REQUEST FOR QUALIFICATIONS for BUILDING MANAGEMENT SERVICES

University of Idaho at the Idaho Water Center Boise, Idaho

January 21, 2014

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or

REQUEST FOR QUALIFICATIONS

for

BUILDING MANAGEMENT SERVICES

for the

University of Idaho at the Idaho Water Center Boise, Idaho

To: Prospective Building Management Firms

From: Brian Johnson, Assistant Vice President

Facilities, University of Idaho

Subject: Building Management to be provided at the Idaho Water Center (IWC) located in

downtown Boise, Idaho.

Date of

Issue: 21 January, 2014

Executive Summary:

Responses to this Request for Qualifications for building management services will be received at the office of Facilities, University of Idaho, Moscow, Idaho, 83844-2281 until close of business (COB) at 5:00 p.m., **Wednesday**, **19 February**, **2014**.

Any questions which arise from this request, shall be addressed in writing to:

Brian Johnson
Assistant Vice President, Facilities
P.O. Box 442281
University of Idaho
Moscow, Idaho 83844-2281
(208) 885-6246
FAX (208) 885-9333
johnsonb@uidaho.edu

The University of Idaho (university) respectfully requests that interested proposers limit their contacts to this individual and contact this person only in the interest of maintaining a consistency of response and fairness to all proposers. Please make no contact with other members of the university, including consultants, except regarding certain items as specifically

directed herein.

Funding for services described by this Request for Qualifications (RFQ) will be derived from the building tenant on-going operating budgets and from commercial lease income from the building. The university is issuing this RFQ and the contract will be with the university. The university serves as a liaison to the Idaho Water Center Board of Managers (BoM) and the various tenants at the Idaho Water Center. The University of Idaho will administer all related contracts according to the terms and conditions of the award and applicable laws and guidelines. The university's Facilities Department will serve as the liaison between the university and the building management firm during contractor selection and contract implementation during the subsequent phases.

The university envisions the successful firm as an entity that will deliver quality building management to the university, and, ultimately, the building tenants. The firm will will act in the best interests of the university and building tenants in coordinating the work of construction trade managers, contractors, subcontractors, and vendors according to the priorities, specific needs, and requirements as communicated to the firm. The firm will work to ensure on-time, on-budget delivery of selected building maintenance and repair services. The firm will provide the management structure, strategies, tools, systems, methodologies, reports, and the coordination of effort necessary to accomplish this goal.

Background Setting:

The University of Idaho is a statewide institution with facilities in communities throughout the state; the main campus is located in Moscow, Idaho. The university is a public land grant institution with primary responsibility within the State of Idaho for performing research and granting the Doctor of Philosophy Degree and the Doctor of Law Degree. Enrollment exceeds 12,000 students, of which 11,000 are served on the main campus in Moscow, Idaho. The university maintains branch centers in Boise, Coeur d'Alene, and Idaho Falls, as well as extension sites in nearly all Idaho counties.

The university's center in Boise is designed to be a premier, higher education urban learning research and outreach center. Its mission is to increase educational opportunities and research capacity for the growing population of southern Idaho. The Idaho Water Center, located on the northwest corner of Front Street and Broadway Avenue, provides a truly unique setting for collaboration among government, business, and higher education entities benefiting from opportunities of co-location in a functional, mixed-use facility. The Center offers access to a unique, state-of-the-art ecohydraulics laboratory for the study of water systems and for providing scientific support for state and federal agencies with research and public policy missions.

Collaboration and cooperation are the backbone of the Idaho Water Center. The primary

entities in the building are the University of Idaho, the Idaho Water Resources Research Institute, the U.S. Forest Service, the Idaho Department of Water Resources, and the Idaho Supreme Court Law Library. Commercial lease space is also provided in the building, presently occupied by CH2M Hill. Manufacturing, extension and numerous university graduate programs in education, engineering, architecture, natural resources, law and medical education are housed in the building as a part of the university space.

More information regarding the university and its operations may be obtained by visiting the university web site at: http://www.uidaho/boise.edu.

