STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The
University of Colorado at Colorado Springs

For The
09-051 Engineering Renovation Phase I
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

TABLE OF CONTENTS

ADVERTISEMENTS

I. INTRODUCTION
   A. Project Description
   B. Selection Process
      1. Pre-Submittal Conference
      2. Architect/Engineer/Consultant Submittals
      3. Screening Panel/ Short List
      4. Oral Interviews
   C. Schedule

II. SUBMITTAL REQUIREMENTS
   a. Project Team
   b. Firm Capabilities
   c. Prior Experience
   D. Project Approach
   E. Work Location

APPENDICES

  Appendix A: Preliminary Selection/Evaluation Form
  Appendix A1: Interview Selection/Evaluation Form
  Appendix A2: Final Ranking Matrix
  Appendix B: Architect/Engineer/Consultant Contract (Standard or CM/GC Format)
  Appendix C: Minority/Women Business Enterprise Participation Report (MWBE-1)
  Appendix D: Certification and Affidavit Regarding Unauthorized Immigrants
  Appendix E: Acknowledgment and Attestation Form
I. INTRODUCTION

A. PROJECT DESCRIPTION

This project is a $6 million project to partially renovate and upgrade the research and office wing (east wing) of the existing Engineering building. The project will include new chillers and cooling towers, upgrades to the HVAC systems and extension of the direct digital control system. It will include a new roof with upgraded insulation. It will also include a partial remodeling of some of the research space and minor refurbishment of public spaces and offices.

NOTE: Funding of this project is dependent upon receiving stimulus funding.

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 constructibility, and will work with the Architect throughout the value engineering phases of the project. The selection process for the CM/GC will begin following the selection of the Architect.

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. The University of Colorado at Colorado Springs 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:

   University of Colorado at Colorado Springs, University Center
   Room 309

   April 6, 2009 at 1:00 pm
2. **Architect/Engineer/Consultant’s Submittals:** Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, four (4) copies of submittals must be provided. Submittals must be received at:

   UCCS  
   Campus Services Bldg  
   1420 Austin Bluffs Parkway  
   Colorado Springs CO 80918  

   Deadline for receipt (whether mailed or hand delivered) is:  
   April 14, 2009 2:00 pm  

   Late submittals will be rejected without consideration. The University of Colorado at Colorado Springs 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) will be interviewed.

4. **Oral Interviews:** It is anticipated that oral interviews will be conducted during the week of April 27, 2009. Interviews will be conducted at: The University of Colorado at Colorado Springs 1420 Austin Bluffs Parkway, Colorado Springs CO 80918. 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 University of Colorado at Colorado Springs.

C. **SCHEDULE**

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

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Advertisement</td>
<td>03/20/09</td>
</tr>
<tr>
<td>RFQ Document Available</td>
<td>03/20/09</td>
</tr>
<tr>
<td>Pre-submittal Conference</td>
<td>04/06/09</td>
</tr>
<tr>
<td>Date Email Questions Due</td>
<td>04/09/09 12:00 pm</td>
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<tr>
<td>Date Answers Due to all Firms posted to website</td>
<td>04/10/09 5:00 pm</td>
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<tr>
<td>RFQ Submittal Due</td>
<td>04/14/09 2:00 pm</td>
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<tr>
<td>Submittal Screening</td>
<td>04/22/09</td>
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<tr>
<td>A/E Interview List Released</td>
<td>04/22/09 5:00 pm</td>
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<tr>
<td>A/E Oral Interviews (as scheduled)</td>
<td>week of April 27, 2009</td>
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<tr>
<td>Negotiation of A/E Contract</td>
<td>05/04/09</td>
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<tr>
<td>Contract Approval (projected)</td>
<td>TBD</td>
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<tr>
<td>Anticipated Design Start</td>
<td>TBD</td>
</tr>
<tr>
<td>Anticipated CM/GC Start</td>
<td>TBD</td>
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<tr>
<td>(if prior approval received from SBP)</td>
<td>TBD</td>
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<tr>
<td>Anticipated Construction Start/Finish</td>
<td>TBD</td>
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</tbody>
</table>
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. 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.
- 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.
  - Control consultant contract costs
  - 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/IES 90.1-1989) 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 firms 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 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$^1$ x Rating$^2$ = 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____=____
4. PROJECT APPROACH

