REQUEST FOR PROPOSALS
FOR AN INTEGRATED PROJECT DELIVERY METHOD UTILIZING
DESIGN / BUILD SERVICES

University of Colorado at Boulder

Baker Residence Hall Renovation
Project Number: PR006697

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Phone: (303) 492-0347

Housing and Dining Services Project Manager: Heidi Roge
Phone: (303) 492-2465

Distribution Date: May 21, 2012
REQUEST FOR PROPOSALS FOR DESIGN / BUILD SERVICES

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REQUEST FOR PROPOSALS
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DESIGN / BUILD SERVICES
UNIVERSITY OF COLORADO BOULDER
BAKER RESIDENCE HALL RENOVATIONS

I. GENERAL INFORMATION

A. INTRODUCTION / DESCRIPTION OF PROJECT

The University of Colorado Boulder seeks a Design Build Entity (D/B) for Renovation of Baker Residence Hall in the Farrand Field area of the Main Campus. Design and construction of the project is dependent on the approval of the Board of Regents for spending authority.

University of Colorado Boulder Housing & Dining Services (HDS) wishes to fully renovate the approximately 114,534 GSF Baker Residence Hall to change the resident rooms to more closely match modern campus standards, integrate the residential academic programs and address deferred maintenance issues. The project proposes reconfiguration of existing interior layouts, replacement of all building systems, and improvements to the surrounding site. This building is also to be used to house conference attendees during the summer months. The development will support the University’s Residential Campus 20/20 Plan by providing facilities for Residential Academic Programs (RAPs), student residences, conferences and building wide infrastructure improvements. The project is to include the design and renovation of the Residence Hall as well as site improvements including adjacent courtyards, plazas and parking areas. The selected Design Build Entity (D/B) is required to provide all necessary design and construction services in accordance with State statutes and as indicated in the RFP.

A sample copy of the D/B Agreement is to be contained with additional RFP information issued to short listed firms.

B. INTENT

CU Boulder believes that an integrated design approach can greatly increase the chance of success in meeting design goals. Traditional design approaches to the construction of facilities have often been linear processes. Linear processes generate as the architect progresses from conceptual/schematic design to construction documents and contract administration while pulling in technical consultants along the way. Integrated design employs a multi-disciplinary approach where all project stakeholders are involved in the design process from start to finish on a collaborative basis. The process recognizes that non-inclusive and compartmentalized design decisions made unilaterally may have adverse impacts on achieving design goals.

The Design / Build method of project delivery has been selected in an attempt to contract with knowledgeable and creative teams who can help CU Boulder maximize the Owner Project Requirements within the stated fixed limit of construction cost. The Design Build Entity (D/B) will be responsible for maximizing operational access to all adjacent buildings, services, parking areas and roadways at all times during construction.
CU Boulder intends to select a Design Build Entity (D/B) who will design and construct the project(s) as described within. The process to be used in the selection of a (D/B) is described in detail in Section III, SELECTION PROCESS. In summary, responses to the RFP will be evaluated by a panel(s) of individuals who will be involved in the project and/or understand the required services associated with Design / Build. Upon completion of the evaluation of the Submittals of Prequalification, a limited number of firms will be invited to the oral interviews. Sealed fee proposals will be required only from those firms who are interviewed and are to be submitted as indicated in this RFP. Both qualifications and cost will be considered in the final ranking of firms with qualifications given 70% of the value of the weighted criteria and fees for the Cost Proposal given 30%.

As indicated, the CU Boulder will utilize Design / Build Services for construction of the project as described within.

Notice is hereby given to all interested parties that all firms will be required to meet minimum requirements to be considered for this project. To be considered as qualified, interested firms shall, as a minimum:

1. Be a licensed general contractor in Colorado.

2. Provide Design / Build services within the last five (5) years for at least two projects in excess of $20,000,000.00 construction cost, utilizing the expertise available through their Colorado office.

3. Demonstrate specific design and construction experience in institutional project types of similar scale and complexity.

4. Demonstrate a bonding capability up to $33,000,000 for an individual project coincidentally with current and anticipated workloads and provide letter from surety that affirms this capability.

