

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



**REQUEST FOR QUALIFICATIONS
FOR
CONSULTING SERVICES**

For The University of Colorado at Boulder

Project Name: Construction Contract Auditing Services

Project No.: PR005963

Project Manager: William N. Ward, A.I.A.

June 11, 2010

Notice No. 10-21

REQUEST FOR QUALIFICATIONS CONSULTING SERVICES

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REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado
Notice Number: 10-21

Project No: **PR005963**
Project Title: **Construction Contract Auditing Services**
Estimated Construction Cost: **Varies**

Description:

The University of Colorado at Boulder seeks an auditing agency for the purpose of performing audits for various capital construction projects ranging from student and dining services to biotechnology buildings, with construction costs varying from \$10 – \$180 million. Services are being sought for:

Review of all costs charged against the project to ensure costs are legitimate, reasonable, and allowed by contract terms; Review any contingency funds and allowances included in initial bids, GMPs and schedule of values and confirm that funds were appropriately used and reconciled; review of change orders to assure that they were appropriately justified, authorized, and supported by adequate detailed documentation including review of contractually allowed fee markups; ensure that all change order costs have been actually incurred and have been defined as reimbursable in accordance with the terms of the contract; review of craft and management actual payroll costs for inclusion in General Conditions and change orders; review of craft and direct management costs for self-performed work; review proposed insurance rates and determine actual insurance costs (GL, Umbrella, Sub-Guard etc.); and review contractor owned/rented equipment and tool rates.

Audit services may, or may not, include major subcontractors at the option of the University; and if included, will be based on the above noted services.

Audits for each separate project may include a pre-construction audit, an interim audit, and/or a final audit as determined by the University.

An audit report will be required for each audit, and each contractor/subcontractor.

Scope of Services:

RFQ for Services of: **Audit Agencies**

See the RFQ information packet for a description of professional services required of the consultant team.

Minimum Requirements

1. Been in business operating under the same firm name a minimum of five (5) years.
2. A minimum of five (5) years experience of providing auditing services of Construction Manager/General Contractor (CM/GC) contracts with the Guaranteed Maximum Price in excess of \$30,000,000.

Firms meeting the minimum requirements may obtain the RFQ documents at website:

<http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html>

Those interested in providing these professional services should submit two (2) copies of a submittal with a concise letter of interest bound-in and providing a summary of qualifications addressing the firm's credentials and relevant experience as well as other requirements outlined in the RFQ document.

Qualifications Due

Date & Time: **June 25, 2010 2:00 PM, MDT**
Address: **Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, Third Floor
Boulder, CO 80309-0453**

Point of Contact

Name: **William N. Ward, A.I.A.**
Agency: **University of Colorado at Boulder**
Phone: **303- 492-5459**
Email: william.n.ward@colorado.edu

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

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Note to Editor:

Transmit one copy of the Affidavit of Publication, and invoice to: **Marsha Slepicka
University of Colorado at Boulder
Department of Facilities Management
Campus Box 453 UCB
Boulder, CO 80309-0453**

**CONSULTING SERVICES
CONSTRUCTION CONTRACT AUDITING SERVICES
REQUEST FOR QUALIFICATIONS
PR005963**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado at Boulder seeks an auditing agency for the purpose of performing audits for various capital construction projects ranging from student and dining services to biotechnology buildings, with construction costs varying from \$10 – \$180 million. Services are being sought for:

Review of all costs charged against the project to ensure costs are legitimate, reasonable, and allowed by contract terms; Review any contingency funds and allowances included in initial bids, GMPs and schedule of values and confirm that funds were appropriately used and reconciled; review of change orders to assure that they were appropriately justified, authorized, and supported by adequate detailed documentation including review of contractually allowed fee markups; ensure that all change order costs have been actually incurred and have been defined as reimbursable in accordance with the terms of the contract; review of craft and management actual payroll costs for inclusion in General Conditions and change orders; review of craft and direct management costs for self-performed work; review proposed insurance rates and determine actual insurance costs (GL, Umbrella, Sub-Guard etc.); and review contractor owned/rented equipment and tool rates.

Audit services may, or may not, include major subcontractors at the option of the University; and if included, will be based on the above noted services.

Audits for each separate project may include a pre-construction audit, an interim audit, and/or a final audit as determined by the University.

An audit report will be required for each audit, and each contractor/subcontractor.

B. SELECTION PROCESS

The selection of an auditing 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. The University of Colorado at Boulder will qualify a maximum of three (3) of the highest ranked firms to negotiate contracts with on selected capital projects, following the interview segment. Following is additional information relative to the selection process:

1. Auditing Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In

order to facilitate review, **two** copies of submittal must be provided. Submittals must be received at:

William N. Ward, A.I.A.
University of Colorado at Boulder
Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, 3rd Floor Reception Desk
Boulder, CO 80309
June 25, 2010, by 2:00 PM, MDT

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.

