REQUEST FOR QUALIFICATIONS/PROPOSALS

For

CONSTRUCTION MANAGER / GENERAL CONTRACTOR SERVICES

Idaho Meat Science & Innovation Center
Vandal Brand Meats

University of Idaho
Moscow, Idaho

October 10, 2022
UI PN CP200032

For additional information contact:

Daryle Faircloth, Project Manager -or- Raymond Pankopf, Director

Architectural & Engineering Services, Budget and Planning, University of Idaho

(208) 885 6246
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REQUEST FOR QUALIFICATIONS
for
Construction Manager/General Contractor (CM/GC) Services

Idaho Meat Science & Innovation Center
Vandal Brand Meats

University of Idaho
Moscow, Idaho

To: Prospective Construction Manager/General Contractor Consultant Firms

From: Kim Salisbury, Associate Vice President
Budget and Planning, University of Idaho

Subject: Pre-Construction Phase Construction Manager/General Contractor (CM/GC) services by a qualified CM/GC Consulting firm to participate in a collaborative process to assist in the design, value-engineer, influence the methods and sequencing of the construction phase, and participate in the delivery and construction of the Idaho Meat Science & Innovation Center (MSIC), to be located on the campus of the University of Idaho, Moscow, Idaho. UI CP200032

Date of Issue: Monday, October 10, 2022

Executive Summary:

The University of Idaho is seeking qualifications from interested Construction Manager/General Contractor (CM/GC) firms to assist the university in the design and construction of the Idaho Meat Science & Innovation Center (MSIC). The MSIC is to be located adjacent to the new Seed Potato Germplasm Laboratory completed in 2021 on the main campus of the University of Idaho, Moscow, Idaho.

It is the intent of the university to deliver the Idaho Meat Science & Innovation Center via a Construction Manager/General Contractor (CM/GC) methodology and process. A separate Request for Qualifications (RFQ) for firms interested in providing Architectural and Engineering Services (A/E) for the MSIC effort was issued June 22, 2020. Castellaw Kom Architects (CKA) of Lewiston, Idaho, teamed with Anderson Mason Dale Architects (AMD) of Denver, Colorado was selected and has initiated the design process. Design is currently approximately 35% complete with the completion of the Schematic Design (SD) phase of the design process.
The initial authorization by the Board of Regents of the University of Idaho for the Idaho Meat Science & Innovation Center is limited to the programming, planning, and design phases of the overall design and construction process. Therefore, the initial scope of services sought at this time are limited to Preconstruction Phase services. However, upon successful completion of the programming, planning, and design phases, it is the intent of the University of Idaho to seek authorization to proceed with the construction phase. Additional services covering the bid, award and construction administration phases of the project may then be sought from the successful respondent to this Request for Qualifications.

Firms responding to this Request for Qualifications/Proposals for CM/GC Consulting Services are required to participate in a Mandatory Pre-Submittal Review Meeting be held 1:30 p.m., Tuesday, October 18, 2022, at the Facilities Services Building, 875 Perimeter Drive, on the main campus of the University of Idaho, Moscow Idaho. The pre-submittal review meeting will be presented in person or via zoom conferencing at the include zoom link as follows:

Join Zoom Meeting
https://uidaho.zoom.us/j/84075933469
Meeting ID: 840 7593 3469
Passcode: 862999

Responses to this Request for Qualifications/Proposals for CM/GC Consulting Services with regard to the proposed new the Idaho Meat Science & Innovation Center will be received at the office of Architectural and Engineering Services, Budget and Planning, University of Idaho, Moscow, Idaho, 83844-2281 until close of business (COB) at 5:00 p.m., Friday, October 28, 2022.

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

Raymond Pankopf, Director
University of Idaho, Architectural & Engineering Services
875 Perimeter Drive MS 2281
Moscow, Idaho 83844-2281

(208) 885-6246
rayp@uidaho.edu

or

Daryle Faircloth, Project Architect
University of Idaho, Architectural & Engineering Services
875 Perimeter Drive MS 2281
Moscow, Idaho 83844-2281

(208) 885-6246
dfaircloth@uidaho.edu
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.

