



SOUTHWEST DISTRICT HEALTH

REQUEST FOR QUOTE

**Western Idaho Youth Support Center General Contractor
SWDH-2024-02**

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RFQ ADMINISTRATIVE INFORMATION

RFQ Title:	Western Idaho Youth Support Center General Contractor
RFQ Project Description:	Construct the remodel on the Western Idaho Youth Support Center in Nampa, ID
RFQ Lead:	Brian Butkus Southwest District Health Brian.Butkus@swdh.id.gov 208-455-5302
Submitting Sealed Quote: Submitting Manually: MANUAL QUOTES MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME STAMPED PRIOR TO THE CLOSING DATE AND TIME. The Quote must be addressed to the RFQ Lead, sealed, and identified as "Western Idaho Youth Support General Contractor, SWDH-2024-02." Include your company name on the outside of the package.	Address for Courier: 13307 Miami Lane Caldwell, Idaho 83607 Address for US Mail: Same as above
Facility tours and/or a question-and-answer session available upon request:	Email requests to: cas.adams@swdh.id.gov <i>Facility is located 308 E. Hawaii Ave., Nampa, ID</i>
Deadline to Receive Questions:	There is no deadline to receive questions. However, due to the time sensitivity of the project, SWDH strongly encourages applicants to submit questions as soon as possible to ensure questions can be properly addressed prior to submitting RFQ application.
Question and Answer Session:	A virtual question and answer session will be held on Wednesday, March 27 at 1:00 PM via Microsoft Teams. Email Cas Adams at cas.adams@swdh.id.gov to receive the link to join the question and answer session.
RFQ Closing Date:	Friday, April 12, 2024 11:59:59, but may be extended until a sufficient number of applicants have been received. This document will be updated to reflect an extended deadline, if applicable.
Project Start Date:	Upon selection of contractor
Project Budget:	To be determined - An applicant's cost quote will not be considered during the application scoring process.
Initial Term of Contract and Renewals:	SWDH will work with the selected contractor to identify timelines for stages of completion. Upon mutual, written agreement, the Contract may be renewed, extended, or amended. The anticipated total Contract term is one (1) year.

1 Overview

1.1. Purpose

Southwest District Health (SWDH) is seeking a qualified and certified General Contractor for an office remodel project on approximately 7800 square feet of 308 E. Hawaii Ave. in Nampa, Idaho.

1.2. Background

The Western Idaho Youth Support Center is monitored by SWDH and operated by Pathways of Idaho, provides crisis stabilization and de-escalation services for youth ages 10-17 in Southwest Idaho. The center will be open 24/7/365 for voluntary services, including assessment, case management, counseling, respite, and community resource referrals.

1.3. Scope of Work and Responsibilities

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

In the Technical Proposal indicate experience with the following remodeling needs, which include, but may not be limited to:

- Removing existing cabinetry, counters, desks, and wall décor
- Removing walls, building full walls, and building half-walls
- Stripping existing wallpaper and repainting
- Relocating, replacing, and adding interior/exterior doors/door hardware to meet fire code and protect clients
- Stripping existing flooring and replacing flooring
- Remodel two bathrooms, including adding a walk-in shower to one bathroom
- Replace lighting with soft panel lighting and dimmers
- Other projects as deemed necessary, such as installing chalkboard/whiteboard walls and working with interior designer on fixtures, such as paint, floors, and lights
- Any other remodeling needs included in this RFQ's associated Design Plans:
<https://swdh.id.gov/contract-opportunities/>

In the Technical Proposal also indicate your experience with and/or how you will meet the following responsibilities:

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

1.4. Resulting Contract

If the District awards a contract from this Solicitation, it will do so by issuing a Contract Purchase Order 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 RFQ, including any incorporated documents; the successful Quote, including any clarifications requested by the District; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable. **Any provided cost proposals will NOT be used in determining the highest qualified proposer during the initial review process. See Section 5 for more information.**

2 Questions

2.1. Questions

2.1.1. Questions or other correspondence must be submitted in writing to the RFQ Lead (see contact information in the RFQ Administrative Information, page 1). **QUESTIONS MUST BE RECEIVED BY THE TIME AND DATE LISTED IN THE RFQ 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 RFQ 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 RFQ Closing Date.

3 Instructions for Submission of Quote

3.1. General Instructions

3.1.1. Quotes 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 quotes 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. Manual Submission

3.2.1. The Quote must be addressed to the RFQ Lead, sealed, and identified as “Western Idaho Youth Support General Contractor, SWDH-2024-02.” Include your company name on the outside of the package.

4 Quote Format

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

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 the experience with the goods/services to be provided (scope of work)

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

4.2.3. **Additional Documents** – Any additional information, documents, brochures, etc., if applicable

5 Quote Review and Award

5.1. Overview

The objective of the District in soliciting and evaluating Quotes is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

5.1.1. All applications will be reviewed first to ensure they meet the Mandatory Submission Requirements of the RFQ. Any applications 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 RFQ. All applications which are determined by the District, in its sole discretion, to be responsive in this regard will be reviewed for the effective and efficient delivery of quality goods/services using the following rubric:

Technical Ability			
Evaluation Criteria	0-9 Points	10 Points	11-20 Points
Demonstrated understanding of scope of work and suggested approach to project.	Vendor does not adequately demonstrate understanding of the scope of work and suggested approach to the project.	Vendor demonstrates understanding of the scope and work and suggested approach to the project.	Vendor excels in their understanding of the scope of work and suggested approach to project.
Capacity to perform work within schedule and a budget.	Vendor does not adequately demonstrate capacity to work within schedule and a budget.	Vendor demonstrates capacity to perform work within schedule and a budget.	Vendor excels in their capacity to perform work within schedule and a budget
Appropriate personnel/ resources to complete work.	Vendor does not adequately demonstrate appropriate personnel and resources to complete work.	Vendor demonstrates appropriate personnel and resources to complete work.	Vendor excels in their demonstration of appropriate personal and resources to the complete the work.
Total points possible: 60 Minimum points required to meet requirements: score of 10 per criteria			

5.3. Award

Award of Contract will be made to the responsive Offeror whose application best meets the District’s need, including budget. While a cost proposal/budget is not required in the application submission and will not be considered during the scoring process, a budget will need to be submitted prior to contract execution to the applicant whom Southwest District Health intends to award.