5. Demonstrate design and construction / construction management experience of LEED certified projects with preference given to experience with LEED Gold (or better) projects by team member(s).

6. Indicate design and renovation experience with structures of historic importance, on buildings with similar structural and building systems, and projects which had and met an aggressive schedule.
C. STATEMENT OF WORK

The Design Build Entity (D/B) is expected to provide design and construction services generally consistent with those performed by the Design / Build construction community except as superseded by the State’s standard Design / Build Agreement. The scope of services will include assistance to CU Boulder during the process of design, construction, and warranty period. Design-Builder shall provide design services, including architectural, engineering and other design professional services as appropriate to meet the requirements of the Owner Project Requirements. Such design services shall be provided through qualified, licensed design professionals.

The Architect/Engineer’s services shall be provided in conjunction with the services of the Construction Manager/General Contractor, as set forth in the Contract between the State and Design/Build team hereinafter referred to as the Design Build Contract.

It will be the responsibility of the design-build team to provide the necessary services/work which includes but are not limited to the following:

1. Prepare a complete project design and provide all required services in accordance with the project plan, this RFP, written owner project requirements and all applicable codes and regulations.

2. Provide all design and construction services to implement the goals of the project, including but not limited to architectural, civil, landscape, electrical, structural, mechanical design services and any specialty design consultants as required; construction services including scheduling, administration and management.

3. The Construction Manager shall provide consultation throughout the Pre-Construction and Construction Phases including but not limited to the furnishing of cost estimating and all necessary Value Engineering services. The object of the Value Engineering is to achieve optimum value for each construction dollar spent and keep the time of completion and cost of the Work within the time and fiscal constraints set forth throughout the Contract Documents.

4. Oversee and perform the complete design and construction processes.

5. Develop and update schedules.

6. Coordinate/communicate the activities of the D/B team throughout the design and construction processes.

7. Design and Build the project within the fixed limit of construction established by CU Boulder.
II. GUIDELINE FOR SUBMITTALS

A. SCHEDULE

1. The overall schedule is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST Advertisement</td>
<td>5/15/12</td>
</tr>
<tr>
<td>RFP Document Release</td>
<td>5/22/12</td>
</tr>
<tr>
<td>SECOND Advertisement</td>
<td>5/22/12</td>
</tr>
<tr>
<td>Mandatory Pre-Submittal Meeting 10:00 am</td>
<td>5/31/12</td>
</tr>
<tr>
<td>Written Requests for Clarifications Due 4:00pm</td>
<td>6/6/12</td>
</tr>
<tr>
<td>Written Responses Issued</td>
<td>6/7/12</td>
</tr>
<tr>
<td>Submittals (Prequalification: Step I) Due 2:00pm</td>
<td>6/14/12</td>
</tr>
<tr>
<td>Submittal Review</td>
<td>6/18/12</td>
</tr>
<tr>
<td>Board of Regents Approval (Baker Hall Renovation)</td>
<td>6/21/12</td>
</tr>
<tr>
<td>Interview Short List Announced</td>
<td>6/22/12</td>
</tr>
<tr>
<td>Oral Interviews #1</td>
<td>6/22/12</td>
</tr>
<tr>
<td>Oral Interviews #2 (Cost Proposal: Step II)</td>
<td>6/28/12</td>
</tr>
<tr>
<td>Selection Announced</td>
<td>7/2/12</td>
</tr>
<tr>
<td>Design Review Board Initial Presentation</td>
<td>8/10/12</td>
</tr>
<tr>
<td>Design Review Board Concept Presentation</td>
<td>10/12/12</td>
</tr>
<tr>
<td>Design Review Board Schematic Design Presentation</td>
<td>12/14/12</td>
</tr>
<tr>
<td>Design Review Board Design Development Presentation</td>
<td>2/15/13</td>
</tr>
<tr>
<td>Commencement/Student Move-Out</td>
<td>5/10/13</td>
</tr>
<tr>
<td>Start Construction</td>
<td>5/13/13</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>7/1/13</td>
</tr>
<tr>
<td>Move in Date</td>
<td>8/1/14</td>
</tr>
</tbody>
</table>

