

**STATE OF COLORADO  
STATE BUILDINGS PROGRAMS**



**REQUEST FOR PROPOSALS  
for  
COMMISSIONING (Cx) SERVICES**

**for the  
Science / Engineering Buildings (P-0407)**

**at the  
University of Colorado at Colorado Springs**

| [Revised April 10, 2006](#)

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**REQUEST FOR PROPOSALS FOR  
COMMISSIONING SERVICES**

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**ADVERTISEMENT  
REQUEST FOR PROPOSALS FOR  
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

(Please refer to the State of Colorado website  
[www.gssa.co.us](http://www.gssa.co.us))

and

University of Colorado at Colorado Springs website  
<http://web.uccs.edu/facplng/construction.htm>

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**CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES  
REQUEST FOR PROPOSAL  
UNIVERSITY OF COLORADO AT COLORADO SPRINGS**

**I. GENERAL INFORMATION**

**A. INTRODUCTION**

The Regents of the University of Colorado, a body corporate, acting by and through the University of Colorado at Colorado Springs, are soliciting the submittal of proposals from firms to provide independent Commissioning (Cx) services for the planned Science Engineering Buildings. The Science Engineering Buildings will consist of multiple joined buildings, 3 to 5 stories in height. It will be a general funded facility of approximately 143,000 GSF that provides approximately 76,000 ASF of teaching and research space including classrooms, laboratories, offices, and support facilities. The total project cost is \$45,000,000. The estimated construction cost is \$35,000,000 or approximately \$245 per gross square foot. The building has been registered with the USGBC and is anticipated to become a Certified LEED building. The building will house the following departments and spaces:

- Biology
- BioEnergetics Institute
- Vivarium (mice)
- Physics
- Mechanical & Aeronautical Engineering
- Institute for Space & Science Studies
- K-12 Educational Outreach
- Math Olympiad
- Interactive interdisciplinary meeting spaces
- Informal education spaces
- Mechanical, electrical, plumbing support spaces

The University of Colorado at Colorado Springs has selected the Architect, Construction Manager/General Contractor, and LEED / high performance design consultant. Currently the design and construction team is:

- AR7, Architect
  - RFD, Laboratory Consultant
  - Martin & Martin, Structural Engineer
  - Bradley Bean, Civil Engineer
  - Wenk Associates, Landscape Architect
  - M-E Engineers, Mechanical, Electrical, Plumbing Engineer
  - Rimrock, Technology Consultant
- Architectural Energy Corporation, LEED and high performance design consultant
- Gerald H. Phipps, Construction Manager / General Contractor (CM/GC)
- TBD, Commissioning (Cx) service provider

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## B. INTENT

1. The University of Colorado at Colorado Springs is committed to commissioning this facility to systematically optimize the building and its systems so they operate efficiently and effectively, and that the facilities staff has adequate systems documentation and training. It is the intent of the owner to ensure that the fundamental systems are calibrated and operating as required to deliver functional and efficient performance. In order to effect this intent, the owner will utilize an independent Commissioning (Cx) service provider in conjunction with the design and construction of the project. The Cx service provider shall review the Schematic Design Phase documents, and actively participate from the start of Architect's Design Development Phase throughout design, construction, post construction, and warranty periods. It is the owner's intent that the Cx service provider be an integral member of the design and construction team to enhance the performance of the team, help to achieve LEED certification of the building, and ensure the owner's intent is realized.
2. The commissioning service provider shall provide documented confirmation that the facility fulfills the functional and performance requirements of the building owner, occupants, and operators. To reach this goal, the commissioning process shall establish and document the owner's criteria for system function, performance, and maintainability (Design Intent); and to also verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation. The Cx service provider shall review operation and maintenance (O&M) manuals, as well as training on system operation provided by the CM/GC to the building operators to ensure the building continues to operate as intended.
3. The primary role of the Cx service provider during the overall design phase is to develop detailed commissioning specifications and review the design to ensure it meets the Owner's objectives. During construction, the Cx service provider develops and coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that the systems are functioning in accordance with the owner's Design Intent (DI) requirements and the contract documents. The Cx service provider is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem-solving or resolving non-conformance issues or deficiencies.
4. The design team is scheduled to complete the Schematic Design documents on April 3, 2006. Those documents will be made available to respondents to this RFP in order to provide as much information as possible to them relative to progress of the design and to aid respondents in determining costs for their commissioning services proposal. It is the owner's desire to have the selected Cx services provider begin work before the end of April, 2006.

