

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



**REQUEST FOR PROPOSALS
FOR A
Direct Digital Controls (DDC) Vendor**

**Project Name: CAMP – BLDG Automation Review
Project No. PR 004964**

University of Colorado at Boulder

Department of Facilities Management

Publication date: November 23, 2009

Notice 09-36

**REQUEST FOR PROPOSALS FOR A
Direct Digital Controls (DDC) Vendor
Project Name: CAMP – BLDG Automation Review
Project No. PR 004964**

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ADVERTISEMENT
REQUEST FOR PROPOSALS FOR A Direct Digital Controls (DDC) Vendor
Project Name: CAMP – BLDG Automation Review
Project No. PR 004964
Notice 09-36

The State of Colorado/University of Colorado at Boulder, Department of Facilities Management, is soliciting the submittal of proposals from Direct Digital Controls (DDC) Vendors to provide services for both the maintenance of the current Andover DDC systems as well as bidding future DDC projects on the University's Boulder Campus.

Selection and award of this project will be based on a combination of qualifications that represents the best overall value to the state.

MINIMUM REQUIREMENTS: Notice is hereby given to all interested parties that all firms will be required to meet minimum qualifications to be considered for these projects. To be considered as qualified, interested firms shall have, as a minimum:

- Have a history of backward compatibility of 10 years or more.
- Provide advanced training in metropolitan Denver at least once a year.
- Provide system information updates at least every three months, as a minimum.
- Use factory-certified engineers.
- Use only factory-certified installer/supervisors.
- Use only factory-certified programmers.
- Use only factory-certified service technicians.
- Have certification through the BACnet Testing Laboratory (BTL) that devices are BACnet compatible without interface devices.
- Confirm open protocol (Modbus and LON are the only know approved equals). Provide supporting information.
- Provide field devices with flash memory or equivalent. Batteries are not required to save program during a power loss.
- Provide capability to over-ride field devices manually in the field at the controller.

PROCESS: Firms meeting the minimum qualification requirements stated above may request the RFP. The RFP will be available on or about 11/23/09 from:

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

The final date for submittal of proposals is: **12/10/09 at 4:00pm**

Delivered to:

Attention: Keith Gardner
Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, 3rd floor reception desk
Boulder, CO 80309

Mailed to:

Keith Gardner
Department of Facilities Management
Campus Box 453 UCB
Boulder, CO. 80309-0453

Note: Actual receipt required. Post-marks will not be accepted.

MEDIA OF PUBLICATION:

Publication Date: 11/23/09

This notice is also available on the web at www.gssa.state.co.us/CDNotices

Notes to Editor:

Transmit one (1) copy of the Affidavit of Publication to: Marsha Slepicka, University of Colorado at Boulder, Department of Facilities Management, Campus Box 453 UCB, Boulder, CO 80309-0453

**Request for Proposals for A Direct Digital Controls (DDC) Vendor
CAMP – BLDG Automation Review
PR 004964
Notice 09-36
University of Colorado at Boulder Facilities Management**

I. GENERAL INFORMATION

A. INTRODUCTION/DESCRIPTION OF PROJECT

The State of Colorado, University of Colorado at Boulder, Department of Facilities Management, is soliciting the submittal of proposals from firms to provide Direct Digital Controls (DDC) Services

University of Colorado at Boulder Facilities Management intends to select a DDC Vendor who will provided services as described within. The process to be used in the selection of a firm is comprised of two steps. STEP I is the Submittal of Pre-qualifications as described in Section II (D). STEP II is the Oral Interview as described in detail in Section III. A Jury Panel of individuals who will be involved in the project and/or understand the required services associated with DDC Controls will evaluate responses to this RFP for both STEPS. Upon completion of the evaluation of the Submittals of Prequalification, a limited number of firms will be invited to the oral interviews. Both qualifications (submittal and interview) will be considered in the final ranking of firms.

Selection and award of this project will be based on a combination of qualifications and costs that represents the best overall value to the state.

