



State of Idaho
Department of Administration
Division of Public Works

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January 7, 2025

Vb
REQUEST FOR QUALIFICATIONS (RFQ)

TO: Construction Managers / General Contractors (CM/GCs)

FROM: Interim Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 22513
Combined Labs
Idaho State Police (ISP)
Meridian, 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 **February 18, 2025** for furnishing CM/GC services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Brian Boyd, Project Manager
Division of Public Works
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PO Box 83720
Boise ID 83720-0072
(208) 332-1914
brian.boyd@adm.idaho.gov

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 Project Manager from DPW 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 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.

DPW reserves the right to investigate the financial responsibility for the CM/GC firm. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, past or current litigation, the Idaho Division of Occupational & Professional Licenses or consultants that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of RFQ submittal.

An informational meeting will be held on January 28, 2025, 2pm at the Administration Building at 700 Stratford Drive on the ISP campus in Meridian, 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.

DESCRIPTION OF PROJECT

This project will be a combined facility for the Idaho State Police Lab Headquarters and the Meridian Forensic Laboratory.

This project is an approximately 16,000-20,000 square foot facility. Phase 1 is fully funded to proceed through construction on land owned by Idaho State Police (ISP) at the current Meridian campus at this time. Information related to Phase 2 of the programmed space buildout is included in the schematic design package for reference only. **Phase 2 has not been funded at this time and will be dependent on funding becoming available.**

Currently occupying space within the Idaho State Police, Meridian campus at 700 S Stratford Drive, Meridian, ID 83642, Meridian, Idaho, the Forensic Services team experiences challenges in completing their mission due to the limitations of their current space. The spaces do not meet the requirements to perform their work efficiently, and the lab has seen an upward trend in their case load. This trend is projected to continue as the State of Idaho population continues to grow. An expansion of operations is needed to meet caseload demand requiring additional lab, office, and support space to be built. Opportunities for expansion of laboratory space are not available within the current building.

Therefore, a site has been identified for a stand-alone Forensic Services Combined Laboratory Facility built to meet the specific requirements for the State, and to support the two other labs in the system. The site is on a vacant lot directly to the north of the existing building where the Forensic Services section is located, at the southeast corner of South Stratford Drive and East Watertower Street. This adjacency is useful due to the expectation that sections will remain in their current location once the initial phase of construction is complete. A detailed analysis of the site and its unique characteristics is included within Exhibit A, Schematic Design drawings.

Forensic Services currently has the following laboratory sections at the Meridian facility: Blood Alcohol Volatiles, Blood Toxicology, Breath Alcohol Instrument Calibration, Controlled Substances, and Latent Print Analysis, supported by the Evidence Unit and Crime Scene Unit. Growth in capacity for sections including Firearms, Trace Evidence and Digital Forensics are

anticipated within the Meridian Laboratory program. Headquarters for the laboratory, including the administrative staff, Forensic Nursing, and the Idaho State Cold Case Initiative, are planned additions to improve casework processing efficiency and coverage.

The new facility and the capacity it affords is an opportunity for greater team collaboration. Lab environments will be built to exceed current requirements for air change rates, and they will be equipped with reliable power and plumbing infrastructure to support the current and future forensic technology. The labs will be designed with flexibility in mind, with fixed casework and fume hoods on the perimeter and movable tables and overhead services in the middle of the rooms to allow for reconfiguration as the science evolves and expansion to newly constructed areas as funds are available.

The new facility will allow Forensic Services to better serve Idaho State Police and communities throughout the state. Planning for the facility allows for growth in the building that corresponds to growth in the projected caseload. Building infrastructure will be in place to support the latest in testing instrumentation and equipment to better align with those of peer institutions. Spaces will be organized within the building around efficient and safe work-flows that will finally match the quality of work performed by the laboratory.

The scope of work includes the design of lab spaces for the forensic science groups listed above, along with space for related office space, lab support spaces, mechanical/plumbing/electrical/IT space, restrooms, and facility circulation. The scope of work also includes full site development and all associated utilities serving the new facility.

