



**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER/GENERAL CONTRACTOR
CANYON COUNTY ADMINISTRATION BUILDING CONSTRUCTION PROJECT**

Issued By:
BOARD OF COUNTY COMMISSIONERS

Submit Qualification Statements to:
Board of County Commissioners
1115 Albany Street
Caldwell, Idaho 83605
Telephone: (208) 454-7507
bocc@canyoncounty.id.gov

Two printed copies of the Statement of Qualifications for the Canyon County Sheriff's Office Building, one USB drive containing a searchable PDF file of the complete submittal, and a cover letter including the email address of the primary contact for the submitting party must be received by:

9:00 a.m. on Thursday, July 27, 2023.

Statement of Qualifications received after said time/date will be returned unopened.

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I. INTRODUCTION

Canyon County requests Statements of Qualification (“SOQ”) from persons or firms to provide construction management or general contractor firms to act as a Construction Manager/General Contractor (“CM/GC”). This includes CM/GC services for the construction of an approximate 120,000 square foot, 4 level secured access professional office building and secured access parking.

The building site is located in Caldwell, Idaho, across South 12th Avenue from the Canyon County Courthouse (see Attachment B). The building will act as the offices for the Canyon County Sheriff. Two of the four levels will be secured, controlled access parking, with a second level walkway/bridge over 12th Avenue to provide access the courthouse. This project will be referred to as the “Sheriff Office and Parking Project” or the “Project.”

The initial budget estimate for the Project is twenty-four million dollars (\$24,000,000.00) and is subject to change by the County. For funding purposes, the County must have the entire project under contract prior to December 31, 2023. The anticipated start for construction is early 2024 with completion within one calendar year.

This Request for Qualifications (“RFQ”) serves as a tool to formalize negotiations to enter into a guaranteed maximum price contract with the chosen CM/GC, if any.

This project is being directed by:

Rick Britton
Canyon County Facilities Director
1115 Albany Street
Caldwell, ID 83605
Email: bocc@canyoncounty.id.gov
Telephone: (208) 454-7507 Facsimile: (208) 454-7336

The CM/GC selection will be based upon the criteria set forth in Idaho Code § 67-2320. Submitted qualifications will be evaluated to determine responsiveness. Canyon County may consider, but is not necessarily limited to, the following factors in evaluating qualifications:

- Responsiveness to the RFQ requirements;
- The ability, capability and skill of the CM/GC to perform the contract to provide the services required;
- References of the CM/GC;
- Options and flexibility;
- The character, integrity, reputation, judgment and efficiency of the CM/GC;
- The quality of performance of previous contracts or services with the County and based on previous customer feedback to County;
- The number and scope of the conditions attached to the qualification statement; and
- Other factors, as deemed important, in the County’s sole discretion.

The following information must be submitted as part of your statement of qualifications: Complete and comprehensive responses to each part of Section III. PROJECT CONTRACTOR INFORMATION and Section IV. RFQ CHECKLIST of this RFQ. Any statement submitted that does not provide a response to each of the required sections may be rejected as non-responsive.

A. General Project Requirements- Scope of Work

The selected CM/GC will coordinate and manage preconstruction, construction, and related construction management risk services on behalf of the County for the Project. The CM/GC shall have the goal to provide the highest quality finished product and repairs that meet the project requirements, within the established timeframe for completion and provided budget established in the CM/GC contract. The Project consists of construction of a 120,000 square foot building to be the Canyon County Sheriff's Office ("CCSO") professional office and dispatch center with two levels of secure parking for law enforcement and members of the judiciary. The building will be located on Albany Street across North 12th Avenue from the Canyon County Courthouse (see Attachment B).

The building design will be for four above ground levels with controlled access. The design must include the following elements (subject to change):

- First (ground) level will provide 30-35 parking spaces, include a tactical garage with four overhead bays, and a sally port/drop off for court transportation.
- Second level will provide 45-50 parking spaces, a fitness room, and feature a controlled access walkway over 12th street intended primarily for secured access to the Canyon County Courthouse by judicial and law enforcement personnel.
- Third and fourth levels will each be approximately 30,000 square feet. These levels will provide space for CCSO administration offices, SWAT, an emergency operations center, and a dispatch call center.
- There will be a minimum of 2 elevator access points at each level of the building.

Attachment A contains conceptual drawings of the building, subject to change at the discretion of the County as part of the project design process.

As a construction manager/general contractor for the Project, the selected CM/GC will be expected to work and coordinate with the A&E professional in all phases of the Project.

The initial budget estimate for the Project is twenty-four million dollars (\$24,000,000.00) and is subject to change by the County. For funding purposes, the County must have the entire project under contract prior to December 31, 2023. The anticipated start for construction is early 2024 with completion within one calendar year.