The initial contract is envisioned to be for the planning, programming and design phase services. Additional bidding, award and construction phase services may be required at the university’s discretion. As noted, such additional services are contingent upon additional authorization by the University of Idaho Board of Regents.

**Mandatory Review:**

A Mandatory Pre-Submittal Review Meeting of the project will be held 1:30 p.m., Tuesday, **October 18, 2022**, at the Facilities Services Building, 875 Perimeter Drive, on the main campus of the University of Idaho, Moscow Idaho. The review will be followed by a tour of the selected site for the proposed new Idaho Meat Science & Innovation Center for those attending in person. The pre-submittal review meeting will be presented in person or via zoom conferencing at the include zoom link as follows:

Join Zoom Meeting  
[https://uidaho.zoom.us/j/84075933469](https://uidaho.zoom.us/j/84075933469)  
Meeting ID: 840 7593 3469  
Passcode: 862999

*Failure to attend this review by at least one member of the proposing firm’s team will result in disqualification of the firm in question.*

The design and construction of the proposed new Idaho Meat Science & Innovation Center is to be funded by fiscal instruments developed by the University. Although the university is currently requesting funding for the Idaho Meat Science & Innovation Center via the FY2024 Permanent Building Fund process, there are currently no State of Idaho Permanent Building Funds involved in the proposed new Idaho Meat Science & Innovation Center project. Therefore, the current project administration plan is 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 CM/GC 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 CM/GC consultant during all phases of the work.  

Should the university receive funding for this project via the FY2024 Permanent Building Fund process, the administration plan for the project may be subject to change. This is to be determined and dependent upon whether or not State funding is infused into the project.

The university envisions the process for the development of the design and the delivery of the proposed new Idaho Meat Science & Innovation Center project to be a collaborative process in which the CM/GC
will participate as a partner with the university and the other members of the design and delivery team.

**Background Setting:**

**University of Idaho:**
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 approaches 12,000 students, of which 8,500 are served on the main campus in Moscow, Idaho. The university maintains branch centers in Coeur d’Alene, Post Falls, Boise, and Idaho Falls, as well as University of Idaho Extension offices in 42 of Idaho’s 44 counties.

As the land-grant university for the State of Idaho, the University of Idaho places emphasis on problems and challenges facing Idaho and Idahoans. The university hosts a broad array of undergraduate and graduate instructional and research programs in selected scientific and technical disciplines. Research activities have grown dramatically in recent years, with grant and contract funding now exceeding $100M, annually.

More information regarding the university may be obtained by visiting the university web site at [http://www.uidaho.edu](http://www.uidaho.edu) or, by visiting the University of Idaho Facilities web site at [http://www.uidaho.edu/infrastructure/facilities](http://www.uidaho.edu/infrastructure/facilities)

**Description of the Project:**

**General:**
The university seeks to design and construct a new USDA-certified animal processing facility to facilitate the teaching, research, outreach and service conducted through the U of I meat science program. This new facility will replace the existing meat science laboratory that was built over 60 years ago and will be known as the Idaho Meat Science & Innovation Center, to be located adjacent to the new Seed Potato Germplasm Laboratory on the Moscow, Idaho campus. The facility will also serve as the home facility for Vandal Brand Meats, the retail component of the program that employs student workers from various degrees across the university.

Based on the Schematic Design efforts completed to date, the proposed site consists of an area approximately 46,500 square foot and building of approximately 12,700 gross square foot.

The project is currently authorized for the design phase at $7,650,000. It is assumed that, given the recent escalation construction costs industry wide, that the authorization level will need to be adjusted when the university seeks construction authorization at the conclusion of the design phase. The CM/GC consultant is expected to play a critical role in determining the appropriate budget and authorization level.
Planning Background:
This project has been a priority for the university since 2018 and launched a planning process for the funding pipeline that would enable this project to move forward. In August 2020, the University of Idaho (U of I) hired Castellaw Kom Architects and Anderson Mason Dale Architects to design a new Meat Science Innovation Center on the U of I Main Campus in Moscow, Idaho. The first phase of the Programming effort was program confirmation of the new facility using the Vandal Meat Lab Feasibility Study (Coengineers PLLC, 2017) as a starting point. The Programming phase took place during the months of September and October 2020, and the Schematic Design phase followed in May of 2021.

