

The board may use any of the methods of procurement described herein when procuring public works construction. In all cases, the board or its designee will ensure that applicable state and federal law is followed.

DESIGN-BUILD CONSTRUCTION

The board may use the design-build method of construction in contracts for the construction, repair or improvement of district buildings. For purposes of this policy, a design-build contract is a contract between the board and contractor or other party in which the contractor agrees to both design and build a structure or other item specified in the contract.

The board will use the following criteria in determining when to use the design-build method of construction:

- 1. Project suitability for design-build method contracting regarding time constraints, costs and quality factors;*
- 2. The availability, capability and experience of potential design-build firms;3.*

Any design-build firm, regardless of its organizational structure, must comply with all requirements of Idaho Code §§54-1201 *et seq.*, relating to licensing of engineers and surveyors, and Idaho Code §§54-1901 *et seq.*, relating to public works contractor licensing. Any Idaho professional engineering licenses required shall be obtained prior to submittal of a design-build firm's proposal. The design-build firm shall also obtain any required Idaho public works licenses prior to submittal of a proposal, unless the project involves federal funds. If the project involves federal funds, then the design-build firm must obtain any required Idaho public works licenses prior to contract award.

Conflicts of Interest

A professional engineer licensed in the state of Idaho have responsible charge (as defined in Idaho Code §54-1202) of preparing any requests for qualifications (RFQ) and requests for proposals (RFP) associated with the project, and such professional licensed engineer may not be affiliated with any design-build firm submitting proposals on the project. For each design-build project, the board will designate an evaluation committee to review and evaluate submittals in response to any RFQ and RFP for the project. Any RFQ and RFP must address potential organizational conflicts of interest as follows:

- 1. No person or business entity that assisted the district in preparing the solicitation documents will be allowed to participate as a design-build firm or as a member of the design-build firm's team; provided the board may determine that there is not an organizational conflict of interest where:*

- a. *The role of the person or business entity was limited to provision of preliminary design, reports or similar “low level” documents that may be incorporated into the solicitation but did not include assistance in the development of instructions to design-build firms or evaluation criteria; or*
- b. *All documents and reports delivered to the board by the person or entity are made available to all potential design-build firms.*
2. *The design-build firm shall disclose all relevant facts concerning any past, present or currently planned interests that may present an organizational conflict of interest.*
3. *If at any time during the selection process or during the contract period a previously undetermined organizational conflict of interest arises, the design-build firm must disclose that information as soon as discovered and mitigate or eliminate the conflict.*

RFQ

At a minimum, the following shall be included in each RFQ:

1. *Relevant construction-related experience and performance;*
2. *Financial, personnel and equipment resources available for construction;*
3. *Designer qualifications including: (i) experience and performance of the designer on similar projects; (ii) qualifications and relevant experience of the designer’s project manager and key personnel; and (iii) available resources of the designer.*
4. *Scope of work statement and schedule;*
5. *Documents defining the project requirements;*
6. *Maximum time allowed for project design and construction;*
7. *Estimated cost of project design and construction;*
8. *Requirements for key personnel;*
9. *Scoring criteria for evaluating the qualifications submitted; and*
10. *The number of firms to be short-listed. The number of firms short-listed will be no less than two (2) or more than five (5).*

The criteria for evaluation of qualifications may include, without limitation:

1. *Technical qualifications for construction, such as specialized experience and technical competence, including key personnel;*
2. *Capability to perform construction, including the availability of key personnel;*
3. *Designer qualifications;*
4. *The proposed plan of the design-build firm to manage the design and construction of the project;*
5. *Understanding of and approach to the project;*
6. *Organizational conflicts of interest; and*
7. *Other appropriate qualifications-based selection factors.*

The RFQ shall not include any price-related factors. Designer qualifications shall be included in the selection process as a percentage of the total score based on project complexity, potential for design innovation and alternatives, and the project’s impacts to the public during construction and operation. The board will develop a short-list of the most qualified design-build firms from the proposals submitted in response to the RFQ. If only a single design-build

firm responds to the RFQ or remains on the short-list, the board may issue a new RFQ or cancel the solicitation.

