

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL CONSULTING SERVICES**

**Aquaculture Research Institute Facility**

**University of Idaho  
Moscow, Idaho**

January 21, 2014  
UI PN: CP140029

For additional information contact:

Liza Morris, Project Architect  
Architectural & Engineering Services  
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or

Terri Benscoter, Contract Specialist  
Architectural & Engineering Services

(208) 885 6246 phone or (208) 885 9333 fax

ADVERTISEMENT FOR  
REQUEST FOR QUALIFICATIONS (RFQ)  
ARCHITECTURAL CONSULTING SERVICES

**Aquaculture Research Institute Facility  
University of Idaho  
Moscow, Idaho**

UI PN: CP140029

OWNER: **THE REGENTS** January 21, 2014  
**UNIVERSITY OF IDAHO**

ISSUED BY: Architectural & Engineering Services  
University of Idaho  
875 Perimeter Drive MS 2281  
Moscow, Idaho 83844-2281

PROJECT MANAGER: Liza Morris, Project Architect  
Architectural and Engineering Services  
University of Idaho  
875 Perimeter Drive MS 2281  
Moscow, Idaho 83844-2281

Qualifications statements by qualified firms interested in providing consulting services for Planning, Programming, Design, Bid Assistance and Construction Phase Architectural Services in relation to an effort to design and construct a new Aquaculture Research Institute Facility, University of Idaho, Moscow, ID will be received at Architectural and Engineering Services, University of Idaho, until 5:00 p.m. on Friday, February 14, 2014.

Request for Qualifications (RFQ) materials may be obtained at:

Architectural & Engineering Services  
University of Idaho  
875 Perimeter Drive MS 2281  
Moscow, Idaho 83844-2281  
(208) 885-6246

or

<http://www.uidaho.edu/facilities>

on, or after, January 21, 2014.

**DESCRIPTION OF WORK:** The University of Idaho is seeking qualifications statements from interested Architectural Consultant firms to assist the University of Idaho in the planning, design and construction of a new Aquaculture Research Institute Facility to be located on the west farm campus of the University of Idaho, Moscow, Idaho. It is the intent that the new facility will occupy a site on the west farm campus that the current facility on Poultry Hill will require demolition and removal as part of the scope of this project.

ADVERTISEMENT FOR PROFESSIONAL SERVICES

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ESTIMATED COST: Initial Budgetary Assumptions are based upon a total project cost of \$1.3 million to include all fee, construction, contingency and soft costs. Initial Regent's Authorization is for the Planning and Design Phases only and is limited to \$120,000 in expenditures. Additional authorization for the Construction Phase will be sought upon conclusion of the Design Phase.

MISCELLANEOUS: Firms interested in responding to this RFQ are hereby advised that Idaho law prohibits persons and firms from practicing or offering to practice landscape architecture or planning consulting services in the State of Idaho without being properly licensed. Persons or firms considering responding to this RFQ are advised to contact the State of Idaho, Bureau of Occupational Licenses, regarding Idaho licensing requirements.

Signed:



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Ron Smith, VP, Finance and Administration  
UNIVERSITY OF IDAHO  
Moscow, Idaho

END OF ADVERTISEMENT FOR  
REQUEST FOR QUALIFICATIONS (RFQ)

**REQUEST FOR QUALIFICATIONS**  
**ARCHITECTURAL CONSULTING SERVICES**  
**Aquaculture Research Institute Facility**

**University of Idaho**  
**Moscow, Idaho**

**To:** Architects

**From:** Brian Johnson, Assistant Vice President  
Facilities, University of Idaho

**Subject:** Programming, Planning, Design, Bid Assistance and Construction Phase Architectural Services in relation to a proposed new Aquaculture Research Institute Facility to be located on the West Farm campus of the University of Idaho, Moscow, Idaho. UI CP140029

**Date of Issue:** January 21, 2014

The University of Idaho is seeking qualifications statements from interested Architectural Consulting firms to assist the university in the planning, programming, design, bid, and construction administration of a proposed new Aquaculture Research Institute Facility to be located on the West Farm, of the main campus, of the University of Idaho, Moscow, Idaho. Qualification Statements from firms/teams interested in providing related services for this effort will be received at the office of Architectural & Engineering Services, University of Idaho, Moscow, Idaho, 83844-2281 until close of business at 5:00 p.m., Friday, February 14, 2014.

