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State of Idaho
Department of Administration
Division of Public Works

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February 3, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: CONSTRUCTION MANAGER / GENERAL CONTRACTOR

FROM: *DR* Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 24246
ISU: Repair Utility Tunnel, Phase 2
Idaho State University
Pocatello, Idaho

Statements of Qualifications (SOQ) submittal packages in response to this RFQ 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 Time Zone, on Thursday, March 6, 2025**, for furnishing Construction Management/ General Contractor Services to the State of Idaho.

Questions that arise because of this Request for Qualifications should be addressed to:

Gary Groff, Project Manager
Division of Public Works
502 N. 4th Street
Boise, Idaho 83720
(208) 332-1919
Gary.groff@adm.idaho.gov

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. Only answers contained in the formal written Addenda will be binding.

Funding for the project is from the State of Idaho. The Division of Public Works will administer the project according to the terms and conditions set forth in the **DPW Agreement Between Owner and Construction Manager dated February 2024** and State laws and guidelines. The standard Agreement can be found on the DPW website at

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https://dpw.idaho.gov/professional_services/ under Construction Forms. 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, Idaho State University (ISU), Keller Associates (Engineer Of Record), 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 RFQ.

DESCRIPTION OF PROJECT

The steam and condensate lines in the utility tunnel system on the ISU Campus in Pocatello need to be replaced along with the tunnels. The project phases will replace sections of the 60-year-old and heavily corroded steam and condensate lines, insulation, steam valves, and steam specialties. The 80+ year old tunnel structure is also in need of replacement due to deterioration of the concrete. This phase will replace about 350 feet of tunnel lid, floors, walls and access hatches. New Communication boring banks will be installed with about 635 feet with 5 conduits and 1,000 feet with 2 conduits. New Idaho Power boring banks with about 1,540 feet with 2 conduits and 465 feet with 1 conduit. Additionally, for Idaho Power there is about 860 feet of trenched work containing 1 and 2 conduits.

The Communication work will require the installation of both fiber and copper lines along with terminations. The switchover at various buildings requires coordination with ISU and their providers.

REQUIRED SERVICES

The State is requesting submittals for Construction Manager / General Contractor services beginning with Construction Document services through project construction, including the one year period of correction following project completion. The Division of Public Works and Idaho State University are looking for a CM/GC who will be a team player who works closely and in harmony with DPW, ISU, and the Engineer.

The anticipated project Overall Budget of **\$6,273,706** has been established for all construction, consulting fees, contingencies, testing, and other associated project costs. With the Overall Budget, the associated Construction Budget is **\$5,000,000** and the current Construction Estimate is **\$6,500,000**. It is anticipated that additional funds will be added to the project to increase the Construction Budget to the Estimate. A complete construction cost estimate and construction schedule will be required following the CM/GCs review of the preliminary Construction Documents and must be updated throughout the Construction Document process.

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The CM/GC will be required to meet as needed, but not less than twice a month, with the Owner (DPW), Agency (ISU), and Keller Associates (EOR) for the purpose of providing a report regarding the previous month's progress. Such bimonthly 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 services.

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 cost estimates, schedules, meeting notes, sketches, field reports, RFI's, Closeout Documents, warranties, etc.

The CM/GC in conjunction with the Design Team shall keep in mind that during all phases, code compliance, energy efficiency, long term durability, and maintenance concerns should be incorporated into the design.

The CM/GC will be required to provide payment and performance bonds in accordance with the Agreement Between Owner and Construction Manager dated February 2024.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

The proposal will be evaluated based on the following Criteria and associated Points:

A. Cover Letter, 0 points A cover letter is not required but can be used as an introductory statement. **One (1) single side page maximum**

B. Construction Manager/General Contractor's Organization, 15 points maximum: Two (2) single side pages maximum

Provide the following Information

1. General Information – Organization Name, Primary Office Address, Office Telephone, Primary Contact, Contact Telephone, Address, and Email. (0-2 points)
2. Type of Organization – The CM/GC's type of Organization, List All Officers / Partners, and Tax ID. (0-1 point)
3. Information about the Organization – Office Location(s), Date Organization was established, and Organizations History. Include number of Staff, their classifications and time with the Organization. Maximum points given to local firms with 10 years of ISU/DPW experience. (0-10 points)
4. Anticipated Subcontractors – Provide a list of Trade Subcontractors by type of work and with a summary Scope of Work by sub. (0-2 points)

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The Division of Public Works reserves the right to investigate and confirm the candidate'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 SOQ submittal.