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## II. STATEMENT OF WORK

The Cx shall be responsible for carrying out the following tasks. The proposer is free to suggest changes and improvements to the following task list. For this proposal, it is assumed by the owner that all of these tasks will be completed, unless any proposed changes to the following task list are “clearly” highlighted and noted in the respondent’s proposal.

### A. Pre-Design Phase

1. Assemble commissioning team, hold a scoping meeting and identify responsibilities.
2. Develop a draft design-phase commissioning plan.
3. Attend commissioning meetings as needed with project manager and design team.
4. Review the design intent documentation for clarity and completeness, including language on the following features: mechanical, electrical, plumbing, architectural, structural, lighting, energy consumption, commissioning, indoor environmental quality, environmental sustainability, site work, exteriors, landscaping, interiors, functionality for tenants, budget. This will be accomplished by the commissioning service provider by extracting salient concepts from the Owner’s existing programming report, the Schematic Design documents, and meeting with the design team. The Owner’s design intent requirements will be specific in nature, including specific performance criteria for most concepts.

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### B. Design Development & Construction Documents Phase

1. Coordinate the commissioning work during design.
2. Develop or update the design phase commissioning plan.
3. Perform focused reviews of the design, drawings and specifications at various stages of development; after schematic design and during design development and contract document phases.
4. Assist and review the development and updating of the Design Record documentation by design team members (Design Intent, Design Narrative; Design Basis).
5. Develop a draft construction phase commissioning plan using an Owner-approved outline.
6. Develop full commissioning specifications for all commissioned equipment. Coordinate this with the design team and integrate the commissioning specifications into the overall project specification package. One or more of the following documents can be used as a guide for content, rigor and format: 1) *Model Commissioning Plan and Guide Specifications*, USDOE/FEMP; Portland Energy Conservation, Inc. (PECI), 2) *The HVAC Commissioning Process*, ASHRAE Guideline 0-2005. The Peci Document can be downloaded free at <http://www.peci.org> and a copy of the ASHRAE document can be obtained by contacting ASHRAE at 404-636-8400.
7. The commissioning specification will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements, including formats; alerts to coordination issues, deficiency resolution; construction checklist and startup requirements; the functional

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testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.

8. Coordinate a controls integration meeting where the electrical and mechanical engineers, owner's representatives, and the Cx services provider discuss integration issues between equipment, systems and disciplines to ensure that integration issues and responsibilities are clearly described in the specifications.

### C. Bidding & Construction Phase

1. Attend pre-bid meeting to answer commissioning related questions.
2. Assist the design team and CM/GC in value engineering sessions.
3. Perform the tasks and functions in the specifications ascribed to the commissioning (Cx) services provider.
4. Coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
5. Coordinate the commissioning work with the CM/GC to ensure that commissioning activities are being incorporated into the master schedule.
6. Revise, as necessary, the construction phase commissioning plan developed during design, including scope and schedule.
7. Plan and conduct commissioning meetings as needed and distribute minutes.
8. Request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up and checkout procedures. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
9. Review normal CM/GC submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E reviews.
10. Review requests for information and change orders for impact on commissioning and owner's objectives.
11. Review coordination drawings to ensure that trades are making a reasonable effort to coordinate.
12. Write and distribute construction checklists for commissioned equipment.
13. Develop an enhanced start-up and initial systems checkout plan with contractors for selected equipment.
14. Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.
15. Perform the following pre-functional tasks:

