

Lakeland Joint School District #272

15506 N. Washington St.
Rathdrum, ID 83858
208-687-0431



**LJSD Vision: A community committed to academic excellence ...
dedicated to student success.**

Board Action Item Request

ACTION ITEM: RFQ for CM/GC - School Modernization Funds Projects

PURPOSE: Approve/Deny RFQ for CM/GC

MEETING DATE: November 19, 2025

PREPARED BY: Jessica Grantham, Tim Haag

REQUEST:

The School Modernization Fund projects include significant construction efforts that will occur under constrained timelines, including summer construction periods and occupied school sites. The CM/GC process enables the District to select a contractor based on qualifications, experience, and a collaborative approach rather than a low bid alone. This model fosters early collaboration between the contractor, design team, and District, resulting in more efficient project planning and reduced construction risk.

INFORMATION:

Utilizing the CM/GC delivery method provides several advantages for the District, including:

- **Enhanced Contractor Evaluation:** The CM/GC selection process allows the District to evaluate the qualifications, experience, and capacity of potential general contractors more thoroughly.
- **Collaborative Phasing and Scheduling:** Early CM/GC involvement supports the development of realistic project scopes and construction phasing plans to mitigate risks associated with compressed summer schedules and work on occupied school sites.
- **Proactive Material Procurement:** The CM/GC model enables early identification and procurement of long-lead materials and equipment to avoid construction delays.
- **Improved Subcontractor Vetting:** CM/GC delivery allows for more comprehensive review and qualification of subcontractors, reducing the risk of non-performance.
- **Constructability and Change Order Mitigation:** Early contractor engagement allows for constructability review during design, helping to minimize change orders and schedule impacts during construction.

FINANCIAL CONSIDERATIONS:

None at this time. Costs associated with CM/GC services will be brought forward for Board approval upon completion of the selection process.

RECOMMENDATION:

We recommend Board approval to issue a Request for Qualifications (RFQ) for Construction Manager/General Contractor (CM/GC) services for the School Modernization Fund projects.

ATTACHMENTS:

Draft RFQ CM/GC

Idaho Statutorily Allowed Bid Processes Comparison

REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC) SERVICES
For
LAKELAND SCHOOL DISTRICT No. 272: STATE BOND PROJECTS

SECTION 1: REQUEST FOR QUALIFICATIONS

Lakeland School District ("District") is seeking responses from licensed Idaho Public Works Construction Managers (CM's) and licensed Idaho Public Works Contractors, in good standing, to provide their qualifications to perform certain Construction Manager Services (CM Services) in accordance with Idaho Code, 54-4501, et. seq., as determined by District.

The District has budgeted approximately \$20,000,000 for modernization projects at multiple school facilities throughout the District. The budget is inclusive of all construction costs, architecture and engineering fees, pre-construction services, and contingencies. A detailed list of anticipated projects is included in outlines in Section 2. The work is anticipated to be constructed in phases over the course of two years.

The District intends to construct this project using the Construction Manager/General Contractor (CM/GC) delivery process and intends to select one qualified CM/GC from those who respond to this RFQ for the projects. Responses should address the proposer's specific qualifications for the projects described below.

This is a Qualification Based Selection complying with 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.

SECTION 2: PROJECT SCOPE

LSD is planning to construct the following projects for which CM/GC Services are required

LAKELAND HIGH SCHOOL

Replace Exterior Doors and Prep for Future
Access Control
HVAC Upgrades/Equipment Replacement
Plumbing Upgrades/Equipment Replacement
Electrical Equipment Upgrades/Replacement
Systems Upgrades Architectural Impacts
Partial Reroof

Electrical Equipment Upgrades/replacement
1968 RR Renovation
Systems Upgrades Architectural Impacts
Replace Cabinets (1968 - 1984 Areas)

JOHN BROWN ELEMENTARY SCHOOL

Siding/Windows/Exterior Doors
HVAC Upgrades/Equipment Replacement
Plumbing Upgrades/Equipment Replacement
Electrical Equipment Upgrades/Replacement
Systems Upgrades Architectural Impacts

ATHOL ELEMENTARY SCHOOL

HVAC Upgrades/Equipment Replacement
Plumbing Upgrades/Equipment Replacement
Electrical Equipment Upgrades/Replacement
1968 Restroom Renovation
Systems Upgrades Architectural Impacts
Replace Cabinets (1968 - 1984 Areas)
Partial Reroof

ACCESS SAFETY IMPROVEMENTS

Lakeland Middle/High Schools HWY 41

LAKELAND MIDDLE SCHOOL

HVAC Upgrades/Equipment Replacement
Electrical Equipment Upgrades/Replacement
Plumbing Upgrades/Equipment Replacement
Systems Upgrades Architectural Impacts
Gym Reroof

MISCELLANEOUS PROJECTS

As funding allows.

