State of Idaho

Department of Administration
Division of Public Works

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Design and Construction

Facilities Services

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Governor
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September 24, 2012

REQUEST FOR QUALIFICATIONS

TO: TESTING, ADJUSTING and BALANCING (TAB) FIRMS

FROM: TIM MASON, Administrator
Division of Public Works

SUBJECT: REGIONAL SMALL PROJECTS, STATEWIDE

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720 Boise, Idaho 83720-0072 until **Wednesday, October 17, 2012, at 5:00 p.m.**, for furnishing Testing, Adjusting and Balancing services to the State of Idaho.

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

Greg H. Johnson, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720-0072
(208) 332-1919

DESCRIPTION OF REQUEST FOR SERVICES

Annually the State of Idaho, Division of Public Works constructs several projects that require the services of a Testing, Adjusting and Balancing (TAB) firm to perform testing evaluations to determine if the design air, and/or water mechanical systems are delivering the quantities as specified or directed. Services will relate to projects where the estimated engineering fee plus reimbursable expenses does not exceed a set amount established by the Permanent Building Fund Advisory Council. The present fee limit is $40,000 per project. Total fees to be authorized under these regional contracts will depend on legislative or agency funding and could vary greatly from region to region. The contracts are intended to be for a two-year period.

The types of services that may be anticipated involve Testing, Adjusting and Balancing of heating, ventilation, air conditioning, and plumbing circulation systems on State of Idaho Public works projects.

On occasion, other related, but more specific services may also be required. The TAB Firm will furnish all labor, materials, tools, and equipment necessary for performing related Testing, Adjusting and Balancing services. The TAB Firm may also be asked to meet on a regular basis with the DPW Project Manager, DPW Field Representative, Mechanical Engineer, Construction Manager, Commissioning Agent, and others on the Design Team for the purpose of providing a verbal and/or written report of the testing results. In addition, certain projects may require the TAB Firm to make a presentation to the Permanent Building Fund Advisory Council or other State agencies. At the conclusion of the services the TAB Firm will provide written copies of log and balancing data to the State and others as requested. Projects are typically located throughout the State of Idaho and range in size and scope from new smaller and larger buildings, building additions and alterations and repairs to existing facilities.

The ability to execute these small projects on short notice in a reasonably short time is a major concern. On-site administration is frequently required for these small projects, particularly when emergencies and critical time lines exist.

TAB Firms will be selected for services in one or more of the following regions. The Firms shall identify the region(s) for which they are proposing. A separate set of submittals is required for each region in which the Firm would like to be considered.

North Idaho: Lewiston, Moscow, Orofino, Coeur d'Alene area north to the border with Canada. State institutions within this area include the University of Idaho, Lewis-Clark State College, Lewiston State Office Building, State Hospital North, North Idaho Correctional Institution, North Idaho College and regional offices of the Departments of Health & Welfare, Lands, Fish and Game, Transportation, and Labor. (Anticipate one TAB Firm in this area.)

Southwest Idaho: McCall, Boise, Nampa, Caldwell, Twin Falls, Burley, Gooding and Jerome, including the Capitol Mall, Idaho Correctional Institutions, Health & Welfare and Agriculture Laboratories, Idaho State School & Hospital, Boise State University, College of Southern Idaho, Deaf and Blind School and other state buildings in the area. (Anticipate two TAB Firms in this area.)

Southeast Idaho: Pocatello, Blackfoot, Idaho Falls and St. Anthony area including Idaho State University, State Hospital South, Eastern Idaho Technical College, Idaho Falls State Office Building, State Juvenile Corrections Center, St. Anthony Work Center and regional offices of the Departments of Health & Welfare, Lands, Fish and Game, Transportation, Corrections, and Labor. (Anticipate one TAB Firm in this area.)

Projects in the fringe areas of various regions may be assigned to TAB Firms in adjacent regions depending on circumstances such as immediate workload, past involvement, or special experience.

SUBMITTAL CONTENT

A. **Basic Qualifications:** 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.

   The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of the submittal.

B. **Specific Qualifications:** List the team 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. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.

C. **Approach to Project:** Include a statement of your approach to and anticipated response to various small projects. Limit to two pages.

D. **Past Performance:** Submit reference letters from prior clients or client representatives, Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and agency staffs.

E. **Examples of Work:** Previous projects of this type should be submitted as examples of your work. For TAB Firms who have done similar work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples.

F. **Additional Information:** Indicate the location of the office where the services will be performed.

G. **Format:** To assist evaluation, it is desirable to format the proposal similar to the headings listed above. The submittal should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the services. Performance on past projects with the State of Idaho and other clients is a highly important factor. Submit five (5) copies of the submittal and one each of other data, i.e. examples of work.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works and others will rank the submittals. Following initial ranking, interviews with the top ranked firms in each area may be conducted. Interviews, if required, will be conducted in each region.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final scores.

It is anticipated that selection will be for firms that maintain an office within or near each geographic area; however qualifications may result in some deviation.

AWARD

Based on the results of the final ranking of the evaluation committee, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at their scheduled November 29, 2012 meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the TAB Firm by the Division of Public Works, Department of Administration in accordance with prescribed procedures. Final award is contingent upon the successful negotiation of a contract.

PROPOSED DATES:

Receive Submittals	October 17, 2012
Oral Interviews if required	October 31 – November 14, 2012
Review by PBFAC	November 29, 2012
Contract in place	January 2013

PROVISIONS:

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. A sample agreement of standard terms and conditions is available from the Division of Public Works. TAB Firms will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of $500,000 professional liability insurance coverage. Candidates must be certified by the Testing, Adjusting and Balancing Bureau (TABB) and the National Environmental Balancing Bureau (NEBB). The State reserves the right to reject any or all submittals 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 submittals resulting from this request and subsequent interviews