

STATE OF IDAHO
TRANSPORTATION DEPARTMENT



CONSTRUCTION MANAGEMENT HIRING ROSTER
REQUEST FOR STATEMENT OF QUALIFICATIONS FM92501
CLOSES July 23, 2024 @ 1:59:59 P.M. M.S.T.

**REQUEST FOR STATEMENT OF QUALIFICATIONS
AND
INSTRUCTIONS**

The Idaho Transportation Department [ITD] is soliciting Statement of Qualifications to fill a roster of firms demonstrating the ability to provide professional Construction Management services to the Idaho Transportation Department and represent the Agency's interests in having projects completed on-time, within budget, and as planned according to Idaho Code 67-2320. Construction Management services will vary greatly with the selected projects.

Firms are expected to have the expertise necessary to perform the duties described hereafter. The goal of this RFSOQ is to develop a roster of qualified Construction Management firms on whom the agency can call to work with agency personnel to oversee the completion of these projects.

ITD hereby requests Statement of Qualifications from firms who are interested in providing professional Construction Management services for the Idaho Transportation Department.

STATEMENT OF QUALIFICATIONS DEADLINE AND DELIVERY REQUIREMENTS

Statement of Qualifications must be received by the Idaho Transportation Department at the email address listed below before 1:59:59 PM M.S.T. July 23, 2024. **Late Statement of Qualifications will not be accepted. Faxed Statement of Qualifications will not be accepted.**

Idaho Transportation Department Facility Management Contracting Officer
travis.frei@itd.idaho.gov

Statement of Qualifications for:	FM92501 - ITD Construction Management Services
Request for Qualifications Close:	7/23/2024 before 1:59:59 P.M. M.S.T.

QUESTIONS

Further information is available by contacting Travis Frei, Contracting Officer, at (208) 334-8622 or by email at travis.frei@itd.idaho.gov.

SCOPE OF SERVICES

The Construction Management firm shall be licensed to practice in the State of Idaho. It is anticipated that Construction Management service providers selected by this RFSOQ process will be utilized for projects where:

1. The individual project fee may exceed the sum of fifty thousand dollars (\$50,000.00).
2. The individual project fee may be less than fifty thousand dollars (\$50,000.00).

The Idaho Transportation Department reserves the right to at any time issue an individual project RFSOQ that falls within the scope of work parameters of this Construction Management Services RFSOQ without prejudice to the Construction Management service providers selected under this RFSOQ.

The successful Construction Management firm selected through this RFSOQ will provide services for projects, which may include, but are not limited to, system renewals, facility improvements, new facilities, and/or capital projects. Each ITD project will be evaluated as to the appropriate level of services necessary to meet the agency's needs.

The Idaho Transportation Department is soliciting proposals from qualified Construction Management firms for assistance in:

1. Construction, renovation, and replacement of various systems in existing office, warehouse, shop laboratories, and maintenance buildings. It should be understood that the work scope may occur in occupied buildings, or in rural and remote locations throughout Idaho Transportation Department's 6 statewide districts. The construction needs to be coordinated with appropriate phasing that satisfies the needs of the occupants.
2. Construction projects utilizing the CMA (Construction Manager-As-Advisor) and/or CMGC (Construction Manager/General Contractor) delivery methods
3. Major repairs and renovations to facilities and sites may include, but are not limited to, replacement or upgrades of HVAC systems, fuel system replacements or upgrades, glazing, roofing, interior finishes, carpeting, paving, and general site improvements.
4. Evaluation and cost estimation of future projects.
5. Construction documents phase services and administration.
6. Confirming responsiveness of bids or proposals.
7. Evaluation of work.
8. Certificates for payments to contractors.
9. Review change orders requests.
10. Project completion and Project Commissioning
11. Rest Areas Facilities
12. Airport Facilities
13. Laboratory Facilities
14. Fuel Systems Facilities

The Agency reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references, and interviews with past consultants, employees, or creditors. Unfavorable responses to these investigations are grounds for rejection.

SOLICITATION CYCLE

It is anticipated that the solicitation cycle for RFSOQ FM92501 shall be in force until July 31, 2029.

STATEMENT OF QUALIFICATIONS CONTENT AND FORMAT

It is essential that the Agency be able to easily match a vendor's response with this RFSOQ's requirements for information. This RFSOQ and its format should be incorporated into the actual response. Where asked, indicate compliance and/or note any exceptions to the requirements and provide responses to any questions that follow.

