



SOUTHWEST DISTRICT HEALTH

REQUEST FOR PROPOSAL

CONSTRUCTION MANAGER

SWDH-2022-04

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RFP ADMINISTRATIVE INFORMATION

RFP Title:	Construction Manager
RFP Project Description:	SWDH is looking for a Construction Manager to oversee a multi-year office remodel project.
RFP Lead:	Christina Straub, Program Specialist Southwest District Health 13307 Miami Lane Caldwell, Idaho 83607 christina.straub@phd3.idaho.gov 208-455-5302
Submitting Sealed Proposal: Submitting Manually: MANUAL PROPOSALS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY THE DIVISION OF PURCHASING PRIOR TO THE CLOSING DATE AND TIME. Submit electronically via email:	Address for Courier: 13307 Miami Lane Caldwell, Idaho 83607 Address for US Mail: 13307 Miami Lane Caldwell, Idaho 83607 Electronic Submission: Christina.straub@phd3.idaho.gov
Deadline to Receive Questions:	Wednesday, February 1st, 2023, 5PM Mountain Time
RFP Closing Date:	Friday, February 3rd, 2023, 5PM Mountain Time
Initial Term of Contract and Renewals:	Anticipated to be a multi-year project. Upon mutual, written agreement, the Contract may be renewed, extended, amended, or terminated.

1 OVERVIEW

1.1. Purpose

Southwest District Health (SWDH) is seeking a qualified and certified Construction Manager for a multi-year office remodel project.

1.2. Scope of Work and Responsibilities

MUST BE EXPERIENCED, LICENSED, BONDED, CERTIFIED, and INSURED

Anticipated start date: Early 2023

Multi-year office remodel project with four potential phases, work included but not limited to the following:

- Remodel office, training, and storage space
- Install cubicles
- Install skylights
- Remove walls
- Relocation of doors
- Removing and adding of windows
- Relocate mail slots
- HVAC alterations
- Other projects as deemed necessary

Qualified candidates will be responsible for the following:

- Prepare cost estimates, budgets, and work timetables
- Interpret and explain contracts and technical information to other professionals
- Collaborate with architects, engineers, and other construction specialists
- Select subcontractors and schedule and coordinate their activities
- Monitor projects and report progress and budget matters to the construction firm and clients
- Respond to work delays, emergencies, and other problems with the project
- Ensure that the project complies with legal requirements, such building and safety codes
- Represent and act on behalf of SWDH in coordinating with agency facility staff
- Pay outside vendors and then submit invoices to SWDH for reimbursement
- Must be able to demonstrate/identify vendor bidding and contracting process

1.3. Resulting Contract

If the District awards a contract from this Solicitation, it will do so by issuing a Contract document from the District's Procurement system, which will be an acceptance of the successful offer. The Contract will be comprised of that contract document; this RFP, including any incorporated documents; the successful

Proposal, including any clarifications requested by the District; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

2 QUESTIONS

2.1. Questions

Questions or other correspondence must be submitted in writing to the RFP Lead (see contact information in the RFP Administrative Information, page 1). QUESTIONS MUST BE RECEIVED BY 5 PM MOUNTAIN TIME ON THE DATE LISTED IN THE RFP ADMINISTRATIVE INFORMATION.

2.2. Vendor Proposed Modifications and Exceptions to Requirements, Terms, and Conditions

2.2.1. Vendors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFP prior to the deadline to submit questions. Questions regarding these requirements must contain the following:

- The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).

2.2.2. The District has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement process.

2.2.3. Except as otherwise provided within the Solicitation, the District will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the RFP Closing Date.

3 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

3.1. General Instructions

3.1.1. Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

3.1.2. Alternate proposals are not allowed.

3.1.3. All electronic files (whether submitted electronically or manually) must be in Microsoft Word, Adobe PDF, or Excel format; the only exception is for financials, brochures, or other information only available in an alternate format.

3.2. Electronic Submission

3.2.1. Electronically submitted Proposals must be submitted via email to the RFP lead, information can be found listed on Page 1.

3.3. Manual Submission

3.3.1. The Proposal must be addressed to the RFP Lead, sealed, and identified as “SWDH 2022-04, Construction Manager.” Include your company name on the outside of the package.

4 PROPOSAL FORMAT

These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

4.1. Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major Sections.

4.2. Format

4.2.1. **Technical Proposal** – A detailed explanation of goods/services (scope of work), qualifications, and related experience. Some examples of selection criteria for consideration may include but are not limited to; a description of the firm, including location and longevity; past performance; project manager and key staff experience, education, and training; experience with similar projects; specific approach to project or assignment; proposed schedule, if applicable; and quality control procedures.

4.2.2. **W9** – A current W9 tax form is required.

4.2.3. **Additional Documents** –Documentation of licensure, certification, insurance, etc. is required. Any additional information, documents, brochures, may be submitted for consideration.

5 PROPOSAL REVIEW AND AWARD

5.1. Overview

The objective of the District in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the district's need.

5.1.1. All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP. Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

5.2. Technical Proposal

5.2.1. The Technical Proposal will be reviewed first on a "pass" or "fail" basis to determine compliance with those requirements listed in the RFP. All Proposals which are determined by the District, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

5.3. Award

Scoring will be based on the following two categories:

1. Technical Ability (70%)
2. Past Performance/Qualifications (30%)

Award of Contract will be made to the responsive Offeror whose Proposal best meets the District's need.