

**REQUEST FOR QUALIFICATIONS & PROPOSALS**  
*FOR*  
**GENERAL CONTRACTOR PRECONSTRUCTION PHASE**  
**SERVICES**

**Executive Residence**

**University of Idaho**  
**Moscow, Idaho**

January 21, 2014  
UI PN: CP140013

*For additional information contact:*

*Daryle Faircloth, Project Manager*  
*Specialist*  
*A & E Services*

*or*

*Terri Benscoter, Contract*  
*A & E Services*

*(208) 885 6246 (fax) 885 9333*

**REQUEST FOR QUALIFICATIONS & PROPOSALS  
FOR GENERAL CONTRACTOR PRECONSTRUCTION PHASE  
SERVICES**

Preconstruction Phase Services  
for  
**Executive Residence**  
University of Idaho  
CP140013

**To:** Prospective General Contractors/Firms Offering Preconstruction Phase Services

**From:** Brian Johnson, Assistant Vice President  
Facilities, University of Idaho

**Subject:** Preconstruction Phase services by a qualified General Contracting firm to participate in a collaborative process to assist in the finalization and development of the design, value-engineer, influence the methods and sequencing of the construction phase, and to eventually potentially participate in the delivery of the proposed new Executive Residence. This Executive Residence is to be located on the main campus of the University of Idaho, Moscow, Idaho.

**Date of Issue:** Tuesday, January 21, 2014

**Executive Summary:**

Responses to this Request for Qualifications/Proposals for Preconstruction Phase Consulting Services with regard to the proposed new Executive Residence will be received at the office of Architectural and Engineering Services, Facilities Management, University of Idaho, Moscow, Idaho, 83844-2281 until close of business (COB) at 5:00 p.m., Friday, February 7, 2014.

Any questions which arise from this request shall be addressed to:

Raymond Pankopf, Director  
Architectural & Engineering Services  
Facilities Services  
University of Idaho  
Moscow, Idaho 83844-2281  
(208) 885-6246

or

Daryle Faircloth, Project Architect  
Architectural & Engineering Services  
Facilities Services  
University of Idaho  
Moscow, Idaho 83844-2281  
(208) 885-5495

Program clarification and additional data may be requested by appointment with either of the above listed individuals. The university respectfully requests that interested proposers limit their contacts to these individuals and contact only these individuals in the interest of maintaining a consistency of response and fairness to all proposers. Please make no contact with other members of the design team, including consultants, except regarding certain items as specifically directed herein.

An **OPTIONAL on-site review** of the project will be held 1:30 p.m., Friday, January 31, 2014, at the Facilities Services Building. The review will be followed by a tour of the selected site for the proposed new Executive Residence.

***Attendance by at least one member of the proposing firm's team is highly desired by the university.***

The design and construction of the proposed new Executive Residence is to be funded by fiscal instruments developed by the University. At the time of the issuance of this RFQ Document, there are **no** State of Idaho Permanent Building Funds involved in the proposed Executive Residence project, and the State Division of Public Works will not administer the contracts. At this time, it is anticipated that the University of Idaho will administer all related contracts according to the terms and conditions of the award and applicable laws and guidelines. The Preconstruction Phase services consultant will receive general instructions through the university. A Project Architect from Architectural and Engineering Services will be assigned to serve as the project manager and liaison between the university and the Preconstruction Phase services consultant during all phases of the work.

It is anticipated that there may be a future contribution towards the project by the University of Idaho Foundation. However, the exact total amount of the University of Idaho Foundation support and revenues to be made available in support of the project is yet to be determined and subject to future decision. The details as to how those funds will be administered are also yet to be determined.

The university envisions the process for the development of the design and the delivery of the proposed new Executive Residence project to be a collaborative process in which the Preconstruction Phase services consultant will participate as a partner with the university and the other members of the design and delivery team, to include the selected Architect, Hummel of Boise, Idaho.