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- a. Witness HVAC piping pressure test and flushing, sufficient to be confident that proper procedures were followed. Include testing documentation in the Commissioning Record.
  - b. Witness any ductwork testing and cleaning sufficient to be confident that proper procedures were followed. Include documentation in the Commissioning Record.
  - c. Document construction checklist completion by reviewing completed construction checklists and by selected site observation.
  - d. Document systems startup by reviewing start-up reports and by selected site observation.
  - e. Approve air and water systems balancing by spot testing and by reviewing completed reports and by selected site observation.
16. With necessary assistance and review from installing contractors, write the functional performance test procedures for equipment and systems. This will include manual functional testing, energy management control system trending and may include stand-alone data logger monitoring.
17. Coordinate, witness and document manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved. The functional testing shall include operating the system and components through each of the written sequences of operation, and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during construction check listing by the installing contractors, and spot-checked by the commissioning provider during functional testing. Analyze functional performance trend logs and monitoring data to verify performance.
- a. Tests on respective HVAC equipment shall be executed, if possible, during both the heating and cooling season. However, some overwriting of control values to simulate conditions shall be allowed. Functional testing shall be done using conventional manual methods, control system trend logs, and read-outs or stand-alone data loggers, to provide a high level of confidence in proper system function, as deemed appropriate by the commissioning provider and the Owner.
18. Prepare test plans for, assist with execution of, and document tests of commissioned equipment overseen by regulatory authorities and ensure that such tests meet the testing rigor desired by the Owner.
19. Maintain a master issues log and a separate record of functional testing. Report all issues as they occur directly to the Owner's Representative. Provide directly to the Owner's Representative written progress reports and test results with recommended actions.
20. Review equipment warranties to ensure that the Owner's responsibilities are clearly defined.

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21. Oversee and review the training of the Owner's operating personnel.
  - a. Oversee the videotaping of this training.
  - b. Review the creation of a classroom "owner's manual" that is to be kept in the classroom.
  - c. Review the preparation of the O&M manuals for commissioned equipment.
22. Compile a Commissioning Record, which shall include:
  - a. A brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
    - 1) Equipment meeting the equipment specifications,
    - 2) Equipment installation,
    - 3) Functional performance and efficiency,
    - 4) Equipment documentation, and
    - 5) Operator training.
  - b. All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
  - c. Also included in the Commissioning Record shall be the issues log, commissioning plan, progress reports, submittal and O&M manual reviews, training record, test schedules, construction checklists, start-up reports, functional tests, and trend log analysis.
23. Compile a Systems Manual that consists of the following: Owner's Project Requirements (by owner); Design Narrative and Basis of Design (by designer); Performance Metrics, if completed during design; space and use descriptions, single line drawings and schematics for major systems (by designer); control drawings, sequences of control (by contractor); and a table of all set points and implications when changing them, schedules, instructions for operation of each piece of equipment for emergencies, seasonal adjustment, startup and shutdown, instructions for energy savings operations and descriptions of the energy savings strategies in the facility, recommendations for recommissioning frequency by equipment type, energy tracking recommendations, and recommended standard trend logs with a brief description of what to look for in them (all by commissioning provider).

**D. Post Construction & Warranty Period**

1. Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.

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2. Return to the site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

**E. Systems To Be Commissioned**

1. The following systems and assemblies will be commissioned:

- a. Central building automation system, DDC system
- b. All equipment of the heating, ventilating and air conditioning systems
- c. Scheduled or occupancy sensor lighting controls
- d. Daylight dimming controls
- e. Refrigeration systems
- ~~f.~~ Laboratory, clean room, hoods and pressurization
- ~~g.~~ Heat recovery systems
- ~~h.~~ Indoor air quality
- ~~i.~~ Monitoring and verification equipment
- ~~j.~~ Notification and alarms systems

**Deleted:** f. Emergency power generators and automatic transfer switching¶  
 g. Uninterruptible power supply systems ¶  
 h. Life safety systems (fire alarm, egress pressurization, fire protection)¶  
 i

**Deleted:** j. Electrical¶  
 k. Domestic and process water pumping and mixing systems¶  
 l. Equipment sound control systems and testing¶  
 m. Data and communication ¶  
 n. Paging systems¶  
 o. Security system ¶  
 p. Irrigation¶  
 q. Plumbing¶  
 r. Vertical transport¶  
 s. Building envelope¶  
 t. Process instrumentation and controls¶  
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### III. GUIDELINE FOR SUBMITTALS

