REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES
STUDENT RECREATION CENTER
RFQ 15-05

Release Date: May 7, 2015
Last Day for Questions: May 27, 2015 1:00 PM PDT
Due Date, Time and Location: June 3, 2015 2:00 PM PDT
North Idaho College
Headwaters Conference Room
701 River Ave.
Coeur d’Alene, ID 83814

Sealed Statements of Qualifications (SOQ), original and seven (7) copies and eight (8) electronic compact disks (PDF format) will be properly opened by the Controller, North Idaho College in the Headwaters Conference Room, 701 River Avenue, Coeur d’Alene, ID 83814 on June 3, 2015 at 2:00 PM PDT.

Statements of Qualification shall be delivered in a sealed envelope or sealed box properly addressed to: Sarah Garcia, Controller, North Idaho College. Lee-Kildow Hall, Room 111, 1000 W. Garden Ave., Coeur d’Alene, ID 83814. The envelope or box shall be clearly marked with the RFQ Number stated above. All communications regarding this RFQ and the selection process must be coordinated through Sarah Garcia at the address below. Any individual, firm, or group of firms, that contact any member of the selection committee, a member of the North Idaho College Board of Trustees, North Idaho College Dormitory Housing Commission, or any North Idaho College Administrator except Sarah Garcia, may be disqualified from further consideration.

Sarah Garcia, Controller
North Idaho College
1000 W. Garden Ave.
Coeur d’Alene, ID 83814
smgarcia@nic.edu

Respondents are notified that North Idaho College Dormitory Housing Commission reserves the right to reject any and all parts of the RFQ.
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1.0 INTRODUCTION

A. Background

North Idaho College is a community college located in the panhandle of Idaho in the City of Coeur d'Alene, Idaho. North Idaho College is Idaho's oldest public community college, having been founded in 1933 as Coeur d'Alene Junior College. It began with a faculty of nine, and held its classes on the third floor of the City Hall. It was financed entirely from public contributions. In 1939, the Idaho Legislature passed the Junior College Act, which gave geographical areas permission to form junior college districts, if they could meet the requirement of $10 million assessed valuation and 800 high school students. In July of 1939, the North Idaho Junior College District was formed encompassing most of Kootenai County. In 1960, the District incorporated the remaining areas of Kootenai County, bringing the District to its present size.

The college serves out-of-district students from the five northern counties. In 1971, the name of the college was changed to North Idaho College in accordance with a law passed by the 41st Idaho Legislature.

Dr. Joe Dunlap is the President of the College. The administrative offices of North Idaho College are located at 1000 W. Garden Ave., Coeur d'Alene, Idaho. This building sits on the main campus which contains a number of academic and career technical education buildings, library, student housing, and a student union area. The College also owns two parcels of land separate from the main campus. One parcel is in the Riverbend area of the nearby City of Post Falls. This campus houses the Workforce Training programs of the College. The second is a 40 acre parcel located on the Rathdrum Prairie north of the City of Coeur d'Alene and near the City of Rathdrum. This 40 acre parcel will house a new CTE facility to be occupied in the fall of 2016.

North Idaho College Dormitory Housing Commission now requires a new student recreation center facility to be constructed on the main campus on a site north of the dormitory. The new student recreation center will include some student offices, a gym, a multipurpose room, several fitness rooms, a climbing wall, locker rooms, and several associated support spaces.

This Request for Qualifications is the first step in identifying the firm which will assist the College in the design and construction administration of this new student recreation facility.
B. Mission, Vision, and Values

MISSION
North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

VISION
As a comprehensive community college, North Idaho College strives to provide accessible, affordable, quality learning opportunities. North Idaho College endeavors to be an innovative, flexible leader recognized as a center of educational, cultural, economic, and civic activities by the communities it serves.