Goals:
The new Meat Science Innovation Center is an extremely important project for the U of I Moscow Campus and surrounding community. In addition to the expanded program offerings the new facility will provide for the campus, the Meat Science Innovation Center provides a unique opportunity to bring the community to campus to engage in a dialogue around meat production and connect people to where their food comes from.

The guiding principles for the project were developed during a series of workshops held in September and October 2020. The workshops engaged a variety of campus stakeholders including the Project Committee, which had valuable input throughout the process. The expressed goals for the project have been consistent, and some of the driving goals of the project are the following:

Educational Space:
The new facility should attract regional stakeholders and provide spaces where students and industry personnel are trained on cutting-edge equipment enabling them to easily step into processing plants throughout the country with the required relevant experience. The building should be an academic learning center that places high value on experiential learning opportunities. The current facility that houses the program restricts any educational growth in this area due to its outdated space, technology and limited capacity for meat science activities.

Resource for Industry Partners:
This building should serve as an educational resource for not only students in the meat science program, but also for producers, meat processors, and retailers who comprise the entire supply chain of livestock production and processing. The U of I meat science program supports the region’s meat processing professionals by offering continuing education and workforce development via training and workshops. The demand has outpaced the capacity of the current facility such that a new facility is critical to serving industry in this manner. The building will foster collaboration between the University, the private sector, and local ranchers, while building on Idaho’s innovation and entrepreneurial network, ultimately driving economic development and opportunities throughout the region and across the state of Idaho, for which the livestock industry comprises over 50% of the state’s agricultural economy.

Processing Bandwidth:
The spaces within the building should be multi-use allowing multiple distinct activities to occur at one time supporting food safety practices. The flow of the meat processing spaces is critical to ensure that this is a functional space for teaching and research with the ability to adapt over time. The program will
support innovation, become a testing ground for new technologies, and promote artisan producer participation.

Public Engagement and Outreach:
The design of the public space should engage and inspire community members, as public involvement is critical to the long-term success of the program. The building should provide an educational experience that illustrates the story of progressive, humane processes utilized in the meat production industry. The message should be crafted to capture the interest of a younger audience to foster the future of the industry.

Campus Presence:
The building should make people take pride in the program and fit within the rich campus context, including a strong connection to adjacent Seed Potato Germplasm Laboratory and athletics precincts and support of game day events. The building should also express the branding of the University of Idaho campus and the relationship with Vandal Brand Meats.

Proposed Project Description:
The university seeks to design and construct a new USDA-certified animal processing facility to facilitate the teaching, research, outreach and service conducted through the U of I meat science program. This new facility will replace the existing meat science laboratory that was built over 60 years ago and will be known as the Idaho Meat Science & Innovation Center. The facility will also serve as the home facility for Vandal Brand Meats, the retail component of the program that employs student workers from various degrees across the university.

The facility is to be located on the west campus neighborhood and will have a retail deck and plaza which will serve as a gathering space and event space for a variety of campus and community events to enhance student life on U of I’s residential campus.

This new facility will replace outdated existing facilities located nearby. The proposed site for the new Meat Science and Innovation Center facility is located within the historic West Farm neighborhood at the main campus in Moscow, Idaho. The site features frontage on Perimeter Drive, an arterial used both by university and general Moscow traffic which provides an opportunity to support the retail component of the MSIC program and operations. The new MSIC will share this site, site facilities and utilities, with the new Seed Potato Germplasm Laboratory. The MSIC project is currently out to bid as of the due date of the release of this RFQ. The new MSIC facility will support the on-going needs of faculty in the College of Agricultural and Life Sciences (CALS) and of the meat science and livestock management industries in the State of Idaho and across the Pacific and Inland Northwest.