The board will provide to each design-build firm that submitted qualifications the summary of scores of all proposers and the design-build firms' evaluation worksheets within three (3) business days following notification of the short-list. The confidentiality of the evaluation committee members and other design-build firms will be maintained.

Objection to RFQ

Any licensed contractor may appeal the determination that it does not meet the prequalification standards. Such appeal must be submitted to the board within seven (7) days after transmittal of the prequalification results. The board will conduct the appeal by reviewing solely the written objection and accompanying documentation; the board will not meet with the licensed contractor. If the board sustains its prior decision, it will state its reason(s) for the record. The board's decision concerning prequalification may be appealed to the public works contractors license board no more than fourteen (14) days following the board's decision on appeal, pursuant to Idaho Code §67-2805(3)(b)(iv). The public works contractors license board then has thirty-five (35) days to decide any such appeal. Failure to file a timely appeal of a prequalification determination will be deemed to constitute a waiver of any rights to file an appeal thereafter.

The board will stay the bidding process during the pendency of the prequalification appeal until the public works contractor's license board completes its review, but in no instance more than forty-nine (49) days after the board issued its final decision regarding the prequalification appeal. Any licensed public works contractor affected by a decision on appeal by the public works contractor's license board may, within twenty-eight (28) days of the final decision, seek judicial review as provided by Chapter 52, Title 67, Idaho Code.

RFP

The board will prepare a RFP for each design-build contract which includes, but is not limited to, the following:

- 1. Performance and technical requirements;*
- 2. Conceptual design;*
- 3. Specifications;*
- 4. Functional and operational elements for the delivery of the completed project;*
- 5. Description of the selection and award criteria, including the weight or relative order, or both, of each criterion;*
- 6. Copies of the contract documents the selected bidder will be expected to sign;*
- 7. Maximum time allowed for project design and construction;*
- 8. Estimated cost of design and construction or fixed price;*
- 9. A requirement that all proposals be submitted to the board in two (2) parts: (i) a technical proposal; and (ii) a price proposal;*

10. A requirement that all proposals be submitted in a separately sealed, clearly identified package that includes the date and time of the submittal deadline;
11. A requirement that the technical proposal include a critical path method and bar schedule of the work to be performed, or similar schematic, design plans and specifications, technical reports, calculations, permit requirements, applicable development fees, designer qualifications as they relate to the technical proposal and other data requested in the RFP;
12. A requirement that the price proposal contain all design, construction, engineering, quality control and assurance, and construction costs of the proposed project;
13. The date, time and location of the public opening of the sealed price proposals;
14. The basis for design-build firm selection and contract award; and
15. Other information relevant to the project.

The RFP selection and award criteria will include price, the design-build firm's design and construction qualifications, and may include time of completion, innovation, design and construction quality and other technical or quality related criteria. When applicable, the percent weighting of the technical proposal score that is assigned to the designer qualifications will be based on the project's level of design completeness prior to the RFP and the opportunity for design innovation and alternatives. As part of the RFP, and when available, the board will make available any project specific documentation, drawings, files, reports and other pertinent materials that would be of use to the eligible design-build firms.

The RFP will address and identify contract provisions including, but not limited to:

1. Allocation of known risks according to the type and location of the project, and the following risk factors shall be considered:
 - (i) governmental risks;
 - (ii) regulatory compliance risks;
 - (iii) construction phase risks; and
 - (iv) post-construction risks;
2. Payment and performance bonds;
3. Proposal guaranty;
4. General and professional liability insurance;
5. The department's standards, rules, guidelines, and special provisions requirements;
6. Environmental regulatory requirements, including whether the department or the design-build firm will acquire any or all of the permits required for construction;
7. Design and construction requirements, including specifications;
8. The final documents to be provided by the design-build firm upon completion of the project, which may include "as-built" plans, engineering reports, shop drawings, test results, documentation, daily reports and item quantities;
9. The date for submittal of the technical and price proposals; and
10. The date for opening the sealed price proposals.

