

APPENDIX A

UNIVERSITY OF COLORADO BOULDER
PRELIMINARY SELECTION/EVALUATION FORM
DESIGN / BUILD CONTRACTOR

Name of Firm:
Name of Project: Arnett Hall Renovation
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 (GENERAL QUALIFICATIONS):

Weight^1 x Rating^2 = Score

1. FIRM'S ORGANIZATION/STAFFING/LOCATION

- Graphic organization
Primary Project types/descriptions
Staff types/numbers
Current & historic project workload
Location/access
In house and/or sub-contracted

2. PRIOR EXPERIENCE/PERFORMANCE

- Related experience/references
Design Build experience

3. PROJECT BACKGROUND/SUCCESS

- Project #1
Timeliness
Budget Considerations
Quality
Disruption
Claims
Acceptability

Project #2 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
     v Timeliness v Disruption  
     v Budget Considerations v Claims  
     v Quality v Acceptability

Project #3 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
     v Timeliness v Disruption  
     v Budget Considerations v Claims  
     v Quality v Acceptability

4. MISCELLANEOUS

Claims/litigation history \_\_\_\_\_ 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.  
 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. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

APPENDIX A1

UNIVERSITY OF COLORADO BOULDER
INTERVIEW SELECTION/EVALUATION FORM
DESIGN / BUILD CONTRACTOR

Name of Firm:
Name of Project: Arnett Hall Renovation
Evaluator No: Date:

SCORE (INTERVIEW QUALIFICATIONS):

Weight^1 x Rating^2 = Score

1. PROJECT ORGANIZATION/STAFFING/LOCATION

- Graphic organization
Job descriptions
Staffing (quality, experience, knowledge, schedule)
Current staff workload (assigned)
Location/access
Sub contracted services
Indicate method of procurement for un-determined sub-contractors.

2. PROJECT APPROACH

- Project specific approach
Schedule effectiveness
Quality effectiveness
Cost effectiveness
Samples (documentation)

3. SPECIFIC STAFF PROJECT EXPERIENCE/PERFORMANCE

- Related experience/references

4. MISCELLANEOUS

- Other

TOTAL SCORE: \_\_\_\_\_^3

NOTES: 1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Rating: 0.0-1.0 = unacceptable 1.1-2.0 = poor 2.1-3.0 = fair 3.1-4.0 = good 4.1-5.0 = excellent
3. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

APPENDIX A2

UNIVERSITY OF COLORADO BOULDER
TECHNICAL (DESIGN) / COST SELECTION/EVALUATION FORM
DESIGN / BUILD CONTRACTOR

Name of Firm:
Name of Project: Arnett Hall Renovation
Evaluator No: Date:

SCORE (TECHNICAL (DESIGN) / COST QUALIFICATIONS)1: Weight2 x Rating3 =
Score

1. PROJECT STAFFING
a. architect, engineers
b. project manager, superintendent, assistants, etc.
c. sub contractors, (project managers, superintendents, foreman)

2. PROJECT APPROACH
a. detailed schedule/phasing, completion date
b. staging/access/parking
c. work plan (equipment, noise, safety)

3. DESIGN PROPOSAL
a. total bed count
b. unit mix
c. compliance with space requirements
d. space quality, (sizes, arrangement, adjacencies, amenities)
e. architectural
f. mechanical
g. plumbing
h. electrical
i. completeness and detail, compliance with Criteria

4. MISCELLANEOUS

5. COST PROPOSAL (score based on example below)

TOTAL SCORE: 4

- notes: 1. Agencies are encouraged to include additional criteria that reflect the unique characteristics of the project under each category to help determine the submitter's overall qualifications.
2. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
3. Rating: 0.0-1.0 = Unacceptable 1.1-2.0 = Poor 2.1-3.0 = Fair
3.1-4.0 = Good 4.1-5.0 = 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 A3**

**STATE BUILDINGS PROGRAMS  
FINAL RANKING MATRIX**

QUALIFICATIONS 40% / TECHNICAL (DESIGN) / COST 60%

FIRM	QUALIFICATIONS <sup>1</sup>										AVERAGE SUBMITTAL SCORE <sup>2</sup>	AVERAGE INTERVIEW SCORE <sup>2</sup>	DESIGN COST SCORE <sup>3</sup>	QUALS & COST SCORE <sup>4</sup>	RANK <sup>5</sup>
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6	EVAL #7	EVAL #8	EVAL #9	EVAL #10					

## EXAMPLE

1. Insert total score from each evaluator's GENERAL QUALIFICATIONS (SUBMITTAL) FORM (A) and INTERVIEW SELECTION/EVALUATION FORM (A1) only.  
Note: The maximum score for qualifications is 400 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 from each evaluator's TECHNICAL (DESIGN) / COST SELECTION/EVALUATION FORM (A2). Note: The maximum score for design is 300 points. Determine score for each firm's cost proposal with the lowest cost being equivalent to a maximum score of 300 points. To score each cost proposal, use the example formula.

Assume the lowest cost proposal was \$100,000.

