

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



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

For The University of Colorado at Boulder

Project Name: CAMP - East - Electrical Upgrade

Project No. CP00124516

Project Manager: Robert A. Jordan

Date: May 2010

Notice No. 10 - 17

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

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REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado
Notice Number: 10 - 17

Project No: **CP 124516**
Project Title: **CAMP – East - Electrical Upgrade**
Estimated
Construction Cost: **\$3,700,000.00**

***ARRA**
Funding: **No**

Project Description

The University of Colorado at Boulder seeks a qualified architect/engineer (A/E) for the purpose of performing services to complete the East Campus 13.2kV Electrical Distribution System (EDS) Enhancement Project including, but not limited to the design of a new 15kV double-ended switchgear with a tie breaker, replacement the existing #4/0 feeders with new 350 KCMIL feeders, and the interconnections with existing equipment.

Scope of Services

RFQ for Services of: Architects/Engineers. See the RFQ information packet for a description of professional services required of the consultant team.

Minimum Requirements

1. Recent and direct experience with higher education projects of a similar scope and budget. (Three projects of similar scope).
2. Capability to undertake a project of this magnitude within an existing occupied facility.
3. Comprehensive of project and University goals.
4. Demonstrated ability to plan, coordinate and manage a project of similar scope and budget.

Firms meeting the minimum requirements may obtain the RFQ documents by contacting

<http://fm.colorado.edu/construction/index.html> - Open Submittals - Notice 10-17

Pre-Submittal Meeting

A mandatory Pre-Submittal Meeting will be held **06/02/2010 09:00 AM** at **Department of Facilities Management, Research Laboratory No. 2, Room 321, 1540 30th Street, Boulder, CO 80309-0453**

Qualifications Due

Date & Time: **06/21/2010 04:00 PM**

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

Point of Contact

Name: **Andy Jordan, Project Manager**
Agency: **University of Colorado at Boulder**
Phone: **303-735-5410**
Fax: **303-492-4082**
Email: **robert.a.jordan@colorado.edu**

This Notice is also available on the web at www.colorado.gov/dpa/dfp/sbrep

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**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
Project No. CP00124516
CAMP – East - Electrical Upgrade**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado at Boulder seeks a qualified architect/engineer (A/E) for the purpose of performing services to complete the East Campus 13.2kV Electrical Distribution System (EDS) Enhancement Project including, but not limited to the design of a new 15kV double-ended switchgear with a tie breaker, replacement the existing #4/0 feeders with new 350 KCMIL feeders, and the interconnections with existing equipment.

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 at 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. **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 University of Colorado at Boulder staff available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. The **mandatory** pre-submittal conference will be held at Department of Facilities Management, Research Laboratory No. 2, 1540 30th Street, Room 321, Boulder, Colorado 80309, at 9:00 AM on June 2, 2010.

2. **Architect/Engineer/Consultant's Submittals:** Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, three (3) copies of submittals must be provided. Submittals must be received at:
 Andy Jordan, Project Manager
 University of Colorado at Boulder
 Department of Facilities Management
 Research Laboratory No. 2
 1540 30th Street, Third Floor Reception Desk
 Boulder, CO 80309
 Monday, June 21, 2010 by 4:00 PM.

 Late submittals will be rejected without consideration. The University of Colorado at Boulder 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 five (5) will be interviewed.
4. **Oral Interviews:** It is anticipated that oral interviews will be conducted during the week of June 28, 2010. Interviews will be conducted at: Research Laboratory No. 2, Room 321, 1540 30th Street, Boulder, Colorado. 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 at 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.....	May 24, 2010
RFQ Document Available.....	May 24, 2010
Mandatory Pre-submittal Conference.....	June 2, 2010
Date Fax/Email Questions Due.....	June 8, 2010
Date Answers Due to all Firms.....	June 14, 2010
RFQ Submittal Due.....	June 21, 2010 4:00 PM
Submittal Screening.....	June 24, 2010
A/E Interview List Released.....	June 25, 2010
A/E Oral Interviews (as scheduled).....	Week of June 28 or June 30, 2010 (tentative)
Negotiation of A/E Contract.....	July 5, 2010
Contract Approval (projected).....	August 2, 2010
Anticipated Design Start.....	August 3, 2010
Anticipated Construction Start/Finish.....	November 2010 thru June 2011

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.

Elements that will be considered by the panel when scoring your submittal:

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

B. FIRM CAPABILITIES

Elements that will be considered by the panel when scoring your submittal:

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., 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.

