



**A CONTINUED MEETING OF  
THE CITY COUNCIL  
November 29, 2016, 12:00 p.m. (Noon)  
CITY HALL OLD COUNCIL CHAMBERS**

**AGENDA**

**A. CALL TO ORDER**

**B. CITY HALL REMODEL:**

- a. REJECTION OF ALL BIDS FOR THE CITY HALL REMODEL PROJECT**
  
- b. AUTHORIZE A CONSTRUCTION MANAGER /GENERAL CONTRACTOR REQUEST FOR QUALIFICAITONS FOR THE CITY HALL REMODEL**

Presented by Renata McLeod, Municipal Services Director

**C. ADJOURNMENT**

*NOTE: The City will make reasonable accommodations for anyone attending this meeting who require special assistance for hearing, physical or other impairments. Please contact the City Clerk at (208) 769-2231 at least 24 hours in advance of the meeting date and time.*

## STAFF REPORT

**DATE:** November 21, 2016

**FROM:** Renata McLeod, Municipal Services Director

**SUBJECT:** Rejection of all bids for the City Hall Remodel Project and approval of the Construction Manager/General Contractor request for qualifications.

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### DECISION POINT:

- **To authorize the rejection of all bids for the City Hall Remodel project**
- **To approve the request for qualifications for a Construction Manager/General Contractor (CM/GC)**

**HISTORY:** On July 19, 2016, City Council authorized a budget of \$1.9 Million for the City Hall Remodel project. The Architect fees were approved at \$144,750 (including the additional design for the stairway alternate between the Library and City Hall), leaving a balance of \$1,755,250 for all project costs including contingencies. The engineer's estimate for the project was \$1.6 Million (leaving a \$155,250 contingency fund). The lowest bid received was for \$1,755,000, without any alternates, which would leave a contingency of \$250.00 (see attached bid summary sheet). This would not leave a sufficient balance for additional expenses such as the owner supplied special inspector and asbestos removal (estimated at \$20,000). Therefore, staff recommends the rejection of all bids.

Staff has reviewed all the options to move the project forward and recommends seeking a CM/GC as allowed under Idaho Code § 54-4511. This method of moving forward will allow the CM/GC to solicit bids from a minimum of three contractors and break the project into phases as needed. The benefit includes the CM/GC having the ability to renegotiate prices, and can provide insight to contractors about the project and ease concerns about complications. Please see the proposed notice and request for qualifications.

**FINANCIAL ANALYSIS:** Staff believes that a CM/GC can provide value engineering and the ability to seek competitive pricing that will be within the project budget.

### DECISION POINT:

- **To authorize the rejection of all bids for the City Hall Remodel project**
- **To approve the request for qualifications for a Construction Manager/General Contractor.**

City Hall Remodel Bids

11/16/2016

|              | Walker  | Meredian | Northcon, Inc. | Ginno   | NNAC    | Darden  |
|--------------|---------|----------|----------------|---------|---------|---------|
| Bond Y or No | y       | y        | y              | y       | y       | y       |
| Base Bid     | 2300000 | 1760000  | 1942000        | 1780000 | 1755000 | 1831480 |
| Alt 1        | 108000  | 122000   | 176270         | 101600  | 65150   | 114000  |
| Alt 2        | 39000   | 38400    | 40000          | 40000   | 38500   | 39750   |
| Alt 3        | 76000   | 63400    | 91070          | 75000   | 44000   | 60000   |
| Alt 4        | 30000   | 29000    | 28090          | 30000   | 31100   | 34400   |
| Alt 5        | 5500    | 5600     | 13400          | 10000   | 6000    | 6000    |
| Alt 6        | 29000   | 32800    | 32510          | 30000   | 38600   | 39700   |
| Alt 7        | 11000   | 11200    | 19070          | 10000   | 12150   | 11500   |
| Alt 8        | 54000   | 55000    | 64310          | 70000   | 66000   | 82400   |
|              |         |          |                |         |         |         |
|              | 2652500 | 2117400  | 2406720        | 2146600 | 2056500 | 2219230 |