B. Selection

The County will review submitted statement of qualifications to assure selection of a qualified CM/GC. The County will select the CM/GC that the County determines is best qualified to provide the required services based on ranked preference according to the criteria contained in this RFQ. The County's selection criteria will include the prospective CM/GC's ability to fully respond to each of the provisions of this RFQ and meet the contract requirements as listed in **Section III. GENTERAL TERMS AND CONDITIONS.**

C. Pre-Qualification Conference

The County will hold a pre-qualification conference to discuss this RFQ with all interested CM/GCs. The pre-qualification conference will be held on **Monday July 10, 2023 at 9:30 a.m.** at the Canyon County Administration Building in the first floor large conference room. The County will not offer any official responses to any inquiries at the conference.

D. Questions/Clarifications to RFQ

Questions regarding this RFQ and requests for any clarification regarding its terms or the Project will be considered only if they are submitted **in writing** and received by the Clerk of the Board of Commissioners no later than **5:00 p.m. on Wednesday, July 12, 2023.** Written questions may be submitted via email to bocc@canyoncounty.id.gov. All questions and clarifications to the RFQ will be addressed in a written addendum to be issued **Thursday, July 20, 2023.** No verbal answers or clarifications will be binding on the County or the proposing contractor. The addendums and RFQ will be made available in electronic and hard copy formats.

E. Procedure

Interested parties must submit an application package containing three (3) hard copies and one electronic copy on a portable storage device such as a thumb drive of the statement of qualifications pursuant to this solicitation with the Office of the Board of County Commissioners, Canyon County Courthouse 1115 Albany Street, Caldwell ID, 83605, no later than **9:00 a.m. on Thursday, July 27, 2023.** Late and incomplete qualifications will not be accepted, opened or considered.

Each submittal shall include the legal name of the submitting CM/GC and a statement whether the CM/GC is a sole proprietor, a partnership, a corporation or other legal entity, and shall be signed by the person or persons legally authorized to do so.

F. RFQ Preparation Costs

Costs for developing submittals pursuant to this RFQ are entirely the responsibility of the CM/GC and shall not be chargeable to the County. By submitting a statement of qualifications, the CM/GC agrees that the contents of the submittals, suggested approaches contained therein, and any supporting analysis, will become the property of Canyon County.

G. Delivery to County

Delivery is to be made to the address noted on the RFQ cover page. No facsimile qualifications will be accepted. It is the CM/GC's responsibility to ensure that qualifications are received on time.

II. CALENDAR OF EVENTS

The following is a schedule of events concerning the RFQ process:

1. Execution of the RFQ and Legal Notice9:30 a.m. Tuesday, June 27, 2023
2. PublicationJuly 1 and July 8, 2023
3. Pre-Qualification Conference9:30 a.m. Monday July 10, 2023
3. Questions/Clarifications to RFQ Due 5:00 p.m. Wednesday July 12, 2023
4. Addendum #1 1:30 p.m. Thursday July 20, 2023
5. SOQ Due Date 9:00 a.m. Thursday, July 27, 2023
6. Selection Process Begins 9:30 a.m. Thursday, July 27, 2023
7. Notice of Ranking (top 3) released 9:30 a.m., Thursday, August 17, 2023
8. Supplemental interviews (if necessary) TBD
9. Notice of Intent to Negotiate Issued by Board TBD
10. Contract Signing TBD

A. Acceptance and Rejection

The County reserves the following rights:

- To reject any or all submittals, or any part thereof;
- To waive any minor defects in the submittal if this is to the advantage of the County; and
- To accept the submittal that is in the best interest of the County.

The County's selection decision shall be final. The waiver of a minor defect shall in no way modify the RFQ or excuse the CM/GC from full compliance with its specifications should the CM/GC be awarded the contract. The County reserves the right to enter into separate contracts on any aspect of the work.

Qualifications that contain false or misleading statements or that provide references, which do not support an attribute or condition claimed by the CM/GC, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the CM/GC, the statement shall be rejected.

B. Disclosure of CM/GC Confidential Information

As provided herein, **interviews may be conducted with a responsible CM/GC(s) who submits qualifications determined to be reasonably acceptable of being selected for award.** The qualifications, except for financial information deemed confidential by the prospective CM/GC shall be available by request for public inspection after opening by the County. The CM/GC must separately seal any financial information the CM/GC deems confidential and must agree to indemnify and hold harmless Canyon County for barring this confidential material from public inspection.

C. Signature of CM/GC Agent

Each statement of qualification and any clarification to that statement shall be signed by an officer of the CM/GC or a designated agent empowered to bind the firm in a contract.