B. MINIMUM QUALIFICATIONS

As indicated, University of Colorado at Boulder Facilities Management, will utilize Direct Digital Controls Vendor Services for construction of the projects as described within.

As indicated in the advertisements, notice is hereby given to all interested parties that all firms will be required to meet minimum requirements to be considered. To be considered as qualified, interested firms shall have, as a minimum:

- Comply with the specifications included in the RFQ.
- Have a history of backward compatibility of 10 years or more.
- Provide advanced training in metropolitan Denver at least once a year.
- Provide system information updates at least every three months, as a minimum.
- Use factory-certified engineers.
- Use only factory-certified installer/supervisors.
- Use only factory-certified programmers.
- Use only factory-certified service technicians.
- Have certification through the BACnet Testing Laboratory (BTL) that devices are BACnet compatible without interface devices.

- Confirm open protocol (Modbus and LON are the only known approved equals). Provide supporting information.
- Provide field devices with flash memory or equivalent. Batteries are not required to save program during a power loss.
- Provide capability to over-ride field devices manually in the field at the controller
- Interview: Firms that are short-listed will be invited to interview and demonstrate the capabilities of their product and local staff. Please state how many days prior to the interview you need to be notified for preparation and scheduling of participants.

C. SCOPE OF SERVICES

The scope of services will include assistance to the State during the process of design, construction, and warranty period for both current University DDC systems as well as bidding for future DDC systems.

II. PREQUALIFICATION SUBMITTALS (STEP I)

A. SCHEDULE

1. The overall schedule is as follows:

Advertisement	11/23/09
RFP Document Release	11/23/09
Written Questions (Clarifications)	12/3/09 1:00pm
Written Responses Issued	12/7/09
Submittals Due (Prequalification: Step I)	12/10/09 4:00 pm
Interview Short List Announced	12/15/09
Oral Interviews	TBD
Selection Announced	TBD

2. Six (6) hard copies of the submittal shall be received no later than **12/10/09, 4:00 PM**, at the following address:
 Keith Gardner
 University of Colorado at Boulder
 Department of Facilities Management
 1540 30th street, 3rd floor reception desk, Research Laboratory No.2
 Boulder, CO. 80309
3. The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner. Respondents may elect to verify times and dates by telephone or FAX, but no earlier than 36 hours before the schedule date and time.

B. CLARIFICATIONS

1. Owner initiated changes to this RFP will be issued under numerically sequenced addenda. Addenda generally consist of the following items:
 - a. Clarifications
 - b. Scope Changes
 - c. Time and/or Date Changes

Respondents must acknowledge all issued addenda in their submittal and proposal.

2. Respondent initiated requests for clarification will be received any time prior to 12/3/09 1:00 pm. Questions / clarifications may be addressed only in writing to Keith Gardner by email: Keith.Gardner@colorado.edu or facsimile transmission. All State responses will be issued by written addenda on or before 12/7/09.
3. Requests for clarification shall be accompanied with statements that the respondent meets the minimum requirements specified in this RFP.

C. GENERAL INFORMATION

1. All respondents accept the conditions of this RFP, including, but not limited to, the following:
 - a. All submittals shall become the property of the State of Colorado and will not be returned.
 - b. Late submittals shall not be evaluated. Facsimile submittals shall not be accepted.
 - c. Any restriction as to the use of submitted materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary submittals will not be honored. Fee proposals will be considered proprietary.
 - d. The State reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.
 - e. The State shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.

D. PREQUALIFICATION SUBMITTALS

1. Respondent must comply with the following items, a through m. The State retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the State. **(Note that the primary focus of the Prequalification evaluation will be the firm(s) capabilities).**
 - a. Submit **six (6)** complete copies of all material.
 - b. Submittals shall be formatted and tabbed in the exact form and alphanumeric sequence of the Evaluation Form, Appendix A. Additional information, if provided, shall appear at the end of the submittal under its own tab(s).
 - c. Submittals shall be evaluated in accordance with criteria as indicated in SECTION IV.A - PREQUALIFICATION SUBMITTAL CRITERIA and ranked on the corresponding evaluation form in Appendix A.
 - d. Response to all items shall be complete.
 - e. All references shall be current and relevant.
 - f. Complete and execute the appropriate Acknowledgment and Attestation Form as provided in Section VI and submit with the Prequalification Submittal.

