

STATE OF IDAHO
TRANSPORTATION DEPARTMENT



DISTRICT 3 ARCHITECTURAL / ENGINEERING SERVICES HIRING ROSTER

REQUEST FOR STATEMENT OF QUALIFICATIONS: 21-D3-A&E

CLOSES FEBRUARY 8, 2021 @ 9:00:00 A.M. (MST)

**REQUEST FOR STATEMENT OF QUALIFICATIONS
AND
INSTRUCTIONS**

The Idaho Transportation Department [ITD] is soliciting Statement of Qualifications to fill a roster of firms demonstrating the ability to provide professional Architectural and Engineering services to District 3 of the Idaho Transportation Department and represent the Agency's interests in having projects completed on-time, within budget, and as planned according to Idaho Code 67-2320. Architectural and related consulting engineering services will vary greatly with the individual projects within District 3. The ITD will evaluate each Statement of Qualifications and will create one roster of qualified A&E firms for a hiring roster for ITD District 3.

Firms are expected to have the expertise necessary to perform the duties described hereafter. The goal of this RFSOQ is to develop a roster of qualified Architectural and Engineering firms on whom the agency can call to work with agency personnel to oversee the completion of these projects located within District 3.

ITD hereby requests Statement of Qualifications from firms who are interested in providing professional Architectural and Engineering Services for the Idaho Transportation Department, District 3.

STATEMENT OF QUALIFICATIONS DEADLINE AND DELIVERY REQUIREMENTS

Statement of Qualifications must be received and time stamped by the Idaho Transportation Department at the address listed below **BEFORE 9:00:00 AM, (MST), on February 8, 2021**. The State of Idaho, Idaho Transportation Department, is not responsible for lost or undelivered Statement of Qualifications or for failure of the United States Postal Service, the Idaho State Capital Mall Central Mail Room, or any mail courier service to deliver Statement of Qualifications to the ITD by the SOQ deadline. Late Statement of Qualifications will not be accepted. Fax Statement of Qualifications will not be accepted.

Qualifications Delivery Address:

Idaho Transportation Department
ATTN: Facility Management Services
3311 W State Street
Boise, Idaho 83703

Statements of Qualifications are to be mailed in a sealed envelope and are to be marked in the lower left hand corner with the following information:

Statement of Qualifications for:	21-D3-A&E - District 3 Roster, A&E Services
Request for Qualifications Due:	02/08/21 before 9:00:00 A.M. (MST)

A Statement of Qualifications submitted using "Express/Overnight" services must be shipped in a separate sealed inner package identified as stated above and enclosed inside the "Express/Overnight" shipping package.

QUESTIONS

Further information is available by contacting Maria Horn, Facility Management Contracting Officer by telephone at (208) 334-8606 or by email at maria.horn@itd.idaho.gov.

SCOPE OF SERVICES

The Architect and related consulting engineers shall be licensed to practice in the State of Idaho. It is anticipated that Architectural service providers selected by this RFSOQ process will be utilized for projects where:

1. The individual project fee may exceed the sum of twenty-five thousand dollars (\$25,000.00).
2. The individual project fee may be less than twenty-five thousand dollars (\$25,000.00).

The Idaho Transportation Department reserves the right to, at any time, issue an individual project RFSOQ that falls within the scope of work parameters of this Architectural Services RFSOQ without prejudice to the Architectural service providers selected under this RFSOQ if in the best interest of the State of Idaho and the Idaho Transportation Department.

The successful architectural and consulting engineer teams selected through this RFSOQ will provide services for projects, which may include, but are not limited to, system renewals, facility improvements, and/or capital projects. Each ITD project will be evaluated as to the appropriate level of services necessary to meet the agency's needs.

The successful architectural and consulting engineer teams selected through this RFSOQ will have all personnel, materials, and equipment to perform and accurately record the work. Selected Respondents will have the technical knowledge and skills necessary to perform the work as well as current professional registration, licensure, and/or certification in the State of Idaho.

