REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The University of Colorado Boulder

Project Name: Kittredge West Residence Hall Renovation
Project No.: PR005711
Project Name: Kittredge Central Residence Hall and Commons
Project No.: PR006383
Project Manager: Marina Florian

September 23, 2011
Notice No. 11-26
REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

Kittredge Central Residence Hall and Commons

TABLE OF CONTENTS

ADVERTISEMENTS

I. INTRODUCTION
   A. Project Description
   B. Selection Process
      1. Pre-Submittal Conference
      2. Architect/Engineer/Consultant Submittals
      3. Screening Panel/ Short List
      4. Oral Interviews
   C. Schedule

II. SUBMITTAL REQUIREMENTS
   A. Project Team
   B. Firm Capabilities
   C. Prior Experience
   D. Project Approach
   E. Work Location

APPENDICES

  Appendix A: Preliminary Selection/Evaluation Form
  Appendix A1: Interview Selection/Evaluation Form
  Appendix A2: Final Ranking Matrix
  Appendix B: Architect/Engineer/Consultant Contract (Standard)
  Appendix C: Certification and Affidavit Regarding Unauthorized Immigrants
  Appendix D: Acknowledgment and Attestation Form
REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado
Notice Number: 11-26

Project No: PR 005711
Project Title: Kittredge West Residence Hall Renovation
Estimated Design & Construction Cost: $18,500,000

Project No: PR 006383
Project Title: Kittredge Central Residence Hall and Commons
Estimated Design & Construction Cost: $32,000,000

Project Description:

The University of Colorado Boulder seeks a qualified material testing and inspection agency for the purpose of performing services for the renovation of Kittredge West, the demolition of Kittredge Commons and the construction of a new Kittredge Central Residence Hall and Commons. Services are being sought for construction observation and materials testing, earthwork-site grading, slab sub-grade, utility and foundation backfill compaction testing, drilled pier observation and testing, concrete and reinforcing steel observation, floor flatness/floor levelness (Ff/Fi), structural steel, weld testing and observation and sprayed-on fireproofing.

Phase I of the project consists of renovation of the Kittredge West Residence Hall an existing 71,797 gross square feet (GSF) facility with three wings of three to four-stories built in 1982. The complete renovation and minimal expansion is to accommodate a minimum of 273 beds plus numerous common and support spaces.

Phase II consist of deconstruction of the Kittredge Commons facility and development of a new 97,117 GSF Kittredge Central Residence Hall and Commons building. The building is to accommodate a minimum of 264 beds plus a Community Commons in support of Residence Life and Residential Academic Programs (RAP) throughout the Kittredge Complex.

Scope of Services:

RFQ for Services of: Material Test Agencies

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

Qualified applicants will be determined as those that can meet the criteria that will be used for selection by a Screening Committee. These criteria will include:

1. Experience involving similar work to that described and a minimum of five (5) years in the business.
2. List of individuals proposed to work on this project with resumes and references (include any proposed sub-consultants).
3. List of similar projects this firm has completed within the last five (5) years, with references.
4. History of firm.
5. Billing rates for individuals proposed.

Those interested in providing these professional services should submit two (2) copies of a packet with a concise letter of interest bound-in providing a summary of qualifications, a description of the applicant or firm and its consultants including credentials and relevant experience and three current references.

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

http://fm.colorado.edu/construction/index.html under Open Submittals

Pre-Submittal Meeting

A mandatory Pre-Submittal Meeting will be held October 3, 2011 at 2:00 PM at University of Colorado Boulder, Kittredge Commons, 2480 Kittredge Loop Road, Boulder, CO 80309.

Qualifications Due

Date & Time: October 21, 2011, 4:00 PM

Address: Housing & Dining Services
Projects Group
3500 Marine Street, Room 122
Boulder, CO 80309-0451

Point of Contact

Name: Marina Florian
Agency: University of Colorado Boulder
Phone: 303-735-2508
Email: Marina.florian@colorado.edu

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

Media of Publication(s): The Daily Journal
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS

PR 005711 – Kittredge West Residence Hall Renovation
PR 006383 - Kittredge Central Residence Hall and Commons

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado Boulder seeks a material qualified testing and inspection agency for the purpose of performing services for the renovation of Kittredge West, the demolition of Kittredge Commons and the construction of a new Kittredge Central Residence Hall and Commons. Services are being sought for construction observation and materials testing, earthwork-site grading, slab sub-grade, utility and foundation backfill compaction testing, drilled pier observation and testing, concrete and reinforcing steel observation, floor flatness/floor levelness (Ff/Fi), structural steel, weld testing and observation and sprayed-on fireproofing.

Phase I of the project consists of renovation of the Kittredge West Residence Hall an existing 71,797 gross square feet (GSF) facility with three wings of three to four-stories built in 1982. The complete renovation and minimal expansion is to accommodate a minimum of 273 beds plus numerous common and support spaces.

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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 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. **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 staff and Design-Build team members 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 University of Colorado Boulder, Kittredge Commons, 2480 Kittredge Loop Road, Boulder, CO 80309 at 2:00 PM on October 3, 2011.