Any questions, which arise from this request, shall be addressed to:

Liza Morris, Project Architect  
Architectural & Engineering Services  
University of Idaho  
875 Perimeter Drive MS 2281  
Moscow, Idaho 83844-2281  
(208) 885-6246  
lmorris@uidaho.edu

Program clarification and additional data may be requested by phone or by e-mail. The university respectfully requests that interested A/E firms limit their contacts to the named individual and contact only this person in the interest of maintaining a consistency of response and fairness to all respondents. Please make no contact with other members of the university, except regarding certain items as specifically directed herein.

## BACKGROUND SETTING

**University of Idaho:** The University of Idaho is located in northern Idaho in the town of Moscow, Idaho. The university is a public land grant institution with primary responsibility within the State of Idaho for performing research and granting the Doctor of Philosophy Degree. Enrollment exceeds 13,000 students, of which 11,000 are served on the main campus in Moscow, Idaho. The university maintains branch centers in Coeur d'Alene, Post Falls, Boise, and Idaho Falls, as well as extension sites in nearly all Idaho counties.

As the land-grant university for the State of Idaho, the University of Idaho places emphasis on problems and challenges facing Idaho and Idahoans. The university hosts a broad array of undergraduate and graduate instructional and research programs in selected scientific and technical disciplines. Research activities have grown dramatically in recent years, with grant and contract funding now exceeding \$100M, annually.

More information regarding the University may be obtained by visiting the University web site at <http://www.uidaho.edu> or, by visiting the University of Idaho Facilities web site at <http://www.uidaho.edu/facilities>.

Additional Informational Documents:

Strategic Plan, Long Range Campus Development Plan and other pertinent documents are available at the university web site. Items of specific interest include:

University Strategic Plan: <http://www.uidaho.edu/president/leadingidaho>

University Long Range Campus Development Plan (LRCDP):

<http://www.uidaho.edu/facilities/ae/longrangecampusdevelopmentplan/illustrativeplan>

## DESCRIPTION OF THE PROJECT

**General:** The university seeks to plan, program, design, bid and construct a new Aquaculture Research Institute Facility located on the West Farm, of the main campus, to replace an existing structure located on Poultry Hill on the main campus.

The Aquaculture Research Institute (ARI) has research facilities both on the Moscow campus and in Southern Idaho at the Hagerman Fish Culture Experiment Station. Facilities at both locations include fish rearing laboratories, analytical laboratories, offices, and meeting rooms. The ARI supports aquaculture/fisheries-related research and teaching in a variety of disciplines. Research at the ARI is aimed at improving production for commercial aquaculture, and restoring important native fish populations such as the endangered Redfish Lake sockeye or Idaho's remnant burbot (freshwater cod) population. More information regarding the ARI may be found at <http://www.uidaho.edu/aquaculture>.

Campus ARI facilities support fish holding and experimentation, but they also provide space for faculty and staff offices, graduate student offices, conference areas, and dry lab space. These research facilities are designed to meet many research and teaching needs for faculty involved in the fisheries/aquaculture field. Fish and tank space is provided as a service to faculty from many different departments at University of Idaho and Washington State University. Fish are reared at ARI facilities for use in teaching laboratories in various courses offered through the Department of Fish and Wildlife Sciences. One of the primary research programs currently underway on-campus involves a conservation aquaculture program that is a partnership between the University and the Kootenai Tribe in North Idaho. Novel captive rearing methods

assist in the recovery of a native species of burbot. This work has supported species re-introduction efforts and involves national and international agency collaborators.

**Vision:** A new 7,000 to 7,500 square foot facility will provide improved capabilities and be located in close proximity to the larger cold-water wet lab on the West Farm, of the main campus, near Holm Research Center. Improving ARI facilities on the Moscow campus will ensure longevity of important ongoing research programs and will facilitate new opportunities for current and future fisheries faculty at the university. Relocating near the larger fish facility will increase critical mass and interaction between staff and faculty, and provide new capacity for funded research projects.

**Scope/Intent:** It is the intent of this Request for Qualifications to identify an Architectural Consultant best qualified to assist the university with the planning, programming, design, bid and construction of a new Aquaculture Research Institute Facility to support the role and mission of the University of Idaho.

The current building located on Poultry Hill, of the main campus, will be demolished and removed from service upon completion of this new facility as a part of the scope of this project.

## **FORM OF AGREEMENT**

The university intends to enter into a contract with the selected team for the services described herein. The university typically relies on AIA standard forms of agreement modified by a supplemental agreement developed by the university for all of its professional service contracts. Initial university assumptions for required services are based on budgetary assumptions of a total project cost of \$1.3 million to include all fees, soft costs, contingencies and miscellaneous costs. Additional services may be required beyond these initial assumptions.