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) or no more than five (5) will be interviewed.
3. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of July 5, 2010. Interviews will be conducted at Research Laboratory No. 2, Room 321, 1540 30th Street, Boulder, CO 80309. The time for interviews is to be determined. Key personnel from the firm 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	June 11, 2010
RFQ Document Available	June 11, 2010
Last Day to Email Questions	June 22, 2010 by 2:00 PM, MDT
Date Answers Due to all Firms	June 23, 2010 by 2:00 PM, MDT
RFQ Submittal Due	June 25, 2010 by 2:00 PM, MDT
Submittal Screening	June 28 through June 29, 2010
Interview List Released	June 29, 2010
Oral Interviews (as scheduled)	Week of July 5, 2010

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. Present a brief discussion regarding how the team's qualifications and experience relate to the specific requirements.

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

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

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?
- 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 types 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. Provide information on a minimum of three (3) past projects.
- References.

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

D. AUDIT APPROACH

- For the services outlined in the RFQ document, describe your methodology to accomplish these services:
- Explain your firm's philosophy of a construction audit objective. What are the items you are looking for or are the most important.
- Manage the required work to meet an established schedule

E. WORK LOCATION

Describe where your firm will do the key work elements.

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

- Proximity of firms office as it may affect coordination with the University's project manager and the potential project location(s).
- Knowledge of the local labor and material markets.

F. ADDITIONAL DOCUMENTS

The following documents shall be included with the submittal:

1. Signed Acknowledgement and Attestation Form

Appendix A

**STATE BUILDINGS PROGRAMS
PRELIMINARY SELECTION/EVALUATION FORM
AUDITING CONSULTANT SERVICES**

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

Evaluator #: _____ Date: _____

Name of Firm: _____

Name of Project: _____

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

- | | |
|--|-----------------------|
| <input type="checkbox"/> Qualifications and relevant individual experience. | _____ X _____ = _____ |
| Unique knowledge of key team members. | _____ X _____ = _____ |
| <input type="checkbox"/> Experience on audits <u>as a team</u> . | _____ X _____ = _____ |
| <input type="checkbox"/> Key staff involvement in project management and on-site presence. | _____ X _____ = _____ |
| <input type="checkbox"/> Time commitment of key staff. | _____ X _____ = _____ |
| <input type="checkbox"/> Qualifications and relevant sub-consultant experience. | _____ X _____ = _____ |

2. FIRM CAPABILITIES

- | | |
|---|-----------------------|
| <input type="checkbox"/> Are the lines of authority and coordination clearly identified | _____ X _____ = _____ |
| <input type="checkbox"/> Are essential management functions identified? | _____ X _____ = _____ |
| <input type="checkbox"/> Are the functions effectively integrated | _____ X _____ = _____ |
| <input type="checkbox"/> Current and projected work load. | _____ X _____ = _____ |

Appendix A1

**STATE BUILDINGS PROGRAMS
INTERVIEW SELECTION/EVALUATION FORM
AUDITING CONSULTANT SERVICES**

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

Evaluator #: _____ Date: _____
Name of Firm: _____
Name of Project: _____

SCORE (OVERALL QUALIFICATIONS)¹:

Weight² x Rating³ = Score

1. PROJECT TEAM	_____	x	_____	=	_____
2. PROJECT MANAGEMENT	_____	x	_____	=	_____
3. AUDIT 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: 0.0-1.0 = Unacceptable 1.1-2.0 = Poor 2.1-3.0 = Fair
 3.1-4.0 = Good 4.1-5.0 = Excellent
4. 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.

APPENDIX A2

STATE BUILDINGS PROGRAMS FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION

(This form is to be used to rank and determine the most qualified consulting services firm in a selection process.)

FIRM	QUALIFICATIONS SCORE ¹						CUMULATIVE ² TOTAL SCORE	RANK ³
	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.
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

CONSULTANT AGREEMENT (STANDARD FORMAT) SC5.3

<http://www.colorado.edu/facilitiesmanagement/internal/construction/index.html>

APPENDIX C

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT



STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT

Institution/Agency: University of Colorado at Boulder

Project No./Name: N/A - VARIOUS

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

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

If Corporation:

If Sole Proprietorship/Partnership:

Corporation Name

Architect/Engineer/Consultant or Contractor

By: _____

Date

By: _____

Date

Title

Title

ATTEST:

By: _____

Secretary

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



STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

Institution/Agency: University of Colorado at Boulder

Project No./Name: N/A - VARIOUS

A. CERTIFICATION STATEMENT [HB 06-1343]

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 alien.
2. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any unauthorized immigrants, through participation in the E-Verify Program, formerly referred to as 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.

B. AFFIDAVIT [HB 06S-1023]

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 _____, 2010.

VENDOR:

Vendor Full Legal Name

BY:

Signature of Authorized Representative

Title

