



REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGEMENT GENERAL SERVICES

RFQ 202101

Return Completed Qualifications To:
Kootenai County Fire & Rescue Headquarters
1590 E. Seltice Way Post Falls, Idaho 83854
Attn: Division Chief Steve Isaacson

**STATEMENT OF QUALIFICATIONS IS DUE AT THE
DISTRICT HEADQUARTERS BY:**

June 16th, 2021 at 3:00 P.M. (Pacific Standard Time)

All Questions regarding this RFQ shall be directed to Division Chief Steve Isaacson by email:
steveni@kootenaifire.com

Kootenai County Fire & Rescue

Headquarters Office

May 26th, 2021

Dear Applicants:

In accordance with the qualification-based selection process set forth in Idaho Code § 67-2320, Kootenai County Fire and Rescue (KCFR) will accept submissions about qualifications to perform Construction Manager / General Contractor (CM/GC) services for several capital improvement projects that will be completed over the next five (5) years. Applicants must be licensed in Idaho with contractor's license, construction manager, and public works contractors' licenses.

KCFR plans to hire a CM/GC to deliver several capital improvement projects located throughout Kootenai County Fire and Rescue's district. These construction projects will possibly include, but not limited to Fire Stations, Storage Facilities, Office Remodels, and Classroom facilities.

The selected CM /GC will be required to be part of a design and construction team that will develop these capital improvement projects through target value-based design. They will provide project estimates, scheduling information, and constructability evaluations throughout the project development process.

Written Statements of Qualifications will be accepted at the Kootenai County Fire and Rescue Headquarters Office at **1590 E. Seltice Way Post Falls, Idaho 83854 until 3:00pm Pacific Time on June 16th, 2021.** Statement of Qualifications will be evaluated based on qualifications as specified in this Request for Qualifications (RFQ). A selection committee will evaluate each of the Statements of Qualifications and short list up to a maximum of five (5) candidates for in-person interviews.

KCFR reserves the right to reject any and all Statement of Qualifications, to waive any irregularities in the Statement of Qualifications received, and to accept the proposal that is in the best interest of KCFR and the public. The issuance of the RFQ and the receipt and evaluation of Statement of Qualifications does not obligate KCFR to award a contract. KCFR will pay no costs incurred by Applicants in responding to this RFQ. KCFR may, in its discretion, cancel this process at any time prior to execution of a contract without liability.

Kootenai County Fire and Rescue appreciates your interest in meeting the needs of the fire department and the residences of KCFR's district.



Christopher Way
Fire Chief

Kootenai County Fire & Rescue

Headquarters Office

Introduction

The construction management firms selected by this Request for Qualifications (RFQ) process will be utilized where:

1. The individual project fee may exceed the sum of twenty-five thousand dollars (\$25,000.00).
2. The individual project fee may be less than twenty-five thousand dollars (\$25,000.00).

The solicitation and selection of a construction management firm does not preclude the fire district from procurement of construction services through allowable means stated in Idaho Statutes Title 67. The district reserves the right to, at any time, issue an individual project RFQ that falls within the scope of work parameters of this construction Management Services RFQ without prejudice to the Construction Management firms selected under this RFQ.

The successful construction management firms selected through the Fire District's effort by this RFQ will provide services for a varied nature of on-going maintenance, capital improvement and future projects on a district wide basis. Construction Management is considered a viable delivery system for selected projects. All District projects will be evaluated as to the appropriate delivery system to meet the District's needs.

Kootenai County Fire & Rescue is soliciting qualifications from qualified Construction Management firms for assistance in new construction and remodeling projects over a five (5) year period, which may include, but is not limited to, the following:

- Construction of New Fire Stations.
- Construction of Vehicle Storage Building.
- Construction of various support facilities.
- Completion of various major repair and remodels to existing facilities.
- Repairs to existing facilities, but not limited to, roofing, carpeting, painting, paving, site improvements, etc.
- Evaluation and cost estimation of future projects.

The purpose of this RFQ is to select a Pre-Qualified Construction Management Firm for a period of five (5) years with whom KCFR may contract to work in conjunction with Architects, Engineers, and District personnel to help conceptualize, develop, and oversee the completion of these projects.