III. ORAL INTERVIEWS (STEP II)

A. SHORT LIST

From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated on the enclosed Evaluation Form, Appendix A1.

Firms failing to meet the minimum required qualifications will not receive further consideration.

B. ORAL INTERVIEW

Mandatory oral interviews shall be conducted for the short listed firm(s) only. Interview times and location, will be arranged by the University of Colorado Facilities Management and all short listed firms will be notified in advance. At the option of the University, a visit to the short listed firm(s) managing home office and/or representative field office may be required. **(Note that the primary focus of the Oral Interview evaluation in addition to the Submittal will be the proposed Vendors capabilities).**

C. METHOD OF SELECTION AND AWARD

The Jury Panel shall complete a combined evaluation of qualifications and submittal in accordance with the criteria as indicated in SECTION IV.B - ORAL INTERVIEWS/ CRITERIA. Numerical ranking and selection of the most qualified firm (based on submittal and interview) will then occur on the corresponding evaluation forms in Appendix A1.

IV. EVALUATION CRITERIA

A. PREQUALIFICATION SUBMITTAL EVALUATION CRITERIA

(Note that the primary focus of the Prequalification evaluation will be the Vendors capabilities).

The University of Colorado at Boulder currently has Andover as the only approved DDC system for the campus. At least one alternative provider of DDC system components, software and related services will be selected.

Six numbered binders shall be submitted with information organized and tabbed as indicated. Please use Arial 11 or 12 point font in the documents you produce.

Tab A – Basic Requirements

The following basic provisions shall be met by those interested in being a provider. Please do not submit a proposal unless your firm meets them!

Please initial alongside each item to acknowledge compliance:

1. _____ Comply with the specifications included in the RFQ.
2. _____ Provide a history of backward compatibility of 10 years or more.
3. _____ Provide advanced training in metropolitan Denver at least once a year.
4. _____ Provide system information updates at least every three months, as a minimum.
5. _____ Use factory-certified engineers.
6. _____ Use only factory-certified installer/supervisors.
7. _____ Use only factory-certified programmers.
8. _____ Use only factory-certified service technicians.
9. _____ Have certification through the BACnet Testing Laboratory (BTL) that devices are BACnet compatible without interface devices.
10. _____ Confirm open protocol (Modbus and LON are the only known approved equals). Provide supporting information.
11. _____ Furnish field devices with flash memory or equivalent. Batteries are not required to save program during a power loss.
12. _____ Provide capability to over-ride field devices manually in the field at the controller
13. _____ Interview: Firms that are short-listed will be invited to interview and demonstrate the capabilities of their product and local staff. Please state how many days prior to the interview you need to be notified for preparation and scheduling of participants.

Tab B – Local Company Information

1. Name, Address, Telephone number(s), Website if any
2. Years in business in metropolitan Denver
3. Staff: Name, Position, Years involved with DDC, Length of service in company, Certification and Licenses
4. Average years of DDC experience of the technical staff as a group
5. Confidential Financial Statement (one copy in Binder No. 1 in a sealed envelope).

Tab C – Manufacturer

1. Name, Address, Telephone number(s), Website
2. Years of DDC business, either as a stand-alone company or a division of a corporation
3. National DDC Sales Manager: Name, Address, Telephone number(s)
4. Regional DDC Sales Manager: Name, Address, Telephone number(s)

Tab D – Programming

1. Provide a programming sample of a VAV Air Handling Unit control sequence. The AHU has HW and CHW coils and air-side economizer.
2. VAV box zoned with perimeter convector heating.
3. How are PID loops tuned with your system?

