State of Idaho
Department of Administration
Division of Public Works

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November 23, 2026

REQUEST FOR QUALIFICATIONS (RFQ)

TO: CONSTRUCTION MANAGER/GENERAL CONTRACTORS (CM/GC's)

FROM: Kelly Berard, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 26603
Idaho Department of Veteran Services (IDVS)
Boise Cemetery Expansion
10100 N. Horseshoe Bend Rd., Boise, Idaho

RFQ submittals for furnishing CM/GC Services will be received at:
Division of Public Works (DPW) office
Address: 502 N 4th St., Boise ID, 83720
Due Date: January 5, 2027
Time: 10:00AM MST

Questions arising from this Request for Qualifications should be addressed only to the DPW Project Manager:

Project Manager: Nicole Gallaher
Division of Public Works
502 N. 4th St., Boise ID 83720-0072
Phone: (208) 332-1911
Email: Nicole.gallaher@adm.idaho.gov

An informational meeting and walk-through of existing areas affected by the project will be held.
Date:12/9/26
Time: 9:00AM
Meeting Location: State of Idaho Veteran's Cemetery, 10100 N. Horseshoe Bend Rd., Boise. Park at the Cemetery office. Meet inside the office.

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 the work is to expand the existing State Veterans Cemetery in Boise using land recently acquired from Dry Creek Cemetery. This project will include the preparation of additional sections for ground burial plots as well as the design and construction of additional columbarium walls. Each columbarium wall will provide approximately 1,100 niches, for a total of 3,300 niches. There will also be a new committal shelter. The communal shelter will be in style to the current facility but larger in size.

A wider access road will be constructed to serve the expanded area and connect to an existing access road. A large portion of the work will be to grade and prepare 15.5 acres, with approximately 8 acres designated for initial development. The development of the 8 acres will include substantial earthwork, drainage improvements, irrigation infrastructure, turf establishment, and landscaping to create usable, sustainable cemetery grounds. The remaining 7.5 acres will be graded to allow for relocation of the existing spoils area and the construction of natural earthen privacy barriers separating cemetery operations from surrounding residential neighborhoods.

It is anticipated there will be some electrical scope, however there will be no mechanical or plumbing scope as part of this project. Alternate items could include an existing pond that may require modifications to function as a large-scale irrigation and holding pond. As well as a bridge for pedestrian traffic (Honor Guard) and maintenance operations (golf cart).

Construction start date is dependent on federal grant opportunity. The schedule will need to be accommodated to meet specific timelines from the federal Construction Grant. Initial design and environmental studies will need to be completed before July 2027 to be submitted for award. Construction is contingent on federal grant opportunity being awarded. Pending the grant funding award, construction could begin as early as January 2028. It should be noted that this schedule could mean the project is inactive for 6 months.

This project will use Davis-Bacon Wages and adhere to the Build America, Buy-American Act (BABA). This project will further be required to comply with all U.S. Department of Veterans Affairs regulations including 38 CFR 39 concerning the Establishment , Expansion, and Improvement, or Operation and Maintenance of Veterans Cemeteries, as well as the applicable assurances as further described in the attached "Assurances – Construction Programs " document.

REQUIRED SERVICES

The State of Idaho, through DPW, is requesting proposals for CM/GC services.
A total project budget has been established at $8,492,267.
This budget includes fees, reimbursables, contingencies, testing, and other project-related expenses. The construction budget is estimated to be $6,800,000.

The successful CM/GC will be required to accept the terms of the Division of Public Works CM/GC Agreement without modifications. The current version can be found at https://dpw.idaho.gov/docs-forms-guides/. During contracting, the CM/GC will be required to provide payment and performance bond or bonds in the amount of the total construction management contract. They may also be required to purchase or maintain property insurance written on a "Builder's Risk" policy.

