

Building Plan Review, Permits, Inspections

Sam Zahorka, DOPL Building
Program Manager, CBO
Shelby Ugarriza, DOPL Permit
Technician Supervisor



Title 39. Health and Safety

Chapter 41. Idaho Building Code Act

- Idaho Code § 39-4108.
State and Local Government Certifications.
- Idaho Code § 39-4109.
Application of adopted Codes
- Idaho Code § 39-4111.
Permits Required
- Idaho Code § 39-4113.
Plan reviews -- Maximum fees and school inspections.



Plan Review for Schools

- § 39-4113. Plan reviews -- Maximum fees and school inspections.
- Public school building plans shall be approved by either the local government or DOPL, whichever the school district elects.
- Local Governments:
Any city or county that has adopted by ordinance all the applicable codes pursuant to section §39-4109, shall be eligible to perform school plan reviews only if they have certified staff per § 39-4113(4).



Plan Review for Schools

- Public school building plans must be approved by either the local government or the DOPL before the school district may advertise for bids.
- Once plans are reviewed and approved, no material change can be made to such plans without review and approval of such change by the jurisdiction performing the plan review.
- Election by a school district shall be made by submitting a written certification to both the division and the involved local government.
- Any local government elected to perform plan review services for public schools shall provide the division qualifications and a copy of all approved plans.



Inspections for Schools

- All school construction or remodeling shall be inspected by building inspectors certified in accordance with section §39-4108, Idaho Code, or by Idaho licensed architects or engineers to determine compliance.
- If licensed architects or engineers perform the building inspections, a report of all inspections is required to be provided to DOPL.
- The minimum inspections are defined in the adopted building code. This includes all required Special Inspections.



Annual Permits

- In lieu of an individual permit for each minor alteration to an already approved building, the Division may issue an annual permit upon application.
- Minor Alterations are defined under IDAPA 24.39.30, 026 DEFINITIONS (03)
- One (1) or more qualified trade persons in the building, structure or on the premises or campus owned or operated by the applicant for the permit.
- The agency to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The Division shall be allowed access to such records at all times.
- The permit holder shall request inspections and make the work accessible for inspection as required by the adopted codes and this rule.
- Please contact me directly when an Annual Permit request is made. A detailed scope of work will be required to qualify their request.



First Steps to Beginning Your DPW Project

- The Department of Public Works will have the necessary bidding and licensing requirements for your specific project.
- Plan your projects in a logical order (for example, one wouldn't tear up and repair a road to follow it weeks later by another project to tear up the same road and lay new water and sewer infrastructure).
- Understand which projects need plan reviews and which only need a building permit with inspections.
- Communicate with the State of Idaho DOPL Building Department for any clarification on prerequisites.





Plan Review

- A plan review for code compliance is the first step once you determine your project.
- Most projects will require a plan review. If there's any question, always contact DPW design staff or State of Idaho DOPL Building Department for clarification.
- Payment must accompany the plan review application.
- Fees for plan review can be calculated at <https://dopl.idaho.gov/bld/bld-building-fees-calculator/>

Plan Review Process

Upon receipt and payment of plan review application, the process will be as follows:

- Plan review application received with payment
- Plan review launched to applicant to upload documents and drawings
- Re-directed to DOPL staff for pre-screening (verification the submitted documents and drawings comply with the electronic plan review submittal standards).
- Upon acceptance, the review is referred to the plans examiners.
- Upon satisfaction of all requirements or resubmittal requirements, the plan is approved.
- Upon plans examiner approval, the applicant will be notified the plans have been approved.
- The applicant may print the set of plans and prepare for them to be on site during the construction.





Permitting

- Once the plan review has been approved, a building permit must be obtained through the DOPL Building Department.
- Be prepared to provide documentation of the project award amount to validate the project valuation.
- Payment must accompany the building permit.
- Fees for plan review can be calculated at <https://dopl.idaho.gov/bld/bld-building-fees-calculator/>

Inspections Process

Please note: The **APPROVED** set of plans must be on site during the entire construction process.

Once construction begins, the contractor will be requesting inspections as the project progresses:

- Foundation
- Framing
- Insulation
- Drywall
- Final Inspection
- Any other code-required or inspector-requested inspections





Letters of Completion and Certificates of Occupancy

- Letter of Completion and Certificate of Occupancy are issued upon request after the final inspection has been passed.
- Certificates of Occupancy are generally issued for new construction or change of use.
- Letters of Completion are generally issued for additions, remodel, tenant improvements (TI), etc.

Questions?

Email: BCRE-Permits@dopl.Idaho.gov

Website: dopl.Idaho.gov

Call: (208) 343-3233



State of Idaho
Department of Administration
Division of Public Works



Procurement of Public Works Construction

Procurement of Public Works Construction

- Decision on Delivery Method (Design-Bid-Build, CM/GC, Design-Build)
- Procurement of Design Professional Services (Project Design)
 - Design
 - Design-Build
- Procurement of Construction
 - Bid
 - Design-Build
 - CM/GC

Procurement of Design Professional Services

- Rules outlined in Idaho Code 67-2320
- Guidelines for Professional Service Fee anticipated to exceed \$50,000
 - Develop Request for Qualifications (RFQ) that includes the criteria and procedures to be used for measurable scoring, ranking, and selection of qualified persons or firms.
 - Criteria for Consideration (per 67-2320)
 1. Description of firm – including location and longevity
 2. Past performance
 3. Project manager and key staff experience, education, training
 4. Experience with similar projects
 5. Specific approach to project
 6. Quality Control

Procurement of Design Professional Services

- **Guidelines for Professional Service Fee anticipated to exceed \$50,000 (cont'd)**
 - Assign a weighted value for each criteria based on importance to the Agency. Questions and anticipated responses need to be as objective as possible.
 - Architects/Engineers must have an Idaho license prior to submitting proposal. Per Idaho Code 54-303, beginning July 1, the architect who will supervise the architectural services must have an Idaho license and be listed in the proposal.
 - Selection process can include scoring the technical proposal and an interview with the design team. (Example 80 points technical proposal / 20 points interview response)
 - Public notice of the RFQ shall be published as required by Idaho Code 67-2805.
 - Select for negotiation the highest ranked (best qualified) proposer.

