

**DEPARTMENT OF PUBLIC DEFENSE  
REQUEST FOR PROPOSALS  
PROFESSIONAL COMMISSIONING SERVICE**

**RFP COVER SHEET**

**Administrative Information**

<b>RFP Number</b>	RFP 032924-01 (repost)	<b>Title of RFP</b>	Selection of Commissioning Firm – Energy Resilience Conservation Investment Program (ERCIP) Construct 2.5 MW Micro-Grid at Camp Dodge, Johnston, IA
<b>Agency</b>	Iowa Department of Public Defense		
<b>Project Description</b>	The Department of Public Defense (DPD), on behalf of the Iowa National Guard (IANG), is seeking professional commissioning services for the Energy Resilience Conservation Investment Program (ERCIP) Construct 2.5 MW Micro-Grid at Camp Dodge, Johnston, IA		
<b>State Issuing Officer:</b>	Evan Schatz Iowa Department of Public Defense Bldg. 3465, Camp Dodge 7105 NW 70 <sup>th</sup> Ave. Johnston, IA 50131-1824 <b>Phone:</b> 515.252.4522 <b>Email:</b> <a href="mailto:evan.schatz@iowa.gov">evan.schatz@iowa.gov</a>		
<b>PROCUREMENT TIMETABLE—Event or Action</b>			<b>Date/Time (Central Time)</b>
Agency Posts Notice of RFP on TSB website			April 23, 2024
Agency Issues RFP			April 25, 2024
Pre-Proposal Conference Location and Address*: <b>There will not be a pre-proposal conference for this RFP.</b>			N/A
Questions, requests for clarification, and suggested changes from Respondents due to Issuing Officer			May 1, 2024 @ 4:00 pm
Responses to Questions posted via Addendum to RFP (on or before)			May 2, 2024 @ 4:00 pm
Proposals Due			May 6, 2024 @ 4:00 pm
Anticipated Contract Award Date (Notice of Intent to Award)			Week of May 13, 2024
<b>Relevant Websites</b>			
Internet website where the Addenda to this RFP will be posted <a href="http://bidopportunities.iowa.gov">http://bidopportunities.iowa.gov</a> <a href="#">IMPACS Electronic Procurement System</a>			
Website where contract terms and conditions are posted <a href="https://das.iowa.gov/media/2077/download?inline=https://das.iowa.gov/sites/default/files/procurement/pdf/Terms%20and%20Conditions%20for%20Federal%20Compliance.pdf">https://das.iowa.gov/media/2077/download?inline=https://das.iowa.gov/sites/default/files/procurement/pdf/Terms%20and%20Conditions%20for%20Federal%20Compliance.pdf</a>			
<b>Number of Copies of Proposals Required to be Submitted:</b>			
1 Digital (via email) in a zip file with Technical and Cost Proposal labeled and separate			
<b>Firm Proposal Terms</b>			
The minimum number of days following the deadline for submitting Proposals that the Firm guarantees all proposal terms, including price, will remain firm is 180 Days.			

## Section 1 – PROJECT

### 1.1 INTRODUCTION

The Iowa Department of Public Defense (Agency / Owner) is seeking proposals from qualified and available Architectural / Engineering Design companies (Firms) for services, per RFP cover page, and as outlined in Sections 1.2 and 1.3.

#### **The Successful Technical Proposal MUST:**

**1.1.1** Provide resumes of primary commissioning agent and any support personnel who will make up the commissioning team, including education, relevant experience, and certifications/licensing. Identify and describe qualifications, experience, and expertise in providing commissioning services for similar, or relevant, projects. Information must be submitted in the Standard Form 330 format.

**NOTE: Any responding company and/or consultant that is part of the project design services cannot receive an award from the resulting request for bid of construction services.**

**1.1.2** For the staff that will be assigned, provide a list of past similar or relevant projects either as designer or commissioning agent completed in the last 10 years, and include brief descriptions of what the projects entailed and a contact name and phone number (reference). In addition, provide estimated project cost and final project cost at acceptance. Maximum two (2) pages per staff member.

**1.1.3** Provide a narrative statement of your Firm’s approach to commissioning large projects and the methodology you propose to use to deliver the required services on time. This should be a short section that gives the Selection Committee a clear understanding of how the commissioning process will be managed from contract execution through construction final acceptance. Describe the tools the Firm will use to produce the commissioning reports and issues logs, and any other information you feel may set your Firm apart from other prospective companies. Describe any computer program/software capabilities and expertise you utilize.