#### A. SCHEDULE

1. The overall schedule is as follows:

- |   |                |          |
|---|----------------|----------|
| • Advertisement & RFP Document Release  | April 3, 2006  | Deleted: |
| • Written Questions (Clarifications)  | April 7, 2006  | Deleted: |
| • Written Responses Issued  | April 10, 2006 | Deleted: |
| • <b>Submittals with Fee Proposals Due</b> <del>4:00 pm</del> <b>April 17, 2006</b> |                | Deleted: |
| • Selection Announced   | April 19, 2006 | Deleted: |
| • Contract Executed at Departmental Level   | April 21, 2006 | Deleted: |
| • Contract Approval   | April 28, 2006 | Deleted: |

2. Submittals shall be received no later than the time scheduled at the following address:

Attn: David E. Schnabel, P.E., Director of Facilities Services  
Campus Services Building Room 212  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918

If Mailed:

Attn: David E. Schnabel, P.E., Director of Facilities Services  
Facilities Services – CSB 2  
PO Box 7150  
Colorado Springs, CO 80933-7150

#### B. CLARIFICATIONS

1. Owner initiated changes to this RFP will be issued under numerically sequenced addenda. Addenda generally consist of the following items:
  - a. Corrections
  - b. Clarifications
  - c. Scope Changes
  - d. Time and/or Date Changes
2. Respondents must acknowledge all issued addenda in their submittal and proposal.
3. Respondent initiated requests for clarification will be received any time prior to 4:00 p.m. on the date scheduled. Facsimile transmission and e-mail is an acceptable means of correspondence in this matter. All Owner responses will be issued by written addenda on or before the date scheduled.

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4. Requests for clarification shall be accompanied with statements that the respondent meets the minimum requirements specified in this RFP.

**C. GENERAL INFORMATION**

1. All respondents accept the conditions of this RFP, including, but not limited to, the following:
  - a. All submittals shall become the property of the State of Colorado and will not be returned.
  - b. Late submittals shall not be evaluated.
  - c. Any restriction as to the use of submitted materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary submittals will not be honored. Fee proposals will be considered proprietary.
  - d. The State reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.
  - e. The State shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.
  - f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Commissioning Agreement, as further described in VI, A through D, are expressly workable without reservation.

**D. SUBMITTALS**

1. Respondent must comply with the following items, a through f. The State retains the right to waiver any minor irregularity or requirement should it be judged to be in the best interest of the State.
  - a. Submit **three (3)** complete copies of all submittal materials.
  - b. Submittals shall be formatted and tabbed in the exact form and alphanumeric sequence of the Evaluation Form, Appendix A. Additional information, if provided, shall appear at the end of the submittal under its own tab(s).
  - c. Response to all items shall be complete.
  - d. All references shall be current and relevant.
  - e. Complete and execute the appropriate Acknowledgment and Attestation Form.
  - f. Modifications or changes to the Cost Proposal Form are prohibited.

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## IV. SELECTION PROCESS

### A. GENERAL

1. The process to be used in the selection of Cx firms is described in herein. In summary, a panel(s) of individuals who will be involved in the project and/or understand the required services associated with commissioning will evaluate responses to the RFP.
2. Sealed fee proposals shall be required and are to be as submitted as indicated. Both qualifications and cost will be considered in the final ranking of firms with qualifications given 60% of the value in the selection evaluation and cost being given 40% of the selection evaluation.
3. Notice is hereby given to all interested parties that all firms will be required to meet minimum requirements to be considered for these projects. To be considered as qualified, interested firms shall have, as a minimum:
  - a. Provided commissioning services within the last five (5) years for at least three projects each in excess of \$20,000,000 (hard costs) and/or 100,000 gross square feet utilizing the expertise present in their Colorado office;
  - b. Demonstrated specific commissioning experience in institutional project types of similar scale and complexity;
  - c. Demonstrated experience with total building commissioning including the building envelope, energy management systems, monitoring and verification of systems performance.

### B. QUALIFICATION EVALUATIONS

1. From the submittals received, qualifications of respondents shall be evaluated by the selection committee using the scoring indicated on the enclosed Evaluation Form, Appendix A. Firms failing to meet the minimum required qualifications will not receive further consideration.
2. Qualifications shall equal 60 percent of the firm's final ranking.

