Visual and Performing Arts Center  
Questions and Answers  
Posted August 7, 2013

1. Question  
Could you tell us what sub-consultants you expect to see in the RFQ? Eg, structural, landscape, civil, MEP, theater consultant, acoustics, etc.

Answer  
it is anticipated that the Design Architect will recommend specialty sub-consultants that they view are important to the success of the design such as theater design, theater lighting design, acoustics, art gallery design, art gallery lighting, etc. It is anticipated that the Architect of Record will recommend the more standard sub-consultants such as MEP, structural, civil, landscaping, etc.

2. Question  
What exactly constitutes "required attachments" referenced in section B. Selection Process, 1. Design Architect Submittals, in the sentence "Proposals responses should not be more than (40) forty pages excluding required attachments"?

Answer  
In the RFQ appendices there are several forms to be provided, they are not in the 40 page count

3. Question  
Where are "State procedures" related to the micro-master plan to be found?

Answer  
Colorado Department of Education Master Planning Guidelines have been posted to our website: [http://www.uccs.edu/facsrvs/architects-engineers-and-consultants/projects-out-for-rfprfq/vapa.html](http://www.uccs.edu/facsrvs/architects-engineers-and-consultants/projects-out-for-rfprfq/vapa.html)

4. Question  
Is "(40) forty pages" defined as (40) forty sheets printed single-sided or (20) twenty sheets printed double-sided? Please clarify. If (40) forty sheets is acceptable, may we print them double-sided?

Answer  
(40) forty pages is defined as 40 sheets printed single-sided. Please note that we require an electronic (pdf) version of the submittal. We will accept a printed copy in addition to the electronic copy, but will not accept a printed copy alone. Double sided copies are acceptable for an optional printed copy, but printed submittals are not encouraged or required.
5. **Question**
   Another question that we have is in regard to “Quality Control Methodology” listed in the RFQ. Can you please clarify the requirement to “Insure State procedures are followed related to the deliverables of the micro master plan and design”?

   **Answer**
   Please see the answer to question 3.

6. **Question**
   What section of the submission should include images of projects and how should they be provided?

   **Answer**
   Section 4. Project Experience.

7. **Question**
   Is there a limit to the number of images per project?

   **Answer**
   There is no limit to the number of images per project, but the submittal should not exceed 40 pages.

8. **Question**
   Should the project team include all engineering disciplines or will the architect of record and the university select such team members?

   **Answer**
   Please see answer to question 1.

9. **Question**
   Is a detailed program already prepared and confirmed by the university or is program confirmation a part of the services?

   **Answer**
   A program plan has been prepared but there may need to be some adjustments.

10. **Question**
    Which sub consultants should be included in the design architect team?

    **Answer**
    Please see answer to question 1.
11. Question
When will copies of the sign-in sheets be provided?

Answer
The sign-in sheet is posted on the web site cited in the RFQ

12. Question
Can the Design Architect be the same company as the Architect of Record?

Answer
Yes

13. Question
Can the Design Architect identify an Architect of Record with whom they have a history or would prefer to work?

Answer
Yes

14. Question
Will the Architect of Record have input in the final selection of the Design Architect?

Answer
Yes

15. Question
Will you be issuing notes from the voluntary on-site meeting that occurred on July 30, 2013?

Answer
No

16. Question
It is acceptable to submit our qualification package without consultants?

Answer
Yes, but we anticipate that the Design Architect will have suggestions for some specialty consultants

17. Question
It is acceptable to submit our qualification package with a multiple options for each consultant type?

Answer
Yes
18. Question
It is acceptable to submit our qualification package with a defined team (with a single firm for each consultant type)?

Answer
Yes

19. Question
The RFQ has requested a digital submission only, there is no stipulation for paper size of the submission (we assume US letter is preferable), are we able to choose portrait or landscape?

Answer
Yes, US letter size and you can use portrait or landscape.

20. Question
Are Section Dividers included in the 40 pages?

Answer
Covers and section dividers are not included in the 40 pages.

21. Question
Are we able to include full CV’s and other useful information as an appendix (additional to the 40 pages)?

Answer
Yes, full CV’s can be placed in an appendix.

