



REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC SERVICES)

PORTNEUF HEALTH TRUST, INC.

May 24, 2023

Return Completed Qualifications To:

Katie Montelongo
500 S. 11th Ave. Suite 500
Pocatello, ID 83201
208-239-1953

**TO BE CONSIDERED, RESPONSE TO THIS REQUEST FOR QUALIFICATIONS
MUST BE RECEIVED IN PHT'S OFFICE BY NOON (MST), JUNE 12, 2023.**

REQUEST FOR QUALIFICATIONS

Portneuf Health Trust, Inc. (“PHT”) has entered into a Pocatello Community Recreation Center Expansion and Improvements Agreement (“City Agreement”) with the City of Pocatello (“City”). Through the City Agreement, PHT and the City have agreed to a private/public collaboration whereby PHT has agreed to expand and improve the City’s Community Recreation Center (“CRC Facility”).

Through the City Agreement, PHT has agreed to design and construct certain improvements to the CRC Facility located at 144 Wilson Avenue, Pocatello, Idaho (“Project”), all in close collaboration with the City. The Project will include an expansion of the CRC Facility by converting and enclosing a now defunct outdoor rope course area located on the northeast side of the existing CRC Facility building. Development of this area will yield approximately 3,240 square feet of additional usable indoor facility space and will house the relocated and expanded facility fitness center. Additional CRC Facility improvements and updates consist of a re-designed main lobby space, new flooring, ceiling tiles, and paint in lobby and main lobby area, hallways, and current fitness area, and exterior building façade and lighting improvements and landscape enhancements.

PHT intends to construct the Project using the Construction Manager/General Contractor (“CM/GC”) delivery process. Through this Request for Qualifications (“RFQ”), PHT intends to solicit responses from qualified applicants from whom PHT may select a construction manager for this Project. Responses should address the proposer’s specific qualifications for the particular Project, as described below.

Accordingly, PHT is seeking responses from qualified firms who are both currently licensed Idaho Public Works Construction Managers (“CMs”), in good standing, and currently licensed Idaho Public Works Contractors, also in good standing, to provide their qualifications to perform certain construction manager services (“CM/GC Services”) on the Project in accordance with Idaho Code § 54-4501, *et. seq.*, including the CM/GC Services and associated bidding requirements more particularly described in Idaho Code § 54-4511(2)-(9).

PHT’s qualification-based selection process is intended to follow the purposes and intent of 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.

It is the intent of PHT that the three main components of the project team will consist of PHT’s representative, PHT’s Architect, and the CM/GC.
PHT’s contact for the Project is:

Shaun Menchaca
President and CEO
Portneuf Health Trust, Inc.
shaun@portneufhealthtrust.org

The Architect for the Project is:

Ted Booth
Booth Architecture
340 E Clark Street, Ste. A
Pocatello, ID 83201

A. REQUIRED SERVICES (SCOPE OF WORK)

Throughout the Project, the CM/GC shall provide PHT with professional construction management services and represent PHT's interests in completing the Project on time, within budget, and as planned with a minimum of difficulties. It is anticipated that a modified AIA Document A133-2019 Standard Form of Agreement between Owner and Construction Manager where the Construction Manager as Constructor and a modified AIA A201 General Conditions for the Contract of Construction (collectively the "Contract") will form the basis of agreement for the CM/GC Services to be entered into for the Project. The CM/GC Services shall include, but are not limited to, pre-construction services through design of the Project and construction services through Project completion. At the conclusion of the design, the CM/GC will propose a guaranteed maximum price for PHT's consideration. The CM/GC will be required to provide a performance and payment bond in the full amount of the guaranteed maximum price.

B. 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 assist in ensuring successful completion of the Project. 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 respondent's qualification to serve as a CM/GC for the Project.

1. Cover Letter (please limit to one page)
2. Complete the "CM/GC INFORMATION" as required in Part E below.
3. Company Profile. 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 PHT in completing the Project. Describe your firm's presence and past experience in Idaho, including but not limited to, past projects completed in Idaho, employment of residents of Idaho, other work performed in Idaho and corporate presence in Idaho.
4. Project Approach. Describe your approach in providing CM/GC Services including pre-construction and construction services as a CM/GC. Discuss how you would provide leadership to facilitate teamwork and

communications among all parties involved in the Project covered by your response. Identify personnel to whom construction management responsibility will be assigned by names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing.