Procurement of Design Professional Services

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from College of Southern Idaho, and an independent Design Professional will evaluate and rank the firms deemed to be the most highly qualified to perform the required services.

The ranking process is accomplished in two steps: 75 points for the initial ranking based on the written submittal, and 25 points for a Final Ranking based on an interview. The selection committee will score the written submittals based on the criteria in the Qualification Statement Content and the top 3-5 teams will be invited for an interview. The scores will be based on the tables below.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	Yes/No
B	Basic Qualifications	6
C	Team Member Qualifications	14
D	Technical Approach to Project	20
E	Management Approach to Project	15
F	Examples of Work	15
G	Format	5
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	15
	Selection Committee's Q & A	10
Presentation - Interview Total		25

Procurement of Design Professional Services

- **Guidelines for Professional Service Fee anticipated to be less than \$50,000**
 - Political subdivision may use the guidelines previously described or establish its own guidelines based on demonstrated competence and qualifications to perform the type of services required.

Procurement of Construction

- **Rules outlined in 67-2805**
- **Construction valued more than \$200,000**
 - Designs complete and approved by DOPL
 - Category A: All licensed public works contractors
 - Two (2) notices soliciting bids shall be published in the official newspaper of the political subdivision. First notice two weeks before the bid opening date and the second notice 7 days before the bid date.
 - All bids shall be delivered by the designated date and time in a sealed envelop.
 - Political subdivision determines if a bid bond is required.
 - All bids will be opened in public at a designated place and time.

Procurement of Construction

- **Construction valued more than \$200,000 (cont'd)**
 - Category B: Prequalification and Bid
 - Political subdivision develops an RFQ to determine qualification based on demonstrated technical competence, experience constructing similar facilities, experience with the political subdivision, performance history, etc.
 - Notice of the prequalification stage process shall be the same competitive process as a bid including advertisements.
 - After a review of the qualification submittals, political subdivision selects licensed contractors that meet the established standards.
 - Following the conclusion of the prequalification, the bidding phase will proceed as previously described.

Procurement of Construction

- **Construction valued more than \$50,000 and less than \$200,000**
 - Solicitation for bids will be provided to no fewer than three licensed public works contractors.
 - Bids can be received by physical or electronic delivery on a specific date and time as specified by the political subdivision. Time to respond to bid shall be no less than 3 days, unless an emergency.

Procurement of Construction – Design/Build, CM/GC

- **Design/Build (Allowed by Idaho Code 67-2309)**
 - Solicitation governed by ?
 - Division of Public Works RFQ Solicitation uses guidelines per Idaho Code 67-2320 as previously described.
 - RFQ criteria directed to both the design professional and a contractor.
 - Price is negotiated.
- **CM/GC (Allowed by Idaho Code 54-4511)**
 - RFQ solicitation pursuant to 67-2320.
 - Must be a licensed construction manager at the time of proposal.
 - CM/GC must seek competitive bids from not less than 3 contractors for all work. Bids will be opened publicly in the presence of a representative of the political subdivision.

Thank You



Meridian High School Performing Arts Center
Lombard/Conrad Architects



April 24, 2024



Jared Schmidt, AIA, NCARB

AIA Idaho President-Elect

Senior Education Architect

**LOMBARD
CONRAD**
ARCHITECTS

AGENDA

- ✓ How to Select an Architect
- ✓ Phases of Design
- ✓ Your School is Unique
- ✓ School Design Trends

HOW TO SELECT AN ARCHITECT



South Hills Middle School
Lombard/Conrad Architects

QUALIFICATION BASED SELECTION (QBS)

- www.qbsofidaho.com
- Idaho Code 67-2320
- Sample RFQ's & General QBS Assistance

HIRE A LICENSED IDAHO ARCHITECT



How It Works



1.

Identify the project & general scope of work.



2.

Issue a request for qualifications.



3.

Evaluate the qualifications.



4.

Develop a short list of qualified firms to interview.



5.

Conduct interviews.



6.

Rank firms.



7.

Select your top-ranked firm.



8.

Jointly define scope with top-ranked consultant.



9.

Negotiate a fee.



10.

Execute a contract.

EXPERIENCE MATTERS

- Recent school experience
- Safety & security knowledge
- Understands district operations



- Reduce Change Orders
- Improve Construction Quality
- Encourages Innovation
- Promotes Collaboration
- Ensure Cost Effectiveness



Washington Elementary School Addition
Lombard/Conrad Architects

CONSIDERATION FOR ADDITIONAL QUALIFICATIONS

- Bond Campaign Support
- Entitlement Experience
- Traffic Impact Study Support
- Interior Design
- Furniture Design & Procurement
- Existing Facility Analysis
- Safety & Security Design
- Acoustic Design