RFSOQ needs to be submitted electronically in PDF format to travis.frei@itd.idaho.gov before closing date & time listed

Submittals not provided in the following format will complicate the evaluation and comparison process and may therefore be declared non-responsive.

The Statement of Qualifications must be organized in sections containing the numbered sections below:

- 1. Cover Letter (Mandatory)**
- 2. Construction Manager Information Form (Mandatory)**
- 3. Completed Company Profile**

Describe your firm's:

- History
- Size
- Resources
- Special expertise
- Volume of work
- Financial stability
- Along with any other information that would be helpful to characterize the firm.

4. Project Approach

- Describe your approach to providing the service outlined in "Scope of Services".
- Describe your firm's approach to cost estimating and constructability in the preconstruction phase.
- Describe your firm's approach to providing project coordination, project scheduling, and constructability review through the design, construction, and close out phases.
- Describe your firm's approach to advocating for the project owner on unforeseen construction issues, exceeding the construction schedules, and exceeding construction budgets.
- Discuss how you provide leadership to facilitate teamwork and communication among all parties.
- Provide a professional resume for each key person proposed to be assigned to the Agency's projects.
- Describe the proposed roles and responsibilities of key personnel.
- Include an organization chart of the proposed project team.
- Describe your firm's ability to produce a rapid turnaround and typical timelines for Facility Improvements under 5,000 square feet and those greater than 5,000 square feet.

5. Experience

- Describe your firm's experience in cost estimating and constructability in the preconstruction phase.
- Describe your firm's experience in providing project coordination, project scheduling, and constructability review through the design, construction, and close out phases.
- Describe your firm's experience as construction manager as advisor coordinating and managing projects with multiple prime contractors.
- Describe your experience constructing and renovating shop and maintenance facilities
- Describe your experience constructing and renovating office space facilities
- Describe your experience constructing and renovating fuel systems for facilities.
- Describe your experience constructing and renovating material laboratory facilities
- Describe your experience constructing and renovating warehouse facilities
- Describe your experience constructing and renovating facilities in rural/remote locations

- Briefly describe other projects constructed or executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged.
- List all projects for which you have performed similar work in the past three years; please also identify those performed for public agencies. For each project listed, include the name, title, address, phone number and email address of a person who may be contacted regarding your performance on the project. Projects listed for which your firm worked in an auxiliary capacity or in a venture or partnership should include the name, title, address, phone number, email address and a contact person of the lead firm.

6. Additional Considerations

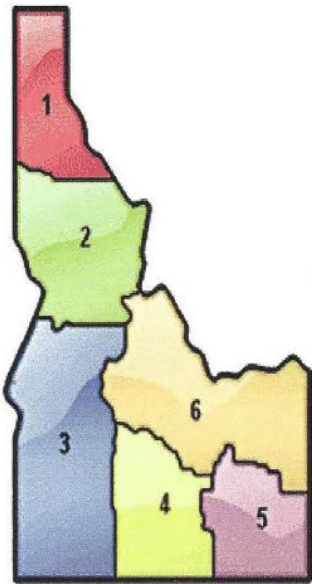
- Clarity
- Completeness
- Quality of submission.
- Provide References according to Attachment 1

7. Work area preference. This item will not be evaluated. It is informational purposes only.

Please use the document below to identify the ITD Districts in which your firm would prefer to work. You may select any or all Districts. Selecting specific ITD Districts will not preclude you from being considered for the Statewide Roster. The Idaho Transportation Department intends to utilize this information from the firms that are selected for the Statewide Roster to assist with firm selection and negotiations for specific projects only.

Place a checkmark in the circle, or circles, below to identify which ITD Districts your firm prefers to perform work within.

ITD Districts & Counties



<input type="radio"/> DISTRICT 1	<input type="radio"/> DISTRICT 2	<input type="radio"/> DISTRICT 3	<input type="radio"/> DISTRICT 4	<input type="radio"/> DISTRICT 5	<input type="radio"/> DISTRICT 6
Benewah	Clearwater	Ada	Blaine	Bannock	Bonneville
Bonner	Idaho	Adams	Camas	Bear Lake	Butte
Boundary	Latah	Boise	Cassia	Bingham	Clark
Kootenai	Lewis	Canyon	Gooding	Caribou	Custer
Shoshone	Nez Perce	Elmore	Jerome	Franklin	Fremont
		Gem	Lincoln	Oneida	Jefferson
		Owyhee	Minidoka	Power	Lemhi
		Payette	Twin Falls		Teton
		Washington			Madison
		Valley			

SELECTION PROCESS

The purpose of this Request for Statement of Qualifications is to establish the roster from which the Idaho Transportation Department may choose to contract through individual Task Orders throughout the contract period. Any resultant agreement will not be a guarantee to purchase services. The Idaho Transportation Department may choose to interview several of the top firms. However, at its discretion, The Idaho Transportation Department may dispense with interviews and select a firm to perform the individual project work.

