REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The University of Colorado Boulder

For The Project REC CTR - Material Testing

Project No: CP142789

Project Manager: Tina Wells

April 6, 2012

Notice No. 12- 08
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

REC CTR - Material Testing

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Advertisement
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado Boulder seeks a material qualified testing and inspection agency for the purpose of performing services for the renovation and expansion of the Student Recreation Center facilities. Services are being sought for construction observation and materials testing, earthwork-site grading, slab sub-grade, utility and foundation backfill compacting testing, drilled pier observation and testing, concrete and reinforcing steel observation, floor flatness/floor levelness (Ff/Fl), structural steel, weld testing and observation and sprayed on fireproofing.

The project consists of the renovation of all public areas of the existing 235,242 GSF facility, including significant upgrades or replacement of building systems to address deferred maintenance needs. Expansion of the building by 69,199 GSF is to provide space for expanded strength and conditioning areas and development of a new indoor turf multi-activity gymnasium. Sitework includes development of an outdoor social aquatics area, entry courtyard(s), service yard, and reconfiguration of adjacent green space and parking areas.

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:

   Student Recreation Center, Conference Room TBA – Please meet at the Main Entrance of Student Rec. Ctr.
   1855 Pleasant Street
   Boulder, CO
   http://www.colorado.edu/campusmap/map.html?bldg=REC

   Wednesday, April 18th at 11:00 am

2. Architect/Engineer/Consultant’s Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, two (2) copies of submittals must be provided. Submittals must be received at:
University of Colorado Boulder  
Department of Facilities Management, Planning, Design & Construction  
1540 30th Street, 3rd Floor  
Boulder, CO  80309

Deadline for receipt (whether mailed or hand delivered) is: **Friday, April 27, 2012 at 2:00 pm**

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 three (3) will be interviewed.

4. **Oral Interviews.** It is anticipated that oral interviews will be conducted during the week of May 7, 2012. Interviews will be conducted at:

   Research Laboratory No. 2  
   1540 30th Street  
   Boulder, CO

The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the University of Colorado Boulder.

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  
  April 6, 2012
- RFQ Document Available  
  April 6, 2012
- Pre-submittal Conference  
  April 18, 2012 at 11:00am
- Date Fax/Email Questions Due  
  April 20, 2012 at 2:00pm
- Date Answers Due to all Firms  
  April 24, 2012 at 2:00pm
- RFQ Submittal Due  
  April 27, 2012 at 2:00pm
- Submittal Screening  
  Week of April 30, 2012
- A/E Interview List Released  
  Week of April 30, 2012
- A/E Oral Interviews (as scheduled)  
  Week of May 7, 2012
- Negotiation of Consultant Contract  
  TBD
- Contract Approval (projected)  
  TBD
- Anticipated Construction Start/Finish  
  June 2012/Spring 2014
II. **SUBMITTAL REQUIREMENTS**

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. Following are elements that will be used to evaluate each firm's qualifications:

A. **PROJECT TEAM**

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

B. **FIRM CAPABILITIES**

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants’ role delineated)?
- Utilization of CADD and computers
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

C. **PRIOR EXPERIENCE**

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- 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
      − Insure the project is designed for durability and maintainability
  □ Schedule.
      − Manage the required work to meet the established schedule

E. WORK LOCATION

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

□ 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: CP142789 - Rec Center - RFQ for Material Testing

RFQ REFERENCE
MINIMUM REQUIREMENTS       Y ____ N ____
If the minimum requirements have not been met, specify the reason(s):
____________________________________________________________________________
____________________________________________________________________________
Acknowledgment and Attestation included:      Y _____ N _____

SCORE (PROJECT SPECIFIC QUALIFICATIONS): Weight\(^1\) x Rating\(^2\) = Score

1. PROJECT TEAM

- Qualifications and relevant individual experience. _____x_____ = ____
- Unique knowledge of key team members relating to the project. _____x_____ = ____
- Experience on projects as a team. _____x_____ = ____
- Key staff involvement in project management and on-site presence. _____x_____ = ____
- Time commitment of key staff. _____x_____ = ____
- Qualifications and relevant subconsultant experience. _____x_____ = ____

2. FIRM CAPABILITIES

- Are the lines of authority and coordination clearly identified _____x_____ = ____
- Are essential management functions identified? _____x_____ = ____
- Are the functions effectively integrated (e.g., subconsultants’ roles delineated?) _____x_____ = ____
- 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. 
- References.  
- References. 

4. PROJECT APPROACH
- Budget methodology/cost control.  
- Quality control methodology.  
- Schedule maintenance methodology. 

5. WORK LOCATION
- Proximity of firm's 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. 

TOTAL SCORE: 3

NOTES:
1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Rating: 1 = Unacceptable 2 = Poor 3 = Fair 4 = Good 5 = Excellent
3. 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 (if applicable).
Appendix A1

STATE BUILDINGS PROGRAMS
INTERVIEW SELECTION/EVALUATION FORM
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #: ___________________________________________ Date: ____________________
Name of Firm: ____________________________________________
Name of Project: CP142789 - Rec Center - RFQ for Material Testing

SCORE (OVERALL QUALIFICATIONS)¹:

   1. PROJECT TEAM   Weight² x Rating³ = Score
       _____ x _____ = _____

   2. PROJECT MANAGEMENT
       _____ x _____ = _____

   3. PROJECT APPROACH
       _____ x _____ = _____

   4. PRIOR EXPERIENCE
       _____ x _____ = _____

   5. WORK LOCATION
       _____ x _____ = _____

TOTAL SCORE: ________ ⁴

NOTES:
1. Agencies are encouraged to include additional criteria that reflect the unique characteristics of the project under each category to help determine the submitter's overall qualifications.
2. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
3. Rating: 1 = Unacceptable  2 = Poor  3 = Fair  4 = Good  5 = Excellent
4. Total score includes the sum total of all criteria.
APPENDIX A2

STATE BUILDINGS PROGRAMS
FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION
(This form is to be used to rank and determine the most qualified architectural/engineering/consulting services firm in a selection process.)

<table>
<thead>
<tr>
<th>FIRM</th>
<th>QUALIFICATIONS SCORE&lt;sup&gt;1&lt;/sup&gt;</th>
<th>CUMULATIVE&lt;sup&gt;2&lt;/sup&gt; TOTAL SCORE</th>
<th>RANK&lt;sup&gt;3&lt;/sup&gt;</th>
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<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
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</table>

NOTES:
1. Insert total score from each evaluator's PRELIMINARY SELECTION AND 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 FORMAT - CONSULTANT AGREEMENT (STATE FORM SC-5.3))
http://www.colorado.gov/cs/Satellite/DPA-EO/DEO/1251575323557
APPENDIX C

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS
STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

Institution/Agency: University of Colorado Boulder
Project No./Name: CP 142789 – REC CTR – Material Testing

A. CERTIFICATION STATEMENT CRS 8-17.5-101 & 102 (HB 06-1343, SB 08-193)

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

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

2. The Vendor certifies that it does not now knowingly employ or contract with an unauthorized immigrant who will perform work under this contract, and that it will participate in either (i) the “E-Verify Program”, jointly administered by the United States Department of Homeland Security and the Social Security Administration, or (ii) the “Department Program” administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired to perform work under this contract.

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 damages to the State.

OR

B. SOLE PROPRIETOR AFFIDAVIT CRS 24-76.5-101 (HB 06S-1023)

1. 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 ______________, 2012.
VENDOR:

Vendor Full Legal Name

BY: _____________________________
   Signature of Authorized Representative
   _____________________________
   Title

RFQ (Rev. 7/2010)
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)