State of Idaho
Department of Administration
Division of Public Works

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November 2, 2026

REQUEST FOR QUALIFICATIONS (RFQ)

TO: DESIGN PROFESSIONALS

FROM: Kelly Berard, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 27254
University of Idaho (UI)
Swim Center HVAC Improvements
1030 S. Rayburn Street, Moscow, Idaho

RFQ submittal packages for furnishing Design Professional Services will be received at:

Division of Public Works (DPW) office
Address: 502 N. 4th St., Boise ID 83720-0072

Due Date: November 19, 2026
Time: 10:00am MST

Questions arising from this Request for Qualifications should only be addressed to the DPW Project Manager:

Project Manager: Elaine Hill
Division of Public Works
502 N. 4th St., Boise ID 83720-0072
Phone: (208) 332-1925
Email: elaine.hill@adm.idaho.gov

An informational meeting and walk-through of existing areas affected by the project will be held.

Date: November 10, 2026
Time: 10:00 am/PT. We will start at UI Facilities: 875 Perimeter Drive., Moscow, ID. Following this initial meeting, we will walk over to the Swim Center Building.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at https://dpw.idaho.gov/professional-services/. It is recommended that responders to this RFQ check this page prior to making their submittal.

DESCRIPTION OF PROJECT

The University of Idaho Swim Center was opened in 1971. It is approximately 50,000 gsf and it has two swim tanks, a large 25 yd. by 20 yd. deeper pool used for diving, laps & competitive swimming and a smaller 25 yd. by 12 yd. lap pool.

The existing HVAC systems are in a severe state of decline, both due to age and to the chlorine heavy atmospheric environment, which is a given in aquatic centers such as this. This is especially true of the air handler which has deteriorated and degraded over time.

The scope of work for this project is to make comprehensive improvements to the heating, ventilation, and air conditioning (HVAC) systems, electrical, and control systems in the Swim Center Building. This will include an initial Engineering Analysis and Feasibility study to catalog and document the issues present, provide options for workable solutions, and provide recommendations based upon engineering best practices for HVAC systems which must operate in a chlorine atmosphere. The recommendations are to be in priority order and accompanied by cost estimates.

In addition to design and operational considerations which respond to the chlorine atmosphere, the Engineering and Feasibility Study should consider solutions for air conditioning, upgraded air filtration, and variable volume HVAC upgrades for existing supply air systems, improvements to existing hydronic heating systems, digital controls systems, humidity control, the potential of supplemental ventilation systems, etc.

Once the issues are identified, solutions prioritized and recommended, the project will proceed to the design and construction phase for the accepted solutions to replace and upgrade systems that are essential in providing appropriate HVAC systems for the teaching, learning, recreational and athletics functions and activities which occur within the Swim Center.

REQUIRED SERVICES

The State of Idaho, through DPW, is requesting proposals for Design Professional services. The total project budget has been established at $1,406,300. This budget includes fees, reimbursables, contingencies, testing, and other project related expenses. The construction budget is estimated to be $1,150,000.

The successful Design Professional will be required to accept the terms of the Division of Public Works Professional Services Agreement without modifications. The current version can be found at https://dpw.idaho.gov/docs-forms-guides/.

The Design Professional will be responsible for an engineering analysis /feasibility study, schematic design, design development, construction documents, approvals by the authorities having jurisdiction, bidding, construction administration, and project closeout. The Design Professional will be required to develop a project schedule showing each phase of design, review times, and the earliest feasible construction completion date. The Design Professional will be required to submit graphic and written material as agreed upon in the contract at the end of each design phase. These documents must receive approval in writing from DPW prior to moving on to the next design phase. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase. At each phase, the design and scope of work will be adjusted as required to match the construction budget.

The Design Professional shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council (PBFAC) and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design. The Design Professional shall seek Avista incentives if applicable.

The Design Professional will be required to upload all documents to DPW's Owner's web-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, drawings, project manuals, photographs relevant to the project, submittals, field reports, schedules, cost estimates, RFI's, close out documents, warranties, etc.

