

**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: Williams Village Phase II Residence Hall**

**Project No.: PR003965**

**Project Manager: Heidi Rogé**

**October 2009**

**Notice No. 09-30**

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

## **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**
  - 5. 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 or CM/GC Format)**
- Appendix C: Minority/Women Business Enterprise Participation Report (MWBE-1)**
- Appendix D: Certification and Affidavit Regarding Unauthorized Immigrants**
- Appendix E: Acknowledgment and Attestation Form**



**REQUEST FOR QUALIFICATIONS**  
**State of Colorado**  
**University of Colorado**  
**Notice Number: 09-30**

Project No: **PR003965**  
Project Title: **Williams Village Phase II Residence Hall**  
Estimated Construction Cost: **\$39,045,000**

**Project Description:**

The University of Colorado at Boulder seeks a qualified material testing and inspection agency for the purpose of performing services for the construction of a new Williams Village building. 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.

The Williams Village IIA project consists of a new 500-bed, six-story, 134,000 s.f. residence hall. This new building will be located east of Stearns East, in the parking lot between the existing sand volleyball courts and tennis courts.

**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 22, 2009 at 2:00 PM** at **University of Colorado at Boulder, Stearns Central, 600 30<sup>th</sup> Street, Room 178, Boulder, CO 80309.**

### **Qualifications Due**

Date & Time: **November 3, 2009, 4:00 PM**

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

### **Point of Contact**

Name: **Heidi Rogé**  
Agency: **University of Colorado at Boulder**  
Phone: **303-492-2465**  
Fax: **303-735-2375**  
Email: [heidi.roge@colorado.edu](mailto:heidi.roge@colorado.edu)

This Notice is also available on the web at [www.colorado.gov/dpa/dfp/sbrep](http://www.colorado.gov/dpa/dfp/sbrep)

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### **Note to Editor:**

Transmit one **Nichola McIntosh**  
copy of the **University of Colorado at Boulder**  
Affidavit of **Housing & Dining Services**  
Publication, **Accounting & Finance**  
and invoice to: **Box 159 UCB**  
**Boulder, CO 80309-0159**

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES  
REQUEST FOR QUALIFICATIONS  
PR003965 – Williams Village Phase II Residence Hall**

**I. INTRODUCTION**

**A. PROJECT DESCRIPTION**

The University of Colorado at Boulder seeks a material qualified testing and inspection agency for the purpose of performing services for the construction of Williams Village IIA, a new residence hall. 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.

The Williams Village IIA project consists of a new 500-bed, six-story, 134,000 s.f. residence hall. This new building will be located east of Stearns East, in the parking lot between the existing sand volleyball courts and tennis courts.

**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 at Boulder, Stearns Central, 600 30<sup>th</sup> Street, Boulder, CO 80309, Room 178, at **2:00 PM on October 22, 2009.**
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:

Heidi Rogé, Project Manager  
University of Colorado at Boulder  
Housing & Dining Services

Projects Group  
3500 Marine Street, Room 122  
Boulder, CO 80309-0451  
November 2, 2009, 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 16, 2009. Interviews will be conducted at University of Colorado at Boulder, Stearns Central, 600 30<sup>th</sup> Street, Room 178, 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.

Advertisement	October 14, 2009
RFQ Document Available	October 12, 2009
Pre-submittal Conference	October 22, 2009, 2:00 PM
Date Email Questions Due	October 27, 2009 by 4:00 PM
Date Answers Due to all Firms	October 29, 2009 by 4:00 PM
RFQ Submittal Due	November 3, 2009, 4:00 PM
Submittal Screening	Week of November 2, 2009
A/E Interview List Released	Week of November 2, 2009
A/E Oral Interviews (as scheduled)	Week of November 16, 2009
Negotiation of A/E Contract	TBD
Contract Approval (projected)	TBD
Anticipated Construction Start Date:	January 2010
Anticipated Finish Date	July 2011

## 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:

### 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: **PR003965 Williams Village Phase II Residence Hall**

**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):**

Weight<sup>1</sup> x Rating<sup>2</sup> = 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 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 \_\_\_\_\_ = \_\_\_\_\_

**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: \_\_\_\_\_<sup>3</sup>

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 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 <sup>1</sup>						CUMULATIVE <sup>2</sup> TOTAL SCORE	RANK <sup>3</sup>
	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)**

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

**Form SC5.3**

**APPENDIX C**

**MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT**





**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: PR003965 Williams Village Phase II Residence Hall

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 \_\_\_\_\_, 2009.

VENDOR:

\_\_\_\_\_  
Vendor Full Legal Name

BY:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