- Demonstrated success on past projects of similar scope and complexity. \[ \text{Score} \times \text{Weight} = \text{Total Score} \]
- References. \[ \text{Score} \times \text{Weight} = \text{Total Score} \]

5. WORK LOCATION

- Proximity of firm's office as it may affect coordination with the state's project manager and the potential project location. \[ \text{Score} \times \text{Weight} = \text{Total Score} \]
- Firm's familiarity with the project area. \[ \text{Score} \times \text{Weight} = \text{Total Score} \]
- Knowledge of the local labor and material markets. \[ \text{Score} \times \text{Weight} = \text{Total Score} \]

TOTAL SCORE: \[ \boxed{3} \]

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.
Appendix A1

STATE BUILDINGS 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:_______________________________________________________________

SCORE (OVERALL QUALIFICATIONS): Weight² x Rating³ = Score

1. PROJECT TEAM _____ x _____ =   _____
2. PROJECT MANAGEMENT _____ x _____ =   _____
3. PROJECT APPROACH _____ x _____ =   _____
4. PRIOR EXPERIENCE _____ x _____ =   _____
5. WORK LOCATION _____ x _____ =   _____

TOTAL SCORE: ________4

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 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 SCORE(^1)</th>
<th>CUMULATIVE(^2) TOTAL SCORE</th>
<th>RANK(^3)</th>
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<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 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.
REGENTS OF THE UNIVERSITY OF COLORADO, acting by and through the University of Colorado at Colorado Springs

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

Architect/Engineer/Consultant or Contractor

By: By:

Date

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 that 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.

MBE: Yes ☐  WBE: Yes ☐
No ☐  No ☐

Total Contract Amount: $______________

<table>
<thead>
<tr>
<th>Name and Address of M/WBE Subcontractors and/or Suppliers and/or Self-Performed Work by M/WBE Primes*</th>
<th>MBE Contract Amounts</th>
<th>WBE Contract Amounts</th>
<th>Type of Work</th>
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*Indicate ethnicity based on Paragraph III. A. above.

Total MBE Contracts:  $____________________
Total WBE Contracts:  $____________________
Total MBE %:  ________________________
Total WBE %:  ________________________
CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

Institution/Agency: Regents of the University of Colorado, a body corporate, acting by and through, the University of Colorado at Colorado Springs
Project No./Name: 09-051 Engineering Renovation Phase I

A. CERTIFICATION STATEMENT [HB 06-1343]

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq. The Vendor shall not knowingly employ or contract with an unauthorized immigrant to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant alien.

2. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any unauthorized immigrants, through participation in the E-Verify Program, formerly referred to as the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, and (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b).

3. The Vendor shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the State may terminate work for breach and the Vendor shall be liable for actual and consequential damages to the State.

B. AFFIDAVIT [HB 06S-1023]

4. If the Vendor is a sole proprietor, the undersigned hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that (check one):

   - [ ] I am a United States citizen, or
   - [ ] I am a Permanent Resident of the United States, or
   - [ ] I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I am a sole proprietor entering into a contract to perform work for the State of Colorado. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to starting work for the State. I further acknowledge that I will comply with the requirements of CRS 24-76.5-101 et seq. and will produce the required form of identification prior to starting work. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under CRS 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

CERTIFIED and AGREED to this _____ day of ___________________, 20__.

VENDOR:

Vendor Full Legal Name

BY: ________________________________
Signature of Authorized Representative

Title

State Form UI-1
Issued 2/2008
APPENDIX E

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)