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Department of Administration
Division of Public Works

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June 6, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Architects, Engineers, and Construction Managers

A blue ink handwritten signature, likely of Dale Reynolds, is written over the "FROM:" label.

FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW Project No. 25021
Owner's Representative Services
Division of Public Works, Design and Construction Division
Boise, ID

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 3:00 p.m., Mountain Standard Time Zone, on July 10, 2025, for furnishing Owner's Representative services to the State of Idaho.

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

Kelly Berard, Deputy Administrator
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1938

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 submission.

The services will be funded by the State of Idaho. The Division of Public Works (DPW) will manage the individual and/or team according to the terms and conditions of the award, state laws and guidelines. The Owner's Representative individual(s) and/or team(s) 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 and the selected Owner's Representative.

1. DESCRIPTION OF PROJECT

The Division of Public Works, Design and Construction Division for the State of Idaho is seeking to establish Owner's Representative Services with one or more individuals or companies, that can

provide project management services from the design phase through construction oversight and closeout for various statewide projects.

Contracts arising from this request for qualifications will be for a period of up to 36 months, with an option to renew for two (2) additional 12-month periods. The Contract duration is not a guarantee for billable hours of work. Proposed start date would be immediately.

DPW receives an annual appropriation of Permanent Building Funds (PBF) and is responsible to administer all contracts for the construction, alteration, equipping and furnishing, and repair of all buildings, improvements of public works of most agencies and universities of the state of Idaho. These Capital Improvement, Alteration and Repair, Deferred Building Maintenance, and ADA projects can range from small \$100,000 mechanical, electrical and plumbing (MEP) repairs and tenant improvements, to multimillion dollar remodels or new building construction for various agencies and universities around the state.

The total annual PBF appropriation can vary substantially from year to year. DPW has a static number of project managers and when a larger than normal appropriation is received, DPW is challenged to efficiently administer the additional project workload.

2. DESCRIPTION OF REQUIREMENTS

2.1 PROJECT IMPLEMENTATION SERVICES

DPW is requesting the services of one or more individuals or team(s) to act as Owner's Representative, to supplement DPW's current project management staff by providing project management services.

2.1.1 Services may include but not be limited to, the following:

- Collaborate with DPW management and staff to ensure consistency with DPW and state statutes, processes and requirements.
- Assist DPW to establish overall project budget(s).
- Assist DPW to establish project schedule(s).
- Develop budget and schedule control plans.
- Develop project quality assurance plan(s).
- Collaborate with DPW to deliver the desired project scope of work.
- Utilize the Owner's web-based construction management software (OMS)

2.2 PROJECT ADMINISTRATION SERVICES

The Owner's Representative will be responsible for managing one or multiple projects ranging in value from \$100,000 to over \$100,000,000.

2.2.1 Services may include but not be limited to, the following

Design Phase:

- Assist DPW in selection of the project delivery method.
- Assist DPW with selection of design professionals and consultants, including preparation of requests for qualifications and contracts.

- Review project scope with design professionals to communicate agency requirements.
- Develop project budget (allocating funds for various categories such as consultant fees, construction, contingency, testing and plan review).
- Coordinate design consultant teams and user groups through the design process.
- Evaluate designs and estimates to ensure that project scope and budget are aligned.
- Identify scope changes and inform DPW of potential impacts to project budget, schedule, etc.
- Lead meetings with program committees and advisory groups related to each project.
- Identify key project influences such as research projects, existing building conditions, security concerns etc.
- Review contracts, amendments and pay applications using the state's OMS. (Owner's web-based management system).
- Prepare documents and make presentations to the Permanent Building Fund Advisory Council (PBFAC) for project approval.
- Coordinate plan reviews with Idaho Division of Occupational and Professional Licenses (IDOPL)

Construction Phase:

