REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS and ENGINEERS

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

SUBJECT: DPW PROJECT NO. 18257
Research Dairy and Soil Health Demonstration Farm
Idaho Center for Agriculture Food and the Environment (CAFÉ)
University of Idaho (UI)
Rupert, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until Friday, March 13, 2020, at 10:00am/MT, for furnishing Architectural / Engineering design services to the State of Idaho.

All questions that arise as a result of this Request for Qualifications should be addressed in writing to:

Elaine M. Hill, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
Elaine.Hill@adm.idaho.gov
(208) 332-1925

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 the responders to this RFQ check this page prior to making their submittal.
An informational meeting will be held on **February 26, 2020 at 10:00am/PT, AG Science Building, room 62** to provide program clarification and answer questions. Parking will be free at the north end of lot 56 from 9:30 – 12:30 on the 26th. Reference attached UI AG SCI Parking Map.

The project will be funded in part by the University of Idaho, gifts, in-kind donations and State Funds. This project is not subject to Davis Bacon wages. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Architect / 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 Architect / Engineer and Construction Manager / General Contractor and Stakeholders.

**DESCRIPTION OF PROJECT:**

**Idaho Center for Agriculture Food and the Environment (CAFÉ)**

Livestock-based production accounts for over 60% of agricultural cash receipts in Idaho. In southern Idaho, dairy herds have tripled in the past 25 years, vaulting the state’s milk production from 10th to third nationally. Idaho’s food processing industry has paralleled this growth, expanding cheese and yogurt production. The Magic Valley alone is home to 14 of the 20 dairy processors in Idaho.

This first project of the Idaho CAFÉ will be the largest **Research Dairy and Soil Health Demonstration Farm** in the U.S. It will address animal agriculture and food processing. The site will be a dairy relying on advanced technology that reflects the size of dairies in Idaho and the West. CAFÉ’s mission will focus on improving existing practices to support a sustainable, profitable and environmentally sound dairy and food industry.

**Distributed Model:**

**Research Dairy and a Water & Soil Health Demonstration Farm:**

Located in Rupert, the core of CAFÉ is a 2,000-cow commercial scale Research Dairy. The site also includes 1,200 additional acres for agronomic research, feed production, and nutrient management. This location will allow CAFÉ to engage stakeholders who want to better understand the interactions between dairy and environmental research of water and soil health.

**Programmatic Areas:**

- **Animal Related Research:** Determine best practices to ensure animal health and welfare, support high-quality milk production, implement robotic systems, and improve dairy animal genomics.

- **Agronomic and Environmental Research:** Conduct long- and short-term studies to find economical approaches to address soil health and water quality and quantity,
improve feed production, evaluate approaches to greenhouse gas emissions, and analyze policies promoting environmental protections.

- **Agricultural Commodity Risk Management:** Conduct research and outreach to teach individuals how to manage the risk involved in commodity marketing and trading throughout the agricultural supply chain in order to maximize profits.

- **Exploring New Alternative Product Development:** Evaluate developing plastics from manure, forage crops that require less and more efficient use of water, new waste management methods and more.

**Facilities to include:**
- Animal housing: 2 styles; open lot & cross vent barn
- Milking parlors: 2-3 parlors with focus on robotics
- Manure handling systems
- Calving facilities
- Commodity storage and feed prep
- Lab

**Future CAFÉ projects that are subject to separate RFQs. Their schedules and dates TBD. These projects are related to the greater CAFÉ initiative but not include within this RFQ:**

**Discovery Complex at Crossroad Point**

The Discovery Complex at Crossroad Point in in Jerome at the interchange of I-84 and Highway 93, the Discovery Complex will sit at the second busiest intersection in Idaho where 40,000 cars pass through daily. This location will include a public outreach and engagement facility to learn more about all of Idaho agriculture. It will also include research laboratories, offices and temporary housing for visiting faculty and students.

**Food Processing Pilot Plant**

Located in Twin Falls on the College of Southern Idaho (CSI) campus, the Food Processing Pilot Plant will enhance CSI’s existing workforce development and educational programs and serve as the location for food processing and safety research.

**REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. A Total Project Budget of $19,120,000 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 Architect/Engineer shall be licensed to practice Architecture/Engineering in the State of Idaho.

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

The Architect/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, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Architect/Engineer will be required to meet twice 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 Architect/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 specifically 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 Architect/Engineers 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: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.

The design committee will include a group of approximately 20 Stakeholders from both UI, Dairy Industry and DPW. The submittal shall address how the design team will coordinate with the Stakeholders and CM/GC for significant in-kind Owner Supplied/Contractor Installed and Owner Supplied/Owner Installed equipment and/or materials and potentially multiple bid packages.

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 to 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**

Five (5) bound copies and a single thumb drive with a PDF of the submittal shall be delivered by the time and place specified above. Submittal 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:

- **Informational Meeting**
  
  Date: February 26, 2020 at 10:00am/PT  
  AG Science Building, room 62, Moscow, Idaho  
  Reference UI AG SCI Parking Map

- **Receive Proposals**
  
  Date: **Friday, March 13, 2020 10:00am/MT**  
  DPW, 502 N. 4th St., Boise, ID 83720

- **Oral Interviews**
  
  Date: Tuesday Morning, March 24, 2020

- **Review by PBFAC**
  
  Date: April 7, 2020

- **Negotiate Contract**
  
  Date: April / May 2020

- **Design**
  
  Date: May 2020 – March 2021

- **Bid**
  
  Date: April 2021

- **Award**
  
  Date: May 2021

- **Construction**
  
  Date: June 2021 – October 2023

- **Substantial Completion**
  
  Date: October 31, 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 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.

**REFERENCED PDF’s:**

- Idaho Center for Agriculture, Food and Environment (CAFÉ), Draft dated Nov. 2018
- CAFÉ Executive Summary
- 18257 CAFE Marketing
- UI AG SCI Parking Map – Free Parking for Information Meeting only