III. GENERAL TERMS AND CONDITIONS

A. Introduction

CM/GC's response to each of the requirements in **Section III. PROJECT CONTRACTOR INFORMATION** is mandatory. Failure to respond to a requirement in this section, or non-adherence to a requirement in this section, may cause the statement to be rejected.

B. Type of Contract

The evaluation of qualifications submitted in response to this RFQ may result in the issuance of a contract. General Terms and Conditions in the contract will include, but may not be limited to, **Sections B. through M.** of this part. The contract will be construction manager at risk with a preference for cost plus fee, with incentives for realized cost savings.

No work is authorized through this RFQ by the County to any CM/GC until a final contract is approved by both the County and the selected CM/GC. The contract may be the result of use of AIA or ConsensusDocs forms, or drafted between the parties, and will reflect the cooperative effort required between the design team, the construction manager, and the County. Submission of an RFQ is an acknowledgment by the CM/GC that they will comply with the above referenced sections of this part.

D. Governing Laws

Any contract resulting from this RFQ shall be construed in accordance with, and governed by, the laws of the State of Idaho. Any action concerning this contract shall be brought in the Third Judicial District Court, Canyon County, State of Idaho.

E. Insurance

The selected proposing contractor shall maintain the following Insurance at all times this Agreement is in effect and for the stated periods after final completion of the Project:

1. Workers' compensation and employer's liability insurance as required by the state where the work is performed and for at least one (1) year after final completion of the Project. Further, the selected proposing contractor shall provide proof of workers' compensation insurance in the form of a certificate of insurance to the County.
2. Comprehensive automobile and vehicle liability insurance covering claims for personal injury and property damage arising from use of motor vehicles, including on-site and off-site operations and owned, non-owned, or hired vehicles with \$1,000,000 combined single limits. The selected proposing contractor shall maintain this insurance for at least two (2) years after final completion of the Project.
3. Commercial general liability insurance covering claims for personal injury and property damage arising out of any covered negligent act of omission of proposing contractor or of any of its employees, agents, or subcontractors with \$3,000,000 per occurrence and \$5,000,000 in the aggregate. The aggregates shall apply separately on a "per project basis." The selected proposing contractor shall maintain this insurance for at least two (2) years after final completion of the Project.
4. Professional liability insurance of \$1,000,000 per occurrence and in the aggregate, naming Canyon County as a certificate holder, during the pendency of the Project and for a period of six (6) years after final completion of the Project. The selected proposing contractor shall purchase and keep in force during the pendency of this Project an Errors and Omissions Policy in the face amount of Two Million Dollars (\$2,000,000.00) with not more than a Twenty-Five Thousand Dollar (\$25,000.00) deductible. A certificate of insurance acceptable to County shall be provided to County prior to commencement of work on the Project. The insurance policy shall contain a clause that the policy may not be canceled or allowed to expire until at least thirty (30) days prior written notice has been provided to County.
5. County will be named as an additional insured with respect to proposing contractor's liabilities hereunder in insurance coverages identified in items 2 and 3 and proposing contractor's insurance company must agree to waive subrogation against County as to said policies.

The coverages provided herein shall contain a policy clause or an endorsement providing thirty (30) days' notice to the County prior to any cancellation of said coverage. The coverages shall be written by an insurer acceptable to the County and shall be in a form acceptable to the County. County shall be provided a copy of the policies described herein upon written request. The contractor awarded the bid shall provide the County with certificates of insurance for all required coverages prior to commencement of work on the Project.

F. Equal Employment Opportunity

The selected CM/GC shall comply with all provisions of federal, state and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, marital status, age, disability, or national origin.

G. CM/GC Personnel

The County may request replacement or deny access of any CM/GC or subcontractor personnel believed unable to carry out the responsibilities of the contract, or unsuitable for working within the environment of County-owned property.

H. CM/GC Cooperation

The selected CM/GC shall, at all times, observe and comply with all federal, state, local and municipal laws, ordinances, rules, and regulations in any way affecting the contract, or the work performed under the Contract.

I. Warranty

The services shall conform in all respects with the specifications in this RFQ.

J. Indemnity

The selected CM/GC shall indemnify and hold harmless the County from and against all liability, claims, loss, costs, and expenses arising out of, or resulting from, the services of the CM/GC. In the event the County is alleged to be liable on account of alleged acts or omissions of the CM/GC, the CM/GC shall defend against such allegations. The selected CM/GC shall bear all costs, fees, and expenses of such defense; including, but not limited to, all attorney fees and expenses, court costs, and expert witness fees and expenses.

K. Assignment

No contract resulting from this RFQ shall be transferred or assigned by the CM/GC to any other party.