Compensation to successful architectural and consulting engineer teams selected through this RFSOQ will be based on the types of personnel required for the work, the complexity of the work, the time required to complete the work, and the Selected Respondent's rates as negotiated and included in the professional services contract. **For this RFSOQ, please do not submit rate schedules as they cannot be considered and will be discarded.** Payment is typically based on hourly rates and not to exceed limit of reimbursable expenses.

INSURANCE: Prior to executing a professional services agreement with ITD, the successful architectural and consulting engineer teams selected through this RFSOQ will be required to provide evidence of the coverages listed below and pay all costs associated with insurance coverage. Insurance policies or certificates of insurance will name ITD as the named insured, and the successful architectural and consulting engineer teams selected through this RFSOQ will maintain these minimum insurance coverages for the duration of the contract:

- a. Professional Liability insurance coverage with minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence and a minimum aggregate policy limit of One Million Dollars (\$1,000,000.00).
- b. Commercial General Liability insurance coverage with minimum coverage of Two Million Dollars (\$2,000,000.00) on an occurrence basis (not claims-made basis).
- c. Worker's Compensation Insurance in an amount required by statute and Employer's Liability Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) for each occurrence, for all the company's employees to be engaged in work under the contract.

Successful architectural and consulting engineer teams selected through this RFSOQ using design professionals as subconsultants will be required to obtain evidence that subconsultants have obtained the same minimum insurance coverages as is required above.

The Idaho Transportation Department is soliciting proposals from qualified Architectural and Engineering firms for assistance in:

1. Construction, renovation, and replacement of various systems in existing office, warehouse, shop, maintenance buildings, rest areas, ports of entry and airport facilities. It should be understood that the work scope may occur in occupied buildings. The construction will be coordinated with appropriate phasing that satisfies the needs of the occupants.
2. Major repairs to facilities may include, but are not limited to, replacement of HVAC systems, glazing, roofing, interior finishes, carpeting, paving, and general site improvements.
3. Evaluation and cost estimation of future projects.
4. Meeting with ITD to produce Schematic Drawings and space planning.
5. Provide Architectural Design and Documents.
6. Design development phase services.
7. Desired improvements.

8. Mechanical design documents.
9. Electrical design documents.
10. Structural design scope.
11. Construction documents, phase services and administration.
12. Confirming responsiveness of bids or proposals.
13. Evaluation of work.
14. Certificates for payments to contractors.
15. Review of change order requests.
16. Project completion.

The Agency 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, or creditors. Unfavorable responses to these investigations may be grounds for rejection.

The Agency reserves the right to contact and interview firms listed references to confirm responsibility. Unfavorable responses to these interviews may be grounds for rejection.

SOLICITATION CYCLE

It is anticipated that the solicitation cycle for RFSOQ 21-D3-A&E shall be in force until December 31, 2025. The Idaho Transportation Department reserves the right to award future projects based upon prototypical designs to the Architectural firm(s) selected by this RFSOQ, if deemed to be in the best interest of the Idaho Transportation Department. **STATEMENT OF QUALIFICATIONS CONTENT AND FORMAT**

It is essential that the Agency be able to easily match a vendor's response with this RFSOQ's requirements for information. This RFSOQ and its format should be incorporated into the actual response. Where asked, indicate compliance and/or note any exceptions to the requirements and provide responses to any questions that follow.

The original printed version and three copies of the SOQ's must be submitted on 8½ by 11-inch paper in standard three-ring binders. Please include a thumb drive copy (in pdf) of your SOQ along with the printed copies. Foldouts for charts, tables, spreadsheets, and single-line diagrams are acceptable. Pre-printed materials, such as brochures or technical documents, may be included, but whenever possible should be placed within the three-ring binders in the appropriate sections. **Submittals not provided in the following format will complicate the evaluation and comparison process and may therefore be declared non-responsive.**

The Statement of Qualifications must be organized in sections containing the numbered sections below:

- 1. Cover Letter**
- 2. Architectural Firm Information Form**
- 3. Consulting Engineer Firm(s) Information Form(s) - multiple if needed**
- 4. Completed Company Profiles**

Describe your firm's and your listed consulting engineering firm's:

- History
- Size
- Resources
- Special expertise
- Volume of work
- Financial stability
- Along with any other information that would be helpful to characterize the firm.

