



**Deschutes Public Library  
Administrative Offices**

507 NW Wall Street, Bend, OR 97703  
Ph #541-312-5291 Cell #949-326-3748

January 3, 2022

**Attn: RFP Respondents and Concerned Parties**  
**Subj: Notice of Intent to Negotiate with Highest Ranked Finalist**  
**Request for Proposal (RFP) #21-22/10 for Commissioning Services in Support of**  
**Bond-Funded Construction Projects**

Based on responses to the recent request for proposals, interviews conducted on December 16<sup>th</sup>, 2021, and reference information obtained from third-party sources, **Systems West Engineers** has been identified as the highest-ranked finalist to provide Commissioning Services in Support of Bond-Funded Construction Projects.

Please review the attached matrix relating to the proposal evaluation conducted in alignment with criteria outlined in the solicitation. The Deschutes Public Library District intends to enter into contract negotiations with **Systems West Engineers** to provide the services identified in the RFP document based on formal Board action, which will take place on Wednesday, January 12, 2022, and resolution of any valid protests.

All questions related to this communication shall be directed to me by phone at (541) 312-5291 or by e-mail at [greg@dechase.com](mailto:greg@dechase.com).

Sincerely,

*Gregory Holcomb*

Greg Holcomb, Owner's Representative  
Deschutes Public Library

**Commissioning Services in Support of Bond-Funded Construction Projects  
Evaluation Summary Worksheet**

<b>CRITERIA</b>	<b>Points Available</b>	<b>Harris Energy Solutions</b>	<b>Interface Engineering</b>	<b>P2S Inc.</b>	<b>Systems West Engineers</b>	<b>Welsh Commissioning Group</b>
<b>1. Staffing Qualifications</b>	<b>15 Points</b>	<b>10.00 Points</b>	<b>10.13 Points</b>	<b>11.75 Points</b>	<b>13.50 Points</b>	<b>12.25 Points</b>
<b>2. Specialized Experience</b>	<b>20 Points</b>	<b>13.50 Points</b>	<b>14.25 Points</b>	<b>16.25 Points</b>	<b>18.50 Points</b>	<b>16.50 Points</b>
<b>3. Schedule</b>	<b>15 Points</b>	<b>6.75 Points</b>	<b>11.75 Points</b>	<b>12.25 Points</b>	<b>13.50 Points</b>	<b>12.25 Points</b>
<b>4. Central Oregon Experience</b>	<b>15 Points</b>	<b>.00 Points</b>	<b>11.25 Points</b>	<b>6.13 Points</b>	<b>15.00 Points</b>	<b>5.00 Points</b>
<b>5. Energy Efficiency and Sustainability</b>	<b>10 Points</b>	<b>4.75 Points</b>	<b>8.00 Points</b>	<b>8.00 Points</b>	<b>10.00 Points</b>	<b>8.25 Points</b>
<b>6. *Pricing (See Attached Price Score Calc RV1)</b>	<b>25 Points</b>	<b>2.71 Points</b>	<b>25.00 Points</b>	<b>22.99 Points</b>	<b>9.94 Points</b>	<b>11.86 Points</b>
<b>Total Available Pre-Interview</b>	<b>100 Points</b>	<b>37.71 Points</b>	<b>80.38 Points</b>	<b>77.37 Points</b>	<b>80.44 Points</b>	<b>66.11 Points</b>
<b>Post Interview Point Awards</b>						
	<b>Points Available</b>	<b>Harris Energy Solutions</b>	<b>Interface Engineering</b>	<b>P2S Inc.</b>	<b>Systems West Engineers</b>	<b>Welsh Commissioning Group</b>
<b>7. Finalist Interview(s) and Follow up</b>	<b>30 Points</b>	<b>.00 Points</b>	<b>22.25 Points</b>	<b>25.25 Points</b>	<b>27.25 Points</b>	<b>.00 Points</b>
<b>TOTAL ALL POINTS AVAILABLE</b>	<b>130 Points</b>	<b>37.71 Points</b>	<b>102.63 Points</b>	<b>102.62 Points</b>	<b>107.69 Points</b>	<b>66.11 Points</b>