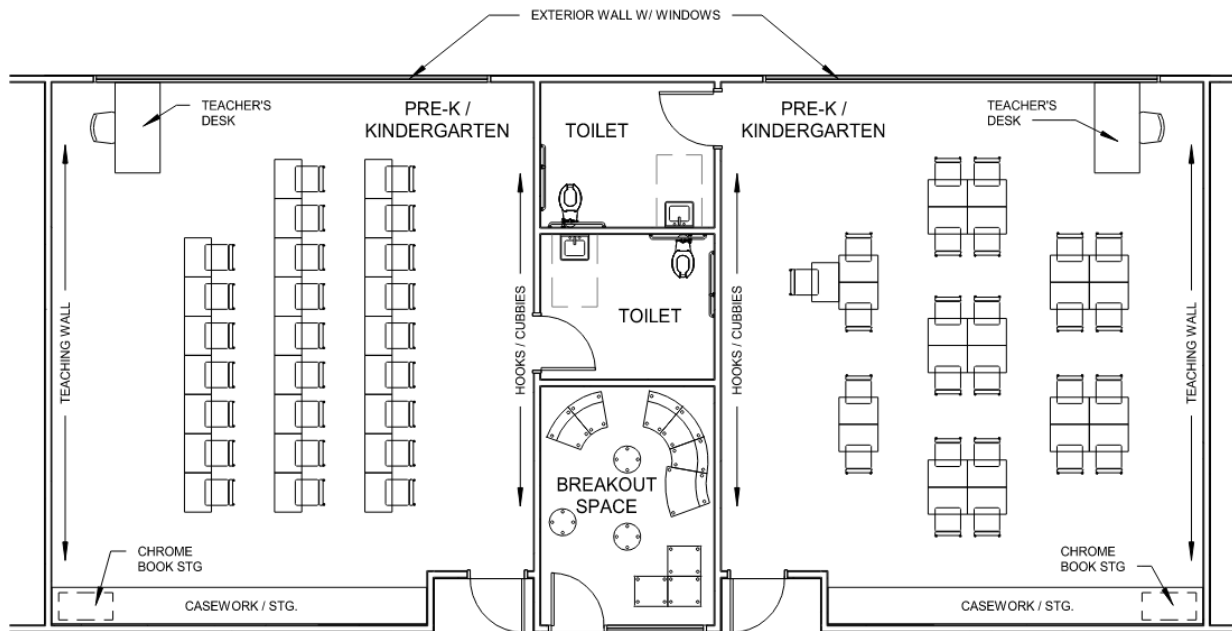
PHASES OF DESIGN

STAR MIDDLE SCHOOL

2211

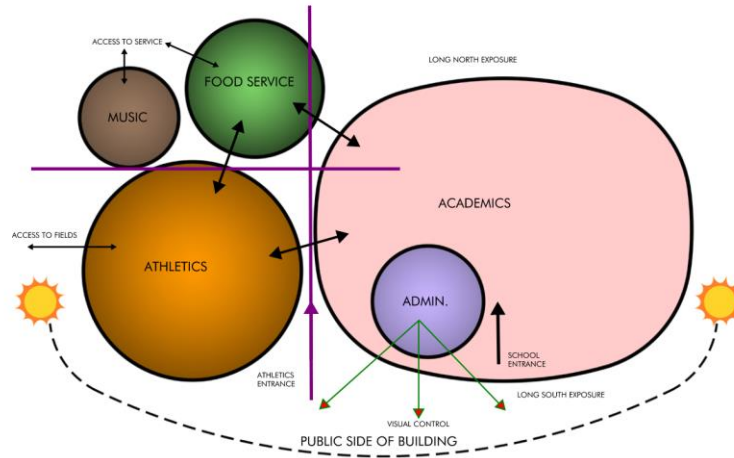
Star Middle School
Lombard/Conrad Architects

1. PROGRAMMING
2. SCHEMATIC DESIGN
3. DESIGN DEVELOPMENT
4. CONSTRUCTION DOCUMENTS
5. CONSTRUCTION ADMINISTRATION
6. CLOSEOUT

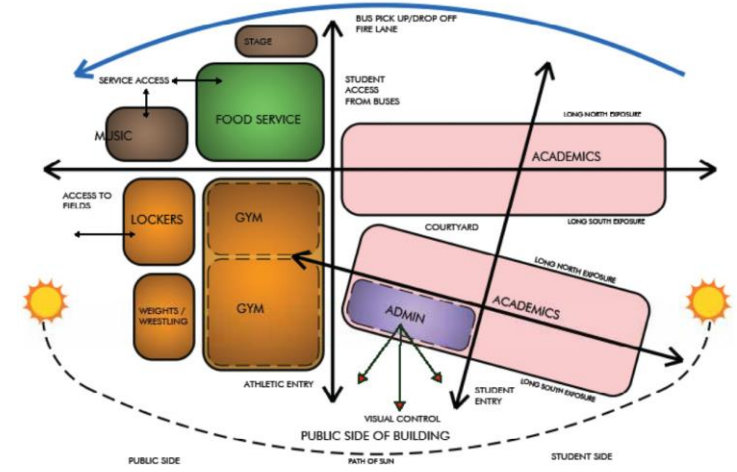


Description	Phase 1		
	Qty	NSF	Total
Lobby	1	250	250
Reception	1	120	120
Teacher Work Room	2	200	400
Conference	20	20	400
Workroom/Mail?	1	300	300
Nurse	1	400	400
Toilet	1	60	60
Teacher Lounge	15	20	300
Toilet	2	60	120
Office - Principal	1	120	120
Office - Vice Principal	1	120	120
Office - Business	1	120	120
Office - Counselor	2	120	240
Office - Flex	3	120	360
Classroom	10	800	8000
Kindergarten	2	800	1600
Toilet	2	60	120
Pre-Kindergarten	2	800	1600
Toilet	2	60	120
Break Out	4	120	480
Sub Total Net SF (NSF)			15,230
Net Gross Ratio			25%
Gross SF (GSF)			19,038

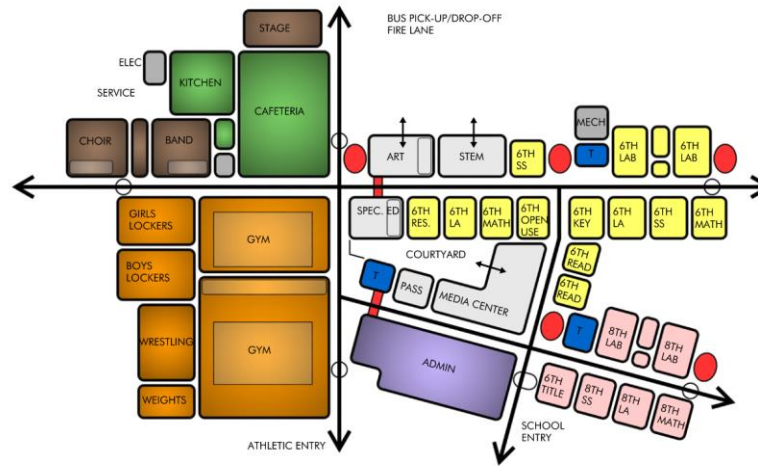
1. PROGRAMMING
2. SCHEMATIC DESIGN
3. DESIGN DEVELOPMENT
4. CONSTRUCTION DOCUMENTS
5. CONSTRUCTION ADMINISTRATION



