

May 17, 2011

Kittredge West & Kittredge Central FAQ –

1) Who is on the Selection Committee?

Selection Committee for this project will be composed of Chair, Thomas Goodhew, Facilities Planning; Paul Leef, Campus Architect; Victor Olgyay, Design Review Board; Curt Huetson, Steve Hecht, and Marina Florian, representing Housing and Dining Services. Membership may be modified for the selection committee prior to the initial qualifications review.

Phone numbers can be obtained by searching the [CU-Boulder Phone Directory](#).

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

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

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

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

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

CU-Boulder has had a tradition of participating with the architect in selection of engineering consultants for the disciplines of mechanical, electrical, telecommunications and other key sub consultants integral to projects on campus. With this tradition in mind, CU Boulder is not asking for a detailed list of Design/Build team's sub consultants during the STEP I Prequalification Submittal. Teams that are selected to proceed to Step II and STEP III of the process will be asked for more details and be provided opportunities for owner feedback on the sub consultant selection. CU Boulder also recognizes that some D/B teams may have unique relationships or consider certain consultants as integral members of the team.

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

No, that assumption is incorrect. The RFPs wording is to make sure that the general contractor and architect of record is licensed in the State of Colorado. Any firm holding such a license may submit as the lead firm. Please refer to Question Three above and note that an out of state firm will have to demonstrate how their level of service will exceed that of in-state firms, particularly in the areas of capability, understanding of the project and methodology.

6) Was the Program Plan completed in house or was there a Program Architect?

The Program Plan for Phase I – Kittredge West Residence Hall Renovation was prepared in 2011 by BWG Architects.

The Program Plan for Phase II – Kittredge Central Residence Hall and Commons was prepared in 2011 by Aller Lingle Massey Architects.

A copy of each is available through the project page.

7) We noticed the Pre-application meeting was mandatory; could a firm that did not attend the meeting still be considered?

The pre-submittal meeting is an opportunity for firms to find out general information about the project and the submittal process. We require that each respondent team have at least one representative at this meeting.

8) Where and how do we submit our RFP?

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

If a firm elects to use US Postal service, allow an extra day for delivery, and address the package as:

Thomas E. Goodhew, Planner
Facilities Planning
Facilities Management
453 UCB
Boulder, Colorado 80309-0453

Express mail and couriers should be addressed to:

Thomas E. Goodhew
Facilities Planning
Facilities Management
1540 30th Street, Room 301
University of Colorado at Boulder
Boulder, Colorado 80309

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

9) Is there a preferred or required software format for the building information model?

Please also refer to CAD office standards for drawing submittals. REVIT, AutoCAD and PDF file formats are typically required.

10) Will the consultant be expected to do LEED Commissioning?

The university is its own commissioning agent. The consultant team will be expected to participate in the commissioning process but not serve as the commissioning agent.

11) Will the energy modeling services be provided by the University's independent consultant or does the design team proposal needs to include these services?

The University will hire an independent consultant for energy modeling and LEED consulting services to assist the selected design-build team during design development and construction. Respondents may wish to include consultants to assist the design team during the final step of the selection process [Technical (Design) /Cost Proposal].

12) Does the Design Build Contractor responding to a D/B RFP need to have a Colorado Office in order to be considered? The requirements state that to be considered as qualified, interested firms shall as a minimum: “Provide Design Build Services....utilizing the expertise available through their Colorado Office”.

Out-of-State firms are welcome to submit. Over the years, we have found that having an established knowledge and track record in the State is important for our contractors and aids in the communication for the project. We encourage teams to include in their submittal a description of the method they would use to handle the day-do-day communications with the university, both on the design side and the construction management side of the project if they do not have a local office.

13) Can we tour some of your existing facilities?

We will offer tours of some of our residence hall projects to the three finalists as we begin the technical/design phase of selection. You are welcome to wander around the project site and other areas of campus at your convenience. We would like to limit tours of the residence halls facilities as these are homes for our students and we greatly value their privacy and security.

14) Do we need to list individual sub consultants as part of our team?

