

**STATE OF COLORADO  
STATE BUILDINGS AND REAL ESTATE PROGRAMS**



**REQUEST FOR QUALIFICATIONS  
For  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**LEED Professional Services**

**for the  
Science Engineering Complex**

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

**November 23, 2005**



**REQUEST FOR QUALIFICATIONS  
For  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**LEED Professional Services**

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**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES  
REQUEST FOR QUALIFICATIONS  
DEPARTMENT OF HIGHER EDUCATION  
for  
LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN**

**I. INTRODUCTION**

**A. PROJECT DESCRIPTION**

This Request for Qualifications is for professional services for Leadership in Energy & Environmental Design (LEED) new construction criteria Version 2.2 established by the U.S. Green Building Council (USGBC) relative to the following project. The University of Colorado at Colorado Springs intends to design and construct a new Science Engineering Building. The new Science Engineering Building will include about 150,000 GSF (97,500 ASF) of a variety of teaching, research, and office spaces. Significant components: research and teaching laboratories for the sciences (Biology, Physics), engineering, and interdisciplinary research groups; general classrooms; offices; and innovative interaction spaces. Wet laboratories will include significant utility infrastructure systems. Engineering laboratories will primarily consist of physical science types, including computational equipment, some heavy, vibration sensitive equipment, and other specialized laboratories with related utility infrastructure. The new building will include a connection to the existing Engineering Building. The University will contract for Commissioning services for this project.

The design team for this project includes:

- Owner – University of Colorado at Colorado Springs
- Architect – AR7, Denver, CO and sub-consultants:
  - Structural engineer – Martin & Martin, Denver, CO
  - MEP engineer – ME Engineers, Colorado Springs, CO
  - Civil engineer – Bradley Bean, Colorado Springs, CO
  - Landscape architect – Wenk Associates, Denver, CO
- CM/GC – Gerald H Phipps Construction
- LEED Professional – TBD
- Commissioning Agent – TBD

Currently the Programming/Conceptual Design Phase is nearing completion and Schematic Design will follow immediately after the final building scope is determined. Through a previous design project, much of the basic site planning and architectural design has been completed. The project schedule is:

- |                                   |   |                   |
|-----------------------------------|---|-------------------|
| • Schematic Design complete       | - | February 15, 2006 |
| • Design Development complete     | - | April 15, 2006    |
| • Construction Documents complete | - | July 15, 2006     |
| • Construction start              | - | August 15, 2006   |
| • Construction complete           | - | February 15, 2007 |

The University of Colorado at Colorado Springs anticipates using a Construction Manager/General Contractor (CM/GC) approach to project delivery. Through the use of an Architect and a Construction Manager/General Contractor, a Guaranteed Maximum Price (GMP) will be established in conjunction with the University of Colorado at Colorado Springs. The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, and constructability, and will work with the Architect and LEED Accredited Professional throughout the value engineering phases of the project. The selection process for the CM/GC has already been made.

## **B. SCOPE OF SERVICES**

### **1. General**

The University desires complete consulting services necessary for securing LEED Certification or better under LEED-NC Version 2.2. It is the intent of this solicitation to obtain this level of compliance. To that end, the consultants may be required to provide services beyond those listed in the description below.

### **2. Existing and Proposed Facilities**

The University will provide information about the existing site including base maps, surveys, utility service locations, energy consumption and billing rates.

The Architect will provide information about the planned site and buildings including base maps, topographic and landscape plans, proposed building floor plans, elevations, and sections, and anticipated MEP systems.

### **3. Consultant Services**

The list of services that are desired by the University include but are not limited to:

- a. Review of architectural and engineering designs for compliance with LEED criteria (site, water, energy, materials and indoor air quality).
- b. Review the latest university design, construction and material standards for LEED compliance. Review and report gaps and areas for improvement to the design team, Director of Facilities Services, Campus Architect, and Campus Sustainability Officer.
- c. Work with the design team to develop strategies to maximize the number of LEED points in each category with a cost constraint of **3%** of additional construction cost.
- d. Communicate with the architect, design engineers, construction management team and general contractor to obtain the required LEED documentation.
- e. Collect and organize all pertinent design and construction documentation in support of the LEED certification.