It is anticipated that the current funding level will not allow the entire facility to be built at this time. Through the programming effort, three phases have been identified to complete this facility:

| <u>Phase</u> | <u>Building Area</u> | <u>Construction Cost</u> | <u>Anticipated Construction Start</u> |
|-----------------------------------|---------------------------|--------------------------|---------------------------------------|
| Phase 1 (Fully Funded) | 16,000 – 20,000 sf | \$22.9M | January 2026 |
| Phase 2 (Not Funded) | 40,000 – 44,000 sf | \$61M | To Be Determined |
| Phase 3 (Not Funded) | 16,000 sf | To Be Determined | To Be Determined |

Phase 1 and Phase 2 each add more parking. At full-build out, approximately 156 parking spaces will be provided, 26 public and 130 secure. The entire facility will utilize 3.5 acres at the corner of S. Stratford Drive and E Watertower Street.

Schematic Design drawings have been provided as Exhibit A for reference.

In conjunction with this Construction Manager / General Contractor (CM/GC) Request for Qualifications, DPW has contracted with Lombard Conrad Architects and, their consultant, SmithGroup for the design professional services to work with the selected CM/GC.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting proposals for CM/GC Services beginning with Design Development phase/preconstruction services through project construction, including the two-year period of correction following project completion. The Division of Public Works and Idaho State Police (ISP) are looking for a CM/GC who will be a team player who works closely and in harmony with the DPW, ISP, and the Design Team.

A total project budget for Phase 1 has been established at \$29,000,000 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses. A construction budget has been set at \$20,900,000. 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.

A total project budget for Phase 2 has been estimated at \$61,000,000 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses. A construction budget estimate has been set at \$51,300,000. **Phase 2 has not been funded at this time and will be dependent on funding becoming available prior to proceeding with design development through project completion. This information is provided for reference only.**

Funding for Phase 3 will be determined at a later date.

The CM/GC will be required to meet as needed, but not less than twice a month, with the Agency 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 person or firm shall be licensed as a Public Works Construction Manager by the State of Idaho. The CM/GC person or firm proposing for these services shall hold and maintain a certificate of authority for providing construction management services as required per Idaho Statute Title 54, Chapter 45. 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 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.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A. Cover Letter and Basic Qualifications: (8 points available)

Include one (1) single sided page, with the primary Point of Contact email address and phone number with area code. The Primary Point of Contact will be notified with the status of the RFQ process; failure to include the Primary Point of Contact information may result in your firm being found non-responsive. Provide the following information in the cover letter (no photos):

1. Firm name and address. Preference is for firms that are regionally located in the Boise Metropolitan Statistical Area (MSA) who will be onsite throughout the contract and warranty period. (1.5 points for an office located in the Boise MSA; zero points if outside the Boise MSA).
2. General company information (history, size, etc.) and resources available for a high-profile project. (0 - 3 points)
3. Firm's experience for this project type. List laboratory facilities projects or a type of project that has the complexities of a forensics crime laboratory such as a crime lab, forensics facility, medical/healthcare lab, or pharmaceutical facility, completed by the firm in the past ten years. Provide no more than three examples. (0 - 3 points)
4. Acknowledgement of any addenda. (.5 points)

B. Team Member Qualifications: (25 points available)

Provide a description of the team's individual qualifications. Limit to half page for each person (photo of the person is optional).

Include only the following team members, their names and title, and years in the construction industry, years with the current firm their current role:

1. Project Manager
2. Project Engineer
3. Preconstruction Director
4. Superintendent
5. Estimator

The following information should be included for each person:

1. Firm name and location, number of years with the firm in their current role. (0 points if less than 5 years; 1 point for than 5-9 years, 2 points for 10 or more years).
2. Education or Experience. (1 points for a Bachelor of Construction Management, Architecture, or Engineering; 2 points for graduate degree in Construction Management, Architecture, or Engineering). Education may be substituted with years of experience in the roles of project manager, project engineer, preconstruction director, estimator, superintendent. (experience = 0 points if less than 4 years; 1 point for 5-9 years; 2 points for 10-14 years; 3 points for 15 or more years).