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## C. COST PROPOSALS

1. Cost Proposals shall be submitted on the form provided in Section VIII, without modification. A Cost Proposal shall be accompanied with sufficient detail to clearly identify the fee for service. The Cost Proposal should be prepared independently in accordance with the following:
  - a. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the Proposal being found non-responsive.
  - b. Provide a Cx staff schedule with staff by name, position and man-hours per month estimated on the project.
  - c. Detailed estimate of other expenses (included in fee).
2. The State reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the State reserves the right to negotiate a reasonable fee for service within the available funds.
3. Cost Proposals shall equal 40 percent of the firm's final ranking. They will remain sealed until after the qualitative scoring and will then be opened.
4. This fee proposal is a binding offer to perform the services associated with the Statement of Work described in this RFP. The State, however, reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

## D. METHOD OF SELECTION AND AWARD

1. The University of Colorado at Colorado Springs shall complete a combined evaluation of qualifications and fee using the enclosed Evaluation Form Appendix A2. Numerical ranking and selection of the firms will then occur.
2. The qualitative score shall equal 60 percent and the fee amount will shall equal 40 percent of the final score.
3. The final fee amount and scope of work may be negotiated at the State's discretion. Award and contract will be contingent on deliverability of key proposed Cx staff.

## V. EVALUATION CRITERIA

### A. PROJECT TEAM, STAFFING AND LOCATION/ACCESS

1. Provide a separate graphic organizational structure complete with working titles for each proposed individual.
2. Provide job descriptions and responsibilities and authority for each working title.
3. Provide current assignments of all named staff and schedules for completion of their current assignments.

**Deleted:** 3. Provide anticipated staff assignment and alternate for key positions by name and resumes. Provide a CM/GC staff schedule by name, position, and man hours (assuming 8 hour days) per month estimated on the project.¶  
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4. Provide a description of commissioning services which are anticipated to be subcontracted for, and indicate how coordination of subcontracted services will be accomplished.

**B. PROJECT APPROACH**

1. Provide a strategic project approach summary. Include discussion of your firm's approach in providing successful commissioning services based on prior experience including cost, schedule and quality effectiveness.
2. Provide a description of commissioning work your firm has capability to self-perform, including qualifications to do such. The Owner prefers all commissioning work be provided by the Cx service provider. Indicate any category of work that your firm would sub-contract, the name of the firm that would perform the work, and the extent of the work in man-hours with the anticipated overall sub-contract cost.

**C. PRIOR EXPERIENCE/PERFORMANCE**

1. Provide a list of previous experience relevant to this project; list owner, architect, engineer, and contractor references and phone numbers for each. The University of Colorado at Colorado Springs may at its discretion contact references and/or conduct independent performance analysis on projects on which the firm has worked.

**E. REFERENCES**

1. All references submitted shall be current for projects listed in IV.C and IV.D preceding. Provide Owner and Architect references. References will be considered current if the party's name, current position/title, and position/title held at the time for which the recommendation is being sought are provided; telephone numbers must be current on the date of the applicants submittal.
2. References may not be checked.

**F. MISCELLANEOUS CONSIDERATIONS**

1. Claims/Litigation History

Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) on respondent contracts; explain the litigation, the issue, and its outcome or anticipated outcome.

2. Current Workload

Clearly indicate the current workload of the Colorado office. Include the project(s) name(s), the services(s) being provided, the percent complete, and the estimated amount of time to complete those projects. Set this information in the context of total available resources of the Colorado office.

3. Other

**Deleted:** 5. Identify all current office locations and the resident expertise intended to be provided under this RFP. Provide a description of the location of this staff for the performance of this contract, their expertise, and generic equipment to reside in Colorado and act in support of the anticipated contract.¶  
6

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**Deleted:** <#>Provide specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructibility reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.). ¶

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¶ Select your three (3) most relevant projects/programs and provide, at a minimum, the following:¶

¶  
<#>the project/contract name¶  
<#>description of services provided¶  
<#>overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders¶  
<#>organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)¶  
<#>key assigned in-house staff (name and title)¶  
<#>subcontracts (service) used in the performance of the contract¶  
<#>schedule history¶  
<#>reference(s) for Owner and Architect as described in IV.E¶  
<#>continuing services, if any¶

¶  
Note: At least two (2) projects shall demonstrate Cx services provided similar to those described in this RFP and its Appendices.¶

¶  
1. Timeliness¶ ... [1]

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This category is included for other items presented by the respondent. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc.

