

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC SERVICES)

Return Completed Qualifications To:

**St. Maries Joint School District No. 41
240 S. 11th Street
St. Maries, ID 83861**

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED IN THE ST.
MARIES JOINT SCHOOL DISTRICT NO. 41 OFFICE BY 4:00 P.M. (PST), June 19,
2024.**

REQUEST FOR QUALIFICATIONS

St. Maries Joint School District No. 41 (“School 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 (“CM Services) in accordance with Idaho Code, 54-4501, *et. seq.*, as determined by the School District. The School District has budgeted \$1,300,000 dollars to fund the construction of a CTE Classroom Building which is described in the “Project Information” listed below.

The School District intends to construct this project using the Construction Manager/General Contractor (CM/GC) delivery process. Additionally, the County intends to select one qualified CM/GC from those who respond to this RFQ for this project. Responses should address the proposer’s specific qualifications for this particular project described below.

The School 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 School District is planning to construct the following project for which CM/GC Services are required:

1. A 5260 square foot CTE Classroom Building consisting of a new automotive repair shop, forestry classroom, two offices, two restrooms and a compressor room. The building will be wood frame construction with metal siding and asphalt shingle roofing.
2. Site work includes excavation, site preparation, driveways, asphalt paving, concrete sidewalks and curbs for the building.
3. The maximum allowable construction cost for this project has been established as \$1,300,000 million dollars.

It is the intent of the School District that the three main components of the Project Team will consist of the School District including their Representative, the Architectural Design Team, and the CM/GC.

The School District contact for the building program is:

Dr. Teresa Rensch

St. Maries Joint School District No. 41
240 S. 11th Street
St. Maries, ID 83861
Phone: (208) 245-2579

The Architect for the project is:
LTA Architects
 Cory D. Trapp, AIA
 8677 N. Wayne Drive, Suite A
 Coeur d'Alene, Idaho 83835
 Phone: (208) 772-0503

B. REQUIRED SERVICES (SCOPE OF WORK)

Throughout the project, the CM/GC shall provide the School District with professional construction management services and represent the School District's interests in completing the project on time, within budget, and as planned with a minimum of difficulties. It is anticipated that AIA Document A133-2009 (the Contract Form) will form the basis of agreements for CM/GC Services to be entered into for the projects; provided however, the School District reserves the right to change, modify or amend the Form Contract in formulating the final contracts to be entered into by the School District. CM/GC Services shall include, but are not limited to, pre-construction services and construction services, through the completion of the project. For purposes of this RFQ, proposers should describe their qualifications to provide CM/GC Services as those services are generally described in the Contract Form.

C. RESPONSE, FORMAT, CONTENT, AND EVALUATION CRITERIA

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 responders' qualification to serve as a CM/GC.

Written Requirements for Responses for Responses to Request for Qualifications	Possible Points for Each Section of Proposal
1. Cover Letter (limit to one page)	0
2. Complete "CM INFORMATION" as provided in Part G	10
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 School District in completing the project. Describe your experience, knowledge, and expertise in complying with Idaho public works procurement requirements and experience with public works contracts.	15
4. PROJECT APPROACH: Describe your approach to providing CM/GC Services described in A) Preconstruction Services, B) Construction Services as a CM/GC. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project	20

covered by your response. Identify personnel to who construction management responsibility will be assigned by names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing.	
5. TOTAL PROJECT BUDGET CONTROL: Submit detailed description 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/GC fees, and all other project costs.	20
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.	10
7. HOME OFFICE SUPPORT: Describe your home office support staff by name, position, and provide a flow chart of how pay requests will be received, approved, and prepared for payment.	5
8. PAST PERFORMANCE: Name three (3) recent and relevant projects of similar size and scope to that of the School District’s project (for which you will propose on) that you completed, demonstrating your firm’s ability to manage and complete projects within budget and on schedule. Direct experience managing and completing school projects will be given greater weight in this criterion.	20

D. RESPONSE SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted at the St. Maries Joint School District Office, 240 S 11th Street, St. Maries, ID 83861 until 4:00 p.m. (PST), June 19, 2024. Any submission received after this date and time shall be returned, unopened, in the original envelope.

2. Submittals shall include one (1) original and five (5) copies of the proposal. The original must be marked “original” and be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed and clearly marked: **CM/GC Qualifications for St. Maries Joint School District No.41, CTE Classroom Building**

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.

4. All questions regarding this RFQ must be directed via email to, Dr. Teresa Rensch, email: trench@sd41.org, or via phone (208) 245-2579. The School District may elect to forward some questions to LTA Architects, but all questions must be in writing in email format by June 19, 2024 and directed to Dr. Rensch. Submitting firms are requested **NOT** to contact the project architects, or School District employees. In the interest of fairness, all questions and answers will be shared with all bidders who submit a timely response to this RFQ.

E. SELECTION TIMELINE AND PROCEDURES

1. The RFQ schedule is as follows:

RFQ advertisements:	June 5, 2024
RFQ available:	June 12, 2024
RFQ proposals due:	June 19, 2024
Evaluation committee ranking:	June 20, 2024
Interview notification and interview:	June 24 – June 28
Evaluation committee interview and selection:	July 1, 2 and 3.
Recommendation to School Board Members:	July 8, 2024

2. The representatives of the School District and their designees will evaluate all responses.

3. The Project Architect may be present in an advisory non-voting capacity at any interviews.

4. Proposals will be ranked on qualifications and interviews conducted at the sole discretion of the School District.

5. All persons or entities who submit responses to this Request for Qualifications will be notified when the School District has chosen to hire a CM/GC for the project, or has determined to submit a new Request for Qualifications.

F. PROPOSAL GUIDELINES

1. The School District will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract for CM/GC Services.

2. All responses and other materials submitted will become the property of the School District.

3. All information contained in the RFQ and acceptable provisions of the selected firm's response may be made a part of the contract for CM/GC Services.

4. Upon the School District's request, a respondent may be asked to submit additional information to supplement their response.

5. The School District reserves the rights to:

- Waive any informalities or irregularities and reject any or all responses received as a result of this RFQ;
- Negotiate the scope of services, contract terms and compensation for CM/GC Services to be provided;
- Conduct investigations required to determine the respondent's performance record and ability to perform the work specified a part of the RFQ.

[The rest of his page is intentionally blank]

G. CONSTRUCTION MANAGER INFORMATION

1. Contact information for your firm’s main office as follows:

Firm Name: _____

Mailing Address: _____

(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

2. Name, title, address, telephone, and fax number of the firm’s officer responsible to the School District for all work to be provided under this RFQ:

Name/Title: _____

Mailing Address: _____

(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

- Corporation Partnership Limited Liability Other (explain)

Please provide the following license information:

Idaho Public Works Construction Management License #: _____, held by

_____ (name of licensed CM who will be responsible).
Idaho Public Works Contractor License #: _____

4. Contact information of the office where your project team will be located and from which the work for this assignment will be conducted, if different than "1." above.

Firm Name: _____

Mailing Address: _____

(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

5. Provide a letter from Surety for the project.

6. State the contact information for your current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Company Name: _____

Agent Name: _____

Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

7. If you answer yes to any of the following questions, provide complete explanation on a separate sheet.

- a. Has any one of your current or former sureties or bonding companies ever been required to perform under or canceled a bid bond, labor or material payment or a

performance bond issued on your firm's behalf? Yes No

b. Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, please state the company, date, reason and specific details.) Yes No

c. Within the past five (5) years has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation, mediation or arbitration proceedings? Yes No

8. Name, title and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your proposal.

Printed Name: _____

Title: _____

Signature: _____

Date: _____