May 18, 2012 –Revised June 6, 2012

Baker Hall Renovation FAQ –

1) Who is on the Selection Committee?

Selection Committee for this project will be composed of Chair, Thomas Goodhew, Facilities Planning; Paul Leef, Campus Architect; Design Review Board member TBD Candy Roberts; John Fox, Steve Hecht, and Heidi Roge, representing Housing and Dining Services. Membership may be modified for the selection committee prior to the initial qualifications review.

Phone numbers can be obtained by searching the CU-Boulder Phone Directory.

2) Does any firm have an advantage in the selection process?

The University of Colorado at Boulder selects firms solely on the qualifications listed in the RFP and expanded in the Information Packet. Prior work of any kind at the university is not a guarantee that a particular project will be given to a firm. On the other hand, the second criteria, (Understanding of the Project), often is demonstrated by firms familiar with the building and programs. Clearly, any firm that can thoroughly research the project, synthesize concepts for the successful execution of the idea, and demonstrate that for the selection committee can succeed in getting this project.

3) How does the university feel about out-of-state consultants?

CU-Boulder has no policy prohibiting or encouraging out-of-state firms, however experience has shown that in-state firms provide better service to the university. Out-of-state firms must demonstrate that their experience is superior to that of in-state firms. Firms that partner with local firms should have experience with other projects, so that contractual arrangements have been worked out in advance of this project.

4) Are there any specific sub-consultants that are needed for this project?

CU-Boulder has had a tradition of participating with the architect in selection of engineering consultants for the disciplines of mechanical, electrical, telecommunications and other key sub consultants integral to projects on campus. With this tradition in mind, CU Boulder is not asking for a detailed list of Design/Build team’s sub consultants during the STEP I Prequalification Submittal. Teams that are selected to proceed to Step II Interview process may be asked for more details on sub-consultants they would like to work with. It is CU Boulder’s preference to participate in the final selection of key sub-consultants with the top ranked team.

5) The RFP implies that in-state firms must be in the lead, is that correct?

No, that assumption is incorrect. The RFPs wording is to make sure that the general contractor and architect of record is licensed in the State of Colorado. Any firm holding such a license may submit as the lead firm. Please refer to Question Three above and note that an out of state firm will have to demonstrate how their level of service will exceed that of in-state firms, particularly in the areas of capability, understanding of the project and methodology.

6) Was the Program Plan completed in house or was there a Program Architect?

The Program Plan for Baker Residence Hall Renovation was prepared in early 2012 by SLATERPAULL Architects.

A copy is available through the project page.
7) We noticed the Pre-application meeting was mandatory; could a firm that did not attend the meeting still be considered?

The pre-submittal meeting is an opportunity for firms to find out general information about the project and the submittal process. We require that each respondent team have at least one representative at this meeting and confirmed by registering on the sign-in sheet. A CMGC or AE firm that did attend the pre-application meeting may team with a firm that was not at the meeting.

8) Where and how do we submit our RFP?

Submittal procedures are explained in the RFP information packet; however, some additional clarification is required about addressing mail to Facilities Management. When mailing items through the US Postal Service, the item must go through Campus Mailing Services, which exclusively uses the campus mailbox designation 453 UCB. Express services (e.g. FedEx, UPS, Airborne) and couriers deliver directly to Facilities Management's offices located at 1540 30th Street.

If a firm elects to use US Postal service, allow an extra day for delivery, and address the package as:

Thomas E. Goodhew, Planner  
Facilities Planning  
Facilities Management  
453 UCB  
Boulder, Colorado 80309-0453

Express mail and couriers should be addressed to:

Thomas E. Goodhew  
Facilities Planning  
Facilities Management  
1540 30th Street, Room 301  
University of Colorado at Boulder  
Boulder, Colorado 80309

Of course, you may always deliver the submittals in person to the 30th Street address, Room 301.

9) Is there a preferred or required software format for the building information model?

Please also refer to CAD office standards for drawing submittals. REVIT, AutoCAD and PDF file formats are typically preferred.

