



STATE OF UTAH - DEPARTMENT OF GOVERNMENT OPERATIONS

Division of Facilities Construction and

DFCM

Solicitation for Consultant Services

Value Based Selection Method

Date

COMMISSIONING SERVICES

PROJECT TITLE

AGENCY/INSTITUTION LOCATION, UTAH

DFCM Project No.

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Current copies of the following documents are hereby made part of these contract documents by reference and are available upon request from DFCM: Commissioning Preamble, Objectives and Responsibilities, Section 5.0 of the Design Requirements.

The current [DFCM General Conditions](#) (“General Conditions”) and all Supplemental General Conditions (“also referred to as General Conditions”) are on file at the office of DFCM and available on the [DFCM website](#) and are hereby made part of these contract documents by reference.

The Division of Facilities Construction and Management is located at:

State Office Building

Division of Facilities and Construction Management
4315 S. 2700 W., 3rd Floor
Salt Lake City, Utah 84129-2128

USPS Mailing Address

Division of Facilities Construction and Management
P.O. Box 141160
Salt Lake City, Utah 84114-1160

Visitors, FedEx, UPS and Amazon deliveries:

State Office Building
Division of Facilities and Construction Management
4315 S. 2700 W., 3rd Floor
Salt Lake City, Utah 84129-2128

Utah Public Procurement Place (U3P)

The Utah Public Procurement has been re-branded as “U3P”. This is the same system you have known as SciQuest, Jaggaer, Utah Public Procurement Place, Utah Consortium, Utah SelectSite, and Utah Supplier Portal. The intent of the re-branding is to consolidate, into a single name, all references to how the U3P system is identified - U3P - Utah Public Procurement Place and does not change any vendor accounts, any sourcing events, or any system functionality.

U3P Contact Information:

- **Project Specific Questions:** Refer to Selection Schedule for deadline. All questions are to be submitted on the [Utah Public Procurement Place \(U3P\) website](#).
- **U3P Technical/Bidding Questions:** sciquestadmin@utah.gov.

NOTICE TO COMMISSIONING CONSULTANTS

The State of Utah - Division of Facilities Construction and Management (DFCM) is soliciting the services of qualified firms/individuals to perform commissioning services for the following project:

DFCM PROJECT NO.

The services of this solicitation include, but are not limited to, commissioning of the control, mechanical, electrical, and _____ systems of the project.

The selection of the commissioning consultant shall be under the Value Based Selection method. The Solicitation for Consultants (SFC) documents, including the submittal requirements and the selection criteria and schedule, will be available at _____ AM/PM on _____ on the [DFCM website](#). For questions regarding this solicitation, please contact _____, DFCM, at 801-_____.

A **mandatory** pre-submittal meeting will be held at _____ AM/PM on _____ at the _____ in _____, Utah. It is required that all consultants wishing to submit on this project attend this meeting.

Submittal dates for the required management plans, statements of qualifications, and interviews will be based on the Project Schedule included in the SFC. Failure to meet a deadline on the Project Schedule shall disqualify the late submission for consideration.

The Division of Facilities Construction & Management reserves the right to reject any or all submittals or to waive any formality or technicality in any submittal in the interest of the State.

***U3P Project Schedule Date Clarification:**

ALL proposals are due no later than the date and time listed on the selection schedule. In a VBS U3P Advertisement, the "Close" and "Sealed Bid Open" dates do not identify the date or time proposals are due. These dates are used for internal closing of the U3P advertisement only, which is typically the day after the Announcement date. **The contractor is responsible for ensuring that delivery to DFCM of all proposals is made by the deadlines established by the Selection Schedule*.**

PROJECT DESCRIPTION

The initial contract will be for services provided during the design phase. Once a final scope of services is identified for the construction phase for commissioning, a change order will be negotiated for these services. If an acceptable fee cannot be negotiated, another SFC for commissioning services will be issued for the construction period. There is no representation or assurance that the entity awarded the services for the design phase will be issued a contract for the construction phase.

