REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The University of Colorado Boulder

Project Name: MAC-Sustainability, Energy and Environmental Complex

Project No.: CP149773

Project Manager: Jim Faber

December 20, 2013

Notice No. 13-38
REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

TABLE OF CONTENTS

MAC-Sustainability, Energy and Environmental Complex
CP149773

ADVERTISEMENTS 2 pages

I.  INTRODUCTION

   A.  Project Description     3
   B.  Selection Process
       1.  Pre-Submittal Conference     3
       2.  Architect/Engineer/Consultant Submittals     4
       3.  Screening Panel/ Short List     4
       4.  Oral Interviews     4
       5.  Schedule     4

II.  SUBMITTAL REQUIREMENTS 5

   A.  Project Team     5
   B.  Firm Capabilities     5
   C.  Prior Experience     5
   D.  Project Approach     5
   E.  Work Location     5

APPENDICES

   Appendix A: Preliminary Selection/Evaluation Form
   Appendix A1: Interview Selection/Evaluation Form
   Appendix A2: Final Ranking Matrix
   Appendix B: Consultant Contract (Standard format)
   Appendix C: Certification and Affidavit Regarding Unauthorized Immigrants
   Appendix D: Acknowledgment and Attestation Form

RFQ (Rev.12/2013)
REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado
Notice Number: 13-38

Project No: CP149773
Project Title: MAC – Sustainability, Energy and Environmental Complex
Estimated Construction Cost: $63,992,313

Project Description:

The University of Colorado Boulder seeks a qualified material testing and inspection agency for the purpose of performing services for the construction of the Lab Wing of the new MAC – Sustainability, Energy and Environmental Complex. Services are being sought for:

1. Construction Observation and Materials Testing, including earthwork-site grading classification and testing, slab sub-grade testing, utility and foundation backfill compaction testing, drilled pier observation and testing, asphalt paving testing, cast-in-place concrete structure materials testing, floor flatness/floor levelness (Ff/Fl) testing, masonry grouting inspections and testing, masonry veneer anchorage inspections, structural steel fabrications testing, steel decking testing, weld testing and observation, waterproof/vapor proof wall membrane inspection and testing, and cold-formed metal framing testing.

2. Reinforcing Steel Placement Inspection services will not be included in this contract.

3. Initial site grading classification and wet U/G utility backfill compaction testing is being performed under a separate contract and will not be included in this contract.

The MAC – Sustainability, Energy and Environmental Complex (MAC – SEEC) is located at the East Campus of the University of Colorado Boulder. The project includes the renovation and remodel of the existing 283,300 GSF MacAllister building for updated offices, dry laboratories, laboratory support, conference rooms, auditoriums, café and facility support. The project also includes a new 4-story Lab Wing of 143,000 GSF in 3 lab floors and 1 penthouse floor. All Lab Wing floors are on or above grade.

Scope of Services:

RFQ for Services of: Material Testing Agencies

See the RFQ information packet for a description of professional services required of the consultant team.

Minimum Requirements

Qualified applicants will be determined as those that can meet the criteria that will be used for selection by a Screening Committee. These criteria will include:

1. Experience involving similar work to that described and a minimum of five (5) years in the business.

2. List of individuals proposed to work on this project with resumes and references (include any proposed sub-consultants).

3. List of similar projects this firm has completed within the last five (5) years, with references.
4. History of firm.

5. Billing rates for individuals proposed.

Those interested in providing these professional services should submit one (1) electronic (PDF) and one (1) hard copy of a packet with a concise letter of interest bound-in providing a summary of qualifications, a description of the applicant or firm and its consultants including credentials and relevant experience and three current references.

Firms meeting the minimum requirements may obtain the RFQ documents at website:

http://fm.colorado.edu/construction/index.html under Open Submittals - Notice 13-38

---

**Pre-Submittal Meeting**

A mandatory Pre-Submittal Meeting will be held, **10:00 AM on January 2, 2014** at **University of Colorado Boulder, Department of Facilities Management, Research Laboratory No. 2, 1540 30th Street, Room 158, Boulder, CO 80309-0453**.

**Qualifications Due**

Date & Time: **January 9, 2014 by 4:00 PM**

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

**Point of Contact**

Name: **Jim Faber**  
Agency: **University of Colorado Boulder**  
Phone: **303-492-1896**  
Email: **james.faber@colorado.edu**

This Notice is also available on the web at [https://www.bidscolorado.com/](https://www.bidscolorado.com/)

Media of Publication: **The Daily Journal**  
Publication Date: **12/20/13**
I. INTRODUCTION

A. PROJECT DESCRIPTION

Construction Observation and Materials Testing, including earthwork-site grading classification and testing, slab sub-grade testing, utility and foundation backfill compaction testing, drilled pier observation and testing, asphalt paving testing, cast-in-place concrete structure materials testing, floor flatness/floor levelness (Ff/Fl) testing, masonry grouting inspections and testing, masonry veneer anchorage inspections, structural steel fabrications testing, steel decking testing, weld testing and observation, waterproof/vapor proof wall membrane inspection and testing, and cold-formed metal framing testing.

