REQUEST FOR QUALIFICATIONS

For

ENGINEERING CONSULTANT SERVICES

West Campus Utilities Distribution Systems and Infrastructure Improvements and Expansion

University of Idaho
Moscow, Idaho

October 23, 2017
UI PN CP180021

For additional information contact:

Guy Esser, Project Manager -or- Terri Benscoter, Construction Contract Supervisor
Architectural & Engineering Services, Facilities, University of Idaho

(208) 885 6246 (208) 885 9333 (fax)
REQUEST FOR QUALIFICATIONS
for
Engineering Services

West Campus Utilities Distribution Systems and Infrastructure
Improvements and Expansion
University of Idaho
Moscow, Idaho

To: Engineers

From: Brian Johnson, Assistant Vice President
Facilities, University of Idaho

Subject: Programming, Planning, and Design Phase Engineering Services in relation to the planning and design of a project effort to improve and expand University of Idaho Utilities Distribution Systems and Infrastructures located on the campus of the University of Idaho, Moscow, Idaho. UI CP180021

Date of Issue: Monday, October 23, 2017

The University of Idaho is seeking qualifications from interested Engineering Consultant firms to assist the university in the programming, planning, and design of a project effort to design and implement utility distribution system improvements in the west campus core neighborhood necessary to support anticipated, future development necessitated by desired and anticipated enrollment and program growth. The project is located on the main campus of the University of Idaho, Moscow, Idaho.

The university has not yet selected a preferred construction delivery methodology for this work. It is the intent of the university to consult with the selected Engineering Consultant to make a collaborative determination as to the most advantageous manner in which to deliver the work of this project.

The initial authorization by the Board of Regents of the University of Idaho for the West Campus Utilities Distribution Systems and Infrastructure Improvements and Expansion is limited to the programming, planning, and design phases of the overall design and construction process. Upon successful completion of the programming, planning, and design phases, it is the intent of the University of Idaho to seek authorization to proceed with the construction phase. Additional services covering the bid, award and construction administration phases of the project may then be sought from the successful respondent to this Request for Qualifications.
Qualification Statements from firms/teams interested in providing related services for this effort will be received at the office of Architectural & Engineering Services, University of Idaho, Moscow, Idaho, 83844-2281 until close of business (COB) at 5:00 p.m., Friday, November 10, 2017.

Any questions, which arise from this request, shall be addressed to:

Guy Esser, Project Architect & Manager
Architectural & Engineering Services
University of Idaho
Moscow, Idaho 83844-2281
(208) 885-6246
gesser@uidaho.edu

The initial contract is envisioned to be for the planning, programming and design phase services. Additional bidding, award and construction phase services may be required at the university’s discretion. As noted, such additional services are contingent upon additional authorization by the University of Idaho Board of Regents.

Program clarification and additional data may be requested by phone or by e-mail. The university respectfully requests that interested A/E firms limit their contacts to the named individual and contact only this person in the interest of maintaining a consistency of response and fairness to all respondents. Please make no contact with other members of the university, except regarding certain items as specifically directed herein.

Background Setting:

University of Idaho: The University of Idaho is located in northern Idaho in the town of Moscow, Idaho. The university is a public land grant institution with primary responsibility within the State of Idaho for performing research and granting the Doctor of Philosophy Degree. Enrollment approaches 13,000 students, of which 10,000 are served on the main campus in Moscow, Idaho. The university maintains branch centers in Coeur d’Alene, Post Falls, Boise, and Idaho Falls, as well as extension sites in nearly all Idaho counties.

As the land-grant university for the State of Idaho, the University of Idaho places emphasis on problems and challenges facing Idaho and Idahoans. The university hosts a broad array of undergraduate and graduate instructional and research programs in selected scientific and technical disciplines. Research activities have grown dramatically in recent years, with grant and contract funding now exceeding $100M, annually.

