State of Idaho
Department of Administration
Division of Public Works

BRAD LITTLE
Governor
KEITH REYNOLDS
Director
PAT DONALDSON
Administrator

502 North 4th Street
Boise, ID 83720-0072
Telephone (208) 332-1900
www.dpw.idaho.gov

August 12, 2021

REQUEST FOR QUALIFICATIONS (RFQ)

TO: ARCHITECT / ENGINEERING

BSM FROM: Pat Donaldson, DPW Administrator

SUBJECT: DPW PROJECT NO. 22511
ISP New District #6 Facility
Design Services
Idaho Falls, 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 **Thursday, September 2, 2021, 2:00pm** for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Elaine M. Hill, DPW Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1925

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.

This project will be funded by the State of Idaho. 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 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.

DESCRIPTION OF PROJECT

Idaho State Police (ISP) District #6 provides police services to an approximate population of 220,000 Idaho citizens and patrols 4,492 approximate miles of roadways for the traveling public. ISP has outgrown their current facilities after several remodels and temporary fixes. Secure and accessible evidence storage has exceeded the capacity.

The intent of this RFQ is to provide Architectural and Engineering design services for a Design / Bid / Build delivery contract to construct a combined ISP district facility in Idaho Falls on land offered by ITD's District #6 Engineer. This new building will house patrol, investigations, alcohol and beverage control, commercial vehicle safety and support staff. The main two floor building is approximated at 20,000 sq.ft., with a 3,000 sq.ft. auto bay for a total of 23,000 sq.ft. The site will require 14 visitor parking stalls and a minimum of 40 patrol parking stalls. A Civil Engineer will be required within the team to address existing site water issues. This project will provide ISP a District #6 headquarter building in Idaho Falls to serve the public and provide a vital state function.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. The anticipated total project budget of approximately $12,000,000 has been established to include fees, reimbursables, contingencies, and tests. The project is currently funded for all design services at $800,000 with additional construction funding anticipated in July 2022. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design Professional and required consultants shall be licensed to practice in the State of Idaho for their specific disciplines.

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

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

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications**: Provide basic data relative to firm's size, history, personnel, resources available, production capabilities, and general information. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data (an electronic link to firm's website is acceptable).

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of RFQ submittal.

B. **Specific Qualifications**: List the design professionals and consultants expected to accomplish the work. The design professionals and consultants should have an understanding of the local area, soils and local demographics. Security concerns and accessible evidence storage are critical to the project. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope.

C. **Approach to Project**: Include a statement of your approach to this specific project as how your team plans to support ISP's Mission; "Committed to serve and protect the lives, property, and constitutional rights of people in Idaho." Provide your design philosophy, understanding of program, challenges and opportunities as well as alternative concepts and methods for consideration. Limit to two (2) pages.

D. **Examples of Work**: Renderings, photographs of Civic projects, drawings, and applicable documents may be submitted as examples of your work. For Design Professionals who have done work for the Division of Public Works in the past seven years, a reference to the project or projects will be sufficient in lieu of examples (electronic links are acceptable).

E. **Past Performance**: Submit recent reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from Division of Public Works and Agency staff.

F. **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. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

SUBMITTAL

Submit two (2) copies of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from DPW, two (2) persons from ISP, and an independent Design Professional will rank the submittals. At least three (3), but not more than five (5), firms may be selected for presentation-interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications: Security	25
C	Approach to Project	25
D	Special Requirements	15
E	Examples of Work	10
F	Past Performance	10
G	Format	5
		100

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

The Design Professional invited for a presentation-interview will receive a final score based on the selection committee's final ranking of the criteria noted below. It is anticipated that the Design Professionals will be presenting in person in Idaho Falls. Each presentation-interview will be a maximum of one hour: 25-30 minutes to recapitulate qualifications A-F listed above and demonstrate via verbal and virtual communication the ability to complete the design services requested; 15-20

minutes for the selection committee to ask questions; and 5-10 minutes for the Design Professional to ask the committee questions and provide their closing comments.

