REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The
University of Colorado at Colorado Springs (GFC)

For The
Science Building Renovation
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

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ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
DEPARTMENT OF HIGHER EDUCATION

I. INTRODUCTION

A. PROJECT DESCRIPTION

The Science Building was constructed in 1980 and since has been used by the University of Colorado at Colorado Springs (UCCS) as a classroom/laboratory facility in support of the College of Letters Arts and Sciences (LAS) and several other undergraduate programs. In 1981 an Art Gallery facility was added to the Science Building. This project is to renovate only the Science Building with a total of 75,711 Gross Square Feet (GSF).

This renovation is to provide needed laboratories, classrooms and offices for our students and scholars, in conjunction with our community, business, state and federal partners in an effort to create an environment with unmatched vitality and originality in a vibrant university environment.

The vision is to encourage interdisciplinary teaching and research and to foster collaboration and innovation in addressing the challenges facing our society. The interdisciplinary momentum is a fundamental and long-term restructuring of the nature of scholarly activity.

This renovation is part of the university’s Seven Year Growth Plan. The Biology Department, Bio-Energetics and Math will be relocated, thus vacating space that will allow for expansion of the Chemistry Department and allow for relocation of the Anthropology and Geology departments into the Science Building after renovations are complete. As a result, it is anticipated that an architectural space programming effort will be required in order to finalize existing department needs and those needs of programs moving into the building before schematic design will begin.

The entire building will be renovated and/or refurbished for use as laboratories, classrooms, and offices. A previously unfinished storage area has been finished and provides five new state-of-the-art classrooms totaling 11,935 Gross Square Feet (GSF). The renovation will provide space for and include:

- Anthropology
- Chemistry
- Physical Geography
- Geology
- Science Learning Center
- General Classrooms
- Offices
- Support spaces
- New supporting infrastructure to include but not limited to HVAC, fume hood system, lighting, plumbing
Renovation of the building is to include educational features to encourage teaching and research and to foster collaboration and innovation in addressing the challenges facing our society, such as the pursuit of basic knowledge in chemistry.

The building is to be certified under LEED – EB.

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 at the Design Development phase. 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 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 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 University 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 Center, Room 116
   University of Colorado at Colorado Springs
   1420 Austin Bluffs Parkway
   Colorado Springs CO 80918

   Tuesday, June 3, 2008 at 10:00 a.m.

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:

   Attn: Rhea Taylor
   Campus Services Building, Room 211
   University of Colorado at Colorado Springs
Submittals may be mailed to the University at PO Box 7150, Colorado Springs, CO 80933 however final delivery may require an additional two to three days.

Deadline for receipt at the Campus Services Building, whether mailed or hand delivered is: Friday, June 13, 2008 at 2:00 p.m.

Late submittals will be rejected without consideration. The University of 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 that three (3) respondents will be interviewed.

4. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of June 30, 2008. Interviews will be conducted at: The University of Colorado at Colorado Springs. 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.

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</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>May 21 and 23, 2008</td>
</tr>
<tr>
<td>RFQ Document Available</td>
<td>May 21, 2008</td>
</tr>
<tr>
<td>Pre-submittal Conference</td>
<td>June 3, 2008, 10:00 a.m.</td>
</tr>
<tr>
<td>Questions due by</td>
<td>June 6, 2008</td>
</tr>
<tr>
<td>Responses posted by</td>
<td>June 11, 2008</td>
</tr>
<tr>
<td>RFQ Submittal Due</td>
<td>June 13, 2008, 2:00 p.m.</td>
</tr>
<tr>
<td>Submittal Screening</td>
<td>June 13 to 23, 2008</td>
</tr>
<tr>
<td>A/E Interview List Released</td>
<td>June 23, 2008</td>
</tr>
<tr>
<td>A/E Oral Interviews (as scheduled)</td>
<td>Week of June 30, 2008</td>
</tr>
<tr>
<td>A/E Selection</td>
<td>July 7, 2008</td>
</tr>
<tr>
<td>Negotiation of A/E Contract</td>
<td>July 2008</td>
</tr>
<tr>
<td>Contract Approval (projected)</td>
<td>No later than July 25, 2008</td>
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<tr>
<td>Anticipated Design Start</td>
<td>No later than July 28, 2008</td>
</tr>
<tr>
<td>Anticipated CM/GC Start</td>
<td>August, 2008</td>
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<tr>
<td>(if prior approval received from SBP)</td>
<td></td>
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<tr>
<td>Anticipated Construction Start/Finish</td>
<td>June 2009 start/</td>
</tr>
</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 sub consultants. 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 sub consultant 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., sub consultants’ 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 sub consultants 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): Weight¹ x Rating² = 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. \[ \text{_____} \times \text{_____} = \text{_____} \]

References. \[ \text{_____} \times \text{_____} = \text{_____} \]

4. PROJECT APPROACH

- Budget methodology/cost control. \[ \text{_____} \times \text{_____} = \text{_____} \]
- Quality control methodology. \[ \text{_____} \times \text{_____} = \text{_____} \]
- Schedule maintenance methodology. \[ \text{_____} \times \text{_____} = \text{_____} \]

5. WORK LOCATION

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

TOTAL SCORE: \[ \text{_____} \]

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.
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)\(^1\):

\[
\begin{align*}
1. \text{PROJECT TEAM} & \quad \text{_____} \times \text{_____} = \text{_____} \\
2. \text{PROJECT MANAGEMENT} & \quad \text{_____} \times \text{_____} = \text{_____} \\
3. \text{PROJECT APPROACH} & \quad \text{_____} \times \text{_____} = \text{_____} \\
4. \text{PRIOR EXPERIENCE} & \quad \text{_____} \times \text{_____} = \text{_____} \\
5. \text{WORK LOCATION} & \quad \text{_____} \times \text{_____} = \text{_____}
\end{align*}
\]

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 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>
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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.
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

Institution/Agency: 
Project No./Name: 

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 ____________________________

By: ____________________________ Date: ____________________________

Title ____________________________

Attest:

By: ____________________________ Date: ____________________________

Secretary ____________________________

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 %: __________________
APPENDIX D

CERTIFICATION AND AFFIDAVIT REGARDING ILLEGAL ALIENS
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 illegal alien to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien.

2. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in 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.

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 ________________, 200__.

VENDOR:

Vendor Full Legal Name                                      FEIN or Social Security Number

BY:                                                     Title

Signature of Authorized Representative

State Form IA-1
Issued 9/2006
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

________________________________

Witness

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

(Seal)