The University has stated, strategic goals regarding increased enrollment and the attainment of R1 Research Institution Status.
Description of the Project:

General:
The university seeks to program, plan, design and construct a project to design and implement utility distribution system improvements in the west campus core neighborhood. This is an area generally bounded by Rayburn Street on the east and south, Stadium drive on the west, and Sixth Street on the north. The LRCDP identifies multiple potential building sites in this neighborhood. The intent of this proposed effort is to ensure utilities distribution systems such as steam distribution, chilled water distribution, electrical distribution, domestic water distribution, reclaimed water distribution, sanitary sewer collection, storm water collection, and data/fiber distribution are in place with sufficient capacity to serve these sites.

Planning Background:
In the late 1990's the University of Idaho engaged in a thorough, robust, and comprehensive Master Planning effort aimed at the development of a Long Range Campus Development Plan.
(LRCDP) which would guide the physical and capital development of the Moscow campus of the University of Idaho through 2025 and beyond.

The resulting Long Range Campus Development Plan has played a key and critical role in the development of the University of Idaho Campus. Beginning with the Idaho Commons (2000), and carrying through facilities such as the Student Recreation Center (2001), J.A. Albertson Building for the College of Business (2002), the Living Learning Communities (2004), the Teaching and Learning Center, (2005), the Integrated Research and Innovation Center (2016), and others, principles and guidelines described with the LRCDP have shaped and informed issues such as siting, massing, and orientation of major campus facilities. The LRCDP has also defined structures worthy of continued investment, thus informing decisions as to which facilities should be renovated and improved, versus those which ought to be maintained without reinvestment in terms of significant renovations.

In addition, the Infrastructure Goals and Objectives defined and delineated in the Long Range Campus Development Plan have helped to shape the university’s capital improvements and maintenance investments in infrastructure systems such as utility distribution systems, roadways, walkways, pedestrian malls, hardscapes and landscapes.

The LRCDP is not a static document. Since it was first adopted in 1997/98, a series of neighborhood and systems planning efforts conducted under the umbrella of the LRCDP have helped to refine, focus, update, and improve the general planning concepts and principles of the overall plan. As such, the Long Range Campus Development Plan continues to serve the University of Idaho in good stead and guides all campus planning efforts into the foreseeable future.

**Proposed Project Description:**

The University of Idaho proposes to design and construct a series of utilities and distribution systems expansion and improvements aimed at setting the stage for the successful delivery of future structures yet to be determined on these identified building sites.

In addition to the principles and precepts of the LRCDP, the successful Engineering Consultant will consider both past utilities master planning efforts and planning for future campus expansion and infrastructure needs.

The majority of the sites identified in the LRCDP as potential future building sites do not have a current determination made as to the exact building program to be assigned to each site. In general, however, these sites are in a neighborhood envisioned to support academic education and research facilities. The project will assume loads and capacities based upon this general assumption and seek to ensure utility distribution systems and infrastructure in the areas are sized for the future successful integration of facilities on these sites.

The one current exception is the site immediately adjacent to the ASUI Kibbie Activity Center, which has been long identified in the LRCDP for an event arena. There is a current project underway to design and construct this arena. Opsis Architects of Portland, Oregon is leading a
design team in regard to the Idaho Arena project. Hoffman Construction Company’s Pullman, Washington office is the selected CM/GC partner for the Idaho Arena. The Idaho Arena effort is currently in the Schematic Design phase. It is the vision and intent of the university that the successful Engineering Consultant for this West Campus Utilities project will collaborate and work with Opsis, Hoffman and their sub-consultants to determine the necessary and requisite utilities required to serve the Idaho Arena. This determination will include assumed loads, projected capacities, points of connection, and allowances and attributes necessary for future growth. In addition, the successful Engineering Consultant will work with the Opsis and Hoffman team to determine which scope elements might be best served by inclusion in the scope of the Idaho Arena project, and which scope elements are best held by, and delivered by, the West Campus Utilities project.

Scope/Intent of the RFQ:

It is the intent of this Request for Qualifications to identify an Engineering Consultant best qualified to assist the university with the planning, programming and design of the West Campus Utilities Distribution Systems and Infrastructure Improvements and Expansion as described in this RFQ.

It is anticipated that the scope of desired and required improvements may exceed funds available. In this event, the university anticipates that the successful Engineering Consultant will participate in an effort to develop alternatives, develop reasonable and rational elements of scope which may be phased in over time, and develop an ordered set of priorities to be accomplished within available funds.