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Requirements for Submission

Each Request for Qualification candidate shall have:

- Valid State of Idaho Contractors License at time of submission.
- Valid State of Idaho Public Works Contractors License at time of submission.
- Valid State of Idaho Construction Managers License at time of submission.
- Has the ability to provide construction management services as described in this RFQ.
- Has completed the construction of a Fire Station within the last five (5) years.
- Has the ability to provide construction management services and general contracting services in the State of Idaho and more specifically Kootenai County Fire and Rescue's District.
- Has personnel (specifically a project manager and project supervisor) that resides within a two (2) hour drive of KCFR Headquarters.
- Has the ability to potentially construct two (2) Fire Stations within a two (2) year period.
- Can insure up to 10 million construction value on top of current and future workload not related to KCFR.

Purpose of Procedure

The KCFR's "Qualifications 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 with selected provider best suited for the individual project.

Timeline

- RFQ availability and response period. May 26th, 2021
- RFQ response due. June 16th, 2021
- Evaluation and Ranking. June 16th – July 2nd, 2021
- Short List CMGC Interviews. July 6th – July 9th, 2021
 - *To be schedule during this week with Short List of CMGC*
- Follow-up CMGC Interviews (If needed). July 12th – 13th, 2021
 - *To be scheduled during this week with Short List of CMGC*
- Board of Commissioners Meeting. July 19th, 2021
 - Approval of Selected CMGC.
- Notice of Board Decision. July 21st, 2021
- Fee Negotiation. At time of Project

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Solicitation Cycle

The solicitation cycle for RFQ202101 shall be in force until July 21st, 2026. The District reserves the right to cancel this CMGC RFQ solicitation and selection prior to July 21st, 2026 if deemed in the best interest of the district and or public.

Required Services

Construction Management General Services

Throughout all phases of any project, the Construction Management Firm is expected to provide construction management services to the District and represents the District's interest in having a project completed on-time, within budget, and as planned. Construction Management services will vary greatly with the selected projects; however, the following list is provided to indicate the anticipated list of services that may be applicable:

1. Design Phase
 - a. In conjunction with the project architect and district staff, develop a comprehensive management plan to include an efficient, effective, non-duplication set of procedures, responsibilities and contracting strategy for overall project administration and contract compliance.
 - b. Assist in establishing a detailed scope of work to include all project costs.
 - c. Based upon agreed scope of work, evaluate existing project budget, and make recommendations to the District, as necessary.
 - d. Assist Architect in the acquisition of all necessary agency reviews, approvals, and permits.
 - e. Assist Architect & Engineers in developing combined or sequential bidding documents for contractors and vendors.
 - f. Develop and maintain critical path schedule and responsibilities for all phases of the project and monitor participants compliance.
 - g. Suggest value engineering options and ideas where cost and timesaving might be achieved.
 - h. Construction Management firm may assist in identifying, ordering, and/or coordinating delivery of District furnished furniture, fixtures, or equipment.
2. Bidding Phase
 - a. Develop and maintain critical path schedule and responsibilities for all phases of the project requirements and documents.
 - b. Identify those bid packages in excess of the project budget and assist in working with possible bidders to identify cost savings opportunities, alternate methods, duplications, omissions, etc.
 - c. Verify correct licensure of contractors and sub-contractors.
 - d. Make recommendations to the district for the award of bid packages to the lowest responsive bidder.
 - e. The Construction Management firm will assist in developing bidder lists, contractor pre-qualification (if utilized), distribution and tracking of bid documents. Management and return (if necessary) of bid security, payment, and performance bonds, and will work with the District in advertisement and receipt of bids.

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3. Construction Phase
 - a. Assist project architect in conducting pre-construction meetings.
 - b. Initiate construction activities and provide necessary General Conditions services such as project supervision, office trailers, telephones, toilets, temporary utilities, site cleanup, etc.
 - c. Assume overall responsibility for project safety, administration and scheduling of subcontractors, quality assurance and inspection responsibilities.
 - d. Maintain cost control records and monitor costs to assure compliance with project budget.
4. Project Commissioning
 - a. Assist owner in developing a schedule for District move-in and occupancy.
 - b. Assist the District and Architect in final inspection and acceptance of project. Obtain and verify all occupancy certificates, project guarantees, as-built drawings, manuals, etc.
 - c. Assist in the training of District personnel provided by contractors and vendors.
 - d. Assist the District in the management of compliance with all warranties for the applicable term of such warranties, including the one (1) year correction period after substantial completion.