L. Ownership of Documents

Any work product generated by the selected CM/GC during the course of the Project, whether completed or terminated as contemplated herein, shall belong to the County. In the event that this Project is terminated prior to the selected proposing CM/GC completion of the work product, the County agrees that the work product may not be suitable for use unless completed by the selected proposing contractor for the specific purpose intended, and the County shall assume the liability and risk associated with the use of incomplete work product.

M. Required Terms Related to ARPA Funding

Canyon County intends to use federal ARPA or SLFRF funds to pay for some or all of this Project. Therefore, the contract may include terms required by 2 C.F.R. §§ 200.318-200.327 and 2 C.F.R. Part 200, App. II. These terms may include those related to equal employment, overtime pay, , compliance with the Clean Air Act and Federal Water Pollution Control Act, and a Byrd Anti-Lobbying Amendment, among other terms.

IV. PROJECT CONTRACTOR INFORMATION

The County seeks the CM/GC most qualified to provide the services stated in this RFQ. The various sections of this RFQ are intended to provide each potential CM/GC with the opportunity to demonstrate its qualifications.

Submittals must adhere to the structure outlined in this section of the RFQ. Responses that do not adhere to the structure may be disqualified from review. Prospective CM/GC must respond to each item of this section.

A. Cover Letter

1. The cover letter should be on the letterhead of the submitting CM/GC, addressed to:

Board of County Commissioners
Canyon County Courthouse
1115 Albany Street
Caldwell, Idaho 83605

2. Identify the proposing firm by name, main business office, field office conducting work (if applicable), and contact person.
3. Identify the proposing firm's parent corporation by name and business location. If the proposing firm has no parent corporation, state that this is the case.
4. State that you have read the RFQ and are prepared to comply with contractual requirements.
5. Include a brief statement of the proposing firm's understanding of the work to be accomplished.
6. Provide any additional explanatory information believed necessary or helpful.
7. Signature of Company Principal authorized to sign contracts.

B. Table of Contents

Use tabs between sections and number each page.

C. Overview of Firm

1. Provide summary history of proposing firm.
2. Describe the management structure of proposing firm, including identification of all members of the board of directors and executive management team.
3. Disclose all claims or unresolved claims currently ongoing or pending, and/or any potential or anticipated litigation.

D. CM/GC Financial Report

All proposing CM/GCs must provide a copy of the CM/GC's most recent corporation annual report. If no annual report is available, the latest audited financial report prepared by a certified public accountant must be provided. In no case shall the selected CM/GC's accounts payable be in arrears greater than thirty (30) days. All information the proposing CM/GC considers confidential must be clearly marked and provided to the County in a separate sealed envelope with the RFQ response package. See **Section II. B. (Disclosure of Professional Confidential Information)** of this RFQ.

E. List of Similar Projects/Experience

Describe local, regional or national projects of a similar size and scope in which the proposing CM/GC has been involved.

Describe the expertise your firm has to conduct this type of Project.

Include experience of firm or firms and past performance, name and telephone number of contacts on similar projects, and any written references that are available for those projects. Identify projects completed or ongoing that are similar in scope and size to the project under consideration; adherence to previous project guidelines or requirements; ability to stay within negotiated fees and schedules; quality of service; and personalized attention to the project.

F. Customer Reference List

Provide a list of current and former clients of the proposing CM/GC to contact for references. The County will inquire into multiple areas, which may include ability, capability, and skill of the proposing CM/GC to perform the services required; the character, integrity, reputation, judgment and efficiency of the proposing CM/GC. The majority of the references must respond positively in order for the proposing CM/GC to be successful in this portion of the evaluation.

Please provide references, names, addresses and phone numbers of firms that have dealt with designated team individuals on at least three (3) other similar projects.

G. Proposed CM/GC's Staff

Staff qualifications should be clear and to the point. Emphasis to be on specific qualifications of the specific staff who will actually perform the project and the firm's ability to manage multiple projects simultaneously. All staff with professional licensure requirements must be licensed to practice in the State of Idaho or work under the direct supervision of a professional licensed in the State of Idaho.

Provide resumes of the specific team members expected to accomplish the work described in this RFQ. Delineate respective responsibilities, estimated associated hours, and discuss their qualifications relative to this request. Provide specific examples of team experience relative to a minimum of three (3) similar projects, briefly illustrating the team's ability to complete such projects. Notation of special training or particular experiences in similar operations will be helpful.