### Scoring of Fees

$$\text{Firm A: } \frac{\$100,000^*}{\$100,000} \times 300 \text{ points} = \text{ \_\_\_\_\_ points}$$

$$\text{Firm B: } \frac{\$100,000^*}{\$125,000} \times 300 \text{ points} = \text{ \_\_\_\_\_ points}$$

$$\text{Firm C: } \frac{\$100,000^*}{\$150,000} \times 300 \text{ points} = \text{ \_\_\_\_\_ points}$$

4. Add the average Qualifications score to the Technical (Design) / Cost proposal score to determine the cumulative score.
5. Numerically rank all firms with the highest scoring firm being the most qualified.

## **APPENDIX B**

**DRAFT DESIGN / BUILD AGREEMENT can be found at:**

<http://fm.colorado.edu/construction/> - Open Submittal – Notice 07-51

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to

[margaret.chiu@colorado.edu](mailto:margaret.chiu@colorado.edu)

## **APPENDIX C**

Andrews Hall Renovation - DB RFP

**General Conditions of the Contract can be found at:**

<http://fm.colorado.edu/construction/> - Open Submittal – Notice 07-51

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[margaret.chiu@colorado.edu](mailto:margaret.chiu@colorado.edu)

## **APPENDIX D**

**General Requirements Division 1 can be found at:**

**<http://fm.colorado.edu/construction/> - Open Submittal – Notice 07-51**

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**[margaret.chiu@colorado.edu](mailto:margaret.chiu@colorado.edu)**

## **APPENDIX E**

Andrews Hall Renovation - DB RFP

**Technical (Design ) Criteria can be found at:**

<http://fm.colorado.edu/construction/> - Open Submittal – Notice 07-51

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[margaret.chiu@colorado.edu](mailto:margaret.chiu@colorado.edu)

## **APPENDIX F**

**Asbestos Abatement Specifications can be found at:**

<http://fm.colorado.edu/construction/>

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[margaret.chiu@colorado.edu](mailto:margaret.chiu@colorado.edu)

## **APPENDIX G**

### **MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT**

**MINORITY/WOMEN BUSINESS ENTERPRISE  
PARTICIPATION REPORT  
NOTICE**

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

- I. The undersigned contractor hereby certifies that the (company) (joint venture) (is) (is not)\* a minority enterprise as defined in this report. The undersigned contractor hereby certifies the (company) (joint venture) (is) (is not)\* a woman-owned business enterprise as defined.

\*Strike out where inapplicable.

If Corporation:

If Sole Proprietorship/Partnership:

\_\_\_\_\_  
Corporation Name

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

ATTEST:

By: \_\_\_\_\_  
Secretary 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 of which 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.
- E. Prior to the award of this contract, the contractor will be required to provide to the Principal Representative a list of W/MBE enterprises, stipulating the dollar amount of each subcontract or supplier of materials on the Minority and Women Business Enterprises Participation Report W/MBE-1 form.
- F. The contractor will retain records and documents showing the level of participation for two years following completion of this contract. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by an authorized representative of the Principal Representative, or its designated representatives, and will be submitted to such representatives upon written request.

MBEREPORTE Rev. 09/2004

## MINORITY AND WOMEN BUSINESS ENTERPRISES PARTICIPATION REPORT FORM

Project No. PR002504 Project Title: Andrews Hall Renovation Date: \_\_\_\_\_

University of Colorado at Boulder  
Institution or Agency

\_\_\_\_\_  
Principal Representative

\_\_\_\_\_  
D/B

MBE: Yes  No  WBE: Yes  No

Total Contract Amount: \$ \_\_\_\_\_

Name and Address of M/WBE Subcontractors and/or Suppliers and/or Self-Performed Work by M/WBE Primes*	MBE Contract Amounts	WBE Contract Amounts	Type of Work
	*	*	
	*	*	
	*	*	
	*	*	
	*	*	
	*	*	
	*	*	
	*	*	

\*Indicate ethnicity based on Paragraph III. A. above.

Total MBE Contracts:		\$	*
Total WBE Contracts:		\$	*
Total MBE %:			*
Total WBE %:			*

**SIGNATURES:**

Principal Representative

Architect/Engineer/Consultant or Contractor

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authorized Representative

MBEREPORFORM  
(9/2004)

## **APPENDIX H**

### **PROJECT SITE**

A map of the area around Andrews Hall can be viewed at:

<http://www.colorado.edu/campusmap/map.html?bldg=ANDS>

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to

[margaret.chiu@colorado.edu](mailto:margaret.chiu@colorado.edu)

## APPENDIX I

### PROGRAM PLAN

The Andrews Hall Renovation Program Plan can be viewed at:

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It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to

[margaret.chiu@colorado.edu](mailto:margaret.chiu@colorado.edu)

## **APPENDIX J**

### **LOCATIONS OF MANDATORY PRE-SUBMITTAL MEETING**

**A map of the area around the Administrative and Research Center Building can be viewed at:**

**<http://www.colorado.edu/campusmap/map.html?search=arce>**

**Meter parking is indicated in pink (south and southwest of the building.**

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to

**[margaret.chiu@colorado.edu](mailto:margaret.chiu@colorado.edu)**