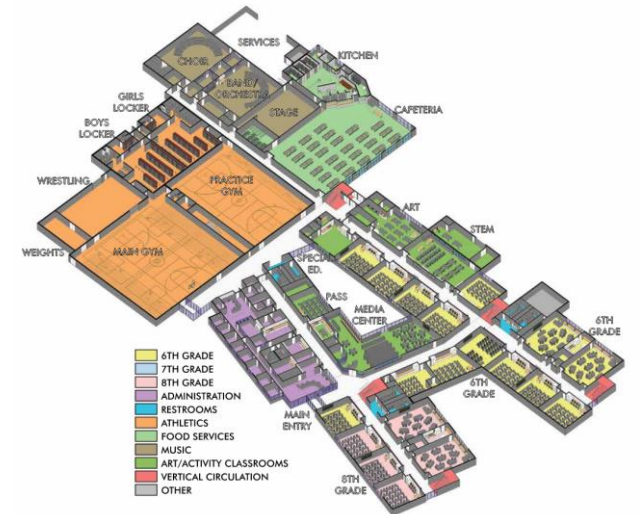
GENERAL PROGRAM RELATIONSHIPS



DETAILED PROGRAM RELATIONSHIPS



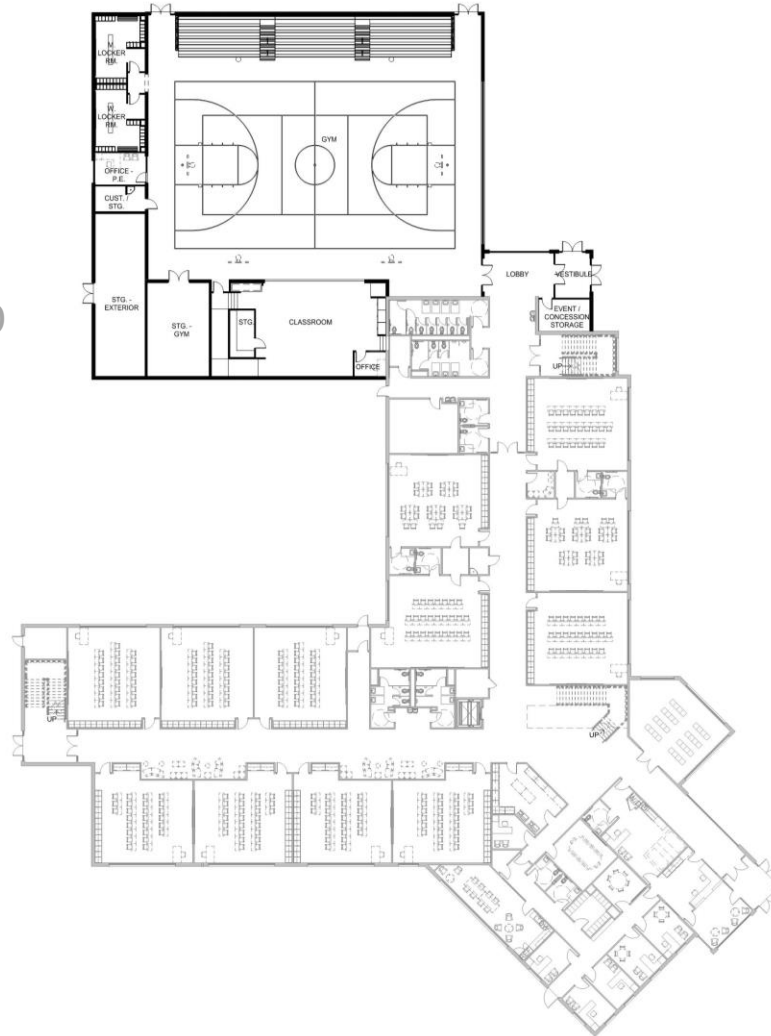
CONCEPTUAL PROGRAM LAYOUT FIRST FLOOR



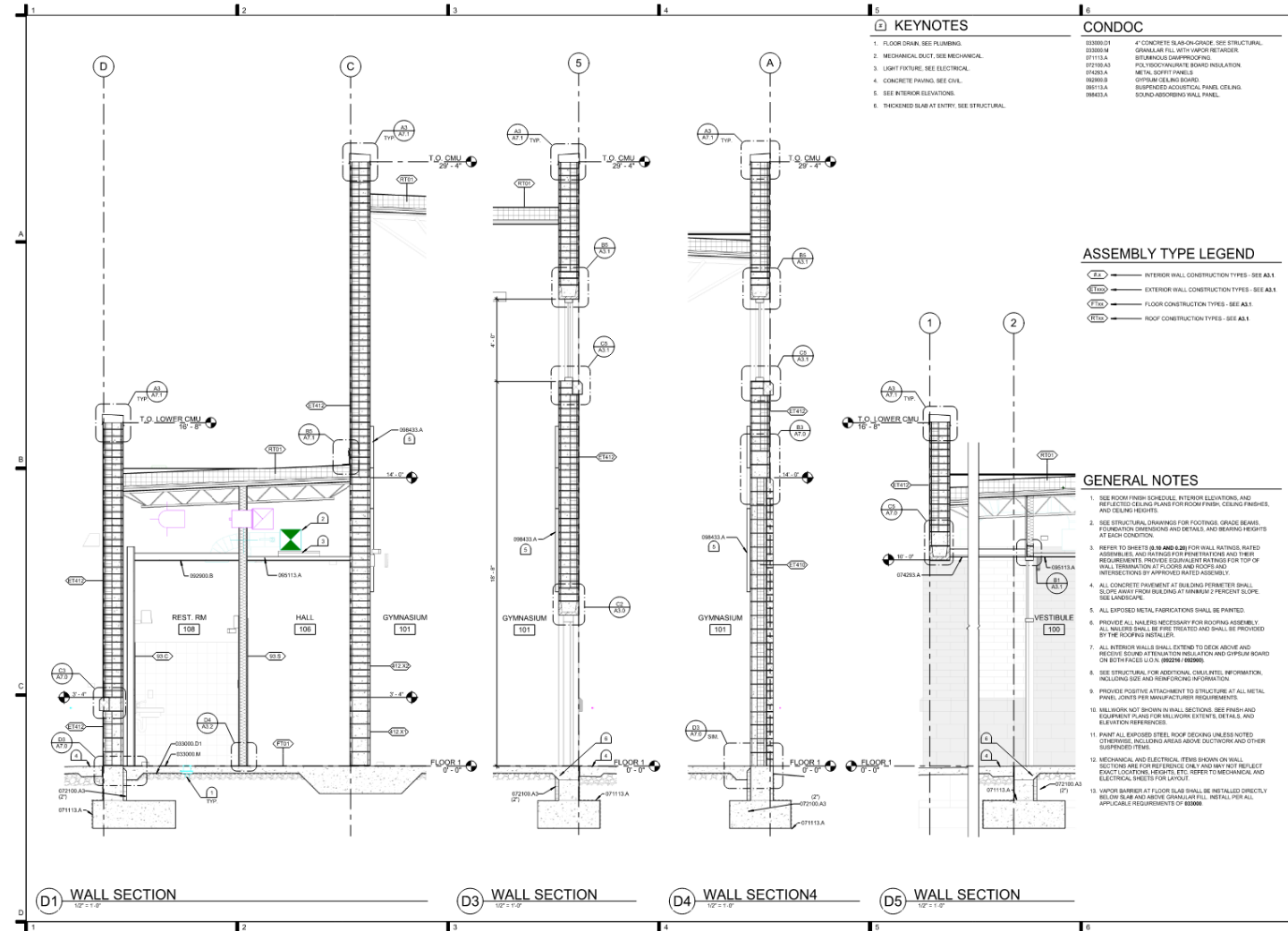
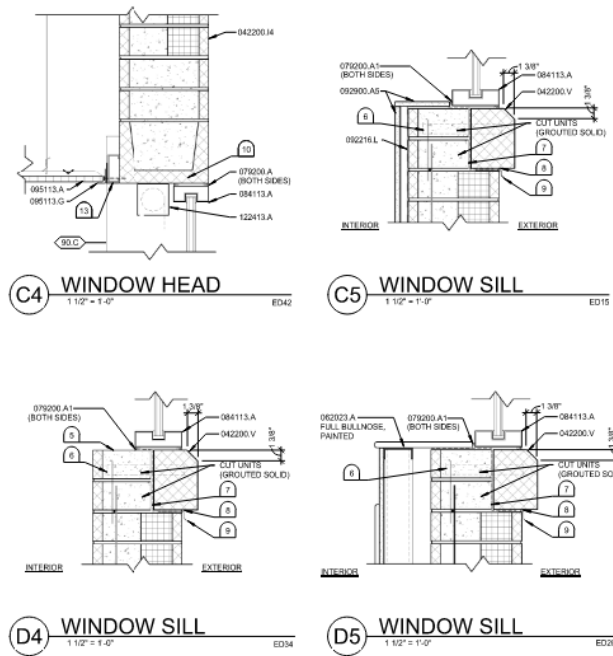
FIRST FLOOR

PHASES OF DESIGN

1. PROGRAMMING
2. SCHEMATIC DESIGN
- 3. DESIGN DEVELOPMENT**
4. CONSTRUCTION DOCUMENTS
5. CONSTRUCTION ADMINISTRATIO



1. PROGRAMMING
2. SCHEMATIC DESIGN
3. DESIGN DEVELOPMENT
- 4. CONSTRUCTION DOCUMENTS**
5. CONSTRUCTION ADMINISTRATION



LOMBARD CONRAD ARCHITECTS
ARCHITECTS

ROOSEVELT ELEMENTARY GYMNASIUM ADDITION

BOISE SCHOOL DISTRICT
BOISE SCHOOLS

CONTRACT NO.:

