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Department of Administration
Division of Public Works

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March 10, 2025

REQUEST FOR QUALIFICATIONS

TO: Construction Manager/General Contractors (CMGC's)

WB FROM: Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25110
Residential Cottage(s)
Idaho Educational Services for the Deaf and the Blind (IESDB)
Gooding, 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 **10:00 a.m., Mountain Standard Time Zone, on April 2, 2025**, for furnishing Construction Manager/General Contractor (CMGC) services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Nicole Cecil, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1905
nicole.cecil@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 has been assigned to serve as project manager and liaison between the Department of Administration, Agency and the CM/GC. There is no informational meeting scheduled related to this RFQ.

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 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 and past project management for the Contractor and/or consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, past or current litigation, 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.

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. There will be NO Informational Meeting for this RFQ.

DESCRIPTION OF PROJECT

The scope of work includes construction management and construction of at least one (1) residential cottage for students to live in while attending school at the Idaho School for the Deaf and the Blind. Funding was originally intended to be for two (2) cottages. It is likely that there will not be enough in the budget to build two (2) buildings. Providing the infrastructure to support a future building may become part of this scope of work.

The school serves students from across the state. Current enrollment at the school is near and all-time high, and as a result, the number of students who may attend because they live outside the daily bus schedule is capped and a wait list of approximately 10 students is in place. With the addition of the cottage(s), space will be available for more students and therefore meet statutory requirements.

The cottage(s) would be used to house high school students, and each would have an occupancy of 12-20 students. Each cottage would consist of individual bedrooms, with shared bathrooms, a large social/lounge area, a smaller study area, a shared dining area, a supervisory office, and a kitchen space. Each cottage would be approximately 10,000 square feet and the structure will be single-story.

Currently there are six (6) existing cottages, the most recent built in 1987, that serve a similar purpose. Each of the current cottages have six (6) rooms each, with each room sharing a bathroom with the adjoining room. There are two living/lounge areas, a supervisor's office, a dining area, and a fully equipped kitchen.

Designing and building a residential space for students at a school for the Deaf and Blind or those with Low Vision requires an inclusive and comprehensive approach that addresses the needs of both groups. It should prioritize visual, auditory, and tactile accessibility, orientation and mobility/communication, technology integration and ensuring safety, independence, and social interaction. By addressing these needs, residential schools can create an environment that empowers all students and supports their academic and personal growth.

Construction will take place on an occupied campus. The start date is contingent upon the completion of construction documents. Expected construction completion is July 2026.

REQUIRED SERVICES

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

A total project budget has been established at \$6,000,000 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses. The construction budget has been set at \$4,740,000. 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.

The CM/GC will be required to meet as needed, but not less than twice a month, during the design and construction phases with the Design Professional, DPW, IESDB, and other team members for the purpose of providing preconstruction services. The CM/GC is required to provide a report regarding the previous month's progress. The report will show funds expended in the completion of the preconstruction services 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. The firm must hold and maintain a State of Idaho Public Works Contractor with the Unlimited bid limit classification. Reference IDAPA 24 – Division of Occupational and Professional Licenses Idaho Public Works Contractors License Board.

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. They will also be required to purchase or maintain property insurance written on a "Builder's Risk" policy.

PROPOSAL CONTENT

A. Cover Sheet Include one (1) single sided page with **only** the following information (no photos):

1. Prime firm name and the office location that will primarily serve this project.
2. Name and title of the Primary Point of Contact with their title (include no more than one).

- a. Primary Point of Contact phone number (include area code).
- b. Primary Point of Contact email address.

The Primary Point of Contact provided will be notified of all shortlist rankings (if interviews are required), schedule updates, final rankings, and general Request for Qualification information.

Failure to include the specific primary contact information may result in your firm being found non-responsive.

Please Acknowledge Addenda on the Cover Sheet if applicable.

B. Basic Qualifications: Include a summary of your firm's qualifications specific to this project type. Limit to one (1) single sided page with the following elements (no photos or resumes). Points will be deducted for missing information.

