



**KIMBERLY SCHOOL DISTRICT**

# **Kimberly School District**

## **REQUEST FOR QUALIFICATIONS (RFQ): CM/GC SERVICES**

### **District Wide Repairs, Maintenance, and Miscellaneous Projects**

Pursuant to Idaho Code §54-4501, Kimberly School District (the school district) will accept Statements of Qualifications (SOQs) from licensed Idaho Public Works Construction Managers in good standing to perform construction management services.

Pursuant to Idaho Code §67-2320, the school district plans to use the Construction Manager / General Contractor (CM/GC) delivery process in accordance with the Qualification Based Selection process. The school district is seeking SOQs from qualified firms to provide CM/GC services to assist with this project. Written SOQs will be received at the Kimberly School District Office, 141 Center Str. West or via email [Csearby@kimberly.edu](mailto:Csearby@kimberly.edu) until October 13, 2023, at 11:00 AM

Any statement of qualifications received after such time will not be considered and will not be returned. Each SOQ will be evaluated based on qualifications specified in this RFQ. A selection committee will evaluate each of the SOQs and the committee may choose to conduct interviews with one or more of the firms.

The Board of Trustees of the Kimberly School District will make the final decision regarding the firm chosen for CM/GC services for this project. The school district reserves the right to reject all SOQs, waive any irregularities in the SOQs received, and select the CM/GC in the best interest of the school district and the public.

The issuance of the RFQ and the receipt and evaluation of SOQs does not obligate the school district to award a contract. The school district will pay no costs incurred in responding to this RFQ. The school district may, in its discretion, cancel this process at any time prior to execution of a contract without liability.

Contact Cassandra Searby, Board Clerk, via email [Csearby@kimberly.edu](mailto:Csearby@kimberly.edu) to request RFQ documents.

\*\*Publish 2x 1 week apart with the 1<sup>st</sup> notice published at least 14 days prior to proposal opening (Thursday, September 28, 2023, Thursday, October 5, 2023, due Friday October 13 at 11:00 AM.



**KIMBERLY SCHOOL DISTRICT**

# **REQUEST FOR QUALIFICATIONS**

**District Wide Repairs, Maintenance, and  
Miscellaneous Projects**

## **CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC SERVICES)**

**Return Completed Qualifications To:**

**Kimberly School District Office**

**141 Center St. West**

**Kimberly, ID 83341 or**

**via email [csearby@kimberly.edu](mailto:csearby@kimberly.edu)**

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED BY 11:00AM ON October 13, 2023**

## REQUEST FOR QUALIFICATIONS

Kimberly School District (“District”) is seeking responses from licensed Idaho Public Works Construction Managers (CMs) and licensed Idaho Public Works Contractors, in good standing, to provide their qualifications to perform certain construction manager services (“CM Services) in accordance with Idaho Code, 54-4501, *et. seq.*, as determined by the District.

The District intends to construct the projects using the Construction Manager\General Contractor (CM/GC) delivery process. Responses should address the proposer’s specific qualifications for the project described below.

The School District’s “Qualification Based Selection” (QBS) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of: (1) Solicitation of professional qualifications, (2) Evaluation and ranking of qualifications, (3) Establishment of a ranked list of service providers, and (4) Negotiation of scope of services and fees.

### A. PROJECT INFORMATION

The District is planning to construct the following projects for which CM/GC Services are required:

Maintenance, repair, and renovation projects identified by the district for the rest of the Plant Facility Levy expires June 30, 2026. Examples are additions to the Ag shop, parking lot repairs, sidewalk repairs, HVAC/Electrical/ Plumbing upgrades, planning for future plant facilities, and renovations to existing facilities. The District reserves the right, at its discretion, to seek additional RFQs for CM/GC services for any projects during the period described above.

It is the intent of the District that the three main components of the Project Team will consist of the District, the Architectural Design Team and the CM.

The District contact for the building program is:

Cassandra Searby  
Board Clerk  
Kimberly School District  
csearby@kimberly.edu

The Design Team is:

Architect: TBD

The Architect and their consultants (Architecture Team) will be selected through a parallel but separate Quality Based Selection (QBS) process.

### B. REQUIRED SERVICES (SCOPE OF WORK)

Throughout the project, the CM shall provide the District with professional construction management services and represent the District’s interests in completing

the project on time, within budget, and as planned with a minimum of difficulties. It is anticipated that AIA Document A133-2009 (the Form Contract) will form the basis of the agreement for CM Services to be entered into for the project; provided however, the District reserves the right to change, modify or amend the Form Contract in formulating the final contract to be entered into by the District. CM Services shall include, but are not limited to, pre-construction services through design of the project and construction services, CM\GC, through project completion as those services. For this RFQ, proposers should describe their qualifications to provide CM Services as those services are generally described in the Form Contract

C. RESPONSE, FORMAT, CONTENT, AND EVALUATION CRITERIA

Responses must include the following information in this sequence. Respondents are invited to include innovative methods and/or procedures, which they can provide to help ensure successful project completion. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, your responses should include a description of responders’ qualification to service as a CM\GC

