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Department of Administration
Division of Public Works

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February 5th, 2024

REQUEST FOR QUALIFICATIONS

TO: COMMISSIONING FIRMS

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 22461 & 22462
College of Western Idaho
Health and Science Building and Horticulture Buildings for College of Western Idaho
Nampa, 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 21st 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:

Barry Miller
(208) 332-1916
barry.miller@adm.idaho.gov
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072

or

Kody Koebensky, CORE Construction, DPW's Owner's Representative
(208) 789-3141
kodykoebensky@coreconstruction.com

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 College of Western Idaho (CWI). 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, CWI, the Design-Builder, 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 work includes two sites both located at the College of Western Idaho:

Ag Horticulture:

The Horticulture building is anticipated two PEMB totaling 15,200sf, an 8,000sf storage/maintenance shop, an 8,000sf barn, (2) approx. 2,500sf greenhouses, as well as required infrastructure required to develop the site. Adaptive lab spaces in new facilities as well as exterior spaces including growing fields, orchards and other hands-on learning environments. Key program components include: Main Horticulture Building that includes classrooms, lab spaces, and administrative support spaces; Equipment and Material storage shop; Greenhouses, growing fields and orchards.

Health Science:

The Health and Sciences Building is a three-story, 58,500 square foot building. Key program components for this building include, Registered Nursing, Practical Nursing, Surgical Technology, Dental Assistant, Physical Therapy Assistant, Occupational Therapy Assistant, and Medical Assistant. These key programed spaces roughly equal 25,000sf, additionally there will be approximately 4,000 square feet of business-use space, 3,700 square feet of back-of-house / maintenance space, and 7,800 square feet of shell space.

REQUIRED SERVICES

DPW and CWI are looking for a commissioning firm 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 FIRM will be required to provide a commissioning plan during 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. The COMMISSIONING FIRM will be required to review documents ahead of construction for code compliance and constructability. Services will continue through a one-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

The following equipment is included in the scope of the project including but not limited to:

1. Plumbing Systems - Domestic hot water generation equipment and irrigation system.
2. Hydronic Systems - Heating hot water systems, chilled water systems, heat recovery water systems, and condenser water system. Includes all pumps, condensate pumps, heating and cooling coils, cooling tower, dry cooler, and distribution piping and components.
3. Airside HVAC Systems - Includes air handling units, VAV terminal units, air conditioning units, heat recovery units, fresh air fans, supply fans, return fans, general exhaust fans, transfer fans, ventilation fans, make-up air units, VRF systems, lab fume hoods and Lab valve control system, unit heaters, condensing units and air distribution systems and components.
4. Ventilation Systems - Includes exhaust fans, kitchen hoods, industrial ventilation systems.
5. Terminal Heating and Cooling Equipment - Includes cabinet heaters, unit heaters, and reheat coils.
6. Control Systems - Includes the building automation system and all DDC controls
7. Life Safety Systems - Testing of all life safety systems interfaces with the mechanical systems, including duct smoke detectors, AHU shutdown, and fire and fire/smoke dampers.
8. Electrical Systems – Lighting Controls, Generator with ATS

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 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 your technical approach to this project addressing pre-construction services, phased construction, and overall integration of the new buildings. 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 Design-Builder's controls 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, two (2) persons from *CWI*, 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 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	February 21st, 2024
Shortlist Notification	February 28th 2024
Oral Interviews	March 7th, 2024
PBFAC Selection Approval	April 2nd, 2024
Negotiate Contract	April 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 22461 & 22462 COMMISSIONING FIRM RFQ