



Request for Qualifications (RFQ) for Construction Manager Services: Boise Centre West Refresh Project

1. Introduction

The Greater Boise Auditorium District (GBAD or District) is seeking qualifications from experienced Construction Managers (CM) to oversee and manage renovations at Boise Centre West, including the 100 ballroom, the 130 junior ballroom, hallways, and lobby spaces, all located at 850 West Front Street, Boise, ID 83702 (Project). The Project will be completed in phases and with a timeframe possibly extending over five years. The Project involves but is not limited to installation and the design of new wallpaper, painting, and carpeting. The selected CM will be responsible for coordinating and supervising all aspects of the construction process, ensuring the project is completed on time, within budget, and following specified requirements.

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

Accordingly, the District 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). As required by that Code section, for each portion of the work, competitive bids shall be solicited from not less than three (3) contractors or suppliers deemed to be qualified by the Construction Manager. All bids shall be opened publicly in the presence of a representative of the public entity for whom the project is undertaken and, once opened, bids shall be subject to the public record requirements outlined in title 74, Idaho Code. All construction work, materials and equipment shall be awarded to the lowest responsive qualified bidder. For good cause, the public entity may approve the award of bids based upon fewer than three (3) bids. At the conclusion of the bidding process, the Construction Manager will propose a guaranteed maximum price for the work and for the District’s consideration and potential approval.

The District’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.



2. Project Overview

- **Project Title:** Boise Centre West Refresh Project – Phase 1
- **Project Location:** 850 West Front Street, Boise, ID 83702
- **Scope of Work:** The scope of work includes, but is not limited to, design, site preparation, installation of new carpet and wallpaper, wall painting, and other related improvements.
- **Estimated square footage:**
 - 100 Ballroom: 24,426 sq. ft
 - 130 Junior Ballroom: 4,060 sq. ft
 - Main Lobby: 5,480 sq. ft
 - Hallways: 10,313 sq. ft
- **Project Budget:** \$1,200,000
- **Estimated Project Timeline:** December 15, 2025-January 12th, 2026

3. Scope of Services

The Construction Manager will be expected to provide the following services:

- Pre-construction consultation and planning
- Coordination of subcontractors
- Cost estimating and value engineering
- Project scheduling and management
- On-site supervision during construction
- Quality assurance and control
- Compliance with local, state, and federal regulations
- Coordination of inspections and permitting
- Post-construction evaluation and close-out
- Design, selection and installation of carpet, wallpaper, and paint with the collaboration with Boise Center leadership team

4. Minimum Qualifications

Respondents must meet the following minimum qualifications:

- Licensed and insured to work as a public works contractor and construction manager in the state of Idaho
- At least 10 years of experience in construction management of similar projects (e.g., carpet installation, site development)
- Demonstrated experience in managing projects of similar scope, size, and complexity
- Proven track record of completing projects on schedule and within budget



- Familiarity with local regulations, codes, and permitting processes
- Strong communication and project management skills

5. Submission Requirements

Interested firms must submit the following information:

- **Cover Letter:** A brief introduction to your firm and interest in the project.
- **Firm Profile:** Overview of your company, including size, years in business, office locations, and areas of expertise.
- **Relevant Experience:** Must demonstrate prior experience in the installation of broadloom carpets in commercial buildings. Please provide references from at least 2 commercial projects completed within the last 5 years, including project details and contact information for verification.
- **Project Team:** Resumes of key personnel who will be assigned to this project, including their roles and relevant experience.
- **Approach:** A description of your approach to construction management for this project, including how you plan to ensure timely and cost-effective completion.
- **References:** Contact information for at least three (3) references from previous clients on similar projects.
- **Insurance and Bonding Capacity:** Proof of insurance coverage and bonding capacity, including limits of liability.

6. Selection Criteria

Qualifications will be evaluated based on the following criteria:

- Demonstrated experience with similar projects
- Qualifications of the project team
- Approach to managing the project
- References from previous clients
- Compliance with submission requirements

7. Submission Deadline and Instructions

- **Submission Deadline:** January 3, 2025 at 5pm (MT)
- **Submission Format:** Please submit one hard copy and/or one electronic copy in PDF format.
- **Delivery Address:** 850 W. Front St. Boise, Idaho 83702
- **Contact for Questions:**
Nick Souba
nsouba@boisecentre.com
208.489.3602



8. Schedule

- RFQ Release Date: Friday, December 6, 2024
- Questions Deadline: Thursday, January 2, 2024
- Submission Deadline: Friday, January 3, 2024
- Selection Notification: Monday, January 6, 2024

9. Additional Information

- The selected Construction Manager will post a performance and payment bond for the full amount of the work.
- The District 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, the District may meet with and consult with some or all of the respondents to this request.