The CM/GC will be responsible for services beginning with the Schematic Design phase through project construction, including the one-or-two-year period of correction following project completion. A complete construction cost estimate and construction schedule will be required per the contract.

The CM/GC in conjunction with the Design Professional 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 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, closeout documents, warranties, etc.

The CM/GC will be required to meet as often as indicated in the contract, but no less than once monthly with the Design Professional, Agency, and DPW 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. This information will be uploaded as part of the monthly pay request.

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

Format: To assist evaluation, the SOQ must be formatted similar to the headings listed. The submittals should be clear and concise, following the page length guidelines provided. Pages should be no larger than 8-1/2 x 11 and the font size no smaller than 10 points. 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. All content should be included in the submittal. No external means of information (i.e. brochures or QR codes) will be considered.

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 manage 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.
3. Acknowledge Addenda on the Cover Sheet, if applicable.

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. General Qualifications: Provide a summary of your general qualifications. Limit to two (2) single-sided pages with the following elements (no photos or resumes).

1. Company Information:
    a. Name, size, age, and general information.
    b. Location of Headquarters.
    c. Location of Office Closest to Project Location.
    d. Type of Business (LLC, Sole Proprietorship, etc.).
    e. Licenses Required at the time of submittal. Include the license number and certificates for the applicable documents listed.
        i. The CM/GC person or firm shall be licensed as a Public Works Construction Manager by the State of Idaho.
        ii. 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.
        iii. The firm must hold and maintain a State of Idaho Public Works Contractor License with the appropriate bid limit classification. Reference IDAPA 25 – Division of Occupational and Professional Licenses Idaho Public Works Contractors License Board.
2. Special expertise as they relate to this project type.
3. Resources available to meet the project schedule, including how you will handle staffing changes and utilization of temporary or contracted staff.

4. Experience working with multiple stakeholders and managing stakeholder input.
5. Description 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.
6. Anticipated Sub-Consultants. Please list the entire team and indicate prior experience working together as a team. Include each consultant's name, size, age, general information, and location.

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 one half-page for each person. (Photos are optional). The following information should be included for each individual:

1. Name and title.
2. Number of years in the current role within their firm.
3. Firm name and home office/location of the individual.
4. Education and training.
5. Brief overview of their responsibilities specific to this project.
6. Brief overview of their experience related to this project.
7. Percentage of time that will be committed to various phases of this project.
    a. The CM/GC's Project Manager will be required to be involved in the project through the entire duration.
8. Relevant knowledge of the local area and the Agency.
9. Applicable Licenses and Certificates. Include the license number for everyone listed as applicable.

D. Project Examples: Provide four (4) examples of relevant past projects, in which construction has been completed within the last seven (7) years. Projects are to be similar in size and budget as this project. Limit each project to one (1) single-sided page. List the following information for each project:

1. Project data including name, address, overall square footage, project construction cost, schedule, substantial completion date, and construction delivery method.
2. Project description.
3. Photograph(s) of the completed project.
4. Team member names, titles, and firm name. Provide and asterisk (*) if the individual is listed under "Team Member Qualifications" in the section above.
5. References; include the owner's name, phone number and email.
6. Projects need to include elements as listed in the **DESCRIPTION OF PROJECT**. Clearly list the requirements that each project complies with in your submittal.

E. Technical Approach to Project: Describe your team's approach for the following items. Provide specific examples to substantiate your response. Limit to five (5) single-side pages (no photos).

