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**Department of Administration**  
**Division of Public Works**

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**April 3, 2025, 2025**

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: COMMISSIONING FIRMS

FROM: Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 24190  
Science Research Building  
Boise State University (BSU)  
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, on May 2, 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:

Martin Santoyo, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
[Martin.Santoyo@adm.idaho.gov](mailto:Martin.Santoyo@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. 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, the Agency, 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 university's objective is to create a state-of-the-art research facility that will allow recruitment of top researchers, attract new grant funding, and preserve needed academic space. The new building is envisioned to house interdisciplinary research and programs which will include the life sciences as well as other programs overlapping with these areas of research. Research labs will be designed to have systems with ample capacity, be flexible, modular and ideally suited to support collaborative research. The building is anticipated to be 90,000 – 110,000 GSF and the anticipated construction budget is \$100 million.

In addition to state-of-the-art research labs, the following programmatic elements will be evaluated during the design process: faculty offices, graduate student spaces, informal learning areas, teaching labs, a large lecture hall, active learning classrooms, and to accommodate growth needs for STEM programming.

## **REQUIRED SERVICES**

DPW and BSU 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 AGENT will be required to provide a commissioning plan during the design phase, review design submittal documents during design phase, as well as reviews during 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. Design reviews will be ongoing but a formal review process at a minimum will be required at the end of the Design Development and Construction Development design phases. For Construction, the COMMISSIONING AGENT will 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, the COMMISSIONING AGENT will 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.

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 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, assist with problem-solving or with resolution of non-conformance or deficiency issues. The 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 will 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 systems
- Electrical Systems including switchgear, switchboards, transformers, lighting controls and lighting, occupancy sensors, daylighting, scheduled relays, etc.
- Emergency power and uninterruptible power supply (UPS) systems and/or emergency generator
- Elevators
- Fire alarm systems, fire sprinklers and suppression system, 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
- Lap equipment
- Building envelope to mitigate bulk water intrusion, water infiltration, and air infiltration

## **QUALIFICATION STATEMENT CONTENT**

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

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. (One page maximum, 10 pt font minimum) Point range is 0-5 points for this information; maximum points may be awarded for located within 50 miles of the project site.

Provide information (at least two 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. Point range is 0-5 points for each project for project example information; maximum points may be awarded for projects exceeding \$75 million and 75,000 sq. ft. and include the commissioning noted above (One page maximum, 10 pt font minimum)

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 RFQ submittal.

**B. Team Member Qualifications: (20 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. Provide 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 research laboratories are highly recommended. (Five pages maximum with 10 pt font minimum.)

Please note the following when describing Team Member Qualifications.

- Capability to perform the required services throughout the project duration.
- The services required by this RFQ 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.
- 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.

**C. Technical Approach to Project: (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: (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. Describe software programs, if any, the COMMISSIONING AGENT utilizes to monitor, tracking, and assign tasks. (Two pages maximum with 10 pt font minimum)

**E. Format: (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**

Five (5) bound copies of the submittal shall be delivered by the time and place specified above. Also include one USB flash drive containing a PDF of the submittal. **Submittal shall clearly identify one point of contact with e-mail and phone number listed; failure to provide this information or not following instructions for the qualifications criteria may result in the proposal being nonresponsive.**

**EVALUATION, FINAL RANKING, INTERVIEW PROCESS**

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Professional will rank the SOQs based on the RFQ criteria scores. The table below is the point range for selection committee's evaluation for each SOQ.

Initial Ranking, Written Point Scoring		
	Criteria	Points
A	Basic Qualifications	0-15
B	Team Member Qualifications	0-20
C	Technical Approach to the Project	0-15
D	Management Approach to the Project	0-15
E	Format	0-5
	Total	70

If interviews are held, the top ranked teams will be notified as to time, place, and content of the interview. The maximum points for the interview will be 30 points. The written and the interview points will be combined for a final total 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	May 2, 2025
Oral Interviews	Tentatively the week of May 26, 2025
PBFAC Selection Approval	June 2025
Negotiate Contract	June 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 24190 COMMISSIONING AGENT RFQ**