

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



**REQUEST FOR PROPOSALS  
FOR AN INTEGRATED PROJECT DELIVERY METHOD  
UTILIZING CONSTRUCTION MANAGEMENT/GENERAL  
CONTRACTING SERVICES**

**Notice 08-14**

**University of Colorado at Boulder**

**Project Name: KTCH - Capital Renewal**

**Project Number: PR003218**

**Project Manager: Keith Gardner**

**Date: March 2008**

**REQUEST FOR PROPOSALS FOR AN  
INTEGRATED PROJECT DELIVERY METHOD UTILIZING  
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

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**REQUEST FOR PROPOSALS**  
**Construction Management/General Contractor (CM/GC)**  
**State of Colorado**  
**University of Colorado**  
**Notice Number: 08-14**

Project No: **PR 003218**  
Project Title: **KTCH - Capital Renewal**  
Estimated Construction Cost: **\$5,835,467.00**

### **Project Description**

The University of Colorado at Boulder proposes to plan, design and construct building system renovations to the Ketchum Arts and Sciences building for several departments in the College of Arts and Sciences. The project will replace aging infrastructure within the building to include the HVAC, Plumbing and Electrical systems as well as add new air conditioning and replace the windows. The project team will be asked to deliver the proposed facility on or before August 1, 2010.

### **Scope of Services**

The scope of services will include assistance to the State during the process of design, construction, and warranty period. Specific tasks to be performed by the Construction Manager/General Contractor (CM/GC) include those generally performed by the CM/GC community where the Construction Manager is also the Constructor. A sample copy of the State's CM/GC contract is contained within the RFP. A Guaranteed Maximum Price (GMP) will be required at the completion of the Design Development phase.

### **Minimum Requirements**

1. Provided Construction Management/General Contracting services within the last three (3) years for at least two (2) projects each in excess of \$6,000,000 (hard costs) utilizing the expertise present in their Colorado office;
2. Demonstrated specific Construction Management/General Contracting experience in institutional project types of similar scale and complexity.
3. Demonstrated a bonding capability up to \$6,000,000 for an individual project coincidentally with current and anticipated workloads. Provide letter from surety that affirms this capability.

### **Firms meeting the minimum requirements may obtain the RFP documents by contacting**

**By internet:** <http://fm.colorado.edu/construction/index.html>

**By email:** [Cynthia.McClure-Begley@Colorado.EDU](mailto:Cynthia.McClure-Begley@Colorado.EDU)

### **Other Information**

Preference shall be given to Colorado resident bidders and for Colorado labor, as provided by law.

Requirements for submitting proposals will include qualifying with Colorado State Buildings Programs for construction projects of \$150,000 or more **at least two (2) working days prior to the proposal due date**. If you are not yet qualified with State Buildings, request form SC-9.1, Contractors' Registration form, at the pre-submittal meeting or from the web site at <http://www.gssa.state.co.us> (select State Buildings Programs). Complete the form and return it to the State Buildings and Real Estate Programs, 1313 Sherman Street, Suite 319, Denver, CO 80203. To submit on this project, vendors/contractors do not need to be registered with the BIDS System.

### **Pre-Submittal Meeting**

A mandatory Pre-Submittal Meeting will be held **03/27/2008 01:30 PM** at **Research Laboratory No. 2, 1540 30th Street, Room 321, Boulder, CO 80309**

### **Proposals Due**

Date & Time: **04/17/2008 02:00 PM**

Address: **Department of Facilities Management  
Research Laboratory No. 2  
1540 30th Street, Third Floor  
Boulder, CO 80309-0453**

### **Point of Contact**

Name: **Keith Gardner**  
Agency: **University of Colorado at Boulder**  
Phone: **303-735-4894**  
Fax: **303-492-4082**  
Email: **keith.gardner@colorado.edu**

**This Notice is also available on the web at [www.colorado.gov/dpa/dfp/sbrep](http://www.colorado.gov/dpa/dfp/sbrep)**

Media of Publication(s): **The Daily Journal**  
Publication Dates: **03/19/08 & 03/26/08**

### **Note to Editor:**

Transmit two (2) copies of the Affidavit of Publication, and invoice to: **Erin McDonnell  
University of Colorado at Boulder  
Department of Facilities Management  
453 UCB  
Boulder, CO 80309-0453**

**REQUEST FOR PROPOSALS FOR AN  
INTEGRATED PROJECT DELIVERY METHOD UTILIZING  
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

