October 3, 2022

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Professionals

FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 23255
New Elevator/Access Improvements, Hartung Theater, ADA
University of Idaho (UI)
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 3:00 p.m., Mountain Standard Time
Zone, on November 2, 2022, for furnishing design services to the State of Idaho.

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

Nicole Cecil, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1905
nicole.cecil@adm.idaho.gov

There will be no informational meeting and site visits are not being provided. Existing photos, floor plans,
and a site map are provided as an attachment for your information.

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.

This project will be funded by the State. 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
Professional will receive general instructions through the State. A Project Manager from DPW will
be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design Professional.

DESCRIPTION OF PROJECT

This project installs an elevator for the Hartung Theater in accordance with the Americans with Disabilities Act (ADA) requirements. The Hartung Theater Building was originally constructed in the 1970’s. It serves as the home for the university’s Department of Theatre.

Hartung Theater does not have an existing elevator. The back of house is comprised of three levels and includes a classroom on the upper level. There is no universal access to the back of house on the main level and access to the lower and upper levels is limited to stairways. And yet, the Department of Theatre provides general education academic programming on all three levels. Much of this programming is requisite to the degree offerings of the department, and there is no alternate location in which programmatic accommodations can be provided.

This project will provide a new elevator as well as universal accessibility improvements such that access may be provided to all three levels of the Hartung Theater. Limited master planning services will be required to identify possible location and needs of access points for the new vertical circulation to find the best solution to accommodate long term academic and public access goals.

Proposed work includes construction of an exterior addition and installation of a three-stop elevator. The scope will include identifying the best location for the new vertical circulation. The existing stair will need to be reconfigured to allow for the installation of the elevator and its associated lobbies. The doors and hardware will need to be reconfigured to allow for code-compliance entry to the building. Lastly, a new, accessible concrete pathway will need to be constructed to the Stadium Way right of way to allow for an accessible approach to this revised entry and new elevator. It is assumed that the accessible pathway will require ramps with associated handrails along portions, but perhaps not all of its length.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of approximately $619,000 has been established to include fees, reimbursables, construction, permits, contingencies, tests, and other project related expenses. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design Professional and required consultants shall be licensed to practice in the State of Idaho for their specific disciplines.

The Design Professional will be responsible for programming (including limited master planning), schematic design, design development, construction documents, and approvals by the authorities having jurisdiction and construction administration.

The Design Professional will 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, etc.
The Design Professional will 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 and specific accomplishments related to the completion of the project.

The Design Professional shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

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

In addition, the UI Strategic Plan and Long Range Campus Development Plan and other pertinent documents are available on the University's website. Items of specific interest include:
Facilities Services: http://www.uidaho.edu/infrastructure/facilities

QUALIFICATION STATEMENT CONTENT

A. Basic Qualifications: Provide basic data relative to firm's size, history, personnel, resources available, production capabilities including meeting the schedule, and general information. Specifically explain special expertise related to accessibility improvements and this specific project type. Identify the firm's years of service and makeup. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data (an electronic link to firm's website is acceptable).

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: List the design professionals and consultants expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise relevant special expertise in this project type. Include information that supports the team member's experience with accessibility improvements and master planning. The design professionals and consultants should have an understanding of the local area and local demographics. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope.

C. Technical Approach to Project: Include a statement of your approach to this specific project, including design philosophy, understanding of program, challenges, and opportunities as well as alternative concepts and methods for consideration that might be explored for this specific project type. Discuss your ideas and process of value engineering a project during the current market conditions and how to design within budget. Include how you will approach ideas such as phasing, working within existing conditions (including documentation of existing conditions), on site issues and in an occupied setting. Provide your experience using facility standard specifications and master planning services. Limit to two (2) pages.
D. **Management Approach to Project:** Describe the firm’s management approach to the project including quality control, schedule, and cost estimation with examples of projects that the cost estimate was within budget and with minimal change orders. Include your approach to gathering stakeholder’s input and acceptance. Demonstrate success during construction and how your team manages the construction administration process including documentation and close out. Use past projects as examples of your approach.