VALUES
North Idaho College is dedicated to these core values which guide its decisions and actions.
Student Success: A vibrant, lifelong learning environment that engages students as partners in achieving educational goals to enhance their quality of life
Educational Excellence: High academic standards, passionate and skillful instruction, professional development, and innovative programming while continuously improving all services and outcomes
Community Engagement: Collaborative partnerships with businesses, organizations, community members, and educational institutions to identify and address changing educational needs
Stewardship: Economic and environmental sustainability through leadership, awareness, and responsiveness to changing community resources
Diversity: A learning environment that celebrates the uniqueness of all individuals and encourages cultural competency

C. Terminology

Contract - Agreement
NIC - North Idaho College
PDT - Pacific Daylight Time
Respondent - Offerer, Company (the company responding to the RFQ, Architect, Vendor, etc)
RFQ - Request for Qualifications (a formal, written solicitation for statements of qualifications from qualified respondents)
SOQ - Statement of Qualifications (a written response to the request for qualifications)
2.0 PURPOSE, OBJECTIVE, AND SCOPE

A. Purpose of RFQ

North Idaho College Dormitory Housing Commission requests statements of qualifications for professional services for the purpose of the design and construction administration of a student recreation center facility. The estimated total project budget is approximately $7.9 million inclusive of construction and site development costs as well as non-construction costs such as design fees, permits, taxes, furniture and the like. NIC recognizes the importance of a well-planned project and professional observation of the construction project.

B. Objective of RFQ

The objective of this process is to identify and rank architectural firms (and their associated sub-consultants) with the ultimate goal being the selection of one firm to be responsible for schematic design, design development, construction documents, bidding assistance, and construction administration. The selection process will generally be based on the qualifications-based-selection requirements as outlined in Title 67, Idaho Code. Out-of-state consultants submitting qualifications will need to be licensed in Idaho for their respective professions.

It is anticipated that approximately two (2) or three (3) competent architectural firms will be shortlisted for interviews with selection being made after the interview process is completed.

C. Scope of Services

The project will require comprehensive architectural services in support of a design-bid-build process for a building of approximately 29,000 square feet in area as well as associated site work.

The successful architectural firm will be required to provide, through resources internal to the firm or consultants to the firm, and manage the following disciplines as part of its team:

- Structural Engineering
- Mechanical Engineering
- Electrical Engineering (including low voltage, communications, data, security)
- Civil Engineering
- Acoustical Engineering
- Cost Estimating

The successful firm will be required to provide the following generalized categories of services, to be more fully detailed in the final Owner/Architect agreement:

- Review and detailing of existing general educational specifications
- Schematic Design
- Design Development
- Construction Documents
- Bidding Administration
- Construction Administration
- Project Closeout
- Warranty Review
3.0 TERMS AND CONDITIONS

A. Preparation of SOQ

All costs related to the preparation and submission of the statement of qualifications documents shall be paid by the respondent. Issuance of this RFQ does not commit North Idaho College Dormitory Housing Commission, in any way, to pay any costs for the preparation and submission of the statement of qualifications. Nor does the issuance of the RFQ obligate North Idaho College Dormitory Housing Commission to award a contract or purchase any goods and services stated in the RFQ.

B. Timelines and Schedules

North Idaho College Dormitory Housing Commission intends to adhere to the following schedule in seeking responses to this RFQ:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7, 2015</td>
<td>RFQ is issued and available.</td>
</tr>
<tr>
<td>May 9, 2015</td>
<td>First advertisement of RFQ</td>
</tr>
<tr>
<td>May 16, 2015</td>
<td>Second advertisement of RFQ</td>
</tr>
<tr>
<td>May 27, 2015</td>
<td>Cut off for questions from prospective respondents regarding the RFQ by 1:00 PM PDT</td>
</tr>
<tr>
<td>May 28, 2015</td>
<td>Answers to questions from prospective respondents distributed to respondents.</td>
</tr>
<tr>
<td>June 3, 2015</td>
<td>Responses to RFQ due to NIC by 2:00 PM PDT</td>
</tr>
<tr>
<td>June 5, 2015</td>
<td>Notification of finalists</td>
</tr>
<tr>
<td>June 9, 2015</td>
<td>Interviews for finalists</td>
</tr>
<tr>
<td>June 10, 2015</td>
<td>Notice of contract award (preliminary)</td>
</tr>
<tr>
<td>June 17, 2015</td>
<td>Notice to proceed (approximate)</td>
</tr>
</tbody>
</table>

North Idaho College Dormitory Housing Commission retains the right to make changes to the schedule as appropriate. Any changes will be communicated through the addenda process.

