

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



**REQUEST FOR PROPOSALS
FOR AN INTEGRATED PROJECT DELIVERY METHOD
UTILIZING CONSTRUCTION MANAGEMENT/GENERAL
CONTRACTING SERVICES**

Notice No. 08-51

University of Colorado at Boulder

Project Name: JILA Addition

Project Number: PR 002650

Project Manager: William A. Sweeney

Date: December 15, 2008

**REQUEST FOR PROPOSALS FOR AN
INTEGRATED PROJECT DELIVERY METHOD UTILIZING
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

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REQUEST FOR PROPOSALS - ADVERTISEMENT
Construction Management/General Contractor (CM/GC)
State of Colorado
University of Colorado
Notice Number: 08-51

Project No: **PR 002650**
Project Title: **JILA Addition**
Estimated Construction Cost: **\$21,365,402.00**

Project Description

The University of Colorado (UCB) seeks a Construction Manager/General Contractor (CM/GC) for the completion of a building addition to the existing JILA building. JILA is a joint institute between the University of Colorado and the National Institute of Standards and Technology (NIST). JILA was founded in 1962 as the "Joint Institute for Laboratory Astrophysics." In the early 1990's the name was changed to just "JILA" in response to changes in the NIST mission that had taken place during the intervening decades.

JILA is a highly successful multidisciplinary research institute, bringing together CU faculty from several academic departments, including Physics, Chemistry and Astrophysical and Planetary Sciences, as well as NIST research staff, who hold adjoint faculty positions. Recognition of JILA's success include the 2005 Nobel Prize in Physics (Hall), the 2001 Nobel Prize in Physics (Cornell and Wieman) and two Macarthur Prizes (Jin and Murnane).

Two levels of underground laboratory space are proposed to be constructed on the new site, each with five laboratory modules per floor. Two levels of office space could be constructed on top of the labs with a clean room on a portion of the top floor capitalizing on the economies of directly exhausting to the outside. The building would likely have a mechanical penthouse as the final floor due to the ventilation requirements of the labs below. Total accessible space from JILA building addition would be approximately 35,000 square feet.

The selected CM/GC is expected to work with an architectural firm being selected under a separate process. The project team will be asked to deliver the proposed facility on or before September 2011, with one bid package anticipated. The estimated construction budget is \$21,365,402.00.

Scope of Services

The scope of services will include assistance to the State during the process of design, construction, and warranty period. Specific tasks to be performed by the Construction Manager/General Contractor (CM/GC) include those generally performed by the CM/GC community where the Construction Manager is also the Constructor. A sample copy of the State's CM/GC contract is contained within the RFP. A Guaranteed Maximum Price (GMP) will be required at the completion of the Design Development phase.

Minimum Requirements

1. Provided Construction Management/General Contracting services within the last three (3) years for at least two (2) projects each in excess of \$30,000,000.00 (hard costs) utilizing the expertise present in their Colorado office;
2. Demonstrated specific Construction Management/General Contracting experience in institutional project types of similar scale and complexity.
3. Demonstrated a bonding capability up to \$30,000,000.00 for an individual project coincidentally with current and anticipated workloads. Provide letter from surety that affirms this capability.

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

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

By email: jennifer.sample@colorado.edu

Other Information

Preference shall be given to Colorado resident bidders and for Colorado labor, as provided by law.

Requirements for submitting proposals will include qualifying with Colorado State Buildings Programs for construction projects of \$150,000 or more **at least two (2) working days prior to the proposal due date**. If you are not yet qualified with State Buildings, request form SC-9.1, Contractors' Registration form, at the pre-submittal meeting or from the web site at <http://www.gssa.state.co.us> (select State Buildings Programs). Complete the form and return it to the State Buildings and Real Estate Programs, 1313 Sherman Street, Suite 319, Denver, CO 80203. To submit on this project, vendors/contractors do not need to be registered with the BIDS System.