We would like to gain as much knowledge about the team you propose to work with and whom we would be working with as possible. We would like to get an idea of what expertise will be provided by the core team members and what resources you may look to for help in an effort to develop the best project possible. We also recognize that there are many quality sub consultant groups to choose from and that with as many D/B team as we anticipate submitting, that it may be hard to commit to any one team. You may list multiple consultants as you feel may be appropriate and we will discuss a final selection of sub consultants with those teams that are shortlisted for the interview process. We are not encouraging or discouraging teams to list multiple choices for their consulting teams. We do understand this as a viable way to describe your team during the initial submittal review.

15) How many teams will be shortlisted to the interview phase?

We anticipate that 5-6 teams will be interviewed, depending on the natural break-point in the initial scoring.

16) Will the attendance list from the pre-submittal meeting be available?

This list is posted on the project web site (Notice Number 11-15) at:
<http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html>

17) Will students be represented on the selection committee?

No students are directly on the committee. We will have members of the Residence Life staff on the selection and design committee representing the students; communication with the student population will go through the selection committee.

18) Which RAP program will be in the facility? Are RAP's new to the campus?

The Residential Academic Program (RAP) program for Kittredge West is planned to be a Pre-Health related program. The RAP utilizing the Kittredge Central Residence Hall will be selected during the construction phase of this project. CU-Boulder currently offers multiple RAPs ranging in topic areas from natural sciences and the environment, liberal arts, and the American West, to international interests, fine arts, humanities, and leadership from a multicultural and global perspective.

19) How much design would CU expect to see in the initial submittal?

None. The initial submittal will look at your qualification and experience only.

20) Do subcontractors team with GC's or does CU select subcontractors?

All subcontractors are to be hired directly by the General Contractor and it is the GC's responsibility to qualify their team. GC's may consult with the CU Facilities department as a reference should they desire.

21) Will the DRB keep teams design proposals confidential during the competition phase?

CU and the DRB will do their best to keep the designs confidential, and not share design concepts with other teams. Design review meetings and workshops meetings will be private.

22) How much time will shortlisted firms have during the interview?

Interview will be scheduled for a 50 minute time slot. The typical format is a 30 minute presentation by the D/B team with a 20 minute Q&A session.

23) Are soils report and survey information available?

These studies are currently in the process and will be made available to the three finalist teams upon selection.

24) Are infrastructure and water improvements included in the project and will CU do any site preparation prior to construction?

All site work is to be part of this project budget and to be the responsibility of the DB team.

25) Do we need to maintain the parking areas adjacent to the site?

The parking facilities are an important amenity to the students, faculty & staff in the Kittredge community. We anticipate that there may be some disruption in the access and use of these amenities, but will be looking to maximize the availability of these throughout the construction period, particularly while classes are in session.

26) Are the Program Plans meant to be strictly implemented or is it just intended to be a guideline?

For the Program Plans, test floor plan layouts were used to confirm that the program requirements could be achieved on the building site considering the criteria and design guidelines. These floor plans are only a concept sketch and we would anticipate that any design groups in the final round would test multiple concepts of their own to understand the program, site influences, and design constraints which come to the project. Program elements, bed counts and other support spaces should meet or exceed the criteria listed in the Program. Design teams may propose alternative means to achieve the program intent or enhance the program with approval of the building committee.

Following FAQ is in response to questions raised prior to or during the Pre-Submittal Meeting.

27) Two projects numbers are listed in the RFP; do we need to submit a proposal for each?

One Submittal is all that is required. The intent is to select a single team to perform both projects.

28) Are there any other pre-qualification forms that need to be filled out?

The State and University do sometimes require a separate pre-qualification process prior to bidding. This Design Build format is intended to combine that process. Response to the RFP is considered the qualifications statement for the project.

29) The RFP asks to list alternates for key staff of the team?

The intent is to provide an indication of the depth of the team. A significant portion of the selection is related to a team dynamic that each person adds a special dimension to. Experience has shown that in a project of this scope and duration that things happen in personal and professional lives that cause changes to the team. Changes in a key member can greatly change that dynamic.

30) Your scoring lists two points for “miscellaneous considerations”; what are you looking for?

This is a place to list things that you think are unique to your team, things that either were not requested elsewhere or you perhaps wish to emphasize.

31) Is there a page count or limit to the RFP length??

There is not specified minimum or maximum page count for the submittal. We do encourage brevity, but do not wish to limit your ability to describe your team's strengths. For the 'Additional Information' we do limit that to 10 pages.