



State of Idaho
 Department of Administration
 Division of Public Works

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April 23, 2013

REQUEST FOR QUALIFICATIONS

TO: CONSTRUCTION MANAGERS

BM FROM: Tim Mason, Administrator
 Division of Public Works

SUBJECT: DPW PROJECT NO. 13-206
 Fine Arts Building
 Boise State University
 Boise, Idaho

Proposals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until Monday, May 20, 2013, at 3:00 PM, for furnishing construction management services to the State of Idaho.

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

Ben H. Hill, Architect - Project Manager
 Division of Public Works
 P.O. Box 83720
 Boise, Idaho 83720-0072
 (208) 332-1914
 Email: ben.hill@adm.idaho.gov

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [<http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC>]. It is recommended that responders to this RFQ check this page prior to making their submittal.

The project will be funded by State funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Construction Manager will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, the Architect, and the Construction Manager.

Construction Manager shall warrant that the Construction Manager does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by

Executive Order 2009-10 (http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html). Construction Manager 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 bid.

DESCRIPTION OF PROJECT

This project is to provide for a new Fine Arts building located on the Boise State University campus. It is intended that the selected team will be retained during the design phases for cost analysis, constructability, and quality control reviews and then continue through complete construction phases. The project will require the issuance of early bid packages for site preparation and utilities.

The University desires a highly sustainable project; at a minimum the project will be expected to be 40% more energy efficient than required by current code and must be designed to provide long-term value through durability of materials and systems. Construction Managers may choose to highlight their experience and ability in providing a commissioned building to meet those goals

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting submittals for Construction Management Services beginning with design phase services through project construction, including the one-year period of correction following project completion. The Division of Public Works and Boise State University (BSU) are looking for a Construction Manager who will be a team player who works closely and in harmony with the DPW, BSU, and the Architect.

A total project budget of approximately **\$30,200,000** has been established to include fees, commissioning services, contingencies, tests, and other expenses. The construction budget of \$25,500,000 that includes construction management fees and reimbursable construction expenses will be confirmed at the completion of Schematic design.

The Construction Manager will be required to meet as needed, but not less than monthly, with the Owner for the purpose of providing a report regarding the previous month's progress. Such monthly meetings will: advise the team of projected project cost and related value engineering; include critical path schedules that take into account criteria specific to continued operation of existing labs, show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Construction Manager shall be licensed as a Public Works Construction Manager by the State of Idaho. Firms proposing for these services shall hold and maintain a certificate of authority for providing construction management services.

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Information shall include, as a minimum, firm name, office address, phone number, fax number, organizational status (corporation, partnership, etc.), and names of officers and the names and license numbers of all Construction Managers employed by the

firm. Office brochures should be submitted separately as supplemental data.

The Division of Public Works 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, and creditors. As a minimum, include a letter from proposer's bonding agent and a letter from proposer's banker, giving an opinion of financial stability. Unfavorable responses to these investigations are grounds for rejection of qualification statement.

The Construction Manager or firm will be required to provide payment and performance bond or bonds in the amount of the total construction management contract.

B. Specific Qualifications: List the team expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. In addition provide the following:

1. List the most recent completed project as a Construction Manager. Name the project, the Owner, the Architect, cost of construction and cost of CM fee including all reimbursable expenses for General Condition costs.
2. List all current CM projects including name of the Owner, Architect and total of expected construction costs, CM fees and reimbursable expenses for each project.
3. List all CM projects completed within the past three years, including name of Owner, Architect and construction costs, CM fees and Reimbursable expenses.

(Note: While cost information will not be used as part of the selection criteria, it is important to the Owner, and failure to provide will not be received favorably.)

C. Approach to Project: Based on proposer's knowledge of this project, list the CM services the proposer anticipates providing on this project. Indicate which service is provided within the CM fee and which is a reimbursable expense.

D. Other Information: Provide any additional information demonstrative of the proposer's superior qualifications for this project.

E. Format: To assist evaluation, it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to this specific project. Submit five (5) copies of the proposal and any supplemental material, such as office brochures.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Boise State University, and a local architect will rank the proposals. At least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the semi-final point score.

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AWARD

Based on the results of the proposals, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, in accordance with prescribed procedures.

PROPOSED DATES:

Receive Qualification Statement	May 20, 2013
Oral Interviews	June 5, 2013
Review by PBFAC	July 9, 2013
Negotiate Contract	July 2013

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 a contract.

The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. 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 proposals resulting from this request and subsequent interviews.