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Department of Administration

Division of Public Works

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DATE: April 21, 2025

REQUEST FOR QUALIFICATIONS

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

FROM: Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25213
Dish Room Upgrade, Honors College
Boise State University
Boise, 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 May 22, 2025**, for furnishing Construction Manager/General Contractor (CMGC) services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Division of Public Works
ATTN: Melissa VanSlochteren, Project Manager
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1920
melissa.vanslochteren@adm.idaho.gov

An informational meeting and walk-through of existing areas affected by the project will be held on **Thursday May 8, 2025, at 10:00 AM (MST)**. Interested parties should meet outside of the main entrance of the Honor's College Building located at 1801 University Drive, Boise Idaho.

Funding for the project is through Boise State University. 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.

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 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.

PROJECT DESCRIPTION

Boise State University is seeking to upgrade the Honors College Southfork Dish Room. The upgrade will incorporate an expansion and reconfiguration of approximately 1,400 square feet which includes the dish service area, ice machine alcove, and convenience store. This project aims to improve efficiency, accommodate higher service volumes, and enhance functionality within the facility.

Dish room expansion and upgrades will include expanding the current dish room into the adjoining existing office, storage room and alcove. The dishwashing line will be extended, and a larger, high-capacity dishwasher (owner-furnished) is to be installed. To support facility operations, an existing alcove will be converted into a custodial closet with a mop sink and storage shelving.

Modifications to the convenience store will include reconfiguring the space to incorporate a custodial closet, an ice machine room, and an office. Additional square footage will be integrated into the main dining area to enhance flow and usability. New partition walls will be constructed to match existing wall heights, while ceilings will not be required. The existing window film will also be removed to restore transparency and visibility. Modifications to the existing convenience store will optimize space utilization and accessibility.

Construction will take place on an occupied campus. The start date is contingent upon the completion of construction documents. Construction is expected to be completed by March 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 warranty following project completion. The Division of Public Works and Boise State University (BSU) are looking for a CM/GC who will be a team player eager to work closely and in harmony with the DPW, BSU, and the Design Team.

A total project budget has been established at \$360,000 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses. The construction budget has been set at \$300,000. 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, BSU, 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 License with a type "A" classification. Reference IDAPA Administrative Rules 24.39.50– 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(s) 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.

STATEMENT OF QUALIFICATIONS (SOQ) 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. Primary Point of Contact (limited to one person).
 - a. Name
 - b. Title
 - c. Phone Number (with area code)
 - d. 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:

Limit to one (1) single-sided page (no photos or resumes). Missing information may result in point deductions.

Include a summary of your firm's qualifications specific to this project type.

1. Firm Qualifications Summary

Provide a brief overview of the firm's qualifications relevant to this project, including:

- a. Company Information – Size, history, and years in business.
- b. Special Expertise – Relevant experience, qualifications, and training for this project type.
- c. Project Resources – Ability to meet construction schedules, considering University-specific constraints.
- d. Stakeholder Management – Experience working with multiple stakeholders and managing input.
- e. Industry Experience – Confirmation that the CM/GC has 10+ years of proven success in commercial construction and construction management, including both pre-construction and construction phases.

2. Licensing Requirements

The CM/GC firm or individual must hold and maintain the following licenses and provide the associated license numbers or photocopies:

- a. Public Works Construction Manager License (State of Idaho).
- b. Certificate of Authority for construction management services (per Idaho Statute Title 54, Chapter 45).
- c. State of Idaho Public Works Contractor License with an Unlimited bid amount classification. (Reference: IDAPA 25- Division of Occupational and Professional Licenses, Idaho Public Works Contractors License Board).

C. Team Member Qualifications:

Limit to 2.5 pages total, with half a page per team member (photos optional). Only include individuals assigned to this project.

1. Required Team Members

Provide qualifications for one of each of the following roles:

- a. Pre-Construction Director.
- b. Project Manager.
- c. Project Engineer.
- d. Superintendent.
- e. Estimator.

2. Information to Include for Each Team Member

The following information should be included for each listed team member:

- a. Name, title, firm name, and location.
- b. Years of experience in a CM/GC role.
- c. Education and training.
- d. Years of experience in other applicable roles (project manager, project engineer, preconstruction director, estimator, and/or superintendent)
- e. Brief overview of their responsibilities specific to this project.

D. Technical Approach to Project:

Limit to two (2) single-side pages (no photos). Points will be deducted for missing information.

Provide a detailed explanation of your team's understanding and approach to the following aspects, ensuring all details are specific to this project. General references to firm experience will not suffice:

1. Outline the proposed team's approach to constructability reviews, value engineering, and maintaining compliance with a strict budget.
2. Describe the team's ability to collaborate with the design team, navigate construction documents, and ensure quality control while identifying cost-effective alternatives when necessary.
3. Detail the process for identifying and prequalifying highly qualified subcontractors before public bidding. Explain how bid solicitation and subcontractor procurement add value for the owner.
4. Define the proposed team's approach for safety/security measures for working near students and staff.

