REQUEST FOR QUALIFICATIONS

INFORMATION PACKET FOR
ATHLETICS MASTER PLAN UPDATE
PR007211

The University of Colorado Boulder seeks a consulting firm to update the Department of Intercollegiate Athletics “Vision 2010 Facilities Master Plan”. The object of this packet is to provide information on:

The scope of the proposed project presently anticipated;
The scope of services to be provided;
The anticipated schedule; and
The procedural requirements for submitting qualifications.

All consultants should examine the materials contained in this packet carefully prior to submitting their proposal.

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Date of Issue: July 12, 2012

Pre-Submittal Meeting: Monday, July 23, 2012
Coors Event Center, Street Level Conference Room
CU-Boulder Main Campus
A tour of major facilities will follow the meeting.

Due Date: Thursday, August 2, 2012 4:00 PM

Submittals to: Paul M. Leef, AIA
Department of Facilities Management
University of Colorado Boulder
RL-2, 1540 30th St. 3rd Floor Reception Desk
453 UCB
Boulder, Colorado 80309-0453
I. PURPOSE / BACKGROUND

A. Project Description

The University of Colorado Boulder seeks a consulting team to update the Department of Intercollegiate Athletics Vision 2012 Facilities Master Plan to reflect the programmatic and facility changes since the original plan was prepared. The updated plan should not only update the facilities completed but project future facilities needs that reflect the goals and desires of the Athletics program.

CU Athletics is positioned well for substantial changes in the near future. CU switched leagues in 2010, leaving the Big XII Conference to join the Pac-12 base and with enhanced revenue from televised events. This will change the type of competition that CU will face and as a result, the types of facilities that will be needed to compete with championship caliber teams.

The successful consulting team will be asked to update the department’s facilities master plan with current programs and teams. The information generated will be used to examine facilities issues and determine which strategic investments will generate the greatest benefits, particularly within the large venues that serve the football and basketball programs.

B. Background

The University of Colorado at Boulder Department of Intercollegiate Athletics is a National Collegiate Athletic Association (NCAA) Division I athletics program that offers seven men's and eight women's sports. Men's sports include football, basketball, track and field, cross-country, skiing, tennis, and golf. Women's sports include volleyball, basketball, track and field, cross country, skiing, tennis, golf, and soccer. In 2012, women's lacrosse was added and will join four other Pac-12 schools in 2013-14. Potential future sports offerings could include women's softball, men's baseball, and swimming (women only or men and women).

CU-Boulder is a member of the Pac-12 Conference. In addition to Colorado, the conference’s twelve members include Arizona, Arizona State University, UC-Berkeley, University of Oregon, Oregon State University, Stanford University, UCLA, USC, University of Utah, University of Washington and Washington State University.

The student-athlete is the focus of the department's efforts. The department provides a full range of services for its student athletes, supporters, and the campus community. Support services include: Academic Support Services; Administrative Services; the Business Office/Ticket Office; Compliance; Development Office; Equipment Management; Event Services; Information Services; Marketing; Speed, Strength, and Conditioning; Sports Information; Sports Medicine; and Video Services.

Student-athletes are included in the planning of programs affecting their welfare. The department trains and utilizes a student support staff whose development will reinforce their academic pursuits and future career objectives.

Members of the University community depend on one another for a quality experience. The goal of Athletics is to provide a quality experience for every student athlete. Each sport or supporting program defines that quality experience in different ways. For the student athlete, a quality experience occurs when the student athlete feels positively about his/her university experience and there is corresponding involvement and appreciation from the entire University community. Competitive teams and academically successful student athletes foster the greatest opportunities to develop and maintain a mutually beneficial relationship between Athletics and the campus community.
Nationally, the biggest trend in athletics is the need to develop the people and resources to sustain a quality program, requiring a different way of doing business than the traditional mode. Schools that fall behind will find it difficult to compete. Schools that can manage the business of athletics and fundraising will thrive. Outreach to alumni, corporations, and donors will be critical. Facilities will play a key role in this progression, encouraging involvement and fostering new support.

