



State of Idaho
Department of Administration
Division of Public Works

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April 1, 2026

REQUEST FOR QUALIFICATIONS

TO: COMMISSIONING FIRMS

FROM: Kelly Berard, DPW Administrator

SUBJECT: DPW PROJECT NO. 26220
Life Sciences Complex
Idaho State University (ISU)
Pocatello, ID

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 23, 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:

Margie Kennedy, DPW Senior Project Manager
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Division of Public Works
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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 will be from the State, Idaho State University, and bond proceeds. 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 Idaho State University (ISU) 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

The State would like to request Commissioning Services to deliver a state-of-the-art Life Science Complex designed to attract and retain top students and world-class faculty to ISU. The Complex will create essential modern teaching and research facilities to train the next generation of Biological Science researchers and Health Science professionals, and will house university-wide core research facilities

Other goals for this project are to design a complex that is coherent with other buildings on campus, achieve a LEED Silver certification level.

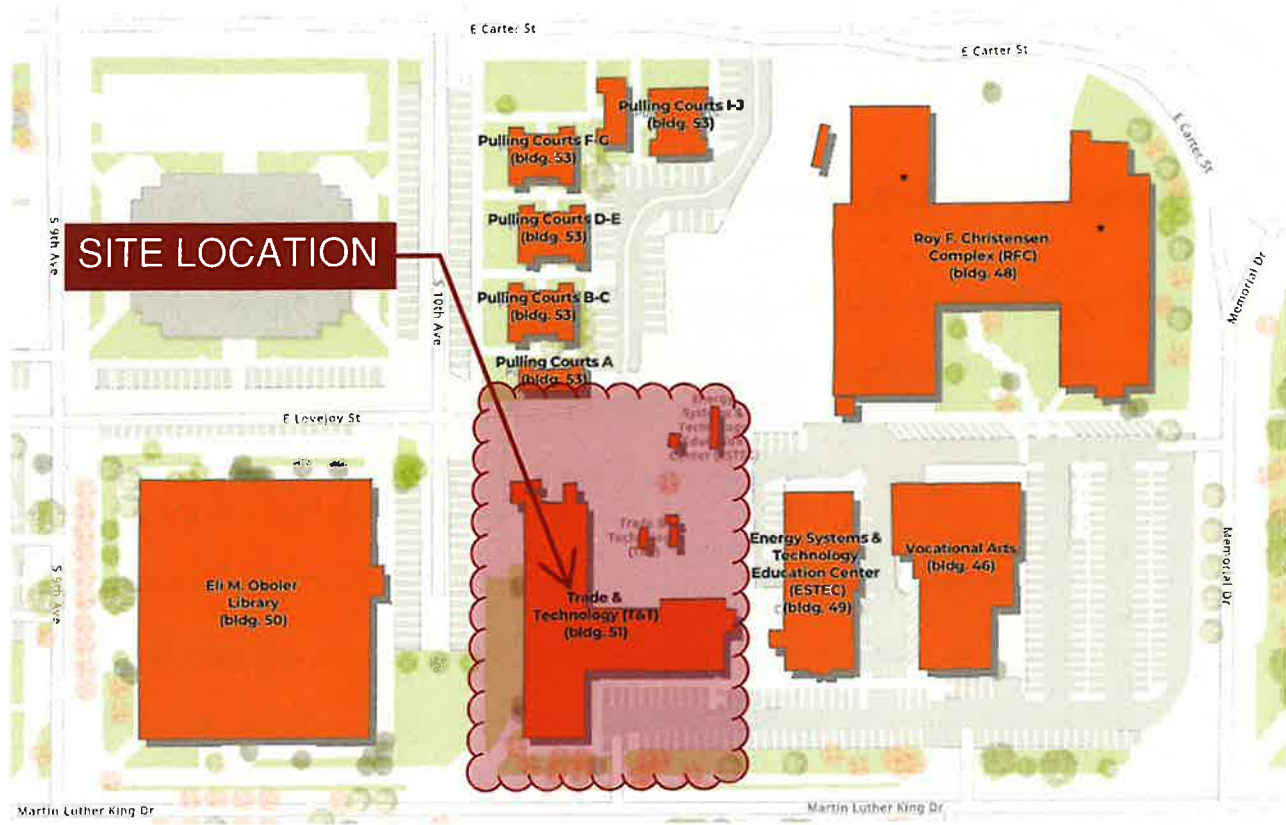
The anticipated total project budget is \$127,770,000, with an October 2029 substantial completion date. The project will be using the Construction Management General Contractor (CMGC) delivery method.