Reinforcing Steel Placement Inspection services will not be included in this contract.

Initial site grading classification and wet U/G utility backfill compaction testing is being performed under a separate contract and will not be included in this contract.

The MAC – Sustainability, Energy and Environmental Complex (MAC – SEEC) is located at the East Campus of the University of Colorado Boulder. The project includes the renovation and remodel of the existing 283,300 GSF MacAllister building for updated offices, dry laboratories, laboratory support, conference rooms, auditoriums, café and facility support. The project also includes a new 4-story Lab Wing of 143,000 GSF in 3 lab floors and 1 penthouse floor. All Lab Wing floors are on or above grade.

B. SELECTION PROCESS

The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: submittals will be screened and scored. A limited number of firms will be short listed and invited to participate in oral interviews. The University of Colorado Boulder will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

1. 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 available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. The pre-submittal conference will be held at Research Laboratory No. 2, 1540 30th Street, Boulder, CO 80309, Conference Room 158, at 10:00 AM on January 2, 2014.
2. **Architect/Engineer/Consultant’s Submittals:** Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, one **hard copy** of submittal and one **electronic copy (PDF)** must be provided. Submittals must be received at:

   University of Colorado Boulder  
   Department of Facilities Management  
   Research Laboratory No. 2  
   1540 30th Street, 3rd Floor Reception Desk  
   Boulder, CO 80309

   Attn: Jim Faber, Project Manager

   Thursday, January 9, 2014 by 4:00 PM

   Late submittals will be rejected without consideration. The University of Colorado Boulder and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

3. **Screening Panel/Short List:** Submittals will be evaluated by a panel of individuals selected in accordance with state policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no fewer than three (3) or no more than five (5) will be interviewed.

4. **Oral Interviews.** It is anticipated that oral interviews will be conducted during the week of January 13, 2014. Interviews will be conducted at Research Laboratory No. 2, Room 321, 1540 30th Street, Boulder, CO 80309. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the University of Colorado Boulder.

5. **SCHEDULE**

   Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

   - Advertisement: December 20, 2013
   - Pre-submittal Conference: January 2, 2014 at 10:00 AM
   - Date Email Questions Due: January 3, 2014 by 4:00 PM
   - Date Answers Due to all Firms: January 6, 2014 by 4:00 PM
   - RFQ Submittal Due: January 9, 2014 by 4:00 PM
   - Submittal Screening: January 8-10, 2014
   - A/E Interview List Released: January 10, 2014
   - A/E Oral Interviews (as scheduled): January 15-16, 2014
   - Negotiation of A/E Contract: TBD
   - Contract Approval (projected): TBD
II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. Following are elements that will be used to evaluate each firm's qualifications:

PROJECT TEAM

Identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

Elements that will be considered by the panel when scoring your submittal:
- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant sub-consultant experience.

B. FIRM CAPABILITIES

Elements that will be considered by the panel when scoring your submittal:
- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., sub-consultants’ role delineated?)
- Utilization of CADD and computers.
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

Elements that will be considered by the panel when scoring your submittal:
- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner’s project manager for every project listed.
D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- **Budget Methodology/Cost Control.**
  - Establish and maintain estimates of probable cost within owner's established budget.
  - Control consultant contract costs
  - Coordinate value engineering activities
- **Quality Control Methodology.**
  - Insure State procedures are followed
  - Insure the project is designed for durability and maintainability
- **Schedule.**
  - Manage the required work to meet the established schedule

E. WORK LOCATION

Describe where the prime and sub-consultants will do the key work elements of this project.

Elements that will be considered by the panel when scoring your submittal:

- Proximity of firms office as it may affect coordination with the State's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.
Appendix A

STATE BUILDINGS PROGRAMS
PRELIMINARY SELECTION/EVALUATION FORM
ARCHITECT/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an architectural/engineering/consulting services selection process.)