ALL PROJECTS ARE SUBJECT TO THE COMMISSIONING REQUIREMENTS OUTLINED IN THE DFCM DESIGN REQUIREMENTS, SECTION 5.0 (HIGH PERFORMANCE BUILDING STANDARD).

PROJECT TYPE: *check one*

_____GM/GC

_____Design/Build

_____Design/Bid/Build

ADDITIONAL LEED REQUIREMENTS: *check if required*

_____Enhanced Commissioning, including Fundamental Commissioning

TEAM MEMBERS & PROJECT INFORMATION:

Architect:

GM/GC:

Contractor:

Mechanical Engineer:

Electrical Engineer:

Energy Engineer:

Building Envelope Commissioning Agent:

Facilities Manager and/or Building Operator:

Approximate Project Size:

Approximate Construction Budget:

Project Location:

Approximate Design Schedule:

Approximate Construction Schedule:

Link/Summary of the Programmatic Requirements:

Link/Summary of OPR (if developed):

Additional/Unique Project Information:

Additional Requirements:

(Required if checked) Health Insurance Statement of Compliance Applies to: (i) a prime contractor (and design professional) if the prime contract (or design professional contract) is in the aggregate amount of \$2,000,000 or greater; and (ii) applies to a subcontractor (and subconsultant of design professional) if the subcontract is in the aggregate amount of \$1,000,000 or greater. For benchmark information, please visit [Health Insurance Statement of Compliance Benchmark Information](#).

(Applicable if checked) Energy Incentive: This project has been identified as having potential energy incentive(s) to be collected from the public utility. This will require some additional information be filled out and provided back to DFCM for submission to the utility company. Please reference the incentive information available on the Rocky Mountain Power and Dominion Energy websites.

PROCUREMENT PROCESS

The State of Utah intends to enter into an agreement with a firm to provide professional services as described.

The selection of the firm will be made using a Value Based Selection (VBS) system. The Project Schedule provided in this document lists the important events, dates, times and locations of meetings and submittals. The time deadlines of the project schedule are hereby incorporated by reference and must be met by the selected firm.

1. Commissioning Agent (CxA) Qualifications

The team qualifications for commissioning this project will be based on skill and experience set of the full team making the proposal. A member of the prime firm will be the designated CxA who is the member of the team that will coordinate the commissioning activities. The CxA must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope and size. If the CxA or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subconsultant qualifications shall be included and clearly designated in the response to this SFC.

2. Solicitation for Consultant Documents

The SFC documents consist of all of the documents listed in the Table of Contents and all said documents are incorporated in this SFC by reference. The SFC documents will be available on the [DFCM website](#).

3. Contact Information

Except as authorized in writing by the DFCM Representative or as otherwise stated in the SFC or the pre-submittal meeting, communication during the selection process shall be directed to the specified DFCM Representative. In order to maintain the fair and equitable treatment of everyone, consultants shall not unduly contact or offer gifts or gratuities to DFCM, any Board officer, employee or agent of the State of Utah, users or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the SFC is issued, as the project is developed, and extends through the award of an agreement. Failure to comply with this requirement shall result in a disqualification in the selection process. Consultants should be aware that selection committee members will be required to certify that they have not been contacted by any of the consultants in an attempt to influence the selection process.

4. Requests for Information and Submittal of Questions

All requests for information and questions regarding this project must be submitted via U3P no later than the time and date listed in the Project Schedule.

5. Project Schedule.

The Project Schedule lists the important events, dates, times, and locations of meetings and submittals that must be met by the consultant.

6. **Mandatory Pre-Submittal Meeting**

A Mandatory Pre-Submittal Meeting will be held on the date and time and at the location listed on the Project Schedule.

A representative from each interested prime firm is required to attend. During the meeting, a presentation will be made to describe the overall scope of work and intended schedule. Interested firms may ask questions and request clarification about the project and the procurement process.

THE PRIME FIRMS ABSENCE FROM THE PRE-SUBMITTAL MEETING AND/OR FAILURE TO REGISTER PRECLUDES PARTICIPATION AS A SUBMITTING FIRM ON THIS PROJECT.

Sub-consultants are invited to attend this meeting.

