



**BRAD LITTLE**  
Governor  
**STEVEN BAILEY**  
Director  
**DALE REYNOLDS**  
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](http://www.dpw.idaho.gov)

**March 20, 2025**

**REQUEST FOR QUALIFICATIONS**

TO: COMMISSIONING FIRMS  
FROM: Dale Reynolds, DPW Administrator  
SUBJECT: DPW PROJECT NO. 22064  
New Female Prison and Facility expansion/renovation  
ISCI 13500 S. Pleasant Valley Road,  
Kuna, ID 83634

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 2:00 p.m., Mountain Standard Time Zone, on April 10, 2025, 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](mailto:Margie.Kennedy@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. 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, Idaho Department of Corrections (IDOC), 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**

Design and construction of a new minimum custody 584 bed Female Prison (approx. 165,000 sq. ft.) located next to but outside of the secure perimeter of the IDOC prison complex located in Kuna, ID. The Female Prison will also have in addition to housing units, support buildings including (but not limited to) Kitchen/Laundry, Dining, Classrooms and Administration.

Design and construction of a medium custody 276 bed Male Housing Unit within the ISCI facility (approx. 50,000 sq. ft.).

Design and construction of a new sewer lagoon adjacent to the existing lagoons to accept the increase in flow due to the new construction.

Tentative schedule is to start immediately with the Design Development phase. Construction will start Fall of 2025 with substantial completion the end of 2027.

The project construction delivery method is a Design-Build contract with Okland/HOK.

Total project budget is \$182,500,000.

## **REQUIRED SERVICES**

DPW and IDOC 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, security, alarm systems, controls, and lagoon. The COMMISSIONING AGENT will be required to provide a commissioning plan during the design phase for commissioning related issues including design intent and Basis of Design documents. They will also be required to review the design documents to ensure the building systems as designed meet the established requirements. Design reviews will be ongoing but a formal review process at a minimum will be required at the end of DD's and CD's. For Construction develop and implement protocols for the testing of equipment to ensure that systems and equipment are installed in accordance with the manufacturers recommendations, contract documents and operate as intended by the project design team. For systems and equipment, 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 security, alarm systems, and heating & cooling systems. Services will also require a plan and review of the sewer waste lagoon in addition to the buildings.

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-Build Contractor.

The COMMISSIONING AGENT'S responsibilities will include Development of a Commissioning Plan encompassing the Design (including commissioning specifications), Construction and Acceptance Phases and the Occupancy and Operation Phases; HVAC systems, instrumentation (including security), alarms, and controls; Hydronic Piping (if required), Domestic water systems, life safety systems, power distribution systems, interior lighting systems and controls; elevators (if required), assist with problem-solving or with





resolution of non-conformance or deficiency issues. Commissioning Agent will be responsible for planning and conducting commissioning meetings during design and construction as needed and for the distribution of minutes. A final Commissioning report shall include acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications etc.

## **REQUIRED PROJECT TECHNICAL EXPERIENCE**

The systems to be commissioned shall include, but are not limited to, all or part of the following:

- Mechanical/Electrical/Plumbing/Life Safety/Security.
- All control systems including central and local lighting systems (including occupancy sensor sampling and day-lighting controls);
- Building Automation Systems (including linkages to remote monitoring and control sites);
- Communication and paging systems;
- Electrical Systems including switchgear, switchboards, transformers, photovoltaic, lighting controls and lighting, occupancy sensors, daylighting, scheduled relays, etc.;
- Emergency power and uninterruptible power supply (UPS) systems and/or emergency generator;
- Elevators (if required);
- Fire alarm systems, fire sprinklers and suppression system, smoke detector shut down smoke damper operation etc.;
- HVAC systems including all air handling and ventilation systems and equipment, heating hot water, chilling, treatment, pumping, etc.;
- Plumbing systems including domestic water heating, low flow plumbing fixtures, waterless urinals, grey water systems, landscape irrigation, sewage grinders, etc.;
- Sound vibration control systems for mechanical and electrical systems;
- Refrigeration systems;
- Kitchen and Laundry equipment;
- Building envelope systems to help ensure against bulk water intrusion, water infiltration, and air infiltration;
- Additional systems depending on if LEED credits are pursued;
- Sewer Waste Lagoon.

## **QUALIFICATION STATEMENT CONTENT**

### **A. Basic Qualifications: (Max 15 Points)**

1. Provide basic data relative to the 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. Information shall include technical experience with sewer waste lagoons or similar experience. (One page maximum with 10 pt font minimum)
2. Provide information (at least three projects within the last seven 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 for projects exceeding \$150 million and 100,000 sq. ft. (One page maximum with 10 pt font minimum)

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 qualifications, and relevant experience to the project. (Two pages maximum with 10 pt font minimum)
2. List three projects for each of the individuals that they 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 correctional in nature are highly recommended. (Three pages maximum with 10 pt minimum.)
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 licensed by Idaho Division of Occupational and Professional Licenses. Provide Idaho license number in the submittal.
5. Individuals that hold ANSI Certified Commissioning Credentials such as Building Commissioning Association, CCP (Certified Commissioning Professional), ASHRAE BCxP (Building Commissioning Professional), AEE CBC (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 design, construction and warranty periods. 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-Build Contractor's control sub-contractor and TAB sub-contractor. (Two pages maximum with 10 pt font minimum)

**D. Management Approach to Project: (Max 15 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 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. (Two pages maximum with 10 pt font minimum)

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

**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) people from DPW, two (2) people from IDOC 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	15
B	Team Member Qualifications	30
C	Technical Approach to Project	15
D	Management Approach to Project	15
E	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	April 10, 2025
Oral Interviews	April 30, 2025
PBFAC Selection Approval	May 2025
Negotiate Contract	May 2025

### **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 22064 COMMISSIONING AGENT RFQ**