5. Total Project Budget Control. 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 bid package, fee, permits, reimbursable costs, CM/GC fees, and all other Project costs.
6. Scheduling. 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 complex, multi-phase projects. Discuss in detail how you intend to enforce contract schedule compliance.
7. Past Performance. Name three (3) recent and relevant projects of similar size and scope to that of PHT's Project which you completed and which demonstrate your firm's ability to manage and complete projects within budget and on schedule. Include a current letter of reference from the owner of each project.

C. RESPONSE SUBMISSION PROCEDURES

Written responses to the RFQ will be accepted until noon (MST) on June 12, 2023 at the administrative offices of Portneuf Health Trust, 500 South 11th Avenue, Suite 503 Pocatello, Idaho 83201.

TO BE CONSIDERED, RESPONSES TO THIS REQUEST FOR QUALIFICATIONS MUST BE RECEIVED IN PHT'S ADMINISTRATIVE OFFICE BY NOON (MST), ON JUNE 12, 2023.

The following requirements also apply:

1. Submittals shall include one (1) original and five (5) copies of the proposal. The original must be marked "original" and be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed in an opaque package and clearly marked:

CONSTRUCTION MANAGEMENT PROPOSAL

2. Responses shall include a copy of each submitter's current Construction Manager and Public Works Contractor Licenses and Certificate of Authority from the Idaho Secretary of State 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. Please provide a copies of the

current Idaho CM license (including applicable Certificate of Authority) and current Idaho Public Works Contractor licenses for any firm or person who is not employed by your firm or an owner of your firm and who may perform CM Services on the Project.

3. All questions regarding this RFQ must be directed to:

Shaun Menchaca
c/o Katie Montelongo
katie@portneufhealthtrust.org

PHT may elect to forward some questions to its architect, but all questions must be submitted by email and directed to Katie Montelongo at katie@portneufhealthtrust.org.

Submitting firms are requested **NOT** to contact the Project architect or PHT board members or other PHT employees.

4. The RFQ schedule is as follows:

Initial advertisement: May, 26, 2023
Second advertisement: June 2, 2023:
RFQ available: May 25, 2023
RFQ response deadline: June 12, 2023
Evaluation committee review and selection: June 19, 2023:
Communication of Selection to City of Pocatello: June 19, 2023:

5. The representatives of PHT and/or their designees will evaluate all responses.
6. The Project Architect will be present in an advisory non-voting capacity at all interviews.
7. Proposals will be ranked on qualifications and interviews conducted at the sole discretion of PHT.
8. All persons or entities who submit responses to this Request for Qualifications will be notified when PHT has chosen to hire a CM/GC for the Project or has determined to submit a new Request for Qualifications.

D. PROPOSAL GUIDELINES

1. PHT 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 PHT.

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/GC Services.

4. Upon PHT's request, a respondent may be asked to submit additional information to supplement their response.

5. PHT reserves the right 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/GC 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.
- Waive any immaterial defect or informality in any response or response procedure.
- Reject any and all proposals.
- Request additional information and data from any or all respondents.
- Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ.
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
- Disqualify any respondent on the basis of any real or apparent conflict of interest.
- Disqualify any respondent on the basis of past performance on other projects.
- Prior to the response time, PHT may meet with and consult with some or all of the respondents to this request.

- PHT shall have the sole discretion to select one, none or several different respondents to provide the CM/GC services, or portions thereof, as described in this RFQ.

E. CONSTRUCTION MANAGER INFORMATION

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

Firm Name: _____

Mailing Address: _____
(City, State, Zip)

Physical Address: _____
(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

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

Name/Title: _____

Mailing Address: _____
(City, State, Zip)

Physical Address: _____
(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

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

Corporation Partnership Limited Liability Other (explain)

Please provide the following license information for your firm and for any firm which, under your contract with PHT, may provide CM Services on the Project:

Idaho Public Works Construction Management License #: _____,

held by _____ (name of individual

who is licensed as a CM).

Idaho Public Works Contractor License #: _____

4. 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.

Firm Name: _____

Mailing Address: _____
(City, State, Zip)

Physical Address: _____
(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

5. Provide a letter from Surety for the Project.

6. State the contact information for your current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Company Name: _____

Agent Name: _____

Address: _____
(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

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

a. 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

b. 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

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

Yes

No

8. Name, title and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your proposal.

Printed Name: _____

Title: _____

Signature: _____

Date: _____