Prior to proposal submittal, the board will offer design-build firms equal opportunity to participate in one-on-one meetings with the board or its designee regarding their proposals if the board determines such discussions are needed. The board will disclose to all design-build

firms any issues impacting the scope of work that are relevant to the RFP. The board will not disclose information to an individual design-build firm's confidential business information.

Proposals that are not responsive to the RFP may be excluded from consideration. The criteria for determining whether a proposal is not responsive shall be defined in the RFP. The technical proposal and price proposal must be submitted concurrently in separate sealed envelopes marked in strict accordance with the requirements and timeline of the RFP. After proposals are submitted, and prior to opening the price proposals, the evaluation committee will open, review and score or otherwise evaluate the technical proposals and any other required technical information in accordance with the established evaluation criteria in the RFP. After proposals are submitted, and prior to opening sealed price proposals, the board may conduct interviews with design-build firms during the technical proposal evaluations. Sealed price proposals will be kept in a secure location until read publicly. When applicable, the technical scores and best values shall be read publicly at the same time.

The board is not required to award a contract. If the board does award a contract, a contract will be executed and a notice to proceed will be given to the successful design-build firm.

Objection to RFP

Any participating bidder may object to the contract award by written response to the board's notice of a contract award. Such response must be submitted to the board clerk within seven (7) calendar days of the date of transmittal of the notice, and set forth the express reason(s) that form the objection to the award decision. The board will stay performance of the public works construction until it has addressed the contentions raised by the objecting bidder. The board will review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth its reason(s) therefor in writing. After completion of the review process, the board may proceed as it deems to be in the public interest. Any objection not submitted within the time set forth in this section will be deemed a waiver of any rights to raise such objection thereafter.

PUBLIC WORKS CONSTRUCTION UNDER \$100,000; LACK OF AVAILABLE LICENSED CONTRACTORS

For any single contemplated public works construction project with an estimated total cost of less than one hundred thousand dollars (\$100,000), where the board determines that there may be a lack of available licensed contractors, the district may publish a notice of intent to solicit bids in the newspaper of general circulation in the district, concurrently sending such notice to the public works contractors license board, soliciting statements of interest from licensed public works contractors to determine whether one or more licensed contractors is interested in submitting a bid.

Such notice will describe the project in sufficient detail to allow an experienced public works contractor to understand the construction project, the method(s) authorized for submitting bids (electronic or physical delivery), and the date and time by which a bid proposal must be received by the board clerk. The solicitation must provide a reasonable time to respond to the solicitation, provided that, except in the event of an emergency, such time shall not be less than three (3)

business days. If no licensed public works contractor submits a statement of interest, the board may purchase public works construction from other than a licensed public works contractor by using the same procurement procedures otherwise specified herein.

PUBLIC WORKS CONSTRUCTION BETWEEN \$100,000 AND \$250,000

When the board contemplates public works construction valued in excess of one hundred thousand dollars (\$100,000) but not to exceed two hundred fifty thousand dollars (\$250,000), the following procedures will be used:

Solicitation for Bids

The solicitation for bids for the public works construction to be performed will be supplied to no fewer than three (3) owner-designated licensed public works contractors by written means, either by electronic or physical delivery. The solicitation will describe the construction work to be completed in sufficient detail to allow an experienced public works contractor to understand the construction project the district seeks to build, the method(s) authorized for submitting bids (electronic or physical delivery), and the date and time by which a bid proposal must be received by the board clerk (or other authorized official), and shall provide a reasonable time to respond to the solicitation, provided that, except in the event of an emergency, such time shall not be less than three (3) business days.

Objections

The board clerk (or other authorized official) must receive written objections to specifications or bid procedures at least one (1) business day before the date and time upon which bids are scheduled to be received. *The board or designee will respond to any such objection in writing and communicate its response to all prospective bidders, adjusting bidding timeframes if necessary.* Any objection not submitted within the time required by this section will be deemed a waiver of any rights to raise such an objection thereafter.