Tab E – Parts Catalog

1. Provide a CD or DVD of the parts catalog, or a web address.

Tab F – Parts Availability

1. Dollar value of local parts inventory (\$K)
2. Ratio of local inventory turn-over (yearly parts sales / average inventory value)
3. Quantity of parts (with distinct part numbers) available in the region that can be received by the University or its contractors within 24 hours of being requested
4. Maximum hours for replacement parts or assemblies to be shipped by the factory when it is the only source.
5. Do you have same-day exchange of parts under warranty?

Tab G – Quality Control

1. Describe the Quality Control process that your firm follows in all the phases of a Design-Bid-Build Project or GMP projects. Include management, design, installation and programming functions.
2. Describe the Quality Control process that your firm follows in all the phases of a Retrofit or Renovation Project being done directly for the Owner. Include management, design, installation and programming functions.

Tab H – Service

1. Describe your procedures for warranty and emergency service.
2. Procedure and expected response time after hours and weekends.
3. Procedure and expected response time during business hours if your staff is not on campus.

Tab I – Multiple Contractors

Describe how your firm will address our requirement that contractors other than the local office shall have the opportunity to purchase parts from the local distributor (using the University cost multiplier), and to bid installation and programming of University projects.

Tab J – References

Provide names of companies, addresses, contacts and telephone numbers for the following references:

1. Five owners that have had their buildings in operation for three years or more.
2. Five building owners for whom you provide maintenance services
3. Five contractors for whom your firm has worked
4. Five design engineers
5. Subcontractors that have worked successfully for your firm in the last 3 years.

Tab K – Project Descriptions

For new or renovation projects completed in the last 8 years, and for the following types of building, state the dollar value of your work, year completed, address, owner contact, and a brief description of the mechanical systems.

1. Office buildings with central air-handling systems
2. College and University-campus academic buildings
3. Laboratories with fumehood exhaust and make-up air
4. Hospitals
5. Indicate which projects you feel were most successful
6. Please list the typical issues that make your work difficult.
7. Please list what makes your work go smoothly (both internal and external influences).

Tab L – Performance

1. Submit a candid summary of the strengths of your firm.
2. Describe your process for continuous improvement.
3. Describe your relationship with the factory (procurement, training, technical support, etc.)

B. ORAL INTERVIEWS/COST PROPOSALS EVALUATION CRITERIA (Note that the primary focus of the Oral Interview evaluation in addition to the Submittal will be the Vendors capabilities).

Each firm should be prepared to discuss and substantiate any of the areas of the RFP it has submitted, its own qualifications for the services required, and any other area of interest relative to this RFP. Interviewees should focus their presentation on relevance of the qualification to this specific RFP, rather than repeating information contained with the submittal.

1. Vendor's understanding of the Basic Requirements
 - Provide a history of your proposed systems backward compatibility of at least 10 years.
 - Provide information on your companies ability to provide advanced training at a minimum of once per year in the Denver metro area.

- Provide information on your companies' ability to provide system information updates at a minimum every three months.
- Provide information on your companies use of factory certified engineers.
- Provide information on your companies use of factory certified/ trained installers, supervisors, programmers and service technicians.
- Provide certification through the BACnet Testing Laboratory (BTL) that devices are BACnet compatible without interface devices.
- Provide supporting information of open protocol (Modbus and LON are the only know approved equals).
- Provide information on field devices and the flash memory or equivalent.
- Provide information on your capability to override field devices manually at the controller.

2. Local Company Information

Provide information of local companies in the Denver metro area to include the following:

Name, addresses, telephone numbers, websites, years in business in Denver metro area, staff and staff capabilities, and name and experience of designated account manager to be assigned to CU.

3. Vendor Information

Provide information on vendor/ manufacturer to include the following: Years of DDC business, either as a stand alone company or a division of a corporation, national sales manager with contact info, Regional DDC sales manager with contact information.

4. Programming Information

Please provide an overview of the programming sample that was turned in as part of your submittal.

5. Parts catalog and availability Information

Please provide an overview on the parts availability for the Denver metro area.

6. Quality Control Information

Describe your quality control process and how it will be implemented on University of Colorado at Boulder projects.

