



REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER / GENERAL CONTRACTOR
(CM/GC) SERVICES

521 WEST GROVE STREET PUBLIC SPACE

PROPOSALS DUE: NOVEMBER 14, 2022 by 3 P.M. local time

October 20, 2022

Dear Proposer:

In accordance with the qualification-based selection process set forth in Idaho Code § 67-2320, Capital City Development Corporation (CCDC) will accept submissions about qualifications to perform Construction Manager / General Contractor (CM/GC) services for its 521 W Grove Street Public Space project. Proposers must be licensed in Idaho with both construction manager and public works contractor licenses.

CCDC plans to hire a CM/GC to deliver a high quality public open space in the River Myrtle-Old Boise Urban Renewal District. This project will incorporate construction of standard and custom park and plaza improvements as well as potential alley and streetscape improvements in public rights-of-way. The construction may be phased to coincide with adjacent construction projects and private development.

Proposals must be received **electronically** prior to **3 p.m. local time on November 14, 2022** at this email address: bids@ccdcboise.com. Proposals will be evaluated on the basis of qualifications as specified in this Request for Qualifications (RFQ). A multi-agency selection committee will evaluate each of the proposals and may choose to conduct interviews with one or more of the Proposers.

CCDC reserves the right to reject any and all proposals, to waive any irregularities in the proposals received, and to accept the proposal that is in the best interest of CCDC and the public. The issuance of this RFQ and the receipt and evaluation of proposals does not obligate CCDC to award a contract. CCDC will pay no costs incurred by Proposers in responding to this RFQ. CCDC, in its discretion, may cancel this process at any time prior to execution of a contract without liability.

NOTE: A Pre-Proposal Meeting will be held via ZOOM at **10:00 a.m. on November 1, 2022**. Attendance by the Proposers is strongly recommended but not required. Information about the Pre-Proposal Meeting is provided in Section 4.1 of this document.

CCDC appreciates your interest in meeting the needs of the agency and the citizens of Boise.



Kathy Wanner
Contracts Manager



121 N 9TH ST, SUITE 501 BOISE, ID 83702
208-384-4264 WWW.CCDCBOISE.COM

INSTRUCTIONS TO PROPOSERS

1.1 Proposal Information

Please follow these instructions for submitting a proposal.

PROPOSAL DEADLINE is 3:00 p.m. local time, November 14, 2022

The proposal must be submitted electronically by email to: bids@ccdcboise.com

Please include this subject line on the email:

**“RFQ SUBMITTAL: CM/GC SERVICES – 521 WEST GROVE STREET
PUBLIC SPACE”**

All required submittal documents must be *signed and dated* and must be submitted by email either in one PDF or a separate PDF of each required document. Late or incomplete submittals will not be accepted; CCDC takes no responsibility for submittals received after the deadline or incomplete in any way. Respondent assumes full responsibility for the timely submittal of all proposal documents via the email process.

PROJECT INFORMATION

2.1 Background

The Old Boise Blocks on Grove Street is an area of the Old Boise neighborhood in downtown Boise where focused investment—both public and private—is underway. The general area is bounded by Main Street, Front Street, Capitol Boulevard, and 3rd Street. In 2020, CCDC facilitated the creation of a community-led vision for the Old Boise Blocks. The result of this outreach is the Old Boise Blocks on Grove Street Redevelopment Strategy Vision Report. The vision represents input from the public, key stakeholders, property owners, developers, and public agencies. The report has served as a foundation document for the programming and planning of public investments in the neighborhood, including the 521 W. Grove Street Public Space.

In January 2022, CCDC purchased a 0.21-acre parcel located at 521 W. Grove Street for the purpose of creating a public space that celebrates the multi-cultural aspects of the Old Boise neighborhood. CCDC is leading the development of the public space in partnership with the Boise Parks Department which will take long-term ownership of the public space upon its completion.

Following a competitive RFQ process, the CCDC Board of Commissioners approved the selection of Jensen Belts Associates to serve as the Design Professional of record. This team has started preparations for public space programming and concept development alternatives.

