



BRAD LITTLE
Governor
KEITH REYNOLDS
Director
PAT DONALDSON
Administrator

State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
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November 22, 2022

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design-Build Teams

BAM

FROM: Pat Donaldson, DPW Administrator

SUBJECT: DPW PROJECT NO. 23882
State of Idaho Deferred Maintenance Program
University of Idaho; Moscow, ID

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 4:00 p.m., Mountain Standard Time Zone, on **December 21, 2022** for furnishing design build services to the State of Idaho.

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

Travis Casch, Owner's Representative
Jacobs Project Management, Co.
999 W Main Street
Suite 1200
Boise, ID 83702
Travis.Casch@Jacobs.com

Responses to questions will be provided via addendum. Questions received after Close of Business on December 14, 2022 will not be considered.

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.

An informational meeting covering the contents of this RFQ and scope of work will be held on Nov 30, 2022 at 11:00 a.m., Mountain Standard Time Zone, in person at 502 N 4th Street, Boise, ID or via Microsoft Teams at the following link:

[Link to University of Idaho Design-Build Pre-Proposal Meeting](#)

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-Build team will receive general instructions through the State. DPW has contracted with

Jacobs Project Management Co. (Jacobs) to serve as Owner’s Project Manager and liaison for DPW, University of Idaho, and the Design-Build team.

DESCRIPTION OF PROJECT

On June 11, 2021, Governor Brad Little issued Executive Order No. 2021-10 to develop a report on state deferred maintenance liabilities in collaboration with the Permanent Building Fund Advisory Committee (PBFAC). In the initial report, 28 agencies and institutions with approximately 27 million square feet of state-owned building space with a replacement value of over \$8 billion, reported a deferred maintenance liability of \$900 million.

The Division of Public Works was appropriated \$244 million to start addressing the state’s deferred maintenance backlog. This funding is distributed across multiple agencies and institutions, statewide, to correct critical maintenance deficiencies involving mechanical, electrical, plumbing, exterior envelope, interior systems and finishes, and site work. DPW plans to issue separate design-build RFQs for the Deferred Maintenance Program throughout the state. In addition to this RFQ, there are two other open RFQs for Boise State University and Idaho State University. Similar RFQs will be released in the future to include the balance of the Deferred Maintenance Program. The work included in this RFQ includes the following projects (refer to the applicable Appendices for additional information):

Agency	Location	General Description
University of Idaho	Moscow, ID	Replacement of MEP System Components, Site Repairs and Improvements, Roof Replacement, Access Road Culvert Replacement, Elevator Refurbishment, Fire Alarm System Repairs, Building Envelope Repairs, Building Foundation Repairs, Historical Window Replacement, Flooring Replacement

CONTRACTUAL REQUIREMENTS

The State is requesting proposals from interested Design-Build teams that are qualified to provide Design-Build services including planning and scheduling, design and procurement services as needed to furnish, install, and construct, commission, close out and transition deferred maintenance projects described herein for a stipulated sum of \$25,343,000. Refer to Appendix D for a list of projects, in order of priority. The contract may be amended to add or remove projects. **The Design-Build team shall be required to implement an integrated project delivery approach with the agency to prioritize and complete the maximum number of listed projects within the stipulated sum.** The Design-Build team shall comply to all applicable codes, maximize energy efficiency, and address building maintenance concerns throughout all phases of the project.

The Design-Build team shall develop design only to the degree necessary to provide qualitative and quantitative information to achieve Agency and Idaho Division of Occupational and Professional Licenses (IDOPL) approval, permit for construction, and to a level with sufficient detail to construct. The Design-Build team shall provide a work breakdown structure, updated estimates, and variance reports throughout the planning and design phase to document project team decisions and value engineering alternatives that maximize project value.

The Design-Build team shall be required to provide and implement a project logistics and phasing plan to minimize disruptions to agency operations, public safety and convenience, and address projects with seasonable constraints. The Design-Build team shall provide procurement and scheduling solutions to address escalation and supply chain issues, and limited skilled trade resources.

The Design-Build team shall be responsible for the Construction Phase which shall include: procurement, installation and construction, construction administration by the Design- Builder as well as the Architect/Engineers of Record. Construction administration shall also include conferences, weekly site observations, document management as noted above, and progress meetings with the Agency and the Project Manager. The Design-Build team shall provide commissioning services to integrate new equipment and system retrofit into existing systems. The Design-Build team shall assist the Agencies with transition of operations of the Design-Builder's scope of work.

The Design-Build team shall 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, project critical issues, schedule update, and specific accomplishments related to the completion of the project.

The Design-Build team shall 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, field reports, RFI's, Submittals, Proposal Requests, close out documents, warranties, etc.