C. Technical Approach to Project: (10 points available)

Describe your team's understanding and approach for the following items, 1 – 4, as related to DPW, ISP, and the specific project. Limit to 1,600 words (no photos). Each item below is weighted on a range of 0-2 points.

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 design development through construction documents, while providing quality control and alternate solutions, if necessary.
3. Identify how the CM/GC will participate in value engineering efforts and will work within the budget provided. Present ideas for constructability review. Provide recent examples of CM/GC design estimates and how they aligned with the actual GMP bid.
4. 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 on a site adjacent to an existing ISP campus. Since this project will be phased, present methods that would support construction while building is partially occupied. Include examples of wayfinding and assistance with phasing maps for Agency.
5. Explain the team's experience with the CM/GC bidding process and a list of potential major trade partners that are anticipated for this project, such as earthwork, steel, concrete, MEP, lab specialties. Provide recent examples of sub engagement during the bidding process.

D. Construction Delivery: (9 Points Available)

Describe the team's approach, management and procedures used for the construction delivery component of the project. Each item below is weighted on a range of 0-3 points.

1. Identify procurement management and how to address current construction environment, material / labor shortage, long lead times, etc. Explain how this affects your planned approach to the submittal phase.
2. Discuss your procedures for quality control and safety during construction. In particular, on an active campus and working in a building that will remain partially occupied throughout construction.
3. Explain your process of final building turn-over to the State, User equipment move-in and your responsibilities to the facility operations group.

E. Project Examples for Each Team Member: (25 points available)

Provide one project example for each team member identified in criteria B above. Each example is weighted on a range of 0-4 points. To score full points for the example, the project should be a large laboratory facilities project with a minimum construction value of \$5,000,000. Provide the following information for the example:

1. Project name, location, square footage, Owner's contact person current phone number and current email address (this individual may be contacted as part of the selection process), and date of substantial completion (must have a substantial completion date within the past five years).
2. Short project summary with the person's role and which phases of the project the person was involved in. If limited to the construction phase, list what percentage of the construction they were active in; include photo(s).
3. Project example should be a laboratory facilities project. List any specialty building systems that added complexity to the project.
4. Provide the value of the 50% or 90% estimate, cost at the time of bidding and the final construction cost.
5. Additional points may be awarded for projects:
 - i. Completed for DPW.
 - ii. Did the project win an award, particularly for being a high-profile project?

Each example is limited to two pages.

F. Format: (3 points available)

To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point, following the page length guidelines provided. Note: misspellings, grammatical errors, comprehension issues could negatively impact the score. (0-3 points possible)

If information requested is not addressed in the numerical section or corresponding lettered subsection in which it is requested, points will NOT be awarded for those criteria.

SUBMITTAL

Submit five (5) printed copies of the submittal; one (1) 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 the Agency, and an independent CM/GC will rank the submittals. 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.

| Initial Ranking, Written Point Scoring | | |
|---|---------------------------------------|-------------------------|
| Heading | Criteria | Maximum Possible Points |
| A | Cover Letter and Basic Qualifications | 8 |
| B | Team Member Qualifications | 25 |
| C | Technical Approach | 10 |
| D | Construction Delivery | 9 |
| E | Project Examples | 25 |
| F | Format | 3 |
| <i>Written Total</i> | | 80 |
| Presentation, Interview Point Scoring | | |
| <i>Presentation – Interview Total</i> | | 20 |
| Total Score | | 100 |

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 point range for each 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 Statement of Qualifications and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process and once a contract is awarded, 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 CM/GC team's closing comments. After interviewing the selected teams, the selection committee will rank the interviews to determine the remaining 20% score, and final score.

AWARD

Based on the results of the Statement of Qualifications and Interviews, DPW will recommend a course of action to the Permanent Building Fund Advisory Council (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 | February 18, 2025 |
| Oral Interviews | March 11, 2025 |
| PBFAC Selection Approval | April 1, 2025 |
| Negotiate Contract | April 2025 |

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 successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage. 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 and associated ranking criteria noted above.

ATTACHMENTS:

- Exhibit A: Schematic Basis of Design Document.
- Exhibit B: CM/GC Contract Template
- Exhibit C: Proposed Site Plan with Phasing

End 22513 CM/GC RFQ