State of Idaho
Department of Administration
Division of Public Works

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August 12, 2021

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

BSM FROM: Pat Donaldson, DPW Administrator

SUBJECT: DPW PROJECT NO. 22602
IDVS: Expansion of Veterans Home, Lewiston (VETL)
Feasibility Study
Lewiston, 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 3:00 p.m., Mountain Standard Time Zone, on **September 9, 2021**, for furnishing a Feasibility Study to the State of Idaho.

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

Elaine 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.

The initial feasibility study and necessary site investigation of this project will be funded by the Idaho Division of Veterans Services (IDVS). Pending VA grant award, future Federal Funds will be added to move the project into additional design phases including construction documents and through construction. Davis Bacon wages will apply at time of construction.

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 Team 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 (IDVS), and the Design Professional Team.

DESCRIPTION OF PROJECT

Project 22602 will start as an initial site investigation and feasibility study at the existing Lewiston Veterans Home facility. The study will review the viability of a renovation and expansion of the current home in order to convert the resident rooms (double occupancy) into private resident rooms with a single private bathroom. This project is a substantial mitigation and preventive measure for infection control to decrease the possibility of spreading viruses during a pandemic. Due to the existing site location, site constraints, and anticipated soil, the owner will provide geotechnical testing and reporting in cooperation with the selected design professional.

The initial site investigation and feasibility study phase needs to be completed by the end of February 2022 for IDVS to complete a federal grant application.

Pending VA grant application approval with grant award opportunity, the design team will move forward with the renovation and expansion of the Lewiston Veterans Home. The design team must meet the State of Idaho standards for new construction and continuing operational criteria as outlined in the "Skilled Nursing Facilities"; follows the Code of Federal Regulations (CFR) concerning the general requirements for all Veteran State Home facilities pursuant to 38 CFR Part 59.130 and Part 59.140; and incorporates the U.S. Department of Veterans Affairs (USDVA) Small House Model design guidelines where possible.

REQUIRED SERVICES

The State is requesting proposals for full architectural and engineering services for the initial feasibility study and potential future design services for an anticipated remodel and expansion of the Lewiston Veterans Home. The design team will work with IDVS to complete the VA Form 10-0388-14: "Checklist of Major Requirements for State Home Construction Grants" and all required deliverables found in Section A of this Form by February 2022. The study will be used to establish the total project budget which is currently estimated at $50,000,000.

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 initial feasibility study and upon successful grant funding move on to programming, schematic design, design development, construction documents, and approvals by the authorities having jurisdiction as well as bidding and construction administration and project close out. A high-level opinion of cost will be provided with the feasibility study and updated cost estimates provided at each design phase if the project moves forward.

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, photographs relevant to the project, 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 (PBFAC). Materials will include a Feasibility Study review to the Division of Public Works, the Agency and PBFAC.

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications**: Provide basic data relative to firm's size, history, personnel, resources available, production capabilities, and note any special expertise in design and development of state veterans nursing homes to include adult day healthcare experience. Provide 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 understand the local area, soil conditions (per owner provided geotechnical report), and local demographics. Proposed design teams must have experience with traditional nursing home facilities design and the Code of Federal Regulations (CFR) - 38 CFR Part 59 - Grants to States for Construction or Acquisition of State Homes and current version of the USDVA Small House Model design guide (the January 2017 Small House Model replaced the VA Community Living Center Design Guide dated June 2011). List specific Veteran's home(s) with key team members expected to accomplish this work including anticipated consultants; and specific contact information from each home. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least two (2) Veteran's home projects, with brief descriptions that show ability to complete projects of this scope.

C. **Approach to Project**: Include a statement of your approach to this specific project, including design philosophy, understanding of program, challenges and opportunities as well as alternative concepts and methods for consideration. Limit to three (3) pages.

D. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: Veteran's required paperwork, design of original building or phase, preliminary studies or programming of this project or experience in this type of building.

E. **Examples of Work**: Feasibility Studies, Renderings, photographs, drawings, cost estimates and applicable documents may be submitted as examples of your work (electronic links are acceptable).

F. **Past Performance**: Submit recent reference letters from prior Veteran's homes, nursing home clients, adult day care healthcare clients or subject specific 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.

