

**STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS**



**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

For The

University of Colorado Colorado Springs

For The

Direct Digital Controls (DDC) – 5 Year Non-Compete Agreement

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

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(Insert ADVERTISEMENT)

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
DEPARTMENT OF FACILITIES SERVICES**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado Colorado Springs is requesting proposals from Dedicated Control Contractor (DDC) firms for the selection of up to two (2) firms who will be awarded a five (5) year Non-Compete agreement for providing new construction and renovation project DDC systems for the duration of this agreement. These firms will also negotiate with UCCS for Technical Support and Services Agreement (TSA).

The University of Colorado Colorado Springs Facilities Services Department is soliciting the submittal of proposals from Direct Digital Controls (DDC) Vendors to provide below services:

1. Assist our in-house staff with responding to DDC system component maintenance for all campus buildings.
2. Provide design-assist for new campus construction and renovation projects.
3. Bid on new DDC installations in new campus construction and renovation projects.
4. Provide dedicated on-site system support and phone assistance, if requested.
5. Provide detailed cost estimating of materials and labor to ensure accuracy of quantity, size, configuration, voltage, options, etc.
6. Provide discounted material and labor pricing for both UCCS and our contractors.
7. Warranty products installed by their respective firms.
8. Provide in-depth training to in-house Physical Plant and Auxiliary Operations staff on DDC systems.
9. Provide emergency support when needed, if requested.

Selection and award of this project will be based on qualifications and submittal requirements that present the best value to the University of Colorado Colorado Springs.

Firm Mandatory Requirements

Notice is hereby given to all interested parties that all firms will be required to meet minimum requirements to be considered for the DDC selection. To be considered as qualified, interested firms shall have, as a minimum:

- ❑ Firms shall demonstrate a minimum of 15 years' experience with DDC systems. This includes, but is not limited to, developing network architecture, system configuration, component installation, programming, system analysis, component trouble shooting and the integration of sub-systems and components, including BACNet and LonWorks interoperability. Also have knowledge of lighting control systems and how they integrate with DDC.
- ❑ Individuals overseeing the installation and configuration of the DDC system must be trained and/or certified engineers, installers, programmers and service technicians on that product line for installation and configuration.

- ❑ The vendor's technicians must be experienced in control system operation, maintenance and service. Technicians must document a minimum 5 year history of servicing installations of similar size and complexity.
- ❑ Firm must maintain a fully capable service facility within a 75 mile radius of the University of Colorado Colorado Springs. The service facility shall manage the emergency service dispatches and be capable of providing 4 hour emergency response/1 hour phone response.
- ❑ Provide advanced training in Colorado Springs or Denver metropolitan areas for UCCS staff.
- ❑ Provide system information updates on a regular basis.
- ❑ Confirm that your firm supports open protocol (BACnet, Modbus and LonWorks).

System Mandatory Requirements

Notice is hereby given to all interested parties that all systems will be required to meet minimum requirements to be considered for the DDC system. To be considered as qualified, interested firms shall have, as a minimum:

- ❑ DDC system is composed of both hardware and software combined to produce a seamless architecture that provides complete integration of a buildings HVAC systems, monitoring/control of lighting systems, and monitoring of security and fire systems. As an example to include but not limited to, continuously and automatically monitor and maintain desired ambient temperature, static pressure, relative humidity, indoor air quality, and energy management functions.
- ❑ Supported current system and legacy systems for a minimum of 10 years.
- ❑ Provide full access administrative and programming capability.
- ❑ Provide capability to over-ride field devices manually in the field at the controller.
- ❑ Have certification through the BACnet Testing Laboratory (BTL) that devices are BACnet compatible without interface devices.
- ❑ A system that supports open protocol (BACnet, Modbus and LonWorks).
- ❑ Provide archive point data.
- ❑ Provide a graphical user interface.
- ❑ Provide remote access and alarming.
- ❑ Provide utilities monitoring and reporting from CSU meters.
- ❑ Be capable of providing/monitoring trends.
- ❑ Provide variable time schedules for different days of the week.