## **Background Setting:**

The University of Idaho is located in northern Idaho in the town of Moscow, Idaho. The university is a public land grant institution with primary responsibility within the State of Idaho for performing research and granting the Doctor of Philosophy Degree. Enrollment exceeds 11,000 students, of which approximately 10,000 are served on the main campus in Moscow, Idaho. The university maintains branch centers in Coeur d'Alene, Post Falls, Boise, Twin Falls, and Idaho Falls, as well as extension sites in 42 of Idaho's 44 counties.

More information regarding the university may be obtained by visiting the university web site at <http://www.uidaho.edu>, or, by visiting the University of Idaho Facilities web site at <http://www.uidaho.edu/facilities>.

## **Description of the Project:**

**General:** The university seeks to program, plan, design and develop an appropriate, gracious and suitable Executive Residence facility that support not only the residential requirements of the Chief Executive Officer of the University of Idaho and their family, but also support the substantial and consequential role the Chief Executive plays in advocating for the university hosting events, receptions, and the development of university resources.

**Vision:** The existing Executive Residence was built in 1967 and received a number of minor remodels over the years, most notably a small expansion of the dining room and exterior patio, and the addition of an ADA compliant bathroom in the late 1990's. It is a 6200 square foot split level home, with seven bedrooms, five bathrooms, a kitchen, family room, and a large living and dining room. The facility serves as both the private residence for the president as well as a public venue for a variety of university hosted events, ranging from intimate dinners to larger receptions for hundreds of faculty, staff, and students that incorporate the residence and surrounding grounds. This "hosting" is an integral and important part of the president's role as chief executive officer and chief fundraiser.

The current configuration of the residence makes it difficult to effectively separate the public and private functions of the home. The current living room and dining room serve more of the public function and the private living space lacks any similar space for the president and president's family. The residential kitchen is unsuited to accommodating the larger public events. Accordingly, a small 'warming kitchen' was established in the basement, but this entails moving a variety of goods and materials up and down the stairs and through the 'private' portions of the home before, during, and after events. The current driveway and configuration of the house poorly serves delivery access and parking needs for events hosted at the home.

Beyond the awkward and inefficient layout, the structure is in need of significant repairs and modernization. Much of the original utility infrastructure of the residence is still in use, as are the original bathroom fixtures. A complete replacement of the boiler and heating infrastructure is required, as well as the water and waste infrastructure. The windows must be

replaced throughout to improve energy efficiency and as replacement parts for the casement windows are no longer available. Finishes throughout the home require modernization. Overall, improvements and repairs are estimated at up to \$500K, and even if implemented, would not overcome the inefficiencies and inadequacies of the layout, nor the public/private conflicts inherent in the home.

Accordingly, the university desires to demolish and remove the existing Executive Residence. The intent that a new Executive Residence will be programmed, planned, designed and constructed on the site of the existing residence. The new residence will support the entirety of the role and mission of the President of the University of Idaho, to include the reception, hosting and event functions related to the advancement and development of the university. This will include spaces sized and designed to receive the public and invited guests, host gatherings and support receptions. Such spaces will include outdoor facilities such as patios, terraces, and lawns in a well designed and gracious landscape setting that takes full advantage to the character and nature of the site.

The vision is of a residence that provides for the family life of the university's Chief Executive combined with spaces design to comfortably host guests and which serves as a suitable platform for providing narrative for the university's role and mission, explaining and demonstrating the university's contribution the State of Idaho and the world, and to advocate for the university's advancement and development.

**Project Scope:** It is the intent of the university that the selected Preconstruction Phase services consultant will participate as a partner with the university and the other members of the design and delivery team in a collaborative effort to design and construct the proposed new Executive Residence and provide the university with a complete and functional facility fully integrated into the fabric of the built environment of the campus of the University of Idaho as the final, deliverable outcome.

The university, in partnership with Hummel Architects of Boise, Idaho, recently completed a Conceptual Design for the Executive Residence. That conceptual design contemplates a general intent to construct a 4 bedroom, multi-bathroom residence of approximately 6,500 net assignable square feet, including a 3 car garage, with an office and expanded, generous living spaces intended to assist in the hosting of presidential events. However, these targeted numbers will likely change as program verification and design ensue.