2. Submittals shall be received no later than **June 14, 2012, at 2:00 PM MDT**, at the following address:

Department of Facilities Management  
1540 30th Street, 3rd Floor Reception Desk  
453 UCB  
Boulder, CO 80309-0453  
ATTN: Thomas E. Goodhew

**NOTE:** Submittals through U.S. Postal Mail should use the campus box number, 453 UCB, rather than the street address.

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 concerning the project must be submitted in writing via e-mail to Thomas E. Goodhew, Facilities Planner, CU BOULDER Facilities Planning at: Thomas.Goodhew@colorado.edu until June 6, 2012, at 4:00 PM MDT.

3. All questions submitted by each candidate and the answers will be made available by going to website:

   http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html
   by June 7, 2012, at 4:00 PM MDT.

C. GENERAL INFORMATION

1. All respondents accept the conditions of this RFP, including, but not limited to, the following:

   a. MANDATORY PRE-SUBMITTAL CONFERENCE

      To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have University of Colorado Boulder staff able to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted.

      The mandatory Pre-Submittal Meeting will be held at: University of Colorado Boulder on Thursday, May 31, 2012 at 10:00 AM in Baker Hall Room 202A on the University of Colorado Boulder campus. A map can be viewed at: http://www.colorado.edu/campusmap/map.html?bldg=BKER

      Limited metered parking is available on the south side of the building. Additional parking is available at the Euclid Avenue Autopark west of Baker Hall.

      Submittals and Proposals from firms not attending this mandatory meeting will not be given further consideration.

   b. All Submittals and Proposals shall become the property of the CU Boulder and will not be returned.

   c. Late Submittals and Proposals shall not be evaluated.

   d. 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.

   e. The CU Boulder reserves the right to reject any or all Submittals or Cost Proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information. The CU Boulder reserves the right to accept or reject any and all proposals if it considers it in its interest to do so and to reject the proposals of any respondent who it considers to be unresponsive or not to be in a position to perform the Contract.
Respondents agree, by submitting a proposal, that their Qualifications or Cost Proposal may be rejected separately or in whole by the Committee at any time during the evaluation process. By submitting a proposal for this project, the respondent agrees to the evaluation process and further agrees not to object to or make any claim against the Agency/Owner based on the rejection of its Proposal or the results of the evaluation process.

f. The CU Boulder shall not be liable for any costs incurred by respondents in the preparation of or presentation of submittals.

g. The respondent shall reviewed the RFP and supporting documents, and by responding to the Cost Proposal, has agreed that the terms and conditions of the sample Design / Build Agreement, as further described in VI, A through E, are expressly workable without reservation.

h. The respondent has reviewed the Program Plan(s) and other materials and by responding acknowledges the project program as the initial basis of design.

D. PREQUALIFICATION SUBMITTALS (STEP I)

Respondent must comply with the following items, a through f. 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 Two (2) complete bound copies of all material plus One (1) electronic (PDF) format.

b. Submittals shall be formatted and tabbed in the exact form and numeric sequence of the Evaluation Form (1 through 5) in Appendix A. A two sided single page cover letter addressed to Thomas E. Goodhew, Facilities Planner, outlining the firm(s) qualifications is required at the front of the submittal.

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 at the back of the Prequalification Submittal.

[END OF SECTION]
III SELECTION PROCESS

A. SHORT LIST

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

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

B. ORAL INTERVIEW

1. Oral interviews shall be conducted for the short listed firms. At the option of the CU Boulder, a visit to the short listed firm’s managing home office and/or representative field office may be required.

2. The Oral Interview Panel shall rank respondents on a numeric scale using the criteria contained on Evaluation Form, Appendix A1.

3. Qualifications based on submittals and interviews shall equal Seventy (70) percent of the firm’s final ranking.

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 Cost Proposal 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.

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 State 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 including not-to-exceed reimbursables with a Guaranteed Maximum Price to encompass all construction work; some not-to-exceed allowances may be included as directed by the State.

