

C. Past Performance: Include a summary of your team'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. Special expertise as they relate to this project type:
 - a. Short description of experience, qualifications, and training.
 - b. Briefly indicate any specific experience working with similar facilities, grounds expansion projects, large scale irrigation, and/or cemetery construction.
2. Resources available to meet the project schedule.
 - a. Anticipated Sub-Consultants. Please list the entire team and indicate prior experience working together as a team. Also list your experience working with public agencies.

D. Team Member Qualifications: Provide a description of the team's individual qualifications. Only include members who would be assigned to this project. Limit to half page for each person. (photos are optional).

Include **only** the following team members (no more than 6 team members will be scored):

1. Principal in Charge

2. Civil Engineer.
3. Project Manager.
4. Architect.
5. Landscape Architect.
6. Environmental Engineer.
7. Additional Project Team Member (at the team's discretion).
 - a. If you do not have an additional team member you would like to include, please indicate which team member from 1-5 you would like the committee to score twice.

The following information should be included for each individual:

1. Name & title.
2. Number of years in current role
3. Firm name and home office/location of the individual.
4. Education and training, including any staff licenses.
5. Brief overview of their responsibilities specific to this project.
6. Brief overview of their experience related to this project, including projects involving site expansion and cemetery improvements.
7. Amount of their involvement, i.e. percentage of involvement on project.

E. Project Examples: Provide four (4) examples of relevant past projects, these should include projects with construction completed within the last ten (10) years. Projects should be similar in size and budget as this project. Limit each project to one (1) single-sided page (4 total pages). In either case, points will be deducted for missing information. Please list the following information for each:

1. Project data including name, address, overall square footage, project costs, schedule, substantial completion date, and project delivery method.
2. Project description.
3. Photograph(s) of the completed project.
4. Team members listed; highlight any members from the proposed team.
5. References; include the owner's name, phone number and email.
6. Projects should include some of the following requirements in any of the examples. Please clearly list the requirements that each project complies with in your submittal.
 - a. Public sector/government related work.
 - b. Projects funded through federal grants.
 - c. Veteran's (or other) cemetery projects.
 - d. Access road improvements.
 - e. Large scale irrigation/holding pond.
 - f. Bridge for pedestrian traffic and maintenance operations.

F. Technical Approach: Describe your team's understanding of and approach for the following items. Points will be deducted for missing information. It is important to be specific to this project and your past experience. Limit to three (3) single-side pages (no photos).

1. Understanding of DPW's processes, as outlined in **REQUIRED SERVICES**.

2. Understanding of the project scope and individual program needs, as outlined in the **DESCRIPTION OF PROJECT**. Identify key risks associated with site expansion, specifically at the State Veterans Cemetery location.
3. Cost control, including designing within a budget and explain your approach to cost control where unknown existing conditions may exist. Provide an explanation of how the design priorities will be met while maintaining the budget and how priorities could be adjusted or revised based on cost estimates or unanticipated issues as the design is developed.
4. Quality control, define your internal quality control processes and how they will be implemented on this project in design to ensure a high-quality finished product.
5. Schedule, discuss how your team will stay on track during design. Describe the anticipated design phases and if any deviation from the standard schematic, design, design development, and construction documents phases is anticipated or desired. Provide examples of how schedule slippage has been corrected or prevented. Explain how the team will account for DPW, agency, and federal grant drawing reviews
6. Describe why your team's approach and design process are well suited for this specific project. Describe the specific design process and steps that will be taken into account by your team. Discuss how feedback received from the client will be documented and implemented in the construction documents.
7. Explain how the design team and its consultants will work together to achieve a successful project and their relevant experience working together on past projects.

G. Format: To assist 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. Pages should be no larger than 8-1/2 x 11, single-sided, and the font size no smaller than 10 points.

If 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.

SUBMITTAL

Submit one (1) copy of the submittal; include one (1) USB drive containing a PDF of the submittal

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the Idaho Division of Veterans Services (IDVS), and an independent Design Professional will evaluate and rank the firms deemed to be the most highly qualified to perform the required services. The initial ranking criteria will be weighted as indicated below and used to determine the teams selected for an interview, if deemed necessary. Interviews will not be held if the gap in points between the top ranked team and the subsequent team(s) exceeds the allowable interview points.

The ranking process is accomplished in two steps: Initial ranking based on the written submittal and final ranking based on an interview. The Selection Committee will score the written submittals based on the criteria. If interviews are conducted, the teams invited for an interview will be given content in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, then scores will be final based on the SOQ only.

The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. The names of all firms that submitted Statement of Qualifications and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process and once a contract is awarded, committee comments and evaluation scores, as well as contents of all Statement of Qualifications become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If applicable, the timeframe for the teams invited for an interview is approximately one hour. Interviews will aim to evaluate the following: team communication, team capacity for innovation, understanding of project goals, approach to collaboration, problem solving ability, and the ability to execute design and construction best practices. After interviewing the selected teams, the selection committee will rank the interviews to determine the final score

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Sheet	2
B	Basic Qualifications	3.5
C	Past Performance	9
D	Team Member Qualifications	17.5
E	Project Examples	17
F	Technical Approach	19
G	Format	2
Written Total		70
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
Presentation – Interview Total		30

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. If recommended, a notice of intent to negotiate will be issued by DPW.