7. **Proposal Requirements for Business Confidential Information**

A Contractor wishing to claim that information in a proposal is a "trade secret" as that term is defined in Utah Code 63G-2-305 and a protected record under Utah Code 63G-2-305 or commercial information or non-individual financial information and a protected record under Section Utah Code 63G-2-305 shall, when submitting the Contractor's proposal, submit to DFCM:

- (a) A **Claim of Business Confidentiality** form, which can be found on the [DFCM website – Construction Management - DFCM Standard Documents](#), and a concise statement of the reasons supporting the claim for business confidentiality on the Claim of Business Confidentiality form;
- (b) in addition to the Contractor's unredacted proposal, a copy of the Contractor's proposal with the confidential business information redacted.

Provided that a Contractor complies with the requirements of Utah Code 63G-2-309 and UAR R23-1-703 for protecting confidential business information, in the event of a request for the Contractor's proposal under 63G-2-204, DFCM will provide the requestor with a copy of the Contractor's redacted proposal. Provided that a Contractor complies with the requirements of Utah Code 63G-2-309 and UAR R23-1-703 for protecting confidential business information, in the event of a request for the Contractor's proposal under Utah Code 63G-2-204, DFCM will not provide the requestor with a copy of the Contractor's unredacted proposal without notification to the Contractor as provided in Utah Code 63G-6a-309 and then only as provided in Utah Code 63G-2-309.

Failure to provide a Claim of Business Confidentiality form or redacted proposal shall result in the Contractor's proposal being classified as an unprotected public record. In the event proposal documents are GRAMA requested, DFCM will not contact Contractors to provide a second opportunity to submit redacted proposal. This opportunity is only available up until the due date and time listed on the Project Schedule. If the Contractor has chosen not to submit a redacted version of their proposal, the non-redacted version will be released as required by law.

Pricing may not be classified as business confidential and will be considered public information. An entire proposal may not be designated as "PROTECTED", "CONFIDENTIAL" or "PROPRIETARY".

8. Submittal Due Dates and Times

All required submittals must be delivered to, and be received by, the Division of Facilities Construction and Management previous to the date and time indicated in the Project Schedule. Submittals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the submitting firm is responsible for ensuring that delivery will be made directly to the required location. It is your responsibility to allow for the time needed to park on Capitol Hill.

9. Addendum

All references to questions and requests for clarification will be in writing and issued as addenda to the SFC. The addenda will be posted on U3P.

Any addenda issued prior to the submittal deadline shall become part of the SFC and any information required shall be included in your submittal.

10. Past Performance Ratings & Reference Information (updated 10.14.2022)

DFCM rates the performance of each firm on every project worked (rating scale: 1 = low; 5 = high). These rating may include input from agencies. Ratings on all completed DFCM projects over the past five years will be averaged and included in the evaluation of each firm.

If a firm has not completed at least three DFCM projects in the past five years, they shall submit a minimum of three references for non-DFCM projects of comparable type, scope and size that have been completed within the past five years. All reference information **must be submitted on the provided DFCM Performance References Form**. All references must be for projects in which the firm was the prime firm and held a contract directly with the owner. Incomplete reference information will result in a firm's disqualification from the selection process.

References provided for non-DFCM projects will be contacted to collect performance ratings that will be used in conjunction with any active DFCM ratings for a collective total of at least three performance ratings which will be averaged and used in the scoring matrix.

It is the firm's responsibility to provide complete and adequate references by the date and time required on the project schedule and on the provided DFCM Performance References Form to be compliant with this RFP. Firms that fail to meet these requirements or a minimum of three collective ratings will be disqualified.

Firm past performance ratings for DFCM projects are available for review upon request. Please contact the DFCM VBS Coordinator via email at dfcm_vbs@utah.gov.

11. Management Plan and Statement of Qualification Submittal

The submittal for management plan and statement of qualifications shall be combined into **one PDF document** and shall be limited to **5** pages maximum and electronically delivered to DFCM at dfcm_vbs@utah.gov by the date and time listed on the project schedule. Late submittals will be considered nonresponsive and will be disqualified. **DO NOT SUBMIT VIA U3P.**

The submittal shall be organized as follows:

COVER PAGE: Should include the project name and project number as well as the prime firm's name. The cover page may have a picture on it with a brief description of the picture.