The Design Professional will be required to meet as often as indicated in the contract, but no less than once monthly with the Agency and DPW for the purpose of providing a report regarding the previous month's progress. Such meetings will: advise the team of projected project cost and related value engineering if needed; include critical path schedules, show funds expended in the completion of the project and specific accomplishments related to the completion of the project. This information will be uploaded as part of the individual design submittals.

In addition, the UI Long-Range Campus Development Plan and other pertinent documents are available on the University's website. Items of specific interest include:

UI Long-Range Campus Development Plan: https://vision2050-uidaho.webflow.io/

Facilities Design Guidelines and Construction Standards:
https://content-hub.uidaho.edu/api/public/content/3b5457cd6ced49dfa861c81d245db27c?v=6ab11a85

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

Format: To assist evaluation, the SOQ must be formatted similar to the headings listed. The submittals should be clear and concise, following the page length guidelines provided. Pages should be no larger than 8-1/2 x 11 and the font size no smaller than 10 points. If information requested is not addressed in the numerical section or corresponding lettered subsection in which it is requested, points will NOT be awarded for those criteria. All content should be included in the submittal. No external means of information (i.e. brochures or QR codes) will be considered.

A. Cover Sheet: Include one (1) single-sided page with **only** the following information (no photos):

1. Prime firm name and the office location that will manage this project.
2. Name and title of the Primary Point of Contact (include no more than one).
    a. Primary Point of Contact phone number (include area code).
    b. Primary Point of Contact email address.
3. Acknowledge Addenda on the Cover Sheet, if applicable.

The Primary Point of Contact provided will be notified of all shortlist rankings (if interviews are required), schedule updates, final rankings, and general Request for Qualification information. Failure to include the specific primary contact information may result in your firm being found non-responsive.

B. General Qualifications: Provide a summary of your general qualifications. Limit to two (2) single-sided pages with the following elements (no photos or resumes).

1. Company Information:
    a. Name, size, age, and general information.
    b. Location of Headquarters.
    c. Location of Office Closest to Project Location.
    d. Type of Business (LLC, Sole Proprietorship, etc.)
2. Special expertise as they relate to this project type
3. Resources available to meet the project schedule, including how you will handle staffing changes and utilization of temporary or contracted staff.
4. Experience working with multiple stakeholders and managing stakeholder input.

5. Anticipated Sub-Consultants. Please list the entire team and indicate prior experience working together as a team. Include each consultant's name, size, age, general information, and location.

C. Team Member Qualifications: Provide a description of the team's individual qualifications. Only include members who would be assigned to this project. Limit to half page for each person. (Photos are optional). The following information should be included for each individual:

1. Name and title.
2. Number of years in current role within their firm.
3. Firm name and home office/location of the individual.
4. Education and training.
5. Brief overview of their responsibilities specific to this project.
6. Brief overview of their experience related to this project.
7. Percentage of time that will be committed to various phases of this project.
8. Applicable Licenses and Certificates. Include the license number for everyone listed.

D. Project Examples: Provide three (3) examples of relevant past projects, in which construction has been completed within the last ten (10) years. Projects are to be similar in size and budget as this project. Limit each project to one (1) single-sided page. List the following information for each project:

1. Project data including name, address, overall square footage, project construction cost, schedule, substantial completion date, and construction delivery method.
2. Project description.
3. Photograph(s) of the completed project.
4. Team member names, titles, and firm name. Provide and asterisk (*) if the individual is listed under "Team Member Qualifications" in the section above.
5. References; include the owner's name, phone number and email.
6. Projects need to include elements as listed in the **DESCRIPTION OF PROJECT**. Clearly list the requirements that each project complies with in your submittal.

E. Technical Approach to Project: Describe your team's approach for the following items. Provide specific examples to substantiate your response. Limit to five (5) single-side pages (no photos).

