



**LAKELAND JOINT SCHOOL DISTRICT**  
*A Community Committed to Academic Excellence...Dedicated to Student Success*

Lakeland Joint School District #272  
15506 N. Washington Street  
Rathdrum, ID 83858  
H: (208)687-0431 FX: (208)-687-1884

# REQUEST FOR QUALIFICATIONS

**CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC SERVICES)**

**RETURN COMPLETED QUALIFICATIONS TO:**

Lakeland Joint School District #272  
District Office  
15506 N Washington Street  
Rathdrum, ID 83858

To be considered, qualifications must be received in the school district office by 2:00PM  
(Pacific) Thursday, December 8<sup>th</sup>, 2022

## REQUEST FOR QUALIFICATIONS

Lakeland Joint School District #272 (“District”) is seeking responses from licensed Idaho Public Works Construction Managers (CMs) and licensed Idaho Public Works Contractors, in good standing, to provide their qualifications to perform certain construction manager services (“SM Services”) in accordance with Idaho Code, 54-4501, et. Seq., as determined by the District.

The District is developing plans to repair, replace, and upgrade exterior siding, trim, and exterior doors at Spirit Lake Elementary, Athol Elementary, and Lakeland Middle School described in the “Project Information” listed below.

The District intends to construct the project using the Construction Manager/General Contractor (CM/GC) delivery process but reserves the right to execute some or all the projects using a Construction Manager Representative (CMR) approach as well. Additionally, the District intends to select one or more qualified construction managers from those who respond to this RFQ for such projects. Responses should address the proposer’s specific qualifications for each of the projects described below.

The District’s “Qualification Based Selection” (QBS) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of: (1) Solicitation of professional qualifications, (2) Evaluation and ranking of qualifications, (3) Establishment of a ranked list of service providers, and (4) Negotiation of scope of services and fees.

### A. PROJECT INFORMATION

The District is planning to construct the following projects for which CMR Services or CM/CG Services are required:

1. **Project 1 - Spirit Lake Elementary School:** Project is replacement/repair of exterior siding, trim, and doors on an existing elementary school. Project located at 32605 N 5th St, Spirit Lake, ID 83869. Project architect, if needed, TBD.
2. **Project 2 - Athol Elementary School:** Project is replacement/repair of exterior siding, trim, and doors on an existing elementary school. Project located at 6333 E Menser Ave, Athol, ID 83801. Project architect, if needed, TBD.
3. **Project 3 – Lakeland Middle School:** Project is replacement/repair of exterior siding and trim on an existing middle school. Project located at 15601 Hwy 41, Rathdrum, ID 83858. Project architect, if needed, TBD.

### B. REQUIRED SERVICES (SCOPE OF WORK)

Throughout the project, the CMs shall provide the District with professional construction management services and represent the District’s interests in completing the projects on time, within budget, and as planned with a minimum of difficulties. It is anticipated that AIA Document A133-2009 (the Form Contract)

will form the basis of agreements for CM Services to be entered into for the projects; provided however, the District reserves the right to change, modify or amend the Form Contract in formulating the final contracts to be entered into by the District. CM Services shall include, but are not limited to, pre-construction services through design of the projects and construction services, either as CMR or CM/GC, through project completion as those services. For purposes of this RFQ, proposers should describe their qualifications to provide CM Services as those services are described in the Form Contract.

**C. RESPONSE, FORMAT, CONTENT, AND EVALUATION CRITERIA**

Proposers may choose to submit a proposal for one or more projects. Proposals should identify which project and/or projects they want to propose on and tailor their response accordingly. Responses must include the following information in this sequence. Respondents are invited to include innovative methods and/or procedures, which they can provide to assist in ensuring successful completion of the project. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, your responses should include a description of the responder’s qualification to serve as either a CMR or as a CM/GC.