Criteria	Maximum Possible Points
Virtual and Verbal Demonstration of Qualifications	40
Special Requirements	20
Q & A	20
Communication Skills	20
	100

PROPOSED DATES:

Receive RFQ Submittals	Date: September 2, 2021, 2:00pm, Boise
Short List	Date: September 13, 2021
Oral Interviews	Date: September 21, 2021, Morning, Idaho Falls
PBFAC Selection Approval	Date: October 2021
Negotiate Contract	Date: October 2021
Final Construction Documents	Date: May 2022
Bid Project	Date: July 2022
Substantial Completion	Date: October 2023

SELECTION

The State will attempt to select a firm 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.

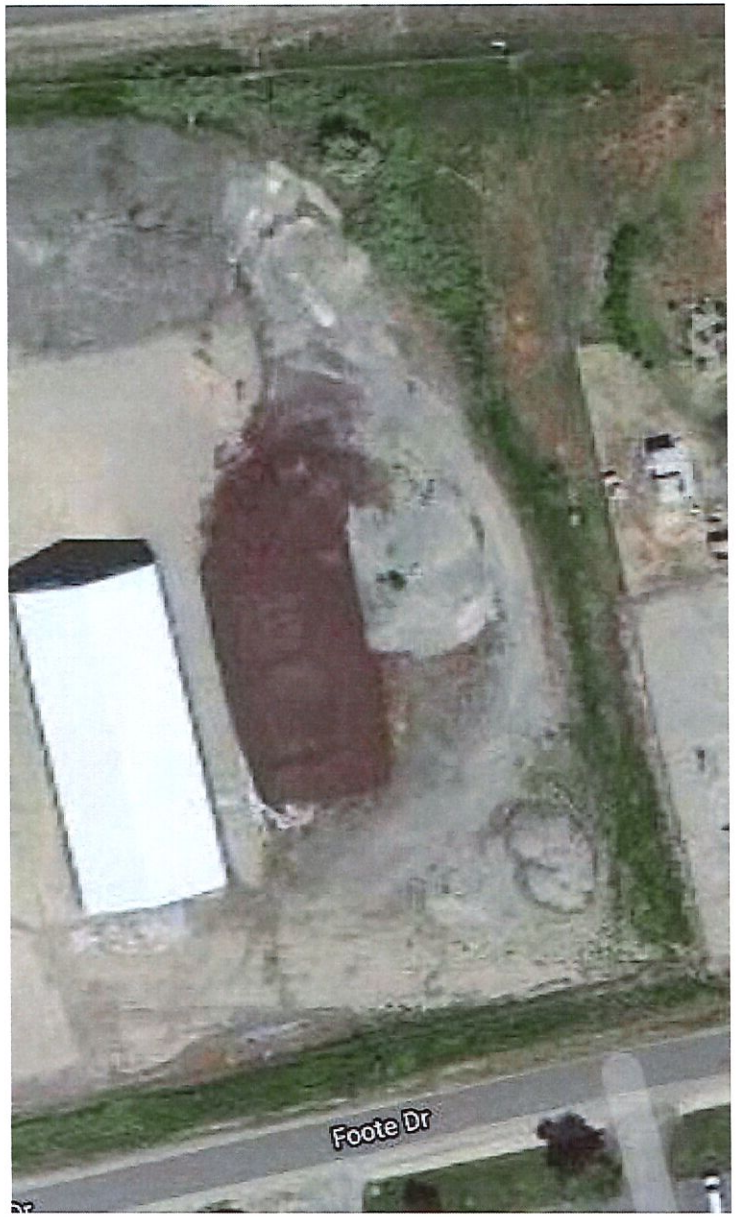
The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of $1,000,000 professional liability insurance coverage, except in special circumstances.

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 the associated ranking criteria noted above.

