

April 14, 2011

## REQUEST FOR QUALIFICATIONS

TO: CONSTRUCTION MANAGERS

FROM: Wendel Bigham, Director A&E Services  
Boise State University



SUBJECT: BSU PROJECT NO. 11-016  
Research Infrastructure Upgrade – Micron Engineering Center  
Boise State University (BSU)  
Boise, Idaho

Proposals will be received at Boise State University - A&E Services, physical address: 1023 Grant Avenue, Boise, ID 83706, mailing address: 1910 University Drive, Boise, ID 83725-1280, until **May 4th, 2011 at 4:00pm MDT**, for furnishing Construction Management services to Boise State University.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Melanie Schuster, Project Manager  
BSU A&E Services  
1910 University Drive  
Boise, ID 83725-1280  
(208) 426-3229

Modifications (addenda) to this RFQ, if any, will be posted on the BSU Architectural & Engineering web page [[http://www.boisestate.edu/campusplanning/AE/ae\\_rfqs.shtml](http://www.boisestate.edu/campusplanning/AE/ae_rfqs.shtml)] and DPW web page [<http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC>]. It is recommended that responders to this RFQ check this page prior to making their submittal.

This project will be funded by grant funds, the grant is awarded by the National Science Foundation (NSF) and funded by the American Recovery and Reinvestment Act of 2009 (ARRA). BSU will administer the project according to the terms and conditions of the award and State laws and guidelines. The Construction Manager will receive general instructions through BSU. A Project Manager from BSU A&E Services will be assigned to serve as project manager and liaison between the University, the Architect, and the Construction Manager.

An Idaho Construction Manager's license is required to be in effect at time of submission on this project.

## **DESCRIPTION OF PROJECT**

This project is to upgrade and expand the existing infrastructure at the Micron Engineering Building to support modern engineering research activities. The Construction Manager will work closely with Boise State University and the Architect to implement the awarded Grant Proposal scope that fits the agency needs and budget. It is anticipated the project will include:

1. Placement of new fume hoods into the existing fume exhaust system as well as expanding the capacity of the existing exhaust system to install additional fume hoods. All new fume hood installations will include Phoenix variable volume control valves to optimize energy efficiency when hoods are not being used and will be fully integrated into the building management system. Safety showers and chemical sinks will also be installed in labs that receive new fume hoods.
2. Upgrades to electrical service to expand capacity and the addition of overhead utility racks to distribute utilities to labs.
3. Replacement of current DI water system with a larger capacity system with UV sterilization. Additional items include acid treatment and vibration isolation in select labs.
4. Completion of a previously installed chilled water loop by expanding capacity, completing distribution loops and additional controls.
5. Planning and scheduling integral with the design that anticipates building occupancy throughout the construction period. The grant award stipulates that construction activities be scheduled to minimize impact on any research activities.

This project will utilize the Construction Manager project delivery system. The selected Construction Manager will be expected to coordinate the preliminary project design, and design implementation with the Architect, in addition to all necessary construction administration and subcontractor coordination.

## **REQUIRED SERVICES**

Boise State University is requesting submittals for Construction Management Services beginning with coordination of project design services through project construction, including coordination with building commissioning and the one-year period of correction following project completion. Boise State University is looking for a Construction Manager who will be a team player who works closely and in harmony with BSU A&E Services, Agency user groups and the Architect.

A construction budget of \$1,531,000 including construction management fees and reimbursable construction expenses has been established.

The Construction Manager will be required to meet as needed, but not less than monthly, with the Architect, the Project Manager, Boise State University and other team members for the purpose of providing a report regarding the previous month's progress. Such monthly meetings will: advise the team of projected project cost and related value engineering; include critical path schedules that take into account criteria specific to continued research activities in the Micron Engineering Center, show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Construction Manager shall be licensed as a Public Works Construction Manger by the State of Idaho. Firms proposing for these services shall hold and maintain a Certificate of Authority for providing construction management services.

The Construction Manager will be required to comply with all applicable federal regulations pertaining to administration of the grant funds.

## QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Information shall include, as a minimum, firm name, office address, phone number, fax number, organizational status (corporation, partnership, etc.), and names of officers and the names and license numbers of all Construction Managers employed by the firm. Office brochures should be submitted separately as supplemental data.

Boise State University reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past clients, employees and creditors. As a minimum, include a letter from proposer's bonding agent and a letter from proposer's banker, giving an opinion of financial stability. Unfavorable responses to these investigations are grounds for rejection of qualification statement.

The Construction Manager or firm will be required to provide payment and performance bond or bonds in the amount of the total construction management contract.

- B. **Specific Qualifications:** List the team expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. In addition provide the following:
1. List the most recent completed project as a Construction Manager. Name the project, the Owner, the Architect, cost of construction and cost of CM fee including all reimbursable expenses for General Condition costs.
  2. List all current CM project including name of the Owner, Architect and total of expected construction costs, CM fees and reimbursable expenses for each project.
  3. List all CM projects completed within the past three years, including name of Owner, Architect and construction costs, CM fees and reimbursable expenses.

(Note: While cost information will not be used as part of the selection criteria, it is important to the Owner, and failure to provide will not be received favorably.)

- C. **Approach to Project:** Based on proposer's knowledge of this project, list the CM services the proposer anticipates providing on this project. Indicate which service is provided within the CM fee and which is a reimbursable expense.
- D. **Other Information:** Provide any additional information demonstrative of the proposer's superior qualifications for this project. Examples are: construction of original building or

remodel, special training or experience in this type of building, work on grant funded projects.

- E. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to this specific project.

**Submit five (5) copies of the proposal and any supplemental material, such as office brochures.**

## **EVALUATION**

An evaluation committee consisting of persons from Boise State University and the Architect will rank the submittals. At least three (3), but not more than five (5) firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

## **AWARD**

Based on the results of the proposals, Boise State University will recommend a course of action to the PBFAC at their next schedule meeting. If recommended, a notice of intent to negotiate will be issued by Boise State University in accordance with prescribed procedures.

## **PROPOSED DATES:**

Receive Qualification Statement	May 4, 2011
Oral Interviews	May 18, 2011
Review by PBFAC	June 7, 2011
Negotiate Contract	June 2011

## **SELECTION**

Boise State University will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, Boise State University will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract.

The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. Boise State University reserves the right to reject any or all submittals received as a result of this request.

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

END