

**ADVERTISEMENT FOR QUALIFICATIONS  
REQUEST FOR QUALIFICATIONS**

The Kootenai County Board of County Commissioners is requesting qualifications for the purpose of selecting an individual or firm with appropriate experience and expertise to perform certain construction manager/general contractor services ("CM/GC Services") for the construction of the Kootenai County Administration Building HVAC Upgrade located at 451 N. Government Way, Coeur d'Alene ID.

Request for Qualifications (RFQ) packets can be request in writing to Jeff Voeller, Kootenai County Director of Facilities at [jvoeller@kcgov.us](mailto:jvoeller@kcgov.us) or picked up at the Office of the Board of County Commissioners, located at 451 N. Government Way, P.O. Box 9000, Coeur d'Alene, ID 83816-9000.

The RFQ contains the criteria to be used in the selection of the best qualified Respondent and the relative weight of each criterion.

The selected respondent would enter into a contract with the County 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 nondiscrimination.

Statements of Qualifications **must** be received by **2:00 p.m. on August 26, 2025**, at 451 N. Government Way, P.O. Box 9000, Coeur d'Alene, ID 83816-9000. All proposals shall be marked "**Request for Qualifications/Construction Manager/General Contractor (CM/GC Services)-Admin HVAC**". Submittals received after this date and time will be returned and shall not be considered.

The Kootenai County Board of Commissioners reserves the right to reject any or all responses and to waive any informality or irregularity in any proposal received.

Dated this 6th day of August, 2025.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Bruce Mattare, Chairman

ATTEST:  
Jennifer Locke, Clerk

By: \_\_\_\_\_  
Teri Johnston, Deputy Clerk

Publication Dates: August 6, 2025 & August 13, 2025



## **REQUEST FOR QUALIFICATIONS**

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

#### **For Kootenai County Administration HVAC Upgrade**

Return Completed Qualifications To:

Kootenai County  
Board of County Commissioners  
Attn: Jeff Voeller  
451 N. Government Way  
Coeur d'Alene, ID 83814

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED IN THE  
COUNTY COMMISSIONERS OFFICE BY 2:00 P.M. (PST), August 19th, 2025.**

Publish Public Notice: August 6, 2025 and August 13, 2025

Release Date: August 6, 2025

# REQUEST FOR QUALIFICATIONS

## SOLICITATION OF SERVICES

Kootenai County ("County") is seeking responses from licensed Idaho Public Works Construction Managers (CMs) who are also licensed Idaho Public Works Contractors, in good standing, to provide their qualifications to perform certain construction manager/general contractor services ("CM/GC Services") in accordance with Title 54, Chapters 19 and 45, Idaho Code, as determined by the County. The County has recently budgeted up to \$1.7 million dollars for replacement and upgrade of the HVAC system on the Administration Building, as described in the "Project Information" listed below.

The County intends to construct this project using the Construction Manager/General Contractor (CM/GC) delivery process. Responses should address the proposer's specific qualifications for this particular project described below.

The County's "Qualification Based Selection" (QBS) process will be performed in compliance with section 67-2320, Idaho Code. 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.

The purpose of this RFQ is to solicit proposals from firms with expertise in acting as a CM/GC with competence in providing, coordinating and performing trades necessary to complete the Project in its entirety. All Firms submitting Proposals are referred to as Proposers in this document. Upon execution of award, the successful Proposer will be designated as Contractor.

### A. PROJECT INFORMATION

Plans and specifications are available at: [www.architectswestplans.com](http://www.architectswestplans.com) under "Private Projects" tab, use Project Key: KCHVAC2025

Kootenai County is planning to construct the following project for which CM/GC Services are required:

1. General Project Description: The intent is to remove the Administration Building from the heating hydronic system fed from the boilers in the Old Courthouse adjacent. This project will remove the Hot/Cold Deck rooftop air handling unit and replace with a new RTU using electric heat. Also in scope is replacement of the 70 Terminal Units throughout the Building (over three floors), three split fan coil units, and an all-new Building Automation System to integrate into the existing system in other buildings on the campus.

2. The Administration Building is home to multiple departments serving a variety of functions for the County. The access and sequence of the work will be determined during the first phase of the CM/GC contract to determine the timing of work necessary throughout the building, identify

potential impact to existing departments, and create a schedule to maximize project efficiency, cost control and department impact.

3. The preliminary project schedule is as follows:

A. The Construction Document phase is anticipated to take approximately one (1) month. The contractor will review the current plans (set of full construction documents dated December 2024) and recommend changes to reduce overall project cost and assist in finding the most cost effective sequencing of the project while minimizing disruption to County Business Function.

B. Permitting and Bidding to present a Guaranteed Maximum Price (GMP) will take two (2) months, and

C. Construction timeline is to be determined based on the mutually agreed plan between the CM/GC, Design Team, Key MEP Contractors and Kootenai County.

It is the intent of the County that the three main components of the Project Team will consist of the County, the Architectural/Engineering Design Team, and the CM/GC. The project team will work with the Key MEP contractors to determine the most efficient sequence of the work to minimize disruption to the Business Functions of the County throughout the various departments.