C. Work to Date

The university has done several studies of potential options for meeting the objectives of the department. A partial listing of studies includes:

- **Vision 2010 Facilities Master Plan** – September 2000
- **Recreation, Open Space and Athletics** – January 2010
- **Campus Master Plan** – December 2011
- **Stadium preliminary concepts** – April 2012

D. Anticipated Areas of Focus

1. **Folsom Field/Balch Fieldhouse**

   The original football stadium was constructed in 1924 in a ravine to the east of the newly completed Balch Fieldhouse. The stadium was subsequently expanded in 1956, 1966 and 2003 with major seating capacity improvements, including the skybox addition. The existing press box was built in 1976 with an elevator addition added in 1992. The Dal Ward Athletic Center replaced the old Team House Building in 1991, completing the main athletic facilities that support Folsom Field. The department seeks to expand the seating capacity of the venue by replacing the Fieldhouse and press box with stands and boxes. To do so, a new fieldhouse must be constructed. Depending on the location of the Fieldhouse, other projects may occur as well.

2. **Coors Event Center**

   The recent success of the Men’s and Women’s Basketball program has increased the need for modernization of the Coors Event Center. Constructed in 1977, the facility has had no substantial renovations to the event venue. Restroom and concession areas are obsolete, inadequate for large events, and do not meet the expectations of today’s patrons. Enlargement of the concourse level and the addition of corporate box suites will be considered.

3. **Soccer/Lacrosse Venue**

   The addition of Women’s Lacrosse in 2013 will increase the demand for sports played on a pitch-sized field. Presently, Women’s Soccer plays their home games at Prentup Field, a converted baseball field on the East Campus. The East Campus is planned to be developed as an academic campus in the future, necessitating relocation of all athletic facilities. The facilities master plan should seek opportunities to consolidate athletic venues if possible to offer enhanced programming, particularly if a solution can be achieved at marginal cost to another enhancement.

4. **Other Facility Needs**

   Athletics would like to consolidate other operations as much as possible. The Ski program and team facilities are also on the East Campus in inadequate facilities. Other offices are scattered in separate areas of the stadium and would be better served by an addition to the Dal Ward Athletic Center. Ideally, all the coaching staff would be co-located, or at least in only two locations.
Potts Field (track and field sports) is also located on the East Campus and will need relocation at some point in the future. Throwing events are located adjacent to a developing office building and another office building could be built within ten years. Identifying a new home for these facilities is also important.

E. Sustainability

CU-Boulder is considered one of the most sustainable campuses in the nation and was the first STARS Gold institution in the nation. The Athletics Facility Master Plan must consider sustainability needs in its planning, including mandatory LEED™ Gold buildings, zero-waste events at all venues, no pesticides and other sustainable strategies. Needs and requirements for these operations will need to be considered in the facilities master plan.

F. Additional Planning and Scope

The Athletic Facilities Master Plan is one part of the planning process necessary to realize additional facilities for the department. The need for additional practice facilities, improved venues and consolidated offices means that several planning functions must happen nearly concurrently in order to achieve the department’s goals as expeditiously as possible. The Athletic Master Plan must be integrated into the Campus Master Plan and consider the impact on other university departments and units that are located next within, next to or near Athletic facilities. At the university’s discretion, additional planning services listed below may be added to the consultants’ scope.

II. SCOPE OF SERVICES

A. General

The University desires complete master planning services necessary for the update of the athletics facilities master plan. To that end, the consultants may be required to provide services beyond those listed in the description below.

B. University Services

The University will provide the original facilities master plan, campus master plan, surveys, maps, and all base data available on the facilities, utilities, and related work completed to date.

The latest University standards for construction and materials can be viewed on-line at: http://www.colorado.edu/facilitiesmanagement/pdc/construction/standards/index.html

Existing building, utility mapping and other structures that may be impacted by this project may be obtained from the CU-Boulder, Department of Facilities Management CAD Office.

C. Consultant Services (Phase I)

The list of services that are designated by the University include but are not limited to:

- Participate with the University’s public review process as appropriate, including, but not limited to, meetings with students, staff, faculty, the University’s Design Review Board, the Boulder Campus Planning Commission, and others as necessary. Full reviews through these committees are expected.
• Confirm and enhance programmatic space data collected to date with input from proposed users, Department of Intercollegiate Athletics, Facilities Management, and others as appropriate.

• Lead planning team meetings, documenting results and decisions made and distributing them to design team members, including the CU-Boulder Campus Architect and Director of Athletics.