Pre-Submittal Meeting

A mandatory Pre-Submittal Meeting will be held 12/29/08 10:00 AM at Administrative & Research East Campus (ARCE) Building, 3100 Marine Street, Room 620, Boulder, Colorado 80309

Proposals Due

Date & Time: **01/15/09 2:00 PM**

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

Point of Contact

Name: **William A. Sweeney, Project Manager**
Agency: **University of Colorado at Boulder**
Phone: **303-735-1412**
Fax: **303-492-4082**
Email: **Bill.sweeney@colorado.edu**

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

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**Marsha Slepicka, University of Colorado at Boulder
Department of Facilities Management
Campus Box 453 UCB, Boulder, CO 80309-0453**

**REQUEST FOR PROPOSALS FOR AN
INTEGRATED PROJECT DELIVERY METHOD UTILIZING
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

University of Colorado at Boulder

I. GENERAL INFORMATION

A. INTRODUCTION/DESCRIPTION OF PROJECT

The University of Colorado at Boulder, is soliciting the submittal of proposals from firms to provide Construction Management/General Contracting services for:

Project: **JILA Addition**
Project No. PR 002650

JILA is a joint institute between the University of Colorado and the National Institute of Standards and Technology (NIST). JILA was founded in 1962 as the “Joint Institute for Laboratory Astrophysics.” In the early 1990’s the name was changed to just “JILA” in response to changes in the NIST mission that had taken place during the intervening decades.

JILA is a highly successful multidisciplinary research institute, bringing together CU faculty from several academic departments, including Physics, Chemistry and Astrophysical and Planetary Sciences, as well as NIST research staff, who hold adjoint faculty positions. Recognition of JILA’s success include the 2005 Nobel Prize in Physics (Hall), the 2001 Nobel Prize in Physics (Cornell and Wieman) and two Macarthur Prizes (Jin and Murnane).

As a research institute, JILA primarily impacts graduate education. Currently, JILA houses over 110 graduate students. The CU graduate program in Atomic, Molecular and Optical (AMO) Physics is ranked #1 in the country by U.S. News and World Report. Arguably, this ranking can be attributed to the presence of JILA since all of the AMO Physics faculty are in JILA.

JILA also contributes to undergraduate education. Typically there are about 15 undergraduates participating in research during the academic year. JILA and the Physics Department jointly run an NSF funded “Research Experience for Undergraduates” program each summer, bring another 10 undergraduates to the campus. JILA Fellow Carl Wieman is nationally recognized for his leadership in Physics Education Research, studying the way people learn physics. His work has had a tremendous impact on undergraduate teaching of physics. A significant fraction of his education program has been housed in JILA.

Program Description

JILA has undergone a significant demographic change in the last 10 years. This change is a result of the retirement of the founding Fellows and those hired during JILA’s initial period of growth in the 1960s. During the last 10 years, the total number of Fellows (combined NIST and CU) has stayed approximately constant, varying between 25 and 28. Each JILA Fellow leads an independent research group consisting of graduate and undergraduate student research assistants and post-doctoral and senior research associates.

The current space usage in square feet is summarized in the following table.

Total Laboratories		27,000
Laboratories in JILA Building	21,500	
Offices	22,300	
Shops and Specialty Rooms	6,700	
Public Use	5,800	
Storage	1,100	
Total JILA Building Space	57,400	
Total space occupied by JILA		62,900

The total laboratory space includes space in the Duane Physics building currently occupied by JILA Fellows who are regular CU Faculty. This space is not controlled by JILA, so it may not necessarily be allocated to new JILA Fellows if/when it is relinquished by the current occupants.

Based on the projected growth in scientific personnel, we can estimate the needed office and laboratory space for both low and high demand scenarios. Currently, on average each GSRA or post-doc is assigned 55 square feet of office space and there are about 185 square feet of lab space per group member. In addition to space for the research groups, there is a pressing need for state of the art clean room space and biophysics support facilities such as cold rooms. These estimates for required assignable square feet are given in the following table.

	Scenario 1	Scenario 2
Laboratory Space	5,000	10,000
Scientist Offices	3,500	5,000
Clean room	1,000	2,000

In addition to space for laboratories and scientific offices, space will be needed for infrastructure including staff offices, public use areas (e.g., seminar rooms) and an expansion of the shops. The required increase in infrastructure space will be estimated by keeping the fraction dedicated to these functions constant

Facilities Planning examined options for expansion around the existing JILA Building and identified two direct options for expansion – one to the south where the JILA Plaza is located and one under Fischer Field – and one indirect option of expansion into Environmental Design. In discussions with JILA staff, the south expansion option has the most potential to serve JILA’s needs.