The new facility will replace an aging and inadequate facility now on the Moscow campus. It will be state-of-the-art, and USDA inspected and certified. It will support teaching, research and outreach across all aspects of the meat science industry, from harvest to packaging. The facility will provide students with experiential learning opportunities, and it will support research opportunities spanning multiple
disciplines, including materials and system science, genetics, microbiology, biochemistry and livestock management. It will also be the new home to Vandal Brand Meats, and the Vandal Brand Meats Retail Store.

The project is consistent with the strategic goals and objectives of UI and is fully consistent with UI’s strategic plan, specifically:

**Goal One, Innovate:**
This project supports the growth of scholarly research activity in the Agricultural Sciences. It provides support for creative research into solutions to the issues and concerns of the meat science and livestock management industries within the State of Idaho.

**Goal 2, Engage:**
This project enhances and supports collaboration with the meat science and livestock management industries within the State of Idaho. The project is supported by leaders and stakeholders within the State of Idaho such as Agri Beef and the Idaho Cattle Association.

In addition, the project is fully consistent with the principles, goals, and objectives of UI’s Long Range Campus Development Plan (LRCDP).

More information regarding may be found at [https://www.uidaho.edu/cals/vandal-brand-meats](https://www.uidaho.edu/cals/vandal-brand-meats).

**Scope/Intent of the RFQ/P:**

It is the intent of this Request for Qualifications/Proposal to identify a CM/GC Consultant best qualified to assist the university with the planning, programming, design and construction of the Idaho Meat Science & Innovation Center as described in this RFQ/P.

The university is seeking a design and construction team comfortable and experienced in working within a CM/GC delivery environment and process.

The Idaho Meat Science and Innovation Center is currently under design by the CKA/AMD team. The team completed the Schematic Design (SD) phase in summer of 2021 and was then asked to put the design process on temporary hold while the university engaged in additional fundraising activities for the facility. Recently, the university sought to reinvigorate the design process and that process is underway with an effort to validate the SD results before proceeding with Design Development (DD).

The university actively seeks now a CM/GC consultant to partner with the current design team and to participate in the DD and CD development of the project. The intent is to have a mature process and completed CDs by the start of the summer 2023 construction season.

Upon review and acceptance of the final design solution by the Executives of the University of Idaho, the CM/GC Consultant may be asked to proceed with additional phase services as necessary to bid, award and
construct the desired Idaho Meat Science & Innovation Center at the University of Idaho. Additional services beyond the Pre-Construction phase are contingent upon authorization to proceed with bidding, award and construction of the Idaho Meat Science & Innovation Center by the University of Idaho Board of Regents.

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

**Safety, Collaboration, and Coordination:**

The intent of the university is that an important and vital component of the scope of work for this effort is that the selected CM/GC 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, the athletics 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 CM/GC Consultant shall recognize that this project intends to create and operate a fully functioning construction site within the core of a robust university, and that the site is bounded by major pedestrian and vehicular corridors. The construction period for this new Idaho Meat Science & Innovation Center will naturally coincide and overlap with varsity sports seasons and games which occur in the west campus neighborhood at the ASUI Kibbie Activity Center (Kibbie Dome) and the new ICCU Idaho Arena. Thus, the site will be periodically impacted by game day activities. 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.

It is vital and necessary that the selected CM/GC Consultant for the Idaho Meat Science & Innovation Center project be able to coordinate materials deliveries, equipment, access, and operations with the university in a manner that minimizes impacts to the schedules and cost of both parties to the greatest degree possible. This includes other possible construction efforts on campus that may be underway whether those efforts are administered by the University of Idaho or the State of Idaho Division of Public Works. **Affirmation of the ability to work well and coordinate with the university in such close proximity to the betterment of the university’s intent to deliver both its on-going role and mission and a successful construction project on-time is a key factor in the selection of a CM/GC Consultant for this proposed new Idaho Meat Science & Innovation Center project.**

**Schedule:**

The current project schedule generally calls for a design process that will run through the spring of 2023, with an anticipation of construction activities beginning in summer of 2023. Substantial Completion and Certificate of Occupancy is anticipated at the in early fall academic semester of 2024.
The exact details of the proposed construction schedule are yet to be determined and the intent of the university is that the selected CM/GC Consultant for the Idaho Meat Science & Innovation Center project participates fully in that determination.

