



State of Idaho
Department of Administration
Division of Public Works

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October 27, 2023

REQUEST FOR QUALIFICATIONS

TO: Construction Manager/General Contractor (CMGC)

FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 24206
BSU: Chaffee Hall Plumbing Repair Phase 3
Boise State University
Boise, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by **3:00 p.m., Mountain Standard Time Zone, on November 22, 2023**, for furnishing Construction Manager/General Contractor (CMGC) services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Nicole Bolton, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1921
nicole.bolton@adm.idaho.gov

An informational meeting and walk through of existing areas affected by the project will be held on **November 16, 2023 at 2:00 pm**. Interested parties should meet outside of the main entrance of the Boise State University (BSU) Chaffee Residence Hall located at 1421 W Cesar Chavez Ln, Boise, ID 83706 to receive a tour of the scope of work and answer questions.

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

Project will be funded by the Agency, BSU. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The CMGC will receive general instructions through the State. A Project Manager from DPW has been assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the CMGC team.

The CMGC 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 CMGC 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 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

The scope of this project includes a single phase, multi-floor replacement of bathroom plumbing pipelines on the North side of Wing A in Chaffee Residence Hall (Chaffee Hall) at BSU. The scope consists of demolition of existing tile and walls, replacing all existing waste, vents, domestic hot, and domestic cold-water pipelines above the finish slab with new piping in the north side restrooms, RA Dorm Room bathroom, and drinking fountain of Wing A on all three floors. Replacement work includes new wall studs and water closet carriers, lavatory mixing valves, and shower thermostatic mixing valves. Asbestos abatement will be contracted separately through DPW with work coordinated by CMGC. Build back includes, but is not limited to, tile work, drywall, paint, and re-installation of existing fixtures. The phased coordination and construction of the restrooms is needed for demolition, asbestos abatement (performed by separate contractor), plumbing repair, and build back while Chaffee Hall is unoccupied over a 13-week period starting May 8th.

Construction start date is to commence on or about May 8th, 2024, with a completion goal by July 31st, 2024. Construction is contingent on Wing A of Chaffee Hall being unoccupied.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting proposals for Construction Manager/General Contractor Services beginning with construction document phase / pre-construction services through project construction, including the one-year period of correction following project completion. The Division of Public Works and the Agency, Boise State University (BSU), are looking for a Construction Manager who will be a team player eager to work closely and in harmony with the DPW, BSU and the Design Team.

The total project budget is anticipated to be \$900,000 and includes fees (A/E and CMGC), contingencies, tests, and other project related expenses. The construction budget is \$700,000. A complete construction cost estimate and construction schedule will be required following CMGC's review of the Design Development set of drawings and must be updated throughout the construction documents.

The CMGC will be required to meet as needed, but not less than twice a month, with the Owner and DPW for the purpose of providing a report regarding the previous month's progress. Such meetings will: advise the team of projected project cost and related value engineering if needed; include

critical path schedules, show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The CMGC shall have an individual licensed as a Construction Manager through the Idaho Division of Occupational and Professional Licenses. Firms proposing for these services shall hold and maintain a certificate of authority for providing construction management services. Proof of this is required at the time of submission. The CMGC shall be licensed as a Public Works Licensed General Contractor with license class “Unlimited” by the State of Idaho. Proof of a Public Works license is required prior to bidding.

The CMGC will be required to upload all documents to DPW’s Owner’s web-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, submittals, field reports, schedules, cost estimates, RFI’s, close out documents, warranties, etc.

The CMGC in conjunction with the design team shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

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

PROPOSAL CONTENT

A. Cover Letter (No point value but is a required element). Include the email address and phone number of the primary contact person.

B. Basic Qualifications: (10 Points Available)

Provide basic data relative to CMGC team. Include the following items: general company information, location, size, history, general personnel information, special expertise, and resources available to meet the project schedule. Include the licensed Construction Manager and confirmation that the firm holds a certificate of authority for providing construction management services.

Provide information that validates the CMGC has had at least 10 years or more of successful experience in commercial construction and construction management, which includes pre-construction during the design phases and construction phase with experience working on a campus.

The Division of Public Works reserves the right to investigate the financial responsibility and past project management for the firm and/or consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, or design professionals and /or consultants that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of RFQ submittal.