10) Will the consultant be expected to do LEED Commissioning?

The university is its own commissioning agent. The consultant team will be expected to participate in the commissioning process but not serve as the commissioning agent. CU will engage Architectural Energy Consultants to assist with review of project documents for LEED compliance, preparation and management of the LEED certification process. Group14 will be used for building energy modeling. These costs will be paid directly by CU.

11) Will the energy modeling services be provided by the University's independent consultant or does the design team proposal needs to include these services?

The University will hire an independent consultant for energy modeling and LEED consulting services to assist the selected design-build team during design development and construction. Respondents may wish to include information regarding how they utilize energy modeling services to influence their design and construction processes.
12) Does the Design Build Contractor responding to a D/B RFP need to have a Colorado Office in order to be considered? The requirements state that to be considered as qualified, interested firms shall as a minimum: “Provide Design Build Services….utilizing the expertise available through their Colorado Office”.

Out-of-State firms are welcome to submit. Over the years, we have found that having an established knowledge and track record in the State is important for our contractors and designers that aids in the communication for the project. We encourage teams to include in their submittal a description of the method they would use to handle the day-do-day communications with the university, both on the design side and the construction management side of the project if they do not have a local office.

13) Can we tour some of your existing facilities?

The pre-submittal meeting will offer a chance to have some limited access to Baker Hall. You are welcome to wander around the project site and other areas of campus at your convenience. We would like to limit tours of the residence halls facilities as these are homes for our students and summer conference guests that we greatly value their privacy and security. Teams that are shortlisted will be given an opportunity to tour Baker Hall and other HDS facilities prior to the final interview.

14) Do we need to list individual sub consultants as part of our team?

We would like to gain as much knowledge about the team you propose to work with and whom we would be working with as possible. We would like to get an idea of what expertise will be provided by the core team members and what resources you may look to for help in an effort to develop the best project possible. We also recognize that there are many quality sub consultant groups to choose from and that with as many D/B teams as we anticipate submitting, it may be hard to commit to any one team. You may list multiple consultants as you feel may be appropriate and we will discuss a final selection of sub consultants with those teams that are shortlisted for the interview process. We are not encouraging or discouraging teams to list multiple choices for their consulting teams. We do understand this as a viable way to describe your team during the initial submittal review. Short-listed teams may wish to talk with one or more sub consultants in each discipline prior to the second interview to assist in developing there fee proposal. As there is no design work required prior to final selection, there is no advantage of DB teams requesting an exclusive arrangement form sub consultants for the submittal.

15) How many teams will be shortlisted to the interview phase?

We anticipate that 3-4 teams will be interviewed, depending on the natural break-point in the initial scoring.

16) Will the attendance list from the pre-submittal meeting be available?

This list is posted on the project web site (Notice Number 12-15) at: http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html

17) Will students be represented on the selection committee?

No students are directly on the committee. We will have members of the Residence Life staff on the selection and design committee representing the students; communication with the student population will go through the selection committee.

18) Which RAP program will be in the facility? Are RAP’s new to the campus?

The Residential Academic Program (RAP) program for Baker Hall is one of the longest standing on campus with a focus on energy and the environment. The RAP program will be temporarily relocated during construction, but is intended to return to the facility after renovation. CU-Boulder currently offers multiple
RAPs ranging in topic areas such as sustainability, liberal arts, and the American West, to international interests, fine arts, humanities, and leadership from a multicultural and global perspective.

19) **How much design would CU expect to see in the initial submittal?**

None. The initial submittal will look at your qualification and experience only.

20) **Do subcontractors team with GC’s or does CU select subcontractors?**

All subcontractors are to be hired directly by the General Contractor and it is the GC’s responsibility to qualify their subcontractor team. For key subcontractors, as with engineering consultants, the GC’s may consult with the CU Facilities department in prequalification before the project is released for bidding. In an effort to achieve best value for the project, we would anticipate a competitive bidding approach for final selection of subcontractors.