The Design-Build team shall develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

At the time of submittal, all members of the Design-Build team shall have **current** Public Works contractor licenses and/or a Design Professional licensed in the State of Idaho, as required.

QUALIFICATION STATEMENT CONTENT

- A. **Design-Builder Qualifications:** Provide information relative to the Design-Build team's size, history, experience, personnel, and resources available. The Design-Build team should have a demonstrated understanding of the local areas, state agencies and state public works statutes. Include design-build experience, higher education campus experience, regional design and construction market experience, deferred maintenance experience relevant to the projects described herein, and other experience Design-Builder deems appropriate. Provide at least 4 relevant projects the Design-Builder has delivered within the past 10 years and explain why selected.

Additionally, provide the information requested in Appendix A. The hard copies included in the qualification's submittal need to have original signatures. Alternative formats may be used, however all information requested must be provided.

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. **Team Member Qualifications:** Provide the Design-Builder's organizational approach. List the key members of the design builder's staff, design professionals, consultants and commissioning team members expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, education, training, relevant special expertise in project type, and experience delivering projects with similar logistical constraints. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope and/or type.
- C. **Technical Approach to Project:** Describe your approach to this specific project, including design philosophy, understanding of project challenges and requirements, agency operational needs, challenges of the current market, and opportunities as well as alternative concepts and methods that might be explored. Include your approach to commissioning replacement components with existing systems.
- D. **Project Management Approach:** Describe the firm's management approach to the project including approaches to quality, time, cost management and campus logistics planning. Include your approach to obtaining stakeholder input and approvals to meet project schedule requirements. Include your approach to maximizing the number of requested projects within the stipulated sum.
- E. **Past Performance:** Submit the reference questionnaire provided in Appendix B to a minimum of three owners for whom you have provided design-build services and/or deferred maintenance projects over the past 10 years. The references should complete the survey and return directly to DPW via email to travis.casch@jacobs.com by the submittal deadline.
- 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. Proposals are to be limited to fifteen (15) (8.5" x 11") pages, front and back (30-page total) and in the format specified. Font shall be no smaller than 11 point. The proposal cover letter, section dividers, and completed Design-Builder's Organization from Appendix A do not count towards the 30 total pages.

SUBMITTAL

Submit two (2) hard copies of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the name, company, phone number and 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 one (1) person from DPW, one (1) person from DPW's Owner's Project Manager team, one (1) agency representative, and an independent Professional will rank the submittals. Firms may be selected for presentation-interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Design-Builder Qualifications	25
B	Team Member Qualifications	15
C	Technical Approach to Project	10
D	Project Management Approach	20
E	Past Performance	10
F	Format	5
	Total	85

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

The Design-Build teams may be invited for a presentation-interview. If interviews are conducted, a final score will be based on the on the sum of the written submittal score and the selection committee's interview score. Interviews, if conducted, will be worth 15 points. Additional information will be provided if selected respondents are requested to interview.

PROPOSED DATES:

Receive RFQ Submittals	December 21, 2022
Oral Interviews	TBD
PBFAC Selection Approval	February 7, 2023
Negotiate and Execute Contract	February/March 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 \$3,000,000 professional liability insurance coverage, except in special circumstances. An example of the State of Idaho's Design-Build Agreement is available on the DPW website at the following link and will be the basis of contract negotiations. [Link to Idaho DPW Standard Design-Build Agreement](#)

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.

Appendices

- A. Design Builder's Organization
- B. Reference Questionnaire
- C. Campus Map
- D. Agency Project List

End #23882 RFQ

Appendix A

DESIGN BUILDER'S ORGANIZATION

General Information:

Name:
License Number:
Primary Office Address:
Telephone:
Primary Contact:
Telephone:
E-mail address:

Type of Organization:

The Design Builders Organization is a:

List all Officers / Partners:

Information about the Organization:

Office Location(s):

Date Organization was established:

Total Number of Staff:

Approximately the average time staff has worked with the organization:

Professional Liability Insurance Carrier:

Professional Affiliations and Memberships:

Professional Awards and Honors:

In the past five (5) years, has the Design Builder had any business or professional license suspended or revoked?

Within the past five (5) years, indicate whether the Design Builder, or any individual listed in section 'B', has/have been the subject to any bankruptcy proceeding?

Within the past five (5) years, has Design Builder or any individual listed in section B been the subject of any state or federal suspension or disbarment?

Anticipated Consultants:

Using the list below, provide the firm names, license numbers and/or key personnel the Design-Builder anticipates using **only** for the disciplines the Design-Builder deems critical to performing the scope of work:

- Architecture:
- Civil:
- Structural:
- Mechanical:
- Electrical:
- Landscape:
- Other:

Potential Conflicts of Interest

Provide information about any business associations, financial interests or other circumstances that may create a conflict of interest with the Owner, Agency or any other Party known to be involved in the Project.