#### **The Successful Cost Proposal MUST:**

**1.1.4** Provide a physical address where the primary commissioning agent identified in section 1.1.1 maintains his/her daily office. Points will be assigned as follows pertaining to this location: 100 points for offices within a 25-mile radius of 7105 NW 70<sup>th</sup> Avenue, Johnston, IA 50131 75 points for offices within a 50-mile radius, 50 points for offices within a 100-mile radius (or in the State of Iowa), 25 points for offices within a 200-mile radius, and zero points for firms outside of a 200-mile radius.

**1.1.5** Provide a cost proposal as a lump sum with the following costs identified:

**1.1.5.1** Commissioning fee (Upper limit is .4% of \$30,890,900)

**1.1.5.2** Identify desired reimbursable charges (the State of Iowa has limitations, per State of Iowa Accounting Policies and Procedures 210.245), and all other charges (e.g. printing, travel, etc.).

### 1.2 SCHEDULE

DPD is seeking a firm that can commence work upon execution of a contract, which is anticipated to be May 2024. **Required design completion date is 31 March 2025. Provide a statement in your proposal that guarantees your availability from May 2024 to March of 2025.** This will complete design commissioning—construction commissioning will follow on an as yet undetermined timeframe. First choice for construction commissioning will be the firm selected by this RFP.

### 1.3 PROJECT DESCRIPTION

The purpose of this RFP is to perform design and construction commissioning for a project described as follows-- Install a microgrid system capable of utilizing renewable and clean energy sources with battery backup to improve efficiency and synchronize grid management systems. This project will enable Camp Dodge to island critical mission facilities within its electrical distribution system. During islanded operation, the microgrid system will support all loads fed by this segment of

the microgrid. The microgrid system will incorporate several new technologies: a 2.5 MW ground mounted photovoltaic (PV) solar array with 3MW/3MWh battery storage, and 1MW of modular natural gas microturbine generation. The microgrid will also connect to the existing diesel generators. This microgrid can incorporate future expansions to the microgrid and inclusion of new technologies. It will include a master microgrid controller, synchronization controllers, and automatic switching for control of the generation resources within Camp Dodge. This includes the necessary switchgear, inverters, batteries, distribution lines, transformers, controls and communication, AC/DC wiring with conduit, and security measures.

Construct a secure integrated feeder level microgrid including a smart grid control system with switchgear, 2.5 MW photovoltaic solar array with 3MW/3MWh battery energy storage system (BESS) and 1 MW of microturbine generation. Upgrade the control and distributions systems to integrate existing diesel generators and allow the new smart grid control system to dynamically match electricity generation to meet critical load requirements.

This project will ensure that the Camp Dodge Joint Military Training Center meets DODI 4170.11 and the Army Directive 2020-03 to meet energy security for critical facilities for a minimum of 14 days. Camp Dodge has a critical load threshold of 2.5 MW with peak demand of 4.5 MW, depending on the time of year and operations that are being conducted. 100% of the critical load will be supported by this project. The types of facilities with critical missions the microgrid will support are Command and Control of the Iowa National Guard, National Guard support of homeland security, ongoing training for contingency operations, mobilization operations, Army training schools, DSCA support, and the ARNG sustainment training center.

This project is critical to the state of Iowa due to the current situation of Camp Dodge Joint Military Training Center being the sixth busiest National Guard training center in the nation, training over 336,632 Soldier days in Training Year (TY) 21. Camp Dodge is fed via two utility feeders with some of the lines from the substations being above ground and susceptible to damage from auto accidents, trees, high winds, and winter ice storms.

**The budget for the project is currently set at \$28,090,000 with a 10% contingency of \$2,800,900 – use this scope for the Cost Proposal.**

**Commissioning services shall include:**

**1.3.1** The Scope of Commissioning Services as outlined in Attachment A to this RFP. This RFP will result in a contract for design commissioning only. Construction commissioning will be awarded to the firm selected by this RFP if they are available (construction timeline is currently unknown).

**The proposal will be evaluated against a pre-established grading rubric:**

**1.3.2** The evaluation rubric is included is included as Attachment B to this RFP.

**1.4 ATTACHMENTS**

**1.4.1** Attachment A – Scope of Commissioning Services

**1.4.2** Attachment B – Evaluation Rubric

**1.4.3** Attachment C – Insurance Certificate Example

## Section 2 – ADMINISTRATIVE ISSUES

### 2.1 GENERAL INFORMATION

- 2.1.1 DPD will evaluate the qualifications, experience, and other relevant information from companies interested in contracting with the Department of Public Defense to provide the necessary services to complete the Project described in this RFP.
- 2.1.2 Companies certified as Targeted Small Businesses are encouraged to submit Proposals. The Iowa Department of Economic Development administers the Targeted Small Business (TSB) Program. Businesses meeting the requirements of the program are approved and registered with the Department of Economic Development and are considered Targeted Small Businesses for purposes of this RFP and most other solicitations issued by DPD. Questions concerning the TSB Program and for identification of companies certified as Targeted Small Businesses, contact the TSB Certification office in the Department of Economic Development at (515) 348-6159.