H. Proposed Subcontractors

The selected CM/GC will directly contract with all sub-contractors to work under the sole direction of the CM/GC. The CM/GC will be responsible for all actions of such sub-contractors. All sub-contractors shall be licensed to conduct business in the State of Idaho and have a public works license if necessary. CM/GC shall provide to County, and the County approve, all documentation regarding sub-consultants for permits, proof of insurance including both liability and statutory workman compensation coverage, any special licenses required, or any other requirement before subcontractor conducts any work on the project.

The selected CM/GC shall provide a list all projected subcontractors that may be used in this Project and a brief statement describing the role that the sub-contractor will perform in this Project and the credentials to conduct this work. The subcontractor list will include: the name of the firm, name of the principal of the firm, company representative for this project, contact telephone number, facsimile, email, mailing address, and statement that the firm is licensed to conduct business in the State of Idaho and has a public works license.

I. Statement of Approach

The Project will require a Master Schedule to address the major components of the project. In responding to this RFQ, the proposal shall contain a statement of approach to the generation of a Master Schedule that identifies and addresses potential phases of the Project. Consideration of a winter work contingency for the Project should be made.

After the selected CM/GC executes a contract with the County, it will provide probable costs including subcontractor costs for each task as defined by the Master Schedule. Each Master Schedule task shall be defined in sufficient detail to be used by the County to authorize the investigation to proceed. Authorization of each task will be provided by the County before any work is conducted on such task. Master Schedule tasks will generally be authorized by the County sequentially. The Master Schedule and individual task descriptions may be modified at any time

during the conduct of the investigation to provide continuity with the objectives of the Project and to facilitate the completion of the Project.

V. RFQ CHECKLIST & REVIEW CRITERIA

The RFQs will be ranked based on the points awarded on the discretion of review committee. The range of available points is noted in parentheses assigned to each listed item. If “does not meet this requirement” is acknowledged, the proposing CM/GC may provide an explanation as to why such requirement is not applicable. Inclusion of an explanation does not obligate the County to credit CM/GC for responding to the item.

Points will be awarded in whole number increments as follows:

- For categories with two options for points: a point will be awarded for technical compliance, i.e. for a response that contains complete information.
- For categories with three options for points:
 - The low point total will be awarded to a response which has technical compliance only. Zero points will be awarded for responses failing to provide technical compliance unless the grader determines the explanation merits an award of points.
 - The midpoint mark will be awarded to responses that exceed more than technical compliance and the County determines the respondent’s competence and qualifications are capable of meeting the County’s needs in a satisfactory manner.
 - The high point total will be awarded to responses that exceed more than technical compliance and the County determines the respondent’s competence and qualifications are capable of meeting the County’s needs in a superior manner. Scores deemed superior will require brief written explanation from the grader as to justification.

A. Responsiveness to RFQ technical requirements:

1. 2 bound copies and 1 digital copy of SOQ provided (0 or 1 point)
2. Cover letter (0 or 1 point)
3. Prepared to comply with contractual requirements of Section II. (0 or 1 point)
4. Table of Contents (0 or 1 point)
5. Overview of Firm (0 or 1 point)

B. Demonstrated competence and qualifications:

1. CM/GC Services Experience (10, 20, or 30 points)
2. List of Similar Projects (1, 2, or 3 points)
3. Customer Reference List (1, 2, or 3 points)


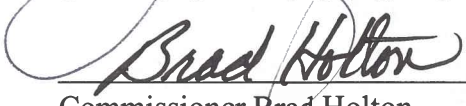
4. Proposed Contractor Staff (1, 2, or 3 points)
5. Proposed Sub-Contractors, if any (1, 2, or 3 points)
6. Statement of Approach (1, 2, or 3 points)

VI. ATTACHMENT LIST

- A. Preliminary Floor Plan
- B. Preliminary Site Plan

APPROVED this 27th day of June, 2023.