## VI. CONTRACT INFORMATION

- A. Carefully review the Contract sample (Appendix B) before initiating your response submittal. Any exceptions to the contract must be communicated formally in accordance with the written questions schedule in II.A.
- B. The State reserves the right to make non-material changes to the appended model agreement, including additions and /or modifications that may be necessary to more completely describe the services defined or implied herein.
- C. Any approved reimbursable expenses made under the terms of the final agreement shall be a direct pass on cost with no adjustment to the fee described therein.

**Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of the State.**

## VII. ACKNOWLEDGEMENT AND ATTESTATION FORM

- A. Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form is a mandatory requirement for a respondent to be considered responsive to this RFP.
- B. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

## VIII. COST PROPOSAL FORM

- A. Immediately following the Acknowledgment and Attestation Form is a Cost Proposal Form to be utilized to summarize the fee proposal for the services. Only those firms short listed will be required to submit fee proposals by 4:00 p.m. on the date scheduled.
- B. This RFP document, its Appendices, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview shall serve as the only basis for proposals.
- C. The respondent, by submitting this proposal, does hereby accept that minor changes by the State to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.
- D. Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent

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does hereby submit the following proposal for Commissioning services fees, consistent with the schedules provided in the Statement of Work. Respondents are hereby advised that it is the State's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.

- E. Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.
- F. Respondents should include a separate detailed reimbursables estimate.

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**ACKNOWLEDGEMENT AND ATTESTATION FORM  
(Partnership Format)**

**Date:** \_\_\_\_\_  
**Page 1 of 1**

By responding to this RFP, the respondent(s) certifies that he/she has reviewed the Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on \_\_\_\_\_ at \_\_\_\_\_  
Date City  
\_\_\_\_\_, State of \_\_\_\_\_  
County State

1) \_\_\_\_\_  
Partner Signature

Typed Name: \_\_\_\_\_

2) \_\_\_\_\_  
Partner Signature

Typed Name: \_\_\_\_\_

Notary: \_\_\_\_\_  
Date

Commission Expires: \_\_\_\_\_

Note: Add additional signature if there are more than two partners.

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**ACKNOWLEDGEMENT AND ATTESTATION FORM**  
**(Joint Venture Format)**

**Date:** \_\_\_\_\_

**Page 1 of 1**

By responding to this RFP, the respondent(s) certifies that he/she has reviewed the Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on \_\_\_\_\_ at \_\_\_\_\_,  
Date City  
\_\_\_\_\_, State of  
\_\_\_\_\_  
County State

1) \_\_\_\_\_  
Venture Partner Binding Signature Date

\_\_\_\_\_  
Type of Business Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Witness Date

Typed Name: \_\_\_\_\_

2) \_\_\_\_\_  
Venture Partner Binding Signature Date

\_\_\_\_\_  
Type of Business Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Witness Date

Typed Name: \_\_\_\_\_

Note:

Add additional venture partners as necessary.

2. Witnesses of venture partners shall be corporate secretary for corporations, partners for partnerships, and notaries for sole proprietorships.

3. Attach venture agreement

4. Type of business shall identify the venture partner as a corporation, venture, partnership, sole proprietorship, or other legal entity.

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**COST PROPOSAL FORM**

**Date:** \_\_\_\_\_  
Page 1 of 1

\_\_\_\_\_  
Project Title

- 1. Cx Pre Design Phase Fee \$ \_\_\_\_\_
- 2. Cx Design Development Phase Fee \$ \_\_\_\_\_
- 3. Cx Bidding & Construction Phase Fee \$ \_\_\_\_\_
- 4. Cx Post Construction & Warrantee Phase Fee \$ \_\_\_\_\_

**Total Commissioning (Cx) Services Fee**  
\$ \_\_\_\_\_

Please provide a detailed breakdown to adequately describe the Cx staff provided, term of their services, and associated, anticipated reimbursable and non-reimbursable costs so as to demonstrate as complete an understanding as possible of the services provided.

The fee shall include all services, profit, overhead, travel and per diem expenses, accounting and/or legal fees, insurance, and any other costs or expenses.