Description of the Effort:

General:

The university serves as the project liaison for all tenants to the owner, the Idaho State Building Authority (ISBA). ISBA and the university have an agreement governing their roles with respect to the IWC and designating the university as the responsible party for daily operations of the IWC.

The IWC is a 200,000 gsf, mixed-use, six-story building atop a parking garage. The building is essentially fully occupied, The building has been occupied and in operation since August 2004.

The following table summarizes the various major occupants and approximate spaces occupied. The space figures are intended only to serve as a guide in providing the relative magnitudes of common and 'private' spaces for the given entities, and are subject to change:

Identity	Space Occupied
Building Common Area	26,000 gsf
University of Idaho	55,000 gsf
Idaho Department of Water	45,000 gsf
Resources	
Supreme Court Law Library	7,000 gsf
U.S. Forest Service	22,000 gsf
Commercial	45,000 gsf

Vision:

The university seeks to hire a firm to serve as building manager to oversee IWC day-to-day facilities management, and operational, maintenance, and repair needs for common

areas and systems in the building. Furthermore, there is the potential for such services to be provided under this contract to private areas, occupied by individual tenants and owners within the building. It is envisioned that comprehensive services and management structures would be provided for building common spaces and systems, and that any specific services required would be tailored to the needs of individual tenant/owners.

Scope:

This single management firm oversees its in-house staff and a variety of subcontractors providing operational/management control of a wide breadth of services to include:

- commercial lease utility/accounting and reporting services,
- custodial,
- reception, building access system operations/monitoring
- access badge control coordination,
- security video surveillance and operations,
- after-hours/emergency building maintenance and repair response,
- fire systems (detection, alarms, suppression) inspection and maintenance,
- elevator inspection, maintenance, and repair,
- HVAC system maintenance and repair,
- building & systems minor maintenance, repair, & operations, and
- tracking, maintaining, and reporting appropriate service call and maintenance/repair records.

Goals:

Goals for the services to be provided include:

- Establishment of high quality building stewardship standards and outcomes
- Adherence to established maintenance and operations budgets
- Establishment of efficient building management procedures
- Development and management of contractor-tenant relationships, including a relationship with UI Boise based staff with facilities-related roles.
- Coordination among multiple stakeholders
- Public relations
- Safety and security compliance

Intent of RFQ:

The intent of this solicitation is to identify qualified building management firms interested in participating in the management and operations of the Idaho Water Center. From the list of

interested and qualified firms, the university expects to select a roster of three to five (3 - 5) management firms best qualified to provide the services desired and indicated. These selected firms will be invited to interview with university and tenant officials to further discuss their qualifications, experience, and proposed contract management structure. One firm will be selected to enter detailed negotiations regarding project scope and services to be delivered.

Form of Agreement and Anticipated Performance Period:

The university intends to negotiate and enter into an agreement with the selected management firm to provide the required common services. This will cover a base period of one year, with four additional one-year option periods following the base year (for a potential total five-year contract). Additionally, there is intent to negotiate unit rates for additional services (e.g., custodial services) that may be requested within the private spaces of individual owners/tenants. These additional services would then also be provided under the same base year contract plus four option years.

Future Services:

Future building management services may be required. If required, follow-on multi-year contracts will be advertised and awarded. The intent will be to competitively select again a firm to provide the necessary building management services.

Proposal Content and Instructions to Proposers:

The proposal submitted in response to this RFQ shall be in the format outlined below and shall be wet-signed by an officer of the building management firm with proper authority to commit the firm.

The proposal shall be contained in a document not to exceed 25 single-sided pages including whatever pictures, charts, graphs, tables, and text the firm deems appropriate. A separate transmittal letter, front and back covers, and blank section/numerical dividers will not be counted in the 25-page limit. Resumes of key individuals proposed to be involved in this effort are exempted from this limit. Page size is limited to 8 ½ x 11 inches, with basic text information no smaller than a 12-point type. If the firm feels it necessary to submit material beyond this limit, it should be done in a separately bound appendix. Committee members in evaluating the proposal responses may not use this additional information.