TAB ONE: Letter of Introduction on firm letterhead including point of contact, email address, phone number, and mailing address.

TAB TWO: Organizational Chart: include Team Resumes and Project Roles and individual Architectural/Engineering license numbers.

TAB THREE: Strength of Team: Firms will be required to develop and submit a plan demonstrating the experience and qualifications of the firm and the project team. The plan should describe what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. Also include information on similar projects that have been completed by the firm and project team members. Include the relevant experience for each of the items as outlined in the Strength of Team Selection Criteria under Section 14 of this SFC.

TAB FOUR: Project Management Approach: Describe your processes for managing each of the responsibilities as outlined in the Project Management Approach Selection Criteria under Section 14 of this SFC.

TAB FIVE: Project Specific Experience: Demonstrate relevant experience for each of the items as outlined in the Project Specific Experience Selection Criteria under Section 14 of this SFC.

TAB SIX: Value Added Ideas: Provide value added ideas that will result in a better functioning building.

TAB SEVEN: Project Risks: Address project specific criteria, risks that have been identified by the SFC, and additional risks that the team has identified. State how those risks will be mitigated.

TAB EIGHT: Project Schedule: 11" x 17" pages may be utilized for the proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable.

TAB NINE: Termination and Debarment Statement and Miscellaneous Information

TAB TEN: DFCM Past Performance and References Form as required by Article 10 of this solicitation.

12. Selection Committee

The DFCM shall appoint a selection committee in accordance with its rules and procedures consisting of a DFCM Representative, Agency Representative, and Professional Representative.

13. Termination or Debarment Certifications

The firm must submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The firm must also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements, the firm shall submit a written explanation of the circumstances for review by DFCM. These certifications are to be submitted with their Statement of Qualifications.

14. Interviews

Interviews will be conducted with all firms who have met all of the requirements except as follows. If four or more firms are eligible for interviews, DFCM may convene the selection committee to develop a short list of firms to be invited to interviews. This evaluation will be made using the selection criteria noted below based on the information provided by the past performance/references, performance plan and statement of qualifications.

The purpose of the interview is to allow the firm to present its qualifications, management plan, and related information for accomplishing the project. It will also provide an opportunity for the selection committee to seek clarifications from the firm.

The proposed primary project management personnel, including the project manager, must be in attendance. The primary project manager is the firm's representative who has overall job authority, will be in attendance at all job meetings, and is authorized by the firm to negotiate and sign required contract(s). Unless otherwise noted, the attendance of sub-consultants is at the discretion of the firm.

The method of presentation is at the discretion of the firm. The interviews will be held on the date and at the place specified in the Project Schedule unless otherwise notified by DFCM.

15. Selection Criteria for VBS Professional Services

The following criteria will be used in ranking each of the teams. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criterion in the form of points.

A. DFCM Past Performance Rating. **50 Points** See Article 10 'Past Performance Ratings & Reference Information'.

B. Strength of Team. **Points**

_____ Points. *Firm Experience:* show the overall experience of the firm in relation to projects of similar scope, size and complexity.

_____ Points. *Project Team Experience:* show the overall experience of the project team in relation to projects of similar scope and size and complexity.

_____ Points. *Project Specific Firm Experience:* what is the firm's project specific experience on past successful projects, in relation to similar project type, scope, size and complexity?

_____ Points. *Project Specific Team Experience:* what is the project team's specific experience on past successful projects, in relation to similar project type, scope, size and complexity?

_____ Points. *Past Project Experience as a Team:* what experience does the project team have working to together on other past projects?

_____ Points. *Team Experience with Agency/Institution:* what experience does the team have on successful past projects with the Agency/Institution?

_____ Points. *Team Experience in Geographical Region:* what experience does the team have in the specific geographical region and how will this experience be a benefit to the project?

_____ Points. *Team Member Availability:* show the availability of the team considering current project assignments and their commitment to these projects.

_____ Points. *Project Executive/Principal:* show the experience of the project director/principal on relevant projects with similar roles.

