



BRAD LITTLE
Governor
STEVEN BAILEY
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

January 17, 2024

REQUEST FOR QUALIFICATIONS

TO: COMMISSIONING FIRMS

FROM: Pat Donaldson, DPW Administrator

BAM

SUBJECT: DPW PROJECT NO. 22201
Student Residence Hall
Boise State University
Boise, 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, February 12, 2024, 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:

Margie Kennedy, DPW Senior Project Manager
(208) 332-1917

Margie.Kennedy@adm.idaho.gov

Division of Public Works

502 N. 4th St.

PO Box 83720

Boise ID 83720-0072

or

Barry Miller, DPW Project Manager/Deputy Administrator
(208) 332-1916

Barry.Miller@adm.idaho.gov

Division of Public Works

502 N. 4th St.

PO Box 83720

Boise ID 83720-0072

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.

This project will be funded by State Dollars through BSU Revenue Bonds. 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 from DPW will be assigned to serve as project manager and liaison between the Department of Administration, Boise State University, and the COMMISSIONING AGENT

The COMMISSIONING AGENT 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 construction of a new student residence hall for 450 first-year students broke ground in September of 2023. The housing units will consist of double occupancy rooms with central bathrooms. Support spaces will include units for resident advisors, the resident director, other resident staff, office functions as well as common spaces such as kitchens, study areas, and lounges. Per the current schedule the building will be ready for occupancy in the Fall of 2025.

The project location is adjacent to Cesar Chavez Lane and the Boise River, between the existing BSU Library and Taylor Residence Hall. The building as designed has six floors at a total of 98,000 square feet with a footprint of 15,500 square feet. The construction contract is approximately \$45 million.

REQUIRED SERVICES

DPW and BSU are looking for a COMMISSIONING AGENT who will be a team player. 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 construction phase for commissioning related issues 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 one-year warranty following Substantial Completion for the heating & cooling systems.

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.

The COMMISSIONING AGENT'S responsibilities may include Development of a Commissioning Plan encompassing 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. Lighting Controls
2. Generator
3. Elevators
4. Electrical equipment

Mechanical systems required to be commissioned are as follows:

1. Residence Rooms:
Every residence room is heated and cooled by a two-pipe horizontal fan coil unit mounted within the ceiling plenum. Cooling is provided by a chilled water coil and heating is provided by an electric coil. An energy recovery unit is used to continuously supply outdoor air in the return plenum.
2. Commercial/Support Areas:
Every room, or group of rooms, is heated and cooled by a two-pipe horizontal fan coil unit mounted above the ceiling or within a ceiling plenum. Cooling is provided by a chilled water coil and heating is provided by an electric coil. An energy recovery unit is used to continuously supply outdoor air into the return air ductwork or the return plenum.
3. Chilled Water System:
The chilled water system consists of two air-cooled chillers mounted on the roof, two variable primary chilled water pumps located in the main mechanical room on the first floor, a glycol make-up package, an expansion tank, and a pressure independent bypass valve. Each chilled water coil is furnished with a two-way pressure independent control valve.
4. Heating Water System:
The heating water system consists of two high-efficient, condensing boilers, two variable primary heating water pumps, a glycol make-up package, and an expansion tank, all located in the main mechanical room on the first floor. The pressure independent bypass valve is located on the first floor of the east mechanical room. The system provides heat to the energy recovery units that are furnished with two-way pressure independent control valves.
5. Energy Recovery Units:
The energy recovery unit consists of an enthalpy wheel, supply fans, exhaust fans, an electric pre-heat coil and heating water post-heat coil. They are in each of the first-floor mechanical rooms and provide outdoor air to the occupied spaces.
6. Additional Mechanical Equipment that requires commissioning:
Exhaust fans. Dryer booster fans, electric heaters, ductless split system, and laundry make-up air system.

QUALIFICATION STATEMENT CONTENT

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

1. Provide basic data relative to COMMISSIONING AGENT's FIRM 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 COMMISSIONING AGENT'S FIRM 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 COMMISSIONING AGENT within the last five years. Name the project, mechanical system, the Owner, the Architect, cost of construction, and construction delivery method. Projects that are higher education housing 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 CBC P (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 the COMMISSIONING AGENT'S technical approach to this project. Discuss your procedures for review / coordination and quality control during 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 General Contractor's control sub-contractor and TAB sub-contractor.

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

Describe the COMMISSIONING AGENT'S 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 integrating the commissioning into the 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 actual COMMISSIONING AGENT’S 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, two (2) persons from Boise State University, and an independent selection committee member 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 COMMISSIONING AGENT’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	February 12, 2024
Shortlist Notification	February 20, 2024
Oral Interviews	February 27 or 28, 2024
PBFAC Selection Approval	March 5, 2024
Negotiate Contract	March, 2024

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 22201 COMMISSIONING AGENT RFQ