



February 4th, 2025

**REQUEST FOR QUALIFICATIONS
LC250005**

TO: Design-Build Landscape Contractors

FROM: Redgy Erb, Physical Plant Director

SUBJECT: Lewis-Clark State College (LC State) PIFCU Activity Center, North Parking Lot
Landscape Improvements

RFQ submittal packages will be received at the LC State Physical Plant Office, located at 538 11th Avenue Lewiston, Idaho 83501, by **3:00 p.m., Pacific Standard Time Zone, on March 4, 2025**, for furnishing Design-Build services for Lewis-Clark State College.

All questions must be sent to the Project Manager:

Redgy Erb, Director
Physical Plant
538 11th Avenue
Lewiston, ID 83501
(208) 792-2247
rgerb@lcsc.edu

Modifications (addenda) to this RFQ, if any, will be posted on the LC State Purchasing Department site at: <https://www.lcsc.edu/purchasing/vendors/current-solicitations>. It is recommended that responders to this RFQ check this page prior to making their submittal.

Funding for the project is from LC State and they will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design-Build team will receive general instructions through LC State. The Physical Plant Director from LC State will be assigned to serve as LC State's representative on this project

The Design-Build team 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-Build team 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.

DESCRIPTION OF PROJECT

This project will improve the landscape of the north parking lot of the P1FCU Activity Center. A four-plex apartment building at this location was demolished summer of 2024 making room for an expansion of the existing parking lot and allowing for creation of a connector park between the core of campus and the Learning Garden located at 816 7th Street.

Parking Lot improvements shall include: expansion of the asphalt parking lot to include more parking spaces, and a drive lane connecting the east and west parking lots. Connector Park improvements shall include: a concrete sidewalk, park benches, planting beds, and plantings.

An initial concept design was developed by LC State Physical Plant to communicate design intent and for development of the total project budget, which is included as Attachment 2. This design should be viewed as preliminary only; it is recognized the final design may differ from this concept as site conditions mandate. Photos of the location and surrounding area are included as attachment 1.

REQUIRED SERVICES

Lewis- Clark State College is requesting a Statement of Qualifications from Design-Build teams that will work closely and in harmony with the LC State Physical Plant staff. The team will manage the project's budget and schedule within the terms of the negotiated contract.

A total project budget has been established at \$95,000 which shall include design fees, construction costs, permitting, and contingencies.

The Design-Builder is required to provide Schematic Design, Construction Documents, and Construction services. The Design-Build team shall prepare a Schematic Phase Design to evaluate landscape upgrade options to align scope with the available budget. The Design-Builder shall provide LC State a construction cost estimate following the Schematic Design Phase, and shall provide LC State with an updated construction cost estimate at the end of the Construction Documents phase. This second cost estimate must be approved by LC State before the construction phase begins.

The Design-Builder shall attend a minimum of 3 meetings with LC State staff during the design phases, and shall attend regular monthly meetings during the course of construction. The Design-Builder shall follow all applicable building codes during the course of design.

The Design-Builder shall also coordinate with the Idaho Division of Occupational and Professional Licenses (authority having jurisdiction) which shall include obtaining all required building permits, and scheduling the required inspections throughout the course of construction.

PROPOSAL CONTENT

Please provide a simple one- or two-page document which includes the following:

A. Design-Build Contractors Organization:

Provide basic data relative to Design-Build team size (both design disciplines and contractor if separate firms), history, experience, special expertise, and resources available to meet the project schedule, as well as general information.

B. Team Member Qualifications:

List all members of the Design-Build team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement (pre-construction/design and during construction) and responsibilities, their qualifications, experience, and relevant special expertise to this project type. Provide a list of at least three (3) of your firm's local projects and their address.

C. Approach to Project:

Include statement(s) representing your team's ability to: complete the project in a timely manner and if the project will require additional companies to perform pieces of the work, your ability to perform work on an occupied campus, and how you propose to deliver this specific project.

D. Format:

To assist evaluation, it is desirable to format the Statement of Qualifications similar to the headings listed above. The Statement of Qualifications should be clear and to the point. Emphasis should be placed on specific qualifications of the people to perform the project and the approach to designing it.

SUBMITTAL

Submit two (2) copies of the submittal if submitting manually, and include one USB drive containing an electronic version of the submittal, or submit via email. 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, FINAL RANKING PROCESS

A selection committee consisting of three persons from LC State will evaluate the proposals.

The ranking process is based on the written submittal with 55 points possible. The scores will be based on the tables below.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Design-Build Contractors Organization	20
B	Team Member Qualifications	20
C	Approach to Project	15
	TOTAL	55

AWARD

Based on the results of the final proposals, LC State plans to award the contract within 2 weeks of receiving the proposals. LC State plans to negotiate an agreement.

