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State of Idaho
Department of Administration
Division of Public Works

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August 10, 2026

REQUEST FOR QUALIFICATIONS (RFQ)

TO: DESIGN-BUILD TEAMS

FROM: Kelly Berard, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 26240
Idaho State University (ISU)
Indoor Track
Pocatello, Idaho

RFQ submittal packages for furnishing Design-Build Services will be received at:
Division of Public Works (DPW) office
Address: 502 N 4th St., Boise ID, 83720

Due Date: September 15, 2026

Time: 10:00 am MST

Questions arising from this Request for Qualifications should only be addressed to the DPW Project Manager:

Project Manager: Nicole Cecil
Division of Public Works
502 N. 4th St., Boise ID 83720-0072
Phone: (208) 401-4418
Email: nicole.cecil@adm.idaho.gov

An informational meeting and walk-through of existing areas affected by the project will be held.

Date: August 25, 2026

Time: 1:00 PM MST

Meeting Location: ICCU Dome, 550 Memorial Dr., Pocatello, ID 83201. Parking is available on the north side of the building. Meet inside the north entrance.

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 Project consists of modifications to the existing concrete floor within the ICCU Dome to create a championship-quality indoor track and field competition venue capable of hosting NCAA-sanctioned events while maintaining compatibility with the University's artificial football turf system.

Idaho State University is separately procuring a portable banked track system, including raised long jump/triple jump runways and pole vault runways. The flat track surface shall be fully compatible with, and capable of supporting, the installation, operation, and storage of the portable banked track system and associated field event equipment.

The project includes the installation of a prefabricated, factory-manufactured vulcanized rubber indoor athletic track surface that is certified by World Athletics for competition use. The completed facility shall include, at a minimum:

- Six-lane flat track oval (final geometry to be established during design)
- Eight-lane 60-meter sprint area
- Five-lane warm-up area
- High jump area
- Throwing area
- All required striping, event markings, and accessory components

The Work also includes demolition and disposal of an existing "Magic Carpet" roll-out turf system, preparation and leveling of the existing concrete slab as required by the selected track system manufacturer, relocation and adjustment of existing power and data utilities, and all related work necessary to provide a complete, fully functional, competition-ready facility.

The completed facility shall comply with applicable NCAA competition requirements, World Athletics facility and surface requirements, and all applicable building codes.

The project will be required to be submitted to IDOPL. All professional design disciplines required to complete the scope of work as described must be included in the SOQ and meet the State of Idaho license requirements at the time of submittal.

Because the ICCU Dome has a limited annual construction window, all field construction activities are limited to May 10, 2027, through July 27, 2027. To meet this constrained schedule an early procurement package will be considered.

REQUIRED SERVICES

The State of Idaho, through DPW, is requesting proposals for Design-Build services.

A total project budget has been established at \$1,850,000.

This budget includes fees, reimbursables, contingencies, testing, and other project related expenses. The construction budget is estimated to be \$1,550,000.

The successful Design-Build team will be required to accept the terms of the Division of Public Works Design-Build Agreement without modifications. The current version can be found at <https://dpw.idaho.gov/docs-forms-guides/>. During contracting the Design-Build team will be required to provide payment and performance bond or bonds in the amount of the total construction contract. They may also be required to purchase or maintain property insurance written on a “Builder’s Risk” policy.

The Design-Build team will be responsible for schematic design, design development, construction documents, approvals by the authorities having jurisdiction, bidding, construction administration, and project closeout. Services will include the one-or-two-year period of correction following project completion. The Design-Build team will be required to submit graphic and written material as agreed upon in the contract at the end of each design phase. These documents must receive approval in writing from DPW prior to moving on to the next design phase. A relatively complete construction cost estimate and construction schedule will be required per the contract.

The Design-Build team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council (PBFAC) and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design-Build team 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, submittals, field reports, schedules, cost estimates, RFI’s, close out documents, warranties, etc.

The Design-Build team will be required to meet as often as indicated in the contract, but no less than once monthly 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.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

Format: To assist evaluation, the SOQ must be formatted similar to the headings listed. The submittals should be clear and concise, following the page length guidelines provided. Pages should be no larger than 8-1/2 x 11 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. All content should be included in the submittal. No external means of information (i.e. brochures or QR codes) will be considered.

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 manage 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. 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. General Qualifications: Provide a summary of your general qualifications. Limit to two (2) single-sided pages with the following elements (no photos or resumes).