• Lead workshop efforts that provide a transparent process for the development of proposes solutions and involving various stakeholders as identified by the university.

• Provide alternatives analysis on various options for facilities improvements identified through the workshop process.

• Develop opportunity and constraint analysis for the site(s) and recommend optimal land use options.

• Analyze the project in terms of institutional planning, the Campus Master Plan, and the Department of Intercollegiate Athletics mission and goals.

• Provide diagrammatic level planning documents, order of magnitude cost estimates and narrative documents necessary to secure approvals of the University.

• Identify portions of the scope of work that can be accelerated and types of delivery methods that can provide the needed facilities in the quickest possible method.

• Establish a flexible plan that will accommodate a variety of land uses and responses, some of which may not be known at the present time.

• Define roads, utilities, open space improvements, floodway management, stormwater management strategies and other infrastructure improvements that will be necessary to support development.

• Provide supporting documentation necessary at each phase for proper review by the Department of Facilities Management and client, including but not limited to opinion of probable cost, flow models, narratives, mapping and other materials. The document shall include:
  ✓ A phasing plan
  ✓ Internal circulation systems for campus pedestrians, vehicles, bicycles, transit, and event patrons
  ✓ Environmental constraints and opportunities for athletics complex as a whole
  ✓ Open space (native, recreation, practice fields) configuration, use, and design
  ✓ Service, delivery, and waste disposal means
  ✓ Landscape concepts
  ✓ Building densities, footprints, and configuration
  ✓ Parking lot strategies to minimize visual impacts
✓ Phased infrastructure and other plans for systematic development
✓ Conceptual utilities planning
✓ Identification of potential flood hazards and strategies for mitigation
✓ Analysis of transportation issues and strategies for implementing transportation alternatives

• Coordinate planning efforts with other planning efforts now under way, including planned expansion of the Recreation Center (2013), planning for the area north of Boulder Creek, Facilities Management space needs and others as determined by the university.

• Provide electronic and print versions of all reports, estimates and plans developed for this project at both the final review draft stage and final document stage.

• Provide illustrative drawings of proposals suitable for marketing purposes.

• Participate in the University’s technical review process and respond to all comments made during the review.

• Participate in public process meetings as determined by the university.

• Provide energy and life cycle cost analysis as required by State statute (C.R.S. 24-30-1304 and C.R.S. 24-30-1305) as appropriate.

• Work diligently and in good faith to meet the schedule. The need to expedite this phase of the project is very important and the consulting team must have sufficient resources to meet the university’s schedule.

• Identify and show the formulation for any revenue models associated with the addition and removal of seating components as well as financial impacts that construction may have on annual revenue models.

D. Future Work – Phase II

The university, at its sole discretion, may elect to proceed with additional scope for continued planning services. These services might include:

• Complete program planning services for one or more identified projects that may be generated by this facilities master plan;

• Conceptual space use investigation of space to be vacated by the Department of Intercollegiate Athletics due to a proposal of this facilities master plan.

• Financial planning services including but not limited to market studies, rate studies, pro formas, bond studies, etc. that might be necessary to demonstrate viability of the proposed facilities master plan.

• Other pre-design services that may be required for a complete and proper investigation of the proposed master plan.
This solicitation does not include any design work or the execution of any projects proposed as a result of this planning effort. Solicitation for project specific design and construction work will be made under a separate process once a project has been identified and a delivery method selected. Consultants selected for this work are eligible to propose on design phases once issued.

III. SCHEDULE

The new streamlined capital construction process dictates the following schedule. The selected consultant must demonstrate that they have sufficient resources to meet this tentative schedule.

- Issue RFQ for Consulting Services: July 12, 2012
- Pre-Submittal Meeting (9:30-10:30 am): July 23, 2012
- Deadline for Submittals (4:00 pm): August 2, 2012
- Committee Screening of Submittals: August 3, 2012
- Consultant Interviews: August 14, 2012
- Conclude Contract Negotiations: September 13, 2012
- Initiate Planning Effort: October 2012
- Preliminary Draft submittal: November 2012
- Conceptual Design Review by DRB: December 2012
- Final Draft submittals: January 2013

IV. SELECTION CRITERIA

Consultant responses shall furnish credentials to be evaluated according to selection criteria established by the Board of Regents. These criteria include:

A. Project Team

- Location within Colorado of the team’s principal office, and availability and appropriateness of and need for special consultants.
- Specific leadership staff from each member firm that will be assigned to the project, including their roles and responsibilities.
- Evidence of experience and qualifications of staff that will be assigned to this project, listing prior experience on projects of a similar type, size and complexity.

