



State of Idaho
Department of Administration
Division of Public Works

BRAD LITTLE
Governor
STEVEN BAILEY
Director
PAT DONALDSON
Administrator

502 North 4th Street
Boise, ID 83720-0072
Telephone (208) 332-1900
www.dpw.idaho.gov

September 11, 2024

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Landscape Architect / Civil Engineer

BJM FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 25252
North Campus Entrance Hwy 8 Frontage Improvements,
University of Idaho
Moscow, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, on **October 1, 2024**, for furnishing design services to the State of Idaho.

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

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

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.

This project will be funded by 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. The Design

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

DESCRIPTION OF PROJECT

This project will improve the University of Idaho frontage on State Highway 8 from Stadium Drive to Line Street in Moscow, Idaho. The project limits area defined by State Highway 8 to the north, Stadium Drive to the west, Line Street to the east, and the Paradise Creek Ecosystem and Riparian Zone to the south. It is the vision of the university that this area is developed as a green transition between the City of Moscow and the University's campus. The intent is a pedestrian pathway sufficient width for cyclists and pedestrian along the former railroad bed. The landscaping will develop a transition in gradients from a more formal landscape featuring appropriate street trees between Highway 8 and this new path, to a less formal, xeriscape landscape which then blends into the existing Paradise Creek Ecosystem zone.

The scope of the project includes, but is not limited to:

- Development of a paved pedestrian / cyclist pathway parallel to Highway 8 linking the existing gateway Monuments at Stadium Drive and Line Street.
 - Street trees along Highway 8, appropriately scaled to not interfere with existing creek and/or utilities.
 - Street trees and other landscaping associated with the new path.
 - Xeriscape landscaping to transition from the pathway zone to the existing Paradise Creek Ecosystem zone.
 - Pedestrian scale lighting.
 - Benches and street furnishings as appropriate — to include benches, receptacles, wayfinding signage, etc.
-
- Irrigation systems fed by the university's Reclaimed Water system. Temporary, above ground irrigation may be necessary to establish the planting in the xeriscape transition zone.
 - A pedestrian overlook centered on the Rayburn Street axis south of Paradise Creek.
 - All miscellaneous items and systems necessary for a complete and function at installation with mini

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. A total project budget of approximately **\$825,000** has been established to include fees, reimbursables, construction, permits, contingencies, tests, and other project related expenses. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design Professional and required consultants shall be licensed to practice in the State of Idaho for their specific disciplines.

The Design Professional will be responsible for schematic design, design development, construction documents, and approvals by the authorities having jurisdiction and construction administration.

The Design Professional will be required to upload all documents to DPW's cloud-based project management system, ProjectMates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project manual, schedules, cost estimates, etc.

The Design Professional will be required to meet monthly with the Project Manager for the purpose of providing a verbal and written report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design Professional shall keep in mind that during all phases, maintenance concerns should be incorporated into the design.

The Design Professional shall develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

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://www.uidaho.edu/-/media/uidaho-responsive/files/division-of-finance-and-administration/budget-and-planning/aes/standards/ui-design-construction-standards.pdf?la=en&rev=bbcced95a631425bbbedb3b85031eb088>

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, resources available, production capabilities including meeting the schedule, and general information. Specifically explain special expertise related to landscaped / paved pedestrian pathways for this specific project. Identify the firm's years of service and makeup. Individual resumes, availability, licenses, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data (an electronic link to firm's website is acceptable).

The Division of Public Works 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 and creditors. Unfavorable responses to these investigations are grounds for rejection of RFQ submittal.

B. **Specific Qualifications:** List the design professionals and consultants expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise in this project type. Include

information that supports the team member's experience. The design professionals and consultants should understand the local area and demographics regarding landscaped pathways. Provide a list of at least four (4) comparable projects, with brief descriptions, which show the person's ability to complete projects of this scope to receive maximum points.

C. **Approach to Project:** Include a statement of your approach to the project based on the specific bulleted items in the "Description of Project." Limit to four (4) pages.

D. **Management of Project:** Describe the firm's management approach to the project including quality control, schedule, and cost estimates. Provide examples of projects that the cost estimate was within budget and with minimal change orders. Include your approach to gathering stakeholder's, UI design and construction, facilities. Demonstrate success during construction and how your team manages the construction administration process including documentation, close out and one year warranty walk. Use past projects as examples of your team's approach to management. Provide a list of at least four (4) comparable projects, with brief descriptions, which show the success management of projects to receive maximum points. Explain the challenges, opportunities and solutions.