Contract Award

When written bids have been received, by either physical or electronic delivery, they will be submitted to the board or a designee of the board shall present the lowest responsive bid to the board for approval or, if authorized, approve the bid. The governing board or the board's designee shall approve the responsive bid proposing the lowest procurement price or reject all bids and publish notice for bids, as before.

If the board finds that it is impractical or impossible to obtain three (3) bids for the proposed public works project, the board may acquire the work in any manner it deems best from a qualified public works contractor quoting the lowest price. When fewer than three (3) bids are considered, the board will document the efforts undertaken to procure at least three (3) bids, and such documentation shall be maintained for at least six (6) months after the decision is made. If two (2) or more price quotations offered by different licensed public works contractors are identical and constitute the lowest responsive bids, the board may accept the one it chooses.

PUBLIC WORKS CONSTRUCTION IN EXCESS OF \$250,000

When the board contemplates public works construction valued in excess of two hundred fifty thousand dollars (\$250,000), the board will engage in a competitive sealed bid process and contract with the qualified public works contractor submitting the lowest bid price complying with bidding procedures and meeting any prequalifications established by the bid documents. The board may elect to solicit competitive bids for public works construction with or without requiring prequalifications.

Soliciting Bids without Prequalification Requirements (Category A)

The board will consider bids submitted from any licensed public works contractor desiring to bid upon a public works project. In awarding a contract, the board may only consider the amount bid, bidder compliance with administrative requirements of the bidding process, and whether the bidder holds the requisite license, and shall award the bid to the qualified bidder submitting the lowest responsive bid.

Notice

The request for bids shall set a date and place for the public opening of bids. Two (2) notices soliciting bids shall be published in the official newspaper of the district. The first notice shall be published at least two (2) weeks before the date for opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened. The notice will succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder’s instructions, contract documents, and general and special instructions will be made available upon request and payment of a reasonable plan copy fee by any interested bidder.

Objections

The board clerk (or other authorized official) must receive written objections to specifications or bid procedures at least three (3) business days before the date and time the bids are scheduled to be opened. The board clerk, other administrative officer or the board supervising the bidding process will respond to any objection(s) in writing and communicate such response to all prospective bidders, adjusting bidding timeframes if necessary. Any objection not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection thereafter.

Submission of Bids

All bids must be presented or otherwise delivered under sealed cover to the board clerk or other authorized agent of the district designated by the information provided to bidders by the board with a concise statement marked on the outside generally identifying the project to which the bid pertains.

Bid Security

If the board deems it is in the district's best interest, it may require bidders to provide bid security in an amount equal to at least five percent (5%) of the amount bid. If required, a bid will not be considered unless one (1) of the forms of bidder's security is enclosed with it. The board may require that the bid security be in one of the following forms:

1. Cash;
2. A cashier's check payable to the district;
3. A certified check payable to the district; or
4. A bidder's bond executed by a qualified surety company, payable to the district.

Contract Award

Sealed bids will be opened in public at the date, time, and place specified in the notice, thereafter to be compiled and submitted to the board for award, or if a designee is authorized, for approval of the award. Any bid received by the board may not be withdrawn after the time set in the notice for opening of bids.

In its discretion, the board may reject all bids and re-bid, or may, after finding it to be a fact, pass a resolution declaring that the project can be performed more economically by purchasing goods and services on the open market. If two or more bids are the same and both constitute the lowest responsive bids, the board may accept the one it prefers. If no bids are received, the board may procure the construction goods and services without further competitive bidding procedures.

If the board chooses to award the contract to a bidder other than the apparent low bidder, the board will declare its reason(s) on the record and communicate such reason(s) in writing to all who have submitted a competing bid.

Failure to Execute the Contract

If the successful bidder fails to execute the contract, the amount of his bidder's security may be forfeited to the district at the sole discretion of the board and, thereafter, the proceeds may be deposited in a designated fund out of which the reasonable expenses for procuring substitute performance are paid.

