

University of Colorado at Boulder

**Request for Qualifications
INFORMATION PACKET**

Ekeley Sciences Middle Renovation

The University of Colorado at Boulder proposes to plan, design, and construct renovations to the Ekeley Sciences Building for the Department of Chemistry and Biochemistry. This packet provides information and procedures regarding:

- I. PURPOSE / BACKGROUND**
- II. SCOPE OF SERVICES**
- III. SCHEDULE**
- IV. SELECTION CRITERIA**
- V. RESPONSE FORMAT**
- VI. OTHER INFORMATION**

This RFQ is for the purpose of selecting an architect to design, prepare construction documents, assist with bidding and negotiations, administer the construction contract, and provide a warranty walk-through at the conclusion of the project. Actual design and construction work is contingent upon funding approval of the project anticipated to be received by December 2007. **All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.**

- Contact Person:** Philip A. Simpson, Jr., AIA, Facilities Planner
Phone: (303) 492-1275 / Fax: (303) 492-4082
E-Mail: Philip.Simpson@colorado.edu
- Date of Issue:** Thursday, September 6, 2007
- Pre-Submittal Meeting:** Monday, September 24, 1:00 p.m. to 3:00 p.m.
Ekeley Sciences West Wing – Room W165/166
CU-Boulder, Main Campus
- Due Date:** Tuesday, October 2, 2007, 4:30 p.m.
- Submittals to:** Philip A. Simpson, AIA
Assistant Director for Facilities Planning
Department of Facilities Management
University of Colorado at Boulder
RL-2, 1540 30th Street, 3rd Floor Reception Desk
453 UCB
Boulder, CO 80309-0453

I. PURPOSE / BACKGROUND

A. Program Description

The University of Colorado at Boulder seeks an architectural design team to design and renovate two floors of undergraduate teaching laboratories in the [Ekeley Sciences Building](#) Middle Wing.

The [Department of Chemistry and Biochemistry](#) is a national leader in its field and makes critical contributions to the teaching, research, and services missions of the university. It offers two undergraduate B.A. programs, one with emphasis in chemistry and the other with emphasis in biochemistry. It also provides service teaching of approximately 15 undergraduate courses accounting for approximately 3,080 students per semester. M.S. and Ph.D. programs are offered with research experience in all of the subdisciplines. Additionally, the department provides postdoctoral training annually for over 90 graduates of Ph.D. programs from the U.S. and abroad.

This project focuses on correcting outstanding deficiencies on the lower two floors of the middle wing of Ekeley Sciences and is one part of a comprehensive plan for renovations to this wing. The middle wing of Ekeley Sciences is where most undergraduate chemistry lab instruction takes place, as well as some of the graduate lab instruction.

B. Program and Facilities Needs

The existing department facilities range from 20 to over 80 years old. Although some of the oldest spaces in Ekeley Sciences have been renovated recently, extensive renovation of space and mechanical systems is urgently required in the middle wing. This space is now over 30 years old and no longer suitable for its original purposes. In addition the department suffers from a serious deficiency in space for its teaching programs for both undergraduate and graduate studies.

Besides extending the life of the facility by incorporating all new building components in the lower two levels of the building, the renovation project will address many deficiencies. These include making the toilets comply with ADA and Uniform Building Code requirements, upgrading fire and life safety to current code, allowing of the department's goal of providing electronic access to each student for levels 1B and 2B lab classrooms, and specifying lighting, finished, and laboratory equipment to 21st Century standards.

C. Space Needs Analysis

Existing and projected space needs are outlined in Section III of the program plan.

D. Projected Scope, Size, Cost, and Schedule

This project will renovate 21,660 assignable square feet of instructional labs on the lower floors, 1B and 2B. This project is the first phase of many projects that the Department of Chemistry and Biochemistry plans to request, as outlined in the program plan.

There are some external manifestations of this project. Two lab exhaust shafts may be needed. These are not yet designed but are tentatively planned to be located on the exterior at each end of the protruding portion of middle Ekeley, near the building entries. The program plan calls for these shafts to be faced in stone and designed so as to compliment the building and Norlin Quadrangle. An additional areaway, similar to what exists now, may be added at the building face to access mechanical equipment in the sub-basement. Construction staging will need to take place on the lawn north of Ekeley, in Norlin Quadrangle, with driving access from Pleasant Street (this has been done for several building projects over the last few years). The program plan budgets for these changes and the consequent site restoration.