### 2.2 INQUIRIES AND COMMUNICATION

- 2.2.1 The Issuing Officer identified on the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.
- 2.2.2 Firms are invited to submit written questions and requests for clarifications regarding the RFP; all questions and requests for clarifications must be in writing and received by the Issuing Officer by the due date listed on the RFP cover sheet.
- 2.2.3 Responses to all questions received will be provided in writing via addendum to the RFP.
- 2.2.4 All inquiries concerning this RFP shall reference the RFP number and shall be provided (via email) to the Issuing Officer email address identified on the cover page of this RFP.
- 2.2.5 Any information provided by prospective companies orally shall not be considered part of the Firm's Proposal.
- 2.2.6 DPD assumes no responsibility for representations concerning conditions made by its officers or employees prior to the execution of a contract. Oral discussions pertaining to modifications or clarifications of this RFP shall not be considered part of this RFP and are not binding.
- 2.2.7 A Firm may be disqualified if they contact anyone besides the Issuing Officer regarding this RFP. This includes any State of Iowa employees (including members of the Iowa National Guard); with the exception of communication with the Targeted Small Business Office per Section 2.1.2.

### 2.3 PREPARATION OF THE PROPOSAL

**Proposals shall be emailed to the Issuing Officer at the email address identified on the cover page of this RFP.** Prospective companies are solely responsible for timely delivery.

### 2.4 DATE, TIME AND PLACE TO SUBMIT PROPOSALS

- 2.4.1 As stated above the Proposal shall be emailed.
- 2.4.2 The email subject line should include the following information:  
**RFP 032924-01 (repost) – Commissioning Services for Energy Resilience Conservation Investment Program (ERCIP) Construct 2.5 MW Micro-Grid at Camp Dodge, Johnston, IA**  
The Proposal must be received by the Issuing Officer, on or before 4:00 pm, Central Time on the Proposal due date.

### 2.5 ECONOMY OF PRESENTATION

Proposals shall address the specific RFP requirements. All questions posed by the RFP shall be answered clearly and concisely.

## **2.6 RFP CHANGES AND ADDENDA**

Written Addenda will serve to amend the RFP documents accordingly. Firms must acknowledge all Addenda in the Transmittal Letter (see 4.2.1).

## **2.7 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of a response to this Proposal, the Firm certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

- 2.7.1** Any prices or hourly rates in this Proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competitor.
- 2.7.2** Unless otherwise required by law, any prices or hourly rates which have been provided in this Proposal shall not knowingly be disclosed by the Firm, directly or indirectly, to any competitor prior to the notice of intent to award a contract for services.
- 2.7.3** No attempt has been made or shall be made by the Firm to induce any other person or company to submit or not to submit a Proposal for the purpose of restricting competition.
- 2.7.4** Each person signing this Proposal certifies that:
  - 2.7.4.1** He/she is the person in the Firm's organization responsible within that organization for the decision as to any prices being offered herein, or
  - 2.7.4.2** He/she is not the person in the Firm's organization responsible within that organization for the decision as to any prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decision, and
  - 2.7.4.3** Any offer made by the submitted Proposal and any clarifications to that Proposal shall be signed by an officer of the offering Firm or a designated agent empowered to bind the Firm in a contract.

## **2.8 NOTICE OF INTENT TO AWARD**

After the successful Firm has been selected, a copy of the *Notice of Intent to Award* will be issued to all companies who submitted Proposals in response to this RFP.

## **2.9 WITHDRAWAL OF PROPOSALS**

Prospective Firms may withdraw, modify, and/or resubmit at any time prior to the date and time set for the receipt of Proposals. Once the time set for receipt of Proposals has passed, a Firm shall not withdraw a Proposal for a period of sixty (60) days following the issuance of the Notice of Intent to Award a contract. Proposals shall remain open and valid for consideration by DPD throughout this period of sixty days, and until such time thereafter that written request to withdraw a Proposal is received by DPD.

## **2.10 DISPOSITION OF PROPOSALS**

All Proposals become the property of DPD and disposition of the Proposals shall be at the sole discretion of DPD.

## **2.11 DISCLOSURE OF PROPOSAL CONTENT**

Proposals will be placed in the public domain and be available for examination by interested parties. No Proposals shall be disclosed until after a *Notice of Intent to Award* has been issued. DPD reserves the right to destroy all Proposals if the RFP is withdrawn or otherwise in the normal course of business. Trade secrets or proprietary information legally recognized as such and protected by law may be withheld if they are clearly and conspicuously labeled "Proprietary" in the margin of each individual page where they appear in the Proposal. Pricing information is not normally considered proprietary.