- f. Lead design review teams required to achieve LEED certification. Document and distribute results and decisions made to design team members, including the Director of Facilities Services, Campus Architect and Campus Sustainability Officer.
- g. Recommend design alternatives to improve efficiencies and/or gain LEED points and provide supporting documentation necessary for proper review by the Department of Facilities Services including but not limited to opinion of probable cost, specifications with appropriate detail, code analyses, narrative description of project, and other materials appropriate for each change of design.
- h. Participate in the University's technical review process and respond to appropriate comments made during the review. The Department of Facilities Services maintains a website to facilitate collection of comments and responses made by consultants.
- i. Provide energy and life cycle cost analyses as required by State statute (C.R.S. 24-30-1304 and C.R.S. 24-30-1305) and LEED certification. Analyses shall be developed in conjunction with DOE-2 modeling utilizing State Building's standard for 50 year life time for new buildings.
- j. Work with the CM/GC firm to establish procedures and process to maximize LEED points obtained during building construction.
- k. Respond to the design team regarding questions made by bidders and document those answers in written form for incorporation into bidding addenda.
- l. Review the University's selections of furnishings and moveable equipment for LEED compliance points and document decisions and purchases.
- m. Coordinate project close-out services including collection and assembly of record documents and other necessary materials required for LEED certification.
- n. Review the University's building automation systems and work order system and recommend where processes could be enhanced for the maximum number of LEED points.
- o. Support and guide the team in the application phase of LEED and actual site visits and follow up questions from the US Green Building Council.
- p. Evaluate and critique the success and failures of the complete submissions for modification on future building projects.
- q. Work with the Commissioning Agent to establish procedures and process to maximize LEED points obtained.

## **C. SELECTION PROCESS**

The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: submittals will be screened and scored. A limited number of firms will be short listed and invited to participate in oral interviews. The [agency/institution] will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

1. Pre-submittal Conference: To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have [agency/institution] staff available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. The pre-submittal conference will be held at:

**Room 204  
Campus Services Building  
University of Colorado at Colorado Springs  
1420 Austin Bluffs Parkway  
Colorado Springs, Colorado 80918**

**10:00 AM** on the date schedule below

2. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, **three (3)** copies of submittals must be provided. Submittals must be received at:

Attn: Kathleen King  
Campus Services Building Room 211  
University of Colorado at Colorado Springs  
PO Box 7150  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918

Deadline for receipt (whether mailed or hand delivered) is on or before the time and date scheduled below.

Late submittals will be rejected without consideration. The [agency/institution] and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

3. Screening Panel/Short List: Submittals will be evaluated by a panel of individuals selected in accordance with state policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no fewer than three (3) or no more than three (3) will be interviewed.
4. Consultant responses shall furnish credentials to be evaluated according to selection criteria established by the Board of Regents. These criteria include:

**a. Recent, direct experience with projects of a similar scope and budget**

- Demonstrated design review expertise, qualifications, and experience with similar projects including laboratories and teaching spaces to maximize LEED points.
- Capabilities to satisfy project needs of this size, schedule, scope and magnitude, especially those in a campus setting.
- Experience with achieving LEED certification on projects within a limited budget and strict schedule.
- Experience with fast track design techniques, particularly for a complex academic building.

**b. Capability to undertake a project of this magnitude and complexity**

- Evidence that the lead consultant is accredited by the US Green Building Council in the LEED program requirements.
- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity.
- Location within Colorado of the team's principal office, and availability and appropriateness of and need for special consultants.

**c. Comprehension of the project and University goals**

- Demonstrated interest and understanding of this particular project (LEED Certification of new buildings), by this organization (a major university), in this particular place (the City of Colorado Springs).
- Sensitivity to the goals and objectives of the academic program in the building.
- Understanding of the University of Colorado's design process, and the facilities response consistent with the campus requirements.

**d. Demonstrated ability to plan, cost, schedule, and manage this project or one of similar scope and budget.**

- Evidence of experience and qualifications for providing sustainability consulting services to a public entity.
- Maintaining the proposed project schedule incorporating the scope of work and the dates listed in this information packet.
- Ability to scale work performed to fall within the client's limited budget.
- Ability to collect, organize, synthesize, and communicate complex information from several university administrative and academic departments in a timely manner.

To maximize the University's understanding of the consultant's credentials and qualifications, the University reserves the right to request of any consultant further clarification of its position or to supply additional information deemed necessary to further assess the consultant's qualifications, or to reject any or all responses received.

Oral Interviews. It is anticipated that oral interviews will be conducted as scheduled below. Interviews will be conducted at:

**Room 204  
Campus Services Building  
University of Colorado at Colorado Springs  
1420 Austin Bluffs Parkway  
Colorado Springs, Colorado 80918.**

5. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the [agency/institution].

#### **D. SCHEDULE**

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Advertisement		November 30, 2005
RFQ Document Available		November 30, 2005
Pre-submittal Conference	10:00 AM	December 8, 2005
RFQ Submittal Due	4:00 PM	December 15, 2005
Submittal Screening		December 22, 2005
A/E Interview List Released		December 22, 2005
A/E Oral Interviews (as scheduled)		December 29, 2005
Negotiation of A/E Contract		January 6, 2005
Contract Approval (projected)		January 6, 2005
Anticipated Design Start		January 9, 2005
Anticipated CM/GC Start		has started

#### **II. SUBMITTAL REQUIREMENTS**

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. Following are elements that will be used to evaluate each firm's qualifications:

##### **A. CONSULTANT'S PROJECT TEAM**

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

Elements that will be considered by the panel when scoring your submittal:

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

## **B. FIRM CAPABILITIES**

Elements that will be considered by the panel when scoring your submittal:

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Utilization of CADD and computers.
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

## **C. PRIOR EXPERIENCE**

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

Elements that will be considered by the panel when scoring your submittal:

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- Listing of specific LEED points acquired and all associated costs for implementation including LEED AP cost, design team costs, and construction costs.
- References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

## **D. PROJECT APPROACH**

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
  - Establish and maintain estimates of probable cost within owner's established budget relative to LEED.
  - Control consultant contract costs relative to LEED.
  - Coordinate value engineering activities
- Quality Control Methodology.
  - Insure State procedures are followed

- Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (ASHRAE/IESNA 90.1-2004) and the specification of energy efficient materials, systems, and equipment
- Insure the project is designed for durability and maintainability
- Schedule.
  - Manage the required work to meet the established schedule

## **E. WORK LOCATION**

Describe where the prime and subconsultants will do the key work elements of this project.

Elements that will be considered by the panel when scoring your submittal:

- Proximity of firm's office as it may affect coordination with the State's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

**Appendix A**

**STATE BUILDINGS AND REAL ESTATE PROGRAMS  
PRELIMINARY SELECTION/EVALUATION FORM  
ARCHITECT/ENGINEERING/CONSULTANT SERVICES**

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an architectural/engineering/consulting services selection process.)

Evaluator #: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Project: \_\_\_\_\_

RFQ REFERENCE  
MINIMUM REQUIREMENTS Y \_\_\_\_ N \_\_\_\_

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

---

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

**SCORE (PROJECT SPECIFIC QUALIFICATIONS):** Weight<sup>1</sup> x Rating<sup>2</sup> = Score

**1. PROJECT TEAM**

- Qualifications and relevant individual experience. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Unique knowledge of key team members relating to the project. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Experience on projects as a team. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Key staff involvement in project management and on-site presence. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Time commitment of key staff. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Qualifications and relevant subconsultant experience. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**2. FIRM CAPABILITIES**

- Are the lines of authority and coordination clearly identified \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Are essential management functions identified? \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Are the functions effectively integrated (e.g., subconsultants' roles delineated?) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Utilization of CADD and computers. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Current and projected work load. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**3. PRIOR EXPERIENCE/PERFORMANCE**

- Experience of the key staff and firm with projects of similar scope and complexity. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

- Demonstrated success on past projects of similar scope and complexity.
- References.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

4. PROJECT APPROACH

- Budget methodology/cost control.
- Quality control methodology.
- Schedule maintenance methodology.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

5. WORK LOCATION

- Proximity of firm's office as it may affect coordination with the state's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_ <sup>3</sup>

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.

**Appendix A1**

**STATE BUILDINGS AND REAL ESTATE PROGRAMS  
INTERVIEW SELECTION/EVALUATION FORM  
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Project: \_\_\_\_\_

<b>SCORE (OVERALL QUALIFICATIONS)<sup>1</sup>:</b>	<b>Weight<sup>2</sup> x Rating<sup>3</sup> = Score</b>
1. PROJECT TEAM	_____ x _____ = _____
2. PROJECT MANAGEMENT	_____ x _____ = _____
3. PROJECT APPROACH	_____ x _____ = _____
4. PRIOR EXPERIENCE	_____ x _____ = _____
5. WORK LOCATION	_____ x _____ = _____
<b>TOTAL SCORE:</b>	_____ <sup>4</sup>

**NOTES:**

1. Agencies are encouraged to include additional criteria that reflect the unique characteristics of the project under each category to help determine the submitter's overall qualifications.
2. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
3. 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
4. Total score includes the sum total of all criteria. A passing score (as a percentage of the total points available) is to be established prior to selection.

## APPENDIX A2

### STATE BUILDINGS AND REAL ESTATE PROGRAMS FINAL RANKING MATRIX

#### QUALIFICATION BASED SELECTION

(This form is to be used to rank and determine the most qualified architectural/engineering/consulting services firm in a selection process.)

FIRM	QUALIFICATIONS SCORE <sup>1</sup>						CUMULATIVE <sup>2</sup> TOTAL SCORE	RANK <sup>3</sup>
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

**NOTES:**

1. Insert total score from each evaluator's INTERVIEW SELECTION/EVALUATION FORM only.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

**APPENDIX B**

**ARCHITECT/ENGINEER/CONSULTANT CONTRACT  
(STANDARD OR CM/GC FORMAT)**

## **APPENDIX C**

### **MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT**

# 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.

- I. 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

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

### III. REQUIREMENTS

- A. 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.
- B. 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.
- D. 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.
- E. 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.
- F. 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.



**APPENDIX D**

**ACKNOWLEDGEMENT AND ATTESTATION FORM**

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

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

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

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

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

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)