22. Question
We have noted the weighting for the marking criteria has not yet been assigned, will this be made available prior to submission of the RFQ?

Answer
No, the weighting factors will not be available before submission.

23. Question
Section C. We are asked to provide the name and current telephone number of the owner’s project manager for every project listed. Will the contact name and details of the client also be sufficient?

Answer
Yes, whoever is familiar with the project and your team's performance is appropriate.
24. **Question**  
Do all of the sub-consultants in the team need to sign Annex D?

**Answer**  
No, just the submitting firm needs to sign Annex D.

25. **Question**  
For firms wishing to visit the campus prior to the submission deadline will there be another opportunity to do so?

**Answer**  
Yes, you can visit anytime but in order to be fair to everyone you will not be accompanied by UCCS staff.

26. **Question**  
Will performance/theatre and exhibition/museum planning be tendered separately or should we include as part of our team setup?

**Answer**  
You need to include members for planning for all spaces included in the program plan.

27. **Question**  
Will firms selected to attend oral interviews receive any remuneration for travel and accommodation costs?

**Answer**  
No, all expenses will be at the firm's expense.

28. **Question**  
How many firms do you anticipate will be invited to interview?

**Answer**  
We typically interview 3 to 5. However this number can vary from that range. We are cognizant of the costs to prepare and attend interviews and only invite those firms that we are seriously considering.

29. **Question**  
Can you confirm who and how many people will be in the interview committee?

**Answer**  
Approximately 10 individuals: Dean of the College, Chair of the department of VaPA, representative of TheatreWorks, representative of the academic theater program, representative of the music program, director of the Gallery of Contemporary Art, an ad hoc faculty representative, Design Review Board representative, the University Architect and the Executive Director of Facilities Services.
30. **Question**
If successful we would like to have input into the selection of the AOR, will this be possible?

**Answer**
The timing of the selection process will preclude the Design Architect from participating in the selection of the AOR.

31. **Question**
Does the project budget include exhibition spaces & way finding and signage?

**Answer**
Yes

32. **Question**
Does the $56 Million budget include fit-out and fees?

**Answer**
Yes

33. **Question**
Regarding the assignment of the design architect to the architect of record (AOR):
We understand the assignment follows agreement in respect of fees, scope of services etc. with the university and that the AOR cannot unreasonably object to the assignment – is this correct?

**Answer**
Yes, that is correct.

34. **Question**
Will the AOR ultimately take responsibility (and liability) for the overall design?

**Answer**
As the AOR and licensed in Colorado, they will take liability for the design.

35. **Question**
Submittal Requirements – section A project team:
For the avoidance of doubt, we understand the sub-consultants are any required to deliver the design architect’s scope of services rather than specialist designers such as theatre, acoustic, landscape, structure, MEP, lift, fire consultants etc. Is this correct?

**Answer**
Please see the answer to question 1.
36. **Question**
   At the Informational Meeting it was suggested that a ‘pool’ or short-list of Acoustic/AV and Theatrical sub-consultants could be proposed by the Design Architect rather than a preselected consultant. Typically we see clients require one approach or the other, so that teams and proposals can be evaluated consistently. Please clarify.

   **Answer**
   We are open to either approach. In some cases, for example, the Design Architect is very comfortable with a specific acoustics firm that fully understands the architecture of the Design Architect and they want this particular firm on the team. In other cases it may not be so important. We do not have a preference for a shortlist of consultants or a preselected team.

37. **Question**
   Can you please confirm your preference for a shortlist of consultants vs. a preselected team?

   **Answer**
   Please see the answer to question No. 36.

38. **Question**
   If a consultant short-list is to be included in the submittal we anticipate that we would not provide a portfolio for each given the page limitation. Please confirm.

   **Answer**
   A portfolio of sub-consultants is not needed but it is anticipated that sub-consultants that are proposed will have worked with the Design Architect and their work can be featured along with your own.

39. **Question**
   Will the weight values for scoring be shared with proposers prior to the Aug 22 submittal date?

   **Answer**
   Please see the answer to question 22.

40. **Question**
   Is there an opportunity to meet with the faculty and stakeholders prior to the proposal due date?

