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Department of Administration
Division of Public Works

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May 8th, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Construction Managers / General Contractors

FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 24217
Morrison Center - Lobby Restroom Remodel
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 Time Zone, on Wednesday, June 4, 2025**, for furnishing the Construction Manager/ General Contractor CM/GC services to the State of Idaho.

A Site/ Building Walkthrough will be held on **May 22, 2025 @ 10:00 AM at 1910 University Dr. Boise, ID 83725**. DPW and BSU representatives will be there to discuss project requirements, scope, and to discuss any questions or concerns.

- All questions must be sent to the DPW Project Manager

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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 that responders to this RFQ check this page prior to making their submittal.

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 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.

DPW reserves the right to investigate the financial responsibility and past projects for the CM/GC and Subcontractors. Unfavorable responses regarding financial statements, bank references, interviews with past subcontractors, employees, creditors, or design professionals that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of Statement of Qualifications submittal.

DESCRIPTION OF PROJECT

The Morrison Center at Boise State University is made up of state-of-the-art theaters, rehearsal spaces, and classrooms. Venues range in size from a 200-seat-recital hall to a 2,000-seat landmark Main Hall. The Center opened on April 7, 1984. A distinguishing facet of the Morrison Center is the dual purpose it serves for education and performance. Standing as not only a performing arts theater but also as Boise State University's Music and Theater Arts Department, the Morrison Center has proven to be an indispensable facility for education and entertainment. This dual-purpose aspect of the Morrison Center also provides a clear explanation for its architectural style. The building was completed in 1984 at the end of a period of modernist, utilitarian architecture.

The Morrison Center prides itself in customer and community engagement. Through a study of customer surveys and monitoring restroom que times, it has become necessary to expand the capacity of the restrooms in order to reduce the que during time restricted intermissions. At the same time, the Morrison Center would like to add inclusive elements such as a Mother's Room, Family/ Single use ADA Restroom, and a Sensory Room that is a closed off room with a sitting area where patrons can go to for a quiet space. These additions will ensure the best experience possible for the patrons of the Morrison Center.

REQUIRED SERVICES

The State of Idaho, Division of Public Works, is requesting proposals for Construction Manager / General Contractor services. The CM/GC services would include pre-construction, and services throughout the project's construction, including the one-year period of correction following the project completion. The Division of Public Works, and Boise State University are looking for a Construction Manager who will be a team player and work with DPW, State Agency, and the Design Team.

The current total project budget is \$1,350,025, which includes all design, construction, contingency, and all other associated projects costs. The construction budget has been set at \$1,100,000. A complete construction cost estimate and construction schedule will be required following CM/GC's review of Schematic Design set of drawings and must be updated throughout the Construction Document process.

The CM/GC will be required to meet as needed, but not less than once a month, with the Owner (DPW and Agency (BSU) 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 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 type "A" classification. Reference IDAPA Administrative Rules 24.39.50 Division of Occupational and Professional Licenses/ Idaho Public Works Contractor 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 and maintain property insurance written in a "Builder's Risk" policy.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

A - Cover Letter (2 Points) – Limit to 1 single-sided page. (No photos)

1. Your Company Name and Address
2. Name and Title of the Primary Point of Contact
 - a. Primary Point of Contact Phone Number
 - 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 this element may result in your firm being found non-responsive.**

B - Basic Qualifications (8 Points) - Limit to 1 single-sided page. (No photos or resumes)

1. Firm Qualifications

Provide a brief overview of the firm's qualifications specifically to this project type.

- a. Company Information – History, size, and years in business.
- b. Special Expertise – Relevant experience, qualifications, and training for this project type.
- c. Project Resources – Ability to meet construction schedules
- d. Stakeholder Management – Expertise working with multiple stakeholders and managing input.

- e. Industry Experience – Confirmation that the firm has proven success in commercial 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. State of Idaho Public Works Construction Manager License number.
- b. Certificate of Authority for construction management services
 - (per Idaho Statute Title 54, Chapter 45)
- c. State of Idaho Public Works Contractor License.
 - (per IDAPA 25- Division of Occupational and Professional Licenses, Idaho Public Works Contract or Board)

C - Team Members (16 Points) – Limit to 3 pages. Only include individuals assigned to this project.

1. Required Team Members – Provide qualifications for each of the following roles.

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

2. Information to Include for Each Team Member

The following information should be included for each of the following roles:

- a. Name and title.
- b. Years of experience with a CM/GC firm.
- c. Education and training.
- d. Brief overview of their responsibilities specific to this project.

D - Project Approach (20 Points) – Limit to 4 pages.

1. Design Phase

- a. Explain how working as a CM/GC within the design phase impacts the project.
 - Give an example.
- b. Explain value engineering and how your firm helps to fit the scope into the available budget.
 - Give an example.
- c. What tools and steps are taken to ensure the accuracy of the estimated construction costs during the design phase?

2. Construction Phase

- a. Identify procurement management and how to address current construction environment, material / labor shortage, long lead times, etc.
- b. Explain your process and elements you look at during a constructability review.
- c. What is your firm's practice for documentation during construction?
- d. When working with strict time constraints, what steps are taken to stay on schedule?
- e. Discuss your procedures for quality control during construction.

E - Examples of Work (20 Points) – Limit each project to 2 pages.

1. Provide Four (4) examples of relevant projects. 2 large scale bathroom remodels, and 2 relevant projects where your firm was included during the design phase. Include the following:
 - a. Project Name, address, and photos
 - b. Construction delivery method used
 - c. Cost estimates vs Actual costs
 - d. Timeline for construction
 - e. List team members from criteria 'C' that worked on the project example and their role

F – Format (4 Points)

- To assist the evaluation, it is critical to format the SOQ submittal which should match the criteria listed above and not exceed the page limits listed. The submittal should be clear and to the point for each criterion.

SUBMITAL (70 Points)

Submit one (1) copy of the submittal; include one 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 Design Professional / Contractor will rank the submittals.

The ranking process is accomplished in two steps: 70 points for the Initial Ranking based on the written submittal, and 30 points for a Final Ranking based on an interview (if required).

Statement of Qualifications Scoring		
#	Criteria	Points Available
A	Cover Letter	2
B	Basic Qualifications	8
C	Team Member Qualifications	15
D	Project Approach	20
E	Examples of Work	20
F	Format	5
Written SOQ Total		70

Presentation & Interview Scoring		
#	Criteria	Points Available
1	Ability to address Qualifications specific to this project	10
2	Selection Committee's Q & A	20
	Presentation & Interview Total	30

The award is based on the combined results of the SOQ proposals and interviews. If interviews are not conducted, final scores will be based solely on the SOQ. DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If approved, a notice of intent to negotiate will be issued by DPW.

Proposed Dates:

- Site Walkthrough May 22, 2025
- Receive RFQ Submittals June 4, 2025
- CM / GC Shortlist Published June 12, 2025
- Oral Interviews (If Required) June 19, 2025
- PBFAC Selection Approval July 8, 2025
- Negotiate Contract July 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 because 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 based on submittals resulting from this request and subsequent interviews.

End 24217 - Construction Manager/General Contractor - RFQ