



BRAD LITTLE
Governor
BRYAN MOONEY
Director
PAT DONALDSON
Administrator

State of Idaho

Department of Administration

Division of Public Works

502 North 4th Street
P.O. Box 83720
Boise, ID 83720-0072

Telephone (208) 332-1900 or FAX (208) 334-4031
Design and Construction
Facilities Services
<http://dpw.idaho.gov>

Date August 3, 2020

REQUEST FOR QUALIFICATIONS

TO: Architect, Engineer, etc.

FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 21-250
Rep Domestic Water System/Main & Rep Idaho Ave.
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, September 8th, 2020**, at 4:00 p.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:

Marti Miller, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1920

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

An informational meeting will be held on Monday, August 24, 10:00 a.m. at the U of I Facilities Services, 875 Perimeter Dr., Moscow ID 83843 to provide program clarification and answer questions.

The project will be funded with 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 Architect, Engineer, etc. will receive general instructions through the State. The above noted Project Manager of the Division of Public Works has been assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design team.

DESCRIPTION OF PROJECT

The scope of this project consists of two major components:

A. Repair and repave an existing section of Idaho Avenue Extension between Stadium Drive on the east and Perimeter Drive on the west as well as the development of proper entrances to Parking Lot 57 on the south side of Idaho Avenue and Parking Lot 110 on the north side. Idaho Avenue Extension has several design and layout issues, poor subgrade, and failing pavement. The scope of this work includes sub-grade improvements, paving, curbs, gutters, drainages, street and pedestrian lighting, sidewalks, landscaping, and signage, as well as providing support infrastructure as needed for the desired future enhancement of power and data distribution in these parking lots.

B. Replace water mains. The water distribution mains system on the perimeter of campus that ties wells and storage facilities into the core of campus are in need of replacement. Many of these distribution mains are 50 years old, or older, and are constructed of either AC (Asbestos Cement) or CI (Cast Iron) piping that are old, brittle, and prone to breakage. The scope of this portion of the project includes the complete replacement of three such segments of domestic mains:

1. Well No. 3 to Manis Lab, Well No. 4 to Farm Road, and new flow meters. (Approximately 300 LF)
2. Idaho Avenue, from Stadium Drive to Perimeter Drive, and Perimeter Drive from 6th Street to the Motor Pool, (approximately 2,000 LF)
3. Farm Road from Sixth Street Extension to Perimeter Drive. (Approximately 950 LF)

See attached for project location.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of \$1,927,800 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, etc. shall be licensed to practice Architecture/Engineering in the State of Idaho.

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

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

The Architect, Engineer, etc. 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 Architect, Engineer, etc. 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 Architects, Engineers, etc. 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 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 of the submittal shall be delivered by the time and place specified above, and include one (1) USB thumb drive containing a .PDF file. **Submittal shall clearly identify the point of contact regarding the submittal, with e-mail address and phone number(s) 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, 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:

Receive Proposals	September 8, 2020
Oral Interviews (Location at UI to be determined)	September 21, 2020
Review by PBFAC	October 6, 2020
Negotiate Contract	October 13, 2020
Design Development presentation	January 5, 2020
Final Construction Documents	March 15, 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 engineer and all design professional consultants shall be licensed to practice Engineering in the State of Idaho. The State reserves the right to reject any or all submittals received as a result of this request.

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.