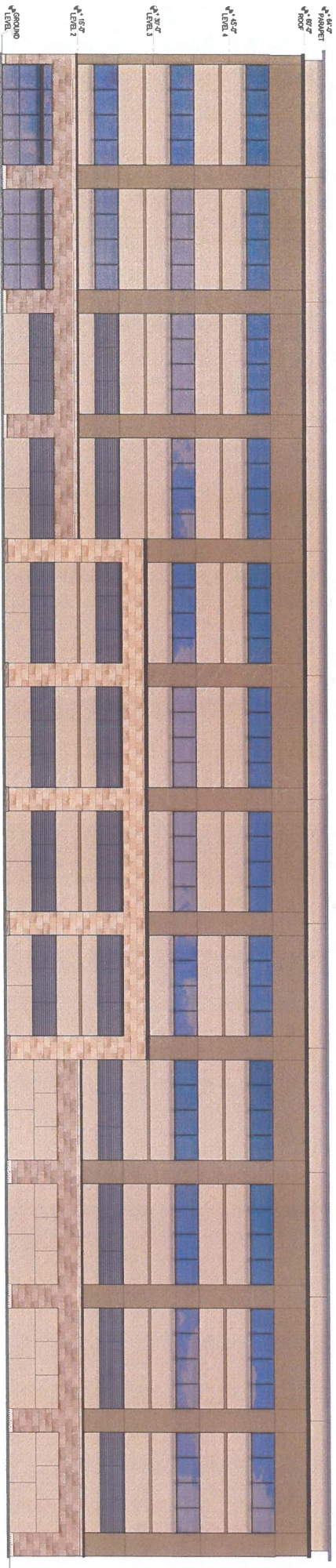
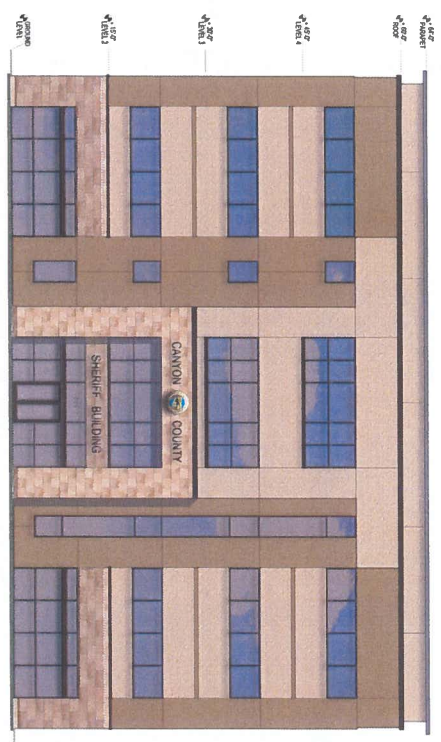
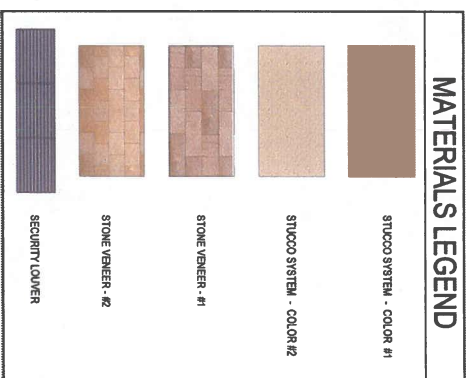
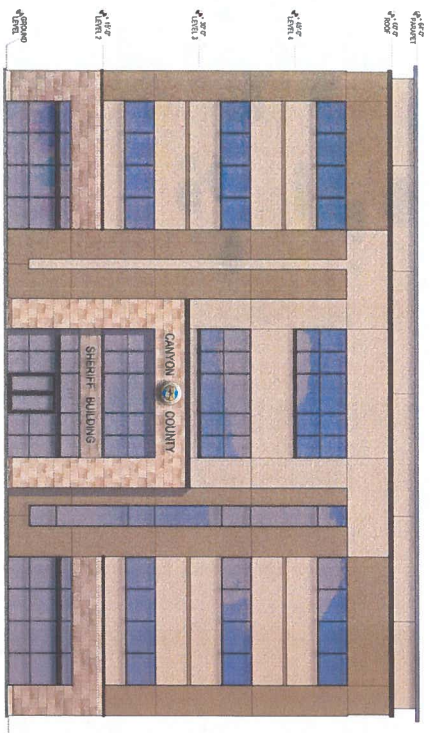
BOARD OF COUNTY COMMISSIONERS CANYON COUNTY, IDAHO