- Coordinate Bid Process, including attendance at pre-bid meetings and review of bid proposal to comply with state statutes.
- Assist DPW with preparation of contracts.
- Review and monitor contractor's schedule.
- Review submittals for compliance with design documents.
- Review requests for information, change orders, proposal requests.
- Review contractor pay applications.
- Coordination of commissioning agent, testing services and special inspection requirements.
- Attend construction meetings, review construction site activities, and evaluate construction correspondence.
- Assist DPW with coordinating the testing and abatement of any identified hazardous materials.
- Perform on-site observations of the progress and quality of the work, followed by written field reports.
- Review and ensure that all design professional's and contractors' documentation, such as RFI's, submittals, proposal requests and pay requests are being addressed in a timely manner.
- Evaluate contractor requests for changes or claims and make recommendations to the design professional and DPW.
- Owner's Representative shall ensure that all project plans, correspondence, and fiscal information is maintained in DPW's construction management software.

Project Close-Out Phase:

- Participate in substantial and final completion inspections and verify contractor has corrected any deficiencies.
- Ensure required close-out documentation has been provided by the contractor.

2.3 DUTIES AND RESPONSIBILITIES

- The Owner's Representative must disclose promptly to the Division of Public Works any matters that may give rise to a potential conflict of interest on their part while performing their duties hereunder.
- Except as required for the discharge of its duties to DPW under this contract, or required by subpoena or court order, the Owner's Representative agrees to hold in the strictest confidence all information documents, and materials obtained or developed in connection with its services under this contract, and that the Owner's Representative should reasonably know to be of a confidential or sensitive nature.
- Owner's Representative to provide all necessary office space, office equipment and supplies to perform required duties and responsibilities, computer, cell phone, etc.
- Work Product Ownership: All products for the Owner's Representative's work, including reports, charts, sketches, plans, specifications, computer programs, or similar documents become the sole property of the State of Idaho and may not be copyrighted or resold by the Owner's Representative. Access to State files, software, programs, and contracted services will be provided as necessary to facilitate consistency with the State's Project Management procedures and policies.
- Plan Security: The Owner's Representative acknowledges that the plans pertaining to any DPW State project have been declared exempt from public record inspection for security reasons. The Owner's Representative hereby expressly acknowledges and agrees to disclose plans only to a licensed architect, engineer, or contractor who is bidding on or performing work on or related to buildings, facilities, infrastructure, systems, or other structures owned, operated, or leased by the state.
- Attend weekly meetings, or as needed with assigned DPW Project Manager Supervisor to discuss project progress, issues, potential challenges, and overall performance of the projects.
- Provide monthly project status reports, or as required by DPW.

2.4 GENERAL REQUIREMENTS

- Owner's Representative shall be paid based on documentation and itemization of work performed and included in invoicing. Invoicing must contain a detail of services including rates and hours of work performed and rates of pay. Invoicing must also contain a detail of mileage from the work location to DPW's office. The State shall not be responsible for any unauthorized expenses of the Owner's Representative.
- The State agrees to pay the Owner's Representative an hourly rate of pay with straight time for any time over eight hours, including weekends and holidays based on hours worked. A maximum of 40 hours per week per person are anticipated. Hours are on an as-needed basis with a schedule developed with the Owner's Representative. Invoicing shall be submitted monthly.

- The Owner's Representative shall provide professional liability insurance, unless waived in writing by the Owner, in an amount of no less than \$3,000,000 combined single limit. If liability insurance required by this section is obtained through a "claims made" policy, this coverage or its replacement shall have a retroactive date of no later than the inception of this Agreement. The Owner's Representative must maintain such liability insurance for two (2) years from the date services are last provided under this Agreement. The Owner's Representative shall be responsible to pay all premiums, deductibles, and all costs not covered by such insurance.
- Any insurance provided under this article shall be in the form of policies or contracts for insurance with insurers of good standing. Evidence of such insurance coverage or self- insurance shall be in the form of a certificate of insurance or statement of financial responsibility and shall include a provision that cancellation, refusal to renew the policy, or change in any material way the nature or extent of the coverage provided by such policy oi' policies will be ineffective without first giving the State thirty (30) calendar days written notice by certified, or registered mail, return receipt requested.
- The Owner's Representative shall have technical knowledge of building design practices, general construction methods and contract administration; state and local building codes including HVAC and electrical, plumbing, fire, and life-safety codes; and accessibility code requirements.
- The Owner's Representative shall indemnify, defend and save harmless the State of Idaho, the Division of Public Works, (name of agency), their officers, agents and employees from and against any liability, claims, damages, losses, expenses, actions and suits whatsoever, including injury or death of others or any employees of the Owner's Representative or' the Owner's Representative's consultants caused by or arising out of the negligent performance, act or omission by the Owner's Representative of any term of this contract.
- The Owner's Representative and any associated sub-consultants will be ineligible to act as a design professional or general contractor for this project.
- The Owner's Representative and any associated sub-consultants may be required to submit to a security screening which may include fingerprinting and criminal background checks.
- A person with a conviction of certain crimes may be precluded from accessing the site(s) or working on the project.
- After consultant selection is completed and project assignments are determined, DPW will work collaboratively with consultant to develop a staffing approach that meets the needs of the assigned projects.