**University of Colorado at Boulder**

**I. GENERAL INFORMATION**

**A. INTRODUCTION/DESCRIPTION OF PROJECT**

The University of Colorado at Boulder, is soliciting the submittal of proposals from firms to provide Construction Management/General Contracting services for project:       KTCH – Capital Renewal – PR 003218  
Construction Budget - \$5,835,467

The University of Colorado at Boulder proposes to plan, design and construct building systems renovations to the Ketchum Arts and Sciences building for several departments in the College of Arts and Sciences. The project will replace aging infrastructure within the building to include the HVAC, Plumbing and Electrical systems as well as add new air conditioning and replace the windows. The project team will be asked to deliver the proposed facility on or before August 1, 2010. We are anticipating two bid packs.

The University of Colorado at Boulder intends to select a Construction Manager/General Contractor who will manage and construct the project as described within. The process to be used in the selection of a firm is comprised of two steps. STEP I is the Submittal of Pre-qualifications as described in Section II (D). STEP II is the Oral Interview/Cost Proposal as described in detail in Section III. A Jury Panel of individuals who will be involved in the project and/or understand the required services associated with Construction Management/General Contracting will evaluate responses to this RFP for both STEPS. Upon completion of the evaluation of the Submittals of Prequalification, a limited number of firms will be invited to the oral interviews. Sealed fee proposals will be required only from those firms who are interviewed and are to be submitted as indicated in this RFP. Both qualifications and cost will be considered in the final ranking of firms with qualifications given 70% of the value of the weighted criteria and fees for the Cost/ Proposal given 30%.

**Selection and award of this project will be based on a combination of qualifications and costs that represents the best overall value to the University of Colorado at Boulder.**

**B. MINIMUM QUALIFICATIONS**

As indicated, the University of Colorado at Boulder will utilize Construction Management/General Contracting Services for construction of the project as described within.

As indicated in the advertisements, notice is hereby given to all interested parties that all firms will be required to meet minimum requirements to be considered for these projects. To be considered as qualified, interested firms shall have, as a minimum:

4. Provided Construction Management/General Contracting services within the last three (3) years for at least two (2) projects each in excess of \$6,000,000.00 (hard costs) utilizing the expertise present in their Colorado office;
5. Demonstrated specific Construction Management/General Contracting experience in institutional project types of similar scale and complexity.
6. Demonstrated a bonding capability up to \$6,000,000 for an individual project coincidentally with current and anticipated workloads. Provide letter from surety that affirms this capability.

**C. SCOPE OF SERVICES**

The scope of services will include assistance to the University of Colorado at Boulder during the process of design, construction, and warranty period. Specific tasks to be performed by the Construction Manager/General Contractor (CM/GC) include those generally performed by the CM/GC construction community where the Construction Manager is also the Contractor. A sample copy of the State's CM/GC contract is contained within the RFP. A Guaranteed Maximum Price (GMP) will be required at the completion of Design Development phase.

**II. PREQUALIFICATION SUBMITTALS (STEP I)**

**A. SCHEDULE**

1. The overall schedule is as follows:

Advertisement	March 19 & 26, 2008
RFP Document Release	March 19, 2008
Mandatory Pre-submittal Meeting	March 27, 2008 1:30 PM
Written Questions (Clarifications) Due	April 10, 2008 4:00 PM
Written Responses Issued	April 14, 2008 2:00 PM
Submittals Due (Prequalification: Step I)	April 17, 2008 2:00 PM
Interview Short List Announced (Anticipated)	April 23, 2008
Sealed Proposal Due (Evaluation and Award: Step II)	April 30 2:00 PM
Oral Interviews (Anticipated)	May 1, 2008 – to be determined
Selection Announced	May 5, 2008
Design Commencement (Anticipated)	March 2008
GMP Delivered (Anticipated)	March 2009
Construction Commencement (Anticipated)	June 2009
Construction Completion	August 1, 2010

2. Two (2) hard copies of the submittal shall be received no later than April 17, 2008 2:00 PM, at the following address:  
 University of Colorado at Boulder  
 Department of Facilities Management  
 Research Laboratory No. 2  
 1540 30<sup>th</sup> Street, Third Floor Reception Desk  
 Campus Box 453 UCB  
 Boulder, CO 80309-0453
3. The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner. Respondents may elect to verify times and

dates by email to Cynthia McClure-Begley @ [Cynthia.McClure-Begley@Colorado.EDU](mailto:Cynthia.McClure-Begley@Colorado.EDU), but no earlier than 36 hours before the schedule date and time.