Questions

All questions shall be directed to Division Chief Isaacson by email: steveni@kootenaifire.com. *All questions must be received three (3) business days prior to submission of SOQ. All questions will be responded to by addenda no later than two (2) business days prior to submission of SOQ. All other responses to questions by any other form will be done at the risk of the firm submitting statement of qualifications.*

Addenda

If any addendums are issued to this RFQ, a good faith attempt will be made to deliver a copy to all prospective bidders who were provided with the RFQ. However, prior to submitting the proposal, it shall be the sole responsibility of each firm to contact Division Chief Isaacson, to determine if addenda were issued and, if so, to obtain such addenda for attachment to the statement of qualifications. All addenda will be posted to KCFR's web page.

Evaluation Criteria

Submission Evaluation Procedure

Statement of Qualification submissions will be rated by the following point evaluation method; the total of all evaluator's points will be used to determine rankings and the interview short list.

- | | |
|------------------------|-----------|
| 1. General Information | Mandatory |
|------------------------|-----------|

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2. Company Profile	15 Points
3. Relevant Company Experience	60 Points
4. Showcase Project	10 Points
5. Ownership Resumes	10 Points
6. Project Manager Resumes	25 Points
7. Project Supervisor Resumes	25 Points
8. Project Approach Narrative	35 Points
9. Construction Management Statement	Mandatory
10. Signed/Notarized Alcohol and Drug-Free Workplace Affidavit	Mandatory
11. Sealed Envelope – Fees/Rates	Mandatory
12. Complete & Concise Submission	5 points
13. Evaluators Discretionary Rating	15 Points
i. Total Possible Points	200 Points

All mandatory information must be submitted. If information is omitted the requirement / degree of omission will be evaluated by the selection committee and a reduction of up to 20 points per section will be applied for each omission.

Interview Short List Procedure

For the interview phase, finalists will be questioned on the information submitted in the Statement of Qualifications. Finalists should be prepared to discuss the presented material as well as answer additional questions related to construction management / general contracting, as well as experience constructing Fire Service-related projects, especially fire stations.

Be prepared for questions from the selection committee.

Each interviewer will evaluate the candidates and then an average will be taken from their scores. The average scores will be tallied to determine the candidate's final score.

Each interview will be rated as follows:

1. Questions related to Statement of Qualifications	10 points
2. General Question and Answer	25 points
3. Interviewer Discretionary rating	15 points
i. Total Score	50 Points

Note: A follow up interview with the candidates could be required to clarify all answers and determine the final scores. Candidates will be notified if these interviews are required.

The candidate with the top score will be recommended to the Board of Commissioners by KCFR staff and final determination will be made by the Board of Commissioners. The top candidate will then be notified of selection and fee negotiations will commence.

The remaining interview candidates will then be put on an alternate list if project scope and fee negotiation with the top candidate can not be completed to the satisfaction of KCFR and deemed in the best interest of the public. These candidates will be notified of status by written letter. Candidates will be asked if they want to remain on the alternate list.

This list will also be used if during the five (5) year period it is deemed a project is better suited to an alternate candidate due to availability or project experience. Note: Solicitation by an alternate candidate is **strictly prohibited** and will be deemed grounds for removal

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from the alternate list. KCFR will contact an alternate candidate if a project is deemed to be in the best interest of KCFR and public for a particular project.

As stated above the RFQ selection and alternate list will be active for five (5) years with the potential extension of an additional five (5) years. Candidates will be notified by written letter if list time frame will be extended. Candidates will be required to respond by written response if they want to remain on the list.

KCFR reserves the right to negotiate with any of the selected firms, regardless of ranking order. KCFR shall endeavor to 1) Select the firm that is the most advantageous in accomplishing the goals of KCFR, 2) Select the firm most qualified to meet specific project requirements, 3) Evaluate each firms ability to deliver services within the time required by KCFR, 4) Not place an unreasonable workload on any individual firm.

KCFR will seek to negotiate a contact, a detailed scope of work, fee, schedule, general conditions, etc. with the firm it determines best suited to meet items 1-4 listed in the preceding paragraph. If unable to reach an agreement, KCFR will terminate negotiations and commence negotiations with the firm it determines to be the next best suited and so forth.