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. 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) bound hard copies of the submittal; include one (1) thumb drive containing a PDF of the submittal. Submittal to be delivered by the time and place specified above. 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 the agency, 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	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 Professionals 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 via Zoom online at dates noted below. 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	September 9, 2021
Oral Interviews	September 27th or 28th, 2021
PBFAC Selection Approval	October 6, 2021
Negotiate Contract	October 2021
Owner provided geotechnical report	ASAP
Feasibility Study PBFAC Presentation	January 2022
Feasibility Study Due	February 2022

SELECTION

The State will attempt to select a firm at the October 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:

1. VA Form: "Checklist of Major Requirements for State Home Construction Grants" https://www.va.gov/vaforms/medical/pdf/vha-10-0388-14-fill.pdf

2. Lewiston Veteran Home Site Plan

End 22602 RFQ

Department of Veterans Affairs	CHECKLIST OF MAJOR REQUIREMENTS FOR STATE HOME CONSTRUCTION/ACQUISITION GRANTS		
LOCATION		DESCRIPTION	
FAI NUMBER	DUNS	DATE AND TIME SUBMITTED	VA COST

TO BE FILLED OUT BY VA

SECTION A - INITIAL APPLICATION PHASE

*Deadline for the initial application is **April 15th** each year. Complete items A1-A6 for renovation projects OR Complete A1-A7 for life safety projects OR Complete A1-A13 for new construction and bed replacement projects.*

REQUIREMENT		DATE
1. A. Project Scope (*use SVHCGP template*).	☐	
B. Form SF 424.	☐	
C. Form SF 424D.	☐	
D. Form SF 424C.	☐	
E. Budget justification worksheet, tab 1 (*supplements SF424C Form*).	☐	
2. Governor's designation of authorized state official and contact person	☐	
3. Needs assessment (*must comply with all of Section II, Item 3 Needs Assessment on Form 10-0388-1 Information should reflect most recent U.S. Census data.*)	☐	
4. State Clearinghouse Comments (*E.O. 12372*) single point of contact and compliance statement.	☐	
5. Schematics for the proposed project.	☐	
6. Signed initial application certification (*VA Form 10-0388-1*).	☐	
7. Safety citation/letter (*submit only for projects that threaten the life and safety of residents*).	☐	
8. Space program analysis for nursing home domiciliary (*VA Form 10-0388-3*) or ADHC (*VA Form 10-0388-4*).	☐	
9. Five-year capital plan for state's entire state home program.	☐	
10. Financial plan for state facility's first three years of operation.	☐	
11. Documentation that there is a reasonable basis to conclude that the facility when complete will be fully occupied.	☐	
12. Authorized state official's certification of the total number of state-operated nursing home and domiciliary beds and occupancy rate.	☐	
13. Authorized state official's certification that the number of state home beds does not exceed the requirement in 38 CFR 59.40 or justification for number of state home beds exceeding 38 CFR 59.40 based on travel distance.	☐	

TO BE FILLED OUT BY VA

SECTION B - APPLICATION PHASE

REQUIREMENT		DATE
1. State matching funds are required by **August 1st** for consideration for priority group 1.		
A. State authorization for the project (*copy of the legislation appropriating the funds or statement from state budget official outlining source of funding*).	☐	
B. Certificate of State matching funds (*VA Form 10-0388-6*).	☐	