The board may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the qualified bidder submitting the next lowest responsive bid. If the board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security may be applied by the board to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used, less reasonable administrative costs not to exceed twenty-five percent (25%) of the amount of the bidder's security.

Objection to Contract Award

If any participating bidder objects to the award of a contract, such bidder must submit a written response to the board’s notice within seven (7) calendar days of the date of transmittal of the notice, setting forth in such response the express reason(s) that the award decision of the board is in error. Thereafter, staying performance of any procurement until after addressing the contentions raised by the objecting bidder, the board will review its decision and determine whether to affirm or modify the award, or re-bid the contract, setting forth its reason(s) therefore. After completion of the review process, the board may proceed as it deems to be in the public interest. Any objection or appeal not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection or appeal thereafter.

Soliciting Bids with Prequalification Requirements (Category B)

The board may require that contractors “prequalify” prior to entering into competitive bidding for a public works project. Prequalification standards may be established by the board to consider the following issues: demonstrated technical competence, experience constructing similar facilities, prior experience with the district, available nonfinancial resources, equipment and personnel as they relate to the project, and overall performance history based upon a contractor’s entire body of work. Any licensed contractors desiring to be prequalified to bid on a project must submit a written response to the board’s request for qualifications. The board will then accept bids only from prequalified contractors.

The board will provide notice of the prequalification stage by publishing two (2) notices soliciting prequalification statements in the newspaper with general circulation in the district. The first notice must be published at least two (2) weeks before the date for opening prequalification statements, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened. The notice will succinctly describe the project to be constructed, the standards for evaluating the qualifications of prospective bidders, and the date and time by which qualification statements must be received.

Objection to Prequalification Procedures

The clerk of the board (or other authorized official) must receive written objections to prequalification procedures at least three (3) business days before the date and time of which prequalification statements are due. The board or designated administrative officer supervising the bidding process will respond to any such objections in writing and communicate its response to the objector and all other contractors seeking to prequalify, adjusting bidding timeframes if necessary. Any objection to prequalification procedures not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection thereafter.

Selection of Prequalified Contractors

After a review of qualification submittals, the board may select licensed contractors that meet the prequalification standards. If any licensed contractor submits a statement of qualifications but is

not selected as a qualified bidder, the board will supply a written statement of the reason(s) why the contractor failed to meet prequalification standards.

Appeal of Prequalification Determination

Any licensed contractor may appeal the determination that it does not meet the prequalification standards. Such appeal must be submitted to the board within seven (7) days after transmittal of the prequalification results. *The board will conduct the appeal by reviewing solely the written objection and accompanying documentation; the board will not meet with the licensed contractor.* If the board sustains its prior decision, it will state its reason(s) for the record. The board's decision concerning prequalification may be appealed to the public works contractors license board no more than fourteen (14) days following the board's decision on appeal, pursuant to the procedures set forth in Idaho Code §67-2805(2)(b)(iv). The public works contractors license board then has thirty-five (35) days to decide any such appeal. Failure to file a timely appeal of a prequalification determination will be deemed to constitute a waiver of any rights to file an appeal thereafter.

The board will stay the bidding process during the pendency of the prequalification appeal until the public works contractor's license board completes its review, but in no instance more than forty-nine (49) days after the board issued its final decision regarding the prequalification appeal. Any licensed public works contractor affected by a decision on appeal by the public works contractor's license board may, within twenty-eight (28) days of the final decision, seek judicial review as provided by Chapter 52, Title 67, Idaho Code.

Following the conclusion of the prequalification administrative procedures, the bidding stage shall proceed by the setting of a time, date, and place for the public opening of bids. In circumstances involving prequalified prime contractors, a notice soliciting bids shall be transmitted to prequalified bidders at least fourteen (14) days before the date of opening the bids. In circumstances involving prequalified specialty or subordinate contractors, notice shall be published in the official newspaper of the district twice, the first of which will be published at least two (2) weeks before the date for opening bids, and the second of which will be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened. The notice shall succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available upon request and payment of a reasonable plan copy fee by any prequalified bidder.