- ❑ Able to automatically discover newly connect BACnet devices.
- ❑ Be able to operate on a windows based system.
- ❑ Provide lighting control interface and/or lighting control based on astronomical clock.
- ❑ Supports a minimum of three work stations.
- ❑ Ensure that UCCS staff will be permitted to perform installation and replacement of various components.
- ❑ Provide security control through various levels of password protected access.
- ❑ Provide pneumatic analog/binary support.
- ❑ List of buildings with DDC systems throughout below and then identify that this firm shall be able to communicate via BACnet with these systems:
 - Campus Services Building
 - University Hall
 - Dwire Hall
 - Cragmor Hall
 - Centennial Hall
 - Osborne
 - Lane Center
 - Administrative Office Building
 - Ent Center for the Arts
 - Indoor Practice Facility
 - Summit Village
 - The Lodge
 - Recreation and Wellness Center
 - Roaring Fork Dining Hall
 - La Plata
 - Cucharas
 - San Juan
 - Gallogly Event Center
 - University Center
 - Eldora House
 - Copper House
 - Gateway Hall
 - Alpine Garage and Field
- ❑ List of buildings with some DDC systems that this firm shall be able to communicate via BACnet with these systems:
 - Engineering and Applied Science
 - Library/EI Pomar
 - Main Hall
 - Columbine

- UCCS's expectation is that other vendor's controls systems/third party vendor's systems can integrate into our campus Enteliweb platform.

If State Buildings Programs approves use of a Construction Manager/General Contractor process, insert the following paragraph:

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 [agency/institution] 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. Mandatory 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 Colorado Springs
Campus Services Building, Room 204
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

January 30th, 2019 – 1:30 to 2:30pm

2. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, (1 – Electronic PDF) copies of submittals must be provided. Submittals must be received at:

submit@uccs.edu; attention Amy Wanek

45 Page Maximum Page Limit, inclusive of resumes, cover pages, etc.

Deadline for receipt (whether mailed or hand delivered) is: _____ **3/1/19** to **submit @uccs.edu** _____

Late submittals will be rejected without consideration. The [agency/institution] 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) or no more than four (4) will be interviewed.

4. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of 3/18/19 – 9am to Noon [insert date]. Interviews will be conducted at: University of Colorado Colorado Springs, Campus Services Building, Room 204. 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 [agency/institution].

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.

Advertisement	<u>1/7/19</u>
RFQ Document Available	<u>1/7/19</u>
Pre-submittal Conference (Mandatory)	<u>1/30/19 @ 1:30pm</u>
Date /Email Questions Due	<u>2/8/19 @ 5:00pm</u>
Date Answers Due to all Firms	<u>2/15/19 @ 5:00pm</u>
RFQ Submittal Due	<u>3/1/19 @ 5:00pm</u>
Submittal Screening	<u>3/2 to 3/8/19 @ 5:00pm</u>
A/E Interview List Released	<u>3/9/19 @ 5:00pm</u>
A/E Oral Interviews (as scheduled)	<u>3/18/19 – 9am to Noon</u>
Negotiation of A/E Contract/ TSA Agreements	<u>3/19 – 4/1/19</u>
Contract Approval (projected)	<u>4/1/19</u>
Anticipated Design Start	<u>N/A</u>
Anticipated CM/GC Start	<u>N/A</u>
(if prior approval received from SBP)	
Anticipated Construction Start/Finish	<u>N/A</u>

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. **(Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.)** 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.
- 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/TEAM CAPABILITIES

- Confirm that your firm meets minimum requirements stated in section 1
- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Current and projected work load.
- Years of DDC business
- National DDC Sales Manager: Name, Telephone number(s)
- Regional DDC Sales Manager: Name, Address, Telephone number(s)
- Identify the various functionalities/capabilities of your DDC system and any special features that distinguish your system from others

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.
- Demonstrated success on (3) past projects of similar scope and complexity:
 - Provide a brief description of the mechanical systems.
 - Examples:
 - Office buildings with central air-handling systems.
 - College and University-campus academic buildings.
 - Laboratories with fume hood exhaust and make-up air.
- 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
 - Explain how you will provide detailed cost estimating identifying service labor hours (if outside TSA), discounted material costs, discounted labor costs, overhead, profit, etc. for all work orders.
 - Explain how you will estimate labor and material costs prior to work orders taking place.
 - Coordinate and identify value engineering activities.
 - Explain how you would manage/charge for work outside of technical services agreement – performed at those labor/material discounted rates.
 - For new and renovation construction projects or subcontracted work, describe how your firm will bid/apply our discounted TSA labor and material rates in situations where UCCS does not hold the direct contract.

- 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 (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
 - Insure the project is designed for durability and maintainability
 - Describe the Quality Control process that your firm follows in all the phases of a negotiated delivery project. Include management, design, installation and programming functions.
 - Describe the Quality Control process that your firm follows in all the phases of a Retrofit or Renovation Project being done directly for the Owner. Include management, design, installation and programming functions.