5. Project Approach

- Describe your approach to providing the service outlined in “Scope of Services”.
- Discuss how you provide leadership to facilitate teamwork and communication among all parties.
- Provide a professional resume for each key person proposed to be assigned to the Agency’s projects.
- Describe the proposed roles and responsibilities of key personnel.
- Include two organizational charts of a typical project team: one involving a Construction Manager (CM) and one in which does not include a CM for a Design / Bid / Build.
- Describe your firms’ ability to produce a rapid turnaround and typical timelines for Facility Improvements under 5,000 square feet and those greater than 5,000 square feet.

6. Experience

- Briefly describe other projects designed or executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged.
- List all projects for which you have performed similar work in the past three years; please also identify those performed for public agencies. For each project listed, include the name, title, address, phone number and email address of a person who may be contacted regarding your performance on the project. Projects listed for which your firm worked in an auxiliary capacity or in a venture or partnership should include the name, title, address, phone number, email address and a contact person of the lead firm.

7. Facility Condition Assessment Report

- Include an example of a Facility Condition Assessment report completed by your firm.

8. Additional Considerations

- Clarity
- Completeness
- Quality of submission.
- Reference Responses, if contacted.

SELECTION PROCESS

The purpose of this Request for Statement of Qualifications is to establish a hiring roster for District 3 projects from which the ITD may choose to contract throughout the contract period(s). Any resultant agreement will not be a guarantee to purchase services. The ITD may choose to interview several of the top firms. However, at its discretion, The ITD may dispense with interviews and select a firm to perform individual project work.

Listed references may be contacted to determine a firm's responsibility.

The ITD expects to evaluate proposals and provide written notification of the District 3 roster within 30 days of receipt of submittals.

PROPOSAL GUIDELINES

1. The ITD will not be liable for any costs incurred in the preparation and production of a proposal, or any work performed prior to the execution of a contract or task order.
2. All proposals and other materials will become the property of the ITD.
3. The ITD is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Chapter 1, Title 74, Idaho Code. The Public Records Act contains certain exemptions – one of which that is potentially applicable to part of your response is an exemption for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy.

If any Respondent claims any part of a submittal is exempt from disclosure under the Idaho Public Records Act, the Respondent must: 1.) Indicate by marking the pertinent document "CONFIDENTIAL"; and 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire proposal as "Confidential" is not in accordance with Idaho Public Records Act and will not be honored.

ITD, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming materials to be exempt from disclosure under the Idaho Public Records Act, Respondent expressly agrees to defend, indemnify, and hold ITD harmless from any claim or suit arising from ITD's refusal to disclose such materials pursuant to the Respondent's designation. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel prior to submission.

4. All information contained in this RFSOQ and acceptable provisions of the selected firm's response will be made a part of the executed agreement for services.
5. Upon request, the submitting firm shall submit additional information as requested by the ITD.
6. The ITD reserves the right to:
 - Waive any informalities or irregularities and reject any or all proposals received as a result of this RFSOQ
 - Select all or part of the respondent's proposal
 - Negotiate changes in the scope of work or services to be provided
 - Conduct investigations required to determine the submitting firm's performance record and ability to perform the assignments specified as a part of this RFSOQ
 - Negotiate separately with any source in a manner deemed to be in the best interests of the Agency
7. If, through any cause, the contracted firm shall fail to fulfill in a timely and proper manner its obligations under an dually executed agreement resulting from this RFSOQ, or if the firm shall violate any covenants, terms, or conditions of the agreement, then the Agency can cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.

ADDENDA

In the event it becomes necessary to revise any part of this RFSOQ, addenda will be issued. Information given to one Respondent will be available to all other Respondents if such information is necessary for purposes of submitting an SOQ or if failure to give such information would be prejudicial to uninformed Respondents. It is the Respondent's responsibility to check for addenda prior to submitting the SOQ. Failure to do so may result in the proposal being declared non-responsive. No addenda will be issued fewer than four (4) business days before the proposal deadline unless the deadline is extended. Proposer shall indicate within their cover letter the addenda number(s) which they have incorporated into their submittal.