B. Firm Capabilities

- Size and location of each firm that is a team member.
- Information technology techniques used to manage projects including but not limited to BIM software.
- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity (e.g. work load projections for firm and staff).

1 The Design Review Board will meet the second Friday of every other month during 2013. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.
C. **Prior Experience with projects of a similar scope and budget**

- Demonstrated firm design expertise, qualifications, and experience with similar projects. In particular, the submittal shall describe utility master planning experience of the proposed team.

- Evidence of experience and qualifications for providing engineering planning services to a public entity.

- Experience with developing a program and budget.

- Experience working with groups to understand user requirements while controlling expectations to meet project constraints.

D. **Project approach to planning, scheduling, and managing this project or one of similar scope and budget**

- Commitment to projects of this size, scope and magnitude.

- Ability to collect, organize, synthesize, and communicate complex information from several university administrative groups in a timely manner.

- Description of the firms cost estimating procedures and methodologies.

E. **Sustainability, Design and Understanding of the project and University goals**

- Demonstrated interest and understanding of this particular project (a collegiate utility master plan), by this organization (a major university), in this particular place (Boulder, Colorado).

- Sensitivity to the goals and objectives of the mission of Utilities Division.

- Approach to meeting the sustainability goals outlined in this Information Packet.

F. **Demonstrated understanding of the financial responsibilities in achieving this project**

- Ability to scale work performed to fall within the client’s limited budget.

- Maintaining the proposed project schedule incorporating the scope of work and the dates listed in this information packet.

- Acknowledgement that the fee for this project is anticipated to be approximately $500,000 and that it includes all services discussed in this solicitation.

- Anticipated percentages of the effort and the fee devoted to the design effort for the major components of this project.

G. **Commitment to the University of Colorado at Boulder Design Guidelines**

- Recognition of the importance of the role of the campus architecture in defining CU-Boulder as a unique place.
• Certification of having read the Boulder Campus Design Guidelines available at http://www.colorado.edu/facilitiesmanagement/pdc/architect/documents/CU-DesignGuidelinesFINAL3-14.pdf This should include a discussion of the design architect’s vision or process for accomplishing this project within the Design Guidelines.

• Understanding of the University of Colorado’s design process, and responses consistent with the Boulder campus requirements.

To maximize the University's understanding of the consultant’s credentials and qualifications, the University reserves the right to request of any consultant further clarification of its position or to supply additional information deemed necessary to further assess the consultant’s qualifications, or to reject any or all responses received.

A screening committee, chaired by the Campus Architect or designee and composed of representatives from Utility Services, Civil Utilities, Design Review Board and Facilities Management staff, will review the submittals, conduct oral interviews, and provide a ranked recommendation of three applicants to the University Administration for approval.

V. RESPONSE FORMAT / SUBMITTAL OF QUALIFICATIONS

• Respondents will provide two (2) copies of their response packets plus one copy in electronic (.PDF) format. Material should be bound-in and consist only of material in direct response to the selection criteria. Each packet must be in the following format or the University may deem the submittal to be non-responsive.

(1) **Cover Letter** – one page, bound-in, summarizing the overall qualifications of the team – in particular the member responsible for leading the design team – and including address, phone, e-mail, and fax numbers for one primary contact person.

(2) **Table of Contents** – identifying page numbers for criteria requested below.

(3) **Project Team** – Summary of proposed team members including their roles and responsibilities on projects listed in the Summary of Experience.

(4) **Firm Capabilities** – Summarize each firms’ capability and projected workload.

(5) **Summary of Experience** – similar projects or experiences with the scope of services requested. Provide dates of service and name of principal project person involved.

(6) **Project Approach** – consultants’ methods of achieving the University’s goals and objectives including, but not limited to, processes, and integrated design participation.

(7) **Understanding of the University’s Goals** – consultants’ understanding of the sustainability and design goals and objectives of this project and the consultant’s role in fulfilling each.

(8) **Financial Constraints:** Consultants’ understanding of the financial and schedule constraints of the project.