Elements that will be considered by the panel when scoring your submittal:

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
- Establish and maintain estimates of probable cost within owner's established budget.
- Control consultant contract costs
- Coordinate value engineering activities
- Quality Control Methodology.
- Insure State procedures are followed
- Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (ASHRAE/IES 90.1-1989) and the specification of energy efficient materials, systems, and equipment
- Insure the project is designed for durability and maintainability
- Schedule.
- Manage the required work to meet the established schedule

E. WORK LOCATION

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

Elements that will be considered by the panel when scoring your submittal:

- Proximity of firms office as it may affect coordination with the State's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

Appendix A

**STATE BUILDINGS PROGRAMS
PRELIMINARY SELECTION/EVALUATION FORM
ARCHITECT/ENGINEERING/CONSULTANT SERVICES**

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

Evaluator #: _____ Date: _____

Name of Firm: _____
Name of Project: East Campus Electrical Upgrade

RFQ REFERENCE MINIMUM REQUIREMENTS Y ____ N ____

If the minimum requirements have not been met, specify the reason(s):

Acknowledgment and Attestation included: Y ____ N ____

SCORE (PROJECT SPECIFIC QUALIFICATIONS): Weight¹ x Rating² = Score

1. PROJECT TEAM

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

2. FIRM CAPABILITIES

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

3. PRIOR EXPERIENCE/PERFORMANCE

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.)

FIRM	QUALIFICATIONS SCORE ¹						CUMULATIVE ² TOTAL SCORE	RANK ³
	E V A L # 1	E V A L # 2	E V A L # 3	E V A L # 4	E V A L # 5	E V A L # 6		

NOTES:

1. Insert total score from each evaluator's INTERVIEW SELECTION/EVALUATION FORM only.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

APPENDIX B
ARCHITECT/ENGINEER/CONSULTANT CONTRACT
(STANDARD)

<http://www.colorado.gov/dpa/dfp/SBREP/formstable.htm>

APPENDIX C

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT



STATE OF COLORADO

Appendix C

OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

Institution/Agency: University of Colorado at Boulder

Project No./Name: East Campus Electrical Upgrade

TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT, EACH CONTRACTOR (INCLUDING ARCHITECT/ENGINEER/CONSULTANT/CONTRACTOR) IS REQUESTED TO COMPLY WITH THESE REQUIREMENTS.

I. The undersigned Architect/Engineer/Consultant/Contractor hereby certifies that the (company) (joint venture) (is) (is not)* a minority enterprise as defined in this report. The undersigned Architect/Engineer/Consultant/Contractor hereby certifies the (company) (joint venture) (is) (is not)* a woman-owned business enterprise as defined. (*Strike out where inapplicable.)

*Persons signing hereby swear and affirm that they are authorized to act on Architect/Engineer/Consultant/Contractor's behalf and acknowledge that the State is relying on their representations to that effect. **Principal is not a recognized title and will not be accepted**

ARCHITECT/ENGINEER/CONSULTANT/CONTRACTOR

Legal Name of Contracting Entity _____

*Signature _____

By: _____
Name (print) Title

Date: _____

II. It is the general policy of the State of Colorado to be as inclusive as possible to all member communities when spending taxpayer dollars.

III. REQUIREMENTS

- A. Minority Business Enterprise (MBE) means, for the purpose of this report, a business enterprise at least 51 percent that is owned and controlled by minority group members, or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned and controlled by minority group members. Eligible persons are expected to be engaged full time in the day-to-day operation and management of the business. Minority group members are ethnic minorities including African American, Hispanic American, Native American or Asian/Pacific American.
- B. Women Business Enterprise (WBE) means, for the purpose of this report, a business enterprise of at least 51 percent of which is owned and controlled by a woman or women, or, in the case of a publicly-owned business, at least 51 percent of the stock of which is owned and controlled by women. Women are expected to be engaged full time in the day-to-day operation and management of the business.
- C. The State of Colorado does not have a certification process nor does it require MBE's and WBE's to be certified EXCEPT for certain contracts for highway and bridge construction administered by the Colorado Department of Transportation.

- D. The percentages of minority and women-owned business participation will be determined by dollar value of the work subcontracted to or joint ventured with minority and women-owned firms, as compared to the total dollar value of the bid amount for all work bid under this contract.
- E. Prior to the award of this contract, the contractor will be required to provide to the Principal Representative a list of M/WBE enterprises, stipulating the dollar amount of each subcontract or supplier of materials on page 2 of this Minority and Women Business Enterprises Participation Report.
- F. The contractor will retain records and documents showing the level of participation for two years following completion of this contract. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by an authorized representative of the Principal Representative, or its designated representatives, and will be submitted to such representatives upon written request.

MBE: Yes No WBE: Yes No

Total Contract Amount: \$ _____

Name and Address of M/WBE Subcontractors and/or Suppliers and/or Self-Performed Work by M/WBE Primes*	MBE Contract Amounts	WBE Contract Amounts	Type of Work

*Indicate ethnicity based on Paragraph III. A. above.

Total MBE Contracts: \$ _____
 Total WBE Contracts: \$ _____
 Total MBE %: _____
 Total WBE %: _____

APPENDIX D

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