The neighborhood is home to past, present, and future public and private development efforts. See Exhibit D for a vicinity map. The CM/GC will coordinate with and consider the following:

- The Old Boise Blocks on Grove Streetscape Improvement Project is in the construction document phase with a construction start anticipated in late Spring 2023. This project will rebuild the entire right-of-way on Grove Street between 6th and 3rd Streets. The two projects share the northern frontage of the Public Space. The CM/GC will coordinate scheduling and construction phasing efforts with the design and construction teams of the streetscape improvement project to achieve the best outcome for both projects.
- There is future development planned to the east of the project limits. The development is scheduled to seek Design Review approval in early 2023. CCDC is working with the developer to provide active frontage along the shared lot line. The construction schedule has a high probability of overlapping with the Public Space construction. The CM/GC will coordinate scheduling, phasing and construction efforts with the developer and builder of the project.
- There is no staging area external to the site identified for this project. The CM/GC will be responsible for finding a staging area appropriate to accommodate the needs of the project.
- Streetscape Improvements were made on 6th Street between Main Street and Front Street in 2020. These improvements will be retained and protected and will need to be tied into with the new construction of the Public Space.
- The Public Space will include a Public Art installation. The CMGC will be responsible for installing footings and foundations for the Art installation as well as working with Arts & History on scheduling work appropriately for the installation.
- The Public Space will become the property of the City of Boise upon completion. As such, the Parks Department will be a key stakeholder during design and construction of the project. The complex design process will have multiple design concepts that will need pre-construction attention simultaneously as well as frequent pre-construction attention as a preferred design alternative is identified, refined, documented, bid and built. The CMGC will work closely with Parks to ensure that the project is build in conformance with their standards. The project may contain Public Restrooms.

2.2 Contemplated Improvements

The project area is composed of parcel R1013000560 and the right-of-way to the north and south of the parcel. The Old Boise community envisions a public space where people can connect with the outdoors, gather for community events, and celebrate the multi-cultural and historic richness of the neighborhood. The Public Space will also act as a catalyst for high-quality, mixed-use development in the neighborhood.

The project budget is \$3.33M including all design costs, permitting costs, utility costs, and construction costs, leaving approximately \$3M for construction.

CCDC is seeking the CM/GC project delivery method to assist in reconciling the scope and evolving design alternatives with the budget and ultimately construct a final design.

2.3 Project Schedule

Anticipated project schedule is shown in Exhibit C. The schedule is included to provide an idea of the timeframe in which project milestones are expected to be completed as well as a non-negotiable completion date. Interim deadlines are tentative and can be adjusted to fit realities of workflow and adjacent construction schedules. The schedule contemplates that winter construction will be mandatory to meet the project deadline. The completion date is based on the **hard deadline** of the RMOB district closing in September 2025. The project construction, invoicing and closeout **must be completed prior to the hard deadline**.

2.4 CM/GC Scope of Services

All CM/GC contracted services must be performed by staff properly licensed in the State of Idaho. The following services are anticipated in the CM/GC Services agreement with CCDC. The descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after this RFQ selection process has been completed.

Preconstruction Phase, for Design and Bidding and Long Lead Procurement Services:

- Work with CCDC staff, the Owners, and the design team to review the project and visit the work areas to become familiar with the project;
- Work cooperatively with other agencies including the City of Boise (Planning and Development Services, Public Works, Arts & History and Parks and Recreation Departments) and the Ada County Highway District, as well as property owners of adjacent active developments;
- Review multiple draft design drawings and specifications to identify clarity and constructability issues; provide cost estimates as needed;
- Work with staff to develop a project schedule and refine the logistics plans. The schedule will reflect winter construction and other means necessary to meet the required completion date.
- Develop and obtain trade contract scopes and other contract documents;
- Obtain competitive bids for all the work, materials, and equipment; conduct pre-bid meetings and site tours;
- Work with CCDC staff, the Owners, and the design team to address questions, issue addendums, and publicly open bids;
- Procure long-lead material items such as specialty site furnishings, light poles, and permeable pavers;
- Work with CCDC staff and design team to value engineer the design and reconcile budget overruns as needed;
- Research and coordinate with specialty contractors and vendors on specialized items such as suspended pavement systems and permeable paver systems; and
- Work with CCDC staff to derive and negotiate project Guaranteed Maximum Price.