Upon review and acceptance of the proposed design solutions, priorities, and phasing plans by the Executives of the University of Idaho, the consultant may be asked to proceed with additional phase services through construction observation and administration as necessary to plan, design, document, bid, award and construct the project. Additional services beyond the design phase are contingent upon authorization to proceed with bidding, award and construction of the West Campus Utilities Distribution Systems and Infrastructure Improvements and Expansion by the University of Idaho Board of Regents.

Form of Agreement:

The university intends to enter into a contract with the selected teams for the services described herein. The university typically relies on AIA standard forms of agreement modified by a supplemental agreement developed by the University for all of its professional service contracts. Additional services may be required beyond these initial assumptions.
**Required Services:**

The consultant shall be required to consider/conform with the campus long-range development (LRCDP) plan, district master plans, current university CAD standards, applicable building codes, universal access design guidelines, codes, applicable energy and resource codes, and sustainability best practices as they may have impact upon infrastructure recommendations, and address material and maintenance concerns.

The consultant shall be required to meet as required with the university project manager and other concerned stakeholders to discuss and refine issues and inputs during the programming, planning, design, bid assistance and construction phases of the projects.

The consultant shall be required to meet with the State Division of Building Safety and the State Fire Marshal as required to secure code compliance.

The consultant shall develop appropriate economic analyses and cost estimates as required during the course of the development of both the design and construction document phases in order to evaluate and support planning and design decisions. The consultant may also be required to advise the owner of other cost and value analyses as required.

Future services may or may not be required at the university's discretion, and are contingent upon successful achievement of Regents’ Authorization. If such additional services are desired of the consultant by the university, these will be administered by the University of Idaho. The university reserves the right to award contracts for these services as the needs of the university requires during the progress of the contract.

**Informational Documents:**

The UI Strategic Plan and Long Range Campus Development Plan and other pertinent documents are available on the UI web pages. Items of specific interest include:

- University home page: [http://www.uidaho.edu](http://www.uidaho.edu)
- University Strategic Plan: [http://www.uidaho.edu/president/leadingidaho](http://www.uidaho.edu/president/leadingidaho)
- University Long Range Campus Development Plan (LRCDP):
- Facilities Services home page: [http://www.uidaho.edu/infrastructure/facilities](http://www.uidaho.edu/infrastructure/facilities)

**Proposal Content:**

A. **Basic Qualifications:** Provide basic data relative to the firm’s size, history, personnel, special expertise and general credits and qualifications. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.
The university reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references, and interviews with past clients, employees, consultants and creditors. Unfavorable responses to these investigations are grounds for rejection of the proposal.

B. Specific Qualifications: List the team anticipated to accomplish the work required by this request, including any anticipated consultants. Describe who will perform the various tasks, the amount of their involvement, responsibilities and their qualifications.

C. Approach to Project: Include a statement of your approach to projects of this nature and how that approach is to be applied in this specific instance. Include an understanding of the university's project as currently defined, possible alternative methods and concepts which may be considered, a preliminary schedule indicating staff and resources to be applied to the project and a preliminary outline of the projected time schedules.

D. Past Performance: Submit letters of reference from prior clients or client representatives for this type of management consultant work. Letters from projects listed in item E are preferred.

E. Special Requirements: Provide information regarding specific involvement with projects of this type having similar characteristics. Provide a list of a minimum of three similar, relevant, or related, studies and plans, with brief descriptions, demonstrating an ability to accomplish projects of this scope with these desired attributes.

F. Additional Information: For information purposes, indicate the location of the office where the contract services are to be performed.

G. Format: To assist in the evaluation, format the proposal in a similar fashion to the headings listed herein. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the people who will actually perform the work of this contract and the specific approach to the execution of said work.

Evaluation:

It is desired that at least three, but in no case more than five firms may be selected for an in-person interview. After completion of the interviews, the evaluation committee will adjust the ranking based upon interview performance.

