State of Idaho
Department of
Administration
Division of Public Works

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October 29, 2026

REQUEST FOR QUALIFICATIONS (RFQ)

TO: DESIGN PROFESSIONALS

FROM: Kelly Berard, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25225
Idaho State University (ISU)
Psychopharmacology Research Lab
1311 E Central Dr, Meridian, Idaho

RFQ submittal packages for furnishing Design Professional Services will be received at:
Division of Public Works (DPW) office
Address: 502 N. 4th St., Boise ID 83720-0072
Due Date: January 28, 2027
Time: 2:00 pm MST

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

Project Manager: Brett Brown
Division of Public Works
502 N. 4th St., Boise ID 83720-0072
Phone: (208) 332-1628
Email: brett.brown@adm.idaho.org

An informational meeting and walk-through of existing areas affected by the project will be held.
Due Date: December 15, 2026
Time: 10:00 am MST
Meeting Location: Room 681, 1311 E Central Dr, Meridian, Idaho

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

This Research Expansion for Sam and Aline Skaggs Health Sciences Center (Meridian Campus) Idaho State University proposes to renovate approximately 1,560 ft² of existing space on the Meridian Campus. This project will be utilizing previously inaccessible space inside the Meridian Health Science Center.
The main points of interest for this project is the Cell Culture Suite which is to be equipped with biosafety cabinets, CO_2 incubators, and bench space, sink with ultrapure water, and storage alcove for supplies and compressed gases. The space is to be designed to meet BSL-2 standards. The Core Equipment Room is to include backup emergency power for two or three –80 °C freezers, sink with ultrapure water and bench space, and capacity for centrifuges, balances, a mass spec alcove with gases and a workstation, and other shared instruments.
The General Wet Lab Space is to be a flexible space supporting two staff members, featuring a lab bay, chemical fume hood, sinks with ultrapure water, eye wash station and safety shower, vacuum and gas lines. A support alcove for cold storage and small equipment, and adjacent workstation area for desks and computer stations.

Design Schedule:

- Design: April - October 2027
- Plan Review: November 2027
- Bidding: January 2028
- Construction duration: February 2028 - July 2027

REQUIRED SERVICES

The State of Idaho, through DPW, is requesting proposals for Design Professional services.
A total project budget has been established at $1,014,612
This budget includes fees, reimbursables, contingencies, testing, and other project related expenses. The construction budget is estimated to be $800,000

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 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

construction cost estimate 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 shall make a minimum of two (2) presentations 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 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. What prior projects have been completed similar to this project.
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 five (5) 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 include 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 and 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 the project scope and individual program needs, as outlined in the DESCRIPTION OF PROJECT.
2. 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.
3. Tell me your approach regarding existing building spaces.
4. Explain your firm's approach to each design phase, including meetings, documentation, presentations, page-turns, etc. Explain how the feedback received from the client will be documented and implemented into the construction documents.

SUBMITTAL

Submit five (5) 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
Written Total		**70**
Presentation – Interview Point Scoring		
Criteria To Be Determined After SOQs Are Reviewed		Maximum Possible Points
Interview Total		**30**

PROPOSED DATES:

Last Day for Questions	December 30, 2026
Addendum Issued	January 15, 2027
Receive SOQ Submittals & send to Selection Committee	January 28, 2027
Receive scores from Selection Comm & Shortlist Announced	February 2027
Oral Interviews	February 2027
PBFAC Selection Approval	March 2027

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 # 25225 Design Professional RFQ