It is the current, stated policy of the university that a new facility such as the proposed Executive Residence achieve LEED Silver Certification. LEED Gold Certification is an aspirational goal.

The final, exact scope of work is yet to be determined and will depend in part upon the input of the Preconstruction Phase services consultant to be identified through the RFQ process. It is the intent of the university that the selected Preconstruction Phase services consultant participates fully in a robust and collaborative design effort that defines and solidifies the final scope of work.

**Additional Services:** It is the intent of the university and this RFQ/P that this initial

solicitation be restricted to Preconstruction Phase services. However, Should the preconstruction phase services result in a viable, tenable project that is possible to realize within the university's means, then it is possible that the Preconstruction Phase services consultant will be asked to participate in the effort as the General Contractor during the construction phase. Such additional services are contingent upon successful completion of the Design and Preconstruction Phase, funding, and the mutual agreement of all parties that it is in the best interest of the project for the Preconstruction Phase services consultant to continue as the General Contractor. In addition, continuation of the project into the Construction Phase is contingent upon the university successfully obtaining authorization for construction of the University of Idaho Board of Regents. All parties shall be aware that the project will not proceed beyond the Design Phase without construction authorization from the Board of Regents.

**Safety, Collaboration, and Coordination:** Should the project proceed into the Construction Phases, and should the Preconstruction Phase services consultant remain with the project as the General Contractor, it is the intent of the university is that an important and vital component of the scope of work for this effort is that the selected Preconstruction Phase services consultant participates as a partner with the university to integrate the physical work and construction of this effort into the daily flow and life of the campus and campus community. Work Schedules shall be planned and coordinated to the greatest extent feasible and possible to accommodate the needs of the university, the academic calendar, special events, etc. with a specific emphasis on the safety of construction and project personnel, students, faculty staff, and the greater campus community. The selected Preconstruction Phase services consultant shall recognize that this project intends to create and operate a fully functioning construction site on the main campus of a robust university. Successful integration of the construction operations into this environment in such a manner that facilitates both construction and operations and the university's core mission to the greatest extent feasible, and the safety of all parties involved, is of extreme importance to the university.

**Schedule:** The current project schedule generally calls for a design process that will run through the summer of 2014, with an anticipation of construction activities beginning in late summer of 2014. Substantial Completion and Certificate of Occupancy is anticipated at the in late summer/early fall of 2015.

The exact details of the proposed construction schedule are yet to be determined and the intent of the university is that the selected Preconstruction Phase services consultant participates fully in that determination.

#### **Design Team:**

The project for the proposed new Executive Residence is currently in the early Schematic Design phase of the design and development process. The primary members of the design team, which are currently under contract and which the Preconstruction Phase services consultant will be joining in the continued development of the Executive Residence project, are:

Primary Architect:	Hummel Architects Boise, Idaho
High Performance Consultant:	University of Idaho Integrated Design Laboratory Boise, Idaho
Project Administration:	University of Idaho Architectural & Engineering Services Moscow, Idaho

**Intent of RFQ/RFP:**

The intent of this solicitation is to identify qualified Preconstruction Phase services consultant interested in participating in a collaborative process to bring to fruition the university's vision for the proposed new Executive Residence project. From the list of interested and qualified Preconstruction Phase services consultant firms, the university will select the Preconstruction Phase services consultant which is best qualified and best suits the university's need and intent regarding the project. The university intends that the selected CM-AR Consultant will provide preconstruction phase services and may possibly continue with the effort and provide construction phase services – subject to the contingencies noted hereinabove.

**Form of Agreement:**

It is the intention of the University to initially enter into a contract with the selected Preconstruction Phase services consultant for preconstruction activities only. These activities will include comment on design, value engineering, estimating, constructability review and possibly subcontract bidding. Upon completion of preconstruction activities, the university may invite the Preconstruction Phase services consultant to submit a Guaranteed Maximum Price (GMP) and a critical path Method (CPM) schedule for the university's review and approval.

Should the Preconstruction Phase services consultant continue with the project contingent upon the items noted hereinabove, acceptance of the GMP will constitute completion of preconstruction activities. A Change Order to the Preconstruction Phase services consultant agreement will be issued for the construction of the project. At the time of execution of the construction phase Change Order, the Preconstruction Phase services consultant will be required to submit a 100% performance bond for the completion of the project.