SPIRIT LAKE ELEMENTARY SCHOOL

HVAC Upgrades/Equipment Replacement
Plumbing Upgrades/Equipment replacement

The Project Team will consist of the School District including their Representative, the Architectural Design Team including Architects West, and the selected CM/GC.

ANTICIPATED SCHEDULE

Project Grouping	Design	Construction
LAKELAND HIGH SCHOOL, JOHN BROWN ELEMENTARY SCHOOL, LAKELAND MIDDLE SCHOOL	2025 through Spring 2026	Summer 2026
ACCESS SAFETY IMPROVEMENTS	2025 through Spring 2026	Summer 2026
SPIRIT LAKE ELEMENTARY SCHOOL, ATHOL ELEMENTARY SCHOOL	Summer 2026 through Spring 2027	Summer 2027
MISCELLANEOUS PROJECTS	TBD	TBD

SECTION 3: SCOPE OF SERVICES

Throughout the project, the CM/GC shall provide LSD with professional construction management services and represent LSD's interests in completing the project on time, within budget, and as planned with a minimum of difficulties. It is anticipated that AIA Document A133-2019 will be the Contract Form and the basis of agreements for CM/GC Services to be entered into for the projects. However, the District reserves the right to change, modify or amend the Contract Form in formulating the final contracts to be entered into by the District. CM/GC services shall include, but are not limited to, 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 Contract Form.

SECTION 4: 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 projects. 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' qualification to serve as a CM/GC.

Written Requirements for Responses to Request for Qualifications	Possible Points for Each Section of Proposal
1. Cover Letter (limit to one page)	0
2. Complete " CM INFORMATION " as provided in Section 8.	10
3. COMPANY PROFILE: Describe your firm's history, size, resources, philosophy of service, typical volume of work, financial stability, and basic construction management techniques and methods. Describe how your particular expertise, experience and/or techniques can be an advantage to the District in completing the project. Describe your experience, knowledge, and expertise in complying with Idaho public works procurement requirements and experience with public works contracts. Describe your experience and familiarity with the sub-contractor market local to the Coeur d'Alene and Spokane region.	15

4. PROJECT APPROACH: Describe your approach to providing CM/GC Services described in A) Preconstruction Services, B) Construction Services as a CM/GC. 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 who construction management responsibility will be assigned by names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing.	20
5. TOTAL PROJECT BUDGET CONTROL: Submit 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.	20
6. SCHEDULING: 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.	10
7. HOME OFFICE SUPPORT: Describe your home office support staff by name, position, and provide a flow chart of how pay requests will be received, approved, and prepared for payment.	5
8. PAST PERFORMANCE: Name three (3) recent and relevant projects of similar size and scope to that of LSD's projects (for which you will propose on) that you completed, demonstrating your firm's ability to manage and complete projects within budget and on schedule. Direct experience managing and completing school projects will be given greater weight in this criterion.	20

SECTION 5: RESPONSE SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted at the Lakeland School District Office, Attn: Jessica Grantham, Chief Finance Officer/Treasurer, 15506 N. Washington Avenue, Rathdrum, ID until 3:00 p.m. (PST), _December 12, 2025. Any submission received after this date and time shall be returned, unopened, in the original envelope.

2. Submittals shall include one (1) original, two (2) copies, and an electronic copy (PDF) of the proposal. 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: **CM/GC Services for Lakeland School District**.

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 only to Kevin Cole, Architect, either via email, kevinc@architectswest.com, or phone, (208) 667-9402.

5. All respondents are encouraged to register with the architect by email to be placed on a list to receive addenda and clarifications with respect to this solicitation. Register by emailing kimh@architectswest.com and include in subject line of email text "REQUEST TO REGISTER FOR LAKELAND SD CMGC RFQ ". Include firm name and primary point of contact, Idaho Public Works license number, and contact

information in body of email. A response will be provided to acknowledge registration. Registrants will also receive a link to download copies of schematic design documents for Lakeland High School, John Brown Elementary, and Lakeland Middle School.