In developing the budget, rational planning principles were used to create a potential plan for each option. These plans are based on a standard laboratory planning module that in turn is based on a sound structural grid. The laboratory module selected was 24’ x 48’ yielding 1,152 assignable square feet (ASF) Within this module, no attempt was made to further define how it would be used, leaving that to a later date, when more detail can be developed. This appears to be an appropriate amount of space, when combined with a faculty office of 150 ASF it would yield approximately 1300 ASF per researcher, which is typical of published laboratory benchmarking studies.

The proposed site to the south is the location of several abandoned underground oil storage tanks for the Powerhouse. These would be removed as a part of the project to make room for the addition. The site is also constrained on three sides by underground utility infrastructure ways coming from the power plant. Thus, the available footprint is approximately 95' by 125' or 11,875 square feet (one floor plate).

Two levels of underground laboratory space are proposed to be constructed on the new site, each with five laboratory modules per floor. Two levels of office space could be constructed on top of the labs with a clean room on a portion of the top floor capitalizing on the economies of directly exhausting to the outside. The building would likely have a mechanical penthouse as the final floor due to the ventilation requirements of the labs below. Total accessible space from JILA building addition would be approximately 35,000 square feet.

The selected CM/GC is expected to work with an architectural firm being selected under a separate process. The project team will be asked to deliver the proposed facility on or before September 2011, with one bid package anticipated. The estimated construction budget is \$21,365,402.00.

Scope of Services

The scope of services will include assistance to the State during the process of design, construction, and warranty period. Specific tasks to be performed by the Construction Manager/General Contractor (CM/GC) include those generally performed by the CM/GC community where the Construction Manager is also the Constructor. A sample copy of the State's CM/GC contract is contained within the RFP. A Guaranteed Maximum Price (GMP) will be required at the completion of the Design Development phase.

Minimum Requirements

1. Provided Construction Management/General Contracting services within the last three (3) years for at least two (2) projects each in excess of \$30,000,000.00 (hard costs) utilizing the expertise present in their Colorado office;
2. Demonstrated specific Construction Management/General Contracting experience in institutional project types of similar scale and complexity.
3. Demonstrated a bonding capability up to \$30,000,000.00 for an individual project coincidentally with current and anticipated workloads. Provide letter from surety that affirms this capability.

II. PREQUALIFICATION SUBMITTALS (STEP I)

A. SCHEDULE

1. The overall schedule is as follows:

Advertisement.....	December 15 & 22, 2008
RFP Document Release.....	December 15, 2008 2:00 PM
Mandatory Pre-submittal Meeting.....	December 29, 2008 10:00 AM
Written Questions (Clarifications) Due.....	January 6, 2008 2:00 PM
Written Responses Issued.....	January 12, 2009 2:00 PM
Submittals Due (Prequalification: Step I).....	January 15, 2009 2:00 PM
Interview Short List Announced (Anticipated).....	January 20, 2009
Sealed Proposal Due (Evaluation and Award: Step II).....	January 26, 2009 4:00 PM
Oral Interviews (Anticipated).....	January 29, 2009 TBD
Selection Announced.....	February 5, 2009
Design Commencement (Anticipated).....	February 5, 2009
GMP Delivered (Anticipated).....	November 2009
Construction Commencement (Anticipated).....	February 2010
Construction Completion.....	September 2011

2. Two (2) hard copies of the submittal shall be received no later than January 15, 2009, 2:00PM, at the following address:
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 80309-0453

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 email William Sweeney at bill.sweeney@colorado.edu, 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 January 6, 2009, 2:00 PM. Facsimile transmission is an acceptable means of correspondence in this matter. Requests for clarifications shall be faxed to Jennifer Sample at 303-492-4082 or sent by email to Jennifer.sample@colorado.edu
3. Questions will not be accepted over the phone and phone calls will not be returned. All University of Colorado at Boulder responses will be issued by written addenda on or before January 12, 2009 2:00 PM.