C. Team Member Qualifications: (25 Points Available)

List the actual team members roles and responsibilities who will be expected to accomplish the work. Describe who will perform the various tasks, their involvement, their qualifications, and relevant special expertise related to the project scope and building occupancy type. Provide the following:

1. List (1) recently completed project as a CMGC by included team members. Name the project, the Owner, the Architect, the cost of construction and when the project was completed.
2. List (1) project illustrating experience on college campuses (preferred experience demonstrating effective use of schedule to meet tight timelines). Include name of the project, the Owner, the Architect, and the cost of construction.
3. List (1) project illustrating experience on a college campus where building repairs to match previous aesthetics were completed (preferred experience demonstrating project in a residential hall). Include name of the project, the Owner, the Architect, and the cost of construction.
4. List the pre-construction team and cost estimator and explain how they will provide real-time as well as projected costs based on local / current market conditions, cost control measures, budget control, risk analysis, value engineering, and scheduling through construction.

D. Technical Approach to Project: (40 Points Available)

Based on proposer's knowledge of this project, list the CMGC services proposed to be provided in a statement of your approach to this specific project, including the following:

1. Understanding of project scope and schedule.
2. Potential challenges, opportunities, as well as alternative concepts and methods for consideration.
3. Ability to interact with a design team and work through construction documents, while providing quality control and alternate solutions if necessary.
4. Approach to determining highly qualified subs and prequalification measures taken before public bidding.
5. Present ideas for constructability review and identify quality control and coordination review efforts through construction.
6. Approach to project planning within a tight window under a highly monitored environment.
7. Ability to engage with stakeholders and assist in evaluating meeting project deadlines.

E. Construction Delivery: (25 points available)

Identify procurement management and how to address current construction environment, material/labor shortage, long lead times, etc. Discuss experience with project phasing and management measures necessary with accomplishing work for accomplishing tight timelines. Discuss how your bid solicitation and subcontractor procurement process provides value to the owner.

F. Examples of Work: (15 points available – 5 points maximum for each project)

Provide three (3) examples of construction projects, preferably on college campuses and/ or in residential halls, that include: schedules, phasing plans, and any other relevant documents used during both the pre-design and construction phases completed in the past eight (8) years by the proposed CMGC team members. The examples must be labeled with who on the team performed the work. Provide the following facts for each project: name, location, description, project owner, project timeline, initial projected construction cost, final construction cost, date of substantial completion, and reference/contact for each project. Points will be reduced for

missing information. These projects can be the same as what were provided for Team Member Qualifications. Performance on past projects with Boise State University is an important factor.

G. Format: (5 points available)

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.

SUBMITTAL

Submit one (1) bound copy of the submittal 8-1/2 x 11 format; include one USB drive containing a PDF of the submittal. In a cover letter, include the email address and phone number of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION | INITIAL RANKING | INTERVIEW PROCESS

A selection committee consisting of two (2) people from DPW, two (2) people from the Agency, and an independent Design Professional/Contractor will evaluate and rank the teams deemed to be the most highly qualified to perform the required services. The initial ranking criteria will be weighted as indicated below and used to determine the teams selected for an interview, if deemed necessary. Interviews will not be held if the gap in points between the top ranked team and the subsequent team(s) exceeds the allowable interview points.

The ranking process is accomplished in two steps: Initial Ranking based on the written submittal and Final Ranking based on an interview. The Selection Committee will score the written submittals based on the criteria. If interviews are conducted, the teams invited for an interview will be given content in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, then scores will be final based on the SOQ only.

The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. The names of all firms that submitted a Statement of Qualifications and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all Statement of Qualifications become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If applicable, the timeframe for the teams invited for an interview is approximately one hour; 25-30 minutes for the presentation; 15-20 minutes for the selection committee's Q&A; and 5-10 minutes for the CMGC's closing comments. After interviewing the selected teams, the committee will rank the interviews to determine the final score.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	Yes/No
B	Basic Qualifications	10
C	Team Member Qualifications	25
D	Technical Approach to Project	40

E	Construction Delivery	25
F	Examples of Work	15
G	Format	5
Written Total		120
Presentation – Interview Point Scoring		
Criteria		Maximum Possible Points
Competency and abilities to address the items that will be provided to the teams selected for interviews		15
Selection Committee’s Q & A		10
Overall Presentation		5
Interview Total		30

AWARD:

Based on the results of the final proposals, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

PROPOSED DATES:

Informational Walk-through/Meeting	November 16, 2023 @ 2:00 pm
Receive RFQ Submittals	November 22, 2023 by 3:00 pm
Oral Interviews (location TBD)	December 13, 2023 (morning)
PBFAC Selection Approval	January 2, 2023
Negotiate and Execute Contract	January 2023

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 an Agreement.

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. 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 based on submittals resulting from this request and subsequent interviews and associated ranking criteria noted above.

Attachments:

Attachment 1: Sample CMGC Contract

End 24206 Construction Manager/General Contractor RFQ