1. Understanding of DPW's processes, as outlined in **REQUIRED SERVICES**.
2. Understanding of the project scope and individual program needs, as outlined in the **DESCRIPTION OF PROJECT**.
3. Understanding of the Agency and the project site.
4. Cost Control: Include the CM/GC's approach to constructability reviews, value engineering process, and experience working within the budget provided. Explain your firm's experience providing alternative solutions during design to meet the budget and whether the construction budget is achievable.
5. Explain how the cost estimator will provide real-time pricing based on local market conditions. Include past examples of the success of this approach.
6. Describe your firm's experience delivering projects subject to Build America, Buy-American Act (BABA).
7. Provide your approach to procurement management and how to address any current construction environment, material / labor shortage, long lead times, etc.
8. Explain your firm's experience with Davis-Bacon Wages.
9. Describe your firm's ability to interact with a design team and work through construction documents, while providing alternative solutions if budget requires.
10. Approach to determining highly qualified sub-contractors and prequalification measures taken before public bidding. Discuss how your bid solicitation and subcontractor procurement process provides value to the owner.
11. Describe the team's relationships and interactions with the local utility companies and authorities having jurisdiction.
12. Explain the team's experience with the CM/GC bidding process as required by the State of Idaho.
13. Explain your firm's understanding and experience of close-out processes.

SUBMITTAL

Submit two (2) printed copies of the submittal 8-1/2 x 11 format; one (1) USB drives containing a PDF of the submittal.

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A Selection Committee consisting of two (2) people from DPW, two (2) people from the Agency, and an independent reviewer will 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 and used to determine the teams selected for an interview, if deemed necessary. Interviews will not be held if the gap in points between the top-ranked team and the subsequent team(s) exceeds the allowable interview points. If interviews are conducted, the teams invited for an interview may be given content in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, then scores will be final based on the (Statement of Qualifications) SOQ only.

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 SOQ's and the names of firms, if any, selected for interviews shall be public information. At the conclusion of the selection process, all documentation will become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Format / Cover Sheet	5
B	General Qualifications	10
C	Team Member Qualifications	15
D	Project Examples	15
E	Technical Approach	25
Written Total		**70**
Presentation – Interview Point Scoring		
Criteria To Be Determined After SOQs Are Reviewed		Maximum Possible Points
Interview Total		**30**

PROPOSED DATES:

Informational Walk-Through	December 9, 2026
Last Day for Questions	December 21, 2026
Addendum Issued	December 28, 2026
Receive SOQ Submittals	January 5, 2027 (at DPW in Boise)
Oral Interviews	January 21, 2027 (morning at DPW)
PBFAC Selection Approval	February 2027
Negotiate Contract	February-March 2027

SELECTION AND AWARD

Based on the results of the Statement of Qualifications and, if applicable, interviews, DPW will recommend a course of action to the 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. However, final award is contingent upon the successful negotiation of an Agreement.

Submittal contents may be incorporated 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, including a requirement to carry and maintain a minimum of $1,000,000 professional liability insurance coverage. The State reserves the right to reject any or all proposals received as a result of this request.

PROVISIONS

1. The State reserves the right to approve the CM/GC's selection of Consultant's and Subcontractors.

2. 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, Design Professional, and the CM/GC.

3. 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.

4. DPW reserves the right to investigate the Contractor's and/or Consultants' financial responsibility and past project performance. 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.

5. Submittal contents may be incorporated into a legal contract or agreement. Proposers should be aware that methods and procedures submitted could become contractual obligations.

6. The State reserves the right to reject any or all proposals received for this RFQ.

7. 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.

8. Funding for the project is from a U.S. Department of Veterans Affairs State Veterans Cemetery Construction Grant. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. Davis-Bacon wages will apply to this project.

ATTACHMENTS

1. Exhibit A: Map of State of Idaho Veterans Cemetery Grounds
2. Exhibit B: Assurances – Construction Programs

End DPW Project #26603 Construction Manager/General Contractor RFQ



Lower Casket Burial: 1, 2, 5 & 6 **In Ground Urn**: 3, 4 & 8 **Columbarium Wall**: B, C, D, E & F

Upper Casket Burial: 10, 11, 12 & 13 (*First Interment Fee Applies*)

IDAHO STATE VETERANS CEMETERY– BOISE

10100 Horseshoe Bend Rd. Boise, ID 83714

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property aquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED
	November 23, 2026