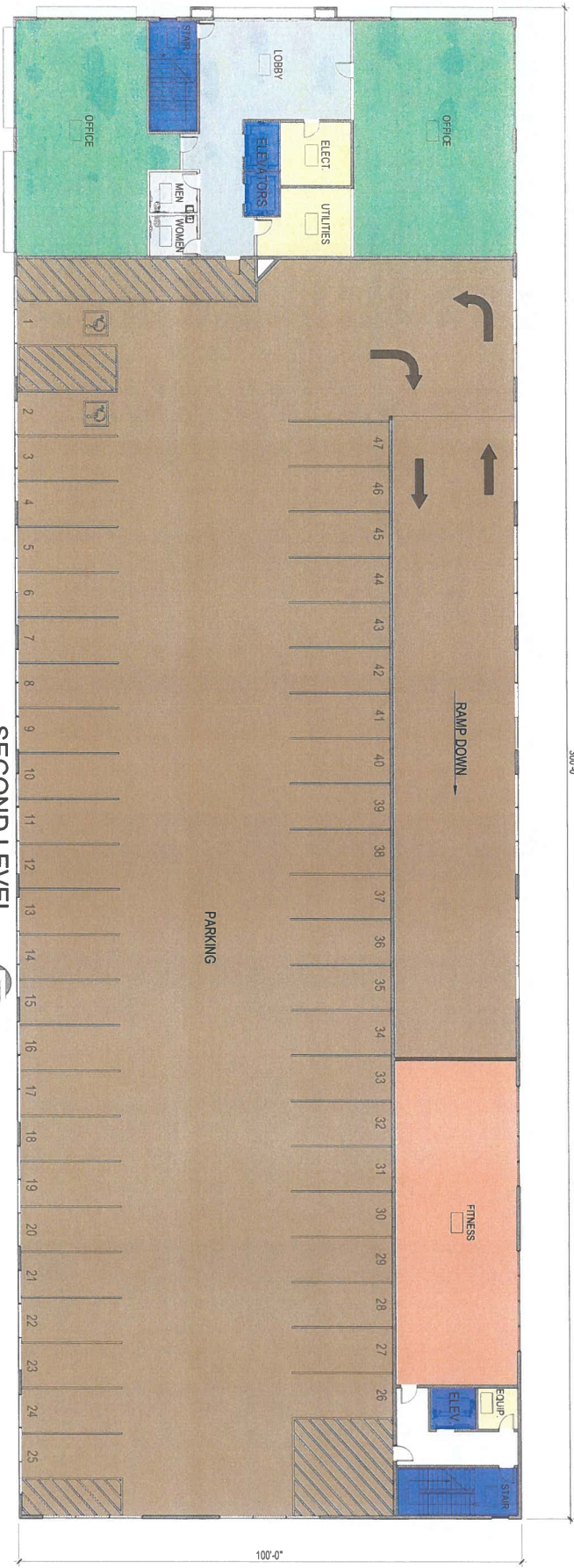
	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	_____	_____	_____
 _____ Commissioner Brad Holton	X _____	_____	_____
<u>did not participate</u> _____ Commissioner Zach Brooks	_____	_____	X _____

ATTEST: CHRIS YAMAMOTO, CLERK

By: 