MODIFICATION OR WITHDRAWAL OF SUBMITTAL

A submittal may be modified or withdrawn by the Respondent prior to the submission deadline set forth in this RFQ. After the submission deadline, the submittal shall remain in effect for a minimum of 90 days for evaluation purposes.

ARCHITECTURAL FIRM(S) INFORMATION FORM (Mandatory)

ITD RFSOQ 21-D3-A&E

1. Name of firm, address, and telephone number of your firm's main office:

Firm _____
Address _____
City, State, Zip _____
Telephone _____
Email: _____

2. Name, title, address, and telephone number of the firm's officer responsible to the Agency for all work to be provided, if awarded, as a result of this RFSOQ:

Name/Title Address _____
City, State, Zip _____
Telephone _____
Email: _____

3. Please check the appropriate box to identify the legal entity making this proposal.

Corporation Partnership Individual Joint Venture

4. If a joint venture, please attach a separate sheet identifying other firm(s) in association.

5. If yes to any of the following questions, please attach a separate sheet of explanations; state the project(s), date, owner and reason.

Has your firm or joint venture failed to accept a contract or to complete a contract awarded to you?

Yes No

Has your firm or joint venture under another or previous name failed to accept a contract or to complete a contract awarded to you?

Yes No

Has your firm or joint venture had a contract terminated or been given written notice or demand incident to a proposed contract termination?

Yes No

6. State the name, agent's name, address, telephone number of your current bonding company(s) and identify any other sureties used by your firm during the past five (5) years.

Name _____
Address _____
City, State, Zip _____
Telephone _____

7. State the name, agent's name address, and telephone number of your current insurance company(s) that provides or during the past five (5) years have provided coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Name _____
Address _____
City, State, Zip _____
Telephone _____

8. If yes to any of the following questions, provide complete explanation on a separate sheet.

Has you firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? If so, please state the company, date and reason.

Yes No

Within the past five (5) years has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation or arbitration?

Yes No

9. Name, title and signature of your firm's officer from No. 2 above who was responsible for the preparation of this form.

Name: _____ Email: _____

Signature: _____ Title: _____

1. Name of firm, address, and telephone number of your firm's main office:

Firm _____
Address _____
City, State, Zip _____
Telephone _____
Email: _____

2. Name, title, address, and telephone number of the firm's officer responsible to the Agency for all work to be provided, if awarded, as a result of this RFSOQ:

Name/Title Address _____
City, State, Zip _____
Telephone _____
Email: _____

3. Please check the appropriate box to identify the legal entity making this proposal.
 Corporation Partnership Individual Joint Venture

4. If a joint venture, please attach a separate sheet identifying other firm(s) in association.

5. If yes to any of the following questions, please attach a separate sheet of explanations; state the project(s), date, owner and reason.

Has your firm or joint venture failed to accept a contract or to complete a contract awarded to you?
 Yes No

Has your firm or joint venture under another or previous name failed to accept a contract or to complete a contract awarded to you?
 Yes No

Has your firm or joint venture had a contract terminated or been given written notice or demand incident to a proposed contract termination?
 Yes No

6. State the name, agent's name, address, telephone number of your current bonding company(s) and identify any other sureties used by your firm during the past five (5) years.

Name _____
Address _____
City, State, Zip _____
Telephone _____

7. State the name, agent's name address, and telephone number of your current insurance company(s) that provides or during the past five (5) years have provided coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Name _____
Address _____
City, State, Zip _____
Telephone _____

8. If yes to any of the following questions, provide complete explanation on a separate sheet.

Has you firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? If so, please state the company, date and reason.
 Yes No

Within the past five (5) years has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation or arbitration?
 Yes No

9. Name, title and signature of your firm's officer from No. 2 above who was responsible for the preparation of this form.

Name: _____ Email: _____

Signature: _____ Title: _____