<b>Written Requirements for Responses to Request for Qualifications</b>
1. Cover Letter (limit to one page)
2. Complete the “CM Information” Addendum A as provided I Part G
3. COMPANY PROFILE: Describe your firm’s history, size, resources, philosophy of service, typical volume of work, financial stability, and basic construction management techniques and methods. Describe how your particular expertise, experience and/or techniques can be an advantage to the District in completing the projects.
4. PROJECT APPROACH: Describe your approach to providing CM Services described in the Form Contract. A) Preconstruction Services, B) Construction Services as either CM/R or CM/GC depending on the projects you choose to propose on. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project (including architect, district, and sub-contractors) covered by your response. C) Identify all individuals/businesses involved in the project covered by your response. D) Identify all key personnel to whom construction management responsibility will be assigned by name, title, role, qualification, experience, and resumes. E) Provide an organizational chart clearly illustrating proposed staffing.
5. TOTAL PROJECT BUDGET CONTROL. Submit detailed descriptions of how your firm provides and periodically updates construction cost estimates and participation in Value Management during project design, and successfully tracks and reports construction costs, including line item costs for each bid package, fee, permits, reimbursable costs, CM fees, and all other project costs.
6. SCHEDULING. Describe the primary scheduling techniques you use and the software you will employ to produce an effective construction schedule. Provide examples of successful construction management and scheduling services provided on complex, multi-phase projects. Discuss in detail how you intend to enforce contract schedule compliance.
7. HOME OFFICE SUPPORT. Describe you home office support staff by name, position, and provide a flow chart of how pay requests will be received, approved, and prepared for payment.
8. PAST PERFORMANCE. Name three (3) recent and relevant projects to that of the District’s projects for which you will propose on that you completed demonstrating your firm’s ability to manage and complete projects within budget and on schedule. Include a current letter of reference from the owner of EACH project.

**EVALUATION CRITERIA:**

The School District will use the following criteria to evaluate the responses to this RFQ:

**CRITERIA 1 – COMPANY PROFILE:** The School District will consider the respondent’s history, size, philosophy of service, financial stability, and basic construction management techniques and methods as set forth in the respondent’s response to the School District’s Request for Qualifications.

**CRITERIA 2 – PROJECT APPROACH:** The School District will consider the quality, philosophy, and approach of respondent’s past work in considering which firm to select to perform the work on the Project.

**CRITERIA 3 – BUDGET CONTROL:** The School District will consider the respondent’s budget management and tracking methods for completing the work in considering which firm to select to perform the work on the Project.

**CRITERIA 4 – SCHEDULE:** The School District will consider the respondent’s proposed scheduling services for completing the work in considering which firm to select to perform the work on the Project.

**CRITERIA 5 – OFFICE SUPPORT:** The School District will consider home office support and resources of any of the respondents in considering which firm to select to perform the Project.

**CRITERIA 6 – REFERENCES:** The School District will consider information from the contacts and past references provided by the respondent in considering which firm to select to perform work on the Project.

**WEIGHTED EVALUATIONS:** The School District will evaluate responses to this RFQ that conform to the proposal instructions outlined in this RFQ and will assign scores of zero (0) to five (5) with

5 - Excellent

4 - Good

3 - Satisfactory

2 - Marginal

0 – Unsatisfactory

And will weigh the criteria as follows:

Criteria Rating Weighted Score:

CRITERIA 1 – COMPANY PROFILE: \_\_\_\_\_ x 5.0 = \_\_\_\_\_

CRITERIA 2 – PROJECT APPROACH \_\_\_\_\_ x 4.0 = \_\_\_\_\_

CRITERIA 3 – BUDGET CONTROL \_\_\_\_\_ x 4.0 = \_\_\_\_\_

CRITERIA 4 – SCHEDULE \_\_\_\_\_ x 3.0 = \_\_\_\_\_

CRITERIA 5 – OFFICE SUPPORT \_\_\_\_\_ x 3.0 = \_\_\_\_\_

CRITERIA 6 – REFERENCES \_\_\_\_\_ x 5.0 = \_\_\_\_\_

TOTAL POSSIBLE SCORE –120

#### **D. RESPONSE SUBMISSION PROCEDURES**

1. Written responses to the RFQ will be accepted at the Lakeland Joint School District Office, 15506 N Washington St., Rathdrum, ID, 83858 until 2:00PM (Pacific), December 8, 2022.
2. Submittals shall include one original and 2 copies of the proposal. The original must be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed and clearly marked: Construction Management Proposal.
3. Responses shall include a copy of each submitter's current Construction Manager and Public Works Contractor Licenses and Certificate of Authority from the Idaho Secretary of State demonstrating that the submitter entity has a current construction manager license, is lawfully in existence and is in good standing in the State of Idaho. In addition, each respondent shall provide evidence of General Liability Insurance.
4. All questions regarding this RFQ must be directed to Brian Wallace, 15506 N Washington St., Rathdrum, ID, 83858, Monday through Friday 8:00AM to 4:00PM, Phone 208-687-0431 x1109, Email [brian.wallace@lakeland272.org](mailto:brian.wallace@lakeland272.org). The District may elect to forward some questions to other District representatives, but all questions must be in writing by December 2, 2022 and directed to Mr. Wallace.

#### **E. SELECTION TIMELINE**

1. RFQs will be available commencing the 18th of November 2022 from 8:00AM to 4:00PM Monday through Friday at the District Central Office.
2. Deadline for receipt of the responses is 2:00PM on the 8th day of December 8, 2022, at the District Office. Proposals received after deadline will not be considered.
3. District staff will evaluate all responses. From this evaluation the District may select a construction manager for the project or elect to interview certain submitters for the project. All persons or entities who submit responses to this Request for Qualifications will be notified when the District has chosen to hire a Construction Manager for the Project.

#### **F. PROPOSAL GUIDELINES**

1. GENERAL TERMS -- This RFQ does not commit the School District to enter into an agreement, to pay any costs incurred in the preparation of this proposal or in subsequent negotiations, or to procure or contract for any Project.
2. REVISIONS TO RFQ -- In the event that it is necessary to revise any part of the RFQ, timely addenda will be issued via facsimile or email to those firms that have requested a hard copy of the RFQ.
3. RESERVATION OF RIGHTS BY SCHOOL DISTRICT -- The issuance of this RFQ does not constitute an assurance by the School District that any contract will actually be entered into by School District and School District expressly reserves the right to:
  - Waive any immaterial defect or informality in any response or response procedure.
  - Reject any and all proposals.
  - Request additional information and data from any or all respondents.
  - Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ.

- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
- Disqualify any respondent on the basis of any real or apparent conflict of interest.
- Disqualify any respondent on the basis of past performance on other projects.
- Prior to the response time, the School District may meet with and consult with some or all of the potential respondents to this request.
- The School District may negotiate with any respondent to this RFQ and shall have the sole discretion to choose the best combination of qualifications and price for the Project.
- The School District shall have the sole discretion to select one, none or several different vendors to provide the Services, or portions thereof, as described in this RFQ.

By responding to this request, each respondent agrees that any finding by the District, any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

PROPRIETARY MATERIAL -- District assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals may be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

#### **G. CONSTRUCTION MANAGER INFORMATION (ADDENDUM A)**

##### **ADDENDUM A PROPOSAL FORM**

The Proposer makes the following statements and representations as part of the proposal:

**ADDENDUM A**

**PROPOSER LOCATION**

(To be Used for All Legal and Contractual Correspondence)

PROPOSER NAME: \_\_\_\_\_  
PROPOSER ADDRESS: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_

**GENERAL INFORMATION**

- 1) Federal ID Number \_\_\_\_\_
- 2) Idaho Public Works Construction Management License Number \_\_\_\_\_
- 3) Idaho Public Works Contractor License Number \_\_\_\_\_

4) How long has the Proposer been in business? Under which names?  
\_\_\_\_\_  
\_\_\_\_\_

5) Proposer is a subsidiary of, or is wholly owned by:  
\_\_\_\_\_  
\_\_\_\_\_

6) If a corporation list the date, state, and type of incorporation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) List the names of Firm Principals.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) Has the Proposer been the subject of any legal action as plaintiff or defendant regarding construction services for projects completed during the past 15 years? If yes, describe action and outcome.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_