1. General company information (size, history, number of years in business, etc.).
2. Special expertise as they relate to this type of project, including a short description of experience, qualifications, and training.
3. Resources available to meet the construction schedule for a project located in a rural area of Idaho. Rural as defined by US Department of Commerce, Bureau of the Census.
4. Experience working with multiple stakeholders and managing input.
5. Description 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.
6. Licenses Required:
 - a. List the licensed Public Works Construction Manager in the State of Idaho. Include a copy of the certificate that shows the license number.
 - b. Confirmation that the person or firm holds a certificate of authority for providing construction management services. Include a copy of the certificate that shows the license number.

C. Team Member Qualifications: Provide a description of the team's individual qualifications. Only include members who would be assigned to this project. Limit to half page for each person; 2.5 pages total. (photos are optional).

Include **only** the following team members (no more than 6 team members will be scored):

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

The following information should be included for each individual:

1. Name, title, firm name, and location.
2. Number of total years of construction experience.
3. Education and training.
 - a. Bachelor's degree in Construction Management, Architecture, or Engineering. (no points will be deducted if there is no degree held by the individual).
 - b. Other training or expertise that pertains to this project.
4. Years of experience in the roles of project manager, project engineer, preconstruction director, estimator, and/or superintendent

5. Brief overview of their responsibilities specific to this project.

D. Technical Approach to Project: Describe your team's understanding of and approach for the following items. Points will be deducted for missing information. Limit to two (2) single-side pages (no photos). All information should be specific to this project. Only referencing that your firm has past experience in any area will not be sufficient.

1. Explain the proposed team's constructability reviews, value engineering process, and experience working within the budget provided.
2. Ability to interact with a design team and work through construction documents, while providing quality control and alternative solutions if budget requires.
3. Present ideas for constructability review and identify quality control and coordination review efforts through construction.
4. Approach to determining highly qualified sub-contractors and prequalification measures taken before public bidding. Discuss how your bid solicitation and subcontractor procurement process provides value to the owner.
5. Approach with project phasing and safety/security measures necessary with vulnerable residents living near construction premises, working with jurisdictions such as IDOPL and State Inspectors, and unknown on-site issues.
6. Explain the team's experience with the CM/GC bidding process as required by the State of Idaho.

E. Project Example(s) for Each Team Member: Provide project example(s) for each team member identified in Criteria C; limit to three (3) examples per person in which construction has been completed within the past ten (10) years. Projects should be similar in size and budget as this project. Limit each team member's project list to one (1) single-sided page (5 pages total).

Project types should only be any of the following categories. You can provide multiple projects in only one of the three categories; however, additional points will be awarded for individuals that show project experience in all three categories. Clearly identify which category the project type is.

1. Public Sector/Government related work with an explanation of how it complies.
2. Student housing related work with an explanation of how it complies.
3. Project focused on inclusive building environments.
 - a. Key components include Visual and Auditory Accessibility, Signage and Communication, Orientation and Mobility/Communication, Technology Integration, and Social Interaction.

Include the following information for each project example provided:

1. Project name, location, square footage, and date of substantial completion of construction.
2. Project photo(s).
3. Short project summary, including the individual's role.
4. Project owner (name, current phone number and current email address). This individual may be contacted as part of the selection process.
5. Initial projected construction budget and final construction cost (include explanation of discrepancies).
6. Additional points will be awarded for projects:
 - a. Completed in the State of Idaho.

b. Completed for the State of Idaho Division of Public Works (DPW).

F. Format: 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. Pages should be no larger than 8-1/2 x 11, single-sided, and the font size no smaller than 10 points.

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 one (1) bound printed copy of the submittal 8-1/2 x 11 format; include one USB drive containing a PDF version of the submittal.

EVALUATION | INITIAL RANKING | INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the Agency, and an independent 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 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 CM/GC's closing comments. Presentation topics will be provided to the teams selected for interviews in the invitation letter. 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 Sheet	4
B	Basic Qualifications	8.5
C	Team Member Qualifications	20.5
D	Technical Approach	10.5
E	Examples of Work	20.5
F	Format	3
Written Total		67
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	16
	Selection Committee’s Q & A	12
	Overall Presentation	5
Interview Total		33

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:

Last day to submit RFQ Questions	March 26, 2025
Addendum issued (if applicable)	March 27, 2025
Receive SOQ Submittals @ DPW Boise	April 2, 2025 by 10:00 am MT
Oral Interviews (location TBD)	April 29, 2025 (afternoon)
PBFAC Selection Approval	May 6, 2025
Negotiate and Execute Contract	May 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. An example CMGC Contract can be found on the Division of Public Works website: <https://dpw.idaho.gov/docs-forms-guides/>

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.

