



State of Idaho
Department of Administration
Division of Public Works

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<http://www.dpw.idaho.gov>

REQUEST FOR QUALIFICATIONS

DATE: May 8, 2013
TO: COMMISSIONING AGENTS
FROM: Tim Mason, Administrator Division of Public Works
SUBJECT: Commissioning Agent Services to the State of Idaho, Department of Administration,
Division of Public Works

DPW Project No. 13-206
Fine Arts Building
Boise State University (BSU)
Boise, Idaho

Responses to this Request for Qualifications (RFQ) will be received at the Division of Public Works, 502 North 4th Street (83702), P0 Box 83720, Boise, Idaho, 83720-0072, until 3:00 PM on May 29, 2013, for furnishing Building Commissioning Services to the State of Idaho.

Questions that arise as a result of this RFQ should be addressed to:

Ben Hill, Project Manager
Division of Public Works
PO Box 83720
Boise, Idaho 83720-0072
(208) 332-1914

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [<http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC>]. It is recommended that responders to this RFQ check this page prior to making their submittal.

The project will be funded by State funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Commissioning Agent will receive general instructions through the State. The Division of Public Works project manager will serve as the liaison between the Department of Administration, the Agency, the Design Professional, and the Commissioning Agent.

Commissioning Agent shall warrant that the Commissioning Agent does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Executive Order 2009-10 (http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html). Commissioning Agent

shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

The project, for which the commissioning service request is for DPW Project No. 13-206, a new building for Fine Arts at Boise State University, Boise, Idaho. The anticipated the scope will include:

1. A new building in the range of 90,000 gross square feet and will include modern instructional facilities including studios, classrooms, computer labs, and a fabrication areas, galleries, and critique spaces to support student efforts. Offices and meeting spaces to support faculty interaction are planned, and space for outreach to and support of the local community will be incorporated. Public space supporting the interactions of students, faculty, and visiting artist will be a vital component of the building.
2. The highly sustainable project is expected to be 40% more energy efficient than required by current code and must be designed to provide long term value through durability of materials and adaptability of general design and systems.

The estimated construction budget for this project is \$23,250,000 exclusive of fees, commissioning, contingencies, and tests.

REQUIRED SERVICES

Commissioning services may encompass, but not necessarily be limited to, the mechanical, electrical, fire sprinkling and alarm systems, and controls. The Commissioning Agent will be required to provide a commissioning plan during the design phase, review design submittal documents during design phase as well as reviews during construction phase for commissioning related issues, design and implement the testing of equipment and systems, and develop and implement operations and maintenance plans and training for building operators. See Commissioning Guidelines (New Building) available on the web at <http://adm.idaho.gov/pubworks/archengr/app7nbcg.pdf> for a description of services required by DPW, and attached APPENDIX I, Scope of Work outline. The Commissioning Agent will be required to provide professional liability insurance.

The Commissioning Agent will represent the Owner, the Division of Public Works (DPW), reporting directly to the assigned DPW Project Manager and will coordinate with the Design Professional and primary consultants.

PROPOSAL CONTENT

A. Basic Qualifications: Proposing firms shall have a minimum of five (5) years experience providing commissioning services for projects similar to the above referenced project and documented commissioning experience for at least two (2) University level commissioning projects. Provide basic data relative to firm's size, history, personnel, special expertise, and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

Specifically identify the firm's makeup as to sole proprietorship, professional corporation, partnership, and any relationships that include joint ventures, associates, or other special or unique relationships. Indicate if the firm is a subsidiary of any other firm or if the firm or principals operate or participate in other professional firms.

B. Specific Qualifications: List the individuals expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications.

C. Approach to Project: Include a statement of your approach to this specific project, including your

understanding of the requirements and your proposed implementation of the tasks indicated.

D. Past Performance: Submit reference letters from prior clients or client representatives. These letters should be specific to qualifications and activities relative to the proposed service.

E. Examples of Work: Relevant documents and publications may be submitted as examples of your work.

F. Format: To assist evaluation it is desirable to format the statement of qualifications similar to the headings listed above. The statement of qualifications should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the services and the approach to this specific project. Submit five (5) copies of the Statement of Qualifications and one each of other data, i.e. examples of work.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Boise State University, and others will rank the Statement of Qualifications, and at least three (3), but not more than five (5) firms or individuals will be selected for personal interviews. After interviewing the selected candidates, the evaluation committee will re-rank the Statement of Qualifications to determine the final ranking.

AWARD

Based on the results of the interviews and the Statement of Qualifications, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at its next regularly scheduled meeting.

PROPOSED DATES:

Receive Statement of Qualifications	May 29, 2013
Oral Interviews	June 13, 2013
Review by PBFAC	July 9, 2013
Negotiate Contract	July 2013
Proceed with Services	August 2013
Completion of Service	August 2015

SELECTION

The State will attempt to select a firm at the next regularly scheduled meeting of the Permanent Building Fund Advisory Council. Upon selection of a firm, the State will issue a Letter of Intent. However, final award is contingent upon the successful negotiation of a contract.

The contents of the statement of qualifications may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all statements of qualifications received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of the Statement of Qualifications resulting from this request and subsequent interviews.

END