## **2.12 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT**

The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a company as non-confidential records unless the Firm requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

**Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Firms may not request confidential treatment with respect to pricing information and transmittal letters. A Firm's request for confidentiality that does not comply with this section or a Firm's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting Firm's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.**

If Agency receives a request for information that the Firm has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, the Firm shall, at its sole expense, appear in such action and defend its request for confidentiality. If Firm fails to do so, Agency may release the information or material with or without providing advance notice to Firm and with or without affording Firm the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Firm fails to comply with the request process set forth herein, if Firm's request for confidentiality is unreasonable, or if Firm rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Firm and with or without affording Firm the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

## **2.13 PROPOSAL EVALUATION AND AWARD**

The contract shall be awarded to the Firm determined to be the best qualified to provide the services required under this RFP and the best value to the State of Iowa, DPD, and IAARNG.

## **2.14 GRATUITIES**

The laws of Iowa provide that it is a felony to offer, promise, or give anything of value or benefit to a state employee with the intent to influence that employee's acts, opinions and judgment or exercise the discretion with respect to that employee's duties. Evidence of violations of this statute will be turned over to the proper prosecuting attorney.

Note: The State provides reimbursement to its employees for their transportation, lodging, meals, and miscellaneous expenses that are deemed necessary.

## **2.15 CONFLICTS BETWEEN TERMS**

DPD reserves the right to accept or reject any exception taken by a prospective company to the terms and conditions of this RFP. Should a prospective company take exception to the terms and conditions required by DPD, the Firm's exceptions may be rejected and the entire Proposal declared non-responsive. DPD may elect to negotiate with the Firm regarding contract terms or the contents of the Firm's Proposal.

## **2.16 IOWA STATUTES AND RULES**

The terms and conditions of this RFP, the resulting contract (Contract), or activities based upon this RFP shall be construed in accordance with the laws of Iowa.

## **2.17 COSTS FOR PREPARATION OF PROPOSALS**

No payments will be made to cover costs incurred by any Firm or individual(s) in the preparation or the submission of this RFP, nor for any other associated costs.

## **2.18 NEWS RELEASES**

News releases or other materials made available to the public, the Firm's clients, or potential clients pertaining to this procurement or any part of the Proposal shall not be made without prior written approval from DPD.

## **2.19 MISCELLANEOUS**

- 2.19.1** DPD reserves the right to accept or reject any part of any Proposal, and to accept or reject any or all Proposals without penalty.
- 2.19.2** DPD reserves the right to waive minor deficiencies and informalities if, in the judgement of DPD, the best interests of the State of Iowa will be served.
- 2.19.3** DPD reserves the right to make a written request for additional information from a Firm to assist in understanding or clarifying a Proposal. Any information received shall not be considered in the evaluation of the Firm's Proposal if it materially alters the content of said Proposal.
- 2.19.4** By submitting a Proposal, the Firm agrees that it will not bring any claim or cause of action against DPD or IAARNG based on any misunderstanding concerning the information provided in the RFP or concerning DPD's failure, negligent or otherwise, to provide the Firm with pertinent information in this RFP.

## **Section 3 – CONTRACT TERMS AND CONDITIONS**

### **3.1 ELEMENTS OF CONTRACT**

- 3.1.1** Issuance of this RFP in no way constitutes a commitment by DPD to award a contract.
- 3.1.2** No contract relationship is created or implied by DPD from the acceptance of a Proposal or an interview with a company in response to this RFP.
- 3.1.3** No Firm shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Firm and DPD.
- 3.1.4** The proposed form of contract between the Firm and DPD will be a Service Agreement, which will be modified to include the following:
  - 3.1.4.1** Incorporation, by reference, of this Request for Proposal and subsequent addenda and the Proposal submitted by the successful Firm in response to this RFP.
  - 3.1.4.2** The proposed project fee, start dates, and scheduling of the selected Firm's services shall be established during negotiations.
  - 3.1.4.3** *Iowa Code* Section 8.47, The Accountable Government Act, requires that the terms and conditions of service contracts shall include the following:
    - 3.1.4.3.1** The amount or basis for paying consideration to the party based on the party's performance under the service contract.
    - 3.1.4.3.2** Methods to effectively oversee the party's compliance with the service contract.
    - 3.1.4.3.3** Methods to effectively review performance of a service contract.
  - 3.1.4.4** Other terms, mutually agreeable to DPD and the Firm, may be developed during negotiations with the selected Firm.
  - 3.1.4.5** Other contract forms, as mutually agreeable, may be utilized as appropriate for additional services directly associated with this Project.