3) This Cost Proposal is a binding offer to perform the services associated with the Statement of Work described in this RFP and the Designated Services and Method of Payment Matrix in Appendix B. The State reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

7. Acceptance of Proposal Content: The contents of the proposal (including persons specified to implement the project) of the successful respondent will become contractual obligations if acquisition action ensues. Failure of the successful respondent to accept these obligations in a contract; purchase document, delivery order or similar acquisition instrument may result in cancellation of the award and such respondent may be removed from future solicitations.

8. Standard Contract: The State of Colorado will incorporate standard State contract provisions (Special Provisions) into any contract resulting from this RFP. The General Conditions of the Contract for Design Build will be used.

9. RFP Cancellation: The State reserves the right to cancel this Request for Proposal at any time, without penalty.

10. State Ownership Of Contract Products/Services: Proposals, upon established opening time, become the property of the State of Colorado. The contents of the successful respondent’s proposal will become contractual obligations.

11. Incurring Costs: The State of Colorado is not liable for any cost incurred by respondents prior to issuance of a legally executed contract or procurement document. No property interest, of any nature shall occur until a contract is awarded and signed by all concerned parties.

12. Non-Discrimination: The respondent shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

13. Rejection Of Proposals: The State of Colorado reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the State of Colorado. CU Boulder also reserves the right to reject the proposals of any respondent who it considers not to be in a position to perform the Contract.

14. Parent Company: If a respondent is owned or controlled by a parent company, the name, main office address and parent company’s tax identification number shall be provided in the proposal.

15. News Releases: News releases pertaining to this RFP shall NOT be made prior to execution of the contract without prior written approval by the University.
16. **Contract Cancellation:** The State reserves the right to cancel, for cause, any contract resulting from this RFP by providing timely written notice to the Contractor.

17. **Taxes:** The State of Colorado, as purchaser, is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code: (Registration No. 84-730123K) and from all state and local government use taxes (Ref. Colorado Revised Statutes Chapter 39-26.114 (a)). Our Colorado State and Local Sales Tax Exemption Number is 98-02565. Seller is hereby notified that when materials are purchased in certain political sub-divisions (for example – City of Boulder) the seller may be required to pay sales tax even though the ultimate product or service is provided to the State of Colorado.

18. **Assignment and Delegation:** Except for assignment of antitrust claims, neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

19. **Availability of Funds:** Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the State of Colorado.

20. **Independent Design-Build Entity Clause:** All personal service contracts must contain the following clause: “The Design-Build Entity shall perform its duties hereunder as an independent Design-Build Entity and not as an employee. Neither the Design-Build Entity nor any agent or employee of the Design-Build Entity shall be or shall be deemed to be an agent or employee of the state. Design-Build Entity shall pay when due all required employment taxes and income tax withholding, shall provide and keep in force worker’s compensation (and show proof of such insurance) and unemployment compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the Design-Build Entity, its employees and agents”.

21. **Indemnification:** To the extent authorized by law, the Design-Build Entity shall indemnify, save and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the Design-Build Entity or its employees, agents, sub-Design-Build Entities, or assignees pursuant to the terms of the contract resulting this RFP.

22. **Venue:** The laws of the State of Colorado, USA shall govern in connection with the formation, performance and the legal enforcement of any resulting contract. Further, Title 24, C.R.S. as amended, Article 101 through 112 and Rules adopted to implement the statutes govern this procurement.

23. **Certification of Independent Price Determination:** By submission of this proposal each respondent certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this procurement:

   a. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor.

   b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not
knowingly be disclosed by the respondent prior to opening, directly or indirectly to any other respondent or to any competitor, and

c. No attempt has been made or will be made by the respondent to induce any other person or team to submit or not to submit a proposal for the purpose of restricting competition.

Each person signing the Cost Proposal form of this proposal certifies that:

1). They are the person in the respondent’s organization responsible within that organization for the decision as to the prices being offered herein and that they have not participated, and will not participate, in any action contrary to (a) through (c) above; or

2). They are the person in the respondent’s organization responsible within that organization for the decision as to the prices being offered herein but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (a) through (c) above, and as their agent does hereby so certify; and he has not participated, and will not participate, in any action contrary to (a) through (c) above.