At this time, it is the intent of the university to utilize the following documents in the agreement with the selected Preconstruction Phase services consultant:

- AIA Document A133 – Current Edition, Standard Form of Agreement Between the Owner and Construction Manager as Constructor, with amendment and modification by the university.
- AIA Document A133 – Current Edition, Exhibit A, Guaranteed Maximum Price Amendment.
- AIA Document A201 – Current Edition, General Conditions of the Contract for Construction, with amendment and modification by the university.

#### **Required Services, Preconstruction Services:**

It is the intent of the University that the specific scope of preconstruction services will be negotiated prior to signing the Preconstruction Services Agreement, based on the Proposer's input as well as the university's requirements. In general, services are anticipated to include:

1. Consult with, advise, assist, and provide recommendations to the university and design team on all aspects of the planning and design of the work.
2. Provide information, estimates, schemes, and participate in decisions regarding construction materials, methods, systems, phasing, and costs to assist in determinations which are aimed at providing the highest quality building within the budget and schedule.
3. Review in-progress design documents and provide input and advice on construction feasibility, alternative materials, and availability of materials and equipment. Review completed design documents and suggest modifications to improve completeness and clarity.
4. Provide input to the university and the design team regarding the current construction market bidding climate, status of key subcontract markets, etc. Recommend division of work to facilitate bidding and award of trade contracts, considering such factors as bidding climate, improving or accelerating construction completion, minimizing trade jurisdictional disputes, and related issues.
5. Develop and continuously monitor the project critical path method schedule and recommend adjustments in the design documents of construction bid packaging to ensure completion of the project in the most expeditious manner possible, while addressing and meeting the University's critical schedule requirements.
6. Prepare construction cost estimates for the project at appropriate times throughout the design phases of the work. Notify the university and design team immediately if their construction cost estimates appear to be exceeding the construction budget or the GMP.
7. Work with the university and design team to determine impacts to the design and the construction delivery process brought about by the facility's location and site constraints. Consider items such as haul routes, sequencing, lay down space, the academic calendar, class schedules, occupied buildings, university events, etc. Develop alternatives and options for ameliorating the impacts of such conditions and constraints.

8. Work with the university and design team to maximize energy efficiency in the project. Provide estimating and value engineering support to the university's analysis and application for energy related incentive programs offered by local utilities. Participate with the university and design team to analyze utility options for the service of the building.
9. If so requested, furnish a Guaranteed Maximum Price (GMP) in accordance with the contract for the university's review and approval. The exact timing of the GMP delivery will be determined with the input of the selected Preconstruction Phase services consultant.

In the event that the project proves to not be within the university's budget, the university retains the sole option to cancel the project altogether, or other such action as the university determines to be in the best interest of the university.

#### **Required Services, Construction Phase Services:**

In the event that the project does proceed into the construction phase and in the event that the Preconstruction Phase services consultant is invited to continue with the project as well, then Construction period services will be provided under terms of a standard form AIA contract with supplemental conditions.

The selected Preconstruction Phase services consultant will work with, and coordinate with the design team throughout the design and construction process. The selected Preconstruction Phase services consultant shall provide necessary information, effort, and deliverables prior to construction installation in order to fully coordinate the installations of systems of the various trades.

It is anticipated that the Preconstruction Phase services consultant may desire to engage sub-contractors with whom a favorable partnership has existed in the past due to the value engineering and GMP delivery expectations placed on the Preconstruction Phase services consultant.

However, the Preconstruction Phase services consultant shall recognize that the university has a responsibility to the sub-contractors within the local service area. For the university, this "local service area" consists of two layers. The first, immediate layer consists of northern Idaho, plus the communities of Clarkston, Pullman, and Spokane, Washington. The second layer is the State of Idaho. The Preconstruction Phase services consultant shall recognize that there is specific, expressed interest in this project among the sub-contracting firms of all disciplines within the local service areas. The Preconstruction Phase services consultant is highly encouraged to develop a qualifications-based selection process, or, to accept bids from a prequalified grouping of firms mutually agreeable to all parties which will allow the greatest number of qualified, local subcontractors an opportunity to compete for substantive portions of the work. The university will monitor the process of selection of portions of the work for sub-contractor execution as well as the process of sub-contractor selection.