## **B. CLARIFICATIONS**

1. Owner initiated changes to this RFP will be issued under numerically sequenced addenda. Addenda generally consist of the following items:
  - a. Clarifications
  - b. Scope Changes
  - c. Time and/or Date Changes

Respondents must acknowledge all issued addenda in their submittal and proposal.

2. Respondent initiated requests for clarification will be received any time prior to April 10, 2008 4:00 PM (date and time). Facsimile transmission is an acceptable means of correspondence in this matter. Requests for clarifications shall be faxed to (name) at 303-492-4082 or sent by email to [keith.gardner@colorado.edu](mailto:keith.gardner@colorado.edu) (email address). Questions will not be accepted over the phone and phone calls will not be returned. All University of Colorado at Boulder responses will be issued by written addenda on or before April 16, 2008 4:00 PM (date and time).
3. Requests for clarification shall be accompanied with statements that the respondent meets the minimum requirements specified in this RFP.

## **C. GENERAL INFORMATION**

1. All respondents accept the conditions of this RFP, including, but not limited to, the following:
  - a. All submittals shall become the property of the University of Colorado at Boulder and will not be returned.
  - b. Late submittals shall not be evaluated. Facsimile submittals shall not be accepted.
  - c. Any restriction as to the use of submitted materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary submittals will not be honored. Fee proposals will be considered proprietary.
  - d. The University of Colorado at Boulder reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.
  - e. The University of Colorado at Boulder shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.

- f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Construction Management/General Contracting Agreement are expressly workable without reservation.
- g. **A mandatory pre-submissions meeting** will be held on the date noted under Section IIA, Schedule, at (building name, room number, address). Proposals from firms not attending this mandatory meeting will not be given further consideration.

#### **D. PREQUALIFICATION SUBMITTALS**

- 1. Respondent must comply with the following items, a through f. The University of Colorado retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the University of Colorado at Boulder (**Note that the primary focus of the Prequalification evaluation will be the firm(s) capabilities**).
  - a. Submit two (2) complete copies of all material.
  - b. Submittals shall be formatted and tabbed in the exact form and alphanumeric sequence of the Evaluation Form, Appendix A. Additional information, if provided, shall appear at the end of the submittal under its own tab(s).
  - c. Submittals shall be evaluated in accordance with criteria as indicated in SECTION IV. A. PREQUALIFICATION SUBMITTAL CRITERIA and ranked on the corresponding evaluation form in Appendix A.
  - d. Response to all items shall be complete.
  - e. All references shall be current and relevant.
  - f. Complete and execute the appropriate Acknowledgment and Attestation Form as provided in Section VI and submit with the Prequalification Submittal.

### **III. ORAL INTERVIEWS/COST PROPOSALS (STEP II)**

#### **A. SHORT LIST**

From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated on the enclosed Evaluation Form, Appendix A1.

Firms failing to meet the minimum required qualifications will not receive further consideration.

#### **B. ORAL INTERVIEW**

Mandatory oral interviews shall be conducted for the short listed firm(s) only. Interview times and location, will be arranged by the Department/Institution and all short listed firms will be notified in advance. At the option of the University of Colorado at Boulder, a visit to the short listed firm(s) managing home office and/or representative field office may be required.

### **C. COST PROPOSALS**

1. Only those firms short listed for interview are required to submit their sealed proposals. (Only one copy is required on the scheduled submission date.) Cost Proposals will remain sealed until after the qualitative scoring and will then be opened. The fee amount and on-site CM/GC staff at Direct Personnel Expense (DPE) will then be considered (equivalent to 30 percent of the weighted criteria) in conjunction with the qualitative score from the response and interview (equivalent to 70 percent of the weighted criteria).
2. Cost Proposals shall be submitted on the form provided in Section VII, without modification. A Cost Proposal shall be accompanied with sufficient detail to clearly identify the fee for service and include a detailed schedule of estimated (Not –To-Exceed) reimbursable and non-reimbursable costs. Percentage of the cost of work is not an acceptable value. The Cost Proposal should be prepared independently in accordance with the following:
  - a. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the proposal being found non-responsive.
  - b. Provide a CM/GC staff schedule with staff by name, position and man-hours (assume 8 hour days) per month estimated on the project which the fee is based.
  - c. Provide a detailed estimate of reimbursable costs including breakdown of direct salaries and payroll fringes (DPE) for on-site CM/GC personnel associated with the services. Not-to-exceed reimbursable expenses shall be provided at direct cost.
  - d. Provide a detailed estimate of non-reimbursable expenses (included in fee).
  - e. The University of Colorado at Boulder reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the State reserves the right to negotiate a reasonable fee for service within the available funds. The CM/GC Contract will be a bonded lump sum contract plus reimbursables with a Guaranteed Maximum Price to encompass all construction work; some allowances may be included as directed by the University of Colorado at Boulder.

