REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES

July 2, 2013

For The
University of Colorado Colorado Springs

For The
Design Architect for Phase 1 of a Visual and Performing Arts Center and Site Micro-Master Plan
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL CONSULTING SERVICES

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I. INTRODUCTION

A. PROJECT DESCRIPTION

UCCS will be selecting two architecture firms for the design of a Visual and Performing Arts Center (VaPA); 1) a Design Architect and 2) a local Architect of Record (AOR). This RFQ is for the selection of the Design Architect. A second RFQ will follow shortly after this RFQ requesting submittals for the selection of the AOR. It is the intent of UCCS to conclude the selection of both architecture firms this fall. The contract for the Design Architect will be assigned and administered by the AOR. UCCS will contract with the AOR.

This project is to construct the first phase of a two phase design and construction process for the Visual and Performing Arts (VAPA) Center on the campus of the University of Colorado Colorado Springs (UCCS). This project includes, in the first phase, a black box theater with supporting spaces and offices for the academic theater and dance departments, a theater and supporting spaces for TheatreWorks, an intimate 250 seat recital hall in support of the music department, a 750 to 800 seat performance space/theatre, and the Gallery of Contemporary Art. The first phase will also include some additional learning/rehearsal space, a public reception functional lobby and “back-of-the-house” support spaces that will also provide support for community programs. The first phase will be approximately 85,000 gross square feet (gsf) with an estimated project cost of $56 million.

The second phase will expand the academic program presence with paint and sculpture studios, classrooms, seminar rooms, recording studio, music practice rooms, and offices that will support the remaining VaPA academic programs. The second phase will construct approximately 49,258 gsf and is estimated to cost $19 million. While this phase is not part of the project, it will need to be designed so that the site micro-master plan accommodates this phase and a potential third phase.

This project will also include the development of a complete micro-master plan for the VaPA region including accommodation of phase two (and possibly the third phase) of VaPA, landscaping, roads, sidewalks, parking and utilities. The micro-master plan will be developed in conformance with the university’s Master Plan.

Additional information can be found at the UCCS web site:


B. SELECTION PROCESS
The selection of the Design Architect will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: 1) submittals will be submitted, screened and scored and 2) a limited number of firms will be short listed and invited to participate in oral interviews. Short listed firms may also be asked to host visits by UCCS to selected completed projects.

UCCS will be assigning the Design Architect contract to the AOR. 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 additional information and site maps to help orient proposing firms with the site and project location. If you have questions, those must be sent in writing by confirmed e-mail to Gary Reynolds at greyndl@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. Design Architect 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. If emailed, submittals must be received at the following e-mail address:

   SUBMIT@UCCS.EDU

   If the electronic copy exceeds 10 MB size, a USB drive or CD can be physically 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 (40) forty pages excluding required attachments.

   Deadline for receipt (whether emailed or physically 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 and may be asked to host site visits to projects completed by the firm.

   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 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.

Site Visits: If UCCS decides to make site visits to completed projects, these visits will occur during the week as noted in Section C – Schedule.

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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>July 2, 2013</td>
</tr>
<tr>
<td>RFQ Document Available</td>
<td>July 2, 2013</td>
</tr>
<tr>
<td>Voluntary On-site Meeting</td>
<td>10:00 am, July 30, 2013</td>
</tr>
<tr>
<td>Date Email Questions Due</td>
<td>2:00 pm, Aug 2, 2013</td>
</tr>
<tr>
<td>Date Answers Due to all Firms</td>
<td>5:00 pm, Aug 7, 2013</td>
</tr>
<tr>
<td>RFQ Submittal Due</td>
<td>2:00 pm, Aug 22, 2013</td>
</tr>
<tr>
<td>A/E Interview List Released</td>
<td>5:00 pm, Sep 10, 2013</td>
</tr>
<tr>
<td>A/E Oral Interviews (as scheduled)</td>
<td>Week of Sep 30, 2013</td>
</tr>
<tr>
<td>Facilities Tours</td>
<td>Week of Oct 21, 2013</td>
</tr>
<tr>
<td>Selection Announced</td>
<td>5:00 pm, Nov 1, 2013</td>
</tr>
<tr>
<td>Anticipated Design Start</td>
<td>Immediately upon selection</td>
</tr>
<tr>
<td>Anticipated Completion of Project</td>
<td>June 30, 2017</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. Be sure to include the Attestation Form provided in Appendix D. 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 visual and performing Arts facilities
- 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 sub-consultant experience.

