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# State of Idaho

## Department of Administration Division of Public Works

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[www.dpw.idaho.gov](http://www.dpw.idaho.gov)

August 10, 2026

### REQUEST FOR QUALIFICATIONS (RFQ)

TO: DESIGN PROFESSIONALS

FROM: Kelly Berard, Administrator  
Division of Public Works

SUBJECT: DPW PROJECT NO. 27221  
Idaho State University (ISU)  
Remodel Human Development Center Bldg. 82  
Pocatello, Idaho

RFQ submittal packages for furnishing Design Professional Services will be received at Division of Public Works (DPW) office.

**Address:** 502 N. 4<sup>th</sup> Street, PO Box 83720, Boise ID 83720-0072  
**Due Date:** September 8, 2026  
**Time:** 2:00 PM MST

Questions arising from this RFQ should only be addressed to the DPW Project Manager.

Project Manager: Melissa VanSlochteren  
Address: Division of Public Works, 502 N. 4th Street, Boise ID 83720-0072  
Phone: (208) 401-5185  
Email: [melissa.vanslochteren@adm.idaho.gov](mailto:melissa.vanslochteren@adm.idaho.gov)

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

Date: August 27, 2026  
Time: 9:00 AM  
Gathering Location: Outside front entrance – Human Development Center, Bldg. #82  
Address: 241 Memorial Drive, Pocatello ID  
Parking: Parking passes will need to be obtained prior to the meeting from the Public Safety Office, located at 625 E Humbolt Street, Pocatello.

Modifications (addenda) to this RFQ, if any, will be posted on the DPW 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**

### **1. Description/Project Type**

This project consists of the refresh and remodel of the Human Development Center (HDC) Building to accommodate the relocation and modernization of ISU's Counseling, Community and Public Health, and Community Psychiatric Center programs. The renovation will enhance instructional, administrative, and clinical environments while supporting the University's mission of education, community outreach, and patient care. The project is anticipated to be a renovation of an occupied facility requiring careful coordination to minimize disruption to ongoing operations.

### **2. Scope of Work.**

Work includes selective demolition, renovation, and reconfiguration of existing interior spaces to support classrooms, offices, conference rooms, break rooms, clinical treatment areas, and associated support spaces. Renovation includes architectural finishes, modifications to building HVAC systems, and upgrades to electrical, low-voltage, audiovisual, and technology infrastructure.

### **3. Agency Specific requirements/guidelines**

The renovated spaces must support the unique operational needs of multiple university programs that serve both students and the surrounding community. Particular consideration shall be given to optimizing clinical environments that facilitate patient care while maintaining a welcoming, functional setting for community outreach activities. The design will balance the needs of educational spaces with those of active clinical operations, incorporating durable materials, appropriate technology integration, privacy considerations, and efficient space utilization to support both academic and healthcare functions.

### **4. Schedule**

The preliminary project schedule anticipates the design phase beginning in December 2026, with completion of construction documents and advertisement for bid in September 2027. Construction is expected to commence in November 2027, with Substantial Completion targeted for May 2028. Because the Community Psychiatric Center is anticipated to remain operational throughout construction, the design team shall evaluate phased construction options and develop a sequencing plan that minimizes disruption to ongoing clinical services, maintains safe access for patients and staff, and supports continued university operations during the construction period. The proposed schedule and phasing approach will be refined during design in coordination with ISU and DPW.

## **REQUIRED SERVICES**

The State of Idaho, through DPW, is requesting proposals for Design Professional services. A total project budget has been established at \$1,283,000. This budget includes fees, reimbursables, contingencies, testing, and other project related expenses. The construction budget is estimated to be \$1,026,400.00.

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 at <https://dpw.idaho.gov/docs-forms-guides/>.

The Design Professional will be responsible for programming, 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 develop a project schedule showing each phase of design, review times, and the earliest feasible construction completion date. The Design Professional 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 opinion of probable construction cost will be required following the Schematic Design Phase and must be updated at each additional phase. At each phase, the design and scope of work will be adjusted as required to match the construction budget. The Design Professional will be responsible for coordination with a CM/GC if one is incorporated into the project.

The Design Professional 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 Professional shall seek Idaho Power incentives.

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 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. This information will be uploaded as part of the individual design submittals.

## **STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT**

Format: To assist evaluation, the SOQ must be organized according 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 specific to this project. 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. Include the licensed architect, registered in the State of Idaho, who will supervise all architectural services contained within this project.

**D. Project Examples:** Provide four (4) examples of relevant past projects, in which construction has been completed within the last seven (7) years. Projects are to 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. Project Understanding & Due Diligence**

Demonstrate your understanding of the project, including the unique operational needs of the Counseling, Community & Public Health, and Community Psychiatric Center programs, and the challenges associated with renovating an occupied facility that provides public services within an active university setting. Describe your approach to pre-design due diligence, including verification of existing conditions, evaluation of applicable building codes and regulatory requirements, utility investigations, and coordination with Authorities Having Jurisdiction (AHJs) to identify project constraints, maintain continuity of operations, and minimize project risks before design begins.

**2. Programming & Design Approach**

Describe your approach to programming and design development for this project. Explain how your team will engage stakeholders, document and prioritize user input, develop consensus among multiple user groups, and incorporate feedback into the construction documents throughout each phase of design.

**3. Cost Management, Schedule & Phasing**

Describe your approach to maintaining the project budget and schedule throughout design. Explain how your team will monitor scope, communicate budget impacts, evaluate alternatives when necessary, and develop a phased construction strategy that allows portions of the facility to remain operational during construction.

#### **4. Quality Control & Consultant Coordination**

Describe your firm's quality assurance and quality control (QA/QC) process and how it will be implemented on this project. Explain how your team will coordinate between design disciplines, identify and resolve conflicts, and produce complete, coordinated construction documents that minimize RFIs, change orders, and construction delays.

#### **5. Construction Administration**

Describe your approach to construction administration for this project. Include how your team will communicate with the Owner and Contractor, review submittals and RFIs, perform field observations, manage potential changes, resolve issues during construction, and support an efficient project closeout.

### **SUBMITTAL**

Submit five (5) printed copies of the submittal 8-1/2 x 11 format; two (2) 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.

| <b>Initial Ranking, Written Point Scoring</b> |                            |                         |
|-----------------------------------------------|----------------------------|-------------------------|
|                                               | 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                      |
| <b><u>Written Total</u></b>                   |                            | <b>70</b>               |

| <b>Presentation: Interview Point Scoring</b>         |                         |
|------------------------------------------------------|-------------------------|
| Criteria To Be Determined<br>After SOQs Are Reviewed | Maximum Possible Points |
| <b><u>Interview Total</u></b>                        | <b>30</b>               |

## **PROPOSED DATES:**

|                            |                                            |
|----------------------------|--------------------------------------------|
| Informational Walk-Through | August 27, 2026 <i>(9:00 am at ISU)</i>    |
| Last Day for Questions     | August 31, 2026                            |
| Addendum Issued            | September 2, 2026                          |
| Receive SOQ Submittals     | September 8, 2026 <i>(at DPW in Boise)</i> |
| Oral Interviews            | October 1, 2026 <i>(morning at ISU)</i>    |
| PBFAC Selection Approval   | November 5, 2026                           |
| Negotiate Contract         | November-December 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 Professional's selection of Consultant's and Subcontractors.
2. The Design Professional 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 Professional.
3. 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.

4. DPW reserves the right to investigate the Design Professional 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.

### **End DPW Project 27221 Design Professional RFQ**