



REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC SERVICES)

Return Completed Qualifications To:

**Western Elmore Country Recreation
District (WECRD)
Board of Directors
245 East 6th South
Mountain Home, ID 83647**

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED IN THE WECRD
OFFICE BY 2:00 P.M. (MST), December 6th, 2018.**

REQUEST FOR QUALIFICATIONS

Western Elmore County Recreation District (“WECRD”) 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 WECRD. T h e WECRD anticipates budgeting \$5.7 million to building an indoor pool facility which is described in the “Project Information” listed below.

The WECRD intends to construct this project using the Construction Manager\General Contractor (CM/GC) delivery process. Additionally, the WECRD intends to select one or more qualified construction managers 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 WECRD “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 WECRD is planning to construct the following project for which CM/GC Services are required:

1. A 22,000 square foot indoor pool facility that will consist of a 14,850 square foot natatorium which includes a six lane competitive lap pool, a leisure pool which includes a zero-depth entry, lazy river, general use pool, and waterslide.
2. Also included in this facility is a 7,150 square foot space to house the men and women locker rooms, multi-purpose community rooms, office space, and storage rooms.
3. The indoor pool facility will be a Sprung structure.
4. The maximum anticipated construction cost for this project is \$5.2 million.

It is the intent of the WECRD that the three main components of the Project Team will consist of the WECRD board and staff, to include their Representative, the Architectural Design Team, and the CM/GC.

The WECRD contact is:

Michelle Heins
District Administrator
WECRD
245 East 6th South
Mountain Home, ID 83647
Phone: (208) 580-2377
mheins@wecrd.org

The Architect for the WECRD Indoor Pool Facility is:

LCA Architects
Ken Gallegos or Nate Turner
1221 Shoreline Dr
Boise, Idaho 83702
Phone: (208) 344-9002
kengallegos@lcarch.com
nturner@lcarch.com

A. REQUIRED SERVICES (SCOPE OF WORK)

Throughout the project, the CM/GC shall provide the WECRD with professional construction management services and represent the WECRD 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 Form Contract) will form the basis of agreements for CM/GC Services to be entered into for the projects; provided however, the WECRD reserves the right to change, modify or amend the Form Contract in formulating the final contracts to be entered into by the WECRD. 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 Form Contract.

B. 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 the “CM INFORMATION” as provided on 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 County 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 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.	10
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.	25
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 WECRD 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. Include a current letter of reference from the owner of each project. Direct experience managing and completing indoor pool facility projects will be given greater weight in this criterion.	25

C. RESPONSE SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted at the Western Elmore County Recreation District Administrative Office, 245 East 6th South, Mountain Home, Idaho 83647 until 2:00 p.m. (MST), December 6th, 2018.

2. Submittals shall include one (1) original and six (6) 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 WECRD Indoor Pool Facility Project**

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, Michelle Heins, email mheins@wecrd.org. Phone (208) 580-2377. The WECRD may elect to forward some questions to LCA Architects, but all questions must be in writing in email format by November 22, 2018 and directed to Mrs. Heins. Submitting firms are requested **NOT** to contact the project architects, or the WECRD Board of Directors and/or staff.

D. SELECTION TIMELINE AND PROCEDURES

1. The RFQ schedule is as follows:

RFQ advertisements:	October 31 & November 7, 2018
RFQ available:	November 1, 2018
RFQ proposals due:	December 6, 2018
Evaluation WECRD Board ranking:	December 19, 2018
Interview notification:	December 20, 2018
Interview(s) and selection:	TBD

2. The representatives of the WECRD 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 WECRD.

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

E. PROPOSAL GUIDELINES

1. The WECRD 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 WECRD
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 WECRD's request, a respondent may be asked to submit additional information to supplement their response.
5. The WECRD 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.

F. 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 WECRD for all work to be provided under this RFQ:

Name/Title: _____

Mailing Address: _____

Physical Address: _____
(City, State, Zip)

_____ (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: _____