REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

April 17, 2013

For The
University of Colorado Colorado Springs

For The
Track and Soccer Field Micro Master Plan and Program Plan
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

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I. INTRODUCTION

A. PROJECT DESCRIPTION

UCCS is seeking to engage a design firm to undertake a micro master plan and program plan for a new Track & Soccer Field project for its campus. The work is to incorporate these new facilities, and future facilities as identified in the UCCS Master Plan. It is expected that the design firm will provide a concept design based on the current rendering and final work product of the program. It is anticipated that the project will be constructed in phases and the program should be approached with this in mind identifying logical sequencing.

The program will include, but not necessarily be limited to, the following:

- NCAA Division II size soccer field (sports grass turf or artificial turf – To Be Determined), Final size to be determined based on the site and to accommodate the surrounding track.
- A 400 meter track design to accommodate the interior regulation soccer field
  - Artificial rubber-type surface
  - 8 lanes (possibly 9)
  - Meet NCAA Division II requirements
- Track and Field lighting meeting NCAA Division II requirements
- Electronic scoreboard
- All Site and supporting facilities must be ADA accessible
- Parking to accommodate final seating count
- Vehicle and pedestrian access (particularly important to accommodate ADA needs)
- Service and fire vehicle access
- Accommodate shuttle/bus stop service
- Landscaping
- All utilities (coordinate with utility master planning process that is underway)

There are three key facility elements included in this project. Those are outlined as follows:

- Element 01: Home team patron seating
  - Seating for approximately 6-8,000 (to be expanded in phases)
  - Sky boxes (to be added by phased approach)
  - Vendor/concession booths
  - Public restrooms (include family restroom)
  - Sits on east side facing west
  - Standing room only seating at north end in the “grass bowl”
  - Elevator to skyboxes and/or ramp access to seating

- Element 02: Visitor team patron seating
  - West side facing east
  - Seating for approximately 3,000 (to be expanded in phases)
  - Provides featured entrance
- Some vendor/concession booths
- Public restrooms (include family restroom)
- Ramp access to seating
  - Element 03: Support Facility
    - Three level facility
    - Large meeting/catered area on top floor (size based on building footprint)
    - Public restrooms for meeting/catered area
    - Home team locker room on second floor (field level)
    - Visitor team locker room on second floor (field level)
    - Maintenance area/garage area on lower level
    - Storage to accommodate facilities of this type and size
    - Elevator (accommodate catering and equipment movement)

It will be expected that the firm will evaluate the projects potential to meet LEED Gold Certification.

As a requirement of the final work product, the firm shall provide a detailed Opinion of Cost of the program plan as presented in 2013 dollars. Considering the schedule is not currently known, the cost opinion will be adjusted by the University once further timing is defined. It is also expected that the program and cost be prepared as a phased approach working closely with the University to define the sequence and phasing.

Additional information can be found at the UCCS web site: http://www.uccs.edu/facsrvs/planning-design-and-construction/projects-out-for-rfqrfp.html

B. 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. UCCS will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

Voluntary On-site Meeting: A voluntary on-site meeting will be held in the Campus Services Building, Rm 204, UCCS, 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918 per the date and time noted in Section C – Schedule.

Questions From Proposing Firms: With this RFQ, we have provided graphical information and site maps to help orient proposing firms with the site and project location. Through review of this documentation and in preparation of your response, if you have questions, those must be sent in writing by confirmed e-mail to Gary Reynolds at greynold@uccs.edu, no later than the date as stated below in Section C - Schedule. Responses to those questions will be posted on our web site by the due date specified in Section C - Schedule.

1. Architect/Engineer/Consultant’s Submittals: Specific requirements for submittals and scoring criteria are detailed in Section II. SUBMITTAL
REQUIREMENTS. To facilitate review, an electronic version (pdf) of the submittal must be provided. Submittals must be received at the following e-mail address:

SUBMIT@UCCS.EDU

If the electronic copy exceeds 9 MB size, a USB drive or CD can be hand delivered to the following address:

Reception Desk  
Campus Services Building  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918

Proposal responses should not be more than (20) twenty pages excluding required attachments.

Deadline for receipt (whether emailed or hand delivered) is identified in Section C – Schedule. Late submittals will be rejected without consideration. UCCS and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

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.

Oral Interviews: It is anticipated that oral interviews will be conducted during the week as noted in Section C - Schedule. Interviews will be conducted at: UCCS, 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918. The specific date, time and room location 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 UCCS.

C. SCHEDULE

Following is a list of schedule milestones for the RFQ process and an outline of the schedule for the balance of the project.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>April 17, 2013</td>
</tr>
<tr>
<td>RFQ Document Available</td>
<td>April 17, 2013</td>
</tr>
<tr>
<td>Voluntary On-site Meeting</td>
<td>1:00 pm, April 25, 2013</td>
</tr>
<tr>
<td>Date Email Questions Due</td>
<td>2:00 pm, May 1, 2013</td>
</tr>
<tr>
<td>Date Answers Due to all Firms</td>
<td>5:00 pm, May 3, 2013</td>
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<td>RFQ Submittal Due</td>
<td>2:00 pm, May 17, 2013</td>
</tr>
<tr>
<td>A/E Interview List Released</td>
<td>5:00 pm, May 31, 2013</td>
</tr>
<tr>
<td>A/E Oral Interviews (as scheduled)</td>
<td>Week of June 17, 2013</td>
</tr>
</tbody>
</table>
II. SUBMITTAL REQUIREMENTS

Firms will be evaluated 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. 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.

