



C. L. "BUTCH" OTTER
Governor
ROBERT L. GEDDES
Director
JAN P. FREW
Administrator

State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
P.O. Box 83720
Boise, ID 83720-0072

Telephone (208) 332-1900
Design and Construction
Facilities Services
<http://dpw.idaho.gov>

November 7, 2016

REQUEST FOR QUALIFICATIONS

TO: CONSTRUCTION MANAGER / GENERAL CONTRACTOR

BJM

FROM: Jan P. Frew, Administrator
Division of Public Works

A handwritten signature in blue ink that reads "Jan Frew".

SUBJECT: DPW PROJECT NO. 15251
UI, Admin Bldg. Entry Foyer & Main Stair Renovation
University of Idaho (UI)
Moscow, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **November 28, 2016, 10:00am**, for furnishing Construction Manager / General Contractor services to the State of Idaho.

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

Elaine Hill, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1925

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at https://dpw.idaho.gov/professional_services/. It is recommended the responders to this RFQ check this page prior to making their submittal.

An informational meeting will be held on **November 10th, 2:30pm** at University of Idaho, Administration's main exterior east entrance to provide program clarification and answer questions.

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 / General Contractor (CM/GC) 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 University of Idaho, the Architect, and the Construction Manager / General Contractor.

The CM/GC shall warrant that it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States. The CM/GC 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

The scope of this project is to retain, restore, and improve the historic character and nature of the University of Idaho's 1909 Administration Building while making much needed repairs and improvements to the life safety systems and worn architectural systems and finishes within the main entry foyer and main stair. The Administration Building was first occupied in 1909, is on the National Register of Historic Structures and serves as an icon for the university. Given the historic character and importance of the Administration Building, the University of Idaho commissioned a Preservation Master Plan for the building several years ago. This can be viewed at: <http://www.uidaho.edu/infrastructure/facilities/info-requests/forms>.

The project includes removal of non-original construction, such as the two closets on the second floor balcony and non-original acoustic tile ceilings, and restoration of original materials and finishes. Specialty subcontractor trades include repair of marble, terrazzo, plaster, wood, etc. The non-original doors leading into the north and south hallways on the first, second, and third floors will be removed, and the historic plaster arches restored. The existing fire sprinkler, electrical and mechanical systems will be reworked to be concealed within walls and above ceilings. New lines and controls will be supported by the existing system in the building. At the north exterior entry, the intent is to renew and repair the building's stairs and the tile mosaic of the University's seal. The mosaic has deteriorated over time and is cracked from a shifting foundation. This project will rehabilitate the mosaic, remove and replace the bottom step, and rework the foundation at the stairs. New code compliant handrails will also be added to the entry stairs.

Reference attached files:

UI Admin Building Conditions Survey_Final reduced.pdf

15251 _UI Admin Renovation _Drawings.pdf

15251 _UI Admin Renovation _Project Manual.pdf

15251 _Addendum No.1_Final.pdf

15251 _Addendum No.2_Final.pdf

REQUIRED SERVICES

The State is requesting submittals for Construction Manager / General Contractor services beginning with a constructability review of plans and specification already approved by DBS, construction services including the one-year period of correction following project completion. The Division of Public Works and University of Idaho are looking for a CM/GC who will be a team player and work closely and in harmony with the DPW, UI, and the Architect.

The State is requesting proposals for Construction Manager / General Contractor services including observation during construction. A total project budget of **\$1,170,000** has been established for all construction, CM/GC fees and reimbursable expenses.

The CM/GC 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, show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

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

PROPOSAL 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, 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 may be submitted separately as supplemental data if the submitting firm feels this would clarify their submittal.

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 consultants, employees, and creditors.

Unfavorable responses to these investigations are grounds for rejection of proposal.

The CM/GC 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 recently completed project as a CM/GC. Name the project, the Owner, the Architect, cost of construction and cost of CM/GC fees including all reimbursable expenses for General Condition costs.
2. List all current CM/GC 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/GC projects completed with 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. Failure to provide this information will not be received favorably.)

C. Approach to Project: Based on proposer's knowledge of this project, list the CM/GC services. Identify which service are provided within the CM/GC's fee or a reimbursable expense.

D. Past Performance: Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.

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 specifically working on the project.

SUBMITTAL

Five (5) bound copies of the submittal and One (1) DVD or thumb drive shall be delivered by the time and place specified above. Submittal shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent Architect/Engineer will rank the proposals, and 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 final point score.

AWARD

Based on the results of the proposals and review of previous projects awarded to each firm, 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, Department of Administration in accordance with prescribed procedures.

PROPOSED DATES:

Admin Main Entry site walk	November 10 th , 2:30pm at University of Idaho, Admin. main exterior east entrance
Receive Submittal	November 28, 2016, 10:00am / MT Boise DPW
Short list for Interviews	December 5, 2016
Oral Interviews	December 13th or 14th, 2016 at UI AE Services
Review by PBFAC	January 3, 2017
Negotiate Contract	December – January 2017

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.