DATE:	2006.01
DRAWN BY:	43021
CHECKED BY:	CC
DATE:	PR

PHASE: PERMIT SET

WALL SECTIONS

SHEET NO. **A5.0**

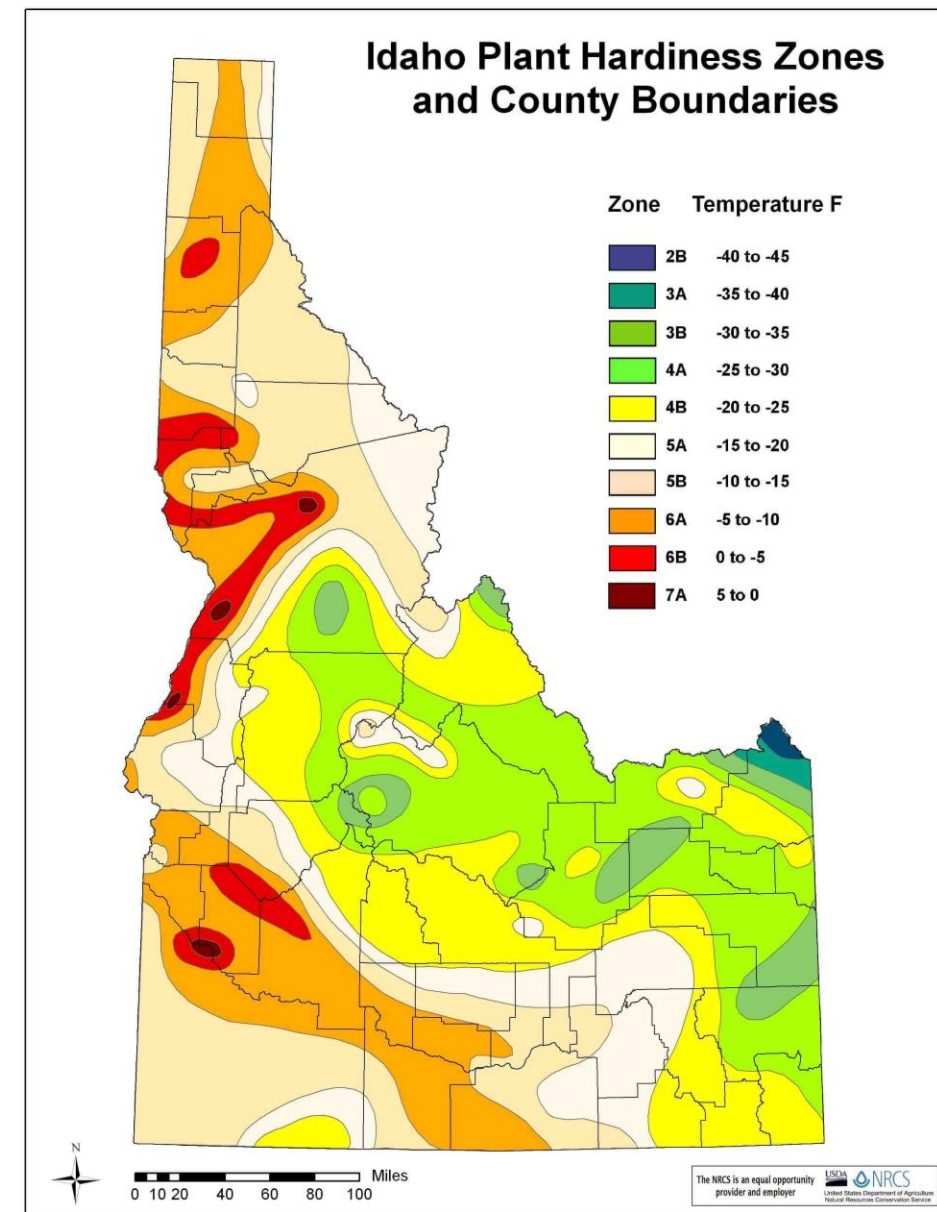
1. PROGRAMMING
2. SCHEMATIC DESIGN
3. DESIGN DEVELOPMENT
4. CONSTRUCTION DOCUMENTS
5. **CONSTRUCTION ADMINISTRATION**



YOUR SCHOOL IS UNIQUE

South Hills Middle School
Lombard/Conrad Architects

- Climate
- Demographics
- Site Constraints
- Program Needs
- Maintenance
- School District Standards
- Local Construction Trade Experience



SCHOOL DESIGN TRENDS



SECURITY AND DESIGN

- **Participatory Design & Community Engagement**
- **Site Design**
 - Clear sightlines
 - Proper delineation of school property
 - Avoid hiding places and dark corners
- **Building Design**
 - Secure entrance
 - Minimize entry points
 - Access control with secure lockdown function
 - Clear sightlines to the exterior and corridors
 - Display video surveillance monitors.
 - Strategic lockdown of pods/wings.
 - Transparency to prevent bullying.
 - Shelter in place areas within classrooms

- **Improving Test Scores**
 - **Daylight raises test scores & retention – 20% - 26% increase!**