The Kootenai County Contact for this project is:

Jeff Voeller  
Director of Facilities  
Kootenai County  
451 N. Government Way  
PO Box 9000  
Coeur d'Alene, ID 83816-9000  
Phone: (208) 446-1422  
[jvoeller@kcgov.us](mailto:jvoeller@kcgov.us)

Kootenai County has retained the following Architect and Engineering Firms to coordinate the design and construction administration for the project through construction completion:

Architects West, Inc  
210 E Lakeside Avenue  
Coeur d'Alene, ID 83814  
Joey Toews

Coffman Engineers  
221 N Wall Street, Suite 500  
Spokane, WA 99201  
Parker Mathews

**BUDGET:** The County has a total budget of \$1.7 million to include CM/GC and Construction administration fees.

## **B. REQUIRED SERVICES (SCOPE OF WORK)**

Throughout this project, the CM/GC shall provide the County with professional construction management services and represent the County's interests in completing the project on time, within budget, and as planned with a minimum of difficulties. It is anticipated that the County will enter into a contract substantially conforming to AIA Document A133-2009 (the Form Contract) for CM/GC Services in connection with this project; provided, however, that the County reserves the right to change, modify or amend the Form Contract in formulating the final contracts to be entered into by the County. CM/GC Services shall include, but are not limited to, both 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.

## **C. 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 responders' qualifications to serve as a CM/GC.

<b>Written Requirements for Responses for Responses to Request for Qualifications</b>	<b>Possible Points for Each Section of Proposal</b>
1. Cover Letter (limit to one page)	0 (pass/fail)
2. Complete “ <b>CM INFORMATION</b> ” as provided in Part F	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 and proximity of your location to Kootenai County. Describe how your particular expertise, experience and/or techniques can be an advantage to the County 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

<p><b>4. PROJECT APPROACH:</b> Describe your approach to providing CM/GC Services described in A) Preconstruction Services, B) Construction Services as a CM/GC, and C) How your firm uses the latest technology to construct, coordinate and manage overall project construction and sub-contractors (such as BIM or Procore). 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.</p>	20
<p><b>5. TOTAL PROJECT BUDGET CONTROL:</b> Submit a 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>	20
<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 responsibility.</p>	5
<p><b>8. PAST PERFORMANCE:</b> Name three (3) recent and relevant projects of similar size and scope to that of the County’s project (on which you will propose) that you completed, demonstrating your firm’s ability to manage and complete projects within budget and on schedule. Direct experience managing and completing similar projects will be given greater weight in this criterion.</p>	20
<p><b>Total Points Possible</b></p>	100

**C. RESPONSE SUBMISSION PROCEDURES**

1. Written responses to the RFQ will be accepted at the Kootenai County Commissioners Administrative Office, 451 N. Government Way, Coeur d'Alene, Idaho 83814 until 2:00 p.m. (PST), August 26, 2025.

2. Submittals shall include two (2) original pdf copies and an electronic version of the proposal on a flash drive. 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: "**Request for Qualifications/Construction Manager/General Contractor (CM/GC Services)-Admin HVAC**".

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 Jeff Voeller, Kootenai County Director of Facilities at [jvoeller@kcgov.us](mailto:jvoeller@kcgov.us)

Kootenai County may elect to forward some questions to the Architect/Engineer Team, but all questions must be in writing in email format by August 21, 2025, 2:00PM. Submitting firms are requested **NOT** to contact other County employees.

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

1. The RFQ schedule is as follows:

RFQ advertisements:	August 6 & August 13, 2025
RFQ available:	August 6, 2025
Non Mandatory Site Visit	August 19, 2025 8:00am
Deadline for Proposers' Questions	August 21, 2025 2:00PM
RFQ proposals due:	August 26, 2022 2:00PM
Evaluation committee ranking:	August 27-29, 2025
Interview notification:	TBD if needed
Evaluation committee interview and selection:	TBD if needed
Recommendation to Board of County Commissioners:	By Sept 9, 2025

2. Representatives of the County or 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 County.

5. All persons or entities who submit responses to this Request for Qualifications will be notified when the County 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 County 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 County.
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 County's request, a respondent may be asked to submit additional information to supplement their response.
5. The County reserves the rights 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; and
  - 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: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

2. Name, title, address, and telephone of the firm's officer responsible to the County for all work to be provided under this RFQ:

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip)

Physical Address: \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip)

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

- Corporation     Partnership     Limited Liability Co.     Other (explain)

4. Please provide the following license information:

Idaho Public Works Construction Manager License No.: \_\_\_\_\_, held by \_\_\_\_\_  
\_\_\_\_\_ (name of licensed CM who will be  
responsible). Idaho Public Works Contractor License No.: \_\_\_\_\_

5. 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: \_\_\_\_\_

6. Provide a letter from a Surety for the project guaranteeing the performance and performance of the General Contractor. A payment and performance bond will be required upon delivery of the Guaranteed maximum price from the awarded firm.

7. State the contact information for your current insurance company(-ies) that provide(s) coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Company Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

8. If you answer yes to any of the following questions, provide a 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
- d. Within the past five (5) years has your current firm or any predecessor organization been debarred, suspended, or prohibited from participation in bidding, or found to not be a responsible bidder, in any federal, state or local procurement process? 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: \_\_\_\_\_