2. **Architect/Engineer/Consultant’s Submittals**: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, two copies of the submittal must be provided. Submittals must be received at:

   Marina Florian, Project Manager  
   University of Colorado Boulder  
   Housing & Dining Services  
   Projects Group  
   3500 Marine Street, Room 122  
   Boulder, CO 80309-0451  
   October 21, 2011, 4:00 PM

Late submittals will be rejected without consideration. The [agency/institution] 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 November 7, 2011. Interviews will be conducted at University of Colorado Boulder, Kittredge Commons, 2480 Kittredge Loop Road, 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.

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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>September 23, 2011</td>
</tr>
<tr>
<td>RFQ Document Available</td>
<td>September 23, 2011</td>
</tr>
<tr>
<td>Pre-submittal Conference</td>
<td>October 3, 2011, 2:00 PM</td>
</tr>
<tr>
<td>Date Email Questions Due</td>
<td>October 7, 2011 by 4:00 PM</td>
</tr>
<tr>
<td>Date Answers Due to all Firms</td>
<td>October 14, 2011 by 4:00 PM</td>
</tr>
<tr>
<td>RFQ Submittal Due</td>
<td>October 21 2011, by 4:00 PM</td>
</tr>
<tr>
<td>Submittal Screening</td>
<td>Week of October 24, 2011</td>
</tr>
<tr>
<td>A/E Interview List Released</td>
<td>Week of October 24, 2011</td>
</tr>
<tr>
<td>A/E Oral Interviews (as scheduled)</td>
<td>Week of November 7, 2011</td>
</tr>
</tbody>
</table>
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 sub-consultants. 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 sub-consultant 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., sub-consultants’ 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
  - 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 sub-consultants 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: PR005711 Kittredge West Residence Hall Renovation
PR006383 Kittredge Central Residence Hall and Commons

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):

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 sub-consultant 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., sub-consultants’ roles delineated?) _____ x _____ = _____
- Utilization of CADD and computers. _____ x _____ = _____
- Current and projected work load. _____ x _____ = _____

Weight\(^1\) x Rating\(^2\) = Score
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 _____ = ____
☐ References. _____ x _____ = ____

4. PROJECT APPROACH

☐ Budget methodology/cost control. _____ x _____ = ____
☐ Quality control methodology. _____ x _____ = ____
☐ Schedule maintenance methodology. _____ x _____ = ____

5. WORK LOCATION

☐ Proximity of firm’s office as it may affect coordination with the state’s project manager and the potential project location. _____ x _____ = ____
☐ Firm’s familiarity with the project area. _____ x _____ = ____
☐ Knowledge of the local labor and material markets. _____ x _____ = ____

TOTAL SCORE: __________ ³

NOTES:
1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. 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
3. Total score includes the sum total of all criteria.
Appendix A1

STATE BUILDINGS PROGRAMS
INTERVIEW SELECTION/EVALUATION FORM
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

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

Evaluator #:_________________________________________ Date:_____________________
Name of Firm:_______________________________________________________________
Name of Project: PR005711 Kittredge West Residence Hall Renovation
                PR006383 Kittredge Central Residence Hall and Commons

SCORE (OVERALL QUALIFICATIONS)\(^1\):

1. PROJECT TEAM
   \[\text{_____ x _____ = _____}\]

2. PROJECT MANAGEMENT
   \[\text{_____ x _____ = _____}\]

3. PROJECT APPROACH
   \[\text{_____ x _____ = _____}\]

4. PRIOR EXPERIENCE
   \[\text{_____ x _____ = _____}\]

5. WORK LOCATION
   \[\text{_____ x _____ = _____}\]

TOTAL SCORE: \[\text{_______}\] \(^4\)

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: \[0.0-1.0 = \text{Unacceptable}\] \[1.1-2.0 = \text{Poor}\] \[2.1-3.0 = \text{Fair}\] \[3.1-4.0 = \text{Good}\] \[4.1-5.0 = \text{Excellent}\]
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.
TABLE OF CONTENTS

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.)

<table>
<thead>
<tr>
<th>FIRM</th>
<th>QUALIFICATIONS SCORE¹</th>
<th>CUMULATIVE² TOTAL SCORE</th>
<th>RANK³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
<td>EVAL #2</td>
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</tr>
</tbody>
</table>

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)

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

Form SC5.3
APPENDIX C

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 Boulder  
Project No./Name: PR005711 Kittredge West Residence Hall Renovation  
PR006383 Kittredge Central Residence Hall and Commons

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 __________________, 2011.

VENDOR:

_____________________________________________
Vendor Full Legal Name

BY: _________________________________________  
Signature of Authorized Representative  
Title

State Form UI-1  
Issued 2/2008
APPENDIX D

ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

I certify and declare that the foregoing is true and correct.

Subscribed on ________________________ at ________________________,
                     Date        City
                      ________________________, State of ________________________,
                      County               State

___________________________________
Applicant or Corporate Officer Signature     Date

___________________________________
Witness                                         Date

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)