Attestation:

The undersigned certifies under oath that the information provided herein, including any schedule or attachment, is true and sufficiently complete so as not to be misleading.

Design Builder

By: _____

Title: _____

Date: _____

End of Document

Appendix B

Reference Questionnaire Project #23882

Design-Builder Name: _____

Project: _____

Date of Substantial Completion: _____

Name of Reference: _____

Using the Rating Scale provided below, rate the following numbered items by circling the appropriate number for each item.

Rating Scale

- 0 Poor or Inadequate Performance
- 1-3 Below Average
- 4-6 Average
- 7-9 Above Average
- 10 Excellent

1. Ability to manage the project cost (minimize change orders).
10 9 8 7 6 5 4 3 2 1 0

2. Ability to maintain the project schedule (complete on-time or early).
10 9 8 7 6 5 4 3 2 1 0

3. Quality of constructability reviews.
10 9 8 7 6 5 4 3 2 1 0

4. Professionalism and ability to manage design professionals and sub-contractors.
10 9 8 7 6 5 4 3 2 1 0

5. Project close-out process (warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly).
10 9 8 7 6 5 4 3 2 1 0

6. Communication, explanation of risks, and documentation.
10 9 8 7 6 5 4 3 2 1 0

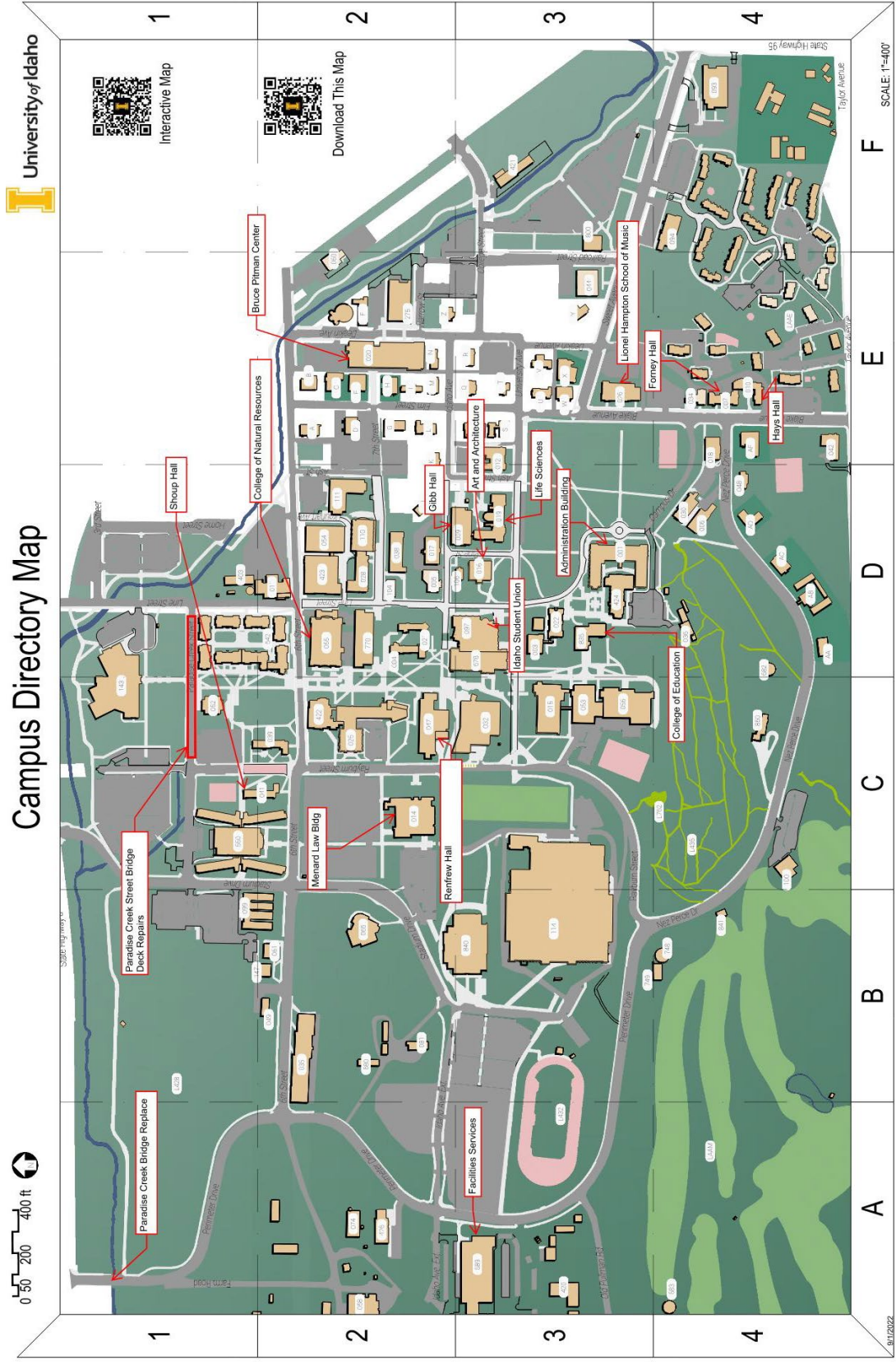
7. Ability to follow the owner's directions, rules, regulations, and requirements.
10 9 8 7 6 5 4 3 2 1 0