3. This fee proposal is a binding offer to perform the services associated with the Statement of Work described in this RFP. Estimated reimbursables will be used for qualifications reference purposes only, and not considered as a cost consideration in proposal evaluation. The University of Colorado at Boulder, however, reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

#### **D. METHOD OF SELECTION AND AWARD**

The Jury Panel shall complete a combined evaluation of qualifications and fee in accordance with the criteria as indicated in SECTION IV, B. ORAL INTERVIEWS/COST PROPOSALS CRITERIA. Numerical ranking and selection of the most qualified firm (including fee) will then occur on the corresponding evaluation forms in Appendix A1.

The final fee amount and scope of work may be negotiated at the University of Colorado at Boulder's discretion. Award and contract will be contingent on availability of key proposed Project Management Team staff.

### **IV. EVALUATION CRITERIA**

#### **A. PREQUALIFICATION SUBMITTAL EVALUATION CRITERIA**

**(Note that the primary focus of the Prequalification evaluation will be the Firm(s) capabilities).**

##### **1. RESOURCES OF PROJECT MANAGEMENT TEAM**

- Provide a description of the composition of your project management team. If your team is a joint venture or association, indicate specific responsibilities.
- Provide a separate graphic organizational structure complete with working titles for the project management team.
- Provide job descriptions and responsibilities and authority for each working title.
- Provide anticipated staff assignment and alternate for key positions by name and resumes.
- Provide a CM/GC staff schedule by name, position, and man hours (assuming 8 hour days) per month estimated on the project.
- Provide current assignments of all named staff and schedules for completion of their current assignments.
- Identify all current office locations and the resident expertise intended to be provided under this RFP. Provide a description of the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Colorado and act in support of the anticipated contract.

##### **2. PROJECT MANAGEMENT APPROACH**

- Provide a strategic project approach summary: Include discussion of your firm's approach in providing successful Construction Management/General Contracting services based on prior experience including cost, schedule and quality effectiveness.

Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.).

- Provide a description of construction work Project Management Team has capability to competitively bid and self-perform, including qualifications to do such. It is the perception of the University of Colorado at Boulder that subcontracting CM/GC construction work is in the University of Colorado at Boulder's best interest in terms of price competition. The University of Colorado at Boulder may, at its discretion, limit the types and amount of work Project Management Team bids and self performs.

### 3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES

- Provide a list of previous experience relevant to this project with owner and architect/engineer references for each. The University of Colorado at Boulder may at its discretion contact references and/or conduct independent performance analysis on projects on which the firm has worked.

All references submitted shall be current for projects listed. Provide Owner and Architect references. References will be considered current if the party's name, current position/title, and position/title held at the time for which the recommendation is being sought are provided; telephone numbers must be current as of April 1, 2008.

### 4. PROJECT BACKGROUND/SUCCESS

Select your three (3) most relevant projects/programs and provide, at a minimum, the following:

- The project/contract name
- Description of services provided
- Overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders
- Organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)
- Key assigned in-house staff (name and title)
- Subcontracts (service) used in the performance of the contract
- Schedule history
- Reference(s) for Owner and Architect as described in IV.A3.

Continuing services, if any

Note: At least two (2) project/programs shall demonstrate CM/GC services provided similar to those described in this RFP and its Appendices.

#### a. Timeliness

In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of high quality of workmanship. Timeliness is generally based on completion by the

originally scheduled date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

**b. Budget Considerations**

Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the University of Colorado at Boulder is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value analysis
3. Alternate solutions
4. Scope reduction that maintains project function
5. Cost/benefit analysis
6. Staff savings

Demonstrate for the above projects examples of how you accomplished the above cost control services.

**c. Quality**

Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

**d. Services Disruption**

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc. if applicable.

**e. Project Acceptability**

Please discuss how your Construction Management/General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

**5. MISCELLANEOUS CONSIDERATIONS**

Claims/Litigation History of Firm

Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) on respondent contracts; explain the litigation, the issue, and its outcome or anticipated outcome.