Objections to Bid Specifications/Procedures

The clerk of the board (or other authorized official) must receive written objections to specifications or bidding procedures at least three (3) business days before the date and time upon which bids are scheduled to be opened. *The board or its designee will respond to any such objection in writing and communicate such response to the objector and all other plan holders, adjusting bidding timeframes if necessary.* Any objection not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection thereafter.

Delivery of Bids

All bids must be presented or otherwise delivered under sealed cover to the clerk of the board or other authorized agent of the board designated by the instructions to bidders with a concise statement on the outside identifying the project to which the bid pertains.

Bid Security

If the board deems it is in the district's best interest, it may require the bidder to provide bid security in an amount equal to at least five percent (5%) of the amount bid. If required, a bid will not be considered unless the bidder's security is enclosed with it. The board may require that the bid security be in one of the following forms:

1. Cash;
2. Cashier's check, payable to the district;
3. Certified check, payable to the district; or
4. Bidder's bond executed by a qualified surety company, payable to the district.

Bid Opening

When sealed bids have been received, they shall be opened in public at a designated place and time. The board's designee shall thereafter compile and submit the bids to the board for award or, if authorized, approve the award. Any bid received by the board may not be withdrawn after the date and time set in the notice for opening of bids. *A bid will not be considered if it is not submitted in a form that substantially complies with the form provided by the board, and/or the bid security, if required, is not enclosed.*

Failure to Execute Contract

If the successful bidder fails to execute the contract, the amount of his bidder's security may be forfeited to the district at the sole discretion of the board and the proceeds deposited in a designated fund to pay the expenses of obtaining substitute performance.

The board may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the qualified bidder submitting the next lowest responsive bid. If the board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security may be applied by the board to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used, less reasonable administrative costs not to exceed twenty-five percent (25%) of the amount of the bidder's security to the owner.

Awarding the Contract

In its discretion, the board may accept a bid, reject all bids presented and re-bid, or, after finding it to be a fact, pass a resolution declaring that the project can be performed more economically

by purchasing goods and services on the open market. If identical bids are received, the board may choose the bidder it prefers. If no bids are received, the board may procure the goods or services without further competitive bidding procedures. *The board will send written notice of its decision regarding the award of the contract to all contractors who submitted a bid.*

If the board chooses to award a competitively bid contract involving public works construction to a bidder other than the apparent low bidder, the board must declare its reason(s) on the record and communicate such reason(s) in writing to all persons who have submitted a competing bid.

Objections to Contract Award

Any participating bidder may object to the contract award by written response to the board’s notice of a contract award. Such response must be submitted to the board clerk within seven (7) calendar days of the date of transmittal of the notice, and set forth the express reason(s) that form the objection to the award decision. The board will stay performance of the public works construction until it has addressed the contentions raised by the objecting bidder. The board will review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth its reason(s) therefor *in writing*. After completion of the review process, the board may proceed as it deems to be in the public interest. Any objection not submitted within the time set forth in this section will be deemed a waiver of any rights to raise such objection thereafter.



LEGAL REFERENCE:

Idaho Code Sections

- 33-601 – Real and Personal Property; Acquisition, Use or Disposal of Same
- 44-1001 *et seq.* – Public Works
- 54-1201 *et seq.* – Engineers and Surveyors
- 54-1901 *et seq.* – Public Works Contractors
- 54-4501 *et seq.* – Public Works Construction Management Licensing
- 67-2309 – Written Plans and Specifications for Work to be Made by Officials;
Availability
- 67-2310 – Subcontractors to be Listed on Bid of General Contractor; Exceptions
- 67-2804 – Waiver
- 67-2805 – Procurement of Public Works Construction

CROSS-REFERENCE:

- 850 – Purchasing
- 850P1 – Supplemental Purchasing Procedures
- 850.20 – Purchases Using Federal Funds
- 850.20P1 – Purchasing Procedures for Federal Awards
- 853 – School Building Plan Reviews and Inspection
- 854 – Contractual Certifications and Restrictions

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*