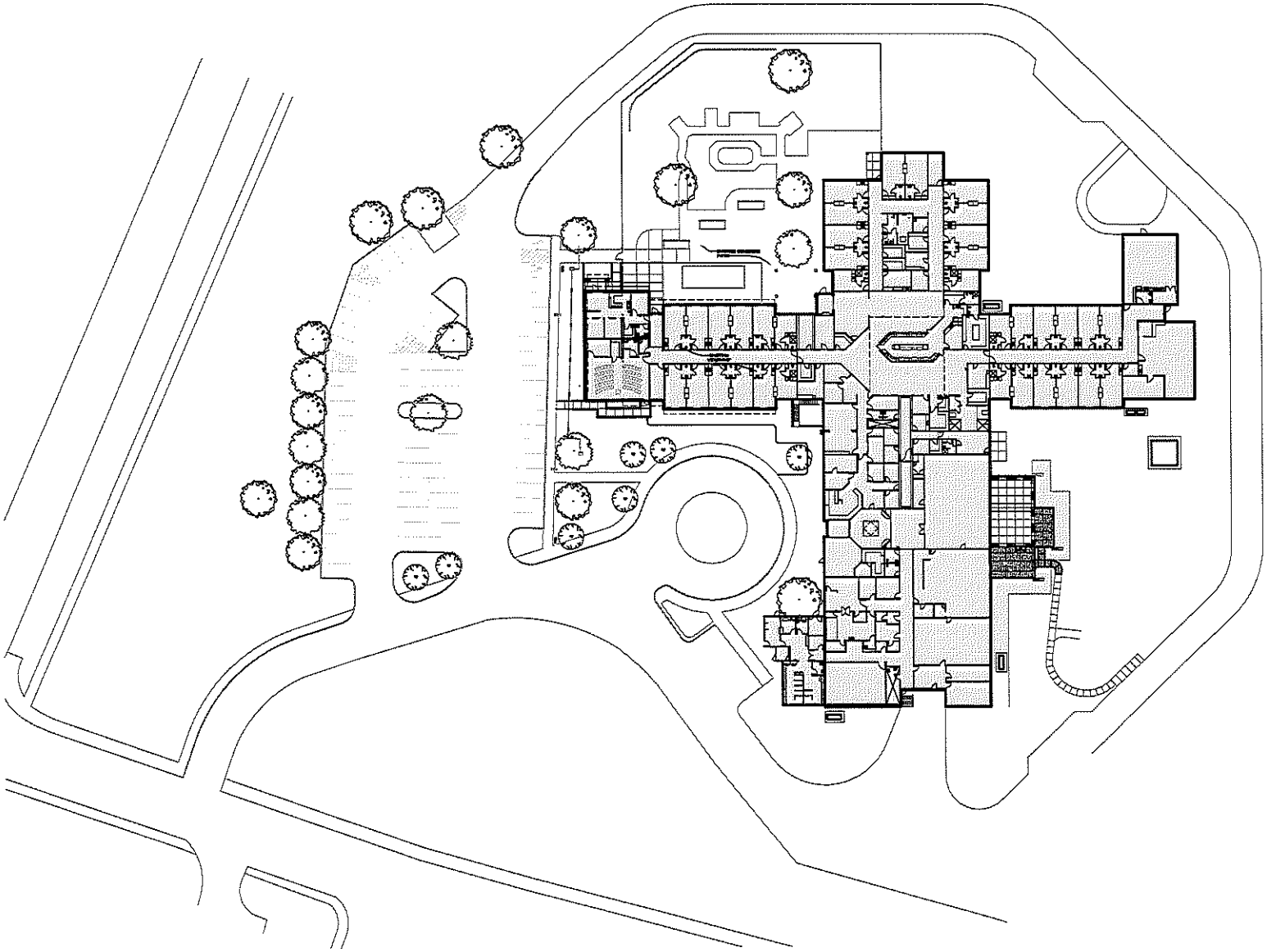
REQUIREMENT		DATE
2. Environmental Review and NEPA Compliance		
A. Submit Phase I environmental site assessment (*ASTM E1527-13*) if conducting ground-disturbing activities or acquiring new site.	☐	
B. Complete categorical exclusion (CatEx) form, if a CatEx applies. If potential extraordinary circumstances or activities with potential effects are indicated on CatEx form, submit description, plan, regulatory compliance, and protective measures. Conduct environmental assessment if not covered by a CatEx.	☐	
3. Letter from state historical preservation officer.	☐	
4. Design development drawings and specifications (*35 percent*).	☐	
5. Required certifications from the authorizing state official is required for grant award:		
A. Compliance Regarding Debarment, Suspension, And Other Responsibility Matters For Primary Covered Transactions (*VA Form 10-0388-7*).	☐	
B. Compliance with Drug-Free Workplace (*VA Form 10-0388-8*).	☐	
C. Compliance with Lobbying Act (*VA Form 10-0388-9*).	☐	
D. Compliance with The Davis-Bacon Act (*VA Form 10-0388-2*).	☐	
6. **Conditional Request Letter:** If aforementioned requirements are met, and federal funds are available, then a request for conditional approval may be submitted to VA with written assurance applicant will meet remaining requirements within 180 days after the conditional award letter is signed.	☐	
7. The following items are needed for final award:		
A. Final drawings and specifications (*100 percent*).	☐	
B. Advertisement for Bids (if using CMAR, copy of selection process).	☐	
C. Final Budget Justification Worksheet, Tabs 1 and 2.	☐	
D. 1. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion From Contractor(s) (*VA Form 10-0388-12*).	☐	
2. SAM Search Results.	☐	
E. 1. Final Budget Form SF 424C.	☐	
2. Final SF 424 Form.	☐	
F. Certification of Compliance with Federal Regulations (*VA Form 10-0388-10*).	☐	
G. Reasonable assurance of title to State Home.	☐	
H. Signed Application Certification (*VA Form 10-0388-5*).	☐	
I. Three (3) signed copies of Memorandum of Agreement. (*delivered by Overnight Mail*)	☐	

TO BE FILLED OUT BY VA

SECTION C - POST GRANT AWARD (*Required for Grant Closeout*)

REQUIREMENT		DATE
1. Closeout request letter (*submitted when construction is 90% completed*).	☐	
2. Final Project Photos.	☐	
3. Equipment list (*if applicable*).	☐	
4. Signed Post-Grant Requirements Certification (*VA Form 10-0388-13*).	☐	
5. Copy of letter to state auditor.	☐	
6. Final Payment Request (*VA Form SF271*).	☐	
7. Report of audit findings (*report must show compliance with Single Audit Act of 1984 and, if applicable, resolution of audit findings*).	☐	
8. Proof of compliance with NHPA Section 106 (*if applicable*).	☐	
9. Proof of compliance with NEPA mitigation measures (*if applicable*).	☐	

Submit all documentation on MAX.gov except for hard copy MOAs.



LEWISTON VETERANS HOME SITE PLAN

SCALE: 1" = 60'-0"

NORTH