Current Workload

Clearly indicate the current workload of the Colorado office. Include the project(s) name(s), the service(s) being provided, the percent complete, and the estimated amount of time to complete those projects. Set this information in the context of total available resources of the Colorado office.

- Other (OPTIONAL AT THE DISCRETION OF THE SUBMITTER)

This category is included for other items presented by the submitter. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc.

**B. ORAL INTERVIEWS/COST PROPOSALS EVALUATION CRITERIA**  
**(Note that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed Project Management Team members' capabilities).**

**1. RESOURCES OF PROJECT MANAGEMENT TEAM**

- Describe the composition of your project management team. If your team is a joint venture or association, indicate specific responsibilities.
- Provide a separate graphic organizational structure complete with working titles for the project management team.
- Provide job descriptions and responsibilities and authority for each working title.
- Provide anticipated staff assignment and alternate for key positions by name and resumes. Include staff schedule by name, position, and man hours (assuming 8 hour days) per month estimated on this project and current workload.
- Identify all current office locations and the resident expertise intended to be provided under this RFP. Provide a description of the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Colorado and act in support of the anticipated contract.

**2. PROJECT MANAGEMENT APPROACH**

- Provide a strategic project approach summary: Include discussion of your team's approach in providing successful CM/GC services based on the needs of this specific project utilizing the team's prior past experience including cost, schedule and quality control.
- Provide a description of construction work Project Management Team has capability to competitively bid and self-perform, including qualifications to do such work.
- Discuss how you would accomplish the proposed project within a (insert # of months or weeks), with a construction budget of (insert fixed limit of construction \$) and how many and what bid packages you would use.

**3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES**

Provide previous experience relevant to this project with Owner and Architect/Engineer references for each key project management team member. The University of Colorado at Boulder may at its discretion contact references and/or conduct independent performance analysis on projects on which the team member has worked.

All references submitted shall be current for projects listed. Provide Owner and Architect references. References will be considered current if the party's name, current position/title, and position/title held at the time for which the recommendation is being sought are provided; telephone numbers must be current as of April 1, 2008.

#### 4. PROJECT BACKGROUND/SUCCESS

Select the most relevant projects/programs the team members have completed together and/or separately and provide at a minimum, the following:

- The project/contract name
- Description of services provided
- Overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders
- Organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)
- Key assigned in-house staff (name and title)
- Subcontracts (service) used in the performance of the contract
- Schedule history
- Reference(s) for Owner and Architect as described in above.
- Continuing services, if any

##### a. Timeliness

In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of high quality of workmanship. Timeliness is generally based on completion by the originally scheduled date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

##### b. Budget Considerations

Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the University of Colorado at Boulder is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value analysis
3. Alternate solutions
4. Scope reduction that maintains project function
5. Cost/benefit analysis

6. Staff savings

Demonstrate for the above projects examples of how you accomplished the above cost control services.

c. Quality

Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

d. Services Disruption

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc. if applicable.

e. Project Acceptability

Please discuss how your Construction Management/General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

5. MISCELLANEOUS CONSIDERATIONS

Craft Labor Capabilities

Each submitter shall describe the availability of resources that they will utilize to successfully complete the project.

Apprenticeship Training Program (Mandatory)

Each is to describe their access to Federal or State-Approved Apprenticeship Programs, if available.

Other (OPTIONAL AT THE DISCRETION OF THE SUBMITTER)

This category is included for other items presented by the submitter. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc.

**V. CM/GC CONTRACT INFORMATION**

A. Carefully review the CM/GC Contract sample (Appendix B) before initiating your response submittal. Any exceptions to the contract must be communicated formally in accordance with the written questions schedule in II.A.

B. The University of Colorado at Boulder reserves the right to make non-material changes to the appended model agreement, including additions and /or modifications that may be necessary to more completely describe the services defined or implied herein.

C. Any approved reimbursable expenses made under the terms of the final agreement shall be a direct pass-on cost with no adjustment to the fee described therein.

- D. Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of the University of Colorado at Boulder.

## **VI. ACKNOWLEDGEMENT AND ATTESTATION FORM**

- A. Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form is a mandatory requirement for a respondent to be considered responsive to this RFP Prequalification Submittal.
- B. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

## **VII. COST PROPOSAL FORM**

- A. Immediately following the Acknowledgement and Attestation Form is a Cost Proposal Form to be utilized to summarize the fee proposal for the services. Only those firms short-listed will be required to submit fee proposals as directed by University of Colorado at Boulder.
- B. This RFP document, its Appendices, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview shall serve as the only basis for proposals.
- C. The respondent, by submitting this proposal, does hereby accept that minor changes by the State to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.
- D. Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for Construction management/General Contracting fees, consistent with the schedules provided in the Statement of Work. Respondents are hereby advised that it is the State's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.
- E. Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.
- F. Respondents should include a separate detailed Not-To-Exceed reimbursable estimate.