**\*Intent to Award: Systems West Engineers with 107.69 Points**

**Commissioning Services in Support of Bond-Funded Construction Projects  
Proposal Financial Analysis Revision 1**

Project Fixed Fee by Work Package/Phase	Harris Energy Solutions	Interface Engineering	P2S Inc.	Systems West Engineers	Welsh Commissioning Group
<b>Work Package #1 Central Library by Phase</b>					
Schematic Design Phase	\$ 45,586.00	\$ 4,500.00	\$ 3,780.00	\$ 8,400.00	\$ 9,500.00
Design Development Phase	\$ 92,526.00	\$ 7,500.00	\$ 5,040.00	\$ 16,000.00	\$ 21,375.00
Construction Documents Phase	\$ 229,001.00	\$ 9,300.00	\$ 6,300.00	\$ 35,000.00	\$ 21,375.00
Construction Phase	\$ 175,798.00	\$ 24,500.00	\$ 23,100.00	\$ 80,000.00	\$ 59,375.00
Acceptance Phase	\$ 313,825.00	\$ 26,500.00	\$ 28,350.00	\$ 98,500.00	\$ 106,875.00
Post Acceptance Phase	\$ 97,948.00	\$ 11,000.00	\$ 12,600.00	\$ 10,000.00	\$ 18,932.00
Assuming whole building air leakage test performed	N/A	*Included Above	*\$15,500.00	*\$15,500.00	Original
<b>Work Package #1 Total Fixed Fee</b>	\$ 954,684.00	\$ 83,300.00	\$ 94,670.00	\$ 263,400.00	\$ 237,432.00
<b>Work Package #2 Redmond Library By Phase</b>					
Schematic Design Phase	\$ 32,010.00	\$ 2,600.00	\$ 3,360.00	\$ 6,800.00	\$ 4,000.00
Design Development Phase	\$ 59,357.00	\$ 5,500.00	\$ 4,200.00	\$ 11,000.00	\$ 9,000.00
Construction Documents Phase	\$ 136,342.00	\$ 6,000.00	\$ 4,200.00	\$ 16,500.00	\$ 9,000.00
Construction Phase	\$ 117,854.00	\$ 13,250.00	\$ 12,600.00	\$ 35,000.00	\$ 25,000.00
Acceptance Phase	\$ 187,887.00	\$ 14,750.00	\$ 15,750.00	\$ 55,000.00	\$ 45,000.00
Post Acceptance Phase	\$ 66,771.00	\$ 5,500.00	\$ 5,040.00	\$ 6,000.00	\$ 7,996.00
Assuming whole building air leakage test performed	N/A	*Included Above	*\$13,500.00	*\$13,500.00	Original
<b>Work Package #2 Total Fixed Fee</b>	\$ 600,221.00	\$ 47,600.00	\$ 58,650.00	\$ 143,800.00	\$ 99,996.00
<b>Work Package #3 Downtown Bend Library 80 Hour Allowance</b>	\$ 14,760.00	\$ 16,000.00	\$ 16,800.00	\$ 12,560.00	\$ 12,480.00
<b>Work Package #4 Branch Renovations 80 Hour Allowance</b>	\$ 14,760.00	\$ 25,000.00	\$ 16,800.00	\$ 12,560.00	\$ 12,480.00
<b>Grand Total Work Packages #1-2 Fixed Fee plus Work Package 3 &amp; 4 Allowances</b>	\$ 1,584,425.00	\$ 171,900.00	\$ 186,920.00	\$ 432,320.00	\$ 362,388.00
<b>Net Point Award (25 Possible)</b>	* 2.71	* 25.00	* 22.99	* 9.94	* 11.86
<b>Reimbursable Expense Estimate All Four Work Packages</b>	\$ 41,063.66	\$ 23,000.00	\$ 12,500.00	\$ 4,500.00	\$ 10,972.00
<b>Revision Notes</b>	N/A	*Revised Appendix 2	* Consultant Estimate	Estimate	*No Revision

**\*NOTE - Point Award Algorithm**

Least Commissioning Fees = Full Available Point Award or 25 Points

Other Point Award(s) = (Lowest Commissioning Fee/Provider Commissioning Fee)\*Full Available Points

Example - (\$480,000/\$600,000)\*25 = 20 Points

Hourly Rate Schedule	Harris Energy Solutions		Interface Engineering		P2S Inc.		Systems West Engineers		Commissioning Group	
**Staff Classifications	Hourly Rates		Hourly Rates		Hourly Rates		Hourly Rates		Hourly Rates	
1. Principal/Project Lead/Division Director	N/A	Per Hour	\$230.00	Per Hour	\$291.00	Per Hour	\$225.00	Per Hour	\$228.00	Per Hour
2. Commissioning Project Manager	N/A	Per Hour	\$200.00	Per Hour	\$243.00	Per Hour	\$187.00	Per Hour	\$156.00	Per Hour
3. Mechanical Engineer	N/A	Per Hour	\$180.00	Per Hour	\$205.00	Per Hour	\$152.00	Per Hour	\$0.00	Per Hour
4. Commissioning Engineer	N/A	Per Hour	\$0.00	Per Hour	\$180.00	Per Hour	\$172.00	Per Hour	\$106.00	Per Hour
5. Commissioning Technician	N/A	Per Hour	\$0.00	Per Hour	\$144.00	Per Hour	\$140.00	Per Hour	\$0.00	Per Hour
6. Commissioning Assistant	N/A	Per Hour	\$0.00	Per Hour	\$84.00	Per Hour	\$100.00	Per Hour	\$0.00	Per Hour
7. Engineer/Commissioning Eng Fire Protection & Fire Alarm	N/A	Per Hour	\$200.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour
8. Engineer/Commissioning Eng. Data/Telecom and Security	N/A	Per Hour	\$200.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour
9. Senior Building Science Specialist	N/A	Per Hour	\$200.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour
10. NEXUS Building Envelope Subconsultant	N/A	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour	\$231.00	Per Hour
11. Administrative Assistant	N/A	Per Hour	\$85.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour
12.	N/A	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour	\$0.00	Per Hour