## **REQUIRED SERVICES**

The consultant shall be required to consider/conform with the campus long-range development plan (LRCDP), district master plans, current university CAD standards, applicable building codes, universal access design guidelines and codes, applicable energy and resource codes as they may have impact upon infrastructure recommendations, and address material and maintenance concerns. University policy is that all new facilities constructed shall strive to meet LEED silver certification requirements and standards as a minimum. Higher levels of LEED certification are desirable.

The consultant shall be required to meet as required with the university project manager and other concerned stakeholders to discuss and refine issues and inputs during the planning, programming, design, bid assistance and construction phases of the project.

The consultant shall develop appropriate economic analyses and cost estimates as required during the course of the development of the design and construction documents in order to evaluate and support planning and design decisions. The consultant may also be required to advise the owner of other cost and value analyses as required.

Future services may or may not be required at the university's discretion. If such additional services are desired of the consultant by the university, these will be administered by the University of Idaho. The university reserves the right to award contracts for these services as the needs of the university requires during the progress of the contract.

## PROPOSAL FORMAT

To assist selection committee evaluation, format the proposal in a similar fashion to the headings listed herein. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the people who will actually perform the work of this contract and the specific approach to the execution of said work.

## PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to the firm's size, history, personnel, special expertise and general credits and qualifications. Office brochures should be submitted separately as supplemental data. For information purposes, indicate the location of the office where the contract services are to be performed.
- B. **Specific Qualifications:** List the team and team members anticipated to accomplish the work required by this request, including any anticipated consultants. Describe who will perform the various tasks, the amount of their involvement, responsibilities and their qualifications. Individual resumes, awards, associations, etc., may be included in this section. Team member direct experience with projects listed in D is a preferred qualification.
- C. **Approach to Project:** Include a statement of your approach to projects of this nature and how that approach is to be applied in this specific instance. Include an understanding of the university's project as currently defined, possible alternative methods and concepts which may be considered, a preliminary schedule indicating staff and resources to be applied to the project and a preliminary outline of the projected time schedules.
- D. **Prior Projects:** Provide information regarding specific involvement with projects of this type having similar characteristics. Specifically, the university is interested in demonstrated expertise in the planning, programming, design and construction administration of research facilities. Provide a list of a minimum of three similar projects, with brief descriptions, demonstrating an ability to accomplish projects of this scope. Demonstrated experience with LEED Certification should be addressed.
- E. **Past Performance:** Submit letters of reference from prior clients or client representatives for this type of management consultant work. Letters from projects listed in item D are preferred.

## SUBMITTAL REQUIREMENTS

Interested firms should submit eight (8) copies of the Response Materials as described herein plus one (1) of any additional materials that a firm may wish to submit (i.e.: Sample Reports, Portfolios, etc.). Materials should be delivered to the attention of Liza Morris, Project Architect, at the address noted above prior to close of business at 5:00 p.m., Friday, February 14, 2014.

## PROPOSAL EVALUATION

It is desired that at least three, but in no case more than five firms may be selected for an in-person interview. After completion of the interviews, the evaluation committee will adjust the ranking based upon interview performance.

## INTERVIEW INFORMATION

The interview process is intended to evaluate the capabilities of interested firms to provide services to the university for this project within the context and confines of defined project schedule. A selection committee will consist of persons from the University planning, design, facilities management, and client communities. After completion of the interviews, the committee will rank the firms based upon interview performance.

Interviews are planned to be held the week of March 17, 2014. The university intends to interview the firms at a location in Moscow, Idaho. All parties will be notified of the exact times and location of their interview. **Interested firms should begin their planning now for key personnel to be available on those dates.**

Each interview will be a maximum of 60 minutes in duration. The format of the interview will be left up to the proposing firm/team; however, at least 15 minutes should be reserved for questions by the selection committee. Members of the firm/team's proposed project management group must be present at the interview. From the perspective of the university, it is not necessary that members of sub-consulting firms be present. The presence of sub-consultants is therefore at the discretion of the proposing firm/team.

## INTERVIEW EVALUATION

The selection committee will evaluate the interview sessions based upon the following criteria. The university will weigh heavily both the demonstrated ability and available resources to accomplish the goals and scope of this project within the identified schedule window.

**Basic Qualifications:** Present the team anticipated to accomplish the work required, including consultants. Describe who will perform various tasks, amount of involvement, responsibilities and their qualifications.