6. Submitting firms are requested NOT to contact District employees. In the interest of fairness, all questions and answers will be shared with all bidders who submit a timely response to this RFQ.

SECTION 6: ANTICIPATED SCHEDULE OF EVENTS

Publish Notice of Advertisement for RFQ	November 22, 2025 November 29, 2025
Deadline for questions regarding the RFQ	December 9, 2025
Deadline to Submit Statements of Qualifications	December 12, 2025
Review Statements of Qualifications	December 12 th through Dec 16 th , 2025.
Interview Notification (If necessary)	December 16 th , 2025
Interviews (if necessary)	December 18 th ., 2025
Evaluation Committee finalize scoring.	December 18 th , 2025 through January 2 nd , 2026
Anticipated board approval	January 7 th , 2026

All persons or entities who submit responses to this Request for Qualifications will be notified when the School District has chosen to hire a CM/GC for the project, or has determined to submit a new Request for Qualifications.

SECTION 7: PROPOSAL GUIDELINES, EVALUATION, AND AWARD

1. Statements of qualifications will be evaluated by the District's CM/GC Selection Committee. The initial screening will be done without interviews by the Selection Committee.
2. Proposals will be ranked on qualifications and demonstrated competence as evidenced by the information presented in the statements of qualifications.
3. Interviews may be conducted at the sole discretion of the District. The Project Architect may be present in an advisory non-voting capacity at any interviews.
4. All persons or entities who submit responses to this Request for Qualifications will be notified when the School District has chosen a CM/GC, or has determined to submit a new Request for Qualifications.
5. The issuance of this RFQ and the receipt and evaluation of statements of qualifications does not obligate Lakeland School District to award a contract. The District will not pay costs incurred in responding to this RFQ, and may, at its discretion, cancel this process at any time prior to the execution of a contract without liability.

made a part of the contract for CM/GC Services.

7. The District, at its own discretion, may accept such statements of qualifications as it deems to be in the best interest of the District. Upon the District's request, a respondent may be asked to submit additional information to supplement their response.

8. LSD 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.
- Conduct investigations required to determine the respondent's performance record and ability to perform the work specified a part of the RFQ.

SECTION 8: 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: _____ Fax: _____

Email Address: _____

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

Name/Title: _____

Mailing Address: _____

(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

Email Address: _____

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

☐Corporation ☐Partnership ☐Limited Liability

☐Other (explain): _____

4. Please provide the following license information:

Idaho Public Works Construction Management License # _____

License held by _____
(name of licensed CM who will be responsible)

Idaho Public Works Contractor License # _____

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: _____

Email Address: _____

6. Provide a letter from Surety for the project.

7. State the contract information for your current insurance company(s) that provides 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: _____

Email 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 _____
9. Acknowledge Receipt of Addenda related to this RFQ (list addenda numbers) _____
10. 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: _____

Option One – Design – Bid – Build

- Rules outlined in 67-2309, 67-2310, 67-2320, & 67-2805 of Idaho Code
- The owner is responsible for each step of the procurement
 1. Design
 - Hire an architect or engineer to complete design and produce finished plans.
 - Plans are usually completed with little to no input from the contractor
 2. Bidding – Category A & B
 - Requires public invitations for bids and solicitations of qualifications
 - Category A projects are open to all licensed public works contractors
 - Category B projects follow a two-step process
 - 1st – Solicitation of Qualifications from which some contractors are prequalified to submit bids
 - 2nd – Bids accepted from only the prequalified contractors
 3. Build
 - Owner contracts with contractor. The owner is responsible for contract administration
 - Owner responsible for all costs above estimate provided by architect or engineer
 - Price adjusted through change orders to accommodate construction realities
- Advantages
 1. High degree of transparency
 2. Opportunity to receive multiple bids
 3. Well understood
- Disadvantages
 1. Time consuming
 2. No pricing information is available until after the design is finished
 3. Owner bears all responsibility and risk
 4. Required to hire the lowest bidder
 5. Limited contractor accountability
 6. Focuses on the lowest initial cost, not what might be best for long-term
 7. Change orders are common
- When to use
 1. Routine maintenance
 2. The project has a low risk of cost overruns
 3. Qualifications of the contractor are not a concern
- More information: https://www.youtube.com/watch?v=cF_5MEqbgUk