1. Company Information:
 - a. Name, size, age, and general information.
 - b. Location of Headquarters.
 - c. Location of Office Closest to Project Location.
 - d. Type of Business (LLC, Sole Proprietorship, etc.)
2. Special expertise as they relate to this project type:
3. Resources available to meet the project schedule, including how you will handle staffing changes and utilization of temporary or contracted staff.
4. Experience working with multiple stakeholders and managing stakeholder input.
5. Anticipated Sub-Consultants. Please list the entire team and indicate prior experience working together as a team. Include each consultant's name, size, age, general information, and location.

C. 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). The following information should be included for each individual:

1. Name and title.
2. Number of years in current role within their firm.
3. Firm name and home office/location of the individual.
4. Education and training.
5. Brief overview of their responsibilities specific to this project.
6. Brief overview of their experience related to this project.
7. Percentage of time that will be committed to various phases of this project.
8. Applicable Licenses and Certificates. Include the license number for everyone listed as applicable.

D. Project Examples: Provide four (4) examples of relevant past projects, in which construction has been completed within the last five (5) years. Projects should be similar in size and budget as this project. Limit each project to one (1) single-sided page. List the following information for each project:

1. Project data including name, address, overall square footage, project construction cost, schedule, substantial completion date, and construction delivery method.
2. Project description.
3. Photograph(s) of the completed project.
4. Team member names, titles, and firm name. Provide an asterisk (*) if the individual is listed under “Team Member Qualifications” in the section above.
5. References; include the owner’s name, phone number and email.
6. Projects need to include elements as listed in the **DESCRIPTION OF PROJECT**. Clearly list the requirements that each project complies with in your submittal.

E. Technical Approach to Project: Describe your team’s approach for the following items. Provide specific examples to substantiate your response. Limit to five (5) 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**.
3. Understanding of the Agency and the project site.
4. Cost control: Include the approach to design within the construction budget. Explain your firm’s experience, providing alternative solutions during design to meet the budget.
5. Quality control: Define your internal quality control processes and how they will be implemented on this project in both design and construction. Explain how you approach coordination between consultants.
6. Schedule: Acknowledge the provided schedule and whether it is achievable. Discuss how your team will keep the project on track during design to ensure appropriate milestones are met.
7. Describe why your team is best suited for this specific project type. Be specific and include examples from past experience. Please address both the design and construction phases.

8. Describe the team's relationships and interactions with the authorities having jurisdiction.
9. Provide your approach to procurement management and how to address any current construction environment, material / labor shortage, long lead times, etc.
10. Explain the Design-Build team's past experience together and how it is applicable to this project.
11. Explain your firm's understanding and experience of close-out processes.

SUBMITTAL

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

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A Selection Committee consisting of two (2) people from DPW, two (2) people from the Agency, and an independent reviewer will rank the teams 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. If interviews are conducted, the teams invited for an interview may 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 (Statement of Qualifications) 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 SOQ's and the names of firms, if any, selected for interviews shall be public information. At the conclusion of the selection process, all documentation will become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Format / Cover Sheet	5
B	General Qualifications	10
C	Team Member Qualifications	15
D	Project Examples	15
E	Technical Approach	25
<u>Written Total</u>		70
Presentation – Interview Point Scoring		
Criteria To Be Determined After SOQs Are Reviewed		Maximum Possible Points
<u>Interview Total</u>		30

PROPOSED DATES:

Informational Walk-Through	August 25, 2026 (1:00 PM MT at ISU)
Last Day for Questions	September 4, 2026
Addendum Issued	September 10, 2026
Receive SOQ Submittals	September 15, 2026 (at DPW in Boise)
Oral Interviews	October 7 th or 8 th , 2026 (at ISU)
PBFAC Selection Approval	November 5, 2026
Negotiate Contract	November 2026

SELECTION AND AWARD

Based on the results of the Statement of Qualifications and, if applicable, 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. However, final award is contingent upon the successful negotiation of an Agreement.

Submittal contents may be incorporated 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.

PROVISIONS

1. The State reserves the right to approve the Design-Build team's selection of Consultant's and Subcontractors.
2. The Design-Build team will receive general instructions through the State. A Project Manager from DPW has been assigned to serve as project manager and liaison between the Department of Administration, Agency, and the Design-Build team.
3. The Design-Build team 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-Build team 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.

4. DPW reserves the right to investigate the Design-Build team and/or Consultants' financial responsibility and past project performance. 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.
5. Submittal contents may be incorporated into a legal contract or agreement. Proposers should be aware that methods and procedures submitted could become contractual obligations.
6. The State reserves the right to reject any or all proposals received for this RFQ.
7. 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.
8. If this RFQ requires an architect's services, then 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. At the time of submittal, all consultants must be properly licensed to practice in the State of Idaho for their specific disciplines.
9. 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.