3). A proposal will not be considered for award where (a) or (c) above has been deleted or modified. Where (b) above has been deleted or modified, the proposal will not be considered for award unless the respondent furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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/EVALUATION 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 State’s discretion. Award and contract will be contingent on availability of key proposed Project Management Team staff.

[END OF SECTION]
IV. EVALUATION CRITERIA

GENERAL QUALIFICATIONS

Responses must be submitted in the format outlined in this RFP, with each of the described divisions completed in full. Each Response will be reviewed to determine if it is complete prior to actual evaluation and the Selection Committee reserves the right to eliminate from further consideration any Response deemed to be substantially or materially non-responsive to the requests for information contained herein.

A response may be considered non-responsive if it includes extraneous information not specifically requested in this RFP. The clarity and conciseness of responses will be valued over sheer volume.

Each division and exhibit described below must be indexed, tabbed, and presented on a separate page. If a Design/Build team fails to provide all categories of information required in this RFP, the Design/Build team may be disqualified from further award consideration. However, the Selection Committee reserves the right in its sole discretion to waive minor irregularities.

CU-Boulder has had a tradition of participating with the architect in selection of engineering consultants for the disciplines of mechanical, electrical, telecommunications and other key sub consultants integral to projects on campus. With this tradition in mind, CU Boulder is not asking for a detailed list of Design/Build team’s sub consultants during the STEP I Prequalification Submittal. Teams that are selected to proceed to Step II Interview process will be asked for more details on the sub consultant selection. CU Boulder also recognizes that some D/B teams may have unique relationships or consider certain consultants as integral members of the team. If additional team members beyond the CM/GC and Architect are included as part of the team at the prequalification stage, a statement of the unique relationship should be included.

A. PREQUALIFICATION SUBMITTAL EVALUATION CRITERIA

Submittal to include the following in the order listed:

1. RESOURCES OF TEAM
   a. Provide a separate graphic organizational structure complete with working titles for all proposed firms on the project design, management and construction team.
   b. Provide job descriptions and responsibilities and authority for each working title.
   c. Provide anticipated staff assignment and alternate for key positions by name and resumes.
   d. Identify all current office locations and the resident expertise intended to be provided under this RFP. Provide a description of the location of this staff for
the performance of this contract, their expertise, and generic equipment to reside in Colorado and act in support of the anticipated contract.

e. Provide a description of D/B services which are anticipated to be subcontracted for, including MBE/WBE D/B subcontractor(s) qualifications, if applicable, and indicate how coordination of subcontracted services will be accomplished.

2. PROJECT MANAGEMENT APPROACH OF TEAM

a. Provide a strategic project approach to a successful Design Build project team. Include discussion of your team’s approach in providing successful Design / Build Contracting services based on prior experience. Include specific examples (1-2 page excerpts) of actual products (drawings, specifications, estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.)

b. Discuss elements of an integrated design approach that your team would apply in this project. Include communication and decision making tools applicable to the project.

c. Provide examples of effective project scheduling. Include scheduling concepts that may be applicable to this project.

d. Discuss quality effectiveness in a Design/Build project delivery and describe quality assurance programs. Provide examples of experience with Integrated Project Delivery, and associated lessons learned.

e. Describe methods used to achieve “best value” and assess cost effectiveness of design decisions, construction materials and methods selection.

f. Provide a description of design and construction work D/B has capability to self-perform, including qualifications to do such.

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES OF TEAM

Provide a list of previous experience relevant to this project with owner and architect references for each. 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.

a. Provide a list of projects indicating experience relevant to the proposed project. Include a brief description of the project delivery format and role of the team member in the project.

b. Provide a list of past projects where the members and firms of the team proposed for this project have worked together. Include a brief description of the scope of participation for each team member and project delivery method.

c. All references submitted shall be current for projects listed in IV.A.4 following. 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 June 13, 2012. References may not be checked and scored prior to short list.