E. Project Example(s) for Each Team Member:

Limit each team member's project list to one (1) single-sided page (5 pages total).

For each team identified in Criteria C, provide up to three (3) project examples completed within the past ten (10) years. Projects should be similar in size and budget to this project.

Each example must fall within one of the following categories. Multiple projects can be listed under a single category; however, additional points will be awarded for individuals demonstrating experience across all three. Clearly specify the applicable category:

1. Public Sector/Government Projects – Describe the project and how it complies with public sector requirements.
2. University or Higher Education Facilities – Explain the project's relevance and compliance within university or higher education facility construction.
3. Student Housing Improvement Projects – Key components should include common areas and kitchen updates.

For each project example, include the following details:

- a. Project name, location, square footage, and substantial completion date.
- b. Project photo(s).
- c. Brief project summary, including the individual's role.
- d. Project owner's name, current phone number, and email address (this individual may be contacted during selection).
- e. Initial projected construction budget and final construction cost, with explanations for any discrepancies.
- f. Additional points will be awarded for projects:
 - Completed in the State of Idaho.
 - Completed for the State of Idaho Division of Public Works (DPW).

F. Format:

To ensure a smooth evaluation process, format your submittal using the provided Section Headings. Keep responses clear and concise, adhering to the specified page limits.

Submittals must be single-sided, on 8-1/2 x 11 pages, with a minimum font size of 10 points.

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

A committee consisting of two (2) DPW representatives, two (2) Agency representatives, and an independent Professional with CM/GC experience will evaluate and rank teams based on qualifications for the required services. Rankings will follow the weighted criteria provided. Interviews will only be conducted if necessary and will not occur if the point gap between the top-ranked team and subsequent teams exceeds the allowable interview points.

The ranking process consists of two steps:

1. **Initial Ranking** – Based on the written submittals scored according to the criteria.

Initial Ranking – Written Point Scoring

Section	Criteria	Maximum Possible Points
A	Cover Sheet	4
B	Basic Qualifications	12
C	Team Member Qualifications	16
D	Technical Approach	10
E	Examples of Work	25
F	Format	3
Written Total		70

2. **Final Ranking** – Based on interviews, if conducted. Teams selected for an interview will receive presentation guidelines in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, final scores will be based solely on the SOQ.

Presentation – Interview Point Scoring

Criteria	Maximum Possible Points
Competency/ability to address sections B-E in RFQ	10
Selection Committee's Q & A	15
Overall Presentation	5
Interview Total	30

The Selection Committee reserves the right to interview any, all, or none of the respondents as deemed in the best interest of the State. The names of all firms submitting Statements of Qualifications and those selected for interviews (if any) will be public information. At the conclusion of the RFQ process, committee comments, evaluation scores, and all submitted Statements of Qualifications will also become public. Firms not selected will be notified in writing after the selection process.

If applicable, interviews will last approximately one hour, divided as follows:

- **25-30 minutes** for the team's presentation
- **15-20 minutes** for committee Q&A
- **5-10 minutes** for CM/GC closing comments

Presentation topics will be outlined in the interview invitation. After interviews, the committee will rank teams to determine the final score.

SELECTION:

Based on the results of the final proposals, DPW will recommend a course of action to the Idaho 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:

On-Site Informational Walkthrough	May 8, 2025, 10:00 a.m. MST
Last day to submit RFQ Questions	May 12, 2025, by 12:00 p.m. MST
Addendum issued (if applicable)	May 14, 2025
Receive SOQ Submittals @ DPW Boise	May 22, 2025, by 2:00 p.m. MST
Oral Interviews (location TBD)	June 11, 2025 (afternoon)
PBFAC Selection Approval	July 8, 2025
Negotiate and Execute Contract	July 2025

AWARD:

Upon PBFAC approved 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 of a CMGC Contract can be found on the Division of Public Works website: <https://dpw.idaho.gov/docs-forms-guides/>

PROVISIONS:

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.