### **3.2 INSURANCE**

- 3.2.1** Before the successful Firm may begin services and as a condition of payment, the Firm may purchase and maintain such insurance, to the extent it is commercially available, as will protect it from claims arising out of the performance of its services under the awarded Contract. Whether such services are provided by the awarded Firm or by any of its consultants or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.
- 3.2.2** The successful Firm shall maintain all insurance coverage required under Section 3.2.2 with insurance companies lawfully authorized to do business in the State of Iowa and which is reasonably satisfactory to the Agency. The Firm will be required to maintain insurance coverage(s) as follows (see also Attachment C – Insurance Certificate Example):
  - 3.2.2.1** Workers' Compensation – \$1,000,000 or an amount required by Iowa law, whichever is greater;
  - 3.2.2.2** Employers' Liability Insurance – \$1,000,000 or an amount required by Iowa law, whichever is greater;
  - 3.2.2.3** Commercial General Liability Insurance, including contractual liability insurance, with at least the following limits of liability:
    - 3.2.2.3.1** \$1,000,000 Each occurrence limit
    - 3.2.2.3.2** \$2,000,000 General aggregate
    - 3.2.2.3.3** \$1,000,000 Products/Completed Operations aggregate
    - 3.2.2.3.4** \$1,000,000 Personal and Advertising Injury Limit

**3.2.2.4** Business Automobile Liability Insurance with at least the following limit of liability –

**3.2.2.4.1** \$1,000,000 Each Accident

**3.2.2.5** Professional Liability Insurance – The Firm shall maintain Professional Liability Insurance with a company satisfactory to the Agency for claims arising from the negligent performance of professional services under the awarded Contract, which shall be:

**3.2.2.5.1** Practice Policy – written for not less than \$2,000,000 per claim and in the aggregate with a deductible not to exceed \$25,000, unless otherwise agreed to by the Agency. The Professional Liability Insurance shall contain prior acts coverage sufficient to cover all services performed by the Firm for this Project.

## Section 4 –REQUIREMENTS

All services to be provided by the Firm shall take into account the following assumptions:

### 4.1 MINIMUM FIRM QUALIFICATIONS

- 4.1.1 Firms, other than Sole Proprietorships and General Partnerships, shall be registered with the Office of the Iowa Secretary of State.
- 4.1.2 The selected Firm shall have sufficient, qualified staff to deliver the services needed. Per Chapter 26 of the Iowa Code regarding construction bids: A governmental entity shall have an engineer licensed under chapter 542B, a landscape architect licensed under chapter 544B, or an architect registered under chapter 544A prepare plans and specifications, and calculate the estimated total cost of a proposed public improvement.
- 4.1.3 The selected Firm shall have the resources and capabilities and the commitment to complete the required work in an efficient and timely manner, within the time period specified/negotiated.
- 4.1.4 DPD reserves the right to require proof of a submitting Firm's financial stability.
- 4.1.5 Failure to adhere to these instructions may be grounds for a Firm's Proposal to be found non-compliant with requirements of this RFP, and may be cause for rejection of the Proposal.

### 4.2 PROPOSAL CONTENT

Please do not exceed 15 MB on the file size of your proposal. Please put all submittal documents into one \*.zip file. With one file being labeled clearly as the Technical Proposal and the other as Cost Proposal. The Proposal shall consist of the following elements in the order given below, and shall be limited to seventy-five (75) single pages or less:

- 4.2.1 Letter of Transmittal/Statement of Interest – to include:
  - (1) Name and address of the Firm
  - (2) Name, title, email address and phone number of primary contact for the Proposal
  - (3) Signature, typed name, and title of an individual authorized to commit the Firm to its Proposal
  - (4) Federal Employer Identification Number (FEIN) of the Offeror, or if a single individual, the Social Security Number (SSN)
  - (5) Proof of Targeted Small Business registration (if applicable)
  - (6) Understanding and compliance with all requirements in this RFP (see Section 4.1)
  - (7) Acceptance of all RFP and contract terms and conditions; if any exceptions are taken, they should be noted in the Executive Summary (see 4.2.2)
  - (8) Acknowledgment of any addenda to this RFP
- 4.2.2 Executive Summary of the Proposal which shall condense and highlight the contents of the Proposal, as well as identify any exceptions the Firm has taken to the requirements of this RFP, the Contract, or any other attachments. If the Firm has taken no exceptions, this shall be stated.
- 4.2.3 Response to all things in Sections 1.1 - 1.3; and Section 4.
- 4.2.4 Company information regarding Organizational Stability, and Financial Strength (or provide Bank or Accountant reference).
- 4.2.5 Cost Proposal per Section 1.1.5.

