

University of Colorado at Boulder

**Request for Qualifications
INFORMATION PACKET**

JILA Addition

The University of Colorado at Boulder proposes to plan, design, and construct an addition to the JILA building that will house atomic, molecular and optical physics laboratories. 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.**

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Date of Issue: Monday, March 10, 2008

Pre-Submittal Meeting: Wednesday, April 2, 2008 1:00 p.m. to 3:00 p.m.
JILA Auditorium
CU-Boulder, Main Campus

Due Date: Thursday, April 10, 2008, 4:00 p.m.

Submittals to: Paul M. Leef, AIA
Campus Architect
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

Scientific collaboration and adapting to changes in cutting-edge research has been central to the vision of JILA since its inception. Founded in 1962 as the Joint Institute for Laboratory Astrophysics, this institute is a partnership between the National Institute for Standards and Technology and the University of Colorado. The Memorandum of Understanding between the University of Colorado (CU) and the National Institute of Standards and Technology (NIST) states “the purpose of the Institute is to promote through the collaboration of scientists of the NIST, the University of Colorado, and Visiting Members of the Institute research and advanced teaching” in the “fields of theoretical astrophysics, atomic physics, and related subjects.”

The vision and spirit that launched JILA have proven highly successful in both research and education and brought significant benefits to both parent organizations. This success is evident among the current JILA Fellows, whose honors include three Nobel prizes, two MacArthur Fellowships, a National Professor of the Year designation, seven memberships in the National Academy of Sciences, and four memberships in the American Academy of Arts and Sciences. With regard to education, the CU graduate program in Atomic, Molecular, and Optical Physics, in which all faculty are Fellows of JILA, has consistently been ranked in the top three nationally.

JILA scientists explore some of today's most challenging and fundamental scientific questions about quantum physics, the design of precision optics and atom lasers, the fundamental nature of matter, and processes that shape the stars and galaxies. JILA science encompasses seven categories: astrophysics, atomic & molecular physics, biophysics, chemical physics, nanoscience, optical physics, and precision measurement.

As a research institute, JILA's education focus is on graduate students and advanced training of post-doctoral research associates. Currently, JILA accommodates 114 graduate students and 43 research associates. The Institute also contributes to undergraduate education. Typically there are about 15 undergraduates participating in research during the academic year. In the summer, JILA and the Physics Department jointly run an NSF-funded “Research Experience for Undergraduates” program which brings another 10 undergraduates to the Institute. JILA Fellow Carl Wieman has had a tremendous impact on physics teaching at CU. Wieman is nationally recognized for his leadership in Physics Education Research, which investigates the way people learn physics. A significant fraction of his education program is housed in JILA.

B. Program and Facilities Needs

Looming shortages in office, laboratory, and technical space threaten JILA's ability to retain current Fellows and attract the best and brightest as Fellows in the future. The shortage is a result of a demographic turnover of JILA Fellows combined with an increase in average group size. Furthermore, the quality of existing laboratory and technical space hinders retention and recruitment.

The demographics of the Fellows have also changed since its inception. Older Fellows have retired and younger ones have begun to replace them. Many of these new Fellows have larger programs requiring more laboratory and office space. This is increasing the

pressure on the facility and creating the need for the expansion. For more specific information, please review the program plan.

C. Space Needs Analysis

Space needs are outlined in the Program Plan. Office and meeting space for scientists and administrators is anticipated to be 9,850 assignable square feet (ASF) and laboratory and cleanroom space will be 8,526 ASF. Building support spaces are planned at 8,925 ASF. The total building gross square footage is planned at 49,653 GSF yielding a building efficiency of 55%.

D. Projected Scope, Size and Cost

The proposed project is to construct an addition to the south of the existing JILA building where the JILA Plaza is currently located. The project includes the demolition and removal of decommissioned oil storage tanks located below the plaza. The new building will extend two stories below ground and three stories above grade to house the program planned. The estimated size of the building is 49,653 GSF. Because the building primarily for program growth, little renovation work is planned as a part of this project. Only approximately 3,000 GSF of backfill space is planned to be renovated.

E. Relationship to Institutional and Facilities Master Plans

The Program Plan identifies this projects consistency with University long range plans and supports the [Flagship 2030 Vision](#) and the [Campus Master Plan](#). Key site considerations and relationships to other facilities and future projects will play an important role in the design and success of this project.