**ACKNOWLEDGEMENT AND ATTESTATION FORM**  
**(Partnership Format)**

**Date:** \_\_\_\_\_

**Page 1 of 1**

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on \_\_\_\_\_ at \_\_\_\_\_  
Date City

\_\_\_\_\_, State of \_\_\_\_\_  
County State

1) \_\_\_\_\_  
Partner Signature

Typed Name: \_\_\_\_\_

2) \_\_\_\_\_  
Partner Signature

Typed Name: \_\_\_\_\_

Notary: \_\_\_\_\_ Date \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Note: Add additional signature if there are more than two partners.

**ACKNOWLEDGEMENT AND ATTESTATION FORM**  
**(Joint Venture Format)**

**Date:** \_\_\_\_\_

**Page 1 of 1**

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Manager/General Contractor Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on \_\_\_\_\_ at \_\_\_\_\_,  
Date City  
\_\_\_\_\_, State of \_\_\_\_\_  
County State

1) \_\_\_\_\_  
Venture Partner Binding Signature Date  
\_\_\_\_\_  
Type of Business Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Witness Date  
Typed Name: \_\_\_\_\_

2) \_\_\_\_\_  
Venture Partner Binding Signature Date  
\_\_\_\_\_  
Type of Business Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Witness Date  
Typed Name: \_\_\_\_\_

**Note:**

1. Add additional venture partners as necessary.
2. Witnesses of venture partners shall be corporate secretary for corporations, partners for partnerships, and notaries for sole proprietorships.
3. Attach venture agreement
4. Type of business shall identify the venture partner as a corporation, venture, partnership, sole proprietorship, or other legal entity.

**ACKNOWLEDGEMENT AND ATTESTATION FORM  
(CORPORATE FORMAT)**

**Date:** \_\_\_\_\_  
**Page 1 of 1**

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on \_\_\_\_\_ at \_\_\_\_\_,  
Date City

\_\_\_\_\_, State of \_\_\_\_\_  
County State

\_\_\_\_\_  
Corporate Officer Signature Date

\_\_\_\_\_  
Secretary Date

Note: Use full corporate name and attach corporate seal here.

(SEAL)

**ACKNOWLEDGEMENT AND ATTESTATION FORM**  
**(Sole Proprietorship Format)**

**Date:** \_\_\_\_\_  
**Page 1 of 1**

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on \_\_\_\_\_ at \_\_\_\_\_,  
Date City

\_\_\_\_\_, State of \_\_\_\_\_.  
County State

\_\_\_\_\_  
Respondent Date

Typed Name: \_\_\_\_\_

Notary: \_\_\_\_\_ Date \_\_\_\_\_

Commission Expires: \_\_\_\_\_



# COST PROPOSAL FORM

Date: \_\_\_\_\_  
Page 1 of 1

Project Title: \_\_\_\_\_

## Construction Manager's Fee

- a. Pre-Construction Phase Fee ..... \$ \_\_\_\_\_
- b. Construction Phase Fee ..... \$ \_\_\_\_\_
- c. Total Fee (a+b) ..... \$ \_\_\_\_\_

## General Conditions

- d. On-Site CM/GC Staff @ DPE (Not to Exceed per ¶9.1.3) ..... \$ \_\_\_\_\_
- e. Other Reimbursable General Conditions (Not to Exceed per ¶9.1.3) .. \$ \_\_\_\_\_
- f. Total General Conditions (including Staff) (d+e) ..... \$ \_\_\_\_\_

The construction manager's fee shall include pre-construction services and expenses, profit, overhead, home office staff, home office expenses, accounting and/or legal fees, insurance (exclusive of on-site CM/GC staff payroll related insurance-FICA, FUTA, SUTA, Workman's Compensation), and any other costs or expenses not specifically identified as reimbursable expenses, consistent with Exhibit A "Designated Services and Method of Payment" and Article 9 as amended by Exhibit O.

Please provide as an attachment a CM/GC staffing plan for the pre-construction and construction phases, indicating proposed candidates' names, positions, man-hours (assume 8-hr days) per month and term of their services, and associated, anticipated reimbursable costs so as to demonstrate as complete an understanding as possible of the services provided.