Idaho State University's program for their New Life Science Complex includes:

- Introduction to Biology
- Organismal Biology
- Ecology and Field Biology
- Microbiology
- Biochemistry
- Molecular Biology
- Anatomy & Physiology
- Classrooms
- Teaching Labs
- Collaboration Spaces
- Faculty, Staff, and Graduate Offices
- Administration Offices
- Breakrooms
- Teaching Greenhouse
- Core Research Facilities
 - Animal Research Facility
 - Molecular Research Core Facility
- Research Labs
- Animal Research Labs
- MEP, Circulation, Custodial, and Storage

Collaboratively, ISU's internal pre-programming group identified the need for high-utilization, flexible spaces, multi-use areas and interdepartmental space sharing. The building is anticipated to be approximately 87,000 GSF.

The site for the building has been selected. It is located on a steep grade between the Eli M. Oboler Library and the ESTEC building. See Figure 1 below. The existing Trade and Technology building, currently located on the site, will be demolished to make way for the new Life Science Complex.



REQUIRED SERVICES

DPW and ISU 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, and controls. The COMMISSIONING AGENT will be required to provide a commissioning plan during the design phase for commissioning related issues along with a review of 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 Design Document's and Construction Document's. During construction, develop and implement protocols for the testing of equipment to ensure that systems and equipment are installed in accordance with the 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-to-two-year warranty following Substantial Completion for the heating & cooling systems.

The COMMISSIONING AGENT will be required to provide professional liability insurance of \$2,000,000.

The COMMISSIONING AGENT will represent the Owner, DPW, reporting directly to the assigned DPW Project Manager and will coordinate with the Construction Manager.

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 system, instrumentation, 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. 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 not limited to, all or part of the following:

- Mechanical/Electrical/Plumbing/Life Safety.
- 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);
- 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 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.;
- Heat recovery and/or heat pump chillers to the HVAC systems;
- Heat pump water heaters;
- Plumbing systems including domestic water heating, low flow plumbing fixtures, grey water systems, landscape irrigation, etc.;
- Sound vibration control systems for mechanical and electrical systems;
- Building envelope systems to help ensure against bulk water intrusion, water infiltration, and air infiltration;
- Additional systems for LEED credits.

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications:** (Max 10 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 university science laboratories or medical facilities 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 \$75 million and 75,000 sq. ft. (One page maximum with 10 pt font minimum)

B. Team Member Qualification: (Max 25 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 seven years. Name the project, mechanical system, the Owner, the Architect, cost of construction, and construction delivery method. Projects with university science laboratories or medical facilities 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 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 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 Construction Manager's Mechanical Controls 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 and phone number.

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 and phone number 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 ISU and one independent selection committee member will rank the submittals.

The ranking process is accomplished in two steps: 70 points for the Initial Ranking based on the written submittal, and 30 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	25
C	Technical Approach to Project	15
D	Management Approach to Project	15
E	Format	5
Written Total		70
Presentation – Interview Point Scoring		
	Criteria	Maximum Possible Points
	Competency and abilities to address the items above in the written RFQ submittals.	10
	Selection Committee’s Q & A (Five to Seven Questions)	20
Presentation – Interview Total		30

The timeframe for the teams invited for an interview is approximately one hour: 20 minutes for the presentation; 30 minutes for the selection committee’s Q&A; and 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 30% 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	April 23, 2026
Shortlist for Interviews	April 30, 2026
Oral Interviews	May 13, 2026
PBFAC Selection Approval	June 2, 2026
Negotiate Contract	June 2026

SELECTION

The State will attempt to select a firm at the next scheduled PBFAC 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 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.

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 26220 COMMISSIONING AGENT RFQ