Prior to release of the first package for the subcontractor bidding, the CM/GC shall submit a bid package estimate that itemizes all bid packages to be bid and awarded and which includes the CM/GC's estimate of the cost of each bid package. As permitted by the Owner, the bid package estimate will include line items for any work the CM/GC proposes to self-perform. The CM/GC's overhead, profit, and contingencies shall be identified in separate line items. The total of the bid package estimate shall equal the construction cost on the CM/GC's most recent estimate.

Construction Phase Services:

- Obtain project bonding, issue subcontracts and trade contracts, and obtain permits for all the work;
- Serve as the General Contractor and as a licensed Construction Manager, including:
 - Manage the construction process including the coordination, planning, trade contractor management, manage submittals, and requests for information;
 - Review and negotiate change orders, coordinate safety programs, resolve issues and claims;
 - Conduct and coordinate inspections, review and pay trade invoices, update construction schedules;
 - Conduct coordination meetings;
 - Maintain records, record documents and manuals, develop and monitor punch list, coordinate and assist with warranty corrections;
 - Coordinate with the Owner's project manager and design team;
 - Coordinate with teams of adjacent design and construction efforts;
 - Plan and provide general condition services such as superintendence, mobilization, storage areas, staging, et cetera.
- Obtain permission and coordinate access with public and private property owners implicated by the construction activity.

2.5 Special Instructions

Throughout the project, the CM/GC shall provide CCDC with professional construction management and contractor services and represent CCDC's interests in completing the project on time, within set budgets, and as planned with minimum difficulties. The Standard Agreement and General Conditions between Owner and Construction Manager (Where the CM is At-Risk) will form the basis of agreement for CM/GC services to be entered into for the project; provided however, CCDC reserves the right to change, modify, or amend the final contract to be entered into by the parties.

GENERAL CONDITIONS

3.1 Intent of RFQ

It is the intent of CCDC to run a Qualification Based Selection process to select a company capable of providing the CM/GC services outlined within this proposal. The CM/GC ranked highest will be approached to negotiate the contract necessary for this project. If a contract cannot be negotiated, CCDC will then approach the next highest ranked company to negotiate the contract. CM/GC is not guaranteed work nor compensation until under contract with CCDC.

3.2 Reserved Rights

CCDC reserves the right to act in the public best interest and in furtherance of the purposes of the Idaho Code Title 50, Chapter 20 (Idaho Urban Renewal Law) and Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions). CCDC reserves the right to waive any formalities or defects as to form, procedure, or content with respect to its Request for Qualifications and any irregularities in the proposals received, to request additional data and information from any and all Proposers, to reject any proposals based on real or apparent

conflict of interest, to reject any proposals containing inaccurate or misleading information, and to accept the proposal or proposals that are in the best interest of CCDC and the public. The issuance of this RFQ and the receipt and evaluation of proposals does not obligate CCDC to select a company nor award a contract. CCDC may in its discretion cancel, postpone, or amend this RFQ at any time without liability.

3.3 Public Records

CCDC is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Chapter 1, Title 74, Idaho Code. The Public Records Act contains certain exemptions – one of which that is potentially applicable to part of your response is an exemption for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique, or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. Prices quoted in a proposal are not trade secrets.

If any Proposer claims any part of a proposal is exempt from disclosure under the Idaho Public Records Act, the Proposer must: 1.) Indicate by marking the pertinent document “CONFIDENTIAL”; and 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire proposal as “Confidential” is not in accordance with Idaho Public Records Act and will not be honored.

CCDC, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming materials to be exempt from disclosure under the Idaho Public Records Act, Proposer expressly agrees to defend, indemnify, and hold CCDC harmless from any claim or suit arising from CCDC’s refusal to disclose such materials pursuant to the Proposer’s designation. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel prior to submission.

3.4 Insurance

Prior to executing any contract for CM/GC services with CCDC or commencing any work under the contract, the CM/GC will be required to provide evidence of the coverages listed below and pay all costs associated with the insurance coverage. Insurance policies or certificates of insurance will name CCDC as the named insured, and the CM/GC will maintain these minimum insurance coverages during the entire term of the contract:

- a. Professional Liability Insurance coverage with minimum coverage of One Million Dollars (\$1,000,000) per occurrence and a minimum aggregate limit of One Million Dollars (\$1,000,000). NOTE: CGL policies do not provide coverage for the type of professional services the CM will be performing during the pre-construction phase of the project, therefore Professional Liability Insurance coverage must be obtained.
- b. Commercial General Liability Insurance coverage with minimum coverage of Two Million Dollars (\$2,000,000) on an occurrence basis (not a claims-made basis).