 Deputy Clerk

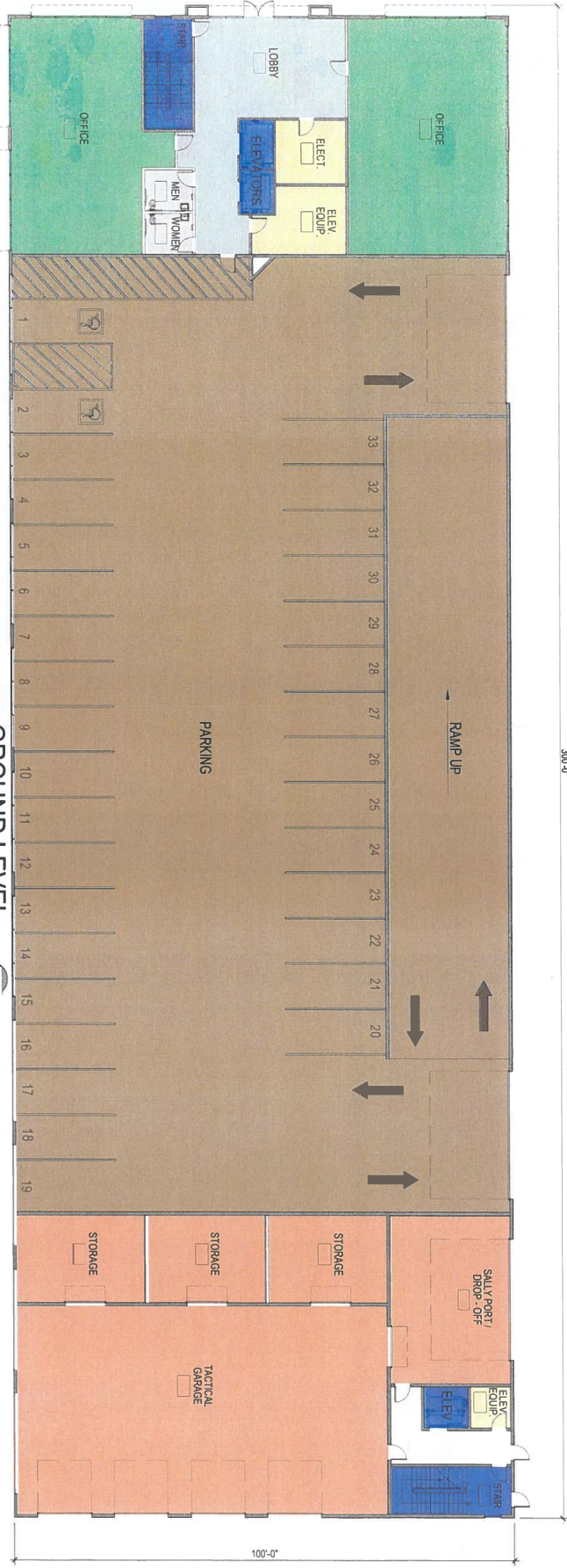




COLOR LEGEND

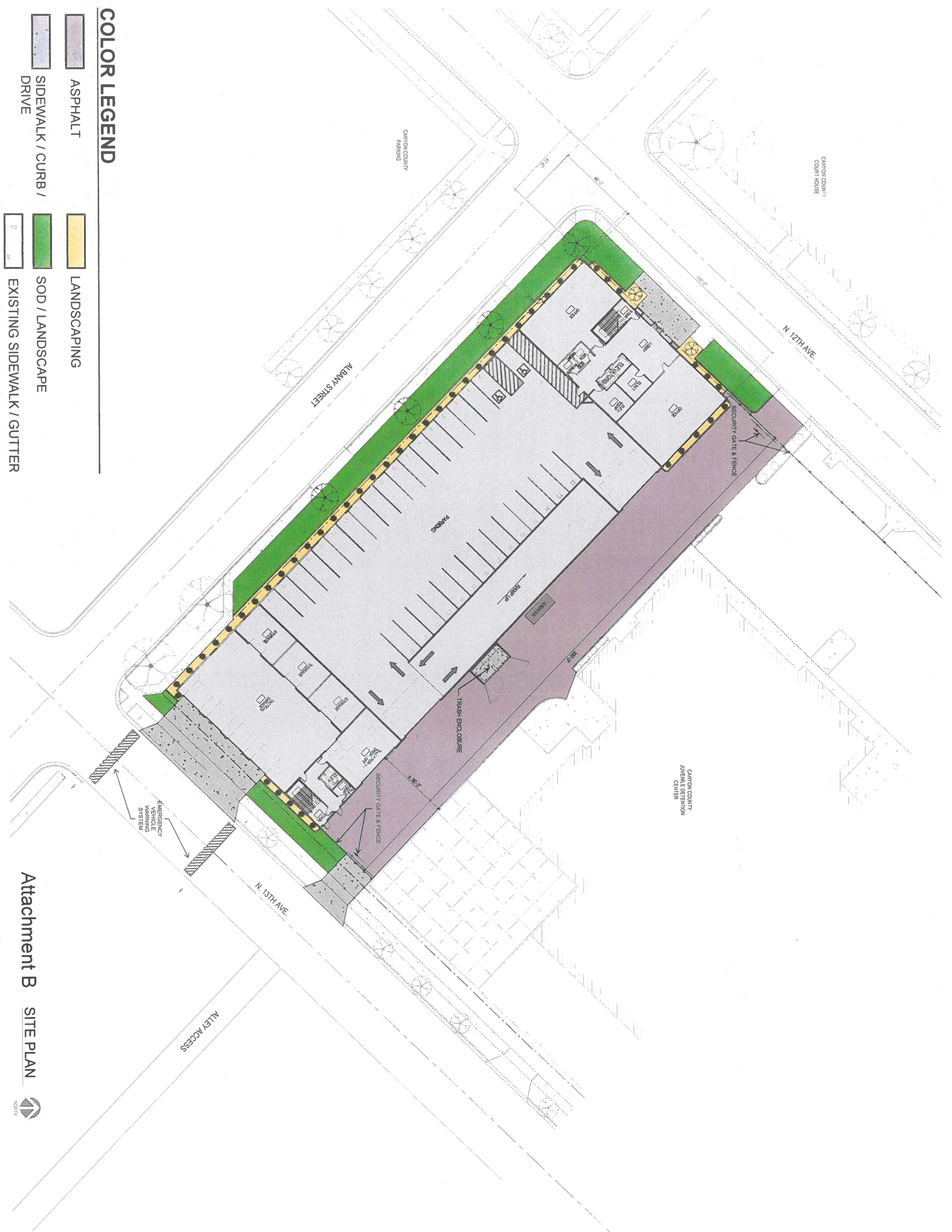
- ENTRY / LOBBY
- PARKING
- ADMINISTRATION
- SHERIFF DEPT.
- UTILITIES
- RESTROOM
- VERT. CIRCULATION
- FUTURE OFFICES

SECOND LEVEL



GROUND LEVEL





COLOR LEGEND

- ASPHALT
- LANDSCAPING
- SIDEWALK / CURB / DRIVE
- SOD / LANDSCAPE
- EXISTING SIDEWALK / GUTTER