**Future Services:**

Additional future services may be required. If required, these will be administered by the University of Idaho, and may include future design phase services and construction phase services, as well as post-construction phase services. The university reserves the right to award follow-on contracts for these services to the successful Preconstruction Phase services consultant as the needs of the university require upon the conclusion of the contract resulting from this solicitation.

**Proposal Content and Instructions to Proposers:**

The proposal submitted in response to this RFQ/RFP shall be in the format outlined below and shall be wet-signed by an officer of the Preconstruction Phase services consultant firm with proper authority to commit the firm.

The proposal shall be contained in a document not to exceed 30 single sided pages including whatever pictures, charts, graphs, tables, and text the firm deems appropriate. A separate transmittal letter, front and back covers, and blank section/numerical dividers will not be counted in the 30-page limit. Resumes of key individuals proposed to be involved in this project are exempted from this limit. Page size is limited to 8 ½ x 11 inches, with basic text information no smaller than a 12-point type. The only exception to the page-size limitation is a single 11 x 17 sheet for the proposed project schedule. If the firm feels it necessary to submit material beyond this limit, it should be done in a separately bound appendix. This additional information will not be used by Committee members in evaluating the proposal responses.

**Format:** To assist in the evaluation, it is desirable that the proposal be formatted in a similar fashion to the headings listed below. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the people who will actually perform the work of this contract and the specific approach to the execution of said work. Performance on past projects with the University of Idaho, other agencies of the state of Idaho, and other higher education clients is an important factor. Submit 8 copies of the proposal, and one copy of additional data as described above.

1. **Basic Qualifications:** Provide basic data relative to the firm's size, history, personnel, special expertise in similar methods of construction project delivery, and general credits and qualifications. Individual resumes, awards, associations, etc., may be included. Office brochures may be submitted separately as supplemental data, and are not to be a part of the 30 page proposal.

The university reserves the right to investigate and confirm the proposer's financial responsibility. This may include review of financial statements, bank references, and interviews with past clients, employees, consultants and creditors. Unfavorable responses to these investigations may be grounds for rejection of the proposal.

**WEIGHT = 55 pts.**

2. Preconstruction Phase Services Consultant Role: Describe your understanding of the project and summarize your firm's proposed overall management approach. What are your firm's expectations of the role of the university and Architect? How will your firm interact with the university and Architect? How will your firm interact and coordinate with the ongoing role and mission of the university?

WEIGHT = 55 pts.

3. Key Personnel: Provide a list of names and define the relationship of management individuals that you will commit to this project. Demonstrate the proposed key personnel's specific experience on projects of similar size and scope. Identify their length of employment and their last 5 project assignments with your firm, their responsibility on this project, and their primary office location. Indicate the amount of time commitment available to this project during the pre-construction and construction phases.

WEIGHT = 30 pts.

4. Project Management: Identify the specific methodology your firm will use in the administration of this project. At a minimum, identify the firm's planning, scheduling, phasing, and project monitoring skills and processes in the context of this project. Given the scheduling and sequencing constraints on this project, experience and expertise in construction sequencing should receive special attention in the narrative and in any supporting evidence. What experience and understanding does your firm possess regarding local subcontractors and bidding conditions? How will costs be controlled and savings optimized? How does your firm stay current with the body of knowledge in this area? How does your firm assure quality control?

WEIGHT = 65 pts.

5. Describe the process you will use to minimize and manage change orders and claims. Identify three recent projects of similar size and scope; provide information showing the number and value of change orders, claims and time extensions. Provide the names and telephone numbers of the owner's representatives and architectural project leaders for the three projects identified in response to this requirement.