E. **Examples of Work:** Provide paved pedestrian / cyclist pathway and xeriscape projects to receive the maximum points. Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. Provide a list of at least four (4) comparable projects to include name, location, short project description, project owner, size, initial projected construction cost, final construction cost, date of substantial completion, and a reference/contact for each project. If there is a differential between the budget and final construction cost, explain the reason for the difference.

G. **Format:** To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

SUBMITTAL

Submit one (1) copy of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from DPW, two (2) persons from The University of Idaho, and an independent Design Professional will rank the submittals to be the most highly qualified to perform the required services. 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 design team may be invited for a presentation-interview. If interviews are conducted, a final score will be based on the sum of the written submittal score and the selection committee's interview score.

Interviews, if conducted, will be worth 20 points. Additional information will be provided if selected respondents are requested to interview.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	10
C	Approach to Project	25
D	Management of Project	20
E	Examples of Work	8
F	Format	2
Written Total		75
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items that will be provided to the final ranked teams	20
	Selection Committee’s Q & A	5
Presentation – Interview Total		25

The names of all firms that submitted proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all proposals become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If interviews are scheduled, selected firms will be notified as to time, date and content of the interview. Interviews will be held in person at The University of Idaho. Content to be addressed during the interview will be provided to the selected teams. The timeframe for the teams invited for an interview is approximately one hour: 25 minutes for the presentation; 15 minutes for the selection committee’s Q&A; and 5 minutes for the Design Professional team’s closing comments.

After interviewing the selected teams, the selection committee will rank the interviews to determine the remaining score, if applicable.

AWARD

Based on the results of the Statement of Qualifications and Interviews, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

PROPOSED DATES:

Receive RFQ Submittals	October 1, 2024
Oral Interviews	October 2024
PBFAC Selection Approval	November 5, 2024
Negotiate Contract	November 2024
Design Development Presentation	March 2025
Final Construction Documents	April 2025

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

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. 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, except in special circumstances.

The State reserves the right to reject any or all proposals 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 the basis of submittals resulting from this request and subsequent interviews and the associated ranking criteria noted above.

Attachment:

UI State Board of Education, Project Approval Form, five pages

End 25252 Design Professional RFQ

25252

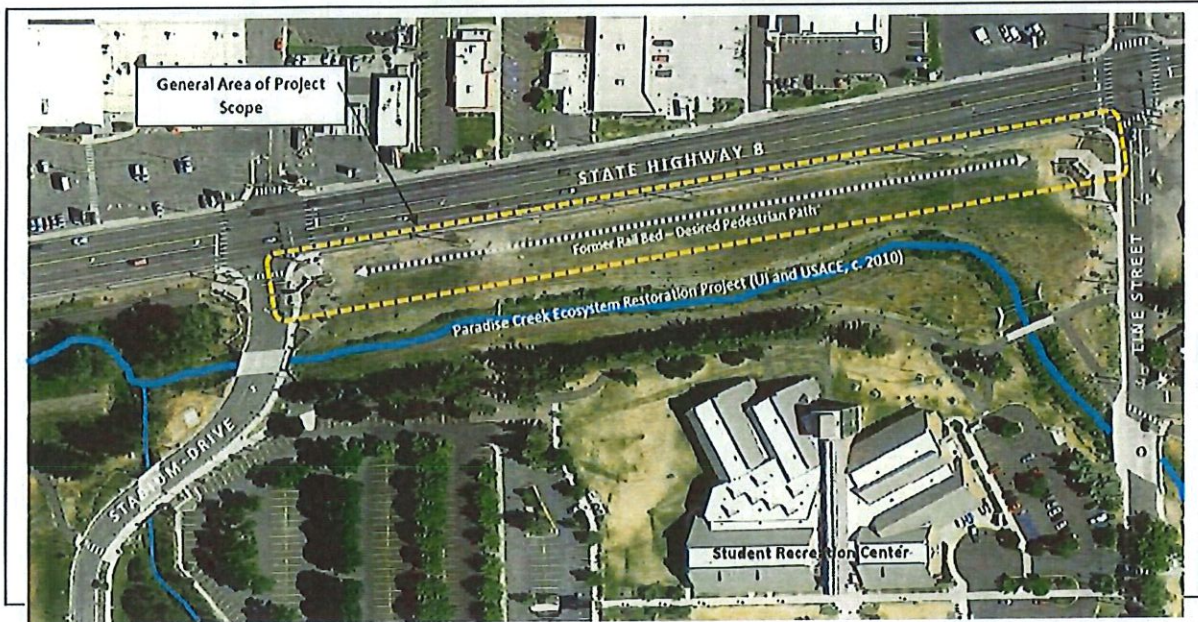
OFFICE OF THE STATE BOARD OF EDUCATION

SET B

PROJECT APPROVAL FORM

Project Title:	01 North Campus Entrance/Highway 8 Frontage Improvements	Institution/Agency:	University of Idaho
		Fiscal Year:	FY2025
		Estimated Total Cost:	\$825,000
		Budget Year Request:	\$825,000

This project request provides for the improvements of the University of Idaho frontage on State Highway 8 from Stadium Drive to Line Street in Moscow, Idaho. Improvement of this frontage is a goal and objective defined in the University of Idaho Long Range Campus Development Plan (LRCDP).