## Section 5 – PROPOSAL EVALUATION, SELECTION, AND AWARD

### 5.1 EVALUATION PROCEDURES

- 5.1.1 Proposal packages will be opened by the Issuing Officer and the names of all companies who submitted Proposals will be released upon request. The announcement of companies who submitted timely Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.
- 5.1.2 The Issuing Officer will review the Proposals for compliance with the RFP instructions/requirements.
- 5.1.3 The Issuing Officer will retain non-compliant Proposals.
- 5.1.4 Copies of Proposals determined by the Issuing Officer to be compliant with the RFP will be evaluated.
- 5.1.5 Evaluation criteria is in Attachment B and Section 5.2.3.
- 5.1.6 All answers provided to the questions asked in this RFP are subject to verification. Misleading answers shall be grounds for disqualification at any stage in the procurement process.
- 5.1.7 DPD reserves the right to make a written request for additional information from a prospective Firm to assist in understanding or clarifying a Proposal.
- 5.1.8 DPD reserves the right to obtain and consider information from other sources concerning a Firm, including discussion with provided references (Section 1.1.3), to verify information contained in the Proposal and to discuss Firm's qualifications and those of any subcontractor identified in the Proposal.

### 5.2 SELECTION PROCEDURES

- 5.2.1 A Selection Committee will be formed to evaluate all compliant Proposals. The committee's size and membership will be determined at the sole discretion of DPD.
- 5.2.2 The Agency will not necessarily award a contract resulting from this RFP to the Firm offering the lowest cost. Instead, the contract(s) will be awarded to the Firm whose compliant Proposal the Agency determines will provide the best value to the State of Iowa, DPD, and the IAARNG.
- 5.2.3 Criteria for evaluating the Proposals:
  - 5.2.1.1 Qualifications (experience and expertise of staff assigned for similar projects), Firm's capabilities, and financial stability.
  - 5.2.1.2 The Firm's recent experience (within 10 years) on either National Guard maintenance facilities, other National Guard projects, and school or county/municipal projects.
  - 5.2.1.3 The Firm's availability with respect to the needs of the Agency (Section 1.2).
  - 5.2.1.4 Office location of primary CxA.
  - 5.2.1.5 Proposed lump-sum not-to-exceed design fee.
  - 5.2.1.6 Interviews (optional)

### 5.3 AWARD OF CONTRACT

- 5.3.1 After selection, DPD will meet with the Firm for the purpose of negotiating an Agreement that is acceptable to both parties. In the event that the parties do not achieve an acceptable agreement, DPD reserves the right, at its sole discretion, to negotiate with other RFP respondents.
- 5.3.2 Should the above process not result in a contract, DPD will re-evaluate relevant issues and take appropriate follow-up action.
- 5.3.3 The successful Firm will be required to register to do business in Iowa before payments can be made. For vendor registration documents, go to: <https://das.iowa.gov/procurement/vendors/how-do-business>



## STATE OF IOWA

**KIM REYNOLDS**  
GOVERNOR

DEPARTMENT OF PUBLIC DEFENSE  
7105 NW 70<sup>TH</sup> AVE  
JOHNSTON, IA 50131-1824

**ADAM GREGG**  
LT. GOVERNOR

March 29, 2024

### RFP Respondents

**SUBJECT:** Request for Proposal (RFP), Commissioning Services for the Iowa Army National Guard Construct 2.5 MW Microgrid, Camp Dodge, Johnston, IA Project

In accordance with the issued RFP for commissioning services for the subject project, I request that you provide a proposal to me for the subject services. This contract will be done in two parts—design commissioning and construction commissioning. The initial contract covers only the design commissioning portion; the follow-on work will be handled via a change order after bids are received.

The project is a Military Construction project that will NOT require LEED Silver certification per USGBC LEED-NC v4.1 but will strive for maximum sustainability. Thus, Commissioning scope of work is similar/identical to the USGBC standards. The scope of work for the entirety of the project is as follows—

1. Perform basic level commissioning services required by LEED-NC v4.1 EA pre-req “Fundamental Commissioning and Verification” (Design Development and Construction Administration)--

Complete the following commissioning (Cx) process activities for mechanical, electrical, plumbing, and renewable energy systems and assemblies, in accordance with ASHRAE Guideline 0-2005 and ASHRAE Guideline 1.1–2007 for HVAC&R Systems, as they relate to energy, water, indoor environmental quality, and durability.

Requirements for exterior enclosures are limited to inclusion in the owner’s project requirements (OPR) and basis of design (BOD), as well as the review of the OPR, BOD and project design. NIBS Guideline 3-2012 for Exterior Enclosures provides additional guidance.

- Develop the OPR.
- Develop a BOD.

The commissioning authority (CxA) must do the following:

- Review the OPR, BOD, and project design.
- Develop and implement a Cx plan.

