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State of Idaho
Department of Administration
Division of Public Works

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March 30, 2026

REQUEST FOR QUALIFICATIONS

Sub
TO: COMMISSIONING FIRMS
FROM: Kelly Berard, DPW Administrator
SUBJECT: DPW PROJECT NO. 22513
ISP: Combined Labs
700 S. Stratford Dr,
Meridian, ID 83642

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 21, 2026, for furnishing building commissioning services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications (RFQ) should be addressed to:

Brian Boyd, DPW Senior Project Manager
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Division of Public Works
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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.

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 State Police (ISP), 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 combined labs facility located within the Idaho State Police complex located in Meridian, ID. This project builds Phase 1 of an ultimate 3-Phase facility for Idaho State Police Forensics Services. Phase 1 is a 20,000 sf single story building with associated site development, that will house the DNA and Latent Prints laboratories and supporting administration functions.

Tentative schedule is to start immediately with the Construction Documents phase. Construction will start Mid-Summer of 2026 with substantial completion in April of 2028.

The project construction delivery method is a Construction Manager/General Contractor (CMGC) contract with Hoffman Construction Company of America. The Design Professional team is Lombard Conrad Architects/Smithgroup.

Total project budget is \$29,000,000.

REQUIRED SERVICES

DPW and ISP are seeking a COMMISSIONING AGENT who will serve as a collaborative team player. Commissioning services may encompass, but are not necessarily limited to, mechanical, electrical, fire protection (including sprinklers), security, alarm, and controls. THE COMMISSIONING AGENT will be required to provide a commissioning plan during the Construction Documents (CD) phase. This plan shall address commissioning-related issues, including the design intent and Basis of Design (BOD) documentation. THE COMMISSIONING AGENT will also review the design documents throughout the design phase to verify that the building systems, as designed, meet the established owner's project requirements and other project criteria. While design reviews will be ongoing, a formal review process will be required at a minimum at the conclusion of the CD phase. During the construction phase, THE COMMISSIONING AGENT shall develop and implement testing protocols for equipment and systems to confirm that they are installed in accordance with the manufacturer's recommendations, the contract documents, and the project design intent, and that they operate as intended. THE COMMISSIONING AGENT shall also develop and implement operations and maintenance (O&M) plans, along with training for building operators, covering the commissioned systems and equipment. Commissioning services will continue through a one-year warranty period following Substantial Completion, specifically for the security systems, alarm systems, and heating and 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 Team and the CMGC.

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; laboratory equipment, 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 CD Phase 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, special laboratory systems, etc.;
- Emergency power and uninterruptible power supply (UPS) systems and/or emergency generator;
- 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, special laboratory systems, etc.;
- Plumbing systems including domestic water and gas systems, laboratory water and gas systems, sewage systems, irrigation systems, etc.;
- Sound vibration control systems for mechanical and electrical systems;
- Refrigeration systems;
- Kitchen equipment;
- Laboratory equipment;
- Building envelope systems to help ensure against bulk water intrusion, water infiltration, and air infiltration;

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 laboratory equipment commissioning 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 \$20 million and 20,000 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, 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.

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 Idaho State Police (ISP) and one (1) 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 Permanent Building Fund Advisory Council (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
Oral Interviews
PBFAC Selection Approval
Negotiate Contract

April 21, 2026
May 12, 2026
June 2026
June 2026

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 22513 COMMISSIONING AGENT RFQ