21) **How much time will shortlisted firms have during the interview?**

There will be a dual interview process with two interviews about a week apart. Each interview will be in the range of two to two and a half hours. The first interview will focus on the D/B team’s qualifications, staffing and general understanding of project. The second interview will focus in more detail on the project approach the team’s process to problem solving.

22) **Are soils report and survey information available?**

These studies have not yet been initiated but will be provided once more details of the design are established by the selected team.

23) **Are infrastructure and water improvements included in the project and will CU do any site preparation prior to construction?**

All site work is to be part of this project budget and to be the responsibility of the DB team. New chilled water service lines are to be provided to the vicinity of the building by CU.

24) **Do we need to maintain the parking areas adjacent to the site?**

The parking facilities are an important amenity to the students, faculty & staff in the Farrand community. We anticipate that there may be some disruption in the access and use of these amenities, but will be looking to maximize the availability of these throughout the construction period, particularly while classes are in session.

25) **Are the Program Plans meant to be strictly implemented or is it just intended to be a guideline?**

For the Program Plans, test floor plan layouts were used to confirm that the program requirements could be achieved on the building site considering the criteria and design guidelines. These floor plans are only a concept sketch and we would anticipate that the final selected design group would test multiple concepts of their own to understand the program, site influences, and design constraints which come to the project. Program elements, bed counts and other support spaces should meet or exceed the criteria listed in the Program. The selected design/build team may propose alternative means to achieve the program intent or enhance the program with approval of the building committee.

26) **Your scoring lists points for “miscellaneous considerations”; what are you looking for?**

This is a place to list things that you think are unique to your team, things that either was not requested elsewhere or you perhaps wish to emphasize.
27) **Is there a page count or limit to the RFP length?**

There is not specified minimum or maximum page count for the submittal. We do encourage brevity, but do not wish to limit your ability to describe your team’s strengths. For the 'Additional Information’ we do limit that to 10 pages.

28) **Will the standard State Design/Build Agreement (SC-8.0) be used?**

We are in the process of developing a modified contract form for use in this and future projects. The existing D/B contract is based on a lump sum contract price that required significant design work to be able to provide a cost. The new form will incorporate language for a Guaranteed Maximum Price (GMP) for construction cost. To maintain a cost component in the selection process, short-listed D/B teams will be required to submit a cost proposal that covers design fees, CM general conditions costs, construction fees and reimbursable costs.

29) **Will there be a competition and stipend for shortlisted firms as in recent CU Boulder Design/Build projects?**

No. Our intent is to minimize the investment of time and effort that the competition demanded. We will have an expanded interview process to replace the competition phase that will allow us a chance to know the shortlisted D/B teams better than a single interview. Our intent is to select the top D/B team prior to any design work is started.

30) **As I review the dates on page 7 of the RFP, I see that the submittal review will occur on June 18, and the shortlist will be announced on June 22, the same day as the first interview. Is this a typo? Will the interview list actually be published a couple days before the first interview?**

Sorry about the Typo! The Short list will be released on 6/19, the day after our review.

31) **A key member of our staff has other commitments on one of the interview dates and will not be able to attend. Can the interview dates be modified?**

Sorry, it I a challenge to modify the interviews and keep the process fair with consistent committee members from our side. Part of the selection process is the depth of the team and to see how your team responds typical issues that come up during a project. Staff commitments beyond the project are a reality and we don’t encourage anyone to change their plans. We suggest you use this opportunity to highlight the depth of your team and how your team works around such issues.

32) **Is a Historical Consultant advised as part of the DB team?**

Baker Hall is certainly a campus building with historic importance, but the building is not on the Historic Register nor does CU anticipate that to be a goal in the future. CU looks at this an adaptive reuse project more than a restoration project. Teams that can show understanding and respect for old buildings and historic character are what we are looking for. A Historic Consultant may be one method to indicate that proficiency, but not required.

33) **Minimum Qualifications require two projects in excess of $20M. Do those need to be done as a team?**

This minimum qualification can be achieved either thru past projects of the CMGC or the AE firm. The experience does not need to be together as a team. Preference will be given to teams that can show that both sides of the team have experience with this scale of project and the DB format.