Interview Information:

The interview process is intended to evaluate the capabilities of interested firms to provide services to the university for this project within the context and confines of this RFQ. A selection committee will
consist of persons from the university planning, design, facilities management, and client communities. After completion of the interviews, the committee will rank the firms based upon interview performance.

Interviews are planned to be held Tuesday, December 5th, Wednesday, December 6th, and/or Thursday, December 7th, 2017. The University intends to interview the firms at a location in Moscow, Idaho. All parties will be notified of the exact times and location of their interview. Interested firms should begin their planning now for key personnel to be available on those dates.

Each interview will be a maximum of 90 minutes in duration. The format of the interview will be left up to the proposing firm/team; however, at least 30 minutes should be reserved for questions by the selection committee. Members of the firm/team’s proposed project management group must be present at the interview. From the perspective of the university, it is not necessary that members of sub-consulting firms be present. The presence of sub-consultants is therefore at the discretion of the proposing firm/team.

**Interview Evaluation:**

The selection committee will evaluate the interview sessions based upon the following criteria. The University will weigh highly the demonstrated ability and available resources to accomplish the goals and scope of this project within the identified schedule window.

A. **Basic Qualifications:** Present the team anticipated to accomplish the work required, including consultants. Describe who will perform various tasks, amount of involvement, responsibilities and their qualifications and relevant experience.

B. **General Approach to Project:** Characterize the approach to projects of this nature and how that approach will be applied to this specific project. Describe your understanding of the University’s project as currently defined; include possible alternative methods and concepts, which may be considered.

C. **Availability of Personnel and Resources:** Provide a preliminary schedule and assessment indicating staffing levels and resources required to be applied to the project and a preliminary outline of the projected time schedules. Provide an affirming statement regarding the dedication of staffing and resources required for the project’s scope and schedule demands.

D. **Past Performance:** Provide evidence of past work showing specific involvement with projects of this type having similar characteristics. Include evidence of work accomplished for public or corporate clients in streamlined, iterative, and/or expedited processes of project delivery.

E. **Response to the Owner’s supplementary questions asked during the interview.**
Award:

Based upon the results of the evaluation committee, the University of Idaho will recommend a course of action to the University of Idaho executive leadership. A notice of intent to negotiate will be issued by the University of Idaho in accordance with prescribed procedure.

The university will select one firm for the award of the West Campus Utilities Distribution Systems and Infrastructure Improvements and Expansion project.

Proposed Dates:

Initial schedule assumptions are based upon the dates noted below. The university reserves the right to adjust or extend the dates as necessary and as dictated by the requirements of the project and the process. Any revisions or adjustments to the dates proposed below will be posted on the web site: http://www.uidaho.edu/infrastructure/facilities/RFQ-ad-for-bid

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<tr>
<th>Event</th>
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<tr>
<td>Issue Requests for Qualifications:</td>
<td>Monday, October 23, 2017</td>
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<td>PreSubmittal Conference:</td>
<td>Wednesday, November 1, 2017 (Non-Mandatory)</td>
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<td>Solicitation Protest Deadline:</td>
<td>Friday, November 3, 2017 @ 5:00PM (COB)</td>
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<td>Proposals Due:</td>
<td><strong>Friday, November 10, 2017 @ 5:00PM (COB)</strong></td>
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<td>Oral Interviews:</td>
<td>Tuesday, December 5,</td>
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<td>Wednesday December 6, and / or</td>
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<td>Thursday, December 7, 2017</td>
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<td>Announce Final Selection:</td>
<td>Monday, December 11, 2017</td>
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Anticipated Performance Period:

In general, University of Idaho planning desires are based on having a completed, functional and operational utility systems in place for the start of the fall 2019 Academic Semester, **August 15th, 2019**. This date may be adjusted based upon the advice and recommendations of the selected Engineering Consultant. It may well be that certain systems are required to begin construction in summer 2018 and be on-line sooner than note above in order to support the requirements of the Idaho Arena. It is anticipated that decision regarding which systems may need to break ground as soon as possible and when they might be required to be on-line will be made in collaboration with the Idaho Arena design and construction team, Opsis Architects and Hoffman Construction.