8. Overall comfort level in hiring this design-builder again.
10 9 8 7 6 5 4 3 2 1 0

Email directly to travis.casch@jacobs.com

Appendix C

Campus Map



Appendix D

Agency Project List

PROJECT LIST					
Agency	City	Scope of Work	Priority	Estimate	Previous Studies and/or Preliminary Design Work
University of Idaho	Moscow	Shoup Hall Replace Roof	1	\$ 129,000	
University of Idaho	Moscow	Menard Law Replace Roof, Phase 2	2	\$ 976,100	
University of Idaho	Moscow	Menard Law Building Dean's Suite Structural Repairs	3	\$ 360,400	Slab Settlement Study completed by Design West (Pullman, WA) on 3/28/22
University of Idaho	Moscow	Life Sciences South HVAC Upgrade, Phase 3	4	\$ 1,428,200	Preliminary studies by MW Engineers
University of Idaho	Moscow	Hays and Forney Halls Replace Roof	5	\$ 636,800	
University of Idaho	Moscow	Facilities Services Main & Outdoor Covered Storage (OCS) Repair & Replace Roofs, and Exterior Envelope Repairs	6	\$ 1,677,300	Feasibility study performed a couple years ago by Associated Archts.
University of Idaho	Moscow	Paradise Creek Street Bridge Deck Repairs and Chip Seal	7	\$ 495,000	
University of Idaho	Moscow	Lionel Hampton School of Music (LHSOM) HVAC, Phase 1 and Remaining Phases	8	\$ 6,000,000	
University of Idaho	Moscow	Administration Building Window Replacement	9	\$ 1,246,800	Historic preservation plan has been completed for building. CHSQA has completed a phased study in conjunction with the preservation plan.
University of Idaho	Moscow	Gibb Hall HVAC, Phase 2 & Phase 3	10	\$ 1,425,800	Feasibility Study completed by MW Engineers
University of Idaho	Moscow	Perimeter Drive Replace Paradise Creek Undercrossing	11	\$ 1,279,800	
University of Idaho	Moscow	Idaho Student Union Building Replace Roof	12	\$ 266,100	
University of Idaho	Moscow	Renfrew Hall Exterior Envelope Repairs and Window Replacement.	13	\$ 2,870,000	Study performed by CKA Architects a couple of years ago.
University of Idaho	Moscow	Art & Architecture North Replace Roof	14	\$ 272,300	
University of Idaho	Moscow	CNR Sump Repairs	15	\$ 211,800	
University of Idaho	Moscow	LHSOM Building Elevator Repairs	16	\$ 385,000	
University of Idaho	Moscow	Janssen Engineering Building Elevator Repairs Note: Priority 04 in UI FY2024 ADA Category Request.	17	\$ 385,000	
University of Idaho	Moscow	Art & Architecture North & South Elevator Repairs Note: Priority 05 in UI FY2024 ADA Category Request.	18	\$ 385,000	
University of Idaho	Moscow	CNR Replace Life Safety Generator	19	\$ 325,000	
University of Idaho	Moscow	Repair and Replace Fire Alarm Panels and Systems in General Ed Buildings	20	\$ 150,000	
University of Idaho	Moscow	Idaho Student Union Building Exterior Facade Repairs Note: Additional UI funding for non-Gen Ed portion: \$412,500. Total Project Cost = \$750,000.	21	\$ 337,500	
University of Idaho	Moscow	Domestic Water System Repairs in General Ed Buildings	22	\$ 300,000	
University of Idaho	Moscow	Steam System Repairs in General Ed Buildings	23	\$ 200,000	
University of Idaho	Moscow	Electrical System Repairs in General Ed Buildings	24	\$ 250,000	
University of Idaho	Moscow	Idaho Student Union Marmoleum Replacement & Repairs	25	\$ 67,500	
University of Idaho	Moscow	Bruce Pitman Center Marmoleum Replacement & Repairs	26	\$ 90,000	
University of Idaho	Moscow	UI Street Pavements Repairs	27	\$ 225,000	