1. Understanding of DPW's processes, as outlined in REQUIRED SERVICES.
2. Understanding of the project scope and individual program needs, as outlined in the DESCRIPTION OF PROJECT.
3. How will the team implement the UI's Facilities Design Guidelines and Construction Standards.
4. Cost control: Include the Design Professionals approach to design within the construction budget. Explain your firm's experience, providing alternative solutions during design to meet the budget.
5. Quality control: Define your internal quality control processes and how they will be implemented on this project in both design and construction. Explain how you approach coordination between consultants.
6. Schedule: Discuss how your team will keep develop an achievable schedule to minimize downtime on the highly utilized Swim Center.
7. Describe why your team's approach and design process are well suited for this specific project. Describe the specific design process and steps that would need to be taken to develop a program. Explain your firm's approach to each design phase, including meetings, documentation, presentations, page-turns, etc. Explain how the feedback received from the client will be documented and implemented into the construction documents.
8. Describe the team's relationships and interactions with the local utility companies and authorities having jurisdiction.
9. Explain your construction administration processes. Provide data regarding your firm's history related to the number of RFIs and number of change orders on projects.
10. Explain how the design team will work together with the contractor to achieve a successful project.
11. Explain your firm's understanding and experience of close-out processes.

SUBMITTAL

Submit three (3) printed copies of the submittal 8-1/2 x 11 format; two (2) USB drives containing a PDF of the submittal.

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A Selection Committee consisting of two (2) people from DPW, two (2) people from the Agency, and an independent reviewer will rank the teams deemed to be the most highly qualified to perform the required services. The initial ranking criteria will be weighted as indicated below and used to determine the teams selected for an interview, if deemed necessary. Interviews will not be held if the gap in points between the top-ranked team and the subsequent team(s) exceeds the allowable interview points. If interviews are conducted, the teams invited for an interview may be given

content in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, then scores will be final based on the (Statement of Qualifications) SOQ only.

The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. The names of all firms that submitted SOQ's and the names of firms, if any, selected for interviews shall be public information. At the conclusion of the selection process, all documentation will become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Format / Cover Sheet	5
B	General Qualifications	10
C	Team Member Qualifications	15
D	Project Examples	15
E	Technical Approach	25
Written Total		**70**
Presentation – Interview Point Scoring		
Criteria To Be Determined After SOQs Are Reviewed		Maximum Possible Points
Interview Total		**30**

PROPOSED DATES:

Informational meeting and walk-through	November 10, 2026 (10:00 am/MT at UI Facilities)
Receive SOQ Submittals	November 19, 2026 (10:00 am/MT at DPW Boise)
Short List Issued	December 8, 2026
Oral Interviews	December 16 or 17, 2026
PBFAC Selection Approval	January 5, 2027
Negotiate Contract	January 2027

SELECTION AND AWARD

Based on the results of the Statement of Qualifications and, if applicable, interviews, DPW will recommend a course of action to the Permanent Building Fund Advisory Council (PBFAC) at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW. However, final award is contingent upon the successful negotiation of an Agreement.

Submittal contents may be incorporated in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The successful firm 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 State reserves the right to reject any or all proposals received as a result of this request.

PROVISIONS

1. The State reserves the right to approve the Design Professional's selection of Consultant's and Subcontractors.

2. The Design Professional will receive general instructions through the State. A Project Manager from DPW has been assigned to serve as project manager and liaison between the Department of Administration, Agency, and the Design Professional.

3. The Design Professional shall warrant the following: not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The Design Professional shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

4. DPW reserves the right to investigate the Design Professional and/or Consultants' financial responsibility and past project performance. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, past or current litigation, or design professionals and/or consultants that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of RFQ submittal.

5. Submittal contents may be incorporated into a legal contract or agreement. Proposers should be aware that methods and procedures submitted could become contractual obligations.
6. The State reserves the right to reject any or all proposals received for this RFQ.

7. 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 submittals

resulting from this request and subsequent interviews and associated ranking criteria noted above.

8. If this RFQ requires an architect's services, then pursuant to Title 54, Chapter 3 of Idaho Code, the Design Professional shall specifically identify an individual architect licensed in the State of Idaho who will supervise all architectural services contained in this Request for Qualifications. At the time of submittal, all consultants must be properly licensed to practice in the State of Idaho for their specific disciplines.

9. Funding for the project is from the State. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines.

End DPW Project #27254 Design Professional RFQ