II. SCOPE OF SERVICES

A. General

The University desires complete architectural design and engineering services necessary for the construction of a physical sciences laboratory building. 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 JILA Addition at the University of Colorado at Boulder*, May 4, 2007, 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:

Existing building plans for the existing facility and other adjacent structures that may be impacted by this project may be obtained from the CU-Boulder, Department of 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](#), and others as necessary. Full reviews through these committees are expected.
- Participate with the University in the selection of any mechanical, electrical, and technology consultants.
- Participate in the selection of a Construction Manager / General Contractor (CM/GC) 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, laboratory, 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 sustainability planning to meet the minimum requirements of the High-Performance Buildings Act. It is anticipated that this building will achieve a USGBC LEED® Gold rating.
- Provide *Building Information Modeling* of all major building systems suitable for coordination with work developed by the CM/GC.
- 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. Cost estimating sufficient to evaluate the CM/GC estimate is required.

- 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 to meet the schedule. The university's aggressive schedule will likely require that the design team provide multiple bid packages including an early site and foundation package with the GMP.
- 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. Building record documents including "as-built drawings" must be complete and delivered within three months of the completion of the project.
- 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.

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|--|----------------|
| • Issue RFQ for Architectural Services | March 10, 2008 |
| • Pre-Submittal Meeting | April 2, 2008 |
| • Deadline for Submittals | April 10, 2008 |
| • Committee Screening of Submittals | April 11, 2008 |

- Consultant Interviews April 21, 2008
- Board of Regents Approval of Architect Selection June 5, 2008
- Conclude Contract Negotiations July 2008
- Initiate Design August 2008
- Conceptual Design Review by DRB October 10, 2008¹
- Schematic Design Review by DRB December 12, 2008
- Design Development Review by DRB April 10, 2009
- GMP Received and First Bid Package May 2009
- Bid Opening of other packages August 2009
- Construction Start July 2009
- Project Completion December 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 Regents. These criteria include:

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

- Demonstrated firm design expertise, qualifications, and experience with similar projects.
- Evidence of experience and qualifications for providing architectural design services to a public entity.
- Experience with designing to a program and budget.
- Evidence of experience and qualifications of staff that will be assigned to this project including their roles and their roles on projects listed under the firms' experience.
- 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

¹ The Design Review Board will meet the second Friday of every other month during 2008 and 2009. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.

- Demonstrated interest and understanding of this particular project (consisting of a physical sciences laboratory), by this organization (a major university), in this particular place (the City of Boulder).
- Sensitivity to the goals and objectives of the mission of JILA, the University of Colorado and the NIST and the requirements as reflected in the program plan.

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

- Commitment to projects of this size, scope and magnitude. (e.g. description of tasks attributed to each team member including who is in the lead for each task).
- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity (e.g. work load projections for firm(s) and staff).
- Ability to collect, organize, synthesize, and communicate complex information from several university administrative and research departments in a timely manner. (e.g. communication tools, technology, etc.).
- 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.g. provide a schedule incorporating the dates listed in this submittal and indicating the appropriate review periods).
- Acknowledgement that the anticipated fee for this project is anticipated to be approximately \$2.9 million and that it includes all services discussed in this solicitation.
- Anticipated percentages of the effort and the fee devoted to the design effort for the major components of this project. This is not a fee request only an assessment of effort.

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>

This should include a discussion of the design architect's vision or process for accomplishing this project within the Design Guidelines.

- 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 or designee and composed of representatives from JILA, the University of Colorado Design Review Board 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 June 5, 2008, 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
 - (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, April 10, 2008. **The University will not accept submittals received after this noted time and date.**

*Paul M. Leef, AIA
Campus Architect
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

- A Non-Mandatory Pre-submittal Meeting will be held on the date noted under A. Schedule. The non-mandatory Pre-Submittal Meeting will be held on **Wednesday, April 2, 2008 at 1:00 PM MDT** in the JILA Auditorium on the CU-Boulder Main Campus. A map of the area can be viewed at: <http://www.colorado.edu/campusmap/map.html?bldg=JILA>

Parking is available in the Euclid Autopark.

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/JILA/index.html> for up-to-date information about this project.

The university reserves the right to clarify, modify, waive or withdraw any or all of the requirements or information contained in this solicitation. Notice of any such change will be posted on the project web site listed above.

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 five 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 **Monday, April 21, 2008**, 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.