- Confirm incorporation of Cx requirements into the construction documents.
- Develop construction checklists.
- Develop a system test procedure.
- Verify system test execution.
- Maintain an issues and benefits log throughout the Cx process.
- Prepare a final Cx process report.
- Document all findings and recommendations and report directly to the owner throughout the process.

The review of the exterior enclosure design may be performed by a qualified member of the design or construction team (or an employee of that firm) who is not directly responsible for design of the building envelope.

- The CxA must have documented commissioning process experience on at least two building projects with a similar scope of work. The experience must extend from early design phase through at least 10 months of occupancy;
- The CxA may be a qualified employee of the owner, an independent consultant, or an employee of the design or construction firm who is not part of the project's design or construction team, or a disinterested subcontractor of the design or construction team.
  - For projects smaller than 20,000 square feet (1 860 square meters), the CxA may be a qualified member of the design or construction team. In all cases, the CxA must report his or her findings directly to the owner.

Prepare and maintain a current facilities requirements and operations and maintenance plan that contains the information necessary to operate the building efficiently. The plan must include the following:

- a sequence of operations for the building;
- the building occupancy schedule;
- equipment run-time schedules;
- setpoints for all HVAC equipment;
- set lighting levels throughout the building;
- minimum outside air requirements;
- any changes in schedules or setpoints for different seasons, days of the week, and times of day;
- a systems narrative describing the mechanical and electrical systems and equipment;
- a preventive maintenance plan for building equipment described in the systems narrative; and
- a commissioning program that includes periodic commissioning requirements, ongoing commissioning tasks, and continuous tasks for critical facilities.

2. Implement, or have in place a contract to implement, the following commissioning process activities in addition to those required under EA Prerequisite Fundamental Commissioning and Verification.

### **Commissioning Authority**

- The CxA must have documented commissioning process experience on at least two building projects with a similar scope of work. The experience must extend from early design phase through at least 10 months of occupancy;
- The CxA may be a qualified employee of the owner, an independent consultant, or a disinterested subcontractor of the design team.

### **Option 1. Enhanced Systems Commissioning (3-4**

#### **points) Path 1: Enhanced Commissioning (3 points)**

Complete the following commissioning process (CxP) activities for mechanical, electrical, plumbing, and renewable energy systems and assemblies in accordance with ASHRAE Guideline 0–2005 and ASHRAE Guideline 1.1–2007 for HVAC&R systems, as they relate to energy, water, indoor environmental quality, and durability.

The commissioning authority must do the following:

- Review contractor submittals.
- Verify inclusion of systems manual requirements in construction documents.
- Verify inclusion of operator and occupant training requirements in construction documents.
- Verify systems manual updates and delivery.
- Verify operator and occupant training delivery and effectiveness.
- Verify seasonal testing.
- Review building operations 10 months after substantial completion.
- Develop an on-going commissioning plan.

Include all enhanced commissioning tasks in the OPR and BOD.

#### **Path 2: Enhanced and Monitoring-Based Commissioning (4 points)**

Achieve Path 1

AND

Develop monitoring-based procedures and identify points to be measured and evaluated to assess performance of energy- and water-consuming systems.

Include the procedures and measurement points in the commissioning plan. Address the following:

- roles and responsibilities;
- measurement requirements (meters, points, metering systems, data access);
- the points to be tracked, with frequency and duration for trend monitoring;
- the limits of acceptable values for tracked points and metered values (where appropriate, predictive algorithms may be used to compare ideal values with actual values);
- the elements used to evaluate performance, including conflict between systems, out-of-sequence operation of systems components, and energy and water usage profiles;

- an action plan for identifying and correcting operational errors and deficiencies;
- training to prevent errors;
- planning for repairs needed to maintain performance; and
- the frequency of analyses in the first year of occupancy (at least quarterly).

Update the systems manual with any modifications or new settings, and give the reason for any from the original design.

AND

### **Option 2. Envelope Commissioning (2 points)**

Fulfill the requirements in EA Prerequisite Fundamental Commissioning and Verification as they apply to the building's thermal envelope in addition to mechanical and electrical systems and assemblies.

Complete the following commissioning process (CxP) activities for the building's thermal envelope in accordance with ASHRAE Guideline 0–2005 and the National Institute of Building Sciences (NIBS) Guideline 3–2012, Exterior Enclosure Technical Requirements for the Commissioning Process, as they relate to energy, water, indoor environmental quality, and durability.