Additional services and related performance periods may be awarded by the University at the discretion of the University.
Selection:

The selection committee will attempt to make a recommendation to the university executive leadership, not later than **Friday, December 8th, 2017**. The University of Idaho will attempt to select a firm/team not later than **Monday, December 11th, 2017**. Upon selection of consultant firm/team, the university will issue a letter of intent to negotiate. However, final award shall be contingent upon the successful negotiation and approval of a contract. The contents of a submitted proposal may be incorporated in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could be folded into contractual obligations.

Additional Information:

The University of Idaho reserves the right to reject any and/or all proposing consultant firms interviewed.

The University of Idaho may also negotiate separately with any source in any manner necessary to serve its best interests.

The university reserves the right to investigate and confirm the proposer’s financial responsibility. This may include review of financial statements, bank references, and interviews with past clients, employees, consultants and creditors. Unfavorable responses to these investigations may be grounds for rejection.

Idaho State law prohibits some professionals from soliciting business in the State of Idaho without proper Idaho licensure. Firms not properly licensed in Idaho, or, unsure of their licensure status, are advised to consult with the Idaho Bureau of Occupational Licenses, or an attorney licensed to practice in Idaho **before** submitting a response to this invitation.

Protests:

**Solicitation Protests:**
If any invitee is in doubt as to the true meaning of any part of this Request for Qualifications, or detects discrepancies or omissions, such invitee may submit to the university a written request for an interpretation thereof.

If any invitee feels that a particular solicitation provision, condition, or specification limits competition, such invitee may submit to the university a written request for change, including reasons for the request and the proposed change.

Any interpretation of the invitation or approval of changes will be made only by addendum duly issued. A copy of each addendum will be mailed, faxed, or delivered to each invitee receiving an invitation to interview and becomes part thereof. Receipt of each numbered addendum shall be acknowledged by the invitee in the response to the invitation to interview. The university will not be responsible for any other explanation or interpretation of the invitation to interview.
Prospective interviewees may submit a request for change of particular solicitation provisions and specifications and conditions to Guy Esser no later than **Friday, November 3rd, 2015 at 5:00PM (COB)**. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions.

**Selection Protests:**
Any invitee who claims to have been adversely affected or aggrieved by the selection of competing invitees to interview, or by the final selection of a candidate to recommend to the University of Idaho Executive Leadership for award, shall have five calendar days after notification of those firms who will be considered further for this award to submit a written protest of the selection to the Assistant Vice President, Facilities, University of Idaho, Moscow, Idaho 83844-2281. This written notification is to be received by 5:00 p.m. (COB) within the identified five calendar-day period.

**Additional Requirements:**

Any firm that accepts an interview shall represent and warrant the following:

A. That it is financially solvent, able to pay its debts as they mature, and possessed of sufficient working capital to perform the services and work described herein;

B. That it is capable of performing and completing the services and work described herein and has sufficient resources, experience and competence to do so; and

C. That it is authorized to practice and to do business in Idaho, properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and the services and work described herein, and has or will obtain all licenses and permits required by law.

To confirm your interest in participating in the request process please contact, either by phone or e-mail:

**Guy Esser**
Project Architect & Manager
Architectural & Engineering Services
University of Idaho
Moscow, Idaho 83844-2281
(208) 885-6246
geesser@uidaho.edu

**Terri Benscoter**
Construction Contract Supervisor
Architectural & Engineering Services
University of Idaho
Moscow, Idaho 83844-2281
(208) 885-9333 fax
terrib@uidaho.edu
Submittal Requirements:

Interested firms should submit eight (8) copies of the Response Materials as described herein plus one (1) of any additional materials that a firm may wish to submit (i.e.: Sample Reports, Portfolios, etc.).

As stated hereinbefore, submit 8 copies of the proposal responding to the requirements detailed in this RFQ plus one copy of any additional data. All submittals shall be made to:

Guy Esser, Project Architect
Architectural & Engineering Services
University of Idaho
875 Perimeter Drive MS 2281
Moscow, Idaho 83844-2281

Proposals shall be clearly labeled, reference this RFQ, and be submitted no later than:

_5:00 p.m., Friday, November 10th, 2017._