October 1, 2018

REQUEST FOR QUALIFICATIONS

TO: Landscape Architects & Civil Engineers

FROM: Jan P. Frew, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 19268
Campus Drive and Pedestrian Mall Improvements
University of Idaho, Moscow Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until Tuesday, October 23, 2018, at 11:00 a.m., for furnishing design services to the State of Idaho.

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

Gary Groff, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1919
Email gary.groff@adm.idaho.gov

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at dpw.idaho.gov/professional_services/. It is recommended that the responders to this RFQ check this page prior to making their submittal.

An informational meeting will be held on Wednesday, October 10, 2018, 1:30 p.m. PDT, starting at the UI A/E Facilities office conference room. The meeting will provide program clarification and answer questions.
The project will be funded by State Funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Landscape Architect / Civil Engineer will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, the Architect, and the Landscape Architect / Civil Engineer.

DESCRIPTION OF PROJECTS

Campus Drive / Admin Circle Repairs - Located in front of the University of Idaho Administration Building at the east main entrance is the Administration Circle. The circle is paved with Portland Cement Concrete (PCC) paving, and it has become an iconic and heavily used feature of campus. Large areas of the PCC paving are alligatored, indicating a failure of the substrates. Sidewalks are checked and cracked; curbs are broken, spalled and crumbling. The 80-year-old pavements have served well but are now very much past their service life and need repair by replacement.

The intent of this project is to restore the Administration Circle and Circle Drive. Existing PCC paving walkways and curbs and gutters need to be demolished and removed. Subgrades will be re-engineered and re-constructed, and new drives, curbs, gutters, walkways, and amenities will be provided. This initial project is for Phase I and addresses the Administration Circle and portions of Circle Drive. It is the intent of the university that the greater effort to repair and restore the entire length of Circle Drive from Blake Avenue to Line Street will be accomplished in three phases.

South Academic Mall Fire Lane - The University of Idaho’s Academic Pedestrian Mall is a major North-South pedestrian axis that physically ties the campus together. It runs from the front door of the Student Recreation Center at its northern extreme, to the Southern terminus at the Charles H Shattuck Arboretum.

The Southern reach of the Academic Mall is perhaps the least well-developed portion of the entire mall. Recently the university and the State invested in renovating and reimagining the Education Building which fronts on the South Academic Mall. Given the investment and level of these improvements, there is a need to improve the fire access to the structures fronting the South Academic Mall. Recent Plan reviews by the State Fire Marshal and the Division of Building Safety have highlighted the current access circumstances as deficient.

The Scope of Work includes: an extension and widening of the existing Fire Access Lane, engineered to accommodate fire apparatus, adjustment of lighting, new signage, street and site furnishings, walkways and sidewalks, curb cuts and access ramps, possible street trees, and adjusted irrigation systems.
General for Projects - These projects require special attention from a Landscape Architect who will need to work with the University of Idaho on landscape features that will be associated with the projects. This may include enhanced paving features such as raised paving at the pedestrian level, patterned and colored concrete, and or concrete pavers.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of $1,488,300 has been established to include fees, contingencies and tests. A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Landscape Architect / Civil Engineer shall be licensed to practice Landscape Architecture and Civil Engineering in the State of Idaho.

The Landscape Architect / Civil Engineer will be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance, Construction Observation and Close Out.

The Landscape Architect / Civil Engineer shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance concerns should be incorporated into the design.

The Landscape Architect / Civil Engineer will be required to meet monthly with the Project Manager for the purpose of providing a verbal 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 Landscape Architect / Civil Engineer shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Schematic services have been completed.

2. A Design Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Construction Document Phase to the Owner, Agency, and PBFAC for any additional input and final acceptance.

PROPOSAL CONTENT

A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. The Division of Public Works reserves the right to investigate and confirm the proposer'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 proposal.

B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) 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, alternative concepts and methods for consideration. Limit to two (2) pages.

D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.

E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Landscape Architect / Civil Engineer who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples.

F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: preliminary studies or programming of this project, special training or experience in this type of project.

G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who actually perform the project and the approach to designing this specific project.
Performance on past projects with the State of Idaho and other clients is a highly important factor.

SUBMITTAL

Six (6) bound copies of the submittal shall be delivered by the time and place specified above. Submittal's shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent Architect/Engineer will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

AWARD

Based on the results of the proposals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

PROPOSED DATES:

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<tr>
<td>Informational Meeting</td>
<td>October 10, 2018</td>
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<tr>
<td>Receive Proposals in Boise</td>
<td>October 23, 2018</td>
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<td>Oral Interviews in Moscow</td>
<td>October 30, 2018</td>
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<td>Review by PBFAC</td>
<td>November 1, 2018</td>
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<td>Negotiate Contract</td>
<td>November 2018</td>
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<td>Design Development presentation</td>
<td>February 2019</td>
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<td>Final Construction Documents</td>
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It is the intent of the State of Idaho and the University of Idaho that the project be advertised for bid on about March 1, 2019, with bid opening on or about April 1, 2019. This schedule is necessary to facilitate award and Notice to Proceed (NTP) of the construction phase on or about May 13, 2019, the Monday following the University of Idaho commencement ceremonies.

**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 to award. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

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 proposals resulting from this request and subsequent interviews.