KCFR reserves the right to terminate this RFQ at any time if deemed in the best interest of KCFR and the public. Written notification will be given to all candidates if the RFQ is terminated.

Statement of Qualifications Submission

As a minimum, Statements of Qualifications must include the following information in the sequence as listed. Proposing firm to submit technical information to meet the requirements stated below. **Statements of Qualifications need not be exhausted in the information presented**; rather, the proposing firm is encouraged to present only concise information relevant to your pertinent qualifications. **All Statements of Qualifications must be submitted in a sealed envelope.**

Missing information will be evaluated and may be cause for submission to be deemed non-compliant and removed from the pool of qualified candidates.

1. General Information
 - a. Cover Letter
 - b. Construction Management Qualifications Statement
 - i. *Provided Form in RFQ packet*
2. Company Profile
 - a. Describe your firm's history, size, resources, philosophy of service, volume of work, financial stability and construction management techniques and methods along with any other information that would be helpful to characterize the firm.
 - b. Provide graphic of company structure and organization.
3. Relevant Company Experience
 - a. Briefly describe other projects executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. List at least (3) public agencies for which you have performed similar work in the

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- past five (5) years. Provide at least (3) final images of the project. Provide contractual relationship between owner & CM/CG or contractor. For each project listed, include the name, address, phone, and email of a person to contact regarding your firm's performance on the project. Projects listed for which your firm worked in an auxiliary capacity or in a joint venture / partnership should include the name, address, phone number and email of a contact person at the lead firm. Provide the year each project was completed in the project description.
4. Showcase Project
 - a. Provide (3) projects that your firm would classify as a showcase project that is different from the projects listed above. Include at least three (3) images of each project. List the year completed for each project. Referrals to project owners are requested to be listed but not required.
 5. Ownership Resumes
 - a. Provide resumes with picture of all members of the firm ownership. If the company is corporation with board of directors, the resume shall include the chairman of the board and the CEO, COO, and CFO of the company.
 6. Project Manager Resumes
 - a. Provide resumes for one (1) project managers in the construction management firm that has fire station construction experience. Provide at least two (2) additional resumes for project managers that do not have fire service construction but experience in other areas like office, warehouses, residential, remodel, construction management, municipal and / or educational experience.
 - i. Resumes should include:
 1. Photograph
 2. Name
 3. Years in construction
 4. Years with company
 7. Project Supervisor Resumes
 - a. Provide resumes for one (1) project supervisor in the construction management firm that has fire station construction experience. Provide at least two (2) additional resumes for project supervisors that do not have fire service construction experience, but experience in other areas like office, warehouse, residential, remodel, municipal and or education areas.
 8. Project Approach Narrative
 - a. Describe your approach to providing Construction Management / General Contracting Services. Discuss how you provide leadership to facilitate teamwork and communicating among all parties. Describe how you control cost and schedule control.
 9. Construction Management Qualifications Statement
 10. Signed / Notarized Alcohol and Drug-Free Workplace Affidavit
 11. Fees / Rates – (Sealed Envelope)
 - a. Submit in a separate, sealed envelope (one copy / envelope only) within the sealed Statement of Qualifications the following:
 - i. A schedule of hourly rates for all related services or personnel that your firm may provide and charges for reimbursable expenses.
 - ii. Provide information relative to how your company develops fees for construction management services.
 - b. Note: This separate, sealed envelope will not be opened until candidates have been scored and short listed.

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- c. Per Idaho Code, submitted fees / rates will not be used in the selection process. The basis of decision will not be based on these fees and rates.

Required Forms

Construction Management Statement

Contractors Affidavit Concerning Alcohol and Drug-Free Workplace



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Construction Management Qualifications Statement

COMPLETE THE ENTIRE STATEMENT

MUST BE SIGNED

General Information:

Firm Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Idaho PW License No.: _____

Idaho Contractors License No.: _____

Idaho CM / GC License No.: _____

Principal Information – Responsible to KCFR for all services provided under this RFQ:

Name: _____

Title: _____

Email: _____ Phone: _____

Construction Management Firm Ownership:

Name & Title: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

LEGAL STATUS OF YOUR COMPANY

() Corporation () Partnership () Individual () Joint Venture () other _____

QUESTIONS:

- What type of licenses exist within your firm?

- Does your firm carry errors and omissions insurance? () Yes () No
 - What is the amount of your errors and omissions insurance liability limits?