\_\_\_\_\_  
Applicant or Corporate Officer Signature

\_\_\_\_\_  
Title

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**APPENDIX A**  
**STATE BUILDINGS PROGRAMS**  
**QUALIFICATIONS EVALUATION FORM**  
**COMMISSIONING SERVICES**

Name of Firm: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Evaluator No: \_\_\_\_\_ Date: \_\_\_\_\_

RFP REFERENCE  
 MINIMUM REQUIREMENTS Y \_\_\_\_ N \_\_\_\_

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Acknowledgement and Attestation included: Y \_\_\_\_ N \_\_\_\_

**SCORE (PROJECT SPECIFIC QUALIFICATIONS):**

Weight<sup>1</sup> x Rating<sup>2</sup> = Score

TEAM ORGANIZATION/STAFFING/LOCATION

Graphic organization	_____	x	_____	=	_____
Job descriptions	_____	x	_____	=	_____
Staffing (quality + schedule)	_____	x	_____	=	_____
Current workload (assigned)	_____	x	_____	=	_____
Location/access	_____	x	_____	=	_____
Subcontracted services	_____	x	_____	=	_____

PROJECT APPROACH

Project specific approach	_____	x	_____	=	_____
Schedule effectiveness	_____	x	_____	=	_____
Quality effectiveness	_____	x	_____	=	_____
Cost effectiveness	_____	x	_____	=	_____
Samples (documentation)	_____	x	_____	=	_____

3. PRIOR EXPERIENCE/PERFORMANCE

Related experience/references	_____	x	_____	=	_____
-------------------------------	-------	---	-------	---	-------

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4. Miscellaneous

	x		=	
Claims/litigation history	x		=	
Current workload	x		=	
Other	x		=	
<b>TOTAL SCORE:</b>				3

- NOTES: 1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Rating:           0.0-1.0 = unacceptable           1.1-2.0 = poor           2.1-3.0 = fair  
                           3.1-4.0 = good                        4.1-5.0 = excellent
3. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

**Deleted: 4. PROJECT BACKGROUND/SUCCESS**

Project #1 . . . . . x  
 = . . . . .

■ Timeliness   ■ Disruption  
 ■ Budget  
 Considerations   ■ Claims  
 ■ Quality   ■ Acceptability

Project #2 . . . . . x  
 = . . . . .

■ Timeliness   ■ Disruption  
 ■ Budget  
 Considerations   ■ Claims  
 ■ Quality   ■ Acceptability

Project #3 . . . . . x  
 = . . . . .

■ Timeliness   ■ Disruption  
 ■ Budget  
 Considerations   ■ Claims  
 ■ Quality   ■ Acceptability

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**APPENDIX A2**

**STATE BUILDINGS PROGRAMS  
FINAL RANKING MATRIX  
QUALIFICATIONS 60%/FEE 40%**

FIRM	QUALIFICATIONS <sup>1</sup>						AVERAGE QUALS SCORE <sup>2</sup>	FEE SCORE <sup>3</sup>	QUALS & FEE SCORE <sup>4</sup>	RANK <sup>5</sup>
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6				

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NOTES:

Insert total score from each evaluator's QUALIFICATIONS EVALUATION FORM only. Note: The maximum score for qualifications is 60 points and is equivalent to the maximum points available for qualifications. Therefore, each firm's score is determined as a percentage of the maximum points available.

Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each firm's qualifications.

Determine score for each firm's sealed fee proposal with the lowest fee being equivalent to a maximum score of 40 points. To score each fee, use the example formula.

Assume the lowest fee was \$100,000.

SCORING OF FEES

FIRM A:  $\frac{\$100,000}{\$100,000} \times 40 \text{ points} = 40.0 \text{ points}$

FIRM B:  $\frac{\$100,000}{\$125,000} \times 40 \text{ points} = 32.0 \text{ points}$

FIRM C:  $\frac{\$100,000}{\$150,000} \times 40 \text{ points} = 26.66 \text{ points}$

Add the average qualification score to the fee score to determine cumulative qualifications and fee score. Numerically rank all firms with the highest scoring firm being the most qualified.

