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February 22, 2024

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Construction Manager/General Contractor (CMGC)

FROM: Pat Donaldson, Administrator  
Division of Public Works

SUBJECT: DPW PROJECT NO. 24091  
Evergreen Building Physical Science Remodel  
College of Southern Idaho (CSI)  
Twin Falls, 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 2:00 p.m., Mountain Standard Time Zone, on **Tuesday, March 27, 2024** for furnishing Construction Manager/General Contractor (CMGC) services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Jessica Rodriguez, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1920  
[jessica.rodriguez@adm.idaho.gov](mailto:jessica.rodriguez@adm.idaho.gov)

An informational meeting will be held on **March 12, 2024**, 2pm at the Evergreen Building on the CSI campus in Twin Falls, Idaho. Interested parties should meet at the main entrance (see attached site map) to receive a tour of the area of work, discuss scope 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.

Funding for the project is from the State. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The CM/GC will receive general instructions through the State. A DPW Project Manager will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the CM/GC.

The CM/GC 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 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 RFQ.

## **DESCRIPTION OF PROJECT**

This project consists of remodeling two wings (Wings A & C) of the Evergreen Building on the College of Southern Idaho campus in Twin Falls, Idaho. Wing C approximately 10,000 sf was the original building constructed in 1989 and Wing A approximately 20,000 sf. was an addition to the building constructed in 1992. Wing B was constructed at the same time as Wing A. Wing B is not included in this scope and will be occupied during design and construction.

Both wings currently contain a mixture of Class Rooms, Lecture Halls, Laboratories, and Faculty Office spaces. The selected Design Professional will provide Programming and work closely with the CSI stakeholders to develop an efficient approach towards the remodel to organize and prioritize the overall scope. Existing laboratory equipment, miscellaneous finishes, electrical & HVAC systems are original to the building construction. With Laboratory improvements a priority, updates to the two existing chemistry labs include, but are not limited to, new casework, sinks, emergency equipment, lab resistance counter tops, and modern fume hoods along with the associated utility work. Electrical and HVAC system improvements and ADA upgrades will need to occur throughout the two wings, in addition to the chemistry labs.

The project will provide flexible lab spaces for biology and physical science programs to better support a blend of face to face, hybrid and remote online instruction. Upgraded electrical & HVAC systems will accommodate new technology & equipment with room to expand.

In conjunction with this Construction Manager / General Contractor (CM/GC) Request for Qualifications, DPW has issued a Request for Qualifications for Design Professional services to work with the selected CMGC.

## REQUIRED SERVICES

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

A total project budget has been established at \$9,000,000 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses. A construction budget has been set at \$7,110,000.00. A complete construction cost estimate and construction schedule will be required following CM/GC's review of the Schematic Design set of drawings and must be updated throughout the Construction Documents process.

The CM/GC 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 CM/GC shall have an individual licensed as a Construction Manager. Firms proposing for these services shall hold and maintain a certificate of authority for providing construction management services. Proof of these is required at the time of submission. The CM/GC 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 CM/GC 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 CM/GC 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 CM/GC will be required to provide payment and performance bond or bonds in the amount of the total construction management contract.

## QUALIFICATION STATEMENT CONTENT

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

**B. Basic Qualifications: (10 Points Available)**

Provide basic data relative to CM/GC team. Include the following items: general company information, 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 CM/GC 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 with Secondary and/or Higher Educational Facilities.

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.

**C. Team Member Qualifications: (15 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, the amount of their involvement, their qualifications, and relevant special expertise related to the project scope and building occupancy type. The maximum points for this criterion is a sum total for all team members. In addition, provide the following:

1. List (1) recently completed project as a CM/GC by included team members. Name the project, the Owner, the Architect, and the cost of construction and year completed.
2. List specific relevant examples (at minimum 3) including Project name, Owner, Architect, construction costs, and year completed or anticipated. List projects illustrating experience working with multiple user groups, partially occupied buildings during HVAC & Electrical systems upgrades and with Research Labs and protection of sensitive materials during construction, Please select relevant projects that were worked on by team members proposed to work on the project.
3. List the pre-construction team and cost estimator. Explain how they will provide real-time as well as projected costs based on local / current market conditions, cost control measures, budget control, and project scheduling through construction.

**D. Technical Approach to Project: (15 Points Available)**

1. Based on proposer's knowledge of this project and similar project types, list the CM/GC services proposed to be provided within pre-construction services. Include a statement of your approach to this specific project, including understanding of project scope and schedule, challenges and opportunities as well as alternative concepts and methods for consideration.

2. Describe Ability to interact with a design team, analyzing building systems during Schematic Design through construction documents while providing quality control and alternate solutions if necessary. Identify how the CM/GC will participate in value engineering efforts and working within the budget provided. Present ideas for constructability review.
3. Describe how the CM/GC plans to engage with stakeholders and assist in evaluating temporary provisions/locations during construction that may be necessary when working in an existing building. This project has the potential to be phased, present methods that would support construction while building is partially occupied. Include examples of wayfinding and assistance with phasing maps for agency.

**E. Construction Delivery: (15 Points Available)**

1. Identify procurement management and how to address current construction environment, material / labor shortage, long lead times, etc.
2. Discuss your procedures for quality control and safety during construction. In particular on a College campus with school in session and working in a building that will remain partially occupied throughout construction.
3. Discuss how your bid solicitation and subcontractor procurement process is different than other CM/GC's and provides value to the owner.