- What is the amount of your errors and omissions insurance deductible?

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- If yes to any of the following questions, please attached 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 an awarded professional service contract?
 - () 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 proposed contact termination?
 - () Yes () No
- If yes to any of the following questions, provide complete explanation on a separate sheet:
 - Has anyone of your current or former sureties or bonding companies ever been required to perform under or canceled a bid bind, labor or material payment bond or a performance bond issued on your firm's behalf?
 - () Yes () No
 - 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, 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
 - Does your firm have any conflict of interests regarding any KCFR work?
 - () Yes () No
- State the company name, agent's name, address, and telephone number of your current bonding company(s) and identify any other sureties used by your firm during the past five (5) years:
 - Company Name: _____
 - Agent Name: _____
 - Address: _____
 - City, State, Zip: _____

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State the name, agent's name, address, telephone and fax 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, builders risk, and worker' compensation.

Company Name: _____

Agent Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Name, Title, and Signature of the person responsible for the completion of this form:

Name: _____

Title: _____

Signature: _____ Date: _____

By Signing this form and submission of this Statement of Qualifications you affirm all information submitted is accurate to the best of your ability and knowledge. You understand if false information is provided in this Statement of Qualifications, your submission shall be deemed invalid and will be removed from the selection process.

Owner Signature: _____

Owner Printed Name: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____

Commission expires: _____

Notary Public, residing at _____

STAMP

**SIGNED DOCUMENT MUST BE INCLUDED IN PROPOSAL
FOR RFQ 202101**

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Contractors Affidavit Concerning Alcohol and Drug Free Workplace

STATE OF _____
COUNTY OF _____

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that _____ is in compliance with the provisions of Idaho Code section 72-1717; that _____ provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that _____ shall subcontract work only to subcontractors meeting the requirements of Idaho Code, Section 72-177(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

**SIGNED AND NOTARIZED DOCUMENT MUST BE INCLUDED
IN PROPOSAL FOR RFQ 202101**

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Statement Submission Procedures

- 1) Written Statements of Qualifications in response to the RFQ will be accepted at the KCFR Headquarters, 1590 E. Seltice Way, Post Falls, Idaho Until 3 pm (PST), June 16th, 2021.
- 2) Submittals shall include one (1) clearly marked original and four (4) copies of the proposal. The original must be marked "ORIGINAL" and be dated and signed by a duly authorized partner or corporate officer.
- 3) Statement of Qualifications must be sealed in an opaque package and clearly marked: "Request for Qualifications 2021001, CONSTRUCTION MANAGEMENT GENERAL SERVICES".
- 4) Standard company brochures and literature may be submitted as separate documents but must not be bound as part of the proposal.
- 5) Questions regarding this request for qualifications must be directed to Division Chief Isaacson. No other staff should be contact with regards to this RFQ. Note: Contact of other KCFR staff including but not limited to board of commissioners, fire chief, administration staff, firefighters, or other staff with regards to this RFQ can potentially disqualify the candidate from the RFQ selection process.

Additional Information

- 1) KCFR will not be liable for any costs incurred in the preparation and production of a Statement of Qualifications, or any work performed prior to the execution of a contract.
- 2) All Statement of Qualifications and other material will become the property of the KCFR. Any information the respondent deems proprietary, or a trade secret must be clearly identified as such. Information not so identified will be subject to release pursuant to public records law.
- 3) All information contained in the RFQ 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 KCFR.
- 5) KCFR reserves the right to:
 - a) Waive any informalities or irregularities and reject any or all Statement of Qualifications received because of this RFQ; 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 the RFQ; negotiate separately with any source in a manner deemed to be in the best interest of KCFR and the public.

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- b) If, through any cause, the contacted 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 KCFR can cancel the contact without prejudice by giving at least five (5) business days prior written notice to the firm of such termination.

Contracts

Kootenai County Fire and Rescue intends to use AIA A132-2009 (Owner-Contractor Agreement, Construction Manager as Adviser Edition) to establish initial relationship and document general owner – construction manager relationship. This contract will be used to cover hourly expenses and miscellaneous costs.

Kootenai County Fire and Rescue intends to use AIA A133-2019 (*Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the cost of the work plus a fee with a guaranteed maximum price*) on each project at the time when the construction manager has been notified of a new project.