Listed Subs

ACI Northwest  
ETCO  
Thorco

ACI Northwest  
ETCO  
Thorco

ACI Northwest  
RM  
Salmon

ACI Northwest  
ETCO  
Salmon

ACI Northwest  
ETCO  
Thorco

ACI Northwest  
ETCo  
Thorco

REQUEST FOR QUALIFICATIONS  
FOR  
THE CITY OF COEUR D'ALENE  
CITY HALL REMODEL

The City of Coeur d'Alene is requesting qualifications for the purpose of selecting an individual or firm with appropriate experience and expertise to provide construction manager/general contractor services for a City Hall Remodel. Bid packets can be picked up at the City Hall Customer Service Center located at 710 E. Mullan Avenue, 710 Mullan Avenue, Coeur d'Alene, ID 83814 or by contacting Kathy Lewis Deputy City Clerk, [kathylew@cdaid.org](mailto:kathylew@cdaid.org). The selected respondent will enter into a contract with the City which will identify the terms of the contract, date of commencement and substantial completion date, contract sum, payments, insurance and other terms and conditions which might apply to this project.

The Respondent and Respondent's subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The Contractor shall take affirmative action to ensure that employees are treated during employment without regard to their race, religion, color, sex, age, or national origin. Such action shall include the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

Statements of Qualifications are to be received by 2:00 p.m. January 9, 2017, at 710 E. Mullan Avenue, Coeur d'Alene, ID 83814. All proposals shall be marked "CM/GC City Hall Remodel Project." Submittals received after this date will be returned and shall not be considered. The City of Coeur d'Alene reserves the right to reject any or all proposals and to waive all informalities.

Dated: December 6, 2016.

Renata McLeod, CMC  
City Clerk

\*Publish: December 8, and 22, 2016



**REQUEST FOR QUALIFICATIONS**

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

**RETURN COMPLETED QUALIFICATIONS TO:**

**CITY OF COEUR D'ALENE  
CITY CLERK  
710 E. MULLAN AVENUE  
COEUR D'ALENE, IDAHO 83814**

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED IN THE  
CITY CLERK'S OFFICE BY 2:00 P.M. (PST), JANUARY 9, 2017.**

## REQUEST FOR QUALIFICATIONS

The City of Coeur d'Alene ("City") 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 City. The City recently budgeted \$1,755,250.00, including contingencies, and special inspection fees/asbestos removal to be procured by the City, to fund the remodel of the City Hall Building located at 710 E. Mullan Avenue further described in the "Project Information" listed below.

The City intends to construct this project using the Construction Manager\General Contractor (CM/GC) delivery process. Additionally, the City intends to select one or more qualified construction managers from those who respond to this RFQ for this project. Responses should address the proposer's specific qualifications for this particular project described below.

The City'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 City is planning to construct the following project for which CM/GC Services are required:

1. A remodel of an existing 20,000 square foot City Hall building that will include ADA enhancements, installation of security and enhancements to electrical, plumbing, and HVAC systems.
2. Other key components include the addition of an ADA accessible elevator and new entrance to the front of the building. Additionally, construction shall occur while the building is occupied and operational.
3. The maximum allowable construction cost for this project has been established as \$1,755,250.00, including contingencies, and special inspection fees/asbestos removal to be procured by the City.

It is the intent of the City that the three main components of the Project Team will consist of the City including their Representative, the Architectural Design Team, and the CM/GC.

