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Department of Administration

Division of Public Works

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October 1, 2025

REQUEST FOR QUALIFICATIONS

TO: COMMISSIONING FIRMS

FROM:  Dale Reynolds, DPW Administrator

SUBJECT: DPW PROJECT NO. 25150
Mechanical Technical Building & Wittman Complex System Updates
Lewis-Clark State College
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, on October 30, 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:

Andrew Gibler, DPW Project Manager
(208) 791-5089
Andrew.Gibler@adm.idaho.gov
Division of Public Works
502 N. 4th St.
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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. Only answers contained in the formal written Addenda will be binding.

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, Lewis-Clark State College (LCSC), 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

LCSC's Mechanical Technical Building (MTB) and Wittman Complex (WITT) house a variety of classrooms and lab instruction areas for Career and Technical Education, teacher education, hospitality management, and Workforce Training programs. Welding and other non-credit occupational training for a myriad of industries ranging from medicine to construction also occur in these facilities. The MTB facility is approximately 59,000 square feet including some second-floor spaces. The WITT facility is approximately 25,000 square feet of single-floor spaces. Both facilities need several updates to building systems to bring them up to acceptable safety standards. The HVAC systems for both buildings have been identified as end-of-life by an independent deferred maintenance study. Other non-HVAC work to these buildings includes the replacement of fire alarm components, upgrades to the electrical power supply systems, and increased fire sprinkler system coverage. Overall project funding is \$11,715,000 and the construction budget is set at \$9,500,000.

REQUIRED SERVICES

DPW and LCSC are looking for a COMMISSIONING AGENT who will be a team player. The COMMISSIONING AGENT will represent the Owner, the Division of Public Works (DPW), reporting directly to the assigned DPW Project Manager. The COMMISSIONING AGENT will be required to provide professional liability insurance.

The COMMISSIONING AGENT is responsible for managing and executing the commissioning process, while coordinating with the general contractor, mechanical contractor, controls contractor, and design professionals. All parties are expected to participate in scheduled commissioning activities and provide access to systems, personnel, and documentation as needed.

The HVAC commissioning process is a systematic, documented, and collaborative quality assurance procedure that ensures the installed HVAC systems perform in accordance with the design intent, construction documents, and owner's operational needs. This scope of work applies to all mechanical HVAC systems and related controls installed as a part of the project and includes planning, verification, functional performance testing, issue resolution, and final documentation.

The primary objectives of HVAC commissioning are as follows:

- Verify that HVAC systems are installed and operating according to the contract documents.
- Optimize system performance to ensure energy efficiency and occupant comfort.
- Ensure systems are maintainable and operators are trained for continued proper performance.
- Identify and correct deficiencies before occupancy and system turnover.

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

- Air handling units (AHUs)
- Rooftop units (RTUs)
- Makeup air and dedicated outdoor air units
- Energy recovery ventilator units
- Auto prep station air handlers
- 4-Pipe fan coil units
- General exhaust, vehicle exhaust fans

- Chillers and chilled water systems
- Boilers and hot water heating systems
- Hydronic water treatment systems
- Pumps (chilled water, hot water)

Commissioning will be performed in the following phases:

- Design Phase
 - Review design documents for completeness and clarity.
 - Provide design review comments to improve constructability and commissioning readiness.
 - Provide commissioning specifications for inclusion in the design documents for bidding.
- Construction Phase
 - Review submittals for commissioned equipment and controls.
 - Develop a Commissioning Plan outlining procedures, responsibilities, and schedule.
 - Perform site observations to verify proper installation of HVAC components.
 - Coordinate with contractors to verify pre-functional checklists are complete.
- Acceptance Phase (Functional Testing)
 - Develop and execute functional performance test procedures for all systems.
 - Verify system performance against design criteria and sequences of operation.
 - Document all test results and track deficiencies.
 - Oversee correction of any identified issues or failures.
- Closeout Phase
 - Review and confirm system manuals, as-built drawings, and training documentation.
 - Verify proper execution of operator training for the building staff.
 - Compile a Final Commissioning Report including:
 - Executive summary
 - Test results
 - Issues log with resolutions
 - Recommendations for seasonal testing or deferred testing
 - Confirmation of system readiness for occupancy
 - Services will continue for a one-year warranty period following Substantial Completion.

This scope does not include commissioning of non-HVAC systems unless otherwise noted (e.g., lighting, plumbing, fire protection).

Required deliverables:

- Commissioning Plan
- Pre-functional Checklists
- Functional Performance Test Procedures
- Commissioning Issues Log
- Final Commissioning Report
- Training Verification Forms

STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT

Cover Sheet: Provide a cover sheet with the following information:

1. The DPW project number and project title.
2. Your firm's name and location.
3. Name and title of the primary point of contact (include no more than one).
 - a. Primary point of contact phone number with area code.
 - b. Primary point of contact email address.

Cover Letter: Optional; a cover letter is not required but can be used as an introductory statement. Please do not include information here that is required to be elsewhere in the SOQ and cannot be found where requested.

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. (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. (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 educational and laboratory 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 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-year warranty period. (Two pages maximum with 10 pt font minimum)

What software programs, if any, does the COMMISSIONING AGENT use to monitor, track, 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.

The primary point of contact provided will be notified of all shortlist rankings (if interviews are required), schedule updates, final rankings, and general information regarding RFQ. **Failure to include this information may result in your firm being found non-responsive.**

SUBMITTAL

Submit five (5) hard copies of the submittal and one (1) USB drive containing a PDF of the submittal. PDF submittals must follow the same guidelines listed above.

EVALUATION

A selection committee consisting of two (2) people from DPW, two (2) people from LCSC 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 selection committee's combined results for the initial rankings and interviews, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council (PBFAC) at their next regularly scheduled. If the ranking is approved, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures. Final award is contingent upon the successful negotiation of a contract.

PROPOSED DATES:

Receive RFQ Submittals	October 30, 2025 – DPW Main Office – Boise, Idaho
Oral Interviews	November 13, 2025 – Lewis-Clark State College – Lewiston, Idaho
PBFAC Selection Approval	December 2, 2025
Negotiate Contract	December 2025
Anticipated Construction Start	February 2026
Substantial Completion	August 2027

PROVISIONS

The contents of the submittal may be used in a legal contract or agreement. Candidates 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, if required.

END 25150 COMMISSIONING AGENT RFQ