- Qualifications and relevant individual experience working on NCAA Division II Soccer Field and Track projects.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Time commitment of key staff. Define by individual.
- Qualifications and relevant subconsultant experience.

B. FIRM CAPABILITIES

- Qualifications and relevant experience of the firm(s) working on NCAA Division II Soccer and Track projects.
- Are the roles and responsibilities of the team clearly defined

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.

- Experience of the key staff and firm with projects of similar scope and complexity. Please clearly identify those projects where the proposed team members have worked together on these projects. Also clearly identify the year services were provided and the estimated project budget/size.
- Demonstrated success on past projects of similar scope and complexity.
- Please provide a minimum of (3) Client references for the projects described above.

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:

- Provide a timeline work plan outlining your approach to completing the micro-master plan and then the subsequent program plan. Please identify the Owner's activities/requirements within the work plan.
- Demonstrate your team's ability to provide cohesive and creative solutions to the site challenges and constraints.
- Quality Control Methodology.
  - Insure State procedures are followed related to the deliverables of the micro master plan and program plan.
  - Insure the project is conceived for durability and maintainability.
- Schedule Approach.
  - Manage the required work to meet the established schedule milestones.
- Describe the various presentation materials/media that will be utilized to effectively communicate the program design, program and phasing i.e. SketchUp, special reports, etc.
- Explain how you insure efficient and effective communication with user groups throughout the process.

E. WORK LOCATION

- Firm's familiarity with the project area
- Knowledge of the local labor and material markets for current opinion of cost purposes.
Appendix A

STATE BUILDINGS 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 $^{1} \times$ Rating $^{2} = $ Score

1. PROJECT TEAM (2nd highest priority or weighting)

   - Qualifications and relevant individual experience working on
     NCAA Division II Soccer Field and Track projects. _____X_____ = _____
   - Unique knowledge of key team members relating to the
     project. _____X_____ = _____
   - Experience on projects as a team. _____X_____ = _____
   - Time commitment of key staff. Define by individual. _____X_____ = _____
   - Qualifications and relevant subconsultant experience. _____X_____ = _____

2. FIRM CAPABILITIES

   - Qualifications and relevant experience of the firm(s) working on
     NCAA Division II Soccer and Track projects _____X_____ = _____
   - Are the roles and responsibilities of the team clearly defined _____X_____ = _____

3. PRIOR EXPERIENCE/PERFORMANCE

   - Experience of the key staff and firm with projects of similar
     scope and complexity. Please clearly identify those projects
     where the proposed team members have worked together on

RFQ (Rev. 7/2010)
these projects. Also clearly identify the year services were provided and the estimated project budget/size.  

- Demonstrated success on past projects of similar scope and complexity.  
- References (3 minimum).  

4. PROJECT APPROACH  

- Provide a timeline work plan outlining your approach to completing the micro-master plan and then the subsequent program plan. Please identify the Owner's activities/requirements within the work plan.  
- Demonstrate your team's ability to provide cohesive and creative solutions to the site challenges and constraints.  
- Quality Control Methodology  
  - Insure State procedures are followed related to the deliverables of the micro master plan and program plan.  
  - Insure the project is conceived for durability and maintainability.  
- Schedule Approach  
- Describe the various presentation materials/media that will be utilized to effectively communicate the program design, program and phasing i.e. SketchUp, special reports, etc.  
- Efficient and effective communication with user groups  

5. WORK LOCATION  

- Firm's familiarity with the project area.  
- Knowledge of the local labor and material markets.  

TOTAL SCORE:  

NOTES:  
1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.  
2. Rating:  
   - 1 = Unacceptable  
   - 2 = Poor  
   - 3 = Fair  
   - 4 = Good  
   - 5 = Excellent  
3. 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 (if applicable).
SCORE (OVERALL QUALIFICATIONS)\(^1\):  
Weight\(^2\) x Rating\(^3\) = Score

1. PROJECT TEAM  
   _____ x _____ = _____  
   - Relevant experience of the proposed team for the project  
   - Personality and fit of the team with the agency/institution  
   - Experience of the team members working together on other projects  
   - Direct involvement in project by each staff member

2. PROJECT MANAGEMENT  
   _____ x _____ = _____  
   - Experience of the designated Principals and Project Manager  
   - Clearly defined roles and responsibilities of each team member  
   - Lines of communication and decision making established and clear  
   - Process for completion of the project within the scheduled milestones

3. PROJECT APPROACH  
   _____ x _____ = _____  
   - Overall approach to the project  
   - Maximizing value  
   - Clearly defined process and schedule for owner involvement  
   - Process for opinion of cost for the project

4. PRIOR EXPERIENCE  
   _____ x _____ = _____  
   - Relevant project experience (collegiate soccer and track & field)  
   - Previous projects in the region/state

5. WORK LOCATION  
   _____ x _____ = _____  
   - Location of office that would be working on the project  
   - Meeting and travel plan for out-of-state/area offices  
   - Knowledge of local area and market

TOTAL SCORE:  

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: 1 = Unacceptable  2 = Poor  3 = Fair  
   4 = Good  5 = Excellent
4. Total score includes the sum total of all criteria.
APPENDIX A2

STATE BUILDINGS 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.)

<table>
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<th>FIRM</th>
<th>QUALIFICATIONS SCORE¹</th>
<th>CUMULATIVE² TOTAL SCORE</th>
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<tr>
<td></td>
<td>EVAL #1</td>
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NOTES:
1. Insert total score from each evaluator's PRELIMINARY SELECTION AND 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

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS
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)