The total estimated project cost is \$15,697,007. The university is in the process of securing funding approvals for this project from the State Legislature. These approvals are anticipated to be secured in December 2007 for design, with approvals for construction occurring in the next fiscal year. The project schedule is to begin design January 3, 2008 at the latest with construction commencing on or before January 1, 2009. A fast track design and construction schedule may be used to deliver the project based on input from the CMGC.

Meeting the schedule for this project is critical to the success of the project. It is expected that the programs will move out of the existing Ekeley Sciences Building space to allow demolition and reconstruction. The project plan should minimize the amount of time that this relocation will occur. The design team will be expected to work with a CMGC firm that will be hired under a separate process so as to minimize the amount of time of construction. The intent of this project is to open the facility on or before August 1, 2010.

E. Relationship to Institutional and Facilities Master Plans

The [Campus Master Plan](#) outlines that a “focus on the quality of academic facilities at CU-Boulder is ... important.” Upgrading the quality of facilities with adequate space and integration of technology is critical. This project is also consistent with the 1996 Departmental Strategic Plan.

II. SCOPE OF SERVICES

A. General

The University desires complete architectural design and engineering services necessary for the renovation of the building. It is the intent of this solicitation to design and construct functional laboratory and teaching space. 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 surveys, maps, and all base data available on the proposed site, including existing building plans, utilities, and related work completed to date.

The program plan for this project, entitled [*Program Plan for the*] *Ekeley Sciences Middle Wing Renovation, University of Colorado at Boulder*, April 4, 2001, that can be viewed on-line at: <http://fm.Colorado.EDU/planning/projects/>.

The latest University standards for construction and materials can be viewed on-line at: <http://decker.Colorado.EDU/standards/>.

Existing building plans for the existing facility and other adjacent structures that may be impacted by this project.

C. Consultant Services

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](#), [Historic Resources Advisory Committee](#) and others as necessary. The level of reviews will be based upon the design and the level of impact to the building.
- Participate with the University in the selection of any mechanical, electrical, and technology consultants.
- Participate in the selection of a Construction Manager/General Contractor (CMGC) with the university prior to final selection by the Board of Regents.
- Work to achieve the University's goals on MBE/WBE participation.
- Confirm and enhance programmatic data collected to date with input from proposed users, Facilities Management, and others as appropriate.
- Lead design team meetings, documenting results and decisions made and distributing them to design team members, including the CU-Boulder Campus Architect.
- Provide conceptual, schematic, design development, and construction documents necessary to secure approvals of the University. Each submission shall include appropriate architectural, FF&E, mechanical, electrical, technology, and life-safety information. All drawings shall be submitted in AutoCAD (Autodesk Inc.) .DWG format at the current highest release level or level that is 100% compatible to the current highest release level.
- 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, specifications with appropriate detail, code analysis, narrative description of project, and other materials appropriate to each phase of design.

- Participate in the University's technical review process and respond to all comments made during the review. The Department of Facilities Management maintains a website to facilitate collection of comments and responses made by consultants.
- 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).
- Work diligently and in good faith with a Construction Management/General Contractor (CMGC) being selected under a separate process. The CMGC will be asked to develop a schedule that will deliver the project on or before August 1, 2010 that may require a fast track delivery method. The architect may be required to furnish multiple bid packages as required by the CMGC.
- Provide bidding documents in sufficient quantity to facilitate competitive prices for this project. Respond to questions made by bidders and documenting those answers in the form of addenda.
- Provide construction administration services including field observation, shop drawing and submittal review, participation in weekly construction meetings, responding to Requests for Information, issuing Proposal Requests, review of progress payments made by the CMGC, review and comment on contract change orders, and other services required for successful construction of the project.
- Assist the University in selection of furnishings and moveable equipment. Provide documentation of systems furnishing for installation by contractor if necessary.
- Provide project close-out services including operations and maintenance manuals, record documents, and other necessary materials.
- Provide commissioning services for mechanical, electrical, and technology systems.
- Provide warranty reviews at six and eleven months after acceptance of the project by the University.

