



Serving Southeast Idaho

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November 25, 2020

REQUEST FOR QUALIFICATIONS

TO: CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CMGC)

FROM: NeighborWorks Pocatello (NWP)
Board of Directors

SUBJECT: NWP Bonneville Block Housing Development
320 North 8th Street
Pocatello, Idaho

Submittals will be received at the office of the NWP until December 21st, 2020 at 4:00 PM MST, for furnishing construction management services for this project as a Construction Manager / General Contractor (CMGC).

Questions that arise as a result of this Request for Qualifications should be addressed to the Architect. Please address all questions via email for quickest response.

There will be a Pre-Proposal Site Meeting held onsite, Monday, 12-7-2020 at 3:00 PM. The meeting will be held in the Annex Building. (NE Corner). Attendance is strongly encouraged.

Owner Contact:
Mark Dahlquist, Executive Director
NeighborWorks Pocatello
206 North Arthur Avenue
Pocatello, ID 83204
(208) 232-9468
mdahlquist@nwpcatello.org

Architect Contact:
Jerry T. Myers, AIA
Myers Anderson Architects
122 South Main Street, Suite 1
Pocatello, Idaho 83204
(208) 232-3741
jerry@myersanderson.com

The project will be funded by public and private funding. The CMGC will receive general instruction through the Architect.

A Construction Manager or General Contractor's license is required to be in effect at time of submission on this project. CMGC must also hold current Liability Insurance and other appropriate insurance as is standard and required.

DESCRIPTION OF PROJECT

NWP will be developing a city block, known as the Bonneville Block, as attached and detached housing units. The block is the location of the Former Bonneville Elementary School. It is bounded by North 8th, Fremont, 9th, and Lander Streets. There will be approximately 28 units of housing in single family, duplex, and triplex homes. The desire is to have one common CMGC manage/construct all units. The Owner may construct the units in one phase or multiple phases of construction. The units will range in size from approximately 900 SF to 1600 SF with an additional garage per unit. The approximate construction cost total is \$5.8 million.

The project will include the construction of multiple housing units, utilities, landscaping (hard and soft) and all on site and public right-of-way improvements for a completed project. If the project is phased, the first phase will include multiple units and all right-of-way and common area improvements, including utility stub ins for future development.

Interested companies may contact the Architect to obtain additional information which includes the conceptual site development plan and unit information.

Schematic Design is in progress. CMGC is expected to coordinate with the Architect concerning construction materials, methods, schedule, and project budget costs. The CMGC shall work with the Owner and Architect through design, bidding, and construction in execution of this project in the most expeditious and cost-effective means reasonably possible.

REQUIRED SERVICES

The NWP Board of Directors is requesting submittals for CMGC Services beginning with cooperation and assistance through design, bidding, construction, and including the one-year warranty period following the various projects' completion. The Owner is looking for a CMGC who will be a team player, who works closely and in harmony with the Owner and Architect.

Construction budgets for the project and/or phases of construction will be established ASAP based upon the schematic design drawings attached and will be updated as design/CDs progress.

During the design phase, the CMGC will be responsible for reviewing plans developed by the architect and providing input regarding construction methods, conformity to budget, construction phasing, and any other pertinent issues.

During construction, the CMGC will be required to meet as needed, but not less than monthly, with the Architect, the Owner's Representative and other team members for the purpose of providing a report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The CMGC shall be licensed as required by the State of Idaho, Bannock County, and/or the City of Pocatello.

PROPOSAL 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.

The Owner 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 proposal.

The CMGC 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 five recently completed projects as a CMGC by this proposer (typical relative projects preferred). Name the project, the Owner, the Architect, cost of construction and cost of CMGC fee including all reimbursable expenses for General Condition costs.
 2. List all current CMGC projects including name of the Owner, Architect and total of expected construction costs, CM fees and reimbursable expenses for each project.
 3. List all CMGC 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, failure to provide will not be received favorably.)
- C. **Approach to Project:** Based on proposer's knowledge of this project, list all CMGC services proposer would anticipate providing on this project. Indicate where service would be provided within the CMGC fee or as a reimbursable expense.
- D. **Other Information:** In addition to the above, provide any other information that will persuade the selection committee that proposer is the best qualified to be the CMGC for this project.
- 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 the 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. Also provide a digital PDF copy of the proposal.

EVALUATION

An evaluation committee consisting of persons representing the Owner, assisted by the Architect will rank the proposals and make a selection or may interview not more than three (3) firms in an effort to select the best firm for the project.

PROPOSED DATES

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|---------------------------|---|
| RFQ Available | Tuesday, 11-25-2020 |
| Site Tour | Monday, 12-7-2020 @ 3:00 PM at the site |
| Receive Proposals | Monday, 12-21-2020 by 5:00 PM MST |
| Shortlisting or Selection | On or before Monday, 12-28-2021 |
| Oral Interviews if needed | Wednesday, 1-6-2021 |
| Award | Mid – Late January |
| Negotiate Contract | Upon Award |

Contract Start

Part 1 Preconstruction Services, ASAP

Part 2 Bidding and construction Services, Design and construction documents are underway. Project construction anticipated to begin in the Spring or Summer of 2021.

Construction Completion

To be determined

SELECTION

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. The Owner reserves the right to reject any or all proposals received as a result of this request.

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

Please note: An electronic version of this Request for Qualifications Letter and attachment can be found at: <https://nwpcatello.org/contractors/>