- c. Comprehensive Automobile Liability coverage with minimum coverage of One Million Dollars (\$1,000,000) per occurrence for owned, non-owned, and hired vehicles.
- d. Excess Liability (Umbrella) with minimum coverage of Two Million (\$2,000,000) per occurrence.
- e. Worker's Compensation Insurance in an amount as required by statute and Employer's Liability Insurance in an amount not less than One Million Dollars (\$1,000,000) for each occurrence, for all of the company's employees to be engaged in work on the project under contract and, in the case any such work is subcontracted, the CM/GC company will require Subcontractors and trade contractors similarly to provide Worker's Compensation and Employer's Liability Insurance for all the Subcontractors and trade contractors to be engaged in such work.
- f. Builder's Risk: Unless Owner carries or waives such coverage, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the Work and all existing structures owned by Owner within the project on a replacement cost basis.

3.5 Bonding

As the General Contractor, the CM/GC must have the capability to bond for 100% of the contract price of the project estimated at the time the contract is negotiated and until such time that the entire project bids, the overall GMPs for the work are established, and the bond is delivered to CCDC. Proposer shall indicate within their cover letter that they certify that they have the bonding capacity to meet the requirements of this RFQ.

The performance and payment bonds shall be AIA Document A312 (2010 or the most recent edition) or a standard surety form certified approved to be the same as the AIA A312 form and shall be executed by a surety or sureties reasonably acceptable to CCDC and authorized to do business in the State of Idaho.

3.6 Taxes

CCDC is exempt from federal and state taxes. Items purchased by CCDC and put into use by a contractor are subject to Idaho Use Tax. All other taxes are the responsibility of the Contractor and are to be included in the Contractor's pricing.

3.7 Legal Residency Requirement

By submitting a proposal, the Proposer attests, under penalty of perjury, that they are a United States citizen or legal permanent resident or that they are otherwise lawfully present in the United States pursuant to federal law. Prior to being issued a contract, the company will be required to submit proof of lawful presence in the United States in accordance with Idaho Code § 67-7903.

3.8 Dual-Capacity License Requirements

Proposals will be accepted from Idaho licensed construction managers and the company of which they are a principal or full-time employee who, prior to the proposal deadline, also have a valid public works contractor license as a general contractor pursuant to Idaho Code § 54-1902. Idaho Code § 54-1902 requires that public works contractors and subcontractors have the appropriate Public Works License for the particular type of construction work involved, and the general contractor must perform at least 20% of the work under contract.

SUBMISSION, EVALUATION, AND SELECTION

4.1 Pre-Proposal Meeting

A Pre-Proposal Meeting will be held via **ZOOM** on **November 1, 2022 at 10:00 a.m.** The design team will be in attendance to explain the project and answer questions. Attendance by Proposers is strongly recommended, but not required.

Join Zoom Meeting

<https://ccdcoise.zoom.us/j/83899541124?pwd=L0ZzWG5SS2dFZ3NaYTdiZGI2b3lCdz09>

Meeting ID: 838 9954 1124

Passcode: 141139

One tap mobile

+13462487799,,83899541124#,,,,*141139# US (Houston)

+16694449171,,83899541124#,,,,*141139# US

4.2 Required Submission Materials and Format

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFQ and the scope of services outlined in Section 2.4. Proposers must submit a PDF of the following completed forms via email by the due date and time:

- RFQ Submittal Cover Sheet (attached to this RFQ as Exhibit A)
- RFQ Waiver and Release (attached to this RFQ as Exhibit B)
- Signed Cover Letter
- ONE (1) signed proposal

Failure to submit all requested information may render any proposal unresponsive and void.

4.3 Addenda

In the event it becomes necessary to revise any part of this RFQ, addenda will be issued. Information given to one Proposer will be available to all other Proposers if such information is necessary for purposes of submitting a proposal or if failure to give such information would be prejudicial to uninformed Proposers. It is the Proposer's responsibility to check for addenda prior to submitting a proposal. Failure to do so may result in the proposal being declared non-responsive. No addenda will be issued fewer than four (4) business days before the proposal deadline unless the deadline is extended. Proposer shall indicate within their cover letter the addenda number(s) which they have incorporated into their submittal.

