

REQUEST FOR QUALIFICATIONS
for
**ARCHITECTURAL/ENGINEERING CONSULTANT
SERVICES**

Proposed Renovations and Improvements
to the
Niccolls Family and Consumer Sciences Building

Design Phase Services

University of Idaho
Moscow, Idaho

August 3, 2009
UI PN: CP090071

For additional information contact:

*Raymond Pankopf, Director
A & E Services
(208) 885 6246 (fax) 885 9333*

REQUEST FOR QUALIFICATIONS
Design Phase Services

Renovations and Improvements
to the
Niccolls Family and Consumer Sciences Building

University of Idaho
Moscow, Idaho

To: Architects & Engineers

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

Subject: Professional Design and Consulting Services for the Proposed Renovations and Improvements to the Niccolls Family and Consumer Sciences Building located on the main campus of University of Idaho, Moscow, Idaho. UI CP090071. Services required are Architectural Services for the Design Phase Only at this point in time.

Date of
Issue: August 3, 2009

Qualification Statements from firms/teams interested in providing, Professional Design and Consulting Services for the Proposed Renovations and Improvements to the Niccolls Family and Consumer Sciences Building located on the main campus of University of Idaho, Moscow, Idaho, 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, August 28th, 2008.

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

Raymond Pankopf, Director
Architectural & Engineering Services
Facilities Services
University of Idaho
Moscow, Idaho 83844-2281
(208) 885-6246

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:

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 exceeds 11,000 students, of which approximately 10,000 are served on the main campus in Moscow, Idaho. The university maintains branch centers in Coeur d'Alene, Post Falls, Boise, Twin Falls, and Idaho Falls, as well as extension sites in 42 of Idaho's 44 counties.

More information regarding the university may be obtained by visiting the university web site at <http://www.uidaho.edu> or, by visiting the University of Idaho Facilities web site at <http://www.dfm.uidaho.edu>.

Description of the Project:

General: The Margaret Ritchie School of Family and Consumer Sciences is housed in the Niccolls Building. This is the largest department (with 377 students, both undergraduate and graduate) in the College of Agricultural and Life Sciences. The School of Family and Consumer Sciences currently offers four degrees: Child, Family, and Consumer Studies; Clothing, Textiles, and Design; Food and Nutrition; and Early Childhood Development and Education. Classes taught in this building include those to support the Family and Consumer Sciences degree, which are specialized and require specific facilities that support the curriculum. The Foods Lab is in desperate need of renovation, as the original 1950s equipment does not meet the quantity foods learning goals of today. The Child Development Laboratory has nurtured learning for over six decades and is in need of tangible changes that will ease daily operations for the children, parents, and educators. Finally, technology will be added to a renovated classroom, providing increased educational opportunities for faculty, staff, and students. Programs such as Food and Nutrition and Early Childhood Development and Education are founded on accreditation standards. Lab renovations will fulfill guidelines set forth by the American Dietetic Association and the National Association for the Education of Young Children.

Vision: It is the vision of the School of Family and Consumer Sciences and the College of Agricultural and Life Sciences that the Niccolls Building itself reflects the excellence found within the students, faculty, staff and programs. The proposed renovations will provide the sophisticated upgrades and technology needed to effectively enhance the current curriculum in four degree programs. This building not only provides a place for teaching and research, but provides a service to the community, where the Early Childhood Development Laboratory fosters a learning environment for eager preschoolers.

Desired Scope of Effort: It is the intent of the university to contract with a qualified Architectural Consultant that has specific experience with renovations of existing facilities, to include coordination of new work with occupied adjacent spaces. Experience with teaching and educational spaces, food development and demonstration kitchens and early childhood development spaces is a desired qualification. Initial assumptions are that the consulting team will work with university staff and personnel to plan, design, and develop construction documents for the eventual bid, and award of these improvements within the Niccolls Family and Consumer Sciences Building. However, the university needs to be clear that it is only seeking for design and construction document phase services only at this time.

Scope/Intent: The university intends to enter into a contract with the selected team for the services described herein.

Form of Agreement:

The university intends to enter into a contract with the selected team 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. Initial university assumptions for required services are based on budgetary limitations of approximately \$1,210,000 Total Project Cost, with a direct construction cost estimate assumption of \$895,000. The current assumption for the resulting A/E Fee based upon this total project costs is a fee of approximately \$95,000 to include reimbursable expenses. Additional services may be required beyond initial assumptions.

Required Services:

The consulting team will work with university staff and personnel to:

- analyze and identify the existing building systems and infrastructure capacities,
- develop feasible options for meeting the facility needs identified,
- select most likely options and concepts for further development,
- work with the end user agency to select a final design concept,
- develop biddable construction documents assuming a traditional design – bid – build construction methodology,
- renderings, computer generated images and simulations and other such materials may be required to assist the end-user agency to visualize and conceptualize the proposed architectural solutions.

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 and codes, applicable energy and resource codes 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 for the plan and implementation strategy document.

The consultant shall develop appropriate economic analyses as required during the course of the development of the plan and implementation strategy document to evaluate and support planning decisions. The consultant may also be required to advise the owner of other cost and value analyses as required.