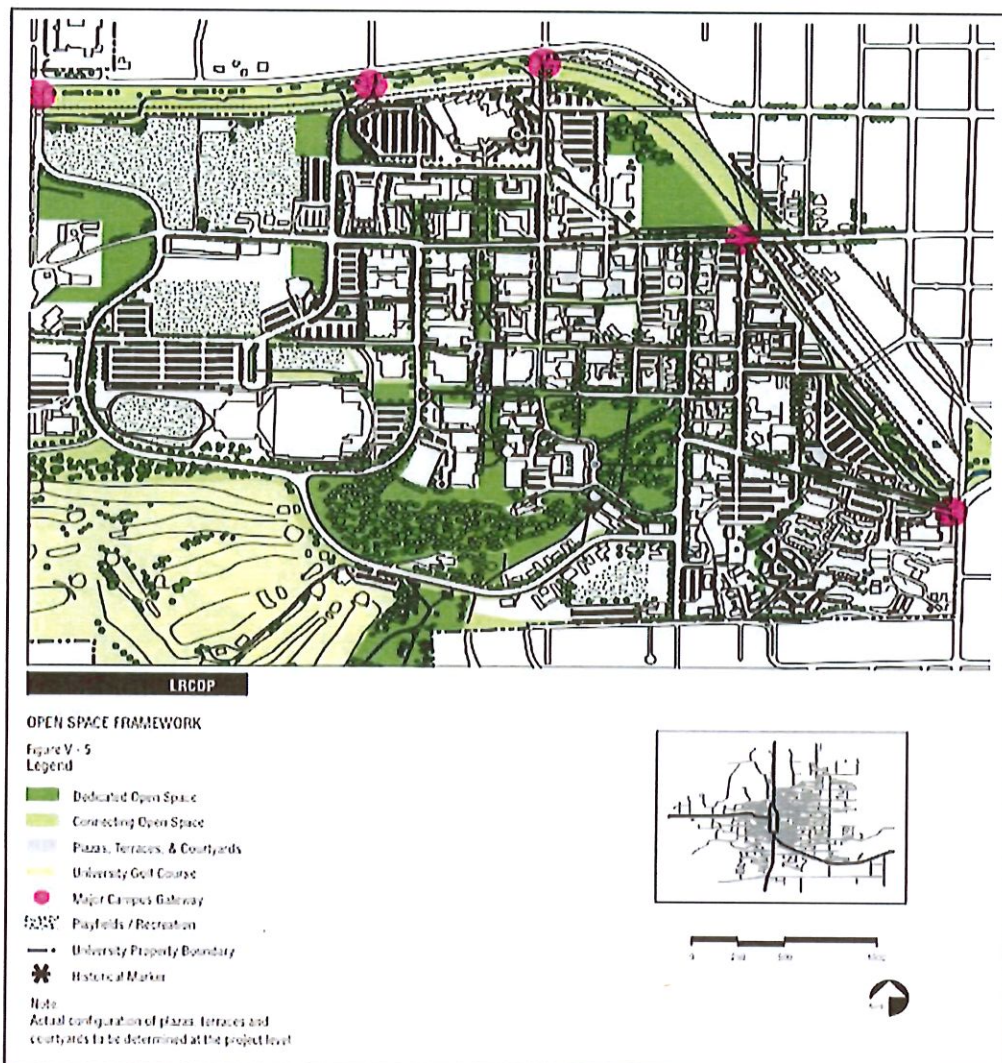
The University of Idaho LRCDP guides the vision for development of the main campus of the university and sets out goals and objectives related to Land Use, Open Space, and the University of Idaho as a Residential Campus. Inherent in these goals and objectives are concepts related to expanding and enhancing the campus open spaces and green corridors, providing pedestrian walkways, creating attractive entries to campus and transitions from the City of Moscow, and providing for careful and thoughtful stewardship of the Olmsted Legacy.

The text of the introductory discussion for the LRCDP goal entitled Open Space reads:

“UI’s legacy of premier open space was created during the earliest years of campus development. Today the beautiful setting amidst expansive rural fields and campus green

areas supports the vision as a university of choice in the West for high-quality and innovative undergraduate and graduate degree programs, inter-disciplinary learning, and a residential campus experience.

