

REQUEST FOR QUALIFICATIONS
for
Architectural Services

4th Street Facility & Prichard Art Gallery Renovations

University of Idaho
Moscow, Idaho

To: Architects

From: Kim Salisbury, Associate Vice President
Budget & Planning, University of Idaho

Subject: Planning, Design and Construction Administration Architectural Services in relation to the renovation of a newly purchased building to be the new home of the Prichard Art Gallery along with other business needs.

Date of Issue: Thursday, September 12, 2024

The University of Idaho is seeking qualifications from interested architectural consultant firms to assist the university in planning, design, bidding and construction phase architectural services in relation to the development of an architectural program and capital improvements necessary to support the renovation of a newly purchased building in downtown Moscow to be the new home of the Prichard Art Gallery along with other business needs including retail, event rental, and downtown information desk for U of I.

Qualification Statements from firms/teams interested in providing related services for this effort 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, October 4, 2024.**

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

Guy Esser, Project Manager
Architectural & Engineering Services
University of Idaho
Moscow, Idaho 83844-2281
(208) 885-5495
gesser@uidaho.edu

The initial contract is envisioned to be for planning, programming, estimating, and design phase services to establish a wholistic building retrofit plan. Services are anticipated to include preparation of construction documents, bidding assistance, and construction administration for a targeted first phase of construction that fits within the University's available project budget. Additional design and construction phase services related to additional, future phases of the project may be required at the university's discretion. The scope of any such additional future phases is yet to be fully determined.

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:

University of Idaho: 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 13,000 students, of which 11,000 are served on the main campus in Moscow, Idaho. The university maintains branch centers in Coeur d'Alene, Post Falls, Boise, and Idaho Falls, as well as extension sites in nearly all Idaho counties.

As the land-grant university for the State of Idaho, the University of Idaho places emphasis on problems and challenges facing Idaho and Idahoans. The university hosts a broad array of undergraduate and graduate instructional and research programs in selected scientific and technical disciplines. Research activities have grown dramatically in recent years, with grant and contract funding now exceeding \$100M, annually.

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 Architectural and Engineering Services web site at <https://www.uidaho.edu/dfa/budget-and-planning/aes>.

4th Street Facility & Prichard Art Gallery: In 2021, the former Moscow Police Station was purchased by the University of Idaho, and plans are currently underway to renovate the building into a mixed-use facility: The new home of the Prichard Art Gallery in addition to a welcome center with retail and event space. The renovation may happen in phases over time. The priority of the initial phase is the building infrastructure, security, and code compliance; with future phases focused on aesthetics and improved design commencing as funding is available from donations and sponsorships. The building exterior was recently painted to protect it from further weather damage and to update the exterior to be more aligned with neighboring structures within the downtown area. Additionally, an outstanding fine arts student received a grant and used the

funds towards a mural on the building. The project will be completed in phases as fundraising dollars are obtained.

The Prichard Art Gallery is dedicated to giving artists the freedom and support they need to fulfill their vision for what an exhibit of their work should be. The Prichard believes that by nurturing the presentational aspirations of the artist, the best possible experience is created for our many audiences. It all starts with the art.

More information regarding the Prichard Art Gallery may be obtained by visiting the website at: <https://www.uidaho.edu/caa/galleries-centers-and-labs/prichard>

Description of the Project:

General:

A feasibility study completed in 2023 examined the anticipated scope of work to convert the existing 4th Street facility into the combination Prichard Art Gallery, information desk, retail shopping, and event space. The study evaluated various factors, including potential challenges with existing conditions, financial considerations, and the overall feasibility of the project.

Vision, Facilities:

The facility is located at 114 East Fourth Street, at the northwest corner of Fourth Street and Highway 95/Washington Street, in Downtown Moscow. Early drawings of the building dated March 20th, 1936, depict the original use as a creamery owned and operated by the Korter family, known as "Korter's Pasteurized Milk". The building later housed J&J Glass, before being purchased by the city in 1968 and becoming the City Hall and Police Station. The University of Idaho purchased the building from the City of Moscow in 2021 with plans to convert the 9,000 SF space into the art gallery and retail store.

Although the building is not on any historic registry, it is located within the Moscow Downtown Historic District with the current designation of "Noncontributing Property". Part of the goal of the future phases of renovation would be to restore the historic facade and potentially achieve a "Contributing Property" status.

Information on the existing facility has been gathered through record drawings and multiple site visits to document as built conditions. No selective demolition was performed as part of the 2023 feasibility study. As such, the full extent of covered or hidden existing conditions are unknown.