C. Addenda

The only method by which any requirement of this RFQ may be modified is by written addendum issued by North Idaho College Dormitory Housing Commission. Respondents must register with the College at the Office of the Vice President for Finance and Business Affairs located in Lee-Kildow Hall, Room 111 on the main campus in Coeur d’Alene, ID 83814 to obtain a copy of the RFQ. The College will email addenda, if issued, to those who have registered. The College is not responsible if a respondent does not receive the addenda in time to include the information with the qualification submission. Qualifications will not be considered if they do not include indication of having received addenda and the information responsive to the addenda.

North Idaho College Dormitory Housing Commission, RFQ 15-05
D. Insurance

North Idaho College and the North Idaho College Dormitory Housing Commission will be held harmless for any and all bodily injury, personal injury, and property damage arising from the selected firm's actions.

The selected firm will be required to maintain commercial general liability, umbrella liability, professional automobile liability and worker's compensation. The minimum acceptable limits for commercial general liability insurance will be $1.0 million per occurrence with a $2.0 million annual aggregate on a combined single limit basis for bodily injury and property damage, a $3.0 million excess/umbrella liability policy and a $1.0 million professional liability policy. The insurance coverage must be provided by an insurance carrier that has a Best policyholder rating of A or A+ and a minimum policyholder surplus of $50.0 million. North Idaho College will be named as an additional insured on the commercial general and automobile liability policies. A certificate of insurance must be provided prior to the date of the contract. The certificate must require a thirty (30) day written notice if the coverage is to be canceled, non-renewed or the limits of coverage reduced.

E. Submittal Content

The summary report should conform to the following:

- a. 8.5 x 11 size format with some 11 X17 (folded) graphics allowable
- b. 20 page limit (front and back) with resumes limited to one page (front and back) or 40 pages total
- c. PDF format on CD (8 copies)
- d. One original and seven (7) hard copies

The statement of qualifications should be presented in a clear and concise manner, be bound and include six tabs for the following information:

- Tab 1 – Cover Letter - Clearly indicate the single contact and authorized representative (principal-in-charge) of the applicant firm with mailing address, telephone, facsimile numbers, e-mail addresses and website. The representative certifies that the information provided in response to this Request for Qualifications is true and accurate. Address the cover letter to: Sarah Garcia, Controller, North Idaho College. Lee-Kildow Hall, Room 111, 1000 W. Garden Ave., Coeur d’Alene, ID 83814

- Tab 2 – Firm Description – Provide a profile highlighting the firm that will assume primary responsibility for the project. This will include firm history, size, organization, and work done for educational clients. Describe the areas of expertise your firm would provide on this project and those capabilities that would need to be provided by sub-contractors

- Tab 3 – Project Team – Provide an organization chart reflecting how you propose to structure your team and the specific areas of responsibility assigned to each team member. Provide the resumes of key personnel.
Tab 4 – Project Experience
a. Provide an explanation of why the firm’s architectural experience fits the challenges of this project.
b. Discuss how you would approach the design of a career technical education facility to minimize its construction cost while providing a quality educational environment.
c. Provide a description of three comparable design projects. The following information should be provided for each:
   ▪ Name and address of the institution
   ▪ Year the project was completed
   ▪ Institutional contact person (name, position while the project was being completed, as well as current position, phone number and e-mail address)
   ▪ Identify the primary responsibilities assumed by your firm on each project
   ▪ Names and related responsibility of the consultant team members primarily responsible for doing the work
   ▪ State original project budget amount, final project amount and whether the project was completed within budget.
   ▪ State the number of days allotted for project design and construction and whether the project was completed as scheduled.

