

University of Colorado at Boulder

**Request for Qualifications
INFORMATION PACKET**

Ketchum Arts & Sciences Capital Renewal

The University of Colorado at Boulder proposes to plan, design, and construct renovations to the Ketchum Arts and Sciences Building for several departments in the College of Arts & Sciences. 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:** Monday, September 10, 2007
- Pre-Submittal Meeting:** Wednesday, September 26, 3:00 p.m. to 4:30 p.m.
Ketchum – Room 234
CU-Boulder, Main Campus
- Due Date:** Thursday, October 11, 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 the five-story Ketchum Arts & Sciences Building. This project is a pilot project for the State of Colorado's Capital Renewal Program. The Capital Renewal Program aims to renovate building systems, including adding air-conditioning, to older buildings, renewing significant buildings for the next century. Programmatic space changes are not anticipated except those required to bring the building up to modern codes and accommodate infrastructure improvements.

Unlike the current program of controlled maintenance for the physical plant at CU-Boulder, capital renewal is intended to view the building as a whole, seeking to renew the systems within the building to provide a better 'delivery venue' conducive to the academic mission. The process of renewal will effectively add years of life to buildings that in the past would have been seen as candidates for demolition and replacement. This will also result in an improved Facility Condition Index (FCI) from .34 to .96. The benefits that will accrue to the University and the State of Colorado will be cost savings in the form of lower utility and maintenance costs, modern building systems, and enhanced accommodation for the delivery of academic programs. In addition, this program will be directly responsible for the revitalization of buildings that are integral to the function and beauty of the CU-Boulder campus.

B. Facilities Needs

The building is one of Charles Klauder's finest examples of the 'Tuscan Vernacular' style of architecture that characterizes the CU-Boulder campus. In addition, Ketchum is one of the premier facilities for the delivery of the undergraduate program at CU-Boulder.

The current CU-Boulder *Campus Master Plan, March 2001* anticipated that Ketchum would continue to house academic programs without significant change. Consequently, it is neither on the capital project list for programmatic change nor on the removal list. Rather, it is an ideal building for the systems renewal proposed. This facility is crucial to the College of Arts and Sciences space needs for teaching and undergraduate programs - centrally scheduled classrooms, faculty offices and a number of campus programs are housed there. The configuration of classrooms and faculty offices as it now stands is an efficient and time-tested arrangement of interior spaces. The layout of the spaces within the building will not change in the foreseeable future. The utilization of Ketchum in this manner is in conformance with the land use identified in the *Campus Master Plan, March 2001* and will continue into the foreseeable future.

The renewal of Ketchum will not result in programmatic enhancements but rather will improve the existing facility for academic program delivery. At present the building systems within the selected building are aging and due for replacement. The building systems within Ketchum to be assessed and renewed would include the HVAC, plumbing, and electrical infrastructure. In addition, the life safety / fire prevention systems would be evaluated and renewed.

Current systems audits show that the building is structurally sound but that the basic building systems are deteriorated and in need of replacement. This replacement would satisfy code compliance issues, maintenance upgrades and include an upgrade of the buildings electrical

infrastructure to accommodate future technology projects and pedagogical advancements. Specific system items are fire rated doors, new electrical panels, new electrical wiring and receptacles, replacement of exterior windows, replacement of the heating system, lighting systems, and new roof gutters to name a few.

A system not existing but that would be included in this renewal project would be the addition of environmental conditioning (A/C or evaporative cooling). With construction at adjacent sites anticipated for the next few years the addition of environmental cooling will enable academic programs to keep their windows closed during classes thus improving the learning environment for the students, as well as, indoor air quality. The addition of cooling could also benefit future utilization of the building by increasing the year around classroom use as additional classes could be offered in the summer

C. Scope of Work

The following table, taken from the State submittal form, describes the scope of work envisioned for this project.

<u>WORK ITEM</u> (Labor / Material / Equipment)
Exterior Closure Total:
01) Window replacement (5000
02) Exterior doors, R/R (8)
03) Masonry repointing -- 1500'
32) Masonry cleaning (40,000 sq. ft.)
33) Exterior stairs reset/repoint
04) Foundation waterproofing
Roofing Total:
05) Gutters, R/R (680 L.F.)
06) Roofing underlayment (2,898 sq.
07) Downspout repair/replace (8
54) Roof insulation (18,000 sq. ft.)
Interior Construction Total:
08) Soffits, chases, & shafts
09) New mechanical room (1280
10) Interior door hardware (176)
36) Replace non-compliant doors (176)
11) Non-compliant restrooms (2)
12) Replace high mounted slop sinks
13) Exterior wall insulation (35,096
34) New ceilings (56,000 sq. ft.)
35) Non-compliant counter
37) Seal/protect wall & floor
38) Replace non-compliant access
39) Non-compliant tunnel access
40) Replace aging carpet (425 sq. (floor scraping/dump charges/cove base)