Reimbursable general condition expenses are generally confined to the on-site CM/GC construction phase staff reimbursed at direct personnel expense, plus those on-site materials, equipment and facilities to support the work of the CM/GC staff and construction subcontractors.

Please provide as an attachment to this cost proposal form a detailed project specific estimate of all reimbursables general condition expenses consistent with the categories included in the model CM/GC agreement Exhibit A "Designated Services and Method of Payment," Article 9 as amended by Exhibit O and the project schedule noted in this RFP in Section II.A.

Acknowledge receipt of Addenda Nos. \_\_\_\_\_

\_\_\_\_\_  
Applicant or Corporate Officer Signature

\_\_\_\_\_  
Title

## APPENDIX A

### STATE BUILDINGS PROGRAMS PREQUALIFICATION SUBMITTAL/EVALUATION FORM CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES

Name of Firm: \_\_\_\_\_  
 Name of Project: KTCH – Capital Renewal  
 Evaluator No: \_\_\_\_\_ Date: \_\_\_\_\_

RFP REFERENCE  
 MINIMUM REQUIREMENTS Y \_\_\_\_ N \_\_\_\_

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Acknowledgement and Attestation included: Y \_\_\_\_ N \_\_\_\_

#### SCORE

Weight<sup>1</sup> x Rating<sup>2</sup> = Score

#### 1. RESOURCES OF THE PROJECT MANAGEMENT TEAM

- |  |       |   |       |   |       |
|--|-------|---|-------|---|-------|
| <input type="checkbox"/> Organizational Structure    | _____ | x | _____ | = | _____ |
| <input type="checkbox"/> Line of Authority           | _____ | x | _____ | = | _____ |
| <input type="checkbox"/> Staffing Schedule           | _____ | x | _____ | = | _____ |
| <input type="checkbox"/> Current workload (assigned) | _____ | x | _____ | = | _____ |
| <input type="checkbox"/> Location/access             | _____ | x | _____ | = | _____ |

#### 2. PROJECT MANAGEMENT APPROACH

- |  |       |   |       |   |       |
|--|-------|---|-------|---|-------|
| <input type="checkbox"/> Approach to successful CM/GC Services | _____ | x | _____ | = | _____ |
| a. Schedule effectiveness                                      | _____ | x | _____ | = | _____ |
| b. Quality effectiveness                                       | _____ | x | _____ | = | _____ |
| c. Cost effectiveness  | _____ | x | _____ | = | _____ |
| <input type="checkbox"/> Competitively Bid/Self Performed Work | _____ | x | _____ | = | _____ |

#### 3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES

- |  |       |   |       |   |       |
|--|-------|---|-------|---|-------|
| <input type="checkbox"/> Related experience/references | _____ | x | _____ | = | _____ |
|--|-------|---|-------|---|-------|

#### 4. PROJECT BACKGROUND/SUCCESS

- |                                     |       |   |       |   |       |
|-------------------------------------|-------|---|-------|---|-------|
| <input type="checkbox"/> Project #1 | _____ | x | _____ | = | _____ |
| a. Timeliness                       | _____ |   | _____ |   | _____ |
| b. Budget Considerations            | _____ |   | _____ |   | _____ |
| c. Quality                          | _____ |   | _____ |   | _____ |
| d. Disruption                       | _____ |   | _____ |   | _____ |
| e. Acceptability                    | _____ |   | _____ |   | _____ |
| <input type="checkbox"/> Project #2 | _____ | x | _____ | = | _____ |
| a. Timeliness                       | _____ |   | _____ |   | _____ |
| b. Budget Considerations            | _____ |   | _____ |   | _____ |
| c. Quality                          | _____ |   | _____ |   | _____ |
| d. Disruption                       | _____ |   | _____ |   | _____ |
| e. Acceptability                    | _____ |   | _____ |   | _____ |

- Project #3
  - a. Timeliness
  - b. Budget Considerations
  - c. Quality
  - d. Disruption
  - e. Acceptability

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

5. MISCELLANEOUS

- Current Workload-Colorado Office
- Claims/litigation history
- Other

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_<sup>3</sup>

- NOTES: 1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms. Use only whole numbers.
2. Rating:            1.0 = unacceptable            2.0 = poor            3.0 = fair  
                           4.0 = good                            5.0 = excellent
3. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

**APPENDIX A1**

**STATE BUILDINGS PROGRAMS  
ORAL INTERVIEWS/COST PROPOSALS EVALUATION FORM  
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

