

University of Colorado at Boulder

**Request for Qualifications
INFORMATION PACKET**

Norlin Library Renovation, Phase I

The University of Colorado at Boulder proposes to plan, design, and construct renovations to the Norlin Library to create an Information Commons. 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. **All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.**

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Date of Issue: Monday May 22, 2007

Pre-Submittal Meeting: CU-Boulder, Main Campus

Due Date: Thursday June 22, 2007, 4:00 p.m.

Submittals to: Philip A. Simpson, Jr. AIA
Assistant Director for Facilities Planning
Department of Facilities Management
University of Colorado at Boulder
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I. PURPOSE / BACKGROUND

A. Program Description

The University of Colorado at Boulder seeks an architectural design team to design and renovate two floors of the main university Library into a 24-hour, Information Commons. The Student Learning Commons is the first priority of the Norlin Library Renaissance Plan. The project focuses on the needs of undergraduate and graduate students. A new 24 hour, 7 day a week learning commons will be created on the first floor, east side of the library. It will include a new computer-rich environment supporting a variety of academic needs in a comfortable and flexible setting. The 15,050 square foot commons will include open computer stations of varying types, project work centers, team learning stations, a coffee and snack shop, a hot topics reading area, a new computer lab for teaching, a writing center, a lap top support center, team technology rooms, and a 24-hour central help and service desk. The new commons will be a bright, flexible, open space with “functional neighborhoods” organizing the activities.

Portions of the second and third floors will also be addressed. The reference and periodicals areas of the Library will be consolidated on the second floor above the Commons. This is the first step in creating a single point of reference for patrons per the Renaissance Plan. Additional study space will be integrated with the reference and the periodicals area. Completing the Student Learning Commons project is the third-floor restoration. The project includes adapting the former computer lab area into graduate study space.

B. Program and Facilities Needs

The Student Learning Commons begins with the improved management of reference and periodical materials to provide space necessary for student study space, space which has been encroached upon for the past 30 years. By relocating the reference desk, and consolidating library services into one area on the second floor, the University can capture enough first floor space to develop the commons.

The entire northeastern section of the first floor will be transformed into the new commons. Computer labs, currently buried in the third floor of the library, will be integrated into a library study environment. Support services for library functions, technology applications, reading and writing skills, and general campus information are central to the operations of the commons.

While the first floor is receiving a functional and operational face lift, so will a portion of the second floor. The new study area integrated with periodicals and reference will begin to address other areas of the Norlin Renaissance Plan. Consolidation of services and improved study space will require the project to partially reconfigure the second floor while opening up the historic architecture within.

Completing the project will be the relocation of the graduate student offices and study center from the fifth floor to the newly renovated third floor. The computer labs currently located in the northwest corner of the third floor will be moved to the commons, thus providing space for the graduate students in the vacated space.

C. Space Needs Analysis

The following summary indicates the space requirements and seating types being included in the plan specific to the Student Learning Commons. The project provides approximately 200 more seats and addresses about 20% of the space needs identified in the Renaissance Plan (outlined above). This translates into a net increase of approximately 10,000 assignable square feet. Although the university is not constructing this space and it is not “additional” space, its use goes from material storage or stack space to people space, the heart of the renaissance plan.

<u>Space or Function Type</u>	Stations per area	Number of Areas	Area per Station	Area Needed
Restrooms	12	2	40	960
Mini Service Center	12	1	20	240
Coffee and Snacks	30	1	25	750
Help Desk	4	1	100	400
Lap Top Check out and charging	40	2	5	400
Hot Topics	40	1	30	1,200
Writing Help Center/Reference	16	1	30	480
Community Center (IT Classroom)	24	1	30	720
Team Technology Rooms	6	5	35	1,050
Large Team Technology Room	12	1	30	360
Group Work Spaces	6	1	30	180
Group Stations	4	5	20	400
Double Stations	2	35	22	1,540
Individual Stations	1	120	25	3,000
Graduate Students	48	1	25	1,200
Office	4	1	125	500
Storage	1	1	300	300
Entry Area	1	1	1370	1,370

Total **15,050**
ASF

Second Floor Reference

Reference Stacks	2,400
Offices for Reference/Periodicals	1,320
Help Desk for Reference/Prdels.	550
Student Study/Computer Sations	3,500

Total **7,770**
ASF

Graduate Student Study Area

3rd Floor Graduate Study	Total 3,300
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D. Projected Scope, Size, Cost, and Schedule

The three-part Student Learning Commons project will take approximately two years to complete. With a possible start date of the summer of 2007 (funding and approvals), it is anticipated the commons can open late in 2008 and all phases of the project be complete in the spring of 2009.