**Design Team:**

As noted earlier in this document, the selection process for the design team for the Idaho Meat Science & Innovation Center is complete. The selected design team members and/or firms have been identified at the time of the issuance of this RFQ/RFP are Castellaw Kom Architects (CKA) of Lewiston, Idaho, teamed with Anderson Mason Dale Architects (AMD) of Denver, Colorado.

**Intent of RFQ/RFP:**

The intent of this solicitation is to identify qualified CM/GC Consultants interested in participating in a collaborative process to bring to fruition the university’s vision for the proposed new Idaho Meat Science & Innovation Center project. From the list of interested and qualified CM/GC firms, the university will select the CM/GC firm which is best qualified and best suits the university’s need and intent regarding the project. The university intends that the selected CM/GC Consultant will provide both preconstruction phase services and, contingent upon successful attainment of authorization from the Board of Regents, construction phase services.

**Form of Agreement:**

It is the intention of the University to initially enter into a contract with the selected CM/GC Consultant for Preconstruction activities only. These activities will include participation in design, value engineering, estimating, constructability review and possibly subcontract bidding. Upon completion of Preconstruction activities, the CM/GC will submit a Guaranteed Maximum Price (GMP) and a critical path Method (CPM) schedule for the university’s review and approval.

Acceptance of the CM/GC GMP will constitute completion of Preconstruction activities. A Change Order to the CM/GC agreement will be issued for the construction of the project. At the time of execution of the construction phase Change Order, the CM/GC will be required to submit a 100% performance bond for the completion of the project.

It is the intent of the university to utilize the following documents in the agreement with the selected CM/GC 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.
Required Services, Pre-Construction 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. Work with the university, the design team and with partners to best determine construction products and techniques may be best incorporated into the design and construction of the Idaho Meat Science & Innovation Center.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. Furnish a Guaranteed Maximum Price (GMP) in accordance with the contract for the university’s review and approval. It is anticipated that the GMP will be called for generally at the midpoint of the Construction Document phase. The exact timing of the GMP delivery will be determined with the input of the selected CM/GC Consultant.

In the event that the CM/GC is unable to furnish a GMP within the university’s budget, the university retains the sole option to cancel the solicitation and start a new process for the construction of the project, or cancel the Preconstruction contract and award a contract for Preconstruction activities to another proposer.

Required Services, Construction Phase Services:

Construction period services will be provided under terms of a standard form AIA contract with supplemental conditions.

The selected CM/GC will work with, and coordinate with the design team throughout the design and construction process. The selected CM/GC shall provide necessary information, effort and deliverables, to include a 3D Revit model of MEP-FP installations prior to construction installation in order to fully coordinate the installations of systems of the various trades. Architectural and structural 3D Revit models will be made available for use by the CM/GC. The CM/GC shall be responsible for producing the MEP-FP model(s).

It is anticipated that the CM/GC 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 CM/GC.

However, the CM/GC 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 CM/GC 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:

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 CM/GC Consultant as the needs of the University require upon the conclusion of the contract resulting from this solicitation.

**Informational Documents:**

The UI Strategic Plan and Long Range Campus Development Plan and other pertinent documents are available on the UI web pages. Items of specific interest include:

- University home page: [http://www.uidaho.edu](http://www.uidaho.edu)
- University Long Range Campus Development Plan (LRCDP): [http://www.uidaho.edu/facilities/ae/longrangecampusdevelopmentplan/illustrativeplan](http://www.uidaho.edu/facilities/ae/longrangecampusdevelopmentplan/illustrativeplan)
- Facilities Services home page: [http://www.uidaho.edu/infrastructure/facilities](http://www.uidaho.edu/infrastructure/facilities)
- University of Idaho Meat Science Innovation Center – Vandal Brand Meats Development page: [www.uidaho.edu/cals/vandal-brand-meats](http://www.uidaho.edu/cals/vandal-brand-meats)
- Meat Science Innovation Center Schematic Design Report: [https://www.uidaho.edu/infrastructure/facilities/bids](https://www.uidaho.edu/infrastructure/facilities/bids)

**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 CM/GC 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 10 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 the CM/GC method of construction project delivery (or similar experience with CM-At Risk or negotiated 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.