- _____ Points. *Project Manager Experience*: show the experience of past relevant projects. Consider availability, other current projects and percent of commitment, years of experience, and years of experience with current firm.
- _____ Points. *Key Consultant Experience*: show the experience of past relevant projects, availability, years of experience and years of experience with current firm.
- _____ Points. *Experience of Additional Project Specific Team Member*: show the experience of any additional project specific team members or experts.

C. Project Management Approach. **Points**

- _____ Points. *Commissioning Services*: does the team have a plan in place to provide the required deliverables, adequate plan reviews and provide the needed quality control?
- _____ Points. *Coordination with Project Team*: does the team have a plan in place to prove the necessary coordination and oversight of the project team as required for commissioning?
- _____ Points. *Project Communication Plan*: show how the team will identify and communicate with the Stakeholders (Owner, User and Contractor).
- _____ Points. *Sub-Consultant Management Plan*: show how sub-consultants will be selected and managed.
- _____ Points. *Risk Identification and Mitigation Plan*: has the team demonstrated an understanding of the project through identification of risks and provided a detailed mitigation plan.
- _____ Points. *Schedule Control Plan*: provide a detailed Schedule; identify the necessary bid packages; include identifying, managing and controlling critical path activities.
- _____ Points. *Value Added Ideas*: has the team provided value added ideas that will benefit the project?
- _____ Points. *Tools and Techniques*: does the team use any unique tools or techniques that will benefit the project?
- _____ Points. *Creativity*: has the team demonstrated creativity that can be translated positively to this project?
- _____ Points. *Project Team Interaction*: can you work well with this design team throughout design and construction?
- _____ Points. *Project Closeout Plan*: provide a plan for project closeout to include warranty period.

TOTAL POSSIBLE POINTS: **POINTS**

** Points will be totaled and the highest point total will determine the best value to the state**

16. Fee Negotiation

Following selection of the consultant by the Selection Committee and prior to the award of the agreement, DFCM will negotiate the final agreement fee with the top ranked firm. Should DFCM be unable to agree to a satisfactory fee with the top ranked firm at a price that DFCM determines to be fair and reasonable to the State, discussions with that firm shall be formally terminated. Negotiations will then be undertaken with the second ranked firm.

This process will be repeated with the next highest ranked entity and so forth until a mutual agreement is reached or DFCM determines that it is in the best interest of the State to initiate a new selection process.

17. Form of Agreement

At the conclusion of negotiations, the selected consultant will be required to enter into an agreement using the attached form of the Professional Services Agreement.

18. Licensure

The consultant shall comply with and require its sub-consultants to comply with the license laws of the State of Utah.



**PROJECT SCHEDULE
VBS COMMISSIONING SERVICES
U3P SOURCING EVENT # [REDACTED]**

Event	Date	Time	Place
Solicitation for Consultant Available	Date	Time	U3P website
Mandatory Pre-submittal Meeting	Minimum 10 calendar days from posting date.	Time	
Last Day to Submit Questions	Date	Time	U3P website
Addendum Issued Responding to Questions	Date	Time	U3P website
Deadline for Firms to Submit Proposal Documents: -DFCM Performance References Form -Management Plan & Statement of Qualifications -Termination / Debarment Certification <i>-Optional: Claim of Business Confidentiality Form AND All Redacted Proposal Documents</i>	Date	Time	Emailed to dfcm_vbs@utah.gov DO NOT SUBMIT VIA U3P
Short Listing by Selection Committee, if applicable.	Date	Time	
Announcement of Finalists	Date	Time	U3P Web site
Interviews	Date	Time	To Be Announced
Announcement	Date	Time	U3P Web site

U3P Project Schedule Date Clarification:
ALL proposals are due no later than the date and time listed on the Project Schedule. In a VBS U3P Advertisement, the “Close” and “Sealed Bid Open” dates do not identify the date or time proposals are due. These dates are used for internal closing of the U3P advertisement only, which is typically the day after the Announcement date. **The contractor is responsible for ensuring that delivery to DFCM of all proposals is made by the deadlines established by the Project Schedule*.**