Listed references may be contacted to determine a firm's responsibility.

The Idaho Transportation Department expects to evaluate proposals and provide written notification of the roster within 30 days of receipt of submittals.

PROPOSAL GUIDELINES

1. The Idaho Transportation Department 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.
2. All proposals and other materials will become the property of the Idaho Transportation Department.
3. All information contained in this RFSOQ and acceptable provisions of the selected firm's response will be made a part of the executed agreement for services.
4. Upon request, the submitting firm shall submit additional information as requested by the Idaho Transportation Department.
5. The Idaho Transportation Department reserves the right to:
 - Waive any informalities or irregularities and reject any or all proposals received as a result of this RFSOQ
 - Select all or part of the respondent's proposal
 - Negotiate changes in the scope of work or services to be provided
 - Conduct investigations required to determine the submitting firm's performance record and ability to perform the assignments specified as a part of this RFSOQ
 - Negotiate separately with any source in a manner deemed to be in the best interests of the Agency
6. If, through any cause, the contracted firm shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the firm shall violate any covenants, terms, or conditions of the agreement, then the Agency can cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.
7. If, through any cause, the contracted firm shall fail to fulfill in a timely and proper manner its obligations under an dually executed agreement resulting from this RFSOQ, or if the firm shall violate any covenants, terms, or conditions of the agreement, then the Agency can cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.

ADDENDA

In the event it becomes necessary to revise any part of this RFSOQ, addenda will be issued. Information given to one Respondent will be available to all other Respondents if such information is necessary for purposes of submitting an SOQ or if failure to give such information would be prejudicial to uninformed Respondents. It is the Respondent's responsibility to check for addenda prior to submitting the SOQ. Failure to do so may result in the proposal being declared non-responsive. No addenda will be issued fewer than four (4) business days before the proposal deadline unless the deadline is extended. Addenda will be posted at <http://itd.idaho.gov/business/> "Facility Bids". Proposer shall indicate within their cover letter the addenda number(s) which they have incorporated into their submittal.

MODIFICATION OR WITHDRAWAL OF SUBMITTAL

A submittal may be modified or withdrawn by the Respondent prior to the submission deadline set forth in this RFQ. After the submission deadline, the submittal shall remain in effect for a minimum of 90 days for evaluation purposes.

1. Name of firm, address, and telephone number of your firm's main office:

Firm _____
Address _____
City, State, Zip _____
Telephone _____
Email _____

2. Please check the appropriate box to identify the legal entity making this proposal.

Corporation Partnership Individual Joint Venture

3. If a joint venture, please attach a separate sheet identifying other firm(s) in association.

4. If yes to any of the following questions, please attach a separate sheet of explanations; state the project(s), date, owner and reason.

Has your firm or joint venture failed to accept a contract or to complete a contract awarded to you?

Yes No

Has your firm or joint venture under another or previous name failed to accept a contract or to complete a contract awarded to you?

Yes No

Has your firm or joint venture had a contract terminated or been given written notice or demand incident to a proposed contract termination?

Yes No

5. State the name, agent's name, address, telephone number of your current bonding company(s) and identify any other sureties used by your firm during the past five (5) years.

Name _____
Address _____
City, State, Zip _____
Telephone _____

6. State the name, agent's name address, and telephone number of your current insurance company(s) that provides or during the past five (5) years have provided coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Name _____
Address _____
City, State, Zip _____
Telephone _____

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

Has you 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 and reason.

Yes No

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 or arbitration?

Yes No

8. Name, title and signature of your firm's officer from No. 2 above who was responsible for the preparation of this form.

Name _____
Address _____
City, State, Zip _____
Telephone _____

ATTACHMENT 1
REFERENCES

INSTRUCTIONS TO THE OFFEROR:

Offerors are allowed three (3) completed reference questionnaires. The completed references questionnaires must be from individuals, companies, or agencies with knowledge of the offeror's experience that is similar in nature to the products or services being requested by this RFSOQ, and are within the last 3 years from the date this RFSOQ was released by the Idaho Transportation Department.

