



C. L. "BUTCH" OTTER
Governor
ROBERT L. GEDDES
Director
JAN P. FREW
Administrator

State of Idaho

Department of Administration
Division of Public Works

502 North 4th Street
P.O. Box 83720
Boise, ID 83720-0072

Telephone (208) 332-1900 or FAX (208) 334-4031
Design and Construction
Facilities Services
<http://dpw.idaho.gov>

June 8, 2016

REQUEST FOR QUALIFICATIONS

TO: COMMISSIONING AGENTS

BJM

FROM: Jan P. Frew, Administrator Division of Public Works

A handwritten signature in blue ink that reads "Jan Frew".

SUBJECT: Commissioning Agent Services to the State of Idaho, Department of Administration, Division of Public Works

DPW Project No. 16-207 Materials Science 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 July 14, 2016, for furnishing Building Commissioning Services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Martin Santoyo, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1913
Martin.Santoyo@adm.idaho.gov

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [http://dpw.idaho.gov/professional_services/]. It is recommended that responders to this RFQ check this on a regular basis for changes/addendum 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. 16-207, Materials Science building at Boise State University, Boise, Idaho.

The anticipated the scope will include:

A new materials science building with teaching spaces, laboratories, research and computational laboratories to facilitate cutting-edge research, faculty offices, a 250 seat lecture hall, and two 80 seat classrooms. The building will be located on the BSU campus between the student recreation center and the engineering complex. A preliminary programming study has been completed and is attached to this RFQ identified as "Preliminary Programming Study, New Materials Science Building, Boise State University, Exhibit A".

It is intended that the selected team will be retained during the design phases for cost analysis, constructability, and quality control reviews and then continue through complete construction phases.

The University desires a highly sustainable project and the project designed to provide long-term value through durability of materials and systems. Construction Managers may choose to highlight their experience and ability in providing a commissioned building to meet those goals.

The estimated construction budget for this project is \$35,425,000 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 "Instructions and Forms for Design Professionals", Appendix VII.A Commissioning Guidelines (New Building) available on the web at [http://dpw.idaho.gov/design_professional/ Scope of Work](http://dpw.idaho.gov/design_professional/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	July 14, 2016
Oral Interviews	August 17, 2016
Review by PBFAC	September 7, 2016
Negotiate Contract	September 2016
Proceed with Services	Tentatively September 2016
Completion of Service	May 2020

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 of 16207 CxA RFQ