   \[ \text{WEIGHT} = 75 \text{ pts.} \]

2. **CM/GC 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?

   \[ \text{WEIGHT} = 55 \text{ pts.} \]

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 Preconstruction and construction phases.

   \[ \text{WEIGHT} = 50 \text{ pts.} \]

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?

   \[ \text{WEIGHT} = 60 \text{ pts.} \]

5. **Change Orders and Claims:** 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 process, including litigation, should be included. Is your firm currently involved in any pending claims and/or litigation?

\[ \text{WEIGHT} = 40 \text{ pts.} \]

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.

\[ \text{WEIGHT} = 20 \text{ pts.} \]

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.

\[ \text{WEIGHT} = 30 \text{ pts.} \]

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.

\[ \text{WEIGHT} = 35 \text{ pts} \]

9. CM (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.

\[ \text{WEIGHT} = 35 \text{ pts} \]

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?

\[ \text{WEIGHT} = 40 \text{ pts.} \]
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 = 65 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.

Total Possible Points = 550 Pts.

Evaluation, Selection Procedure and Interview Information:

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

An evaluation committee consisting of persons from the university planning, design, facilities management, members of the design team, 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. The interview process is intended to evaluate the capabilities of interested firms to provide services to the university for this project within the context and confines of this RFQ/RFP. After completion of the interviews, the evaluation committee will adjust the ranking based upon interview performance.

Interviews are planned to be held Tuesday, Nov. 29, Wednesday, Nov. 30, and/or Thursday, Dec. 1, 2022, 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 CM/GC firm’s proposed on-site project management team must 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.
**Interview Evaluation:**

The selection committee will evaluate the interview sessions and in a manner similar to the RFQ/P 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:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFQ/RFP</td>
<td>Monday, Oct 10, 2022</td>
</tr>
<tr>
<td><strong>MANDATORY</strong> Review</td>
<td>Tuesday, October 18, 2022 (1:30 p.m. UI Facilities Services)</td>
</tr>
<tr>
<td>Deadline, Solicitation Protests</td>
<td>Thursday, October 20, 2022</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>Friday, October 28, 2022 (COB – 5:00 p.m.)</td>
</tr>
<tr>
<td>Announce Interview Candidates</td>
<td>Tuesday, Nov 8, 2022</td>
</tr>
<tr>
<td>Oral Interviews</td>
<td>T, W, Th, November 29 / 30 &amp; Dec 1, 2022</td>
</tr>
<tr>
<td>Announce Selected Firm</td>
<td>Friday, December 9, 2022</td>
</tr>
</tbody>
</table>

**Anticipated Performance Period:**

The university anticipates the performance period for the completion of the Preconstruction phase services to be on, or about, **July 1, 2023**. University of Idaho planning assumptions are based on a construction period of **July 2023, through July 2024**. Punchlist, commissioning and miscellaneous activities may continue to June of 2025 as needed and required.

**Additional Information:**

The University of Idaho will attempt to select a firm not later than Friday, December 2, 2022. Upon selection of a CM/GC 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 5:00 p.m. Thursday, October 20, 2022. 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.

To confirm your interest in participating in the request process please contact, either by phone or e-mail:

Daryle Faircloth  
Project Architect & Manager  
Architectural & Engineering Services  
University of Idaho  
Moscow, Idaho  83844-2281  
(208) 885-6246  
(208) 885-9333 fax  
dfaircloth@uidaho.edu

Raymond Pankopf  
Construction Contract Supervisor  
Architectural & Engineering Services  
University of Idaho  
Moscow, Idaho  83844-2281  
(208) 885-6246  
(208) 885-9333 fax  
rayp@uidaho.edu

As stated hereinbefore, **submit 10 hardcopies and one electronic copy via flash-drive 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  
University of Idaho  
Architectural & Engineering Services  
875 Perimeter Drive MS 2281  
Moscow, Idaho  83844-2281

Proposals shall be clearly labeled, reference this RFQ/RFP, and be submitted no later than: **5:00 p.m., Friday, October 28, 2022.**

*End RFQ*