III. SCHEDULE

The SB 92-202 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 Architectural Services | September 6, 2007 |
| • Pre-Submittal Meeting | September 24, 2007 |
| • Deadline for Submittals | October 2, 2007 |
| • Committee Screening of Submittals | October 3, 2007 |
| • Consultant Interviews | October 10, 2007 |
| • Board of Regents Approval of Architect Selection | November 29, 2007 |

- Conclude Contract Negotiations December 2007
- Initiate Design January 2008
- Conceptual Design Review by DRB February 2008¹
- Schematic Design Review by DRB April 2008
- Design Development Review by DRB June 2008
- Issue GMP set September 2008
- Construction Start February 2009
- Project Completion August 1, 2010

The University expects to enter into aggressive contract negotiations with the top ranked firm such that design can begin immediately after the State Legislature approves the project.

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. Recent, direct experience with projects of a similar scope and budget

- Demonstrated design expertise, qualifications, and experience with similar projects.
- Commitment to projects of this size, scope and magnitude.
- Experience with designing to a program and budget.
- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity.
- Location within Colorado of the team's principal office, and availability and appropriateness of and need for special consultants.

B. Design and Understanding of the project and University goals

- Demonstrated interest and understanding of this particular project (an undergraduate teaching laboratory), by this organization (a major university), in this particular place (the City of Boulder)
- Sensitivity to the goals and objectives of the library program.

¹ The Design Review Board will meet the second Friday of every other month during 2008. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.

C. Demonstrated ability to plan, schedule, and manage this project or one of similar scope and budget.

- Evidence of experience and qualifications for providing architectural design services to a public entity.
- Ability to collect, organize, synthesize, and communicate complex information from several university administrative and research departments in a timely manner.

Description of the firms cost estimating procedures and methodologies.

Description of firms methodologies for meeting the universities WBE/MBE goals.

D. Demonstrated understanding of the financial constraints of 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.

E. 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://fm.colorado.edu/construction/DesignGuidelinesforPlanningatCUBoulder.html>
- 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 and composed of representatives from the Department of Chemistry and Biochemistry and Facilities Management staff, will review the submittals, conduct oral interviews, and provide a ranked recommendation of three applicants to the Board of Regents for their consideration at their November 29, 2007, meeting.

V. RESPONSE FORMAT / SUBMITTAL OF QUALIFICATIONS

- Respondents will provide two (2) copies of their response packets. 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) **Summary of Experience** -- similar projects or experiences with the scope of services requested. Provide dates of service and name of principal project person involved.
 - (4) **Understanding of the University's Goals** -- consultants' understanding of the goals and objectives of this project and the consultant's role in fulfilling each.
 - (5) **Methodology** -- consultants' methods of achieving the University's goals and objectives including, but not limited to, processes, and MBE/WBE participation
 - (6) **Financial Constraints:** Consultants' understanding of the financial and schedule constraints of the project.
 - (7) **Commitment to Campus Design Guidelines:** Consultants' commitment to maintaining the architectural heritage of the Boulder Campus
 - (7) **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 4:30 p.m. on Tuesday, October 4, 2007. **The University will not accept submittals received after this noted time and date.**

*Philip A. Simpson, AIA
Assistant Director for Facilities Planning
University of Colorado at Boulder
RL-2, 1540 30th Street, 3rd Floor Reception Desk (FEDEX, UPS or hand)
453 UCB (US postal Service)
Boulder, CO 80309-0453*

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

- 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 A. Simpson, AIA, Facilities Planner, by fax to (303)-492-7186 or by e-mail to <mailto: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

- The Department of Chemistry and Biochemistry has scheduled a Pre-Submittal Information Meeting to be held on Monday, September 24, 2007, from 1:00 to 3:00 p.m. in the Ekeley Science Building, Room W165/W166. Paid parking is available at the Euclid Avenue Autopark. This site visit will be the opportunity for consultants to ask questions of the selection team members present. 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. Addenda

- The University reserves the right to issue addenda to the RFQ at any time as a result of questions, change in acquisition 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.

D. 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/Ekeley/> for up-to-date information about this project.

E. Selection of Firms for Interviews -- “Shortlisting”

- 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 four 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 U.S. mail immediately after screening is completed.

