

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



**REQUEST FOR QUALIFICATIONS
FOR
CONSULTING SERVICES**

**For The
University of Colorado Boulder**

For The Campus Utility System – Commissioning

Project No. CP 144260

Notice 11 – 25

August 31, 2011

**REQUEST FOR QUALIFICATIONS
FOR
CONSULTING SERVICES**

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REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado Boulder
Notice Number: 11 – 25

Project No: **CP144260**
Project Title: **Campus Utility System**
Estimated Construction Cost: **\$73,868,233**
***ARRA Funding: No**

Project Description

The University of Colorado Boulder (UCB) seeks a Commissioning Firm to oversee a multi-phased utility infrastructure improvements project to be completed over a multi-year coordinated construction schedule. In general, the Project shall consist of the following:

1. Renovation of an existing cogeneration facility. Including, but not limited to, the replacement of steam, chilled water, condensate, and electrical systems. The installation of new electric chillers and an extraction steam turbine. The existing facility currently known as the “Powerhouse” shall be renamed and referenced as the West District Energy Plant (WDEP). The existing facility shall remain in operation during renovations. All work shall be coordinated to maintain reliable operations and limit down time throughout construction. Temporary cooling systems shall be required during renovation of the chilled water plant.
2. Construction of a new conventional heating and cooling plant. Including, but not limited to, the installation of new custom built dual fuel boilers, chillers, all auxiliary equipment, and a PLC based control system. The facility shall be located adjacent to the existing Coors Event Center and be named the East District Energy Plant (EDEP).
3. Installation of new and renovation of existing steam, condensate, chilled water, and network utility distribution systems. Specifically, the interconnection of the systems between the plants and new chilled water distribution for the Kittredge residential area.
4. Construction of a new integrated control system network for complete interoperability of both WDEP and EDEP.

Scope of Services

The objective of commissioning is to provide services to facilitate, document, and assure that the District Energy systems noted herein fulfill the functional and performance requirements of the University of Colorado Boulder (Owner), occupants, and Utility Operators. To reach this goal, it is necessary for the commissioning process to establish and document criteria for system function, performance and maintainability, and to also verify and document compliance with these criteria throughout design, construction, start-up and the initial period of operation. In addition, complete operation and maintenance (O&M) manuals, as well as training on system

operation, should be provided to the Utility Operators and Maintenance personnel to ensure the utility systems operate as intended.

The Commissioning Firm shall be involved beginning in the design phase and extending through the warranty phase of the project. The primary role of the Commissioning Firm during the overall design phase is to develop detailed commissioning specifications and review the design to ensure it meets Owners objectives. During construction, the Commissioning Firm develops and coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that the systems are functioning in accordance with the contract documents. The Commissioning Firm shall also hire a third party Testing and Balancing Firm (TAB) who will perform the contract specifications as detailed in the "3rd Party Testing, Adjusting, & Balancing" section of the contract documents.

The selected Commissioning Firm is expected to work with both the A/E and CM/GC firms under separate contracts with UCB. The project team will be asked to deliver the entire project on or before September 1, 2014 with an anticipated construction process of seven (7) procurement packages for equipment and four (4) construction packages consisting of one for the new EDEP, one for the existing WDEP upgrades, and two (2) distribution packages consisting of one package for the Kittredge area and one package for the remainder of the utility distribution system.

The Commissioning Firm is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem solving or resolving non-conformance issues or deficiencies.

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. Understanding of project and University goals.
4. Project Team member(s) shall include the following skills/experience:
 - a. Registered Professional Engineer (Lead)
 - b. Power Plant Engineer (Operations experience preferred)
 - c. Chilled Water Plant Engineer (Operations experience preferred)
 - d. Steam Distribution Engineering and Operations
 - e. Chilled Water Distribution Engineering and Operations

- f. Utility Design Engineer
- g. TAB trained
- h. Facility Management (College/University experience preferred)
- i. Construction Management
- j. Control Systems Engineer (PLC, DDC, and SCADA applications)

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

<http://fm.colorado.edu/construction/index.html> - Open Submittals - Notice 11 - 25

Pre-Submittal Meeting

A mandatory Pre-Submittal Meeting will be held **September 15, 2011 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: **September 29, 2011 2:00 PM**

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

Point of Contact

Name: **Katherine A. Dunklau, Project Manager**
Agency: **University of Colorado at Boulder**
Phone: **303-492-8731**
Fax: **303-492-4082**
Email: **katherine.dunklau@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 QUALIFICATION
UNIVERSITY OF COLORADO BOULDER**

I. INTRODUCTION

A. PROJECT DESCRIPTION

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Minimum Requirements

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 - e. Chilled Water Distribution Engineering and Operations
 - f. Utility Design Engineer
 - g. TAB trained
 - h. Facility Management (College/University experience preferred)
 - i. Construction Management
 - j. Control Systems Engineer (PLC, DDC, and SCADA applications)

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

<http://fm.colorado.edu/construction/index.htm>; - Open Submittals Notice 11 – 25

B. SELECTION PROCESS

The selection of an 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. 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 Boulder staff available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. The pre-submittal conference will be held at:

A mandatory Pre-Submittal Meeting will be held **September 15, 2011 10:00 AM** at **Department of Facilities Management, Research Laboratory No. 2, Room 321, 1540 30th Street, Boulder, CO 80309-0453**

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:

Katherine A. Dunklau
University of Colorado Boulder

Deadline for receipt (whether mailed or hand delivered) is: September 29, 2011 2:00 PM.

**University of Colorado at Boulder
Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, Third Floor Reception Desk
Campus Box 453 UCB
Boulder, CO 80309**

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) will be interviewed.
3. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of October 3rd, 2011. Interviews will be conducted at:

Department of Facilities Management
Research Laboratory No. 2

1540 30th Street, Room 321
Boulder, CO 80309

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	8/31/11 & 09/07/11
RFQ Document Available	8/31/11
Pre-submittal Conference	9/15/11 10:00 am
Date Email Questions Due	9/21/11 5:00 pm
Date Answers Due to all Firms	9/26/11 5:00 pm
RFQ Submittal Due	9/29/11 2:00 pm
Submittal Screening	9/30/11
Consultant Interview List Released	9/30/11
Consultant Oral Interviews (as scheduled)	week of October 3, 2011
Negotiation of Consultant Contract	October 2011
Contract Approval (projected)	October 2011
Anticipated Design Start	September 2011
Anticipated CM/GC Start	October 2011
Anticipated Construction Start/Finish	May 2012 – Sept 2014

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.

- 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

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

- 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.

- 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
CONSULTANT SERVICES**

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

Evaluator #: _____ Date: _____

Name of Firm: _____

Name of Project: **Campus Utility System / CP 144260**

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 _____ = _____
- Current and projected work load. _____ x _____ = _____

3. PRIOR EXPERIENCE/PERFORMANCE

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

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 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.

APPENDIX B

**CONSULTANT CONTRACT
(STANDARD OR CM/GC FORMAT)**

Campus Utility System / CP 144260

<http://www.colorado.gov/cs/Satellite/DPA-EO/DEO/1251575323557>

Consultant Agreement SC.5.3

APPENDIX C - Campus Utility System / CP 144260

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: CP 144260 / Campus Utility System

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. 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 _____, 2011.

VENDOR:

Vendor Full Legal Name

BY: _____

Signature of Authorized Representative

Title