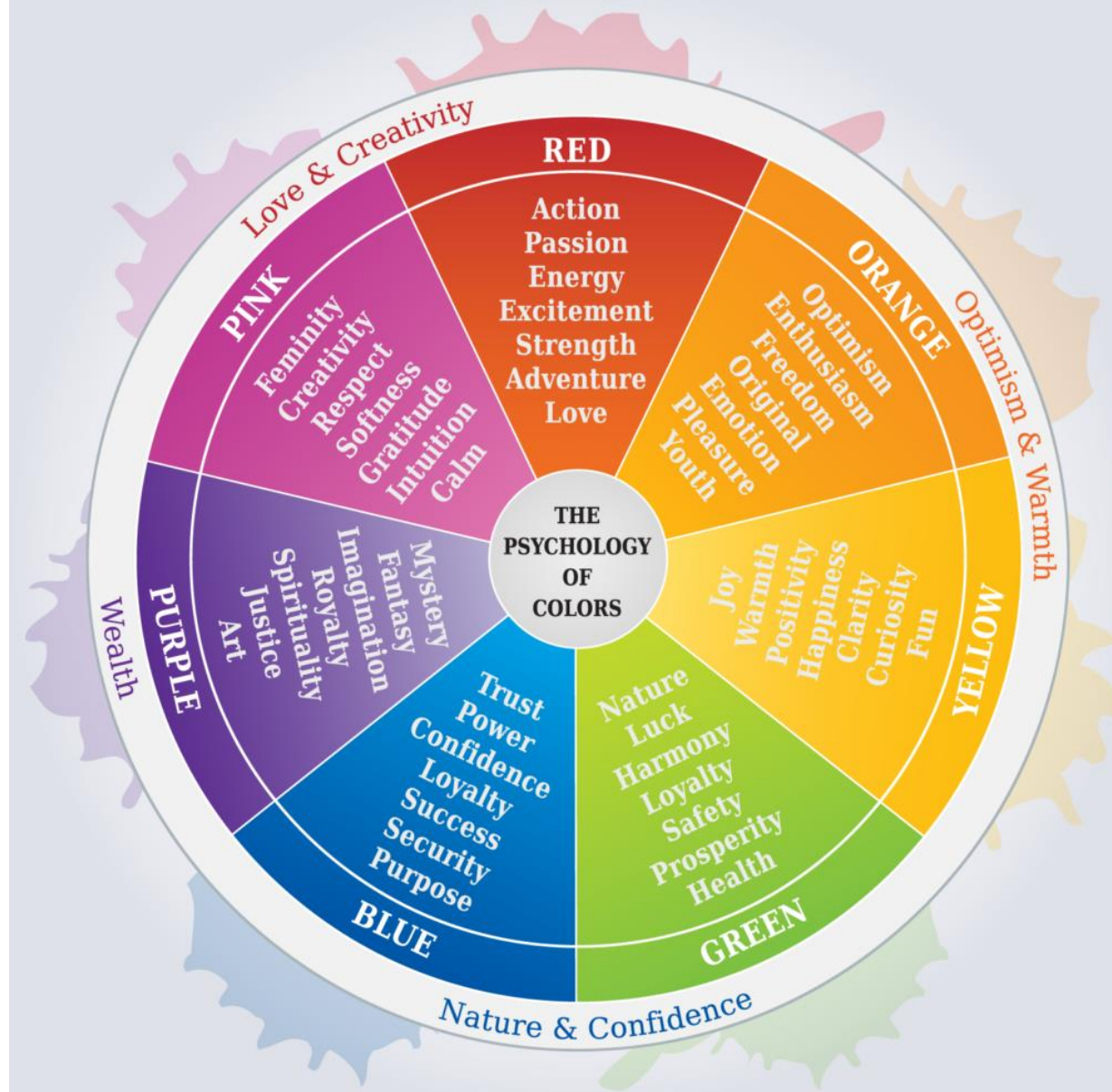


- **Education powered by AI**
 - AI powered virtual tutors catering to each student with a tailored study plan.
 - Learning spaces will need to adapt to accommodate these interactive and immersive technologies.



• Neuroarchitecture

- How architecture affects the brain.
 - Emotional
 - Functional
 - Behavioral
- Lighting
- Acoustics
- Spatial Layout
- Color & Texture
- Results
 - Enhance cognitive abilities
 - reduce stress
 - Improve mood
 - Bolster overall student well being



- **Biophilic Design**

- Promotes healthier students
- Improves Creativity
- Creates Mindful Learners
- Integrate Nature into your schools:
 - Access to nature
 - Views
 - Shapes found in nature
 - Plants
 - Nature Scenes



- **Outdoor Learning**

- Interaction with the outdoor environment
- Fosters an appreciation for nature
- Improve cognitive function
- Promote physical activity
- Encourage cooperative learning
- Outdoor Classrooms to Learning Gardens



- **Self-Determination Theory**

- **Focus on individuals' growth and psychological needs.**
- **Fostering motivational environments to encourage engagement, curiosity and positive behaviors**
- **Provide:**
 - **Flexible learning environments to empower students**
 - **Collaboration Zones to foster sense of community.**



QUESTIONS

Jared Schmidt, AIA, NCARB

208-781-0811

jareds@lcarch.com

**LOMBARD
CONRAD**
ARCHITECTS





Idaho Public Works Construction

Choosing the Correct Contracting Method

Construction Contracting

- Design/Bid/Build
- Construction Manager Representative
- Design/Build
- Construction Manager/General Contractor



Design-Bid-Build

- Traditional method for most simple public works projects and repairs
- Rules outlined at 67-2309, 67-2310, 67-2320, & 67-2805, Idaho Code
- Owner is responsible for each step of the procurement process
- Step 1 – Design
 - Owner hires an architect or engineer to complete design and produce finished plans
 - Plans usually completed with little to no input from contractor



Design-Bid-Build

- Step 2 – Bidding – Category A & B
 - Requires public invitation for bids and solicitation of qualifications
 - Category A projects are open to all licensed public works contractors
 - Category B projects follow a two step process:
 - 1st: Solicitation of Qualifications from which some contractors are prequalified to submit bids
 - 2nd: Bids accepted from only the prequalified contractors
 - Work awarded to lowest bidder
- Step 3 – Build
 - Owner contracts with contractor Owner responsible for contract administration
 - Owner responsible for all costs above estimate provided by architect or engineer
 - Price adjusted through change orders to accommodate construction realities



Design-Bid-Build

- Advantages
 - High degree of transparency
 - Opportunity to receive multiple bids
 - Well understood
- Disadvantages
 - Time consuming
 - No pricing information available until after design is completely finished
 - Owner bears all responsibility and risk
 - Required to hire lowest bidder
 - Limited contractor accountability
 - Focuses on lowest initial cost, not what might be best for the long-term
 - Change orders are common



Design-Bid-Build

- When To Use:
 - Routine maintenance
 - Project has low risk of cost overruns
 - Qualifications of contractor are not a concern
- More Info: https://www.youtube.com/watch?v=cF_5MEqbgUk



Design/Build

- Design and Construction handled in single contract
 - Project lead can be the design entity or the construction entity
- Rules outlined at 67-2309, Idaho Code
- Team can be selected with or without considering proposed costs
- Step One – Owner selects the team (both designer and contractor) in one quality based selection process



Design/Build

- Step Two – Owner and team determine when final price should be established
- Step Three – Team completes design and construction to conform to the agreed upon price
- Advantages
 - Allows the owner to select the team based on quality and value
 - Allows owner to negotiate a fixed price contract
 - Provides owner with one contractual point of responsibility
 - Reduces risk of going over budget



