



COUNTY OF CANYON

**REQUEST FOR QUALIFICATIONS (RFQ)
CONSTRUCTION MANAGER/GENERAL CONTRACTOR
CANYON COUNTY ELECTIONS 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
Facsimile: (208) 454-7336
bocc@canyoncounty.id.gov

Qualification Statements must be received by July 20, 2023 at 9:00a.m.

Return in a sealed envelope marked:
“Request for Qualifications for CM/GC Elections Building Construction Project”

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

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I. INTRODUCTION

The Canyon County Board of Commissioners ("County") requests submissions of qualifications for construction management or general contractor firms to act as a Construction Manager/General Contractor ("CM/GC") for the building project located at or adjacent to **5801 Graye Lane, Caldwell, ID 83607**. The project will be known as the Elections Building Construction Project. 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 for the Elections Building Construction Project on behalf of the County. 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.

- a. The Elections Building Project is a 16,500 square foot building which will be used as the new Canyon County Elections professional office building. The building will be located on a 1.3 parcel adjacent to the West Valley Humane Society on 5801 Graye Lane in Caldwell.

The design must include the following elements: mechanical and electrical systems, storage area for elections equipment with a drive-in/pass-through with two (2) large overhead doors, green room, impound room, drop-box secure area, early voting area, vault enclosed area, training room, absentee ballot preparation room, office space for staff, public and employee restrooms. Site development should include: paved and striped parking, paved area around building, landscaping.

The County intends to utilize an A&E Professional to design the Project. The selected Construction Manager/General Contractor will be expected to work and coordinate with the A&E Professional in the design phases of the Project.

The initial budget estimate for the Project is, four million dollars (\$4,000,000.00), and is subject to change by the County. The anticipated start date for installation is Fall 2023, with an estimated completion date of Summer 2024.

- b. CM/GC will be responsible for successful application for all necessary permits and required inspections.
- c. County and County's Architect/Engineer team will provide support as needed. The project design team has not yet been selected, the County has an outstanding RFP for the Architecture and Engineering portion of the Project.

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. GENERAL 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 at **10:00a.m. on July 6, 2023** at the **County Shop Meeting Room, 1223 E. Chicago St., Caldwell, Idaho**. 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 **5:00p.m. on Friday, July 7, 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 **Wednesday, July 12, 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.

F. Procedure

Interested parties must submit an application package containing two (2) bound 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 **9:00a.m. on July 20, 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.

G. 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.

H. 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. Distribution of the RFQ and Issuance of Legal Notice..... 9:30a.m. Thursday, June 15, 2023
2. Publication Wednesday, June 21 and June 28, 2023
3. Pre-Qualifications Conference..... 10:00a.m. Thursday, July 6, 2023
4. Questions/Clarifications to RFQ Due 5:00p.m. Friday, July 7, 2023
5. Addendum #1..... 9:30a.m. Wednesday, July 12, 2023
6. Qualification Statements Due Date 9:00a.m. Thursday, July 20, 2023
7. Selection Process Begins 1:30p.m. Thursday, July 20, 2023
8. Notice of Ranking (top 3) released 9:30a.m. Thursday, August 3, 2023

9. Supplemental interviews (if necessary)	TBD
10. Notice of Intent to Negotiate Issued by Board	TBD
11. 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 **E.** 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. CM/GC must complete the appropriate section of the **RFQ CHECKLIST** that acknowledges this requirement.

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 CM/GC shall maintain the following Insurance at all times this Contract 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, CM/GC 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 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. CM/GC shall maintain this insurance for at least two (2) years after final completion of the Project.
3. Commercial general liability insurance covering claims arising out of any covered negligent act of omission of CM/GC or of any of its employees, agents, or subcontractors with limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate. The aggregates shall apply separately on a "per project basis." CM/GC 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 CM/GC 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) with not more than a Twenty-Five Thousand Dollar (\$25,000) deductible. A certificate of insurance acceptable to the County shall be

provided to County prior to commencement of the Work. The insurance policy shall contain a clause that the policy may not be cancelled 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 CM/GC's liabilities hereunder in insurance coverages identified in items 2 and 3 and CM/GC's insurance company must agree to waive subrogation against County as to said policies.

The coverages provided shall contain a policy clause or an endorsement providing thirty (30) days' notice to the County prior to any cancellation of coverage. Insurance coverage shall be written by an insurer acceptable to the County and shall be in a form acceptable to the County. The County shall be provided a copy of the policies described herein upon written request.

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, Davis-Bacon Act requirements, 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, complete **RFQ CHECKLIST** (Attachment C), and enclose the checklist in the CM/GC's qualifications.

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. Design/Engineering 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 ____ day of June, 2023.

**BOARD OF COUNTY COMMISSIONERS
CANYON COUNTY, IDAHO**

	Yes	No	Did Not Vote
_____ Commissioner Leslie Van Beek	_____	_____	_____
_____ Commissioner Brad Holton	_____	_____	_____
_____ Commissioner Zach Brooks	_____	_____	_____

ATTEST: CHRIS YAMAMOTO, CLERK

By: _____
Deputy Clerk

FLOOR PLAN



110' - 0"

NORTH



150' - 0"