ATTACHMENTS

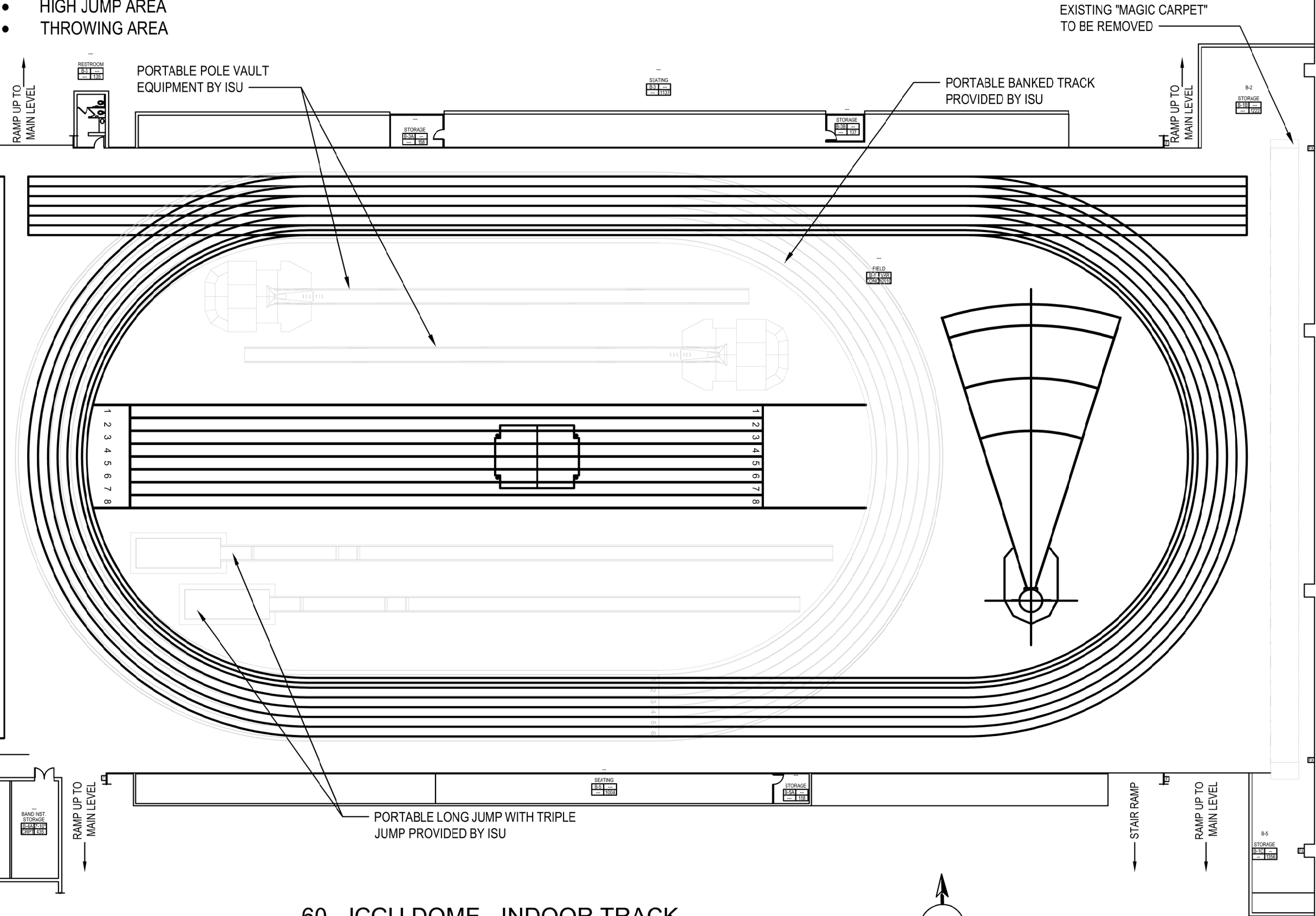
1. Exhibit A: Concept Drawing

End DPW 26240 Design-Build RFQ

C:\USERS\SOLOUN\ONEDRIVE\DESKTOP\NEW TRACK LAYOUT 8.6.2026.DWG
This Drawing Plotted: 8/6/2026 12:37 PM

PROPOSED FLAT TRACK SURFACE INCLUDES:

- TRACK OVAL
- SPRINT AREA
- WARM-UP AREA
- HIGH JUMP AREA
- THROWING AREA



60 - ICCU DOME - INDOOR TRACK
NOT TO SCALE

60 ICCU DOME
IDAHO STATE UNIVERSITY
660 Stacy Dragila Way

BUILDING NUMBER
60
LEVEL
Basement (Field)
DISCIPLINE
Architecture
DRAWING SCALE
NTS
DRAWING DATE
8/6/2026