(9) **Commitment to Campus Design Guidelines:** Consultants’ commitment to maintaining the architectural heritage of the Boulder Campus.

(10) **Appendices** – other materials the consultant wishes to submit not to exceed 10 pages.
• Submittals will be received by the University at the following address no later than 4:00 p.m. on Thursday, August 2, 2012. The University will not accept submittals received after this noted time and date.

  Paul M. Leef, AIA, Campus Architect  
  University of Colorado Boulder  
  RL-2, 1540 30th Street, 3rd Floor Reception Desk (FEDEX, UPS or hand delivered)  
  453 UCB (US postal Service – allow an extra day for delivery)  
  Boulder, CO 80309-0453

**NOTE:** Submittals through U.S. Postal Mail should use the campus box number, 453 UCB, rather than the street address. Allow an extra day for delivery for U.S. Postal Mail.

• All materials submitted in response to this RFQ become the property of the University. The University will return materials from unsuccessful submittals upon request received within 10 working days of the close of submittals.

• The University is not responsible for any submittal preparation expenses, submission costs, or any expenses incurred in negotiations or site visits.

VI. OTHER INFORMATION

A. Questions and Inquiries

  • After receipt of this Information Packet, and prior to the Pre-Submittal Meeting, applicants may submit questions to Philip Simpson, Assistant Director for Facilities Planning, by fax to (303)-492-4082 or by e-mail to Philip.Simpson@colorado.edu. Questions will be compiled, and every effort will be made to answer the questions at the time of the Pre-Submittal Meeting and on the project web page (see D. below).

B. Pre-Submittal Meeting / Site Visit

  • A Non-Mandatory Pre-Submittal Meeting will be held on **Monday, July 23, 2012, at 9:30 AM MDT** in Coors Event Center, Street Level Conference Room on the CU Boulder campus. A tour of the building will be offered following the meeting. A map of the area can be viewed at: [http://www.colorado.edu/campusmap/map.html?bldg=EVNT](http://www.colorado.edu/campusmap/map.html?bldg=EVNT)

  Parking is available in Lots 306, 319, and 440, on Regent Drive.

  While attendance at the Pre-Submittal Meeting is not mandatory, information presented may be very informative; therefore, all interested applicants are encouraged to attend or send their representative in order to be better able to prepare viable submittals.

C. Sub Consultant Selection

  • CU-Boulder has had a tradition of participating with the consultant in selection of specialty engineering consultants for the disciplines of landscape, mechanical, electrical, telecommunications, and other key sub consultants integral to projects on campus. If the consultant believes that these services are necessary, a list of three suggested firms that will be augmenting their proposal should be submitted. Teams that are short-listed to interview will be asked for more details on suggested sub consultants and the top ranked team will collaborate with CU-Boulder in a selection process for these second tier consultants.
D. Addenda

- The University reserves the right to issue addenda to the RFQ at any time as a result of questions, change in schedule, or other matters. Such information will be posted on the Consultant Selection Information web page listed in Section VI-D below and on the State of Colorado Bids page. The University also reserves the right to cancel or reissue the RFQ.

E. Project Web Page

- CU-Boulder maintains a project information web page to assist in communicating with potential consultants. Information on questions received, addenda, meeting notices, background information and links to other important information is available on this site. Consultants interested in this project should frequently visit: http://fm.colorado.edu/planning/consultantselection/ for up-to-date information about this project.

The university reserves the right to clarify, modify, waive or withdraw any or all of the requirements or information contained in this solicitation. Notice of any such change will be posted on the project web site listed above.

F. Selection of Firms for Interviews – “Short-listing”

- Upon receipt of submittals by those interested firms the Screening Committee will review and determine those firms best qualified to be interviewed. This determination will be based on the seven criteria as set forth by the Regents, discussed previously in section entitled SELECTION CRITERIA. Those firms deemed best qualified for interviews will be notified by telephone and email, or U.S. mail immediately after screening is completed.

G. Interviews

- An oral presentation will be required after the University screens written submittals and selects those firms best qualified to be interviewed for this project.

- The scheduled date for oral interviews by the screening committee will be Tuesday, August 14, 2012; each short-listed firm shall have 45 minutes for presentation and 30 minutes for questions and answers from the selection committee.

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

END