



State of Idaho
Department of Administration
Division of Public Works

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September 28, 2023

REQUEST FOR QUALIFICATIONS

TO: COMMISSIONING FIRMS
FROM: Pat Donaldson, DPW Administrator *Pat Donaldson* ACTG.
SUBJECT: DPW PROJECT NO. 22602
Lewiston Veteran's Home Expansion and Remodel
Idaho Division of Veterans Services
Lewiston, Idaho

RFQ submittal packages will be received at the Division of Public Works office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, **OCTOBER 24, 2023**, 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:

Elaine M. Hill, DPW Project Manager
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Elaine.Hill@adm.idaho.gov

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

Funding for the project is from the State and Federal. The Division of Public Works (DPW) will administer the project according to the terms and conditions of State laws and guidelines. The commissioning agent will receive general instructions through the State. A Project Manager/Owner's Representative from DPW will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, the CM/GC, and the COMMISSIONING FIRM.

The COMMISSIONING FIRM shall warrant the following: not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The

COMMISSIONING FIRM 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.

DESCRIPTION OF PROJECT

The scope of the project includes a multi-phased renovation and expansion of the current 66 skilled nursing rooms (double occupancy) into private resident rooms with private bathrooms. The home-like units will share multiple dining, living, patio, den/day spaces and exterior courtyards. Other amenities include a canteen/bistro, theater, therapy, pharmacy, and administration support spaces. The existing resident rooms and common food preparation area, laundry facility, maintenance, supply areas and parking will be remodeled. The phased construction of the home will allow the Veterans to continue living in their home during the expansion.

In addition to the residence expansion, the project will also include the remodel of existing community spaces and administrative services to better meet the needs of the residents. Southeast of the facility will be a newly developed therapy garden and enclosed community courtyards for additional recreational and activities such as gardening.

Construction start date is dependent on federal grant opportunity with the earliest plausible grant opportunity allowing for a schedule to commence on or about June 2024 and completion December 2026. Construction is contingent on federal grant opportunity being awarded.

REQUIRED SERVICES

DPW and IDVS are looking for a commissioning firm who will be a team player. Commissioning services may encompass, but not necessarily be limited to building envelope, the mechanical, electrical, fire sprinkling and alarm systems, and controls. The COMMISSIONING FIRM will be required to provide a commissioning plan during the construction document phase, as well as the 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. Services will continue through a two-year warranty following Substantial Completion for the heating & cooling systems.

The COMMISSIONING FIRM will be required to provide professional liability insurance.

The COMMISSIONING FIRM will represent the Owner, the Division of Public Works (DPW), reporting directly to the assigned DPW Project Manager/Owner's Representative and will coordinate with the Design Professional and primary consultants.

The CxA responsibilities may include Development of a Commissioning Plan encompassing construction documents, the Construction and Acceptance Phases and the Occupancy and Operation Phases; HVAC system, instrumentation, alarms, and controls; Hydronic Piping, Domestic water systems, life safety systems, power distribution systems, interior lighting systems and controls; elevators, assist with problem-solving or with resolution of non-conformance or deficiency issues.

REQUIRED PROJECT TECHNICAL EXPERIENCE

Electrical systems required to be commissioned are as follows:

1. Controls
2. Generator
3. Electrical equipment

Mechanical and Plumbing systems required to be commissioned are as follows:

1. Residence Rooms:
 - a. Every residence room is heated, cooled and ventilated through individual fan coil units. Each fan coil unit is equipped with a filter, a chilled water coil and an electric heating section.
2. Commercial/Support Areas:
 - a. Every room, or group of rooms, is heated, cooled and ventilated through individual fan coil units. Each fan coil unit is equipped with a filter, a chilled water coil and an electric heating section.
 - b. The central chilled water plant consists of dual air-cooled chillers with dry cooler economizer features. The pumping system consists of three (3) 50% pumps. The pumps will be programmed to provide a differential pressure between the supply and return chilled water systems. The system design is for a variable flow primary type of system.
 - c. A critical feature of the facility will be the proper control of all air pressures. The air pressure relationships between the occupant's restrooms, living quarters, and common spaces will be adjustable for different levels of containment. Ventilation to the resident rooms is provided by energy recovery ventilators (ERV) with desiccant energy recovery wheels. The airflow and operation of each ERV is to be confirmed at the multiple scheduled airflows. Ventilation to the hallways and non-resident areas is provided respectively by 100% outside air units and packaged energy recovery units with chilled water coils and gas heat.
3. Domestic Hot water:
 - a. Domestic hot water is provided by three groups of water heaters. One group for the laundry one for the kitchen and 1st floor, and one group for floors 2-4. Each hot water system has multiple water heaters with a recirculation pumping system. The 1st floor domestic water will be supplied via city water pressure while floors 2-4 will receive boosted water pressure from a booster pump.
4. Direct Digital Controls:
 - a. A complete DDC system shall be installed to control every aspect of the mechanical and plumbing systems. The complete functional testing of all systems in all modes of operations shall be tested and verified by the commissioning agent.

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications:** (Max 10 Points)

1. Provide basic data relative to CxA's company size, history, personnel, expertise for the required project technical experience, resources available to meet the project schedule and duration, and general information. Individual resumes, 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 and project systems as noted above.

The Division of Public Works reserves the right to investigate and confirm the proposer'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 proposal.

B. **Team Member Qualification:** (Max 30 Points)

1. List the individuals expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualification, and relevant experience to the project.
2. List three projects the individuals have most recently completed as a CxA within the last five years. Name the project, mechanical system, the Owner, the Architect, cost of construction, and construction delivery method. Projects that are nursing homes and/or hospital construction are highly recommended.
3. Capability to perform all of the project through the duration of the project.
4. The work required by this 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.
5. 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.

C. **Technical Approach to Project:** (Max 15 Points)

Include a statement of your technical approach to this project addressing pre-construction services, phased construction, and overall integration of the new and remodel phases. Discuss your procedures for review / coordination and quality control during pre-construction through construction. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment. Describe how you plan to coordinate with the CMGC's control contractor and TAB contractor.

D. **Management Approach to Project:** (Max 10 Points)

Describe your proposed management approach to overseeing the project expertly and efficiently, including distribution of tasks, duration of which staff will be on site during what periods of time. Describe your approach to integrate the commissioning into the normal design and construction process in order to minimize potential time

delays. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment. Include your process for monitoring during the one-to-two-year warranty period.

What software programs if any, does the commissioning agent use to monitor, tracking, and assign tasks.

E. 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.

F. Format: (Max 5 Points) To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Primary contact should be clearly identified on the cover sheet with an email address.

SUBMITTAL

Submit five (5) copies of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION

A selection committee consisting of two (2) persons from DPW, one (1) person from IDVS, and two independent selection committee members will rank the submittals.

The ranking process is accomplished in two steps: 80 points for the Initial Ranking based on the written submittal, and 20 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.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Team Member Qualifications	30
C	Technical Approach to Project	15
D	Management Approach to Project	10
E	Examples of Work	10
F	Format	5
Written Total		80
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items above in the written RFQ submittals.	15
	Selection Committee’s Q & A	5
Presentation – Interview Total		20

The timeframe for the teams invited for an interview is approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee’s Q&A; and 5-10 minutes for the CxA’s closing comments. After

interviewing the selected teams, the selection committee will rank the interviews to determine the remaining 20% score.

After interviewing the selected teams, the selection committee will re-rank the proposals to determine the final score.

AWARD

Based on the results of the final proposals, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

PROPOSED DATES:

Receive RFQ Submittals	October 24, 2023
Oral Interviews	Week of November 13 thru 16, 2023
PBFAC Selection Approval	December 5, 2023
Negotiate Contract	December 2023

SELECTION

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

The contents of the submittal 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 proposals 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.

END 22602 COMMISSIONING FIRM RFQ