F. 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 Wednesday, October 10, 2007, and each shortlisted firm shall have 30 minutes for presentation and 20 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.

The University of Colorado at Boulder strongly supports the principle of diversity in all its forms. We are interested in receiving applications from women, ethnic minorities, persons with disabilities, veterans, and veterans of the Vietnam era.



REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado
Notice Number: 07– 43

Project No: **PR 003214**
Project Title: **Ekeley Sciences Middle Renovation**
Estimated Total Project Cost: **\$15,697,007**

Project Description

The University of Colorado at Boulder seeks an architectural design team to design and renovate two floors of undergraduate teaching laboratories in the Ekeley Sciences Middle wing. The Department of Chemistry and Biochemistry is a national leader in its field and makes critical contributions to the teaching, research and services missions of the university. The project focuses on correcting outstanding deficiencies on the first two floors of the middle wing of Ekeley Sciences and is one part of a comprehensive plan for renovations to this wing.

Ekeley Sciences is located in the heart of the CU-Boulder campus. Renovation occupants will be relocated to other spaces for the duration of the project. The selected architect is expected to work with a Construction Management/General Contracting (CMGC) firm being selected under a separate process. The project team will be asked to deliver the proposed facility on or before August 1, 2010.

This solicitation is being made with the understanding that the university is still securing necessary approvals. No work shall be authorized before all approvals from the State of Colorado legislature and the Governor are secured.

Scope of Services

RFQ for Services of: Architects

RFQ for services of: Architects with emphasis in higher education laboratory renovations.

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 and the Board of Regents of the University. These criteria include: (1) Recent, direct experience with projects of a similar scope and budget. (2) Design and understanding of the project and University goals. (3) Demonstrated ability to plan, schedule, and manage this project or one of similar scope and budget (4) Demonstrated understanding of the financial constraints of this project; (5) Commitment to the University of Colorado at Boulder Design Guidelines. The successful applicant will demonstrate broad-based experience in all phases of project planning, construction and management with special emphasis on projects with accelerated project delivery schedules. A strong construction management background is desirable, and familiarity with undergraduate teaching laboratories. Those interested in providing these architectural services should submit two (2) copies of a packet with a concise letter of interest bound-in providing a summary of qualifications, and a description of the applicant or firm and its consultants including credentials, experience, and three current references. A Screening Committee will review the submittals and invite those firms felt to be most appropriate for undertaking this work to oral interviews on October 10, 2007.

Firms meeting the minimum requirements may obtain the RFQ documents by contacting

By internet <http://fm.colorado.edu/planning/consultantselection/Ekeley/>

By e-mail: Philip.Simpson@colorado.edu

By picking up during working hours at Research Laboratory No. 2, 1540 30th Street, Third Floor Reception Desk, Boulder, CO 80303

Pre-Submittal Meeting

An informational Pre-Submittal Meeting will be held **09/24/2007 01:00 PM**, in **Ekeley West Wing – Room 165/166**, on the **CU-Boulder Main Campus**. A map to Ekeley can be found at <http://www.colorado.edu/campusmap/map.html?bldg=EKLC&x=16&y=6>

Comments: **An informational pre-submittal meeting for interested applicants with members of the Screening Committee and representatives of the Chemistry and Biochemistry department will be held on Monday, September 24, 2007, from 1:00 to 3:00. in Ekeley West Wing – Room 165/166, on the CU-Boulder Main Campus. This non-mandatory meeting will provide additional information about the project. A tour of the work location will follow.**

Qualifications Due

Date & Time: **10/2/07 04:30 PM**

Address: **Philip A. Simpson, Jr. AIA
Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, Third Floor Reception Desk
453 UCB
Boulder, CO 80309-0453**

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

Point of Contact

Name: **Philip A Simpson, AIA, Facilities Planner**
Agency: **University of Colorado at Boulder**
Phone: **303-492-1275**
Fax: **303-492-4082**
Email: **Philip.Simpson@colorado.edu**

This Notice is also available on the web at www.colorado.gov/dpa/dfp/sbrep

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Transmit two (2) copies of the Affidavit of Publication, and invoice to:
Helen Calvo, University of Colorado at Boulder, Department of Facilities Management, 453 UCB, Boulder, CO 80309-0453.