4.4 Scoring

Proposals must include the following information in the sequence set forth below. This format is meant to allow uniform review and easy access to information by the evaluation committee. For each of the specific articles listed below, Proposers should include a complete description of qualifications to serve as a CM/GC. Proposers are invited to include information about innovative methods and/or procedures that they can provide to assist in ensuring successful completion of this project; unique qualities and/or capabilities and cost efficiencies should be identified. Proposers acknowledge they will be ranked according to each article below, with points applied per article (200 points total):

RFQ Submittal Cover Sheet (Exhibit A) 5 Points

RFQ Waiver and Release (Exhibit B) 5 Points

Signed Cover Letter (Limit one page) 0 Points

Provide a signed cover letter with introductory information, such as point of contact, address, phone number and email address. This letter should reference the RFQ by name, provide a concise summary of the Proposer's organization by firm and responsibility, identify the key individual for Project Manager and his/her relevant experience, and generally introduce CCDC to the capabilities of the firm.

Detailed Proposal (Limit 20 pages) – organized with the following information:

a. Company Profile: 30 Points

Describe the Proposer's history, size, resources, philosophy of service, typical volume of work, and construction management techniques and methods. Describe how your particular expertise, experience, techniques, and culture can be an advantage to CCDC in completing the unique project. Include annual volume figures for the last five years, current firm commitments, and current bonding capacity. Confirm that Proposer can meet CCDC's insurance requirements as stated in Section 3.4. Explicitly identify all work the Proposer intends to self-perform.

b. Proposed CM/GC Project Team Staff: 45 Points

A dynamic, well organized, and experienced team is needed for this project. Key personnel proposed shall be expected to reside in the Boise region for the duration of the project. Identify the personnel to whom construction management responsibility will be assigned by names, titles, roles, qualifications, years of experience, relevant project experience, resumes, and describe why the specific personnel were selected for inclusion on the team. Some individuals may fulfill multiple positions on the project, but the Proposer should demonstrate how multiple assignments are within the capacity of the management team. Include personnel information for both pre-construction and construction services. Resumes and Idaho Public Works Construction Manager License information shall be included in an appendix for all key personnel listed on the organizational chart. Resumes and license information are not counted within page limits noted above.

Provide an organizational chart for the project. The organizational chart shall identify position titles, and for key personnel only, the names of the people proposed to fulfill these roles, along with the proposed percentage of time that each of the key personnel

will be dedicated to the project. The organizational chart shall also indicate reporting and chain of command structure for the team and interfaces with CCDC and the design team.

c. Proposer Experience and Past Performance: 45 Points

Describe five (5) projects similar in scope, complexity, and budget to this project that the Proposer has completed within the last 10 years. Projects including public plazas, public art, green storm water infrastructure, suspended pavement systems, and downtown streetscape improvements are of particular interest. Please focus on Proposer experience – do not include individual experience for projects performed while individuals were employed by other companies.

Provide the following key information for each noted project:

- Brief description of the project, highlighting scope, budget, complexity, context, key interfaces, and project delivery method similarities.
- Client reference and current contact information including name, title, phone number, and role on the project.
- Location of the project and completion date.
- The Proposer’s responsibilities on the project, and where applicable, identify proposed team staff that participated in the project and their specific role.
- Amount of Proposer’s initial contract award and final contract closeout or projected price. Proposer’s portion of contract, scope of Proposer’s portion, and value of Proposer’s portion, and identification of whether Proposer was a prime or subcontractor on the project.
- Number of claims greater than \$100,000, and the value of each that required mediation, arbitration or litigation to settle and their current disposition.

d. Project Approach, Work Plan, & Schedule: 40 Points

i. Project Approach

Provide a narrative describing the Proposer’s approach to this work and project management control systems that will be used on this project to achieve efficiency, schedule adherence, and budget certainty. The description should acknowledge the complexity of design alternatives and interaction with City Departments.