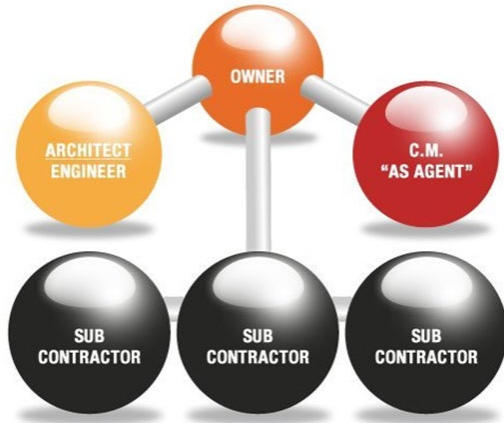
Design/Build

- Disadvantages
 - Requires more owner preparation at start of process
 - Must select entire team
 - May like one team member but not the other
 - Owner gives up control of design and construction details after price is established
 - Little opportunity for owner to guide process
- When to use:
 - Project large enough to be viable
 - Simple or established building type
 - Trade-specific projects
 - Owner concerned with quality of bidders



Construction Manager As Advisor

- Employs a third party manager to oversee Design/Bid/Build process
- Rules outlined at 54-4503, 54-4511, & 67-2320, Idaho Code
- Owner remains responsible and holds the contracts, but has consultant on hand to provide advice



Construction Manager As Advisor

- Step 1 – Owner selects & contracts with a licensed CM
 - Requires special license and bonding
 - Competitive selection based on qualifications (not price)
- Step 2 – CM advises during design process
 - Owner contracts separately with designer
 - CM helps represents owner's desires and priorities to architects and engineers
- Step 3 – CM handles bidding process and hires contractors on behalf of the owner
 - Traditional bidding procedures apply
- Step 4 – CM oversees construction



Construction Manager As Advisor

- Advantages

- All the advantages of Design-Bid-Build with an extra set of eyes to help manage design, pre-construction, construction and warranty.
- Allows owner to consider budget pricing during design
- CM brings experience beyond that of most public employees
- Regular reports to owner on status of project
- 100% transparency with all change orders and 100% of the project contingency is retained by the owner

- Disadvantages

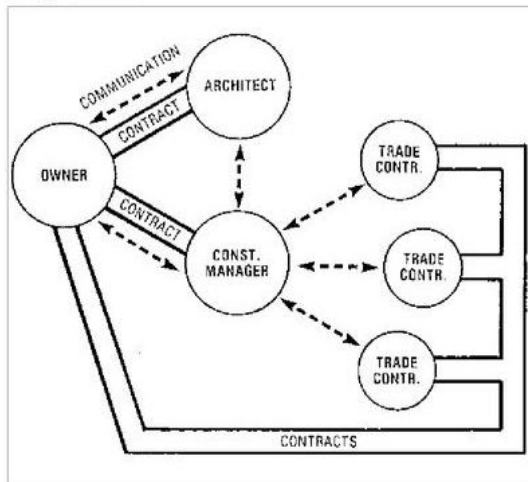
- Owners bear additional risk as it carries the prime contracts with all trade contractors, but contracts are 100% bonded
- Required to award to the lowest responsible trade bidders



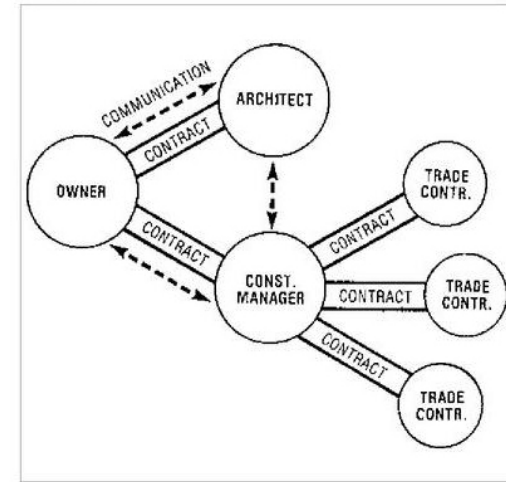
Construction Manager As Advisor

- When to use:
 - Owner lacks experience to manage Design-Bid-Build themselves
 - Larger, more complicated projects than routine maintenance
 - Transparency of costs out-weigh concerns of contract risk

CM Representative



CM/GC



CM/GC

- Construction Manager/General Contractor
- Entire process handled in one contract
- Rules outlined at 54-4503, 54-4511, & 67-2320, Idaho Code
- Similar to CM Rep, but consultant also allowed to complete some of the construction
- Similar to Design/Build, but one entity placed in charge of entire process



CM/GC – 2016 Changes

- Bids required from multiple subcontractors
- CM/GC required to bid all work to be self performed prior to opening other bids
- Owner authorized to set limits on amount of self performed work
- All bids become public records once open



CM/GC

- Step 1 – Owner hires a CM/GC
 - Selection uses same process as selecting a CM Representative (qualifications not price)
- Step 2 – CM/GC involved in design phase as a consultant
 - Engages contractor early in process
 - Doing so catches problems early
 - Speeds up the process by eliminating need to redesign parts of the project later



CM/GC

- Step 3 – CM/GC manages bid process
 - Solicits bids from qualified trade contractors
 - Owner can be as involved as they wish
 - CM/GC allowed to submit bids for work they traditionally do and are licensed to perform
 - CM/GC opens bids with owner present and awards work to lowest bidder
 - CM/GC enters into contracts with subcontractors for supplies and construction
- Step 4 – CM/GC & Owner agree on Guaranteed Maximum Price



CM/GC

- Step 5 – CM/GC serves as General Contractor during construction phase
 - CM/GC bears the risk of delivering project on time and under budget
 - CM/GC manages all contracts and payables
 - CM/GC provides regular updates to owner
- Advantages
 - Includes construction expertise during design phase – eliminates need for changes later
 - Allows owner to consider pricing throughout the design phase
 - Allows owner to negotiate a guaranteed maximum price
 - Streamlines authority to make execution of plan more effective
 - Shifts risk to contractor



CM/GC

- Disadvantages
 - Reduced owner involvement in bidding and contracting for construction work
- When to use:
 - Large, complex projects
 - Looking to encourage innovation
 - Project has tight time frames or limited budget
 - Owner wants to save money