3. EVALUATION CRITERIA AND PROCESS

3.1 STATEMENT OF QUALIFICATIONS CONTENT

A. Cover Sheet (Response to Section A is limited to one (1) page):

1. Prime firm information
 - a. Firm name
 - b. Office location that will primarily serve this project.
 - c. Mailing address (*if different from office location*)
2. Primary Point of Contact (*limit to one person*)

- a. Name
 - b. Title
 - c. Phone number (*with area code*)
 - d. Email address.
3. Please Acknowledge Addenda on the Cover Sheet (*if applicable*)

Please note: 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.

B. Qualifications of Firm (Response to Section A is limited to two (2) pages):

Provide information related to the firm's size, history, experience, personnel, and resources available. The Owner's Representative should have a demonstrated understanding of the local area, demographics and state public works statutes.

C. Project Managers' Experience (Response to Section B is limited to three (3) pages):

Provide an overview of the qualifications of the proposed project managers. The overview shall describe the various types of projects managed and associated delivery methods. Include the project manager's experience with state of Idaho public works statutes and DPW processes, knowledge of project management systems such as Projectmates, familiarity with Idaho design professional and construction firms. Also provide the Project Managers' home office location for the administration of this contract.

Additionally, as an Appendix, attach resumes of at least four (4) project managers that will be available to perform services related to this contract. These resumes do not count toward any page limit referenced above.

D. References (Response to Section C is limited to one (1) page):

Provide the names, addresses, email, and phone number of at least three (3) professional references. You must include contact names who can talk knowledgeably about past performance.

E. 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. Emphasis should be placed on specific qualifications of the individual and/or team.

SUBMITTAL

Submit one (1) bound printed copy of the submittal 8 ½ x 11 format; include one USB drive containing a PDF of the submittal.

3.2 EVALUATION AND RANKING

A selection committee consisting of four (4) persons from DPW will rank the 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 ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Cover Sheet	0
B	Qualifications of Firm	15
C	Project Manager's Experience	45
D	References	5
E	Format	5
	Total	70

3.3 INTERVIEW PROCESS AND FINAL RANKING

If interviews are held, selected firms will be notified as to place, time, date and content of the interview. The Owner's Representatives invited for an interview will receive a final score based on the sum of the selection committee's initial ranking and final ranking. The interview process will be worth 30 points. Questions to be addressed during the interview will be provided to the selected firms.

3.4 PROPOSED DATES:

Receive RFQ Submittals	July 10, 2025
Project Specific Oral Presentations	week of July 25th
PBFAC selection approval	August 5th
Negotiate Contract(s)	August 2025

3.5 SELECTION

Upon selection of an Owner's Representative, the State will issue a letter of intent. However, final acceptance is contingent upon the successful negotiation of an Agreement. A contract may be awarded for a single phase or multiple phases of the construction project, or for a particular service.

The contents of the submittal may be used in a legal contract or agreement. Candidates 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, including a requirement to carry and maintain a minimum of \$3,000,000 professional liability insurance coverage, except in special circumstances.

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 and the associated ranking criteria noted above.

End RFQ