PROPOSED DATES:

Informational Walk-Through	July 6, 2026
Last Day for Questions	July 14, 2026
Addendum Issued	July 15, 2026
Receive SOQ Submittals	July 22, 2026 (at DPW Boise)
Oral Interviews	August 13, 2026
PBFAC Selection Approval	September 1, 2026
Negotiate Contract	September 2026

SELECTION

The State will attempt to select a firm at the next scheduled PBFAC 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.

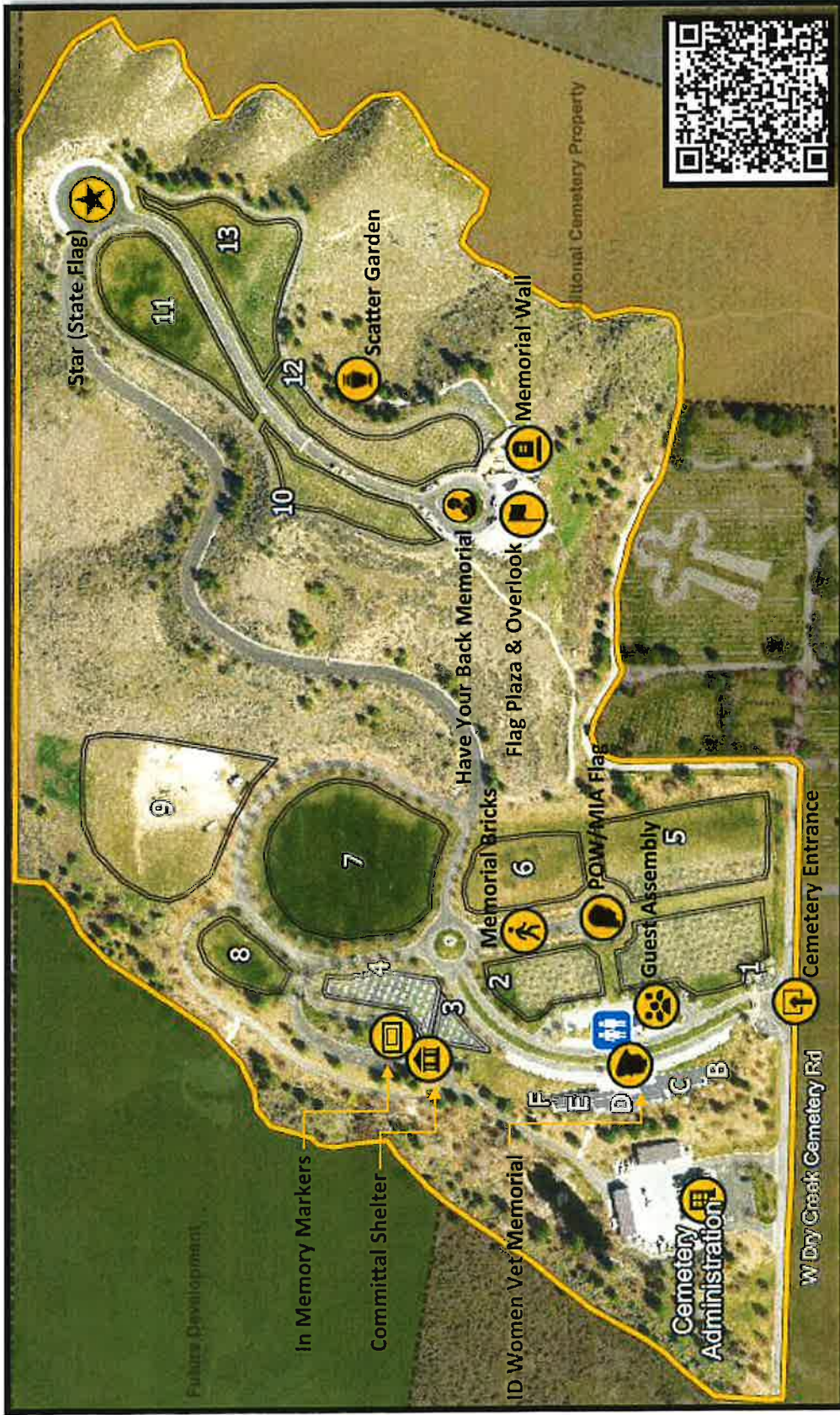
The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 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 26603 Design Professional RFQ

ATTACHMENTS

1. Exhibit A – Map of State of Idaho Veteran's Cemetery Grounds.



Lower Casket Burial: 1, 2, 5 & 6 In Ground Urn: 3, 4 & 8 Columbarium Wall: B, C, D, E & F

Upper Casket Burial: 10, 11, 12 & 13 (First Interment Fee Applies)

IDAHO STATE VETERANS CEMETERY- BOISE

10100 Horseshoe Bend Rd. Boise, ID 83714