Hazardous materials abatement and partial demolition of the interior have already been completed. The scope of new construction includes interior partitions and doors, exterior doors, plumbing fixtures, electrical and lighting fixtures, casework, floor and wall coverings, and a new roof access hatch. Mechanical ducting and equipment, low voltage

and data conduit, and fire sprinklers will require reconfiguration. Building services such as electrical, water, sewer, and emergency generator panels will need to be evaluated for efficacy and suitability for continued use.

Scope/Intent of the RFQ:

It is the intent of this Request for Qualifications to identify an Architectural Consultant best qualified to assist the university with the design and construction of a renovation and improvements to the 4th Street Facility as described in this RFQ.

The successful selected consultant will be asked to proceed with Programming and Design Phase services and additional phase services through construction observation and administration as necessary to plan, design, document, bid, award and construct the desired renovations and improvements in support of the 4th Street Facility at the University of Idaho.

Form of Agreement:

The university intends to enter into a contract with the selected teams 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. Additional services may be required beyond these initial assumptions.

Required Services:

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 during the design, bid assistance and construction phases of the projects.

The consultant shall develop appropriate economic analyses and cost estimates as required during the course of the development of the design and construction documents in order to evaluate and support planning and design decisions. The consultant may also be required to advise the owner of other cost and value analyses as required.

The University intends to identify and pursue donation opportunities in all the phases of the project, which may include gifts-in-kind and donated material and/or services. The selected consultant will be expected to assist the university in navigating and integrating these

opportunities into the design and construction.

Future services may or may not be required at the university's discretion. If such additional services are desired of the consultant by the university, these will be administered by the University of Idaho. 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.uidaho.edu/president/leadingidaho>
- University Long Range Campus Development Plan (LRCDP): <http://www.uidaho.edu/facilities/ae/longrangecampusdevelopmentplan/illustrativeplan>
- Auxiliary Services home page: <http://www.uidaho.edu/dfa/auxiliary-services>

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 remodel and renovation 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 2 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, programming, design and construction of retail and art gallery facilities. Experience and expertise in the design and development of similar spaces is desired. 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:

A selection committee will likely consist of persons from the University of Idaho Architectural and Engineering Services, Auxiliary Services, and the College of Art and Architecture.

The evaluation process is intended to evaluate the capabilities of interested firms to provide services to the university for this project within the context and confines of defined project schedule.

Optional Interviews:

At the university's discretion, it may choose to conduct in person interviews if necessary for additional information to assist with the evaluation process. The selection committee will adjust the rankings based upon interview performance.

If necessary, interviews are planned to be held **Tuesday, October 15 and/or Wednesday, October 18, 2024**. 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.

To be provided at the discretion of the respondent. The committee will not be required to review this information or consider it during the evaluation process. The University plans to partner with the Design and Construction teams to identify and facilitate donation opportunities into all the phases of project.

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 the prescribed procedure.

The university will select one firm for the award of the 4th Street Facility Renovations and Improvements project.

Proposed Dates:

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| Issue Requests for Qualifications: | Thursday, September 12, 2024 |
| Solicitation Protest Deadline: | Friday, September 27, 2024 @ 5:00 PM PDT |
| Proposals Due: | Friday, October 4, 2024 @ 5:0 PM PDT |
| Oral Interviews: | Tuesday, October 15, and / or Wednesday, October 16, 2024 |
| Announce Final Selection: | Friday, October 18, 2024 |

Anticipated Performance Period:

In general, University of Idaho planning desires are based on having a completed, functional and operational facility in place by **August of 2025**. This date may be adjusted based upon the advice and recommendations of the selected Architectural Consultant.

Additional services and related performance periods may be awarded by the University at the discretion of the University.

Selection:

The University of Idaho will attempt to select a firm/team not later than **Friday, October 18, 2024**. 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 proposing consultant 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, if 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 this Request for Qualifications, 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 Guy Esser no later than **Friday, October 27, 2024 at 5:00 PM (COB)**. 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 Associate Vice President, Budget & Planning, University of Idaho, Moscow, Idaho 83844 and email to kims@uidaho.edu. This written notification is to be received by 5:00 p.m. (COB) 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 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:

Guy Esser, Project Manager
Architectural & Engineering Services
University of Idaho
Moscow, Idaho 83844-2281
(208) 885-5495
gesser@uidaho.edu

Submittal Requirements:

Interested firms should submit electronic copies of the Response Materials as described herein plus one (1) copy 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 Guy Esser, UI Architectural and Engineering Services at the email address noted above prior to **5:00 p.m., Friday, October 4, 2024.**