4. 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 University of Colorado at Boulder 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 University of Colorado at Boulder 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 University of Colorado at Boulder 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.
 - f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Construction Management/General Contracting Agreement are expressly workable without reservation.

A mandatory pre-submissions meeting will be held on the date noted under Section IIA, Schedule, on **12/29/08 10:00 AM at Administrative & Research East Campus (ARCE) Building, 3100 Marine Street, Room 620, Boulder, Colorado 80309**. Proposals from firms not attending this mandatory meeting will not be given further consideration.

D. PREQUALIFICATION SUBMITTALS

1. Respondent must comply with the following items, a through f. The University of Colorado retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the University of Colorado at Boulder (**Note that the primary focus of the Prequalification evaluation will be the firm(s) capabilities**).
 - a. Submit two (2) 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/COST PROPOSALS (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 Department/Institution and all short listed firms will be notified in advance. At the option of the University of Colorado at Boulder, a visit to the short listed firm(s) managing home office and/or representative field office may be required.

C. COST PROPOSALS

1. Only those firms short listed for interview are required to submit their sealed proposals. (Only one copy is required on the scheduled submission date.) Cost Proposals will remain sealed until after the qualitative scoring and will then be opened. The fee amount and on-site CM/GC staff at Direct Personnel Expense (DPE) will then be considered (equivalent to 30 percent of the weighted criteria) in conjunction with the qualitative score from the response and interview (equivalent to 70 percent of the weighted criteria).
2. Cost Proposals shall be submitted on the form provided in Section VII, without modification. A Cost Proposal shall be accompanied with sufficient detail to clearly identify the fee for service and include a detailed schedule of estimated (Not –To-Exceed) reimbursable and non-reimbursable costs. Percentage of the cost of work is not an acceptable

value. The Cost Proposal should be prepared independently in accordance with the following:

- a. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the proposal being found non-responsive.
 - b. Provide a CM/GC staff schedule with staff by name, position and man-hours (assume 8 hour days) per month estimated on the project which the fee is based.
 - c. Provide a detailed estimate of reimbursable costs including breakdown of direct salaries and payroll fringes (DPE) for on-site CM/GC personnel associated with the services. Not-to-exceed reimbursable expenses shall be provided at direct cost.
 - d. Provide a detailed estimate of non-reimbursable expenses (included in fee).
 - e. The University of Colorado at Boulder reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the State reserves the right to negotiate a reasonable fee for service within the available funds. The CM/GC Contract will be a bonded lump sum contract plus reimbursables with a Guaranteed Maximum Price to encompass all construction work; some allowances may be included as directed by the University of Colorado at Boulder.
3. This fee proposal is a binding offer to perform the services associated with the Statement of Work described in this RFP. Estimated reimbursables will be used for qualifications reference purposes only, and not considered as a cost consideration in proposal evaluation. The University of Colorado at Boulder, however, reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

D. METHOD OF SELECTION AND AWARD

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

The final fee amount and scope of work may be negotiated at the University of Colorado at Boulder's discretion. Award and contract will be contingent on availability of key proposed Project Management Team staff.

IV. EVALUATION CRITERIA

A. PREQUALIFICATION SUBMITTAL EVALUATION CRITERIA

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

1. RESOURCES OF PROJECT MANAGEMENT TEAM

- Provide a description of the composition of your project management team. If your team is a joint venture or association, indicate specific responsibilities.
- Provide a separate graphic organizational structure complete with working titles for the project management team.
- Provide job descriptions and responsibilities and authority for each working title.
- Provide anticipated staff assignment and alternate for key positions by name and resumes.
- Provide a CM/GC staff schedule by name, position, and man hours (assuming 8 hour days) per month estimated on the project.
- Provide current assignments of all named staff and schedules for completion of their current assignments.
- Identify all current office locations and the resident expertise intended to be provided under this RFP. Provide a description of the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Colorado and act in support of the anticipated contract.

2. PROJECT MANAGEMENT APPROACH

- Provide a strategic project approach summary: Include discussion of your firm's approach in providing successful Construction Management/General Contracting services based on prior experience including cost, schedule and quality effectiveness. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.).
- Provide a description of construction work Project Management Team has capability to competitively bid and self-perform, including qualifications to do such. It is the perception of the University of Colorado at Boulder that subcontracting CM/GC construction work is in the University of Colorado at Boulder's best interest in terms of price competition. The University of Colorado at Boulder may, at its discretion, limit the types and amount of work Project Management Team bids and self performs.

