# APPENDIX A

## UNIVERSITY OF COLORADO BOULDER

### PRELIMINARY SELECTION/EVALUATION FORM

**DESIGN / BUILD CONTRACTOR**

Name of Firm: 

Name of Project: Kittredge West and Kittredge Central Residence Halls – PR005711/PR006383

Evaluator No: ______________________________ Date: __________________

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### RFP REFERENCE

**MINIMUM REQUIREMENTS**

Y ____ N ____

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):

- Licensed GC? Y / N
- Two Design/Build Projects in price range? Y / N
- Design and Construction Experience? Y / N
- Bond Letter? Y / N
- LEED Experience? Y / N

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Acknowledgement and Attestation included: Y ____ N ____

### SCORE (FIRM’S QUALIFICATIONS):

**Weight**

**Rating**

**Score**

#### 1. **RESOURCES OF FIRM**

- Organizational Structure
- Line of Authority
- Staffing Assignments & Current Workload (assigned)
- Location, Staff & their expertise
- Subcontracted services

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#### 2. **PROJECT MANAGEMENT APPROACH OF FIRM**

- Approach to successful D/B Services
- Integrated Design approach
- Schedule effectiveness
- Quality effectiveness
- Cost effectiveness
- Self Performed Work

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*Kittredge West and Kittredge Central Residence Halls - DB RFP*
3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES OF FIRM

- Related experience/references
  a. Relevant experience project list
  b. Project’s major members of team worked together
  c. References

- PRIOR EXPERIENCE/PERFORMANCE/REFERENCES OF FIRM

4. PROJECT BACKGROUND/SUCCESS OF TEAM MEMBERS

- Project #1
  a. Timeliness
  b. Budget Considerations
  c. Quality
  d. Disruption
  e. Sustainability
  f. Claims
  g. Acceptability

- Project #2
  a. Timeliness
  b. Budget Considerations
  c. Quality
  d. Disruption
  e. Sustainability
  f. Claims
  g. Acceptability

- Project #3
  a. Timeliness
  b. Budget Considerations
  c. Quality
  d. Disruption
  e. Sustainability
  f. Claims
  g. Acceptability

5. MISCELLANEOUS

- Claims/litigation history
- Apprenticeship Training Program (Optional for Step I Prequalification)
- Current Workload
- Other (Optional)

TOTAL SCORE: 36 x 5 = 180 Max

NOTES:
1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Rating: 0.0-1.0 = unacceptable 1.1-2.0 = poor 2.1-3.0 = fair 3.1-4.0 = good 4.1-5.0 = excellent
3. TOTAL SCORE INCLUDES THE SUM TOTAL OF ALL CRITERIA.
### UNIVERSITY OF COLORADO BOULDER
### ORAL INTERVIEW EVALUATION FORM
### DESIGN / BUILD CONTRACTING SERVICES

**APPENDIX A1**

**UNIVERSITY OF COLORADO BOULDER**

**ORAL INTERVIEW EVALUATION FORM**

**DESIGN / BUILD CONTRACTING SERVICES**

Name of Firm: ___________________________________________________________________

Name of Project: Kittredge West and Kittredge Central Residence Halls – PR005711/PR006383

Evaluator No: _____________________________  ________ Date: _______________________

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**SCORE (PROJECT TEAM QUALIFICATIONS) **

1. **PROJECT TEAM ORGANIZATION**

   - **Team Structure**
     - Rating: _______
     - Weight: 3

   - **Job Descriptions/Responsibilities/Locations**
     - Rating: _______
     - Weight: 2

   - **Staffing Schedule/Current Work Loads**
     - Rating: _______
     - Weight: 2

   - **Roles/Responsibilities of D-B team as project evolves**
     - Rating: _______
     - Weight: 2

   - **Landscape/Site design integration**
     - Rating: _______
     - Weight: 3

2. **D/B PHILOSOPHY AND APPROACH OF TEAM**

   - **Approach to successful D/B Services**
     - Rating: _______
     - Weight: 5

   - **Self Performed Work**
     - Rating: _______
     - Weight: 1

   - **Competitively Bid/Subcontracted work**
     - Rating: _______
     - Weight: 2

   - **Method of procuring subcontractors**
     - Rating: _______
     - Weight: 2

   - **‘Best Value’ and Quality Assurance Programs**
     - Rating: _______
     - Weight: 2

3. **PRIOR EXPERIENCE/PERFORMANCE/REFERENCES OF TEAM**

   - **University and Student Housing experience**
     - Rating: _______
     - Weight: 4

   - **LEED experience**
     - Rating: _______
     - Weight: 4

   - **Proposed team experience**
     - Rating: _______
     - Weight: 3

   - **General experience/references**
     - Rating: _______
     - Weight: 2

4. **MISCELLANEOUS**

   - **Craft Labor Capabilities**
     - Rating: _______
     - Weight: 1

   - **Apprenticeship Training Program**
     - Rating: _______
     - Weight: 1

   - **Current Workload**
     - Rating: _______
     - Weight: 2

   - **Other**
     - Rating: _______
     - Weight: 3

**TOTAL SCORE**: 44 x 5 = 220 Max

**NOTES**: 1. Agencies are encouraged to include additional criteria that reflect the unique characteristics of the project under each category to help determine the submitter's overall qualifications.

2. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.

3. Rating: 0.0-1.0 = Unacceptable 1.1-2.0 = Poor 2.1-3.0 = Fair 3.1-4.0 = Good 4.1-5.0 = Excellent

4. Total score includes the sum total of all criteria.
APPENDIX A1

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APPENDIX A2

UNIVERSITY OF COLORADO BOULDER
TECHNICAL (DESIGN) / COST SELECTION/EVALUATION FORM
DESIGN / BUILD CONTRACTING SERVICES

Name of Firm: ________________________________________________________________
Name of Project: Kittredge West and Kittredge Central Residence Halls – PR005711/PR006383
Evaluator No: ___________________________ Date: _____________________________

SCORE (TECHNICAL (CONCEPTUAL DESIGN) QUALIFICATIONS):  
Weight\(^2\) x Rating\(^3\) = Score

1. PROJECT TEAM ORGANIZATION
   ____ 10 ___ x ________ = ________
   - Team Structure
   - Clarity of Presentation/Communication
   - Response to Owner Comments/Clarifications
   - Roles/Responsibilities of D-B team as project evolves

1. PROJECT APPROACH
   ____ 8 ___ x ________ = ________
   - Schedule
     a. Design Schedule
     b. Construction Start / phasing / completion date
     c. Staging / access / parking
   - Work plan (equipment, noise, safety)

3. DESIGN PROPOSAL
   ____ 9 ___ x ________ = ________
   - Compliance with Program Plan and Technical Criteria
     a. Room count and unit mix
     b. Compliance with space requirements
     c. Completeness and detail
     d. Compliance with building standards

   ____ 10 ___ x ________ = ________
   - Building Design
     a. Quality of spaces
     b. Circulation and design efficiencies
     c. Organization and security for residents
     d. Building image and massing
     d. MEP systems

   ____ 10 ___ x ________ = ________
   - Site Design
     a. Quality of spaces
     b. Circulation and design efficiencies
     c. Organization and security for residents
     d. Site access
     e. Parking impacts
     f. Site utilities
3. **DESIGN ENHANCEMENTS**

   - Core program enhancements
   - Interior design and finishes
   - Exterior finishes
   - Site amenities
   - General design enhancements
   - Schedule enhancements

   \[ \text{_____ x ________ = ________} \]

4. **MISCELLANEOUS**

   \[ \text{_____ x ________ = ________} \]

   **SUB-TOTAL SCORE:** \[ 60 \times 5 = 300 \text{ Max} \]

5. **COST PROPOSAL** (score based on example below)

   \[ = 300 \text{ Max} \]

6. **TOTAL SCORE:** \[ 600 \text{ Max} \]

**NOTES:**

1. Agencies are encouraged to include additional criteria that reflect the unique characteristics of the project under each category to help determine the submitter’s overall qualifications.
2. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
3. Rating:
   - 0.0-1.0 = Unacceptable
   - 1.1-2.0 = Poor
   - 2.1-3.0 = Fair
   - 3.1-4.0 = Good
   - 4.1-5.0 = Excellent
4. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

**EXAMPLE**

1. Insert total score from each evaluator’s GENERAL QUALIFICATIONS (SUBMITTAL) FORM (A) and INTERVIEW SELECTION/EVALUATION FORM (A1) only. Note: The maximum score for qualifications is 400 points and is equivalent to the maximum points available for qualifications. Therefore, each firm’s score is determined as a percentage of the maximum points available.
2. Add all evaluators’ total scores and divide by the number of evaluators to determine the average score for each firm’s qualifications.
3. Determine score from each evaluator’s TECHNICAL (DESIGN) / COST SELECTION/EVALUATION FORM (A2). Note: The maximum score for design is 300 points. Determine score for each firm’s cost proposal with the lowest cost being equivalent to a maximum score of 300 points. To score each cost proposal, use the example formula.

   Assume the lowest cost proposal was $100,000.

   **Scoring of Fees**
   - Firm A: 20 points + $100,000* x 280 points = _____ points $100,000
   - Firm B: 10 points + $100,000* x 280 points = _____ points $125,000
   - Firm C: 0 points + $100,000* x 280 points = _____ points $150,000

4. Add the average Qualifications score to the Technical (Design) / Cost proposal score to determine the cumulative score.
5. Numerically rank all firms with the highest scoring firm being the most qualified.
APPENDIX B

PROJECT SITE

A map of the area of Kittredge Complex can be viewed at:

HTTP://WWW.COLORADO.EDU/CAMPUSMAP/MAP.HTML?BLDG=KITW

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to

margaret.chiu@colorado.edu
APPENDIX C

PROGRAM PLANS

The Kittredge West Residence Hall Renovation Program Plan can be viewed at:
http://fm.colorado.edu/planning/projects/documents/ProgramPlanfinaldocument01-5-11.pdf

The Kittredge Central Residence Hall and Commons Program Plan can be viewed at:

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to margaret.chiu@colorado.edu

APPENDIX D

LOCATION OF MANDATORY PRE-SUBMITTAL MEETING

A map of the area around the Kittredge Commons can be viewed at:
http://www.colorado.edu/campusmap/map.html?bldg=KITT

Meter parking is indicated in pink.

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to margaret.chiu@colorado.edu