**F. Examples of Work: (15 Points Available)**

Provide three (3) examples of construction projects that include: project schedules, cost estimates, photographs, project dates, size, construction costs, construction delivery method, and other applicable documents may be submitted as examples of your work. Projects relevant with experience in Secondary and/or Higher Educational Facilities may be highly considered. These projects can be the same as what were provided for Team Member Qualifications. Examples should showcase the experience the Team Members identified to work on the project. Performance on past projects with the State of Idaho is an important factor.

**G. Format: (5 Points Available)**

To assist evaluation it is critical to format the RFQ submittal similar to the criteria headings listed above A through G. The submittal should be clear and to the point for each criteria. Emphasis should be placed on specific qualifications of the people who actually were involved with the projects identified and part of this team. Please provide page numbers in the RFQ submittal.



## SUBMITTAL

Submit five (5) copies of the submittal; include one USB drive containing a PDF of the submittal. In your SOQ 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, 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	10
C	Team Member Qualifications	15
D	Technical Approach to Project	15
E	Construction Delivery	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

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 Design Professional team's closing comments.

After interviewing the selected teams, the selection committee will rank the interviews to determine the remaining 25% score.

## **AWARD**

Based on the results of the Statement of Qualifications and Interviews, 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:**

Receive SOQ Submittals	March 27, 2024
CM/GC Shortlist Published	April 17, 2024
Oral Interviews	May 1, 2024
PBFAC Selection Approval	May 7, 2024
Negotiate Contract	May 2024

## **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.

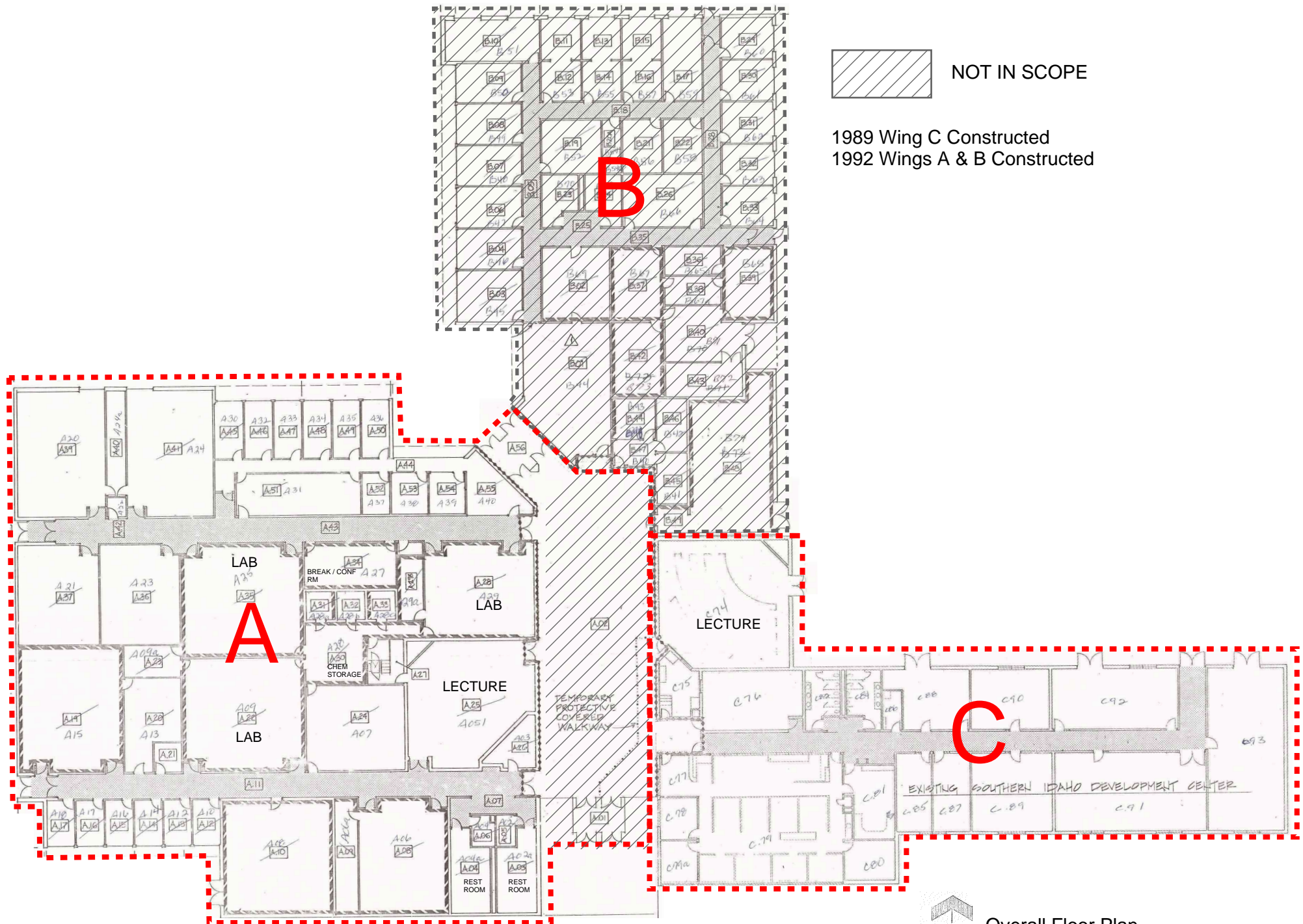
The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The State reserves the right to reject any or all proposals received as a result of this request.

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 on the basis of submittals resulting from this request and subsequent interviews.

### **Attachments:**

- Overall Building Floor Plan for Reference

**End 24091 Construction Manager/General Contractor RFQ**



Overall Floor Plan