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES

- Provide a list of previous experience relevant to this project with owner and architect/engineer references for each. The University of Colorado at Boulder may at its discretion contact references and/or conduct independent performance analysis on projects on which the firm has worked.
All references submitted shall be current for projects listed. Provide Owner and Architect references. References will be considered current if the party's name, current position/title, and position/title held at the time for which the recommendation is being sought are provided; telephone numbers must be current as of April 1, 2008.

4. PROJECT BACKGROUND/SUCCESS

Select your three (3) most relevant projects/programs and provide, at a minimum, the following:

- The project/contract name
- Description of services provided
- Overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders
- Organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)
- Key assigned in-house staff (name and title)
- Subcontracts (service) used in the performance of the contract
- Schedule history
- Reference(s) for Owner and Architect as described in IV.A3.
Continuing services, if any
- Relevant CDOT projects

Note: At least two (2) project/programs shall demonstrate CM/GC services provided similar to those described in this RFP and its Appendices.

a. Timeliness

In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of high quality of workmanship. Timeliness is generally based on completion by the originally scheduled date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

b. Budget Considerations

Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the University of Colorado at Boulder is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value analysis
3. Alternate solutions
4. Scope reduction that maintains project function
5. Cost/benefit analysis
6. Staff savings

Demonstrate for the above projects examples of how you accomplished the above cost control services.

c. Quality

Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

d. Services Disruption

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc. if applicable.

e. Project Acceptability

Please discuss how your Construction Management/General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

5. MISCELLANEOUS CONSIDERATIONS

Claims/Litigation History of Firm

Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) on respondent contracts; explain the litigation, the issue, and its outcome or anticipated outcome.

Current Workload

Clearly indicate the current workload of the Colorado office. Include the project(s) name(s), the service(s) being provided, the percent complete, and the estimated amount of time to complete those projects. Set this information in the context of total available resources of the Colorado office.

Other (OPTIONAL AT THE DISCRETION OF THE SUBMITTER)

This category is included for other items presented by the submitter. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional

organizations or sponsorships, additional project/contract histories, etc.

B. ORAL INTERVIEWS/COST PROPOSALS EVALUATION CRITERIA
(Note that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed Project Management Team members' capabilities).

1. RESOURCES OF PROJECT MANAGEMENT TEAM

- Describe the composition of your project management team. If your team is a joint venture or association, indicate specific responsibilities.
- Provide a separate graphic organizational structure complete with working titles for the project management team.
- Provide job descriptions and responsibilities and authority for each working title.
- Provide anticipated staff assignment and alternate for key positions by name and resumes. Include staff schedule by name, position, and man hours (assuming 8 hour days) per month estimated on this project and current workload.
- Identify all current office locations and the resident expertise intended to be provided under this RFP. Provide a description of the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Colorado and act in support of the anticipated contract.

2. PROJECT MANAGEMENT APPROACH

- Provide a strategic project approach summary: Include discussion of your team's approach in providing successful CM/GC services based on the needs of this specific project utilizing the team's prior past experience including cost, schedule and quality control.
- Provide a description of construction work Project Management Team has capability to competitively bid and self-perform, including qualifications to do such work.
- Discuss how you would accomplish the proposed project within a (insert # of months or weeks)), with a construction budget of (insert fixed limit of construction \$) and how many and what bid packages you would use.

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES

Provide previous experience relevant to this project with Owner and Architect/Engineer references for each key project management team member. The University of Colorado at Boulder may at its discretion contact references and/or conduct independent performance analysis on projects on which the team member has worked.

All references submitted shall be current for projects listed. Provide Owner and Architect references. References will be considered current if

the party's name, current position/title, and position/title held at the time for which the recommendation is being sought are provided; telephone numbers must be current as of April 1, 2008.