E. **Examples of Work:** Provide three to five projects that include elevator/stair additions, accessibility improvements and master planning. Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. Include name, location, short project description, project owner, square footage, initial projected construction cost, final construction cost, date of substantial completion, and a reference/contact for each project. If there is a differential between the budget and final construction cost, explain the reason for the difference. Performance on past projects with the State of Idaho and performed within the last 5 years is an important factor.

G. **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.

**SUBMITTAL**

Submit one (1) copy of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the 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 two (2) persons from DPW, two (2) persons from The University of Idaho, and an independent Design Professional will rank the submittals to be the most highly qualified to perform the required services. The Selection Committee may choose to interview any, all or none of the respondents as may be in the best interest of the State.

The ranking process is accomplished in two steps: 65 points for the Initial Ranking based on the written submittal, and 35 points for a Final Ranking based on an interview. The selection committee will score the written submittals based on the criteria in the Qualification Statement Content and the top teams may be invited for an interview. The scores will be based on the tables below.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Basic Qualifications</td>
<td>5</td>
</tr>
<tr>
<td>B Team Member Qualifications</td>
<td>12</td>
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<tr>
<td>C Technical Approach to Project</td>
<td>19</td>
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<tr>
<td>D Management Approach to Project</td>
<td>12</td>
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<tr>
<td>E Examples of Work</td>
<td>15</td>
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<tr>
<td>F Format</td>
<td>2</td>
</tr>
<tr>
<td><strong>Written Total</strong></td>
<td><strong>65</strong></td>
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</tbody>
</table>

**Presentation – Interview Point Scoring**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency and abilities to address the items that will be provided to the final ranked teams</td>
<td>20</td>
</tr>
<tr>
<td>Selection Committee’s Q &amp; A</td>
<td>10</td>
</tr>
<tr>
<td>Overall Presentation Approach &amp; Quality</td>
<td>5</td>
</tr>
<tr>
<td>Presentation – Interview Total</td>
<td>35</td>
</tr>
</tbody>
</table>

The names of all firms that submitted proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all proposals become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If interviews are scheduled, selected firms will be notified as to time, date and content of the interview. Interviews will be held in person at The University of Idaho. Content to be addressed during the interview will be provided to the selected teams. The timeframe for the teams invited for an interview is approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee’s Q&A; and 5-10 minutes for the Design Professional team’s closing comments.

After interviewing the selected teams, the selection committee will rank the interviews to determine the remaining score, if applicable.

**AWARD**

Based on the results of the Statement of Qualifications and Interviews, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

**PROPOSED DATES:**

- Receive RFQ Submittals: November 2, 2022
- Oral Interviews: December 8, 2022
- PBFAC Selection Approval: January 3, 2023
- Negotiate Contract: February 2023
- Design Development Presentation: April 2023
- Final Construction Documents: June 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 $1,000,000 professional liability insurance coverage, except in special circumstances.

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.

Attachments:
A. Site Map
B. Existing Photos
C. Existing Floor Plans

End 23255 Design Professional RFQ
DPW PROJECT NO. 23255
New Elevator/Access Improvements, Hartung Theater
University of Idaho (UI)
Moscow, Idaho

Attachment A: Site Map
DPW PROJECT NO. 23255
New Elevator/Access Improvements, Hartung Theater
University of Idaho (UI)
Moscow, Idaho

Attachment B: Existing Photos
DPW PROJECT NO. 23255
New Elevator/Access Improvements, Hartung Theater
University of Idaho (JI)
Moscow, Idaho

Attachment C: Existing Floor Plans

University of Idaho
DPW PROJECT NO. 23255
New Elevator/Access Improvements, Hartung Theater
University of Idaho (UI)
Moscow, Idaho

Attachment C: Existing Floor Plans
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