The project budget is \$5,101,051. This includes all professional fees, construction, equipment, furniture, and contingencies. Funding is provided by a combination of student approved technology fees and gifts/donations.

E. Relationship to Institutional and Facilities Master Plans

Initial space studies performed under traditional ARL planning guidelines indicate the library system has a much larger space deficit than originally anticipated in the facilities master plan. Master plan projections indicate an approximate deficit of 165,000 ASF by the year 2003 and 183,000 ASF by 2008. The 2002 study indicates a deficit system wide of closer to 244,000 ASF by the year 2010. This deficit was too large to address, so the University took an aggressive approach to reducing the space needs.

The solution is to plan for a higher percentage of books and materials to be located at the PASCAL remote storage facility at the Health Sciences Center. This facility is one of only two dozen storage facilities of its kind in higher education. The innovative approach to storing books requires about ten percent of the floor space used by traditional shelving. In order not to jeopardize the quality of the on-site collection, it was determined that a minimum of 2.5 million volumes need to remain on the main campus. The remaining volumes can be relocated to PASCAL over time with materials being returned to campus upon request. By maximizing the use of PASCAL, including construction of a second PACAL bay, space needs will be reduced by approximately 195,000 ASF. Consequently, no additional bookstacks will need to be added to Norlin.

II. SCOPE OF SERVICES

A. General

The University desires complete architectural design and engineering services necessary for the renovation of the building as described in the program plan. It is the intent of this solicitation to design and construct functional library learning 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 *Norlin Library Renaissance Plan, Phase I, Student Information Commons Program Plan*, dated Spring 2006, 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 are available in the Facilities Management CAD office.

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.
- 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 Interim Director of Planning Design & Construction.
- 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).
- 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 contractor, 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 capital construction process dictates the following schedule. The selected consultant must demonstrate that they have sufficient resources to meet this tentative schedule.

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| • Issue RFQ for Planning Services | May 22, 2007 |
| • Pre-Submittal Meeting | June 6, 2007 |
| • Deadline for Submittals | June 22, 2007 |
| • Committee Screening of Submittals | June 26, 2007 |
| • Consultant Interviews | July 2, 2007 |
| • Board of Regents Approval of Architect Selection | August 16, 2007 |
| • Conclude Contract Negotiations | August 2007 |
| • Initiate Design | September 1, 2007 |
| • Conceptual Design Review by DRB | October 2007 ¹ |
| • Schematic Design Review by DRB | December 2008 |

- Design Development Review by DRB February 2008
- Design Complete April 2008
- Construction Start May 2009
- Phase 1A, Project Completion December 2009
- Final phase completion May 2010

The University expects to enter into aggressive contract negotiations with the top ranked firm such that design can begin immediately after the Board of Regents approves the selection.

IV. SELECTION CRITERIA

Consultant responses shall furnish credentials to be evaluated according to selection criteria established by the Board of Regents². 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 (a 24-hour library learning space), by this organization (a major university), in this particular place (the City of Boulder)
- Sensitivity to the goals and objectives of the library program.

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

¹ The Design Review Board will meet the second Friday of every other month during 2007. DRB Does not review interior programs, only exterior. Facilities Planning staff will work with the architect to determine the level and types of reviews required.

² Revised January 2007

- 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 Assistant Director for Facilities Planning and composed of representatives from the University Libraries 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 August 16, 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) **Design and Understanding of the project and University goals**-- consultants' understanding of the goals and objectives of this project and the consultant's role in fulfilling each.
 - (5) **Demonstrated ability to plan, schedule, and manage this project or one of similar scope and budget**-- consultants' methods of achieving the University's goals and objectives including, but not limited to, processes, schedules, cost estimating and MBE/WBE participation
 - (6) **Demonstrated understanding of the financial constraints of this project** - consultants understanding of the financial and budgetary constraints for this project.
 - (7) **Commitment to the University of Colorado at Boulder Design Guidelines** – consultants acceptance of the design guidelines as a principle planning and design tool.
 - (8) **Appendices** -- other materials the consultant wishes to submit **not to exceed 10 pages**.
- Submittals will be received by the University at the following address no later than 4:00 p.m. on Thursday, June 21, 2007. **The University will not accept submittals received after this noted time and date.**

*Philip A. Simpson, Jr. 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 Library has scheduled a Pre-Submittal Information Meeting to be held on Wednesday, June 6, 2007, from 1:00 to 3:00 p.m. in the Norlin Library, British Studies Room (Norlin 5th Floor). 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/Norlin/Index.html> 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 Thursday, July 2, 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.