4. PROJECT BACKGROUND/SUCCESS

Select the most relevant projects/programs the team members have completed together and/or separately and provide at a minimum, the following:

- The project/contract name
- Description of services provided
- Overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders
- Organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)
- Key assigned in-house staff (name and title)
- Subcontracts (service) used in the performance of the contract
- Schedule history
- Reference(s) for Owner and Architect as described in above.
- Continuing services, if any
- Relevant CDOT projects

a. Timeliness

In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of high quality of workmanship. Timeliness is generally based on completion by the originally scheduled date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

b. Budget Considerations

Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the University of Colorado at Boulder is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value analysis
3. Alternate solutions
4. Scope reduction that maintains project function
5. Cost/benefit analysis
6. Staff savings

Demonstrate for the above projects examples of how you accomplished the above cost control services.

c. Quality

Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

- d. **Services Disruption**
Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc. if applicable.
- e. **Project Acceptability**
Please discuss how your Construction Management/General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

5. MISCELLANEOUS CONSIDERATIONS

- Craft Labor Capabilities**
Each submitter shall describe the availability of resources that they will utilize to successfully complete the project.
- Apprenticeship Training Program (Mandatory)**
Each is to describe their access to Federal or State-Approved Apprenticeship Programs, if available.
- Other (OPTIONAL AT THE DISCRETION OF THE SUBMITTER)**
This category is included for other items presented by the submitter. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc.

V. CM/GC CONTRACT INFORMATION

- A. Carefully review the CM/GC Contract sample (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 University of Colorado at Boulder 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 approved reimbursable expenses made under the terms of the final agreement shall be a direct pass-on cost with no adjustment to the fee described therein.
- D. Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of the University of Colorado at Boulder.

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.

VII. COST PROPOSAL FORM

- A. Immediately following the Acknowledgement and Attestation Form is a Cost Proposal Form to be utilized to summarize the fee proposal for the services. Only those firms short-listed will be required to submit fee proposals as directed by University of Colorado at Boulder.
- B. This RFP document, it's Appendices, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview shall serve as the only basis for proposals.
- C. The respondent, by submitting this proposal, does hereby accept that minor changes by the State to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.
- D. Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for Construction management/General Contracting fees, consistent with the schedules provided in the Statement of Work. Respondents are hereby advised that it is the State's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.
- E. Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.
- F. Respondents should include a separate detailed Not-To-Exceed reimbursable estimate.

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: _____

COST PROPOSAL FORM

Date: _____
Page 1 of 1

Project Title: **JILA Addition**

Construction Manager's Fee

- a. Pre-Construction Phase Fee \$ _____
- b. Construction Phase Fee \$ _____
- c. Total Fee (a+b) \$ _____

General Conditions

- d. On-Site CM/GC Staff @ DPE (Not to Exceed per ¶9.1.3) \$ _____
- e. Other Reimbursable General Conditions (Not to Exceed per ¶9.1.3) .. \$ _____
- f. Total General Conditions (including Staff) (d+e) \$ _____

The construction manager's fee shall include pre-construction services and expenses, profit, overhead, home office staff, home office expenses, accounting and/or legal fees, insurance (exclusive of on-site CM/GC staff payroll related insurance-FICA, FUTA, SUTA, Workman's Compensation), and any other costs or expenses not specifically identified as reimbursable expenses, consistent with Exhibit A "Designated Services and Method of Payment" and Article 9 as amended by Exhibit O.

Please provide as an attachment a CM/GC staffing plan for the pre-construction and construction phases, indicating proposed candidates' names, positions, man-hours (assume 8-hr days) per month and term of their services, and associated, anticipated reimbursable costs so as to demonstrate as complete an understanding as possible of the services provided.

Reimbursable general condition expenses are generally confined to the on-site CM/GC construction phase staff reimbursed at direct personnel expense, plus those on-site materials, equipment and facilities to support the work of the CM/GC staff and construction subcontractors.

Please provide as an attachment to this cost proposal form a detailed project specific estimate of all reimbursables general condition expenses consistent with the categories included in the model CM/GC agreement Exhibit A "Designated Services and Method of Payment," Article 9 as amended by Exhibit O and the project schedule noted in this RFP in Section II.A.