<u>WORK ITEM</u> (Labor/Material/Equipment)
Interior Circulation Total:
14) Stairwell enclosures (10)
15) Non-compliant handrails (620)
16) Entryway carpeting/matting (85)
Interior Finishes:
43) Newly insulated exterior
44) Refinish int. drs & woodwork
45) Soffit and shaft painting (7,176)
46) Other wall painting (121,342 sq.
Mechanical Systems Total:
51) Hot water piping for htg.
52) Heating convector units (172)
17) Structural openings for shafts (4)
18) Structural openings: ducts & laterals
19) New air handling unit
20) New VAV boxes (50)
21) Ductwork (45,000 lbs.)
22) Cooling system piping & pumps
41) Grill, registers & diffusers (320)
42) Controls
53) Testing & Balancing (48,306
Electrical Systems Total:
23) Replace electrical distribution
24) Electrical service for mechanical
47) Emergency exit discharge
48) Fire Alarm additions (devices at compliant heights & new mag. holders w/ FACP tie-in)
49) Replace interior lighting fixtures
50) Add/replace wall receptacles
25) Selective Demolition (includes old htg.
Hazardous Materials Total:
26) VAT floor tile abatement (29,726
27) Lead paint (162 old windows) disposal.
28) Steam tunnel pipe abatement
29) Roof underlayment abatement

<u>WORK ITEM</u> (Labor/Material/Equipment)
Other (Explain):
3% City Use Tax (Construction
Contractor O & P (15%)
Bonds (2%)

D. Projected Size and Cost

This plan proposes the renewal of the systems within the entire building (59,454 gross square feet). The total estimated project cost is \$9,426,963. 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 June 1, 2009.

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 Ketchum Arts & 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.

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 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 facilities audit and the CM-03 Controlled Maintenance form that describes the scope of work.

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 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, 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 web-site 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 sustainability review and criteria as required under the State of Colorado High-Performance Buildings program (C.R.S 24-30-1301 through 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.
- 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.
- 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 10, 2007 |
| • Pre-Submittal Meeting | September 26, 2007 |
| • Deadline for Submittals | October 11, 2007 |

- Committee Screening of Submittals October 12, 2007
- Consultant Interviews October 19, 2007
- Board of Regents Approval of Architect Selection November 29, 2007
- Conclude Contract Negotiations December 2007
- Initiate Design January 2008
- Issue GMP set March 2009
- Construction Start June 2009¹
- 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 project.

¹ Construction start date is delayed due to lack of surge space in which to located the programs during construction. If the university can find a suitable location and relocate the programs ahead of May 2009, the project will be accelerated.

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 College of Arts & Sciences 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 Thursday, October 11, 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 Facilities Management has scheduled a Pre-Submittal Information Meeting to be held on Wednesday, September 26, 2007, from 3:00 to 4:30 p.m. in the Ketchum Arts & Sciences Building, Room 234. 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/Ketchum/> 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 e-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 19, 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: 07-44

Project No: **PR 003218**
Project Title: **Ketchum Arts and Sciences Capital Renewal**
Estimated Construction Cost: **\$9,426,962**

Project Description

The University of Colorado at Boulder seeks an architectural design team to design and renovate deteriorated mechanical and electrical systems in the Ketchum Arts and Sciences building. The building houses more than ten departmental office groups of the College of Arts and Sciences and general fund classrooms. The project will replace aging infrastructure within the building and add new air conditioning. The project will need to be designed so as to minimize the physical changes to the space.

Ketchum Arts and Sciences is located in the heart of the CU-Boulder campus and is one of thirteen buildings designed by Charles Z. Klauder, the architect responsible for establishing the Tuscan Vernacular style for which the campus is famous. 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

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 complex building renovation projects. 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 12, 2007.

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

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

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 **09/26/2007 03:00 PM** at **Ketchum Arts & Sciences Building, Room 234, 1775 Central Campus Mall, Main Campus, Boulder, Colorado.**

Comments: **A map to Ketchum can be found:**

<http://www.colorado.edu/campusmap/map.html?search=ketchum&x=16&y=12>

A non-mandatory meeting for interested applicants with members of the Screening Committee and representatives of the Facilities Management department will be held on Wednesday, September 26, 2007, from 3:00 to 4:30 at the Ketchum Arts & Sciences Building, Room 234 on the CU-Boulder Main Campus.

Qualifications Due

Date & Time: **10/11/2007 04:30 PM**

Address: **Philip A. Simpson, AIA
Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, Third Floor
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**
Agency: **University of Colorado at Boulder**
Phone: **303-492-1275**
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Email: **Philip.Simpson@colorado.edu**

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

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Note to Editor:

Transmit two (2) copies of the Affidavit of Publication, and invoice to: **Helen Calvo
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Boulder, CO 80309-453**