7. Service and warranty information

Provide information on your procedures as relating to service and warranty calls on the University of Colorado at Boulder campus to include response times.

8. Multiple Contractors

Describe how your firm will address the University's requirement that contractors other than the local office have the opportunity to purchase

parts from the local distributor at the University's price and to bid installation and programming of University of Colorado at Boulder projects.

9. Performance
Be prepared to discuss the summary of your firm's strengths as submitted in the RFP.

V. CONTRACT INFORMATION

- A. Carefully review the General Conditions of the Contract, Supplemental General Conditions of the Contract, and sample contracts (Appendix B) before initiating your response submittal. Any exceptions to the contract must be communicated formally in accordance with the written questions schedule in II.A.
- B. The State reserves the right to make non-material changes to the appended model agreement, including additions and /or modifications that may be necessary to more completely describe the services defined or implied herein.
- C. Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of the State.

VI. ACKNOWLEDGEMENT AND ATTESTATION FORM

- A. Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form is a mandatory requirement for a respondent to be considered responsive to this RFP Prequalification Submittal.
- B. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Partnership Format)**

Date: _____

Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

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

Subscribed on _____ at _____
Date City

_____, State of _____
County State

1) _____
Partner Signature

Typed Name: _____

2) _____
Partner Signature

Typed Name: _____

Notary: _____ Date _____

Commission Expires: _____

Note: Add additional signature if there are more than two partners.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Joint Venture Format)**

Date: _____

Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Manager/General Contractor Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

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

Subscribed on _____ at _____,
Date City
_____, State of _____.
County State

1) _____
Venture Partner Binding Signature Date

Type of Business Typed Name: _____
Title: _____

Witness Date
Typed Name: _____

2) _____
Venture Partner Binding Signature Date

Type of Business Typed Name: _____
Title: _____

Witness Date
Typed Name: _____

Note:

1. Add additional venture partners as necessary.
2. Witnesses of venture partners shall be corporate secretary for corporations, partners for partnerships, and notaries for sole proprietorships.
3. Attach venture agreement
4. Type of business shall identify the venture partner as a corporation, venture, partnership, sole proprietorship, or other legal entity.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(CORPORATE FORMAT)**

Date: _____

Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

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

Subscribed on _____ at _____,
Date City

_____, State of _____
County State

Corporate Officer Signature Date

Secretary Date

Note: Use full corporate name and attach corporate seal here.

(SEAL)

ACKNOWLEDGEMENT AND ATTESTATION FORM
(Sole Proprietorship Format)

Date: _____

Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

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

Subscribed on _____ at _____,
Date City

_____, State of _____.
County State

Respondent Date

Typed Name: _____

Notary: _____
Date

Commission Expires: _____

**APPENDIX A
REQUEST FOR PROPOSALS FOR A
Direct Digital Controls (DDC) Vendor
PR 004964 / CAMP – Bldg Automatic Review**

Name of Firm: _____
Name of Project: **PR 004964 / CAMP – BLDG Automation Review** _____
Evaluator No: _____ Date: _____

RFP REFERENCE
MINIMUM REQUIREMENTS Y ____ N ____

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):

Acknowledgement and Attestation included: Y ____ N ____

(Copy of evaluation form follows on next page.)

- NOTES: 1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms. Use only whole numbers.
2. Rating: 1 = unacceptable 2 = poor 3 = fair
 4 = good 5 = excellent
3. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

(CONTINUED ON NEXT PAGE)

DDC RFP Tally Sheet

Tabs	A-Basic Requirements										B-Local Company Info	C - Manu- facturer	D- Program- ming	E-Parts Catalog	F-Parts Available					G-Quality control	H-Service			I- Multiple Contr	J-References				K-Project Descriptions				L- Performance																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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APPENDIX A1