Attachments: 22511_ISP District #6 Site.pdf

End 22511 RFQ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D6 ISP Future Bldg
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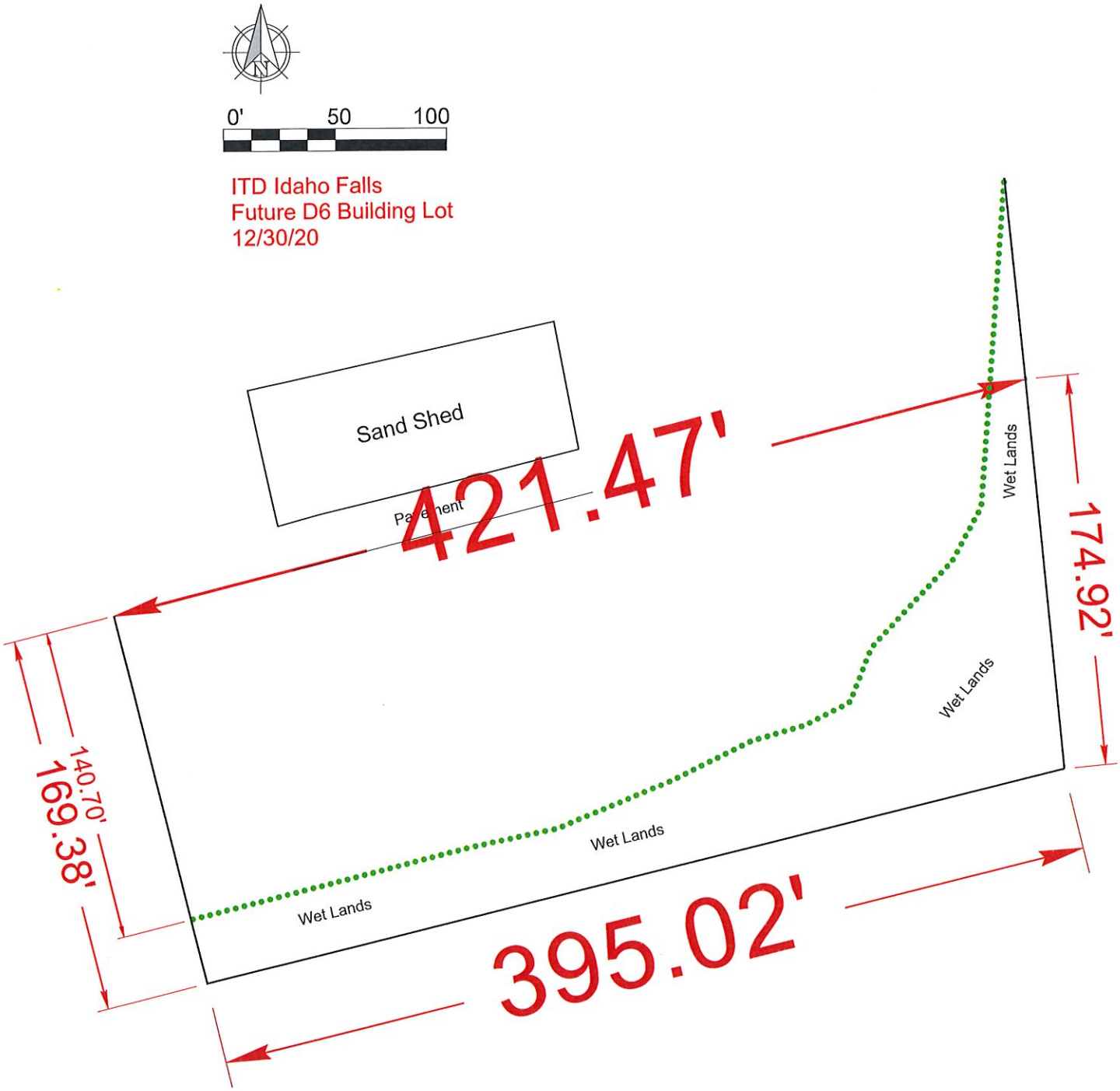
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ITD Idaho Falls
Future D6 Building Lot
12/30/20
Sand Shed
Pavement
421.47'
174.92'
Wet Lands
Wet Lands
Wet Lands
Wet Lands
140.70'
169.38'
395.02'

D6 ISP Future Bldg
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