Provide a complete listing of, and describe, all construction contract-related claims made by or against your firm in the last ten (10) years which required resolution by a party or parties other than your firm and an owner. Indicate whether your firm was the claimant or the responding party and describe the resolution of the claim. This information should include all claims resolved using dispute review boards, mediation, arbitration, and/or other method of alternative dispute resolution, and litigation. Claims which were settled after a dispute resolution processes, including litigation, should be included. Is your firm currently involved in any pending claims and/or litigation?

WEIGHT = 40 pts.

6. Proposed Work Plan: Provide a preliminary project schedule indicating design, bidding, mobilization, site preparation, construction, and occupancy. Discuss your firm's approach to accelerated construction phasing if appropriate for this project. Identify various bid packages or early procurement packages required of the design team to accomplish the proposed

schedule. Identify timing of GMP preparation and acceptance.

WEIGHT = **20** pts.

7. Value Engineering: Describe your firm's methodology and experience with Value Engineering. Identify any particularly successful experiences and/or unique services in this area. Identify and detail the firm's in-house estimating capability. Comment on the balance between this project's scope and budget, identifying areas of concern and opportunity. Explain your approach to addressing these issues with the university and design team given the status of project development.

WEIGHT = **30** pts.

8. Preconstruction Services Fee: Provide your firm's Preconstruction Services Fee as a lump sum for this project. This fee is to include, at a minimum, the management and construction elements specified in the "Required Services, Preconstruction Services" section hereinbefore. Provide detailed breakdown of the components of the Preconstruction Services Fee.

WEIGHT = **40** pts

9. Construction Phase Fee: Provide your firm's Construction Management Fee as a percentage of the Direct Construction Cost for this project. This fee is to include, at a minimum, the management and construction elements specified in the Standard General Conditions of the Contract. Provide a detailed breakdown of the components of the CM Fee.

WEIGHT = **40** pts.

11. Sub-Contractor Work and Selection: How does the firm propose to identify portions of the work to be completed by the firm versus those to be completed by sub-contractors. What percentage of the work do you envision accomplishing in-house? What CSI divisions? What is the method by which you propose to develop a list of sub-contractors to be selected or prequalified to submit bids? How do you propose to conduct the bid process?

WEIGHT = **40** pts.

12. Special Qualifications: What unique or extraordinary skills or qualifications would your firm bring to this specific project? How would the selection of your firm add value to the project? What are the abilities of your firm to participate and contribute positively to LEED Silver or greater projects? Provide evidence of successful past participation in LEED Silver or greater projects.

WEIGHT = **40** pts.

13. Past Performance: Submit a list of a minimum of nine references with addresses and current phone numbers. At least three of the references shall be sub-contractors, three shall be A/E firms, and three shall be owner's representatives of projects that have relevance to this project.

WEIGHT = **40** pts.

14. Additional Information: For information purposes, indicate the location of the office where preconstruction services are to be performed.

WEIGHT = **5** pts.

**Selection Procedure and Interview Information:**

Under this RFP/RFQ, the selection procedure is intended to evaluate the capabilities of interested Preconstruction Phase services consultant firms to provide services to the university for this project.

An evaluation committee consisting of persons from the university planning, design, facilities management, and client communities will rank order the proposals based upon the response to the criteria listed within this request. At least two, but in no case more than five, firms may be selected for a personal interview. After completion of the interviews, the evaluation committee will adjust the ranking based upon interview performance.

Interviews are planned to be held the week of 4 March 2014, at the University of Idaho. All finalists will be notified of the exact times and places of their interviews.

Each interview will be a maximum of 90 minutes in duration. The format of the interview will be left up to the proposing firm; however, at least 30 minutes should be reserved for questions by the Selection Committee. Members of the Preconstruction Phase services consultant firm's proposed on-site project management team should be present at the interview. The proposing firms must notify the University of Idaho Department of Architectural and Engineering Services no less than three days prior to their interview of any audio/visual or presentation support materials they may require.

**Proposal Evaluation**

The University's choice of the selected Preconstruction Phase services consultant will be made on the basis of narrowing the field of Proposers to 2-5 candidates for interview through the RFQ/RFP submittal process.