ii. Work Plan, including Schedule

Provide a preliminary baseline schedule showing the Proposer’s proposed phasing, sequencing of work, durations, and options to be considered by CCDC that provides value and minimizes adverse impacts to the public, adjacent businesses and property owners. The baseline schedule should assume the current schedule outlined in Section 2.3 provides a starting point for planning. Include required winter work to achieve the mandatory completion date and ideas to expedite the schedule.

iii. Conduct of Construction

Describe actions and procedures used to minimize adverse impacts to the public, adjacent businesses, property owners and adjacent construction efforts. Explain how good relations will be established and maintained and how open and

productive communications will be fostered with all interested parties, including the streetscape improvement team and the team for the parcel to the east. Specific examples of successful implementation of these actions and procedures from past projects are strongly encouraged.

e. Project Management : 30 Points

i. Preconstruction Services

The project will contain multiple design alternatives. Outline your approach to guide the review of multiple preliminary design options.

Describe your approach to review subsequent revisions of design alternatives to help identify a preferred concept and how you'll help guide it to final construction documents. Detail how these reviews will ensure constructability and how the Proposer will successfully suggest changes to the drawings if deemed necessary.

ii. Budget Control/Value Engineering

Submit detailed information of how your company provides and periodically updates cost estimates and participates in Value Engineering (VE). Describe how opportunities will be identified that will make the project a better value. Include the means and methods that will be used and, specifically, how key personnel will interact with stakeholders and the design team to introduce VE proposals and work through updates to cost estimates. Describe past projects where VE has been an integral part of the relationship with the owner, including VE processes that were not successful and VE means and methods successfully used on past projects. Projects with multiple design alternatives are of particular interest.

Describe how you track and report construction costs, including line item costs for each bid package, fees, permits, reimbursable costs, CM fees, and all other project costs. Finally, describe how you would administratively manage, track, and invoice for the various separate cost categories that comprise the Guaranteed Maximum Price especially given multiple funding sources.

iii. Scheduling

Describe your approach to integrate work efforts with the adjacent private development to the east and streetscape improvements to the north. Describe work strategies you will employ and examples of past successes working with adjacent active design and construction projects.

The completion date for the project is based on the **hard deadline** of the RMOB district closing in September 2025. Describe your approach to meet the deadline, including off hours and winter work. Include ideas to accelerate the schedule

Outline your understanding of the local construction market as it relates to this project and how you will ensure the proposed staff will be available at the proper times to complete this project on schedule. Include explanations of your existing and upcoming projects within the area, subcontractor availability, and approaches to reach-out/solicit to subcontractors which provide an advantage.

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 projects of similar scope and complexity. Discuss in detail how you intend to enforce contract schedule compliance to meet the schedule deadline.

4.5 Evaluation of Proposer

Proposals will be evaluated based on the Proposer's response and qualifications by a selection committee that may include CCDC employees and consultants. Before a CM/GC is selected, CCDC will conduct reference investigations and may conduct interviews to evaluate the Proposer's ability to perform the size and type of work anticipated and to determine the quality of the service being offered. By submitting a proposal, the Proposer authorizes CCDC to conduct reference investigations as needed and to conduct interviews where the Proposers will be evaluated based on the information described in this RFQ. If interviews are conducted, they will occur the week of October 31, 2022.

4.6 Qualification-Based Selection

Selection will be based on the procurement rules set forth in Idaho Code § 67-2320. Final selection is made by the CCDC Board of Commissioners. CCDC has the right to waive or alter submission requirements or to reject any or all proposals, consistent with Idaho law. It is the Proposer's responsibility to conform to all applicable federal, state, and local statutes or other applicable legal requirements. The information provided herein is intended to assist Proposers in meeting applicable requirements but is not exhaustive, and CCDC will not be responsible for any failure by any Proposer to meet applicable requirements.

4.7 Modification or Withdrawal of Proposal

A proposal may be modified or withdrawn by the Proposer prior to the submission deadline set forth in this RFQ. After the submission deadline, the submitted proposal shall remain in effect for a minimum of 90 days for evaluation and contracting purposes.

