

# **REQUEST FOR QUALIFICATIONS**

## **CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GCSERVICES)**

**Return Completed Qualifications To:  
Cassia County Commissioners Office  
Cassia County Courthouse, Room #210  
1459 Overland Avenue  
Burley, Idaho 83318**

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED IN THE  
COMMISSIONERS' OFFICE BY 3:00 P.M. (prevailing local time),  
September 26, 2024.**

## **REQUEST FOR QUALIFICATIONS**

Cassia County (“Owner”) 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 54-4511, as determined by the Owner. The Owner has approved funding for a new County office building.

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

The Owner’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 Owner is planning to construct the following work for which CM Services are required. The work will be executed in phases as determined during programming and design: The project provides for design and construction of a new county office building located at the corner of 15<sup>th</sup> Street and Overland Avenue in Burley. Currently, most of the site is an existing parking lot and part of the site has an existing Masonic Lodge building located thereon. The existing lodge facility will be demolished. The new office building is proposed to house the following departments: Assessor’s Office, Clerk/Auditor/Recorder, Election Services, Information Technology Department, and Treasurer’s Office.

It is the intent of the Owner that the three main components of the Project Team will consist of the Owner, the Architect, and the CM.

The Owner contact for the work is:

Board of Commissioners, Cassia County:

Commissioner Bob Kunau  
Courthouse Room #210  
Twin Falls, Idaho 83301 Phone: (208) 431-4011  
[countycommissioners@cassia.gov](mailto:countycommissioners@cassia.gov)

Architect for the work is:

erstad Architects:

Katrina Klum, Partner  
310 North 5<sup>th</sup> Street  
Boise, ID 83702  
[kklum@erstadarchitects.com](mailto:kklum@erstadarchitects.com)

Joshua Moser, Project Manager  
310 North 5<sup>th</sup> Street  
Boise, ID 83702  
[jmoser@erstadarchitects.com](mailto:jmoser@erstadarchitects.com)

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

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

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

Proposers should submit a proposal for all of the work as described in “Project Information” above. 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 service as either a CMR or as a CM\GC.

<b>Written Requirements for Responses to Request for Qualifications</b>	<b>Possible Points For Each Section of Proposal</b>
<b>1.</b> Cover Letter (limit to one page)	0
<b>2.</b> Complete the “CM INFORMATION” as provided on Part G	5

<p><b>3. COMPANY PROFILE.</b> 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 Owner in completing the projects.</p>	<p>10</p>
<p><b>4. PROJECT APPROACH.</b> Describe your approach to Providing CM Services described in the Owner’s Form Contract. A) Preconstruction Services, B) Construction Services as either CM/R or CM/GC. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project covered by your response. Identify personnel to whom construction management responsibility will be assigned by names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing. Local knowledge is preferred.</p>	<p>25</p>
<p><b>5. TOTAL PROJECT BUDGET CONTROL.</b> 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 the bid package, fee, permits, reimbursable costs, CM/GC fees, and all other project costs.</p>	<p>15</p>
<p><b>6. SCHEDULING.</b> 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.</p>	<p>15</p>
<p><b>7. HOME/LOCAL OFFICE SUPPORT.</b> 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. If different than the home office, also describe your local office support staff information, and location and contact information of local office.</p>	<p>10</p>
<p><b>8. PAST PERFORMANCE.</b> Name three (3) recent and relevant projects of similar size and scope to that of the Owner’s project that you have 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 <u>each</u> project.</p>	<p>20</p>

#### D. RESPONSE SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted at the Cassia County Commissioners' Office, Courthouse Room #210, 1459 Overland Avenue, Burley, Idaho 83318 until 3:00 P.M. (prevailing local time), **September 26, 2024**.
2. Submittals shall include one (1) original and seven (7) hard copies of the proposal. The original must be marked "original" and be dated and signed by a duly authorized partner or corporate officer. Also include an electronic copy in the form of PDF on a USB drive. Proposals must be sealed in an opaque package and clearly marked: **Cassia County New Office Building CM/GC 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 State of Idaho, 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 to Commissioner Bob Kunau, at email: [countycommissioners@cassia.gov](mailto:countycommissioners@cassia.gov) or by Phone at (208) 431-4011. The Owner may elect to forward some questions to their architect, erstad Architects, but all questions must be in writing in email format by **September 12, 2024, by 2:00 pm, prevailing local time** and directed to Commissioner Kunau. Submitting firms are requested **NOT** to contact the project architect, other County employees, or elected officials.

#### E. SELECTION TIMELINE AND PROCEDURES

1. The RFQ schedule is as follows (all in 2024):

RFQ advertisements:	August 31 and September 7
RFQ available:	August 26
RFQ proposals due:	September 26, by 3:00 pm
Evaluation committee ranking:	September 30-October 7
Interview notification:	October 8
Evaluation committee interview and selection:	Week of October 14
Recommendation to Board of Commissioners:	October 21

2. The representatives of the Owner will evaluate all responses.
3. The Project Architect may be present in an advisory non-voting capacity at interviews.

4. Proposals will be ranked on qualifications and interviews conducted at the sole discretion of the Owner.
5. All persons or entities who submit responses to this Request for Qualifications will be notified when the Owner 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 Owner 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 Construction Manager Services.
2. All responses and other materials submitted will become the property of the Owner.
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 Services.
4. Upon the Owner's request, a respondent may be asked to submit additional information to supplement their response.
5. The Owner reserves the right 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 Services to be provided;
  - Conduct investigations required to determine the respondent's performance record and ability to perform the work specified as part of the RFQ.

**G. CONSTRUCTIONMANAGER 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 number, cell phone number, email address and fax number of the firm’s officer responsible to the Owner 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 work you are proposing.

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: \_\_\_\_\_

**Title VI Statement:** Cassia County, Idaho, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, the Civil Restoration Act of 1987 (Public Law 100.259) and subsequent related acts and regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, religion, gender, national origin, age, marital status, political affiliation, or disability in consideration for an award. Cassia County will make every reasonable effort to ensure non-discrimination in all of its programs and activities related to this solicitation and any subsequent contracts or agreements arising therefrom. Cassia County reserves the right to reject any and all proposals, waive any informalities, or irregularities, postpone the award of the Contract for a period not to exceed One Hundred Twenty (120) days, and accept the proposal that is in their best interests.