4. PROJECT BACKGROUND/SUCCESS OF DESIGN-BUILDER TEAM

Select your three (3) most relevant projects/programs, completed in the last five (5) years and provide, at a minimum, the following:

- the project/contract name
- description of services provided
- overall design / 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.A.3.
- continuing services, if any

a. Timeliness:
   In general, Design / Build Contracting work is seen as successful if it is on time, on budget, and of acceptable quality. Timeliness is generally based on completion by the originally published 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 State 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:
   Design quality has traditional connotations (coherent, integrated, efficient, flexible, aesthetic, etc.) 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 an acceptable level of quality was achieved.

d. Services Disruption:
   Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc.
e. Sustainable Design Concepts:
Sustainable design is not usually achieved by implementing one catch all strategy. Instead, it is the understanding of how all of the parts of a building's design and use affect the building's performance. Building orientation, mass, site planning, envelope design, HVAC systems, electrical and day lighting, impacts each other and must be coordinated with Owner's needs and goals, building user behavior, operations and maintenance personnel practices.

Your understanding of the comprehensive nature of sustainable and high performance building principles will be an important factor in the final selection of a design/build team.

Familiarity and experience with the following high performance design features and strategies is desired:
1. Direct/indirect cooling and heat recovery ventilation
2. Automated building systems
3. High performance building envelopes
4. Daylighting
5. Storm water quality innovation
6. Net-Zero or near Net-Zero facilities

f. Project Context - Renovation and Historic Structures:
Renovation of existing buildings presents unique design and construction challenges. Understanding of the unique constraints existing structures present to both design and construction will be an important aspect of the design/build team’s success. Discuss examples of the design and construction team’s approach to enhancing the historic nature of the building while adapting the facilities to achieve current design standards and provide for future flexibility.

g. Describe any Claims made related to the project.

h. Project Acceptability:
Please discuss how your Design and Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

5. MISCELLANEOUS CONSIDERATIONS

a. Claims / Litigation History of Firm (Mandatory):
1) 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.

b. Apprenticeship Training Program (Optional for Step I Prequalification / Mandatory for Step II Interview):
1) Where an Apprentice Training Program certified by the Office of Apprenticeship located in the Employment and Training Administration in the United States Department of Labor exists in the state, or a comparable program for the training of apprentices is available in the state:
2) Each submitter shall demonstrate access to the certified program or a comparable alternative (Note that it is the responsibility of the submitter to demonstrate the comparability of a non-certified program) and,

3) Each submitter’s subcontractor, at any tier with a contract value of two hundred fifty thousand dollars or more ($250,000) shall demonstrate access to the certified program or a comparable alternative.

c. Current Workload:
   1) Clearly indicate the current workload of the Colorado office. Include the project(s) name(s), the services(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.

d. Other (Optional):
   1) This category is included for other items presented by the respondent. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc.

[END OF SECTION]
B. ORAL INTERVIEW EVALUATION CRITERIA

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 Boulder and all short listed firms will be notified in advance. At the option of the State, 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 Cost Proposal, will be the proposed Project Team members’ capabilities and team dynamics).

Oral Interviews are to be done in a two-step process:

Step-One Interview – Team Organization, Qualifications and Initial Project Considerations:
During this initial interview, team will be expected to discuss the capabilities of the team as described in their written proposal. Teams should also discuss specific key staffing members and positions they anticipate for the design and construction phases of the project. In addition to discussing their qualifications and staffing, we will expect teams to present initial thoughts on both design and construction issues they might foresee with the project.

Provide a graphic presentation and accompanying handout to demonstrate the following in the order listed:

1. PROJECT TEAM ORGANIZATION:
   a. Provide a separate graphic internal organizational structure complete with working titles for each proposed individual on the Project Management team.
   b. Provide job descriptions and responsibilities and authority for each working title and location.
   c. Provide anticipated staff assignment and alternate for key positions by name and resumes. Provide a D/B staff schedule by name, position, and man hours (assuming 8 hour days) per month estimated on this project and current work load.
   d. Discuss how roles and responsibilities of the D/B team may change as the project evolves.
   e. Discuss the role of the Landscape/Site Designer and how the team will work integrate the buildings and surrounding site into a cohesive fabric.