The City contact for the project is:  
Renata McLeod, City Clerk  
710 E. Mullan Avenue  
Coeur d'Alene, Idaho 83814  
Phone: (208) 769-2231  
[Renata@cdaid.org](mailto:Renata@cdaid.org)

The Architect for the Project is:  
Cory Trapp, Longwell +Trapp  
8382 N. Wayne Drive, Suite 204  
Hayden, Idaho 83835  
Phone: (208) 772-0503  
[cory@longwelltrapp.com](mailto:cory@longwelltrapp.com)

**A. REQUIRED SERVICES (SCOPE OF WORK)**

Throughout the project, the CM/GC shall provide the City with professional construction management services and represent the City’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 agreements between the CM/GC and public works contractors for the projects; provided, however, the City reserves the right to change, modify or amend the Form Contract in formulating the final contracts to be entered into by the City. CM/GC Services shall include, but are not limited to, pre-construction services and construction services through the completion of the project. For purposes of this RFQ, proposers should describe their qualifications to provide CM/GC Services as those services are generally described in the Form Contract.

**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 your qualification to serve as a CM/GC.

| <b>Written Requirements for Responses to Request for Qualifications</b>   | <b>Possible Points for Each Section of Proposal</b> |
|---|---|
| 1. Cover Letter (limit to one page)   | 0   |
| 2. Complete the “CM INFORMATION” 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 City in completing the project. Describe your experience, knowledge, and expertise in complying with Idaho public works procurement requirements and experience with public works contracts.  | 15  |
| 4. <b>PROJECT APPROACH:</b> Describe your approach to providing CM/GC Services described in A) Preconstruction Services, and B) 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. | 10  |

|  |    |
|--|----|
| <p><b>5. 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 bid package, fee permits, reimbursable costs, CM/GC fees, and all other project costs.</p>                                   | 25 |
| <p><b>6. 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 complex, multi-phase projects. Discuss in detail how you intend to enforce contract schedule compliance.</p>  | 10 |
| <p><b>7. 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.</p>  | 5  |
| <p><b>8. PAST PERFORMANCE:</b> Name three (3) recent and relevant projects of similar size and scope to the City’s project that you completed, demonstrating your firm’s ability to manage and complete projects within budget and on schedule. Include a current letter of reference from the owner of <u>each</u> project. Direct experience managing and completing remodel projects will be given greater weight in this criteria.</p> | 25 |

**C. RESPONSE SUBMISSION PROCEDURES**

1. Written responses to the RFQ will be accepted at the City Clerk’s Office, 710 E. Mullan Avenue, Coeur d’Alene, Idaho 83814 until 2:00 p.m. (PST), January 9, 2017.
2. Submittals shall include one (1) original and six (6) 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 and clearly marked: **CM/GC City Hall Remodel Project**
3. 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.
4. All questions regarding this RFQ must be directed via email to, Renata McLeod, email [renata@cdaid.org](mailto:renata@cdaid.org), Phone (208) 769-2231. The City may elect to forward some questions to Longwell + Trapp Architects, but all questions must be submitted in writing in email format by December 26, 2016, and directed to Ms. McLeod. Submitting firms are requested **NOT** to contact the project architects or other City employees.



## **D. SELECTION TIMELINE AND PROCEDURES**

1. The RFQ schedule is as follows:

|   |                         |
|---|-------------------------|
| RFQ advertisements:                           | December 8 and 22, 2016 |
| RFQ available:                                | December 8, 2016        |
| RFQ proposals due:                            | January 9, 2017         |
| Evaluation committee ranking:                 | January 9, 2017         |
| Interview notification:                       | TBD if needed           |
| Evaluation committee interview and selection: | TBD if needed           |
| Recommendation to City Council:               | By: January 17, 2017    |

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

## **E. PROPOSAL GUIDELINES**

1. The City 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 CM/GC Services.
2. All responses and other materials submitted will become the property of the City.
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 the City's request, a respondent may be asked to submit additional information to supplement their response.
5. The City reserves the rights to:
  - Waive any informalities or irregularities, and to 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.

**F. 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 the City 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:

Idaho Public Works Construction Management License #: \_\_\_\_\_, held by  
\_\_\_\_\_ (name of licensed CM who will be responsible).  
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 the current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk and workers' compensation. Use additional sheets if necessary.

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: \_\_\_\_\_