Format: To assist in the evaluation, it is desirable that the proposal be formatted in a similar

fashion to the headings listed below. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the people who will actually perform the work of this contract and the specific approach to the execution of said work. Performance on past projects with the University of Idaho, other agencies of the state of Idaho, and/or other clients of comparable size and character is an important factor. Submit 8 copies of the proposal, and one copy of additional data such as examples of previous work.

1. Basic Qualifications: Provide basic data relative to the firm's size, history, personnel, special expertise, and general credits and qualifications. Individual resumes, awards, associations, etc., may be included. Office brochures may be submitted separately as supplemental data, and are not to be a part of the 25-page proposal.

The university reserves the right to investigate and confirm the proposer's financial responsibility. This may include review of financial statements, bank references, and interviews with past clients, employees, consultants, and creditors.

- 2. Key Personnel: Provide a list of names and define the relationship of management individuals that you will commit to this project. Demonstrate the proposed key personnel's specific experience on projects of similar size and scope. Identify their length of employment and their last 5 assignments with your firm, their responsibility on this project, and their primary office location. Indicate the amount of time commitment available to this project.
- 3. Organizational Structure: Identify the specific methodologies and organizational structure your firm will employ in providing building management services. Identify those services to be subcontracted and those to be delivered by the firm's in-house employees. Describe the firm's methods for planning, scheduling, and project monitoring skills and processes in the context of the Idaho Water Center. What experience and understanding does your firm possess regarding local subcontractors and bidding conditions? How will costs be controlled and savings optimized? How does your firm stay current with the body of knowledge in this area? What strategies will your firm employ to ensure subcontractor performance? What tools, systems, programs, software, tracking methodologies, structures, and strategies will your firm employ? What sorts of documentation and reports would be provided to the owner? Describe the process you will use to minimize and manage change orders and claims.
- 4. Special Qualifications: What unique or extraordinary skills or qualifications would your firm bring to the Idaho Water Center? How would the selection of your firm add value to the University and its image in the Boise community?
- 5. Past Performance: Submit a list of a minimum of six references with contact names,

addresses, email addresses, and current phone numbers for owner's representatives of projects that have relevance to this initiative. Describe the value-added services your firm brought to bear on these building management projects in the past.

6. Additional Information: Include any other information that you may deem pertinent and important.

Unfavorable responses to investigations of references and/or financial responsibility, or a failure to meet the needs of the university/Association in terms of quality, experience, and comprehensiveness may be grounds for rejection of the proposal.

Selection Procedure and Interview Information:

Under this RFQ, the selection procedure is intended to evaluate the capabilities of interested firms to provide services to the university for this project. An evaluation committee consisting of persons from the university administration and the various client communities will rank order the proposals based upon the response to the criteria listed within this request. Reference checks will take place at this point in the process. Several firms may be selected for a personal interview. After completion of the interviews, the evaluation committee will adjust the ranking based upon interview performance.

Interviews are planned to be held during the month of March 2014, at the University of Idaho offices in Boise, Idaho. All finalists will be notified of the exact times and places of their interviews.

Each interview will be a maximum of 75 minutes in duration. The format of the interview will be left up to the proposing firm; however, at least 30 minutes should be reserved for questions by the Selection Committee. Key members of the consulting firm's proposed project management team must be present at the interview. The proposing firms must notify the university Facilities Department no less than three days prior to their interview of any audio/visual or presentation support materials they may require.

Proposal Evaluation

It is the intent of the university that the field of Proposers will be narrowed to approximately 3-5 candidates for interview through the RFQ submittal process. The university reserves the right to interview as many or as few candidate firms as might be required to identify the most qualified firms for consideration.

The selection committee will evaluate the interview sessions and in a manner similar to the RFQ review process. Topics covered in the interview session shall include the topics listed hereinbefore under the "Proposal Content" section plus any additional, relevant topics that may arise during both the formal presentation and the question and answer portions of the interview.