2. DESIGN-BUILD PHILOSOPHY AND APPROACH OF TEAM
   a. Include discussion of your team’s approach in providing successful Design / Build Contracting and/or Integrated Design delivery services based on the needs of this specific project using the team’s prior experience including contract formats, cost, schedule and quality effectiveness. Include specific documents such as: drawings, specifications, meeting minutes, project schedule, estimates, progress reports, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, construction schedule, etc. proposed for this project.
1) Describe your quality certification and control programs. Certify how you will ensure that the project will be delivered successfully as a quality project on time and within the budget.

2) Describe your environmental and sustainability program (such as use of recycled materials, indoor air quality programs, hazardous waste reduction, etc.) Include your experience with designing and construction LEED Gold or better projects.

3) Discuss cost control and quality assurance programs for both design and construction phases of the process, with particular attention to building systems and controls.

4) Describe your experience with integrated project delivery methods including tools used to share project information, open communications lines and build relationships within the project participants.

b. Provide a description of design and construction work the D/B team has capability to self-perform, including qualifications to do such.

c. Provide a description of design and construction work the D/B team plans to subcontract, including subcontractor company information, relationship to the D/B firm and qualifications to perform the intended work.

d. Provide description of selection methods to be used for qualification and selection of sub-contractors, other consultants, materials, and other techniques that would indicate your capabilities to provide a complete and cost competitive proposal.

e. Discuss methods used to achieve “best value” and quality assurance programs utilized in past projects.

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES OF TEAM

a. Provide a list of previous experience for each key team member relevant to this project with Owner references for each. Preference is given to experience with higher education, residence hall and student life projects. Describe the contract terms (ie. Lump Sum, Cost Plus Fee, GMP, D/B). The University of Colorado Boulder may at its discretion contact references and/or conduct independent performance analysis on projects on which the firm has worked.

b. Describe your experience with designing and construction LEED certified projects, including projects with LEED Gold (or Platinum) certification. Describe strategies used to achieve LEED requirements in a cost effective manner.

c. Provide a list of past projects where the members and firms of the team proposed for this project have worked together. Include a brief description of the scope of participation for each team member.

d. All references submitted shall be current for projects listed by the respondent. 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 26, 2011.
e. References may not be checked and scored prior to short list.

4. HISTORIC STRUCTURES RENOVATIONS AND REUSE
Renovation of existing buildings presents unique design and construction challenges. Understanding of the unique constraints existing structures present to both design and construction will be an important aspect of the design/build team’s success. Discuss examples of the design and construction team’s approach to enhancing the historic nature of the building while adapting the facilities to achieve current design standards and provide for future flexibility.

5. PROBLEM SOLVING AND TEAM DYNAMICS
The intent of Integrated Project Delivery methods is having a team that can work well together and build trust among the players. The interview process is intended to provide insight into how the team addresses project issues and works to resolve problems.

6. MISCELLANEOUS CONSIDERATIONS

This category is included for other items presented by the respondent. Inclusions may include unique qualifications of proposed staff, subcontractors, or verification to deliver design/cost benefits, etc.

*Following the first set of interviews, the university will provide clarifications on minimum staffing expectations for design and construction management. The university will also provide a specific group of issues germane to the project that will be the basis of discussion for the second interview session.*

**Step-Two Interview – Problem Solving, Team Dynamics and Submittal of Cost Proposal:**
This second interview session is intended to be more of an interactive workshop format. Critical to the integrated project approach is how team members work together, listen to multiple parties and provide feedback to resolve issues. The specific group of issues to be outlined following the first interview is intended as a basis of discussion see how teams function to solve problems, involve the various team members including those representing the owner.

*Cost proposals will be due at the end of this second interview.*

[END OF SECTION]
C. COST PROPOSALS

A. 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 Cost Proposal 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).

B. 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.

   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 State 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 contract will be a bonded lump sum contract including not-to-exceed reimbursables with a Guaranteed Maximum Price to encompass all design and construction work; some not-to-exceed allowances may be included as directed by the State.

