



**BRAD LITTLE**  
Governor  
**STEVEN BAILEY**  
Director  
**DALE REYNOLDS**  
Administrator

State of Idaho  
Department of Administration  
Division of Public Works

502 North 4th Street  
Boise, ID 83720-0072  
Telephone (208) 332-1900  
[www.dpw.idaho.gov](http://www.dpw.idaho.gov)

**January 22, 2025**

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Construction Managers/ General Contractors  
FROM: Dale Reynolds, DPW Administrator  
SUBJECT: DPW PROJECT NO. 24310  
Addition/ Remodel Regional Office  
Idaho Department of Fish and Game (IDFG)  
Pocatello, Idaho

Division of Public Works (DPW) is seeking responses from licensed Idaho Public Works Construction Managers (CMs) and licensed Idaho Public Works Contractors, in good standing, to provide their qualifications to perform certain construction manager services ("CM Services") in accordance with Idaho Code, 54-4501, as determined by DPW.

DPW intends to construct the project using the Construction Manager/General Contractor (CM/GC) delivery process.

Response Date: To be considered, Statement(s) of Qualification (SOQ) must arrive 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.

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

Matthew Sandoval  
208-332-1908  
[Matthew.Sandoval@adm.idaho.gov](mailto:Matthew.Sandoval@adm.idaho.gov)  
Division of Public Works  
502 N. 4<sup>th</sup> St.  
PO Box 83720  
Boise ID 83720-0072

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 State laws and guidelines. The CM/GC will receive general instructions through the State. A Project Manager/Owner's Representative 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 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.

### **Project Information**

This project will consist of constructing a new approximately 5,560 square foot two-story addition to the existing Fish and Game Pocatello Regional Office to accommodate a large accessible public meeting space anticipated on the lower level, to hold: public hearings, business sessions, open houses on Fish & Game rule changes, species management plans, and meetings in partnership with federal and state agencies. The adjacent existing (small) meeting room would be converted to bathrooms and storage to support the new large meeting space. It is anticipated the new upper level will provide additional office spaces to meet current spacing needs and the future needs of department staff. Included with the addition is a remodel of the existing structure for more efficient office layouts, ADA upgrades and new finishes throughout, such as carpet, paint and restroom updates. The Idaho Department of Fish & Game (IDFG) Regional Office in Pocatello was originally constructed in 1989, as a two story (a main level with a lower daylight level) that was approximately 10,360 SF and in 2009 a two story, approximately 6,000 SF addition was constructed, connected via a two-story walkway to the original structure. A portion of this project will have federal funding. Funding stipulations schedule require that the Construction Manager/ General Contractor be substantially complete by June of 2026. The project's construction budget is approximately \$2,100,000.00

### **Required Services**

Throughout the project, the CM shall provide professional construction management services and represent the DPW's interests in completing the project on time, within budget, and as planned with a minimum of difficulties.

The CM/GC will provide pre-construction services, consulting with the Owner and Design Professionals, and construction phase services through completion of the project.

Pre-Construction services include cost estimates, constructability and feasibility recommendations, and consultation with the Architect and owner through the development of construction documents. A critical component of the phase will be the development of the Guaranteed Maximum Price (GMP), which will be the basis for the Construction Contract.

Construction Services will include solicitation, contracting, and management of sub-contractors through project completion. The CM/GC will be required to develop and manage construction sequencing and management plan(s) while maintaining site safety and quality standards as established by DPW.

The CM/GC will be responsible for identifying products for Value Engineering (VE) life cycle cost consideration, design considerations and recommending all work necessary to support their implementation.

The development, implementation, and maintenance of a quality control plan will be required. This should emphasize and ensure material conformance to all sections of the specifications, emphasize the importance of high-quality work, and elimination of non-complying work which would require rework or replacement.

The CM/GC will be required to adhere to all other contractual requirements as agreed upon in contract negotiations, if selected.

## **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 located within the eastern region of Idaho, who will be onsite throughout the contract. (2 points for an office located within eastern Idaho; zero points if outside eastern Idaho).
2. General company information (history, size, etc.) and resources available for this project. (0 - 3 points)
3. Firm's experience for this project type. Provide no more than three examples. (0 - 3 points)

### **B. Team Member Qualifications: (20 points available)**

Provide a description of the team's individual qualifications. Limit to half page for each person.

Include only the team members who would be assigned to this project, and their names and title. Describe who will take on the following roles and responsibilities (team members may be assigned multiple roles in the project).

1. Project Manager
2. Preconstruction Director
3. Superintendent
4. 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, 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 as related to DPW, IDFG, 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. Discuss the resources the CM/GC will use to formulate their cost estimate.
3. Identify how the CM/GC will participate in value engineering efforts and will work within the budget provided. Present ideas for constructability review.
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 an occupied building.
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, and MEP. 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. Limit to 1,600 words (no photos). 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 in an office building occupied during construction.
3. Explain your process of final building turn-over to the State, User equipment move-in and how you can be of assistance.

**E. Project Examples:** (30 points available)

Provide three (3) project examples. To score full points for the example, the project should be an addition/tenant improvement with a maximum construction value of \$10,000,000, and include most or all team members as identified in **Team Member Qualifications (B)**. Each example is limited to one page. Provide the following information for each 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 team member role(s) and which phases of the project each 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 examples should be an addition/remodel.
4. Additional points may be awarded for past DPW projects.

**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 Contractor 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.

<b>Initial Ranking, Written Point Scoring</b>		
Heading	Criteria	Maximum Possible Points
A	Cover Letter and Basic Qualifications	8
B	Team Member Qualifications	20
C	Technical Approach	10
D	Construction Delivery	9
E	Project Examples	30
F	Format	3
<i>Written Total</i>		80
<b>Presentation, Interview Point Scoring</b>		
<i>Presentation – Interview Total</i>		20
<b>Total Score</b>		<b>100</b>

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.

After interviewing the selected teams, if required, 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 13, 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 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.

### **End 24310 Construction Manager/General Contractor RFQ**