**REQUEST FOR PROPOSALS FOR A
Direct Digital Controls (DDC) Vendor**

Name of Firm: _____

Name of Project: PR 004964 / CAMP – Bldg Automation Review

Evaluator No: _____ Date: _____

SCORE

Weight² x Rating³ = Score

1. VENDOR'S UNDERSTANDING OF BASIC REQUIREMENTS

_____ x _____ = _____

2. LOCAL COMPANY INFORMATION

_____ x _____ = _____

3. VENDOR COMPANY INFORMATION

_____ x _____ = _____

4. PROGRAMMING

_____ x _____ = _____

5. PARTS CATALOG AND AVAILABILITY

_____ x _____ = _____

6. QUALITY CONTROL

_____ x _____ = _____

7. SERVICE AND WARRANTY

_____ X _____ = _____

8. MULTIPLE CONTRACTORS

_____ X _____ = _____

9. PERFORMANCE

_____ X _____ = _____

TOTAL SCORE: _____³

- 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. Use only whole numbers.
3. Rating: 1 = Unacceptable 2 = Poor 3 = Fair
 4 = Good 5 = Excellent
4. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

**APPENDIX A2
STATE BUILDINGS PROGRAMS
FINAL RANKING MATRIX**

QUALIFICATIONS 60%/ORAL INTERVIEW 40%

FIRM	QUALIFICATIONS ¹						AVERAGE QUALS ²	QUAL SCORE ³	ORAL SCORE ⁴	TOAL SCORE ⁵	RANK ⁶
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6					

NOTES:

1. Insert total score from each evaluator's QUALIFICATION/EVALUATION FORM only.
2. Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each firm's qualifications.
3. The maximum score for qualifications on the evaluation form is equivalent to 70 points and is equivalent to the maximum points available for qualifications. Therefore, each firm's score is determined as a percentage of the maximum points available. To score each average qualification score, use the example formula.

Assume the highest score is 500.

SCORING OF QUALIFICATIONS

$$\text{FIRM B: } \frac{500 \times 70 \text{ points}}{500} = 70 \text{ points}$$

$$\text{FIRM C: } \frac{450 \times 70 \text{ points}}{500} = 63 \text{ points}$$

$$\text{FIRM A: } \frac{430 \times 70 \text{ points}}{500} = 60.2 \text{ points}$$

4. Determine score for each firm's ORAL INTERVIEW/EVALUATION with the highest evaluation being equivalent to a maximum score of 30 points. To score each fee, use the example formula.

Assume the highest score is 25.

SCORING OF FEES

$$\text{FIRM A: } \frac{25 \times 30 \text{ points}}{25} = 30 \text{ points}$$

$$\text{FIRM B: } \frac{20 \times 30 \text{ points}}{25} = 24 \text{ points}$$

$$\text{FIRM C: } \frac{15 \times 30 \text{ points}}{25} = 18 \text{ points}$$

5. Add the average qualification score to the oral interview score to determine cumulative score.
6. Numerically rank all firms with the highest scoring firm being the most qualified.

APPENDIX B

GENERAL CONDITIONS OF THE CONTRACT SUPPLEMENTAL GENERAL CONDITIONS OF THE CONTRACT

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

Notice 09-36

DESIGN – BID – BUILD CONTRACTOR AGREEMENT

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

Notice 09-36

CONSTRUCTION MANAGER/GENERAL CONTRACTOR AGREEMENT

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

Notice 09-36

DESIGN/BUILD AGREEMENT

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

Notice 09-36

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: PR 004964 – CAMP – Bldg. Automation Review

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

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

*Persons signing hereby swear and affirm that they are authorized to act on Architect/Engineer/Consultant/Contractor's behalf and acknowledge that the State is relying on their representations to that effect. **Principal is not a recognized title and will not be accepted**

ARCHITECT/ENGINEER/CONSULTANT/CONTRACTOR

Legal Name of Contracting Entity

*Signature

By: _____
Name (print) Title

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.

APPENDIX D

Certification & Affidavit Regarding Unauthorized Immigrants



**OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS
CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS**

Institution/Agency: University of Colorado at Boulder

Project No./Name: PR 004964 / CAMP – Bldg. Automation Review

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 knowing employ or contract with and 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 _____, 2009.

VENDOR:

Vendor Full Legal Name

BY: _____
Signature of Authorized Representative

Title