

**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 – Tunnel Distribution Enhancement

Project No. CP124522

Project Manager: Robert A. Jordan

Date: June 15, 2010

Notice No. 10 - 19

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

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REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado
Notice Number: 10 - 19

Project No: **CP 124522**
Project Title: **CAMP – Tunnel Distribution Enhancement**
Estimated Construction Cost: **\$1,000,000 per year**

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

Project Description

The University of Colorado at Boulder seeks a qualified architect/engineer (A/E) to A/E Services to as-built the existing utility tunnels and utility distribution pathways not in tunnels. In addition to the as-built drawings a deficiency list of the tunnel and utilities to include plumbing, mechanical, electrical and structural issues are to be identified and prioritized according to assessed risk of failure.

A/E Services will include packaging the highest priority deficiencies as defined by the University from the as-built process described above into construction documents for bidding.

The Project will be phased over a number of years as funding allows. A Utility Tunnel(s) will be selected each year by the University. The selected A/E will establish a set of Construction Documents for bidding and Contract Administration to include but not limited to any submittals, RFI's, as-built drawings and close-out procedures. Where possible the use of standard details will be used to show the corrective actions, but if necessary unique details for certain conditions may be required.

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 10-19

Pre-Submittal Meeting

A mandatory Pre-Submittal Meeting will be held **06/25/2010 10:00 AM** at **Department of Facilities Management, Research Laboratory No. 2, Room 321, 1540 30th Street, Boulder, CO 80309-0453**

Qualifications Due

Date & Time: **07/14/2010 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. CP124522
Notice 10-19
CAMP – Tunnel Distribution Enhancement**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado at Boulder seeks a qualified architect/engineer (A/E) to A/E Services to as-built the existing utility tunnels and utility distribution pathways not in tunnels. In addition to the as-built drawings a deficiency list of the tunnel and utilities to include plumbing, mechanical, electrical and structural issues are to be identified and prioritized according to assessed risk of failure.

A/E Services will include packaging the highest priority deficiencies as defined by the University from the as-built process described above into construction documents for bidding.

The Project will be phased over a number of years as funding allows. A Utility Tunnel(s) will be selected each year by the University. The selected A/E will establish a set of Construction Documents for bidding and Contract Administration to include but not limited to any submittals, RFI's, as-built drawings and close-out procedures. Where possible the use of standard details will be used to show the corrective actions, but if necessary unique details for certain conditions may be required.

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 10:00 AM on June 25, 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
 Wednesday, July 14, 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 July 26, 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.....	June 15, 2010
RFQ Document Available.....	June 15, 2010
Mandatory Pre-submittal Conference.....	June 25, 2010 10:00 AM
Date Fax/Email Questions Due.....	June 30, 2010
Date Answers Due to all Firms.....	July 7, 2010
RFQ Submittal Due.....	July 14, 2010 4:00 PM
Submittal Screening.....	July 15 and July 19, 2010
A/E Interview List Released.....	July 20, 2010
A/E Oral Interviews (as scheduled).....	Week of July 26, 2010 (tentative)
Negotiation of A/E Contract.....	Week of August 2, 2010
Contract Approval (projected).....	Week of September 6, 2010
Anticipated Design Start.....	August 9, 2010
Anticipated Construction Start/Finish.....	See description in Item 1.A / 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 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: **CAMP – Tunnel Distribution Enhancement – CP 124522**

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

- Experience of the key staff and firm with projects of similar

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
	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

**ARCHITECT/ENGINEER/CONSULTANT CONTRACT
(STANDARD)**

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

APPENDIX C

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT
Not used

APPENDIX D

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS



STATE OF COLORADO

Appendix D

OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

Institution/Agency: University of Colorado at Boulder

Project No./Name: CAMP – Tunnel Distribution Enhancement – CP 124522

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.

B. AFFIDAVIT CRS 24-76.5-101 (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