**General Approach to Project:** Characterize the approach to projects of this nature and how that approach will be applied to this specific project. Describe your understanding of the university's project as currently defined; include possible alternative methods and concepts, which may be considered.

**Availability of Personnel and Resources:** Provide a preliminary schedule and assessment indicating staffing levels and resources required to be applied to the project and a preliminary outline of the projected time schedules. Provide an affirming statement regarding the dedication of staffing and resources required for the project's scope and schedule demands.

**Past Performance:** Provide evidence of past work showing specific involvement with projects of this type having similar characteristics. Include evidence of work accomplished for public or corporate clients in streamlined, iterative, and/or expedited processes of project delivery.

**Response:** Response to the Owner's supplementary questions asked during the interview.

## SELECTION AND AWARD

The selection committee will attempt to make a recommendation to the university executive leadership no later than Wednesday, March 26, 2014. The University of Idaho will attempt to select a firm/team no later than Friday, March 28, 2014. Upon selection of consultant firm/team, the university will issue a letter of intent to negotiate and schedule a pre-proposal conference. However, final award shall be contingent upon the successful negotiation and approval of a contract. The contents of a submitted proposal may be

incorporated in a legal contract or agreement and proposers should be aware that methods and procedures proposed could be folded into contractual obligations.

The university will select one firm for the award of the Aquaculture Research Institute facility project.

**Proposed Dates:**

Issue Requests for Qualifications: Tuesday, January 21, 2014.

Proposals Due: before close of business at 5:00 p.m., Friday, February 14, 2014.

Oral Interviews: week of March 17, 2014.

Announce Selection: Friday, March 28, 2014.

Anticipated Performance Period: In general, University of Idaho planning desires are based on having a completed, functional and operational facility in place November 15, 2015. This date may be adjusted based upon the advice and recommendations of the selected Architectural Consultant.

Additional services and related performance periods may be awarded by the university at the discretion of the university.

**ADDITIONAL INFORMATION**

The University of Idaho reserves the right to reject any and/or all proposing consultant firms interviewed.

The University of Idaho may also negotiate separately with any source in any manner necessary to serve its best interests.

The university reserves the right to investigate and confirm the proposer's financial responsibility. This may include review of financial statements, bank references, and interviews with past clients, employees, consultants and creditors. Unfavorable responses to these investigations may be grounds for rejection.

Idaho State law prohibits some professionals from soliciting business in the State of Idaho without proper Idaho licensure. Firms not properly licensed in Idaho, or, unsure of their licensure status, are advised to consult with the Idaho Bureau of Occupational Licenses, or an attorney licensed to practice in Idaho **before** submitting a response to this invitation.

**Additional Requirements:**

Any firm that accepts an interview shall represent and warrant the following:

- A. That it is financially solvent, able to pay its debts as they mature, and possessed of sufficient working capital to perform the services and work described herein;
- B. That it is capable of performing and completing the services and work described herein and has sufficient resources, experience and competence to do so; and
- C. That it is authorized to practice and to do business in Idaho, properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and the services and work described herein, and has or will obtain all licenses and permits required by law.

## **PROTESTS**

### **Solicitation Protests:**

If any respondent is in doubt as to the true meaning of any part of this Request for Qualifications, or detects discrepancies or omissions, such respondent may submit to the university a written request for an interpretation thereof.

If any respondent feels that a particular solicitation provision, condition, or specification limits competition, such respondent may submit to the university a written request for change, including reasons for the request and the proposed change.

Any interpretation of the invitation or approval of changes will be made only by addendum duly issued. A copy of each addendum will be mailed, faxed, or delivered to each invitee receiving an invitation to interview and becomes part thereof. Receipt of each numbered addendum shall be acknowledged by the invitee in the response to the invitation to interview. The university will not be responsible for any other explanation or interpretation of the invitation to interview.

Prospective interviewees may submit a request for change of particular solicitation provisions and specifications and conditions to Liza Morris no later than 5:00 p.m., Wednesday, February 5, 2014. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions.

### **Selection Protests:**

Any respondent who claims to have been adversely affected or aggrieved by the selection of competing respondents to interview, or by the final selection of a candidate to recommend to the University of Idaho Executive Leadership for award, shall have five calendar days after notification of those firms who will be considered further for this award to submit a written protest of the selection to the Assistant Vice President, Facilities, University of Idaho, Moscow, Idaho 83844-2281. This written notification is to be received by 5:00 p.m. within the identified five calendar-day period.

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