The university's physical environment is one of its greatest assets. Its location, in the rolling Palouse hills, between prairie and mountains, lends a unique form to the natural setting of campus. The surrounding rural and agricultural land uses and the pleasant scale of the city of Moscow enhance the natural setting. The 110-year history of the campus has brought many positive enhancements to the natural campus landscape, from the Administration Lawn, and the original Olmsted plan for campus to the Shattuck Arboretum, and the new UI Arboretum and Botanical Garden. The natural, historical, and designed elements together form a unique and beautiful open space framework that characterizes the University of Idaho and is regarded as a unique signature for campus.



A campus is more than just its buildings and its rooms. The exterior campus, with its overall physical setting and its variety of spaces, constitutes the "fabric and connective tissue" that holds the buildings of the campus together. The exterior environment defines a special character of the campus that enriches the experience of the UI for its residents and guests. Many of these campus elements will endure as a heritage for future students, faculty, and staff. Some will be modified and developed over time so that each succeeding generation can leave a positive mark on the campus.

An attractive campus environment promotes recruitment and retention, and provides physical, social, psychological, educational, and aesthetic benefits. Careful development screens noise and unsightly visual elements, softens architecture, directs circulation, protects from wind, sun, and rain, and provides settings for formal and informal academic and social interaction, play, and recreation. The psychological benefits include capacity for refreshing and restorative experiences. The educational benefits include opportunities for outdoor classroom settings and outdoor labs for studying horticulture, botany, and landscape design. The aesthetic benefits of UI's signature landscape include enriching everyday experiences of campus and treasured memories of campus as a special place."

In the early 2000's, the University of Idaho acquired the two former railroad rights of way parallel to State Highway 8 along the northern edge of the Moscow campus. In 2009/10, the university collaborated with the U.S. Army Corps of Engineers (USACE) to relocate a reach of Paradise Creek from under the covered conveyance of Paradise Creek Street, around the Student Recreation center and into the former railroad rights of way. This effort was originally envisioned by the LRCDP as a strategy to mitigate historic floodway concerns, repair and improve the riparian ecosystem that had been lost when the creek was routed under Paradise Creek Street in the 1960's, and create a green space along the northern edge of the campus to serve as transition from the City of Moscow to the University of Idaho.

The State of Idaho funded an effort in 2010 to extend Stadium Drive to State Highway 8 and bridge the new Paradise Creek channel. This effort was administered by the Division of Public Works under DPW project 2008-267.

In 2014, the university funded and constructed Campus Gateway Monuments at the Intersections of State Highway 8 & Stadium Drive and State Highway 8 & Line Street to define and celebrate the campus entrances and provide wayfinding markers for visitors to the University of Idaho.

This project request builds upon all of this excellent work and prior investment by improving the frontage of the university in the area defined by State Highway 8 to the north, Stadium Drive to the west, Line Street to the east, and the Paradise Creek Ecosystem and Riparian Zone to the south. It is the vision of the university that this area is developed as a green transition between the City of Moscow and the university campus. The intent is that a pedestrian pathway of sufficient width for cyclists and pedestrian is provided along the former rail bed, and that the landscaping is developed to transition in gradients from a more formal landscape featuring appropriate street trees between Highway 8 and this new path, to a less formal, xeriscape landscape which then blends into the existing Paradise Creek Ecosystem zone.

The scope of the project includes, but is not limited to:

- Development of a paved pedestrian pathway parallel to highway 8 linking the existing gateway Monuments at Stadium Drive and Line Street.

