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Department of Administration
Division of Public Works

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April 3, 2025

REQUEST FOR QUALIFICATIONS

TO: Construction Manager/General Contractor (CMGC)

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

SUBJECT: DPW PROJECT NO. 25560
SOS: E205/E242 Office Space Remodel
Capitol Building
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 **11:00 a.m.**, Mountain Standard Time Zone, on **Wednesday, April 23, 2025**, for furnishing Construction Manager/General Contractor (CMGC) services to the State of Idaho.

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

Kelly Berard, DA
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1938
kelly.berard@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, the Agency, and the CM/GC team.

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. ; 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.

DPW reserves the right to investigate and confirm the proposer's financial responsibility. Unfavorable responses to these investigations are grounds for rejection of proposal. This may include financial statements, bank references and interviews with past consultants, employees, creditors, past or current litigation 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.

DESCRIPTION OF PROJECT

The scope of work is a tenant improvement project located on the second floor of the Idaho State Capitol Building in the occupied office suites of the Secretary of State. The project involves renovating existing work areas for the creation of new offices. The suites are split between the north and south side of the east wing and total approximately 4,400 s.f., The scope of work is expected to impact approximately 1,500 s.f. Work will include the demolition and renovation of an existing IT Room; relocation of a workroom; the construction of five (5) new offices and a storage room; breakroom updates with finishes to match the existing high end millwork, plaster, marble and other material finishes in the historic Capitol; upgrades to mechanical, plumbing, fire sprinkler, electrical, and telecom to accommodate the new layout; phasing if necessary; and coordination with the Agency's furniture vendor as needed.

Design Development Drawings are expected to be completed in April. Due to the historic nature of the finishes, occupied building and scheduled constraints, the project is seeking to bring a CMGC partner on board to assist with cost estimating, phasing, and construction of the project. Procurement and construction is anticipated to occur during the summer of 2025 and be completed by October 2025 prior to the 2025 election season.

The Idaho State Capitol will remain occupied and functional throughout the construction of the planned tenant improvements. Adherence to Capital Mall access and security protocol is mandatory. Parking will not be provided. Use of the elevator is extremely limited. Material staging is extremely limited. The Idaho State Capitol has previously gone through an extensive renovation project which restored historical materials and architectural elements, preserved existing materials, and modernized the infrastructure throughout. Any work on the restored second floor will need to maintain and meticulously protect the historic building fabric, methodologies, details, and character. Paths of travel in and out of the building will need to be carefully coordinated and protected from damage.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting proposals for Construction Manager/General Contractor Services for limited pre-construction services through project construction, including the one-year period of correction following project completion. The Division of Public Works and Office of Secretary of State (SOS) are looking for a Construction

Manager who will be a team player eager to work closely and in harmony with the DPW, SOS, and the Design Team.

A total project budget has been established at \$748,000.00 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses. The construction budget is \$670,000.00. A complete construction cost estimate and construction schedule will be required following CM/GC's review of the Design Development set of drawings and must be updated throughout the construction documents process.

At the time of submittal, the CM/GC will be required to meet as needed, but not less than twice a month, with the Owner 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 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 provide proof of their Construction Manager license with their proposal and 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 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 bonds and Builder's Risk Insurance in the amount of the total construction management contract.

PROPOSAL CONTENT

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

1. Firm name and the office location that will primarily serve this project.
2. Name and title of the Primary Point of Contact (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 project type.
 - a. Short description of experience, qualifications, and training.
 - b. List public sector/government, projects in a historic or similarly distinguished building, and tenant improvements in an occupied building, etc. with construction completed within past ten years. List no more than three examples, preferably one example from each of the three listed. No further information is needed other than the name of the project, construction completion date, and which project category listed above it represents.
3. Resources available to meet the project schedule.
4. Experience working with multiple stakeholders and managing input.
5. List the Construction Manager, registered in the State of Idaho, who will supervise all services contained within this project. Include 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. (photos are optional).

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

1. Pre-Construction Project Manager
2. Cost Estimator
3. Project Manager
4. Superintendent
5. Additional Project Team Member (at the team's discretion).

The following information should be included for each individual:

1. Name & title.
2. Number of years in current role
3. List the most recently completed projects as a CM/GC by included team members.
4. Education and training.
5. Brief overview of their responsibilities specific to this project.
6. Brief overview of their experience related to this project, including projects in a historical building.
7. Amount of their involvement.

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 three (3) single-side pages (no photos).

1. Understanding of DPW's processes, as outlined in **REQUIRED SERVICES**. Explain how your firm has used Projectmates (or similar system), guided the client through design phases, performed CA responsibilities, IDOPL or other code agency experience, presented at PBFAC (or similar), and incorporated a client's design standards.
2. Understanding of the project scope and individual program needs, as outlined in the **DESCRIPTION OF PROJECT**. Explain in your own words how your firm has completed a renovation in a historical or similarly distinguished building, addressed code/egress issues, securing and replicating materials for high end finishes, and construction in an occupied building.
3. Include your explanation of the following elements and be specific to how they apply to this project:
 - a. Challenges & Opportunities.
 - b. Alternative Concepts & Ideas you may have (concepts may be presented in sketches or drawings).
 - c. Designing within Budget.
 - d. Approach to Value Engineering.
 - e. Approach to Schedule.
 - f. Stakeholder Input.
 - g. Construction Administration.

E. Examples of Work: Provide three (3) project examples in which construction has been completed within the past seven (7) years. If projects represented are completed with a collaboration, please include full credit of the other firm name(s). Projects should be similar in size and budget as this project. Limit each project to one (1) single-sided page (3 total pages). Points will be deducted for missing information.

Include the following information for each example:

1. Project name, location, square footage, and date of substantial completion of construction.
2. Project photo(s).
3. Short project summary.
4. Name(s), title, and firm name of the design team members that completed the project. If the team members are the same as in Section C - TEAM MEMBER QUALIFICATIONS, additional points will be awarded. Please identify next to the individual's name that they meet this requirement if applicable.
5. Project owner (name, current phone number and current email address). This individual may be contacted as part of the selection process.
6. Initial projected construction budget and final construction cost (include explanation of discrepancies).
7. Project #1 must meet the criteria for public sector/government related work with an explanation of how it complies.
8. Project #2 must meet the criteria for a historical or equally distinguished building improvement. Include an explanation of how the project complies.
9. Project #3 must meet the criteria for a project focused on tenant improvement in an occupied building. Include an explanation of how the project complies.
10. 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 the 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) printed copy of the submittal 8-1/2 x 11 format; one (1) USB drive containing a PDF 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 member 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:

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	4
B	Basic Qualifications	10
C	Team Member Qualifications	15
D	Technical Approach	15
E	Examples of Work	24
F	Format	4
Written Total		72

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 interviews are conducted, a final score will be based on the sum of the written submittal score plus the selections committee’s interview score. If interviews are scheduled, selected firms will be notified as to time, date and content of the interview. Total points available for interviews will be worth xx points. Additional information will be provided if selected respondents are requested to interview.

PROPOSED DATES:

Receive RFQ Submittals	April 23, 2025
Oral Interviews	April 29, 2025 (if required)
PBFAC Selection Approval	May 6 th , 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.

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, and the requirement to carry and maintain all applicable bonding and insurance coverages.

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: Page A11 - Demo Floor Plan
Page A21 – Floor Plans

End 25560 Construction Manager/General Contractor RFQ