Future services may be required. If so, these will be administered by the University of Idaho, and may include, but not necessarily be limited to services such as:

- assist the University with the bidding process,
- assist the University with the bid analysis and award process,
- provide construction administration and observation services,
- assist the University with the project completion and close-out process to include the development of As-Built Record Drawings and the delivery of suitable O & M Manuals,

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>
- University Strategic Plan:
<http://www.provost.uidaho.edu/documents/UIStrategicPlan2004-2009.pdf&pid=86517&doc=1>
- College of Agricultural and Life Sciences (CALS) home page:
<http://www.ag.uidaho.edu/index.htm>
- Department of Family and Consumer Sciences (FCS) home page:
<http://www.agls.uidaho.edu/fcs/>
- University Long Range Campus Development Plan (LRCDP):
<http://www.dfm.uidaho.edu/documents/lrcdp.pdf&pid=81603&doc=1>
- Facilities Services home page: <http://www.dfm.uidaho.edu>

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. Specifically, the university is interested in demonstrated expertise in the planning and design of similar or related work. Provide a list of a minimum of three similar, or related, studies and plans, with brief descriptions, demonstrating an ability to

accomplish projects of this scope.

- 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 a personal 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 A/E firms to provide services to the university for this project within the context and confines of an aggressive project schedule. 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 the week of 22 September 2009. 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.

Each interview will be a maximum of 60 minutes in duration. The format of the interview will be left up to the proposing firm/team; however, at least 15 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.
- B. General Approach to Project: Characterize the approach to projects (infrastructure studies, space and programmatic audits, feasibility analysis, etc.) 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.

Proposed Dates:

Issue Requests for Qualifications	Monday, August 3, 2009
Preproposal Site Visitations	As arranged
Proposals Due	Friday, August 28th, 2009 (COB)
Oral Interviews	T, W & Th, September 22, 23, & 24, 2009
Announce Selection	Monday, September 28, 2009
Issue NTP	Early October, 2009
Const Documents Ready To Advertise	Early March, 2010
Bid Period*	Mid March thru Mid April, 2010
Issue NTP to Successful Bidder*	On or about May 15, 2010
Construction Period*	Summer & Fall 2010.

** Depending upon the outcome of Fundraising efforts, the university may or may not elect to proceed with immediately with the Bid, Award and Construction phases.*

Anticipated Performance Period:

In general, University of Idaho planning assumptions are based on a construction period of Summer & Fall of 2010.

Selection:

The selection committee will attempt to make a recommendation to the university executive leadership, not later than Friday, September 25, 2009. The University of Idaho will attempt to select a firm/team not later than Monday, September 28, 2009. 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 A/E 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 the invitation, 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 Raymond Pankopf no later than 5:00 p.m. Wednesday, August 19, 2009. 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. 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 Architecture 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:

Raymond Pankopf
Project Manager
Architectural & Engineering Services
University of Idaho
Moscow, Idaho 83844-2281

(208) 885-6246
(208) 885-9333 fax
rayp@uidaho.edu

Terri Benscoter
Construction Contracts Supervisor
Architectural & Engineering Services
University of Idaho
Moscow, Idaho 83844-2281

(208) 885-6246
(208) 885-9333 fax

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.). Materials should be delivered to the attention of Raymond Pankopf, Project Manager, A & E Services at the address noted above prior to 5:00 p.m., Friday, August 28th, 2009.

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ADVERTISEMENT FOR PROFESSIONAL CONSULTING SERVICES

Renovations and Improvements to the
Niccolls Family and Consumer Sciences Building
University of Idaho
Moscow, Idaho

UI PN: CP090071

OWNER: **THE REGENTS**
UNIVERSITY OF IDAHO

August 3, 2009

ISSUED BY: Architectural & Engineering Services
875 Perimeter Drive/P.O. Box 442281
University of Idaho
Moscow, Idaho 83844-2281

PROJECT MANAGER: Raymond Pankopf, Project Manager
Architectural and Engineering Services
875 Perimeter Drive/P.O. Box 442281
University of Idaho
Moscow, Idaho 83844-2281

Qualifications statements by qualified firms interested in providing professional architectural design services related to the proposed Renovations and Improvements to the Niccolls Family and Consumer Sciences Building will be received at Architectural and Engineering Services, University of Idaho, until 5:00 p.m. on Friday, August 28, 2009.

Request for Qualifications (RFQ) materials may be obtained at:

Architectural & Engineering Services
875 Perimeter Drive/P.O. Box 442281
University of Idaho, Moscow, Idaho 83844-2281
(208) 885-6246

or

www.dfn.uidaho.edu

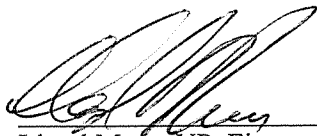
on, or after, August 3, 2009.

DESCRIPTION OF WORK: The University of Idaho is seeking services by a qualified consulting team to assist the university with Professional Design and Consulting Services for the Proposed Renovations and Improvements to the Niccolls Family and Consumer Sciences Building located on the main campus of University of Idaho, Moscow, Idaho.

ESTIMATED COST: Three, phased projects are initially envisioned. The initial effort includes full design and construction of the first project, full design of the second and third projects. Initial Budgetary Assumptions are based upon a total project cost budget of \$1,390,000 for all project costs for these efforts. Additional scope and services may be required and/or requested, and are dependent upon fund raising efforts.

MISCELLANEOUS: Firms interested in responding to this RFQ are hereby advised that Idaho law prohibits persons and firms from practicing or offering to practice landscape architecture or planning consulting services in the State of Idaho without being properly licensed. Persons or firms considering responding to this RFQ are advised to contact the State of Idaho, Bureau of Occupational Licenses, regarding Idaho licensing requirements.

Signed:



Lloyd Mues, VP, Finance and Administration
UNIVERSITY OF IDAHO
Moscow, Idaho

END OF ADVERTISEMENT FOR CONSULTING SERVICES