Acknowledge receipt of Addenda Nos. _____

Applicant or Corporate Officer Signature

Title

APPENDIX A

STATE BUILDINGS PROGRAMS
PREQUALIFICATION SUBMITTAL/EVALUATION FORM
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES

Name of Firm:
Project No. / Name of Project: PR 00 2650 / JILA Addition
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

SCORE

Weight1 x Rating2 = Score

1. RESOURCES OF THE PROJECT MANAGEMENT TEAM

- Organizational Structure
Line of Authority
Staffing Schedule
Current workload (assigned)
Location/access

2. PROJECT MANAGEMENT APPROACH

- Approach to successful CM/GC Services
a. Schedule effectiveness
b. Quality effectiveness
c. Cost effectiveness
Competitively Bid/Self Performed Work

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES

- Related experience/references

4. PROJECT BACKGROUND/SUCCESS

- Project #1
a. Timeliness
b. Budget Considerations
c. Quality
d. Disruption
e. Acceptability
Project #2
a. Timeliness
b. Budget Considerations
c. Quality
d. Disruption
e. Acceptability

- Project #3 _____ x _____ = _____
 - a. Timeliness
 - b. Budget Considerations
 - c. Quality
 - d. Disruption
 - e. Acceptability

5. MISCELLANEOUS

- Current Workload-Colorado Office _____ x _____ = _____
- Claims/litigation history _____ x _____ = _____
- ~~□ Apprenticeship Training Program _____ x _____ = _____~~
- Other _____ x _____ = _____

TOTAL SCORE: _____³

- 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: 1.0 = unacceptable 2.0 = poor 3.0 = fair
 4.0 = good 5.0 = 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.

APPENDIX A1

**STATE BUILDINGS PROGRAMS
ORAL INTERVIEWS/COST PROPOSALS EVALUATION FORM
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

Name of Firm: _____
Project No. / Name of Project: PR 002650 / JILA Addition
Evaluator No: _____ Date: _____

SCORE

Weight² x Rating³ = Score

1. RESOURCES OF THE PROJECT MANAGEMENT TEAM

_____ x _____ = _____

2. PROJECT MANAGEMENT APPROACH

_____ x _____ = _____

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES

_____ x _____ = _____

4. PROJECT BACKGROUND/SUCCESS OF TEAM

_____ x _____ = _____

5. MISCELLANEOUS

- Craft Labor Capabilities
- Apprenticeship Training Program
- Other

_____ x _____ = _____
_____ x _____ = _____
_____ 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: 1.0 = Unacceptable 2.0 = Poor 3.0 = Fair
 4.0 = Good 5.0 = 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 70%/FEE 30%

FIRM	QUALIFICATIONS ¹						AVERAGE QUALS SCORE ²	FEE SCORE ³	QUALS & FEE SCORE ⁴	RANK ⁵
	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. Note: The maximum score for qualifications is 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.
2. Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each firm's qualifications.
3. Determine score for each firm's sealed fee proposal with the lowest fee being equivalent to a maximum score of 30 points. To score each fee, use the example formula.

Assume the lowest fee was \$100,000.

SCORING OF FEES

FIRM A: $\frac{\$100,000}{\$100,000} \times 30 \text{ points} = 30.0 \text{ points}$

FIRM B: $\frac{\$100,000}{\$125,000} \times 30 \text{ points} = 24.0 \text{ points}$

FIRM C: $\frac{\$100,000}{\$150,000} \times 30 \text{ points} = 20.0 \text{ points}$

4. Add the average qualification score to the fee score to determine cumulative qualifications and fee score.
5. Numerically rank all firms with the highest scoring firm being the most qualified.

APPENDIX B

CONSTRUCTION MANAGER/GENERAL CONTRACTOR AGREEMENT (Sample)

Request for Proposal – JILA Addition – Request for Proposals – Notice 08-51

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

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: PR 002650 – JILA Addition

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 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

APPENDIX E

ARCHITECT / ENGINEER AGREEMENT

Request for Proposal – JILA Addition – Request for Proposals – Notice 08-51

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

APPENDIX F

DIVISION 1

Request for Proposal – JILA Addition – Request for Proposals – Notice 08-51

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

APPENDIX G

PROGRAM PLAN

Request for Proposal – JILA Addition – Request for Proposals – Notice 08-51

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