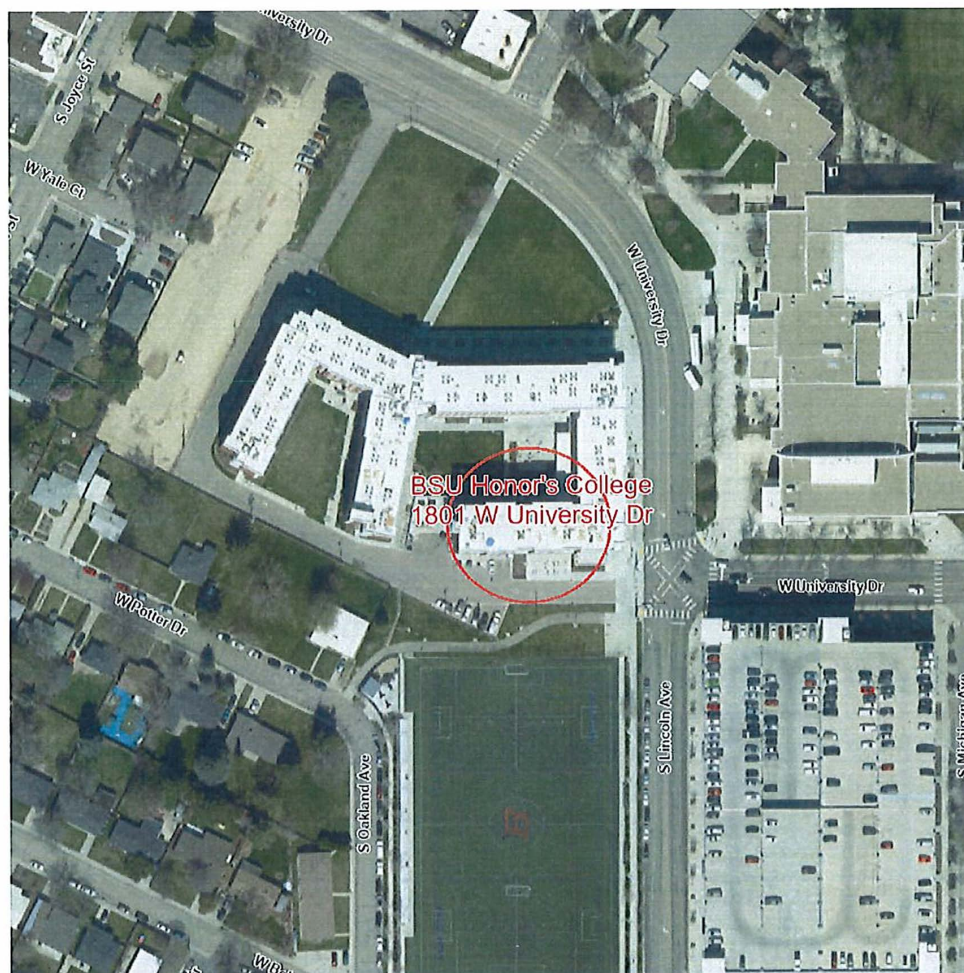
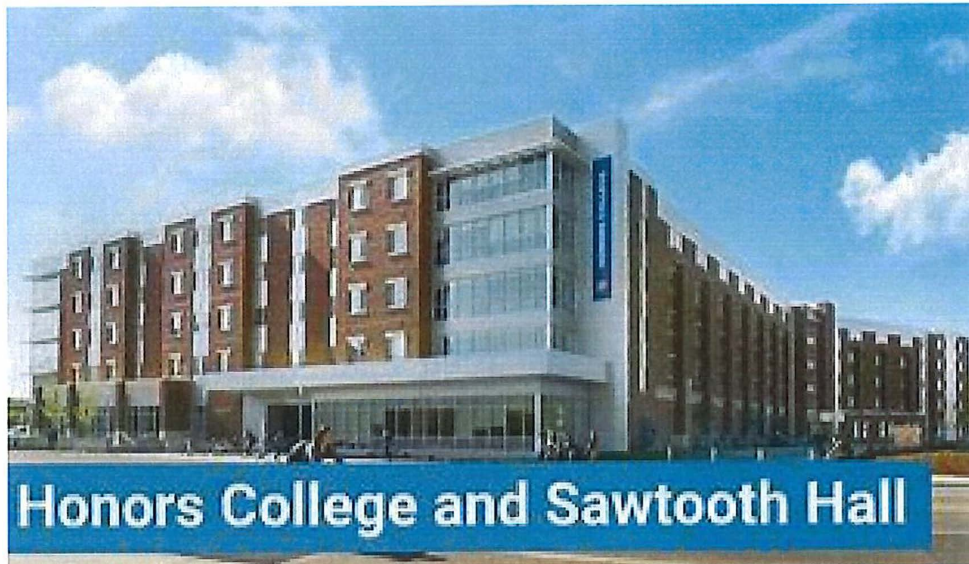
ATTACHMENTS:

Attachment 1: BSU Vicinity Map

Attachment 2: Concept Floor Plan of Scope of Work area.

End 25213 Construction Manager/General Contractor RFQ

ATTACHMENT 1:
VICINITY MAP



ATTACHMENT 2:
HONOR'S COLLEGE REMODEL CONCEPT PLAN

