Frequently Asked Questions

About the Comprehensive Utilities Master Plan Request

University of Colorado Boulder
Office of Facilities Planning

1) Who is on the Selection Committee?

Selection Committee for this project will be composed of Paul Leef, Director of Planning, Design & Construction, Philip A. Simpson, AIA, Assistant Director of Facilities Planning, Facilities Planner, Bryan Birosak, Director of Utilities, Jonathan Akins, Campus Civil Engineer, and John Prosser, Design Review Board.

Phone numbers can be obtained by searching the CU-Boulder Phone Directory.

2) Does any firm have an advantage in the selection process?

The University of Colorado at Boulder selects firms solely on the qualifications listed in the RFQ and expanded in the Information Packet. Prior work of any kind at the university is not a guarantee that a particular project will be given to a firm. On the other hand, the fifth criteria, (Understanding of the Project), often is demonstrated by firms familiar with the campus and programs. Clearly, any firm that can thoroughly research the project, synthesize concepts for the successful execution of the idea, and demonstrate that for the selection committee will succeed in getting this project.

3) How does the university feel about out-of-state consultants?

CU-Boulder has no policy prohibiting or encouraging out-of-state firms, however experience has shown that in-state firms provide better service to the university. Out-of-state firms must demonstrate that their experience is superior to that of in-state firms. Firms that partner with local firms should have experience with other projects, so that contractual arrangements have been worked out in advance of this project.

4) Are there any specific sub-consultants that are needed for this project?

The University uses a two step selection process for the selection of major sub-consultants. We would ask that you submit three firm names for each sub discipline that you anticipate will be necessary. We will discuss those in-house and with you to determine a ranked list for you to negotiate with during contract negotiations. We will use this process because there is no design required in this solicitation.

5) The RFQ implies that in-state firms must be in the lead, is that correct?

No, that assumption is incorrect. The RFQ's wording is to make sure that the engineer or architect of record is licensed in the State of Colorado. Any firm holding such a license may submit as the lead firm. Please refer to Question Three above and note that an out of state firm will have to demonstrate how their level of service will exceed that of in-state firms, particularly in the areas of capability, understanding of the project and methodology.
6) We noticed the Pre-application meeting was non-mandatory; could you elaborate on your view on why it is not necessary for a firm to attend the meeting?

The pre-submittal meeting is an opportunity for firms to find out general information about the project and the submittal process, at their option. For the RFQ submittal, we are primarily looking at engineers’ and architects' qualifications and not expecting much about this specific project at this time. Finally, we have found that many firms may have previous commitments on a pre-submittal meeting date.

7) Where and how do we submit our RFQ?

Submittal procedures are explained in the RFQ information packet; however, some additional clarification is required about addressing mail to Facilities Management. When mailing items through the US Postal Service, the item must go through Campus Mailing Services, which exclusively uses the campus mailbox designation 453 UCB. Express services (e.g. FedEx, UPS, DHL) and couriers deliver directly to Facilities Management's offices located at 1540 30th Street.

If a firm elects to use US Postal service, address the package as:

Paul M. Leef, AIA Campus Architect, Director PD&C
Facilities Planning
Facilities Management
453 UCB
Boulder, Colorado 80309-0453

NOTE: allow an extra day for delivery

Express mail and couriers should be addressed to:

Paul M. Leef AIA Campus Architect, Director PD&C
Facilities Planning
Facilities Management
1540 30th Street, Room 301
University of Colorado at Boulder
Boulder, Colorado 80309

Of course, you may always deliver the submittals in person to the 30th Street address, Room 301.