Evaluator #: __________________________ Date: ________________________
Name of Firm: _______________________________________________________
Name of Project: CP149773 - MAC – Sustainability, Energy and Environmental Complex

RFQ REFERENCE
MINIMUM REQUIREMENTS Y _____ N _____

If the minimum requirements have not been met, specify the reason(s):
_____________________________________________________________________
_____________________________________________________________________

Acknowledgment and Attestation included: Y _____ N _____

SCORE (PROJECT SPECIFIC QUALIFICATIONS): Weight¹ x Rating² = Score

1. PROJECT TEAM

- Qualifications and relevant individual experience. _____x____ = __
- Qualifications and relevant individual experience. _____x____ = __
- Unique knowledge of key team members relating to the project. _____x____ = __
- Experience on projects as a team. _____x____ = __
- Experience on projects as a team. _____x____ = __
- Key staff involvement in project management and on-site presence. _____x____ = __
- Key staff involvement in project management and on-site presence. _____x____ = __
- Time commitment of key staff. _____x____ = __
- Qualifications and relevant sub-consultant experience. _____x____ = __

2. FIRM CAPABILITIES

- Are the lines of authority and coordination clearly identified? _____x____ = __
- Are essential management functions identified? _____x____ = __
- Are the functions effectively integrated (e.g., sub-consultants’ roles delineated?) _____x____ = __
- Utilization of CADD and computers. _____x____ = __
- Current and projected work load. _____x____ = __
3. PRIOR EXPERIENCE/PERFORMANCE

- Experience of the key staff and firm with projects of similar scope and complexity. _____x____ = ____
- Demonstrated success on past projects of similar scope and complexity. _____x____ = ____
- References. ______x____ = ____

4. PROJECT APPROACH

- Budget methodology/cost control. _____x____ = ____
- Quality control methodology. _____x____ = ____
- Schedule maintenance methodology. _____x____ = ____

5. WORK LOCATION

- Proximity of firm’s office as it may affect coordination with the state’s project manager and the potential project location. _____x____ = ____
- Firm’s familiarity with the project area. _____x____ = ____
- Knowledge of the local labor and material markets. _____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.
STATE BUILDINGS PROGRAMS
INTERVIEW SELECTION/EVALUATION FORM
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #:_________________________________________ Date:_____________________
Name of Firm:_________________________________________________________________
Name of Project: CP149773 - MAC – Sustainability, Energy and Environmental Complex

SCORE (OVERALL QUALIFICATIONS)¹:

1. PROJECT TEAM _____ x _____ =   _____
2. PROJECT MANAGEMENT _____ x _____ =   _____
3. PROJECT APPROACH _____ x _____ =   _____
4. PRIOR EXPERIENCE _____ x _____ =   _____
5. WORK LOCATION _____ x _____ =   _____

TOTAL SCORE: ________4

NOTES:

4. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
5. 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
6. Total score includes the sum total of all criteria.

RFQ (Rev. 12/2006)
APPENDIX A2

STATE BUILDINGS PROGRAMS
FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION
(This form is to be used to rank and determine the most qualified architectural/engineering/consulting services firm in a selection process.)

<table>
<thead>
<tr>
<th>FIRM</th>
<th>QUALIFICATIONS SCORE¹</th>
<th>CUMULATIVE² TOTAL SCORE</th>
<th>RANK³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
<td>EVAL #2</td>
<td>EVAL #3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:
1. Insert total score from each evaluator's INTERVIEW SELECTION/EVALUATION FORM only.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

RFQ (Rev. 12/2006)
APPENDIX B

CONSULTANT AGREEMENT (STANDARD FORMAT) SC5.3

http://colorado.gov/pacific/osa/formscont
APPENDIX C

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS
CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

Institution/Agency: University of Colorado Boulder
Project No./Name: CP149773 - MAC – Sustainability, Energy and Environmental Complex

A. CERTIFICATION STATEMENT [HB 06-1343]

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq. The Vendor shall not knowingly employ or contract with an unauthorized immigrant to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant alien.

2. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any unauthorized immigrants, through participation in the E-Verify Program, formerly referred to as the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, and (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b).

3. The Vendor shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the State may terminate work for breach and the Vendor shall be liable for actual and consequential damages to the State.

B. AFFIDAVIT [HB 06S-1023]

4. If the Vendor is a sole proprietor, the undersigned hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that (check one):

   □ I am a United States citizen, or
   □ I am a Permanent Resident of the United States, or
   □ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I am a sole proprietor entering into a contract to perform work for the State of Colorado. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to starting work for the State. I further acknowledge that I will comply with the requirements of CRS 24-76.5-101 et seq. and will produce the required form of identification prior to starting work. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under CRS 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

CERTIFIED and AGREED to this ______ day of _________________, 2014.

VENDOR:

______________________________________________
Vendor Full Legal Name

BY: ____________________________________________
   Signature of Authorized Representative        Title

State Form UI-1
Issued 2/2008
ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

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

Subscribed on ______________________ at _______________________.
Date City
__________________________, State of _________________________.
County State

________________________________  ____________________
Applicant or Corporate Officer Signature   Date

________________________________  ____________________
Witness   Date

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)