Commissioning authority must complete the following:

- Review contractor submittals.
  - Verify inclusion of systems manual requirements in construction documents.
  - Verify inclusion of operator and occupant training requirements in construction documents.
  - Verify systems manual updates and delivery.
  - Verify operator and occupant training delivery and effectiveness.
  - Verify seasonal testing.
  - Review building operations 10 months after substantial completion.
2. Attend five (5) design meetings, each 120 minutes in duration, to be held at Camp Dodge or online meeting (Design Development).
  3. Review design submittals at 10%, 30%, 60%, and 90% submittals and provide comments to the project manager for incorporation into the master comment list (Design Development)
  4. Attend a minimum of four (4) construction progress meetings, 120 minutes in length to be held at the project site
  5. Conduct four (4) day long visits to the project site at appropriate times to —
    - Conduct initial verification of contractor adherence to the commissioning plan, refine commissioning log, and ensure commissioning (Cx) checklists are being completed correctly;
    - Conduct follow-up visit to refine the commissioning log, test key components of the Cx plan, and gather Cx checklists;
    - Conduct follow-up visit to verify items on Cx log are completed and refine the Cx log;
    - Conduct 10-month follow-up visit required for EA Credit Enhanced Commissioning

6. Provide interim and final reports to the project manager—use Microsoft Excel and Adobe PDF formats.

The design team will be CLP Engineering, LLC of Greenwood Village, CO.

## Attachment B - Evaluation Rubric

### RATING SCALE

0	1	2	3	4	5
Missing information or no response	Does not meet requirements	Meets some of the requirements	Meets many of the requirements, but requires some compromises	Meets almost all of the requirements	Meets all of the requirements

o Weighted scoring. Score of 0-5 distributes actual points

### COST PROPOSALS SCORING

The Cost Proposals will remain sealed during the evaluation of the Technical Proposals and any demonstrations. Only prospective Respondents who obtain the minimum score for their Technical Proposal will be considered during the cost evaluation phase of the review process. When a Technical Proposal does not meet the minimum score, the associated Cost Proposal will remain unopened and will be returned to the Respondent upon request after the Agency issues a Notice of Intent to Award the Contract. After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

Cost Proposals may be evaluated and points awarded as follows:

- 1) The Cost Proposals will be ranked from least to most expensive.
- 2) The least expensive Cost Proposal shall receive the maximum number of points available.
- 3) To determine the number of points to be awarded to all other Cost Proposals, the least expensive Cost Proposal will be used in all cases as the numerator. Each of the other Cost Proposals will be used as the denominator per the example below.
- 4) The percentage will then be multiplied by the maximum number of available points and the resulting number will be the cost points awarded to other compliant Respondents. Percentages and points will be rounded to the nearest whole value.

#### Example:

**Respondent A quotes \$35,000, Respondent B quotes \$45,000, and Respondent C quotes \$65,000.**

Respondent A:  $\frac{\$35,000}{\$35,000}$  = receives 100% of available points on cost

Respondent B:  $\frac{\$35,000}{\$45,000}$  = receives 78% of available points on cost

Respondent A:  $\frac{\$35,000}{\$65,000}$  = receives 54% of available points on cost

Attachment B - Evaluation Rubric

RFP 032924-01 Criteria Weighting		[Firm Name]		
Evaluation Criteria	Pass/Fail			
Mandatory requirements				
Criterion	Using Response(s) to RFP Section(s) among others:	Score on scale of 0 - 5	Possible Points (weight)	Actual Points Scored
Provide resumes of primary commissioning agent and any support personnel, including education, relevant experience, and certifications/licensing. Identify and describe qualifications, experience, and expertise in providing commissioning services for similar, or relevant, projects. Information must be submitted in the Standard Form 330 format.	<b>1.1.1</b>			
Commissioning Agent (or commissioning team)		0	400	0
For the staff that will be assigned, provide a list of past similar or relevant projects completed in the last 10 years, and include brief descriptions of what the projects entailed and a contact name and phone number (reference). In addition, provide estimated project cost, final project cost at acceptance, and whether the project was completed on time. Maximum two (2) pages per staff member.	<b>1.1.2</b>	0	200	0
Provide a narrative statement of your Firm's approach to commissioning large projects and the methodology you propose to use to deliver the required services on time. This should be a short section that gives the Selection Committee a clear understanding of how the commissioning process will be managed from contract execution through construction final acceptance. Describe the tools the Firm will use to produce the commissioning reports and issues logs, and any other information you feel may set your Firm apart from other prospective companies. Describe any computer program/software capabilities and expertise you utilize.	<b>1.1.3</b>	0	200	0
	<b>minimum score of 560</b>	<b>SUBTOTAL</b>	<b>800</b>	<b>0</b>
<b>Location Proposal</b>	<b>1.1.4</b>	0	<b>100</b>	<b>0</b>
<b>COST PROPOSAL</b>	Actual Total Dollars Proposed	% to Lowest	Possible Points (weight)	Actual Points Scored
<b>Actual Cost</b>		<b>1.1.5</b>	<b>100</b>	
		<b>TOTAL SCORE:</b>		<b>0</b>