- Schedule.
 - Manage the required work to meet the established schedule.
 - Provide information on various emergency response time alternatives offered by the firm.

- Diagnostic and Emergency Service.
 - Further explain the procedure for sending out staff to diagnose and solve issues.
 - Further explain how you intend to work and/or support other proprietary equipment and other DDC control systems.
 - Describe your procedures for warranty and emergency service. Remote 'response duration access' into the system?
 - Procedure and expected response time after hours and weekends.

- Procedure and expected response time during business hours if your staff is not on campus.
- Owner Training and Operation.
 - Further explain courses and classroom training offered to UCCS staff.
 - UCCS wishes to have a range of flexibility working within the DDC system. Explain how you intend to allow flexibility of remote log-in and usage by UCCS staff.
- Parts Catalog and Availability.
 - Maximum hours for replacement parts of assemblies to be shipped by the factory when it is the only source. Quick ship available?
 - Duration of exchange for parts under warranty.
 - UCCS wishes for ability to call in for parts directly with vendor/manufacturer.
- New Construction Project Coordination.
 - Explain how you would assist project team with budgeting and development of spec, equipment, etc. for new and renovation construction projects.
 - Explain how your firm has participated in LEED certified buildings.
 - Explain your firm's process for participating in building commissioning.

E. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- 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.

**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):

Weight² x Rating³ = Score

1. PROJECT TEAM¹

- 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 CAPABILITIES¹

- Confirm that your firm meets minimum requirements stated in section 1 Y ____ N ____
 - Years of DDC business
 - National DDC Sales Manager: Name, Telephone number(s)
 - Regional DDC Sales Manager: Name, Address, Telephone number(s)
- 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 _____ = _____
- Current and projected work load.
- Identify the various functionalities/capabilities of your DDC system and any special features that distinguish your system from others _____ X _____ = _____

3. PRIOR EXPERIENCE¹

- Experience of the key staff and firm with projects of similar scope and complexity. _____ X _____ = _____
- Demonstrated success on (3) past projects of similar scope and complexity. _____ X _____ = _____
 - Provide a brief description of the mechanical systems.
 - Examples:
 - Office buildings with central air-handling systems.
 - College and University-campus academic buildings.
 - Laboratories with fume hood exhaust and make-up air.
- References. _____ X _____ = _____

4. PROJECT APPROACH¹

- Budget methodology/cost control. _____ X _____ = _____
- Quality control methodology. _____ X _____ = _____
- Schedule maintenance methodology. _____ X _____ = _____
- Diagnostic and Emergency Service. _____ X _____ = _____
- Owner Training and Operation _____ X _____ = _____
- Parts Catalog and Availability _____ X _____ = _____
- New Construction Project Coordination. _____ X _____ = _____

5. WORK LOCATION¹

- Proximity of firm's office as it may affect coordination with the state's project manager and the potential project location. _____ X _____ = _____
- Firm's familiarity with the project area. _____ X _____ = _____
- Knowledge of the local labor and material markets. _____ X _____ = _____

TOTAL SCORE: _____⁴

NOTES:

- 1. Criteria:** Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter's overall qualifications.
- 2. Weights:** Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
- 3. Ratings:** Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
- 4. Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A1

STATE BUILDINGS PROGRAMS ORAL 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:

Weight² x Rating³ = Score

1. PROJECT TEAM¹ _____ x _____ = _____

2. TEAM CAPABILITIES¹ _____ x _____ = _____

3. PRIOR EXPERIENCE¹ _____ x _____ = _____

4. PROJECT APPROACH¹ _____ x _____ = _____

5. WORK LOCATION¹ _____ x _____ = _____

TOTAL SCORE: _____⁴

NOTES:

- 1. Criteria:** Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter's overall qualifications.
- 2. Weights:** Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
- 3. Ratings:** Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
- 4. Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A2

STATE BUILDINGS PROGRAMS FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION

(This form is to be used separately to rank and determine the most qualified architectural/engineering/consulting services firm for both the preliminary and interview evaluations.)

FIRM	QUALIFICATIONS SCORE ¹						CUMULATIVE ² TOTAL SCORE	RANK ³
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

NOTES:

1. Insert total score from each evaluator's PRELIMINARY SELECTION AND INTERVIEW SELECTION/EVALUATION FORMS. DO NOT combine scores of the two evaluations.
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)