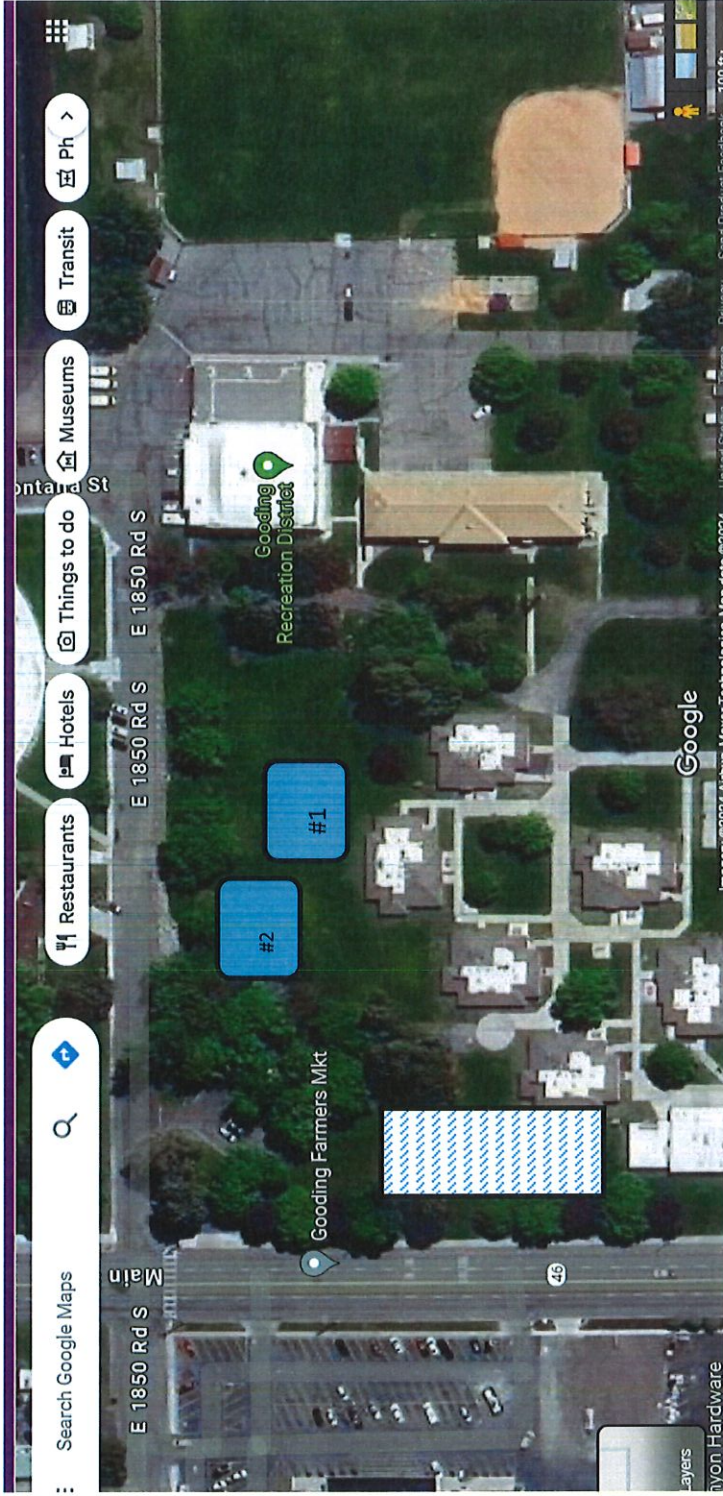
The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews and associated ranking criteria noted above.

Attachments:

Attachment 1: Campus map showing proposed location for the residential cottage(s)

End 25110 Construction Manager/General Contractor RFQ

DPW PROJECT #25110
IESDB Residential Cottage(s)
CMGC RFQ
Attachment #1
Campus Map, Gooding ID



Cottage Preference is #1 built first and the second (if within the budget) to be built as well. If not #2 to be built possibly as a second phase.



Is a current DPW project to add more parking.