4.8 QUESTIONS

Direct questions to: Kathy Wanner, Contracts Manager
(208) 391-7304 or kwanner@ccdcboise.com

4.9 EXHIBITS TO THIS RFQ

- A: RFQ Submittal Cover Sheet
- B: RFQ Waiver and Release
- C: Project Timeline
- D: Project Vicinity Map

END of RFQ

EXHIBIT A

**RFQ: CM/GC SERVICES – 521 WEST GROVE STREET PUBLIC SPACE
SUBMITTAL COVER SHEET
(REQUIRED FOR SUBMISSION)**

TO: Capital City Development Corporation
Attn: Kathy Wanner, | Contracts Manager
121 N. 9th Street, Suite 501
Boise, Idaho 83702

FROM:

Company Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Company officer responsible to CCDC for CM/GC services contemplated by this RFQ:

SIGNATURE: X _____

Print Name and Title: _____

License Information: Idaho Public Works Contractor License # _____

Idaho Public Works Construction Management License # _____

held by _____ (name of licensed CM who will be responsible).

EXHIBIT B

**REQUIRED WAIVER & RELEASE
(REQUIRED FOR SUBMISSION)**

The undersigned has read this waiver and release and fully accepts the Capital City Development Corporation's (CCDC) discretion and non-liability as stipulated herein, and expressly for, but not limited to, CCDC's decision to proceed with a qualification based selection process in response to the Request for Qualifications (RFQ) to select a company to supply CM/GC services to CCDC for the project.

- A. Discretion of CCDC: The Proposer submitting a response to this CM/GC RFQ agrees that CCDC has the right to, unless contrary to applicable state law:
 - a. Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the CM/GC services RFQ;
 - b. Obtain further information from any person, entity, or group regarding the Proposer, and to ascertain the depth of Proposer's capability and experience for supplying CM/GC services and in any and all other respects to meet with and consult with any Proposer or any other person, entity, or group;
 - c. Waive any formalities or defects as to form, procedure, or content with respect to CCDC's RFQ to select a CM/GC firm and any response by any Proposer thereto;
 - d. Accept or reject any sealed proposal received in response to the RFQ, including any sealed proposal submitted by the undersigned; or select any one proposal over another in accordance with the selection criteria; and
 - e. Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of proposal.

- B. Non-Liability of CCDC:
 - a. The undersigned agrees that CCDC shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.
 - b. The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

Proposer's Signature: **X** _____

Print Name: _____

Print Title: _____

Name of Firm: _____

Date: _____

**521 West Grove Street Public Space
Exhibit C – Project Timeline**

<u>CM/GC RFQ issued</u>	<u>October 20, 2022</u>
<u>Due date for RFQ submissions</u>	<u>November 14, 2022</u>
<u>CCDC Board – Approval of CM/GC rankings</u>	<u>December 12, 2022</u>

Stakeholder Engagement | Concept Design

10 months

Pre-concept/Programing survey preparation	October
Pre-concept On-line Public Survey open	November-December
Process survey results	December
Develop Concept Alternatives	January – Feb 2023
Concept Alternatives Open House	March
Develop Preferred Design	March – April

<u>CMGC cost estimating</u>	<u>April – May</u>
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Preferred Design Open House or Online Survey	June
Parks Commission meeting (informational to affirm direction)	July
City Council work session (informational to affirm direction)	August
CCDC Board – Informational Presentation	August

Design Review and Approval

3 months

Prepare final documents	September
Design Review Submittal/Approval	September – November

<u>CMGC cost estimating</u>	<u>November</u>
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CCDC Board - Final Design	November
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Design Development (60% set)	3 months
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Design Development	November – January
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<u>CMGC Cost Estimate</u>	<u>January 2024</u>
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Construction Documents	4 months
Construction drawings 99%	February – May
<u>CMGC Cost estimate</u>.....	<u>April 2024</u>
Permit Review and Approval	3 months
Plan Review	May - July
100% CD's	July 2024
<u>CMGC Construction Contract</u>.....	<u>July 8, 2024</u>
<u>Bidding</u>	<u>3 months</u>
<i>Bidding & award</i>	<i>July – September 2024</i>
<u>Construction</u>	<u>8 Months</u>
<i>Construction</i>	<i>September – May 2025</i>
<u>Project closeout</u>	<u>1 Month</u>
<i>Construction</i>	<i>June – July 2025</i>
<u>RMOB district closes</u>.....	<u>September 30, 2025</u>

EXHIBIT D