The selection committee will evaluate the interview sessions and in a manner similar to the RFQ review process. Topics covered in the interview session shall include the topics listed hereinbefore under the "Proposal Content" section plus any additional, relevant topics which may arise during both the formal presentation and the question and answer portions of the interview.

**Award:**

Based upon the results of the selection committee, the University of Idaho will recommend a course of action to the University of Idaho Executive Leadership.

**Proposed Dates:**

Issue RFQ/RFP	Tuesday, January 21, 2014
<b>OPTIONAL</b> On-site Review	Friday, January 31, 2014
Deadline, Solicitation Protests	Friday, January 31, 2014
Proposals Due	Friday, February 7, 2014 @ COB – 5:00 p.m.
Announce Interview Candidates	Monday, February 24, 2014
Oral Interviews	TWTh, March, 4, 5, & 6, 2014
Announce Selected Firm	Friday, March 14, 2014
Begin Preconstruction Phase Services	Wednesday, March 19, 2014

**Anticipated Performance Period:**

The university anticipates the performance period for the completion of the preconstruction phase services to be on or about August 31, 2014. University of Idaho planning assumptions are based on a construction period of September 2014, through August 2015. Punchlist, commissioning and miscellaneous activities may continue into the fall of 2015 as needed and required.

**Additional Information:**

The University of Idaho will attempt to select a firm not later than Friday, March 14, 2014. Upon selection of a Preconstruction Phase services consultant, the University will issue a letter of intent to negotiate. However, final award shall be contingent upon the successful negotiation and approval of a contract.

The contents of a submitted proposal may be incorporated in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could be folded into contractual obligations.

The University of Idaho reserves the right to reject any and/or all proposals received as a result of this request.

The University of Idaho may also negotiate separately with any source in any manner necessary to serve its best interests. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.

**Protests:**

Solicitation Protests:

If any Proposer contemplating submitting a Proposal for the contract is in doubt as to the true meaning of any part of the RFQ/RFP, or detects discrepancies or omissions, such Proposer may submit to the university a written request for an interpretation thereof.

If any Proposer contemplating submitting a Proposal for the contract feels that a particular solicitation provision, condition, or specification limits competition, such Proposer may submit to the university a written request for change, including reasons for the request and the proposed change.

Any interpretation of the RFQ/RFP or approval of changes will be made only by Addendum duly issued. A copy of each Addendum will be mailed, faxed, or delivered to each Proposer receiving an RFQ/RFP and becomes part thereof. Receipt of each numbered addendum shall be acknowledged by the proposer in the response to the RFQ/RFP. The university will not be responsible for any other explanation or interpretation of the RFQ/RFP.

Prospective Proposers may submit a request for change of particular solicitation provisions and specifications and conditions to Daryle Faircloth no later than 4:30 p.m. Friday, January 31, 2014. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions.

#### Selection Protests:

Any Proposer who responds to this RFQ/RFP who claims to have been adversely affected or aggrieved by the selection of competing Proposers invited to interview, or by the final selection of a candidate to recommend to the university of Idaho President for award, shall have five calendar days after notification of those firms who will be considered further for this award to submit a written protest of the selection to the Assistant Vice President, Facilities Services, University of Idaho, Moscow, Idaho 83844-2281. This written notification is to be received by 5:00 p.m. within the identified five calendar-day period.

#### **Submittal of Proposals:**

A firm that submits a proposal represents and warrants the following:

- A. that it is financially solvent, able to pay its debts as they mature, and possessed of sufficient working capital to perform the services and work described herein;
- B. that it is capable of performing and completing the services and work described herein and has sufficient experience and competence to do so; and
- C. that it is authorized to do business in Idaho, properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and the services and work described herein, and has or will obtain all licenses and permits required by law.

As stated hereinbefore, submit 8 copies of the proposal responding to the requirements detailed in this RFQ/RFP plus one copy of any additional data. All submittals shall be made to:

Daryle Faircloth, Project Architect  
A & E Services  
Facilities Services  
University of Idaho  
Moscow, Idaho 83844-2281

Proposals shall be clearly labeled, reference this RFQ/RFP, and be submitted no later than:  
**5:00 p.m., Friday, February 7, 2014.**