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**APPENDIX B**

**COMMISSIONING SERVICES AGREEMENT  
(Sample)  
(Under Separate File)**

**STATE OF COLORADO  
STATE BUILDINGS PROGRAMS**



**CONSULTANT AGREEMENT  
STANDARD FORMAT  
(FORM 6-AC-02A)**

This form can be viewed at the State Buildings web site listed below:

[HTTP://WWW.COLORADO.GOV/DPA/DFP/SBREP/FORMSTABLE.HTM](http://www.colorado.gov/dpa/dfp/sbrep/formstable.htm)

# APPENDIX C

## MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT

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**MINORITY/WOMEN BUSINESS ENTERPRISE  
PARTICIPATION REPORT**

**NOTICE**

TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT, EACH CONTRACTOR (INCLUDING ARCHITECT/ENGINEER/CONSULTANT) IS REQUESTED TO COMPLY WITH THESE REQUIREMENTS.

The undersigned contractor hereby certifies that the (company) (joint venture) (is) (is not)\* a minority enterprise as defined in this report. The undersigned contractor hereby certifies the (company) (joint venture) (is) (is not)\* a woman-owned business enterprise as defined. (\*Strike out where inapplicable.)

If Corporation:

If Sole Proprietorship/Partnership:

\_\_\_\_\_  
Corporation Name

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

ATTEST:

By: \_\_\_\_\_  
Secretary Date

It is the general policy of the State of Colorado to be as inclusive as possible to all member communities when spending taxpayer dollars.

**REQUIREMENTS**

Minority Business Enterprise (MBE) means, for the purpose of this report, a business enterprise at least 51 percent of which is owned and controlled by minority group members, or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned and controlled by minority group members. Eligible persons are expected to be engaged full time in the day-to-day operation and management of the business. Minority group members are ethnic minorities including African American, Hispanic American, Native American or Asian/Pacific American.

Women Business Enterprise (WBE) means, for the purpose of this report, a business enterprise of at least 51 percent of which is owned and controlled by a woman or women, or, in the case of a publicly-owned business, at least 51 percent of the stock of which is owned and controlled by women. Women are expected to be engaged full time in the day-to-day operation and management of the business.

C. The State of Colorado does not have a certification process nor does it require MBE's and WBE's to be certified EXCEPT for certain contracts for highway and bridge construction administered by the Colorado Department of Transportation.

The percentages of minority and women-owned business participation will be determined by dollar value of the work subcontracted to or joint ventured with minority and women-owned firms, as compared to the total dollar value of the bid amount for all work bid under this contract.

Prior to the award of this contract, the contractor will be required to provide to the Principal Representative a list of M/WBE enterprises, stipulating the dollar amount of each subcontract or supplier of materials on page 2 of this Minority and Women Business Enterprises Participation Report.

The contractor will retain records and documents showing the level of participation for two years following completion of this contract. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by an authorized representative of the Principal Representative, or its designated representatives, and will be submitted to such representatives upon written request.

MBEREPOR Rev. 08/2002

RFP for Cx Services

Science / Engineering Buildings

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**D. PROJECT BACKGROUND/SUCCESS**

Select your three (3) most relevant projects/programs and provide, at a minimum, the following:

the project/contract name  
description of services provided  
overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders  
organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)  
key assigned in-house staff (name and title)  
subcontracts (service) used in the performance of the contract  
schedule history  
reference(s) for Owner and Architect as described in IV.E  
continuing services, if any

Note: At least two (2) projects shall demonstrate Cx services provided similar to those described in this RFP and its Appendices.

**1. Timeliness**

In general, Construction Management/General Contracting work is seen as successful if it is on-time, on-budget, and of acceptable quality. Timeliness is generally based on completion by the originally published date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

**2. Budget Considerations**

Similar to timeliness, being on-budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the State is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

- a. conceptual estimating
- b. value analysis
- c. alternate solutions
- d. scope reduction that maintains project function
- e. cost/benefit analysis
- f. staff savings

Demonstrate for the above projects examples of how you accomplished the above cost control services.

**3. Quality**

Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of

care, etc.). Demonstrate for the above project examples how an acceptable level of quality was achieved.

4. Services Disruption

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc.

5. Project Acceptability

Please discuss how your Commissioning services helped achieve owner satisfaction with regard to project quality, energy efficiency, and acceptability on your project examples.

6. Claims

Based on your experience and above project examples, please address how you intend to reduce claims and facilitate claim resolution at all levels and among all parties without assuming the authority of the State or its quasi-judicial claims resolution process.