Option Two – Design – Build

- Design and Construction handled in a single contract
 1. Project lead can be the design entity or the construction entity
- Rules outlined in 67-2309 of Idaho Code
- Team can be selected without considering proposed costs

1. The owner selects the team (both designer and contractor) in one quality-based selection process.
 2. The owner and team determine when the final price should be established.
 3. The team completes design and construction to conform to the agreed-upon price
- Advantages
 1. Allows the owner to select the team based on quality and value
 2. Allows the owner to negotiate a fixed-price contract
 3. Provides the owner with one contractual point of responsibility
 4. Reduces the risk of going over budget
 - Disadvantages
 1. Requires more owner preparation at the start of the process
 2. The owner must select the entire team
 - May like one team member, but not the other
 3. The owner gives up control of design and construction details after the price is established
 4. Little opportunity for the owner to guide the process

Option Three – Construction Manager As Advisor

- Employs a third-party manager to oversee the Design/Bid/Build process
- Rules outlined in 54-4503, 54-4511, and 67-2320 of Idaho Code
- The owner remains responsible and holds the contracts, but has a consultant on hand to provide advice
 1. The owner selects & contracts with a licensed CM
 - Requires special license and bonding
 - Competitive selection based on qualifications (not price)
 2. CM advises during the design process
 - Owner contracts separately with a designer
 - CM helps represent owner's desires and priorities to architects and engineers
 3. CM handles the bidding process and hires contractors on behalf of the owner
 - Traditional bidding procedures apply
 4. CM oversees the construction
- Advantages
 1. All the advantages of the Design-Bid-Build with an extra set of eyes to help manage design, pre-construction, construction, and warranty.
 2. Allows the owner to consider budget pricing during design
 3. CM brings experience beyond that of most public employees
 4. 100% transparency with all change orders and 100% of the project contingency is retained by the owner
- Disadvantages
 1. The owner bears additional risk as it carries the prime contracts with all trade contractors, but contracts are 100% bonded
 2. Required to award to the lowest responsible trade bidders
- When to use
 1. The owner lacks the experience to manage Design-Bid-Build themselves

2. Larger, more complicated projects than routine maintenance
3. Transparency of costs out-weigh concerns of contract risk

Option Four – CM/GC

- Construction Manager/General Contractor
- Entire process handled in one contract
- Rules outline in 54-4503, 54-4511, and 67-2320 of Idaho Code
- Similar to CM Rep, but consultant also allowed to complete some of the construction
- CM/GC – 2016 Changes
 1. Bids required from multiple subcontractors
 2. CM/GC required to bid all work to be self-performed prior to opening other bids
 3. The owner is authorized to set limits on the amount of self-performed work
 4. All bids become public records once open
- Similar to Design/Build, but one entity is placed in charge of the entire process
 1. The owner hires a CM/GC
 - Selection uses the same process as selecting a CM Representative (qualifications not price)
 2. CM/GC involved in the design phase as a consultant
 - Engages contractor early in the process
 - Doing so catches problems early
 - Speeds up the process by eliminating the need to redesign parts of the project later
 3. CM/GC manages the bid process
 - Solicits bids from qualified trade contractors
 - The owner can be as involved as they wish
 - CM/GC allowed to submit bids for work they traditionally do and are licensed to perform
 - CM/GC opens bids with the owner present and awards work to the lowest bidder
 - CM/GC enters into contracts with subcontractors for supplies and construction
 4. CM/GC & Owner agree upon a Guaranteed Maximum Price
 5. CM/GC serves as General Contractor during the construction phase
 - CM/GC bears the risk of delivering the project on time and under budget
 - CM/GC manages all contracts and payables
 - CM/GC provides regular updates to the owner
- Advantages
 1. Includes construction expertise during the design phase – eliminates the need for changes later.
 2. Allows the owner to consider pricing throughout the design phase
 3. Allows the owner to negotiate a guaranteed maximum price
 4. Streamlines authority to make execution of plan more effective
 5. Shifts risk to the contractor
- Disadvantages
 1. Reduced owner involvement in bidding and contracting for construction work

- When to use
 1. Large, complex projects
 2. Looking to encourage innovation
 3. Projects have tight time frames or limited budget
 4. Owner wants to save money