December 14, 2018

REQUEST FOR QUALIFICATIONS

TO: Architects / Engineers

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

SUBJECT: DPW PROJECT NO. 19263
Acoustic Mitigation and Renovations,
Lionel Hampton School of Music and Ridenbaugh Hall,
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, January 15, 2019, at 5:00 p.m., for furnishing design services to the State of Idaho.

Program clarification, additional data, and questions that arise as a result of this Request for Qualifications should be addressed to:

Kelly Berard, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1938
kelly.berard@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 responders to this RFQ should check this page prior to making their submittal. If any, the final addendum will be issued by January 4, 2019. The project will be funded by the State of Idaho, Permanent Building 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 Design Professional will receive general instructions through the State. The above noted Project Manager of the Division of Public Works has been assigned to serve as liaison between the Department of Administration, the Agency, and the Architect. All site investigations shall be at no cost to the Owner.

DESCRIPTION OF PROJECT

Project Site: University of Idaho Campus, Moscow, Idaho

Lionel Hampton School of Music: 1010 Blake Ave., Moscow, ID - The Music Building is home to most faculty offices. It also houses the school’s classrooms, including a lecture hall, a recital hall (The Haddock Performance Hall), a rehearsal room, and storage facilities for most of the students’ instruments. Building is approximately 40,760 SF.

Ridenbaugh Hall: 601 Campus Drive, Moscow, ID - Formerly, a women’s dormitory and the oldest building on campus (circa 1902), contains a rotating art gallery space, some faculty offices, several graduate student offices, and music practice rooms. Building is on the Historic Register and is approximately 31,288 SF.

Project Scope: Two of the oldest buildings on the main campus of the University of Idaho (UI), the Lionel Hampton School of Music and Ridenbaugh Hall are critical to support of the UI’s nationally accredited school of music. In 2018, the National Association of Schools of Music (NASM) cited concerns related to sound mitigation and isolation issues, as well as the overall condition of technology and architectural systems in both buildings. The scope of work of this project would include, but not be limited to, evaluating the NASM concerns for each building; evaluating existing heating ventilation and air conditioning systems, thermal and humidity issues, reviewing building envelope and masonry conditions, surveying site and buildings for compliance with ADA, establishing rough order of magnitude estimates for cost of repairs, prioritizing concerns based on need and cost/feasibility of repair, create a phasing plan to execute repairs and solutions for each category of work.

The acoustic sound absorption and isolation are critical priority for maintaining accreditation. Concerns are outlined in the NASM report, but include sustained high decibel levels is music practice rooms, sound transmission from space to space and aesthetic conditions not in line with accreditation standards. The architectural items include the presence of asbestos containing materials and lead based paint, condition of ceiling and flooring materials, lighting and lighting controls, wood and other finishes, failing window systems, doors and door hardware, accessible entries and restrooms, heating, ventilation and air conditioning systems. Scope will also include an evaluation of current space usage and function to ensure that all areas are being utilized appropriately.

Included in the scope of this project will be a code study for each building and site. This will be necessary to determine code compliance and evaluate life safety and accessibility concerns for each building. This study may include, but not necessarily be limited to: bathroom / fixture count analysis, exiting analysis, parking analysis, evaluation of existing power supply to building, and evaluation of building envelope systems.
Given the current use, layout and state of both historic structures, it is anticipated that the remodel will have varying levels of improvements necessary. It is expected that the work will be phased in order to allow the school to continue to function and serve the students.

It is intended to use Design-Bid-Build as the construction delivery method for this project.

Attachments to this RFQ include:
- Project Schedule ............................................................... pg 5
- Vicinity Map ................................................................. Attachment A
- Photos of Existing Lionel Hampton School of Music .............. Attachment B
- Photos of Existing Ridenbaugh Hall................................... Attachment C

Note:

2) The NASM accreditation report as well as asbestos surveys and other pertinent existing reports will be made available to the successful design team.

REQUIRED SERVICES

The State is requesting proposals for complete design services, including observation during construction. A construction budget of $1,200,000 has been established for this project, excluding design fees, contingencies and tests. It is anticipated that this funding will be equally shared between the scopes of work for each building.

The Design Professional will be responsible for Programming, Schematic Design, Design Development, Construction Documents, Bidding Assistance, and Construction Observation. Programming shall include an Acoustic Surveys, Site Evaluation, As-Built Documentation, Code Analysis, Agency Interviews, etc.

The Design Professional will be required to meet monthly with the DPW Project Manager and UI Representatives, for the purpose of providing a verbal report regarding the previous month's progress. Additional work sessions with UI client user groups, facilities and design staff, and the DPW Project Manager will be necessary during each phase of the design process.

The Design Professional will be required to coordinate design, cost estimate, and schedule throughout the entire contract.

The Design Professional will be required to submit written and graphic materials at the end of Programming, Schematic Design, Design Development and at 75%, 95%, and 100% of Construction Documents for approval from DPW and UI, prior to moving on to the next phase. As part of these submittals, a complete construction cost estimate, separated by building, including site and building costs, will also be required. The design and scope of work will be adjusted as required to align with the construction budget.
The Design Professional shall develop all necessary presentation materials for a minimum of one (1) presentation to the Permanent Building Fund Advisory Council, at the end of Design Development, and shall keep in mind that during all phases, ADA enhancements, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

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 ALL anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a detailed project list for each team member, complete with their role and responsibilities on each project. The Architect and major consultants shall provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this type and scope. An Acoustic consultant should specifically be included as a part of the proposing team.

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. The Architect and major consultants shall provide a list of references with phone numbers and e-mail addresses. In addition, past performance comments may 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 Architects 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.

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 will 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 of the submittal shall be delivered by the time and place specified above. Also include three (3) CDs or USBs containing a PDF of the submittal. **Submittal shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed.** Failure to identify point of contact may render submittal non-responsive.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Idaho State University, 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 the final ranking of the evaluation committee, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the firm by the Division of Public Works in accordance with prescribed procedures. Final selection is contingent upon the successful negotiation of a contract.

PROPOSED DATES:

- Facilities Walk Through (Optional) January 8, 2019 at 10:00am (PT)
- *Contact DPW Project Manager to Schedule attendance to Optional Facilities walk through.
- Receive A/E RFQ Submittals January 15, 2019 by 5:00pm (MT)
- Oral Interviews (in Moscow) January 31, 2019
- Present A/E selection to PBFAC February 5, 2019
- Negotiate Contract February 2019
- Programming March / April / May 2019
- Schematic Design June / July 2019
- Preliminary presentation to PBFAC June 2019
- Final presentation to PBFAC August 2019
- DBS Review September 2019
- Out to Bid September/October 2019
- Construction Start – Phase 1 November/December 2019
- Construction Completion – Phase 1 est. December 2020
PROVISIONS

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. A sample agreement of standard terms and conditions is available from the Division of Public Works. Firms 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.

The architect and all design professional consultants shall be licensed to practice Architecture and Engineering in the State of Idaho. The State reserves the right to reject any or all submittals 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.

End of 19263 - Design Services RFQ
Six pages of photos.

- LHSOM-1
- LHSOM-2
- LHSOM-3
- LHSOM-4
- LHSOM-5
- LHSOM-6
Six pages of photos.

- RH-1
- RH-2
- TH-3
- RH-4
- RH-5
- RH-6