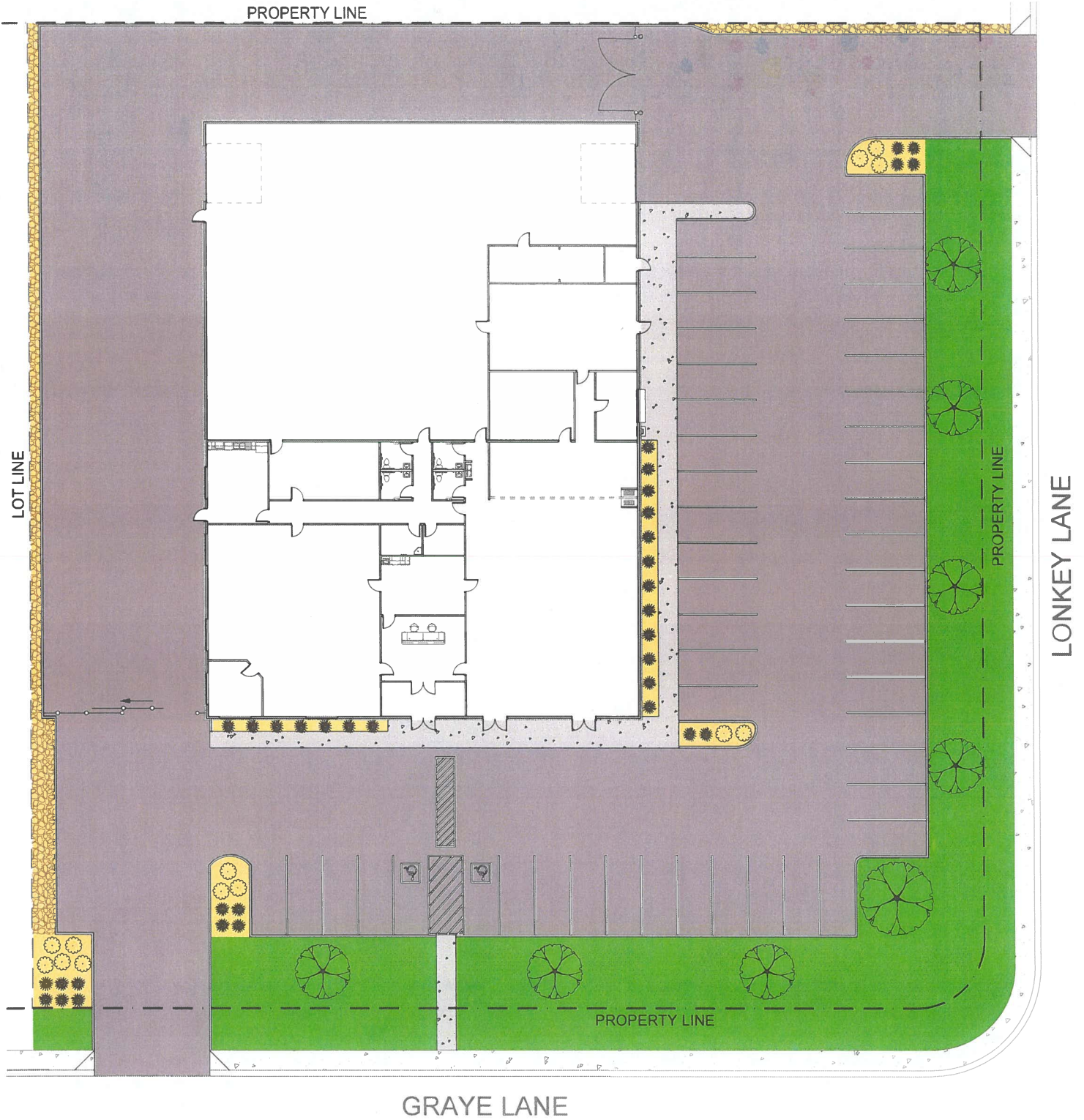
COLOR LEGEND

	ENTRY / LOBBY		STORAGE		DOCUMENTS		ADMINISTRATION		VOTING
	BREAK RM.		RESTROOM		FIRE RISER		MAINTENANCE		VOTING / MULTI-USE

SITE PLAN



NORTH



COLOR LEGEND



ASPHALT



LANDSCAPING



EXISTING SIDEWALK / GUTTER




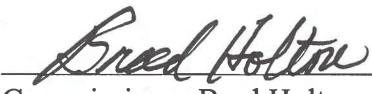

SIDEWALK / CURB



SOD / LANDSCAPE

APPROVED this 15th day of June, 2023.

**BOARD OF COUNTY COMMISSIONERS
CANYON COUNTY, IDAHO**

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

ATTEST: CHRIS YAMAMOTO, CLERK

By: UROSS
Deputy Clerk

LEGAL NOTICE REQUESTING QUALIFICATION STATEMENTS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Canyon County, Idaho, requests statements of qualifications for the following:

FY 2023 Request for Qualifications Canyon County Elections Building CM/GC Elections Building Construction Project




Statements must be delivered to the Clerk of the Board of Canyon County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605 no later than **9 a.m. on Thursday, July 20, 2023**. The Board of County Commissioners will put the name of all those responding to the request on the record at a public meeting scheduled in the meeting room of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho at **1:30 p.m. on Thursday, July 20, 2023**.

All proposals must be marked on the outside generally identifying the project to which said proposal pertains.

The Board of County Commissioners reserves the right to accept or reject any or all proposals and portions thereof and to waive informalities or irregularities of proposals received based on any business reason it deems applicable if this is to the advantage of the County.

DATED this 15th day of June, 2023.

BOARD OF COUNTY COMMISSIONERS

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

ATTEST: CHRIS YAMAMOTO, CLERK

By: 
Deputy Clerk

Publication Dates: Idaho Press-Tribune,
June 21, 2023 and June 28, 2023.