References not received prior to the RFSOQ Closing Date and time will receive a score of "0" for that reference. References outside the 3 years (see paragraph above), and references determined to be not of a similar nature to the products or services requested by this RFSOQ will also receive a score of zero (0) points. **Determination of similar will be made by using the information provided by the reference in Section II of the Reference Questionnaire, General Information and any additional information provided by the reference.**

If more than three (3) qualifying references are received, the first three (3) fully completed references received will be used for evaluation purposes. References will be averaged.

1. Offerors must complete the following information on page 2 of the "Reference's Response To" document before sending it to the Reference for response.
 - a. Print the name of your reference (company/organization) on the "REFERENCE NAME" line.
 - b. Print the name of your company/organization on the "OFFEROR NAME" line.
 - c. Enter the RFSOQ Closing date and time in Instruction 5 (see the INSTRUCTIONS block.)
2. Send the "Reference's Response To" document to your references to complete.

NOTE: It is the offeror's responsibility to follow up with their references to ensure timely receipt of all questionnaires. Offerors may e-mail the RFSOQ Lead prior to the RFSOQ closing date to verify receipt of references.

REFERENCE QUESTIONNAIRE
RFSOQ Number: FM92501
RFSOQ Title: Construction Management Services

REFERENCE NAME (Company/Organization): _____

OFFEROR (Vendor) NAME (Company/Organization): _____

has submitted a proposal to the Idaho Transportation Department. We've chosen you as one of our references.

INSTRUCTIONS

1. Complete **Section I. RATING** using the Rating Scale provided.
2. Complete **Section II. GENERAL INFORMATION** (*This section is for information only and will not be scored.*)
3. Complete **Section III. ACKNOWLEDGEMENT** by manually signing and dating the document. (*Reference documents must include an actual signature.*)
4. E-mail **THIS PAGE** and your completed reference document, **SECTIONS I through III** to:
RFSOQ Lead: Travis Frei
 Contract Officer
E-mail: travis.frei@itd.idaho.gov
5. This completed document **MUST** be received no later than July 23, 2024 before 1:59:59p.m. (Mountain Time). Reference documents received after this time will not be considered. **References received without an actual signature will not be accepted.**
6. DO **NOT** return this document to the Offeror (Vendor).
7. In addition to this document, the State may contact references by phone for further clarification if necessary.

Section I. RATING

Using the Rating Scale provided below, rate the following numbered items by circling the appropriate number for each item:

Category	Score
Poor or Inadequate Performance	0
Below Average	1 – 3
Average	4 – 6
Above Average	7 - 9
Excellent	10

Circle **ONE** number for each of the following numbered items:

1. Rate the overall quality of the vendor's services:

10 9 8 7 6 5 4 3 2 1 0

2. Rate the response time of this vendor:

10 9 8 7 6 5 4 3 2 1 0

3. Rate how well the agreed upon, planned schedule was consistently met and deliverables provided on time. *(This pertains to delays under the control of the vendor):*

10 9 8 7 6 5 4 3 2 1 0

4. Rate the overall customer service and timeliness in responding to customer service inquiries, issues and resolutions:

10 9 8 7 6 5 4 3 2 1 0

5. Rate the knowledge of the vendor's assigned staff and their ability to accomplish duties as contracted:

10 9 8 7 6 5 4 3 2 1 0

6. Rate the accuracy and timeliness of the vendor's billing and/or invoices:

10 9 8 7 6 5 4 3 2 1 0

7. Rate the vendor's ability to quickly and thoroughly resolve a problem related to the services provided:

10 9 8 7 6 5 4 3 2 1 0

8. Rate the level of the vendor's communication with your organization:

10 9 8 7 6 5 4 3 2 1 0

9. Rate the vendor's flexibility in meeting business requirements:

10 9 8 7 6 5 4 3 2 1 0

10. Rate the likelihood of your company/organization recommending this vendor to others in the future:

10 9 8 7 6 5 4 3 2 1 0

Section II. GENERAL INFORMATION

1. Please include a brief description of the Construction Management services provided by this vendor for your business:

2. During what time period did the vendor provide these services for your business?

Month: _____ Year: _____ to Month: _____ Year: _____

Section III. ACKNOWLEDGEMENT

I affirm to the best of my knowledge that the information I have provided is true, correct, and factual:

Signature of Reference

Date

Print Name

Title

Phone Number

E-mail address