Tab 5 – Project Management – State what project schedule controls your firm will use. Provide a statement of the availability and commitment of the firm’s assigned personnel (workload) to undertake the project in accordance with the project schedule. Provide an approach and methodology the firm will use to undertake the project in accordance with the project scope and schedule.

Tab 6 - Response to Addenda (if addenda issued)

Tab 7 - Supplementary Materials – These may be any type of materials that, in the opinion of the respondent, helps the selection team better understand the qualifications of the respondent. Any supplementary materials must be included in the page limit identified above.
F. Evaluation of RFQ Responses

In order to provide a uniform basis for evaluation of all qualification submittals, each submittal shall be evaluated quantitatively in accordance with the point ratings listed below. North Idaho College Dormitory Housing Commission reserves the right to consider, and utilize in the selection process, any other significant data that may become available during the course of its evaluation.

North Idaho College Dormitory Housing Commission
Qualification Evaluation Criteria

<table>
<thead>
<tr>
<th>Factor</th>
<th>Evaluation Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>1.</td>
<td>Qualifications of Project Team Members</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>Project Experience of Project Team</td>
<td>40</td>
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<tr>
<td>3.</td>
<td>Project Management Capabilities (Schedule, Workload, Organization, Structure, Approach, and Methodology)</td>
<td>20</td>
</tr>
<tr>
<td>4.</td>
<td>Other (From Supplementary Materials)</td>
<td>10</td>
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</tbody>
</table>

**TOTAL 100 POINTS**

The interviews of finalists will emphasize factor #3 in the table above but will include other topics as well.

G. Selection Process

Qualification submittals will be opened in a manner that avoids disclosure of the contents to competing respondents. Contents of the qualification submittals will remain confidential during the negotiations period. Only the RFQ number and the identity of the respondent submitting qualifications will be made available to the public. Once a selection has been made, all materials will become public record.

North Idaho College Dormitory Housing Commission will:

(a) encourage persons or firms engaged in the services being solicited to submit statements of qualifications and performance data;
(b) establish the criteria and procedures used for the selection of qualified respondents to perform such services;
(c) from the respondents, prepare a ranked list in order of preference, pursuant to the College’s established criteria and procedures;
(d) from the ranked list of respondents, select a group (shortlist) of finalists whom the College determines to be best qualified to provide the required services, ranked in order of preference, pursuant to the College’s established criteria and procedures;
(e) interview the finalists and prepare a ranked list in order of preference, pursuant to the College’s established criteria and procedures;
(f) negotiate with the highest ranked finalist for a contract to perform such services at a price determined to be reasonable and fair after considering the estimated value, the scope, the complexity and the nature of the services;

(g) if unable to negotiate a satisfactory contract or agreement from the highest ranked finalist, formally terminate negotiations and undertake negotiations with the next highest ranked finalist

Should North Idaho College Dormitory Housing Commission be unable to negotiate a satisfactory contract or agreement with any of the ranked finalists, the College may (1) continue the negotiation process with other respondents not selected as finalists in their listed order of ranking until a contract or agreement is reached, or (2) cease the selection process and begin again.

H. Award of Contract

A contract will be awarded to the respondent(s), who conforms to the Request for Qualifications and will be the most advantageous to North Idaho College Dormitory Housing Commission. Information and/or factors gathered during interviews, negotiations, and any reference checks, in addition to the evaluation criteria rankings, shall be utilized in the final award decisions. North Idaho College Dormitory Housing Commission reserves the right to contact references other than, and/or in addition to, those furnished by a respondent.

North Idaho College Dormitory Housing Commission reserves the right to reject any or all RFQ responses, or any part of the response, and to waive informalities and minor irregularities in the RFQ responses received.

The selected firm will be required to submit their firm’s Certificate of Insurance.

The statement of qualifications, in its entirety, shall be considered a part of the contract for services for the selected firm.