Award:

Based upon the results of the selection committee, the university will recommend a course of action to the Vice President for Finance and Administration.

Proposed Dates:

Issue RFQ Tuesday, 21 January 2014

Proposals Due Wednesday, 19 Feb 2014 (5:00 p.m., COB)

Announce Interview Candidates Week of 10 March 2014
Oral Interviews Week of 24 March 2014

Conclude Contract Negotiations 9 May 2014
Board of Regents approval of contract 18 June 2014
Begin Services 1 July 2014

Additional Information:

The selection committee will attempt to make a recommendation to university leadership the week of 3 March 2014. Upon acceptance of the committee's recommendation, the university will issue a letter of intent to negotiate to the selected building management firm(s). However, final award shall be contingent upon the successful negotiation and approval of a contract by the university Board of Regents.

The contents of a submitted proposal may be incorporated in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could be folded into contractual obligations.

The university reserves the right to reject any and/or all proposals received as a result of this request. The university may also negotiate separately with any source in any manner necessary to serve its best interests. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.

Idaho State law prohibits *some* professionals from soliciting business in the State of Idaho without proper Idaho licensure. Firms not properly licensed in Idaho, or, unsure of their licensure status, are advised to consult with the Idaho Bureau of Occupational Licenses, or an attorney licensed to practice in Idaho before submitting a response to this RFQ.

Equal Opportunity and Affirmative Action:

The university is an Equal Opportunity Employer and, as such, expects Proposers to comply with the following request: Proposer agrees not to discriminate against any employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, age, sex, national origin, disability, and veteran status.

Protests:

Solicitation Protests:

If any Proposer contemplating submitting a Proposal for the contract is in doubt as to the true meaning of any part of the RFQ, or detects discrepancies or omissions, such Proposer may submit to the university a written request for an interpretation thereof.

If any Proposer contemplating submitting a Proposal for the contract feels that a particular solicitation provision, condition, or specification limits competition, such Proposer may submit to the university a written request for change, including reasons for the request and the proposed change.

Any interpretation of the RFQ or approval of changes will be made only by Addendum duly issued. A copy of each Addendum will be mailed, faxed, or delivered to each Proposer receiving an RFQ and becomes part thereof. Receipt of each numbered addendum shall be acknowledged by the proposer in the response to the RFQ. A copy of this RFQ and any addendum issued will also be posted to the website: http://www.dfm.uidaho.edu/. Click on "RFQ's and Ads for Bid." The university will not be responsible for any other explanation or interpretation of the RFQ.

Prospective Proposers may submit a written request for change of particular solicitation provisions and specifications and conditions to Brian Johnson no later than 4:00 p.m. Wednesday, 5 February 2014. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions.

Selection Protests:

Any Proposer who responds to this RFQ who claims to have been adversely affected or aggrieved by the selection of competing Proposers invited to interview, or by the final selection of a candidate firm for award, shall have five calendar days after notification of those firms who will be considered further for this award to submit a written protest of the selection to the Assistant Vice President, Facilities, University of Idaho, P.O. Box 442281, Moscow, Idaho 83844-2281. This written notification is to be received by 5:00 p.m. within the identified five calendar-day period.

Submittal of Proposals:

A firm that submits a proposal represents and warrants the following:

- A. that it is financially solvent, able to pay its debts as they mature, and possessed of sufficient working capital to perform the services and work described herein;
- B. that it is capable of performing and completing the services and work described herein and has sufficient experience and competence to do so; and
- C. that it is authorized to do business in Idaho, properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and the services and work described herein, and has or will obtain all licenses and permits required by law.

As stated hereinbefore, submit 8 copies of the proposal responding to the requirements detailed in this RFQ plus one copy of any additional data. All submittals shall be made to:

Brian Johnson Assistant Vice President, Facilities P.O. Box 442281 University of Idaho Moscow, Idaho 83844-2281

Proposals shall be clearly labeled, reference this RFQ and be **submitted no later than 5:00 p.m., Wednesday, 19 February 2014.**

END OF REQUEST FOR QUALIFICATIONS

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