C. This Cost Proposal is a binding offer to perform the services associated with the Statement of Work described in this RFP. The State reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

[END OF SECTION]
V. D/B AGREEMENT INFORMATION

A. Carefully review the D/B Agreement sample before submitting your Cost Proposal submittal. Any exceptions to the agreement must be communicated formally in accordance with the written questions schedule in II.B.

B. The CU 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. The provisions of the RFP and the proposals and other information submitted in connection with the RFP, will be incorporated and made a part of the D/B contract, which provides remedies, including termination for default, with respect to the failure of a contractor to comply with the terms and provisions of the contract with the University of Colorado.

D. Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of CU Boulder.

VI. ACKNOWLEDGEMENT AND ATTESTATION

A. Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form, as part of the Cost Proposal is a mandatory requirement for a respondent to be considered responsive to this RFP.

B. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the CU Boulder.

[END OF SECTION]
VII. COST PROPOSAL

A. Immediately following the Acknowledgment 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 the University of Colorado Boulder.

B. This RFP document, its Appendices, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the final interview, shall serve as the only basis for proposals.

C. The respondent, by submitting this proposal, does hereby accept that minor changes by the CU Boulder 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, written clarifications prior to the final interview and , the respondent does hereby submit the following proposal for Design / Build fees, consistent with the schedules provided in the Statement of Work. Respondents are hereby advised that it is CU Boulder’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. 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 Design / Build Sample Agreement, and its Exhibits contained herein, and are familiar with their terms and conditions and find 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 Design / Build Sample Agreement, and its Exhibits contained herein, and are familiar with their terms and conditions and find 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) ___________________________ Binding Signature Date
   Venture Partner

____________________________________ Typed Name: _____________________________
   Type of Business

____________________________________ Typed Name: _____________________________
   Witness Date

2) ___________________________ Binding Signature Date
   Venture Partner

____________________________________ Typed Name: _____________________________
   Type of Business

____________________________________ Typed Name: _____________________________
   Witness Date

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 Design / Build Sample Agreement, and its Exhibits contained herein, and are familiar with their terms and conditions and find them expressly workable without change or modification.

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

Subscribed on _______________________________ at _________________________, Date      City

___________________________________  ____________________________
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 Design / Build Sample Agreement, and its Exhibits contained herein, and are familiar with their terms and conditions and find 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

Typed Name: ________________________________

Notary: ________________________________

Commission Expires: __________________________
COST PROPOSAL FORM
INTEGRATED PROJECT DELIVERY UTILIZING DESIGN/BUILD CONTRACTING SERVICES

Date: ____________________

PR006697 – Baker Hall Renovation

**Total Compensation for Design-Build services fees shall be allocated as follows:**

Compensation for Architect/Engineer Basic Services fees shall be allocated as follows:

1. Pre- Design Phase (if Applicable) $ ________________
2. Schematic Design Phase $ __________________
3. Design Development Phase $ ________________
4. Construction Document Phase $ ________________
5. Construction Administration Phase $ ________________
6. Post Construction Phase (if Applicable) $ ________________
7. Reimbursable Expenses (NTE) $ ________________

**Sub Total Architect/Engineering Fee** $ ________________

Compensation for CM/GC fees shall be allocated as follows:

1. CM/GC Pre-construction Fee $ ______________
2. CM/GC Construction Fee $ ______________
3. General Conditions On-Site CM/GC Staff $ ______________
4. Other Reimbursable General Conditions (NTE) $ ______________

**Sub Total CM/GC Fee** $ ______________

**Total Design Build Fee (A/E+CM/GC)** $ ______________

Please provide a detailed breakdown to adequately describe the D/B staff provided, term of their services, and associated anticipated reimbursable costs so as to demonstrate as complete an understanding as possible of the services provided.

The fee shall include preconstruction services, profit, overhead, home office staff, home office expenses, accounting and/or legal fees, insurance (exclusive of on-site D/B staff payroll related insurance-FICA, FUTA, SUTA, Workman’s Compensation), and any other costs or expenses not specifically identified as reimbursable expenses.

Reimbursable general condition expenses are generally confined to the on-site D/B 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.

**Acknowledge receipt of Addendum Nos. ______________**

__________________________________________________

Applicant or Corporate Officer Signature

__________________________________________________

Title