REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The University of Colorado Boulder

For The Project: CAMP – Asbestos Survey

Project No: PR007087

Project Manager: Derrick Watson

April 23, 2012

Notice No. 12-11
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

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I. INTRODUCTION

A. PROJECT DESCRIPTION
The University of Colorado Boulder seeks the services of a qualified industrial hygienist firm to inspect, survey and sample Campus buildings as needed. This will most likely include the collection of samples and laboratory analyses. In addition, the selected industrial hygienist firm will label all asbestos areas and develop a comprehensive documentation scheme (database) outlining the locations of asbestos containing materials. The selected consultant will also provide the University of Colorado Boulder with a final report outlining the locations of asbestos on Campus. **Respondents must have a minimum of 10 years experience in the performance of Asbestos Material Surveys.**

The University of Colorado Boulder is comprised of approximately 380 buildings consisting of 14 million gross square feet. The Asbestos Unit has collected nearly 13,000 bulk samples (included in the current database) and has been involved with remodeling of existing buildings and construction of new buildings. There is a vast amount of institutional knowledge of the asbestos conditions in these facilities. Some newer buildings may only require affidavits and paperwork relating to proposed exclusions from the Campus Asbestos Survey.

The University of Colorado Boulder’s Asbestos Program has been in place since 1985 and has gone through many changes, including implementation of a management-in-place philosophy. To date, most of the asbestos that has been removed from Campus is directly related to construction/renovation projects of varying sizes and scope. Through this process the University of Colorado Boulder has been able to remove portions of asbestos materials in several facilities.

Current State and Federal asbestos regulations require the survey/inspection of asbestos in facilities for renovation and maintenance. The goal of this project is to identify and document all asbestos-containing materials throughout the Campus.

B. SELECTION PROCESS
The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: submittals will be screened and scored. A limited number of firms will be short listed and invited to participate in oral interviews. The University of Colorado Boulder 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. **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
453 UCB
Boulder, CO 80309

Deadline for receipt (whether mailed or hand delivered) is: **May 7, 2012 at 2:00 pm**

Late submittals will be rejected without consideration. The University of Colorado Boulder and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

2. **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) firms will be interviewed.

3. **Oral Interviews.** It is anticipated that oral interviews will be conducted during the week of **May 14, 2012**. Interviews will be conducted at:

   Department of Facilities Management
   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 25, 2012
   **RFQ Document Available** April 25, 2012
   **Date Email Questions Due** April 27, 2012 by 2:00pm
   **Date Answers Due to all Firms** May 1, 2012 by 5:00pm
   **RFQ Submittal Due** May 7, 2012 by 2:00pm
   **Submittal Screening** Week of May 7, 2012
   **A/E Interview List Released** Week of May 7, 2012
   **A/E Oral Interviews (as scheduled)** Week of May 14, 2012
   **Negotiation of Consultant Contract** Week of May 14, 2012
   **Contract Approval (projected)** TBD
   **Anticipated Construction Start/Finish** TBD
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.

- A corporate profile of the firm outlining its history, philosophy and target market.
- 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. A listing of the laboratory, or laboratories that the proponent will utilize to carry out the work. Addresses and contact information must be included with this listing.
- The firm shall provide any and all information regarding regulatory notice of violations (NOV's) both pending and mitigated along with clarification of such NOV's.

B. FIRM CAPABILITIES
- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., sub-consultants' roles delineated)?
- Utilization of CADD and computers
- A detailed schedule of all activities, including start date, milestones, project meetings, interim reports and progress reports required for this project.
- Current and projected workload.

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.

- A detailed listing of asbestos survey and inspection experience. **Respondents must have a minimum of 10 years experience in the performance of Asbestos Material Surveys.**
- 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:
A detailed project methodology explaining each project task including what will be expected of both the consultant and the University of Colorado Boulder with respect to each task.

A detailed proposal of what will be delivered, including the expected outcome and benefits to the University of Colorado Boulder.

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.
- Ensure State procedures are followed
- Ensure 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.

- 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.
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: PR007087 – CAMP – Asbestos Survey

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):

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.  

Demonstrated success on past projects of similar scope and complexity.  

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: PR007087 – CAMP – Asbestos Survey

SCORE (OVERALL QUALIFICATIONS)¹:

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

TOTAL SCORE: ________ ²

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 SCORE¹</th>
<th>CUMULATIVE² TOTAL SCORE</th>
<th>RANK³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
<td>EVAL #2</td>
<td>EVAL #3</td>
</tr>
<tr>
<td></td>
<td>EVAL #4</td>
<td>EVAL #5</td>
<td>EVAL #6</td>
</tr>
</tbody>
</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.

RFQ (Rev. 7/2010)
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: PR007087 – CAMP – Asbestos Survey

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)
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)