



BRAD LITTLE
Governor
LORI WOLFF
Interim Director
PAT DONALDSON
Administrator

State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
Boise, ID 83720-0072
Telephone (208) 332-1900
www.dpw.idaho.gov

August 15, 2023

REQUEST FOR QUALIFICATIONS

TO: COMMISSIONING

FROM: PAT DONALDSON, Administrator
Division of Public Works

A handwritten signature in blue ink, appearing to read "Pat Donaldson", is written over the printed name of the Administrator.

SUBJECT: REGIONAL COMMISSIONING 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 **Thursday, September 21 at 3pm/MT**, for furnishing Commissioning services to the State of Idaho.

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

Elaine M. Hill
Division of Public Works
Elaine.Hill@adm.idaho.gov
(208) 332-1925

DESCRIPTION OF PROJECT

Annually the State of Idaho, Division of Public Works constructs several projects that require the services of a Commissioning Agent to evaluate mechanical, plumbing, electrical, lighting, fire safety systems, and/or building envelopes, to determine if the systems are performing as specified in the project documents or as directed by the Owner. Services will relate to projects where the estimated fee plus reimbursable expenses do not exceed a set amount established by the Permanent Building Fund Advisory Council. The present fee limit is \$50,000 per project. Total fees to be authorized under these regional contracts will depend on legislative or agency funding. The contracts are intended to be for a three-year period.

The types of services that may be anticipated involve the Commissioning of heating, ventilation, air conditioning, plumbing circulation systems and envelope commissioning of State of Idaho Public Works projects. On occasion, other related, but more specific services may also be required. The Commissioning Agent will furnish all labor, materials, tools and equipment necessary for performing related Commissioning and documentation. The Commissioning Agent may also be asked to meet on a regular basis with the DPW Project Manager, DPW Field Representative, Mechanical Engineer, Electrical Engineer, Construction Manager and others on the Design Team for the purposes of providing a verbal and/or written report of the testing results. In addition, certain projects may require the Commissioning Agent to make a presentation to the Permanent Building Council Advisory Council or other State agencies. At the conclusion of the services the Commissioning Agent will provide written copies of the Commissioning Plan, Site Visit Reports, Deficiency Logs and Commissioning Forms to the State and others as requested. Projects are 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.

Commissioning Agents will be selected for services statewide, to include all areas listed below. A total of five (5) contracts are anticipated to be awarded.

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.

Southwest Idaho: McCall, Boise, Nampa, Caldwell, Twin Falls, Burley, Gooding, and Jerome including the Capitol Mall, the Chinden Campus, Idaho Correctional Institution, Health & Welfare and Agriculture Laboratories, Southwest Idaho Treatment Center, State Hospital West, Boise State University, College of Southern Idaho, College of Western Idaho, Idaho Educational Services for the Deaf and Blind and other state buildings in the area.

Southeast Idaho: Pocatello, Blackfoot, Idaho Falls and St. Anthony area including Idaho State University, State Hospital South, College of Eastern Idaho, Idaho Falls State Office Building, Juvenile Correction Center, Pocatello Women's Correctional Center and regional offices of the departments of Health & Welfare, Lands, Fish and Game, Transportation, Correction, and Labor.

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

SUBMITTAL CONTENT

A. Basic Qualifications (10 points):

1. Provide basic data relative to CxA's company size, history, personnel years with firm, expertise for the required project technical experience, resources available to meet the project schedule and duration, and general information. Awards, associations, etc., may be included.
2. Provide information (at least three projects within the last five years) that validates that the company has had successful experience per the required project technical experience.

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 (10 points):

1. The work required by this Regional Request for Qualifications must be conducted by a qualified engineer who is appropriately license by Idaho Division of Occupational and Professional Licenses. Provide Idaho license number. Individuals that hold ANSI Certified Commissioning Credentials such as Building Commissioning Association CCP (Certified Commissioning Professional), ASHRAE BCxP (Building Commissioning Professional), AEE CBCP (Certified Building Commissioning), AABC Commissioning Group CxA (Certified Commissioning Authority) or NEBB CxPP (Commissioning Process Professionals) are highly recommended and should be noted in the submittal.
2. Provide resumes of individual(s) expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities and supply their qualifications per region in Idaho. Delineate their knowledge of various mechanical and electrical systems.

C. Technical Qualifications (5 - 10 points for each item below for a total of 40 points):

1. Give examples of your firm's engineering verification process to ensure systems operate as intended. What software programs if any, does the commissioning agent use to monitor, tracking, and assign tasks.
2. Explain your firm's commissioning approach of problem-solving systems so they function properly.
3. Provide examples of your team's experience in integration of existing and new equipment during remodels.
4. Describe how you plan to coordinate with the controls and testing and balancing contractors.

D. Examples of Work: (Max 10 Points):

Provide three examples of previous applicable projects/documents of the individual's commissioning services who will be performing the work. Include name, location, description, project owner, square footage, project construction cost, date, and a reference/contact for each project. Include a variety of examples of smaller alteration and repairs projects.

E. Format (5 points):

To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittal should be clear and to the point. Font shall not be less than 11 points. Please do not include QR Codes and/or Links to websites in your RFQ document. Emphasis should be placed on specific qualifications of the people to actually perform the services. Indicate the location of the office where the services will be performed.

SUBMITTALS

Submit four (4) bound copies and one (1) USB flash drive of the submittal at the time and place specified. **The submittal shall clearly identify the point of contact regarding the submittal, with e-mail address and phone number listed.** Failure to identify a point of contact may render submittal non-responsive.

EVALUATION

An evaluation committee consisting of two representatives from the Division of Public Works and two representatives from various State Agency staff will review and score the submittals. Following initial scoring, interviews with the top ranked firms in each area may be conducted.

The ranking process is accomplished in two steps: 75 points for the Initial Scoring based on the written submittal, and 25 points for a Final Ranking based on an interview. Step one: The selection committee will score the written submittals based on the criteria in the Qualification Statement Content and the top teams will be invited for an interview.

The scores will be based on the tables below.

Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	10
C	Technical Qualifications (5 - 10 points for each item)	40
D	Examples of Work	10
E	Format	5
Written Total		75
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items above in the written RFQ submittals.	20
	Selection Committee’s Q & A	5
Presentation – Interview Total		25

After interviewing the selected candidates, the evaluation committee will provide scores to be added to the submittal scores to determine the final scores.

AWARD

Based on the combined results of the evaluation committee, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at their schedule December 5, 2023, meeting. If the ranking is approved, a notice of intent to negotiate will be issued to the Design Professional 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: September 21, 2023, at 3pm/MT
Interviews: Between October 19 and November 16, 2023
Review by PBFAC: December 5, 2023
Negotiate contracts: December 2023 – January 17, 2024

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. Design Professional will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage. Candidate firms must have an Engineering license issued by the State of Idaho, at the time of submission. Provide professional license number and/or proof of licensure in the submittal. The State reserves the right to reject any or all submittals received as a result of this request. Provide all BCA's CCP program, the AABC's CxA program, or the NEBB's CXPP program. (Certifications could include Professional Engineer (P.E.), Certified Energy Manager (CEM), Building Commissioning Professional (BCxP) (CPMP), LEED AP) The State reserves the right to reject any or all submittals received as a result of this request. 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 timelines exist.

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. Refer to the Instruction for Design Professionals manual found at <https://dpw.idaho.gov/docs-forms-guides/> for more information.

**End of DPW
REGIONAL RFQ for COMMISSIONING**