Written Requirements for Responses to Request for Qualifications	Possible Points for Each Section of Proposal
1. Cover Letter (limit to one page)	0
2. Complete the “ <b>CM INFORMATION</b> ” as provided on Part G	10
3. <b>COMPANY PROFILE:</b> Describe your firm’s history, size, resources, philosophy of service, typical volume of work, financial stability, and basic construction management techniques and methods. Describe how your particular expertise, experience and/or techniques can be an advantage to the District in completing projects.	10
4. <b>PROJECT APPROACH:</b> Describe your approach to Providing CM Services described in the Form Contract. A) Preconstruction Services, B) Construction Services as CM/GC. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project. Identify personnel to whom construction management responsibility will be assigned by names, titles, roles, qualifications, and experience.	20
5. <b>TOTAL PROJECT BUDGET CONTROL.</b> Submit detailed description of how your firm provides and periodically updates construction cost estimates and participation in Value Management during project design, and successfully tracks and reports construction costs, including line-item costs for each	15

bid package, fee, permits, reimbursable costs, CM fees, and all other project costs.	
6. <b>SCHEDULING.</b> Describe the primary scheduling techniques you use and the software you will employ to produce an effective construction schedule. Provide examples of successful construction management and scheduling services provided on your remodel projects. Discuss in detail how you intend to enforce contract schedule compliance	15
7. <b>HOME OFFICE SUPPORT.</b> Describe your home office support staff by name, position, and provide a flow chart of how pay requests will be received, approved, and prepared for payment.	5
8. <b>PAST PERFORMANCE.</b> Name three (3) recent and relevant projects of similar size and scope to that of the District's projects for which you will propose on that you completed demonstrating your firm's ability to manage and complete the project within budget and on schedule. Include a current letter of reference from the owner of <b>each</b> project.	25

D. RESPONSE SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted at the Kimberly School District, 141 Center St. West, Kimberly, ID 83341, or via email [Csearby@kimberly.edu](mailto:Csearby@kimberly.edu) until 11:00 AM on October 13, 2023.
2. Submittals shall include one (1) original hard or electronic copy and be dated and signed by a duly authorized partner or corporate officer. Also include an electronic copy in PDF format electronically or on a USB drive. Proposals should be clearly marked CM/GC Qualifications.
3. Responses shall include a copy of each submitter's current Construction Manager and Public Works Contractor Licenses and Certificate of Authority demonstrating that the submitter entity has a current construction manager license, is lawfully in existence and is in good standing in the state of Idaho.
4. All questions regarding this RFQ must be directed to Cassandra Searby at [Csearby@kimberly.edu](mailto:Csearby@kimberly.edu). All questions must be in writing in email format by October 11, 2023, and directed to Ms. Searby. Submitting firms are requested **NOT** to contact the School District Trustees or other District employees.

E. SELECTION TIMELINE AND PROCEDURES

1. The RFQ schedule is as follows:

RFQ advertisements:	09/28/23 and 10/5/23
RFQ proposals due:	10/13/23
Evaluation committee ranking:	On or before 10/27/23
Interview notification (if necessary):	TBD
Recommendation to Board of Trustees:	TBD

2. The representative of District Board of Trustees and their designees will evaluate all responses.
3. Proposals will be ranked on qualifications and interviews conducted at the sole discretion of the District.
4. All persons or entities who submit responses to this Request for Qualifications will be notified when the District has chosen to hire a CM/GC for the project or has determined to submit a new Request for Qualifications.

F. PROPOSAL GUIDELINES

1. The District will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract for Construction Manager Services.
2. All responses and other materials submitted will become the property of the District.
3. All information contained in the RFQ and acceptable provisions of the selected firm's response may be made a part of the contract for CM Services.
4. Upon the District's request, a respondent may be asked to submit additional information to supplement their response.
5. The District reserves the rights to:
  - Waive any informalities or irregularities and reject any or all responses received as a result of this RFQ
  - Negotiate the scope of services, contract terms and compensation for CM Services to be provided;
  - Conduct investigations required to determine the respondent's performance record and ability to perform the work specified a part of the RFQ

G. CONSTRUCTION MANAGER INFORMATION

1. Contact information for your firm's main office as follows:

First Name

Mailing Address  
(Street, City, State, Zip)

Physical Address  
(Street, City, State, Zip)

Telephone Number

Fax Number

Email Address

2. Name, title, address, telephone, and fax number of the firm's officer responsible to the District for all work to be provided under this RFQ

First Name

Mailing Address  
(Street, City, State, Zip)

Physical Address  
(Street, City, State, Zip)

Telephone Number

Fax Number

Email Address

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

Corporation    Partnership    Limited Liability    Other (explain)

4. Please provide the following license information:  
Idaho Public Works Construction Management License #: \_\_\_\_\_,

held by: \_\_\_\_\_  
( name of licensed CM who will be responsible)

Idaho Public Works Contractor License #: \_\_\_\_\_

5. Contact information of the office where your project team will be located and from which the work for this assignment will be conducted, if different than "1." above

First Name

Mailing Address  
(Street, City, State, Zip)

Physical Address  
(Street, City, State, Zip)

Telephone Number

Fax Number

Email Address

6. Provide a letter from Surety for the project or projects you propose on.
7. State the contact information for your current insurance company(s) that provides coverage for your firm in liability, builder's risk and workers' compensation.

First Name

Mailing Address  
(Street, City, State, Zip)

Physical Address  
(Street, City, State, Zip)

Telephone Number

Fax Number

Email Address



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

Has any one of your current or former sureties or bonding companies ever been required to perform under or canceled a bid bond, labor or material payment or a performance bond issued on your firm's behalf?

Yes  No

Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, please state the company, date, reason, and specific details.)

Yes  No

Within the past five (5) years has your current firm or any predecessor organization been involved as party or filed a claim in any bankruptcy, litigation, mediation, or arbitration proceedings?

Yes  No

9. Name, title and signature of your firm's officer responsible for the preparation and hereby verify your proposal's accuracy.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_