   **Answer**
   No, in order to be fair to all firms the only communication will be through this question and answer period.
41. **Question**  
The RFQ's Project Approach (part D) asks the responders to describe our Quality Control Methodology, and asks to "Insure State procedures are followed related to the deliverables...". While in the meeting Gary touched upon the required submissions, including those to the University of Colorado Review Board, can you outline all of the required deliverables according State procedures?

**Answer**  

42. **Question**  
Would it be acceptable for a Design Architect submission to list more than one candidate each for the roles of Acoustical and Theatre Consultant, so a final selection process for those services could be undertaken with the University's input?

**Answer**  
Yes, please see the answer to questions 36-38.

43. **Question**  
Would it be beneficial if there was some qualification description for those candidates in the RFQ?

**Answer**  
We will not be providing qualifications descriptions for sub-consultants.

44. **Question**  
Please clarify the selection sequence for the Design Architect (DA) and the Architect of Record (AOR). Will the AOR be selected first? If so, will they have a role in the final selection of the DA? Yes Or will the AOR follow the conclusion of the DA selection?

**Answer**  
Yes, the AOR will be selected first. The AOR will have a role in the final selection of the DA.

45. **Question**  
What is the anticipated scope of work for the Second Phase? The RFQ states “this phase is not part of the project [but] it will need to be designed...” Is this design only at the scale of the micro-master plan? Or through schematic design? Or beyond?

**Answer**  
Enough development of the second phase will need to be completed in order to site the building on the site. It will probably not require going beyond SD.
46. **Question**
During Tuesday’s meeting, you indicated you would be open to us including a short list of sub-consultants rather than preselecting a single firm for each specialty (i.e. acoustical, theatrical, lighting, etc.). Will a brief statement of each firm’s qualifications and experience working with us suffice? Or would you prefer to see a more complete statement of sub-consultant qualifications, including individual resumes, time commitments and project experience?

**Answer**
Please see the answers to questions 36-38. A brief statement of each firm’s qualifications would be adequate. Resumes for sub-consultants can be included in an appendix to the submittal and will not be counted in the 40 page limit.

47. **Question**
Under Section II.D. Project Approach / Quality Control Methodology, what are the “State procedures” that need to be followed?

**Answer**
Please see answer to question 3.

48. **Question**
In what capacity will the Design Architect for the VaPA be working during the Construction Documents and Construction Administration phases?

**Answer**
The DA will review the construction documents and provide comments at the 50% and 95% CD document milestones. The DA will provide minimal services during the CA phase to be negotiated during fee negotiations.

49. **Question**
Are you expecting the Design Architect to submit a full consultant team for the RFQ submission or only specialty consultants, such as acoustical, theater planning and lighting?

**Answer**
Please see the answer to question 1.

50. **Question**
Is the estimated project cost of $56 million the estimated construction budget or is it inclusive of all fees? And is there a more detailed breakdown of the 48-month schedule that could be made available?

**Answer**
$56 million is the project budget including all soft costs, owner’s costs, and constructions costs. A more detailed breakdown of the project schedule is not available at this time.
51. **Question**
We would like to know if you want the Design Architect to select the theater and arts specialty consultants definitively (theater planner, theater equipment, lighting, acoustician, etc) or simply give the University a preferred list of consultants for later selection with the Architect of Record?

**Answer**
Please see the answer to questions 36-38.

52. **Question**
Will a detailed programming effort be a part of the scope of the project?

**Answer**
No, there may be some slight adjustments to the program that is being completed now.

53. **Question**
If we choose to include a cover letter, will that count toward the 40-page limit?

**Answer**
Yes, the cover letter counts in the 40 page limit.

54. **Question**
How far does the University intend to go in terms of the level of development for the Phase 2 drawings?

**Answer**
Please see the answer to question 45.

55. **Question**
Can submissions be made via upload on an external server? We would send you an e-mail with the relevant link, login and password information, so all you need to do is download the files from that server (instead of doing this directly from the e-mail.)

**Answer**
Yes, submissions may be made via upload on an external server.

End of questions