State of Idaho

Department of Administration
Division of Public Works

C. L. "BUTCH" OTTER
Governor
MIKE GWARTNEY
Director
TIM MASON
Administrator

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://www.adm.idaho.gov

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REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS-ROOFING

FROM: TIM MASON, Administrator
Division of Public Works

SUBJECT: REGIONAL REROOFING PROJECTS, STATEWIDE

Submittals will be received at the Division of Public Works, 502 N. 4th Street, PO Box 83720 Boise, Idaho until November 14, 2008 at 5:00 PM for furnishing roofing repair/replacement design services to the State of Idaho.

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

Darrel Pewtress, Roofing Program Manager
Division of Public Works
PO Box 83720
Boise, Idaho 83720-0072
Phone: (208) 332-1908

DESCRIPTION OF PROJECT

Annually, approximately twelve roofs estimated at total cost over $1.2 million need to be repaired or replaced around the State. Architects will be selected on the basis of their ability to analyze and design roof projects. It is anticipated that six firms will be selected.

Fees will be based on a fixed fee or an hourly rate per contract, with a not-to-exceed maximum contract amount plus reimbursables not to exceed limits established by the Permanent Building Fund Advisory Council. The present limit is $40,000 per project. Total fees to be authorized under these regional contracts will depend on legislative or agency funding and could vary greatly from region to region. The contracts are intended to be for a two year period.

Architects will be selected for the following regions: North Idaho, Southwest Idaho and Eastern Idaho.

Projects in various regions may be assigned to Architects in other regions depending on circumstances such as immediate workload, past involvement or special experience.

"Serving Idaho citizens through effective services to their governmental agencies"

REQUIRED SERVICES

The State is requesting submittals for full architectural services, which include roof analysis, preliminary design, construction documents, bidding and construction observation.

A relatively complete construction cost estimate will be required at the Preliminary Design Phase and must be updated at the construction document phase.

The Architect will be responsible for Preliminary Design, Construction Documents, Bidding Assistance and Construction Observation.

The Architect may be required to 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.

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. Office brochures should be submitted separately as supplemental data.

   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 which show ability to complete projects of this scope.

C. **Approach to Project:** Include a statement of your approach to roofing projects in general, including design philosophy, understanding of State requirements, alternative concepts and methods for considerations. Limit to two 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 who have done work for the Division of Public Works in the past three years, a reference to the project(s) will be sufficient in lieu of examples.

F. **Special Requirements:** Provide information regarding specific involvement with roofing projects or special expertise in the type of project. Examples are: design of original building or phase, preliminary studies, special training or experience with roofing/re-roofing.

G. **Additional Information:** For evaluation purposes, indicate the location of the office where the services will be performed.

H. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings 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. Submit five (5) copies of the proposal and one each of the other data i.e. examples of work.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works will rank the proposals. Following initial ranking, interviews with the top ranked firms in each area may be conducted.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determining the final score.

It is anticipated that selection will be for firms that maintain an office within or near each geographic area; however qualifications of proposers may result in some deviation.

AWARD

Based on the results of the final ranking of the evaluation committee, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at their scheduled December 2, 2008 meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the architect by the Division of Public Works, Department of Administration in accordance with prescribed procedures. Final award is contingent upon the successful negotiation of a contract.

PROPOSED DATES

Receive Proposals	November 14, 2008
Interviews (if required)	November 24, 2008
Review by PBFAC	December 2, 2008
Negotiate Contract	December 2008

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. Architects will be required to sign including the State's standard terms, including a requirement to carry and maintain a minimum of $500,000 professional liability insurance coverage. Candidates must be licensed architects 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 a basis of submittals resulting from this request and subsequent interviews.