B. FIRM CAPABILITIES
Qualifications and relevant experience of the firm(s) working on visual and performing art facilities.
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 (gsf).
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 design. 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 design.
- 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 micro master plan and design i.e. SketchUp, renderings, 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 current UCCS Master Plan including infrastructure.
# Appendix A

## STATE BUILDINGS PROGRAMS

**PRELIMINARY SELECTION/EVALUATION FORM**

**ARCHITECT 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: Visual and Performing Arts Center Design Architect Selection

### 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):

Weight¹ x Rating² = Score

1. **Project Team**

   - Qualifications and relevant individual experience working on Visual and Performing Arts and micro master plans
     
     ________________ 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 sub-consultant experience.
     
     ________________ x ________________ = ________________

2. **Firm Capabilities**

   - Qualifications and relevant experience of the firm(s) working on Visual and Performing Arts and micro master plans
     
     ________________ 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 these projects. Also clearly identify the year services were provided and the estimated project budget/size (g sf).
     
     ________________ x ________________ = ________________

   - Demonstrated success on past projects of similar scope

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RFQ (Rev. 7/2010)
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 design. 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 design.
  - 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 design, program and phasing i.e. SketchUp, renderings, special reports, etc.

- Efficient and effective communication with user groups

5. WORK LOCATION

- Firm’s familiarity with the project area.

- Knowledge of the UCCS Master Plan and infrastructure

TOTAL SCORE:  

3

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).
Appendix A1

STATE BUILDINGS PROGRAMS
INTERVIEW SELECTION/EVALUATION FORM
ARCHITECTURAL 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: Visual and Performing Arts Design Architect Selection

SCORE (OVERALL QUALIFICATIONS)\(^1\): \(\text{Weight}^2 \times \text{Rating}^3 = \text{Score}\)

1. PROJECT TEAM
   \(\quad \times \quad \) = 
   \(\square\) Relevant experience of the proposed team for the project
   \(\square\) Personality and fit of the team with the agency/institution
   \(\square\) Experience of the team members working together on other projects
   \(\square\) Direct involvement in project by each staff member

2. PROJECT MANAGEMENT
   \(\quad \times \quad \) = 
   \(\square\) Experience of the designated Principals and Project Manager
   \(\square\) Clearly defined roles and responsibilities of each team member
   \(\square\) Lines of communication and decision making established and clear
   \(\square\) Process for completion of the project within the scheduled milestones

3. PROJECT APPROACH
   \(\quad \times \quad \) = 
   \(\square\) Overall approach to the project
   \(\square\) Maximizing value
   \(\square\) Clearly defined process and schedule for owner involvement
   \(\square\) Process for opinion of cost for the project

4. PRIOR EXPERIENCE
   \(\quad \times \quad \) = 
   \(\square\) Relevant project experience with VaPA facilities
   \(\square\) Design excellence
   \(\square\) Multi-venue facilities
   \(\square\) Previous projects in the region/state

5. WORK LOCATION
   \(\quad \times \quad \) = 
   \(\square\) Location of office that would be working on the project
   \(\square\) Meeting and travel plan for out-of-state/area offices
   \(\square\) Knowledge of UCCS Master Plan and infrastructure
   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>
<thead>
<tr>
<th>FIRM</th>
<th>QUALIFICATIONS SCORE¹</th>
<th>CUMULATIVE² TOTAL SCORE</th>
<th>RANK³</th>
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<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
<td>EVAL #2</td>
<td>EVAL #3</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.
NOTE: This is the consultant agreement that UCCS will be signing with the Architect of Record (AOR). The agreement that the design architect signs with the AOR will be different. This A/E agreement is provided for information purposes only.

APPENDIX C

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

NOTE: This is the Certification and Affidavit that UCCS will have signed by the Architect of Record (AOR). This C&A is provided for information purposes only.

See web site: http://www.uccs.edu/facsrvs/architects-engineers-and-consultants/projects-out-for-rfprfq/vapa-.html
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)