PROPOSED DATES:

RFQ Informational Meeting (Mandatory)	February 20, 2025, 10:00a.m. /PT Location: 538 11th Ave Lewiston ID 83501
Receive RFQ Submittals	March 4, 2025 3:00 p.m. /PT
Selection Approval	March 18, 2025
Negotiate Contract	March 18, 20254

SELECTION

LC State will attempt to select a firm at within 2 weeks from RFQ submittal date. Upon selection of a firm, LC State will begin negotiations for an agreement with the successful firm.

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

LC State may also negotiate separately with any source in any manner necessary to serve the best interests of the College. Awards will be made based on submittals resulting from this request.

ATTACHMENT 1: PHOTOS

Location of demolished 4-plex apartments



Northwest section of existing parking lot



Northeast section of existing parking lot, location of demolished 4-plex apartment (foreground)



North end, looking east, location of proposed connector park



North end, looking west, location of proposed connector park

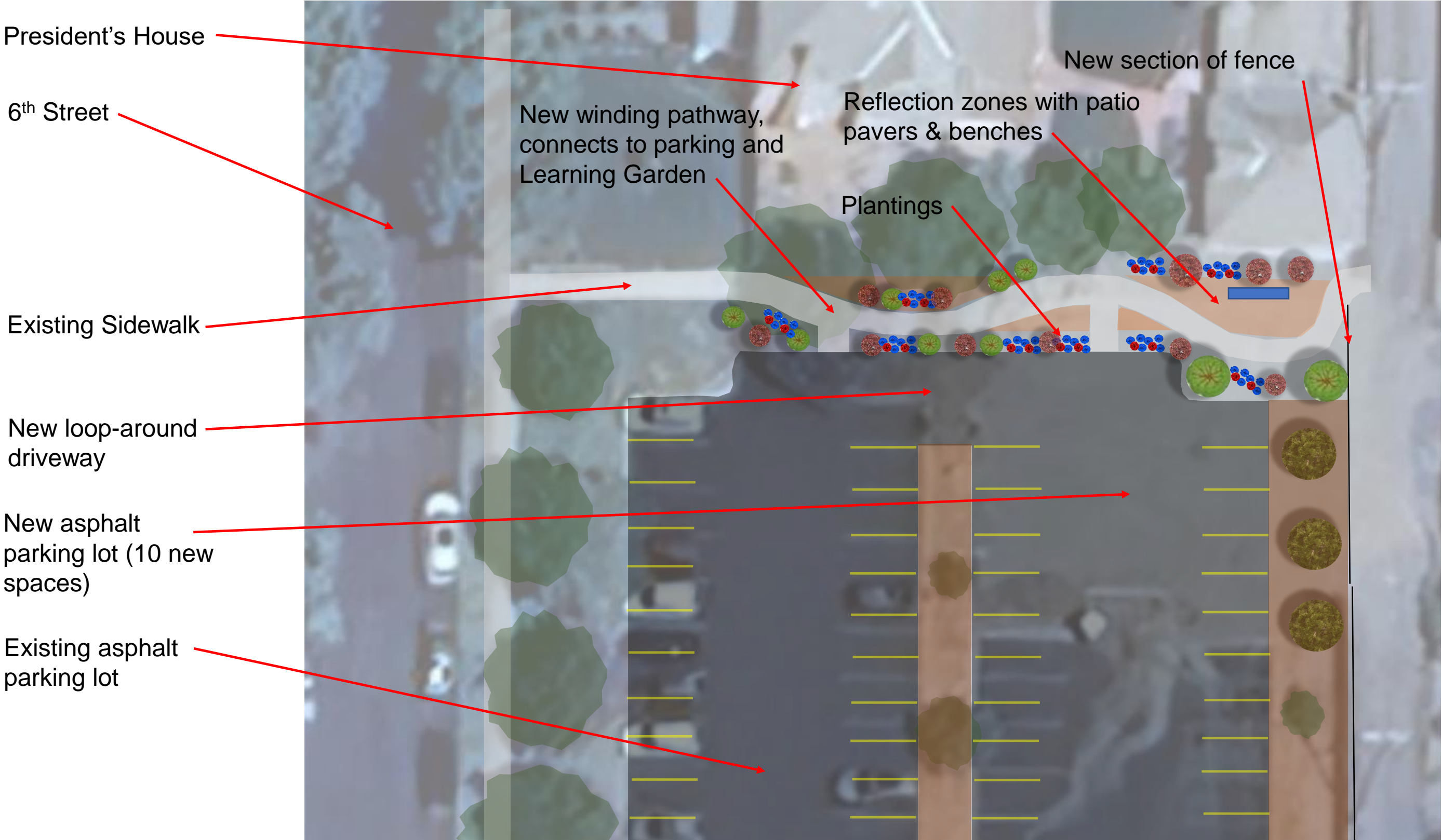


Existing Learning Garden, looking east



ATTACHMENT 2: CONCEPT DRAWING

Activity Center – North Parking Lot Concept



Activity Center – North Parking Lot Concept

Inspiration Images



Brock's & Brava's Back Patio - Lewiston

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