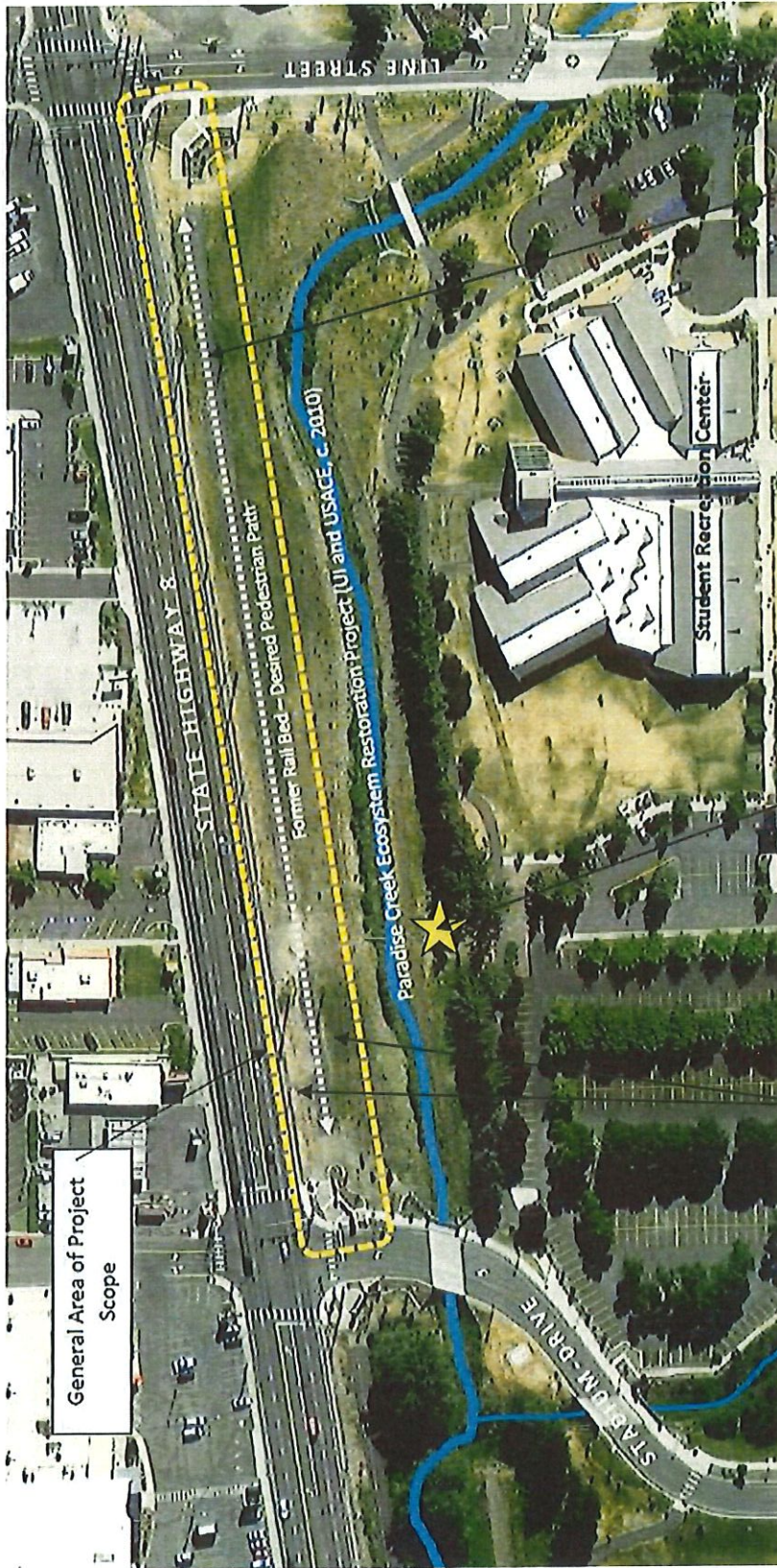
- Street trees along Highway 8, appropriately scaled to not interfere with existing utilities.
- Street trees and other landscaping associated with the new path.
- Xeriscape landscaping to transition from the pathway zone to the existing Paradise Creek Ecosystem zone.
- Pedestrian scale lighting.
- Benches and street furnishings as appropriate – to include benches, receptacles, wayfinding signage, etc.
- Irrigation systems fed by the university’s Reclaimed Water system. Temporary, above ground irrigation may be necessary to establish the planting in the xeriscape transition zone.
- A pedestrian overlook centered on the Rayburn Street axis south of Paradise Creek.
- All miscellaneous items and systems necessary for a complete and functional installation.

This project is consistent with the university’s strategic plan, specifically the element of the strategic plan covering the university’s research enterprise. The project is further consistent with the university’s Long Range Campus Development Plan (LRCDP).

Year of Original Request: FY2024

Funding		Estimated Budget	
State:	\$825,000	Construction:	\$681,100
Federal:	0	A/E Fees:	68,200
Other (State & UI):	0	Contingency:	75,000
Total	\$825,000	Total	\$825,000





General Area of Project Scope

Provide Pedestrian Path with pedestrian scale lighting, benches, street furnishings, etc. along the former rail bed connecting the existing UI gateways at Stadium Drive and Line Street.

Provide Pedestrian "Overlook" on the south side of Paradise Creek to create a terminus for the Rayburn Street view corridor and axis.

Provide street trees, shrubs, and landscaping complete with irrigation systems between State Highway 8 and the new pedestrian path.

Provide transitional xeriscape landscape south of the pedestrian path to transition to the Paradise Creek Ecosystem zone.