C. Team Member Qualifications: 20 points maximum: Ten (10) single side pages maximum

Provide specific qualifications for the CM/GC Team. The points for this criterion are based on the CM/GCs expertise and relevant project experience.

1. Specific Staff Qualification(s) - Identify the proposed key staff members and include qualifications, experience, education, licenses, and projects that they have been involved with recently. Describe who will perform the various tasks, their amount of involvement, roles, and responsibilities. DPW Projects will earn extra points. (1-10 points)
2. Relevant Project Examples - Identify with photos at least five (5) relevant Projects that the firm has completed. Include the project name, client's name, location, date completed, along with a brief description. Projects that are similar in scope to the described project are preferable and desired. Some Projects need to include team members for this project. (0-10 points)

D. Technical Approach to Project, 30 points maximum: Describe your team's approach to the project for the following items: Two (2) single side pages maximum

1. Statement of approach to the Specific Project. Based on the proposer's knowledge of this project and similar project types, list and describe the CM/GC services to be provided during pre-construction and construction. Describe interaction with the design team, constructability reviews, and biddability reviews. Explain the CM/GC subcontractor engagement before and during the bidding and selection process. (0-20 Points)
2. Project challenges, opportunities and suggested solutions. (0-10 points)

For the printed SOQ, the Technical Approach to the Project is limited to two (2) pages if printed on one side.

E. Format, 5 points maximum: To assist in the evaluation, it is desirable to format the submittal like the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on the specific qualifications of the people who will perform the project and the approach to the project. (0-5 points)

SUBMITTAL

"Providing responsive, cost effective, and timely support services to Idaho's policy makers, public agencies, and state agencies as they serve Idaho citizens."

Submit five (5) bound copies of the submittal, include one USB drive containing a PDF of the submittal. In your SOQ include the email address of the primary contact person, phone number, and office address. **Failure to provide this information may result in the proposal being nonresponsive**

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) representatives from DPW, two (2) representatives from Idaho State University, and one (1) independent CM/GC Professional will evaluate and rank the firms' submittals. 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 initial ranking criteria will be weighed according to the following:

Initial Ranking, SOQ Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	0
B	Design Professional's Organization	15
C	Team Member's Qualifications	20
D	Technical Approach to Project	30
E	Format	5
Max SOQ Total		70

INTERVIEW PROCESS AND FINAL RANKING

If interviews are held, selected teams will be notified as to time, place, and content of the interview. The ranking process is accomplished in two steps: maximum of 70 points for the Initial Scoring based on the written submittal, and a maximum of 30 points for the Final Scoring based on an interview. Questions to be addressed during the interview will be provided during the interview to the selected firms. After interviewing the selected candidates, the evaluation committee will provide scores to be added to the submittal scores to determine the final scores

Presentation & Interview Point Scoring		
	Criteria	Maximum Possible Points
F	Competency & Ability to Address Scope of Project	25
G	Selection Committee Q and A	5
Max Interview Score Total		30

PROPOSED DATES

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Receive RFQ Submittals	March 6, 2025, 3:00 PM (Mountain Time), Division of Public Works, 502 N. 4th Street, Boise Idaho 83720
Short List for Interviews	March 13, 2025
Oral Interviews	Tentative March 25, 2025, – ISU
PBFAC Selection Approval	April 1, 2025, - PBFAC Meeting
Negotiate Contract	April 2025
Substantial Completion	December 2025

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council (PBFAC) meeting. Upon selection of a firm, the State will issue a letter of intent. However, the 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 because of this request.

The names of all firms submitting proposals and the names, if any, selected for interviews shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process.

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 proposals resulting from this request and subsequent interviews.

Attachments by Reference:

- **Exhibit A**, Agreement Between Owner and Construction Manager – go to DPW Web sight https://dpw.idaho.gov/professional_services/ under Project Forms, Document/Form Name, then CMGC Contract Agreement Template
- **Exhibit B**, Design Development Drawings – Send Gary Groff an email requesting a link to the current DPW 24246 Design Development Drawings in ProjectMates

End 24246 Construction Management/General Contractor RFQ

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