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State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
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June 20th, 2025

REQUEST FOR QUALIFICATIONS

A handwritten signature in blue ink, appearing to be "DR", located to the left of the "FROM:" field.

TO: Construction Manager/General Contractor (CMGC)

FROM: Dale Reynolds, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 25228
Plant Sci Bldg Greenhouse Space Power & HVAC Improvements
Idaho State University
Pocatello, 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 3:00 p.m., Mountain Standard Time Zone, on July 15th 2025, for furnishing Construction Manager/General Contractor (CMGC) services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

John Parham, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1909
John.parham@adm.idaho.gov

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.

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 DPW Project Manager 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 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.

DESCRIPTION OF PROJECT

The scope of work includes the existing HVAC systems and teaching spaces in the Plant Science Building at Idaho State University. Due to age and capacity, the building has been experiencing adverse conditions with the changing seasons. Failed components, inadequate cooling/heating, and in some cases the complete lack of an HVAC system renders some spaces unusable and hinders the use of equipment used for research and instruction.

ISU has established three (3) priorities:

- #1 will be a revamp of the building's HVAC systems, to include the greenhouses, the Growth Chamber room, the Headhouse and associated workroom, the lobby, and the classrooms.
- #2 will be improving the teaching greenhouse spaces (110, 111) and the research greenhouse spaces (112, 113). The improvements will be replacing lab benches, overhead lighting, and installation of a new filtered/automated watering system. An additional unused drying closet in workroom #104 can be reclaimed for additional space.
- #3 will be classroom improvements, to include finish updates, new and improved technology and A/V systems, and an evaluation of the installation of a center aisle in the lecture hall (114).

REQUIRED SERVICES

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

A total project budget has been established at \$2,127,109.00 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses. A construction budget has been set at \$1,680,000.00. 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, 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. 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 Contractors License 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. Additionally, the winning firm will be required to purchase or maintain property insurance written on a "Builder's Risk" policy.

SUBMITTAL CONTENT

A. Basic Qualifications (Two-page limit):

1. Provide basic data relative to CM/GC, including company size, history, personnel, special expertise for the proposed type of facility, resources available to meet the project schedule, and general information. Individual resumes, awards, associations, etc., may be included.
2. Provide information 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 with experience of automotive and/or diesel mechanic facilities.
3. Licenses Required:
 - a. The CM/GC person or firm shall be licensed as a Public Works Construction Manager by the State of Idaho.

- b. 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.
- c. The firm must hold and maintain a State of Idaho Public Works Contractor License with the Unlimited bid limit classification. Reference IDAPA 25 – Division of Occupational and Professional Licenses Idaho Public Works Contractors License Board.

B. Specific Qualifications (Two-page limit):

1. List the actual team expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise.
2. List the pre-construction team and cost estimator who will provide real-time and projected costs based on market conditions, provide constructability reviews, cost control measures, budget control, risk analysis, value engineering and schedules.

C. Approach to Project (Two-page limit):

1. Based on proposer's knowledge of this project, list the CM/GC services proposed to be provided within pre-construction services. Include a statement of your approach to this specific project, including understanding of project scope and schedule, challenges and opportunities as well as alternative concepts and methods for consideration.
2. Identify how the CM/GC will participate in value engineering and life cycle costs, as well as analyzing building systems during Schematic Design and into Construction Documents. Present ideas for constructability review. Identify quality control and coordination review efforts during pre-construction services.

D. Construction Delivery (Two-page limit):

1. Identify procurement management and how to address current construction environment, including tariff cost mitigation, material / labor shortages, long lead times, etc.
2. Discuss your procedures for quality control during construction.
3. Discuss how your bid solicitation and subcontractor procurement process is different than other CM/GC's.
4. Explain the team's experience with the CM/GC bidding process as required by the State of Idaho.

E. Examples of Work (Three-page limit):

Provide information from three (3) previous projects, including schedules, cost estimates, photographs, dates, size, final construction costs with an explanation of discrepancies, construction

delivery method, and other applicable documents. Projects relevant with experience in higher education classrooms, labs, or agricultural research facilities may be highly considered. Include the following information:

- Project owner (name, current phone number and current email address). This individual may be contacted as part of the selection process.
- Within the last 10 years.
- State of Idaho location.
- DPW Project.

F. Format:

To assist evaluation, it is critical to format the RFQ submittal similar to the criteria headings listed above A through F. The submittal should be clear and to the point for each criteria. Emphasis should be placed on specific qualifications of the people who actually were involved with the projects identified and part of this team. Please provide page numbers in the RFQ submittal. 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 five (5) copies 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: 65 points for the Initial Ranking based on the written submittal, and 35 points for a Final Ranking based on an interview. Step one: the selection committee will score the written submittals based on the criteria in the Proposal Content and the top 3-5 teams will be invited for an interview. Step two: the teams invited for an interview will be given time to present their qualifications, along with a set of questions from the selection committee during the interview. The scores will be based on the tables below.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	10
C	Approach to Project	15
D	Construction Delivery	15
E	Examples of Work	10
F	Format	5
Written Total		65

Presentation – Interview Point Scoring	
Criteria	Maximum Possible Points
Competency and abilities to address their qualifications based upon the criteria above.	20
Selection Committee’s Q & A	15
Presentation – Interview Total	35

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.

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 CMGC team’s closing comments.

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	07/03/25
Addendum issued (if applicable)	07/08/25
Receive RFQ Submittals	07/15/25
CM/GC Shortlist Published	07/23/25
Oral Interviews	08/01/25
PBFAC Selection Approval	09/02/25
Negotiate Contract	September 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 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.

End 25228 Construction Manager/General Contractor RFQ