Name of Firm: \_\_\_\_\_  
Name of Project: KTCH – Capital Renewal  
Evaluator No: \_\_\_\_\_ Date: \_\_\_\_\_

---

**SCORE**

Weight<sup>2</sup> x Rating<sup>3</sup> = Score

1. RESOURCES OF THE PROJECT MANAGEMENT TEAM

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

2. PROJECT MANAGEMENT APPROACH

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

4. PROJECT BACKGROUND/SUCCESS OF TEAM

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

5. MISCELLANEOUS

- Craft Labor Capabilities
- Apprenticeship Training Program
- Other

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_<sup>3</sup>

- 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. Use only whole numbers.
  3. Rating:      1.0 = Unacceptable                      2.0 = Poor                                      3.0 = Fair  
                    4.0 = Good                                      5.0 = Excellent
  4. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

**APPENDIX A2**

**STATE BUILDINGS PROGRAMS  
FINAL RANKING MATRIX**

QUALIFICATIONS 70%/FEE 30%

FIRM	QUALIFICATIONS <sup>1</sup>						AVERAGE QUALS SCORE <sup>2</sup>	FEE SCORE <sup>3</sup>	QUALS & FEE SCORE <sup>4</sup>	RANK <sup>5</sup>
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6				

NOTES:

1. Insert total score from each evaluator's INTERVIEW SELECTION/EVALUATION FORM only. Note: The maximum score for qualifications is 70 points and is equivalent to the maximum points available for qualifications. Therefore, each firm's score is determined as a percentage of the maximum points available.
2. Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each firm's qualifications.
3. Determine score for each firm's sealed fee proposal with the lowest fee being equivalent to a maximum score of 30 points. To score each fee, use the example formula.

Assume the lowest fee was \$100,000.

SCORING OF FEES

FIRM A:  $\frac{\$100,000}{\$100,000} \times 30 \text{ points} = 30.0 \text{ points}$

FIRM B:  $\frac{\$100,000}{\$125,000} \times 30 \text{ points} = 24.0 \text{ points}$

FIRM C:  $\frac{\$100,000}{\$150,000} \times 30 \text{ points} = 20.0 \text{ points}$

4. Add the average qualification score to the fee score to determine cumulative qualifications and fee score.
5. Numerically rank all firms with the highest scoring firm being the most qualified.

**APPENDIX B**

**CONSTRUCTION MANAGER/GENERAL CONTRACTOR AGREEMENT  
(Sample)**

[HTTP://FM.COLORADO.EDU/CONSTRUCTION/OPENNOTICES.HTML](http://fm.colorado.edu/construction/opennotices.html)

**KETCHUM (KTCH) CAPITAL RENEWAL – PR003218  
NOTICE 08-14**

## **APPENDIX C**

### **MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT**





## **APPENDIX D**

### **CERTIFICATION AND AFFIDAVIT REGARDING ILLEGAL ALIENS**



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

**CERTIFICATION AND AFFIDAVIT REGARDING ILLEGAL ALIENS**

Institution/Agency: University of Colorado at Boulder

Project No./Name: PR 003218 / KTCH Capital Renewal

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 \_\_\_\_\_, 2008.

VENDOR:

\_\_\_\_\_  
 Vendor Full Legal Name

\_\_\_\_\_  
 FEIN or Social Security Number

BY: \_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Title

**APPENDIX E**

**ARCHITECT / ENGINEER AGREEMENT**

**REFERENCE ATTACHMENT - SAMPLE**

[HTTP://FM.COLORADO.EDU/CONSTRUCTION/OPENNOTICES.HTML](http://fm.colorado.edu/construction/opennotices.html)

**KETCHUM (KTCH) CAPITAL RENEWAL – PR003218**

**NOTICE 08-14**

**APPENDIX F**

**DIVISION 1**

**REFERENCE ATTACHMENT - SAMPLE**

[HTTP://FM.COLORADO.EDU/CONSTRUCTION/OPENNOTICES.HTML](http://fm.colorado.edu/construction/opennotices.html)

**KETCHUM (KTCH) CAPITAL RENEWAL – PR003218  
NOTICE 08-14**

## APPENDIX G

Reference attachment:

### **Request for Proposal Information Packet**

[HTTP://FM.COLORADO.EDU/CONSTRUCTION/OPENNOTICES.HTML](http://fm.colorado.edu/construction/opennotices.html)

**KETCHUM (KTCH) CAPITAL RENEWAL – PR003218**

**NOTICE 08-14**