

University of Colorado at Boulder

**Request for Qualifications
INFORMATION PACKET**

Basketball/Volleyball Practice Facility

The University of Colorado at Boulder proposes to plan, design, and construct an addition to the Coors Events Center that will house permanent basketball/volleyball athletics practice facilities and related student-athlete support facilities. 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.**

- Contact Person:** Thomas E. Goodhew, Facilities Planner
Phone: (303) 492-0347 / Fax: (303) 492-4082
E-Mail: Thomas.Goodhew@colorado.edu
- Date of Issue:** Friday, January 16, 2009
- Pre-Submittal Meeting:** Monday, February 16, 2:00 p.m. to 4:00 p.m.
Coors Events Center, Second Floor Meeting Room
CU-Boulder, Main Campus
- Due Date:** Tuesday, February 24, 2009, 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

By creating a practice and training environment where time spent with coaches is focused, productive, and efficient, student-athletes can more readily achieve the critical balance between excellence in academics and athletics. The construction of a new two-court practice facility adjacent to the Coors Events Center (CEC) can create just such an environment. Two independent courts will allow two teams to practice simultaneously without interruption or conflict. Supported by state-of-the-art locker rooms, coaches offices, sports medicine, strength and conditioning, and equipment facilities, the University has a great opportunity to create an ideal practice and competition environment for its student athletes.

A new indoor basketball/volleyball practice facility will provide an opportunity to upgrade the Coors Events Center (CEC) with improved amenities, enhancing its flexibility for uses both within the athletics realm and outside it. The practice facility's value as an important recruiting tool will be immense. The facility will enhance the men's and women's basketball programs as well as the volleyball program. The men's basketball locker room in the CEC is currently undergoing long overdue renovations. Within the proposed program plan for the basketball/volleyball practice facility, the women's basketball program and the volleyball program will each benefit from new locker rooms modeled after the newly renovated men's basketball locker room. The three sports will also benefit from two dedicated practice gyms, allowing two sports to practice simultaneously. The campus community will be engaged through the creation of much greater scheduling flexibility for campus or community events at CEC. And operationally, the CEC will be enhanced significantly through the development of the dedicated practice spaces, additional storage, and the ability to renovate the very limited event level spaces to better serve event operations. With these improvements, the Coors Events Center will finally live up to its name, hosting a variety of events throughout the year for the campus and Boulder communities.

B. Program and Facilities Needs

The training and practice program for the college athlete is a year-round endeavor either as an organized team program or as an individual skills building and conditioning life style. Both the women's and men's basketball programs and women's volleyball program presently lack adequate off-season and indoor practice and support facilities. The Department of Intercollegiate Athletics basketball (men's and women's) and volleyball programs currently practice and compete on the CEC's wood event floor. Operationally, the teams must stagger their practice schedules as well as their competition schedules (between the three programs, 53 competition events are played annually in the CEC arena). Often, the volleyball program is forced to travel to the outdated Carlson Gymnasium to conduct their practices. For the CEC, the time dedicated to these three sports essentially removes it from consideration for most other non-athletics events that occur on campus. During the summer, coaches conduct camps as well, usually needing multiple facilities to fulfill their needs. Many events can not be held on campus simply because no other appropriate venue exists and the CEC offers no schedule openings. In order to stay competitive on a national basis, facilities are required that will attract and retain the very best coaches and student athletes and that are on par with other programs that now possess or are developing such facilities.

C. Space Needs Analysis

Space needs are outlined in the Program Plan. Two new NCAA regulation size (50' x 94') basketball practice floors, to be shared by the men's and women's basketball programs and women's volleyball program, will allow for more scheduled formal team training and practices and individual skills development. Other space will include a lobby, rest rooms, and circulation corridor attachment to the existing CEC; volleyball locker rooms and coach's office; new general storage and loading/staging area for CEC and mechanical space.

D. Projected Scope, Size and Cost

The proposed project is to construct a building to the north of the existing CEC building where the loading dock is currently located. The project includes the modification of the loading dock and pedestrian walkways along the north side of CEC along with development of an entry plaza along Regent Drive to connect CEC with the parking north of the site. The building will be approximately 32,700 gross square feet (GSF). An additional area of approximately 3,000 GSF within CEC will be remodeled for Women's Basketball locker rooms and related student – athlete support spaces.

E. Relationship to Institutional and Facilities Master Plans

The Program Plan identifies this project's 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 a New Basketball/Volleyball Practice Facility*, June 6, 2008, 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:

<http://www.colorado.edu/facilitiesmanagement/pdc/construction/standards/index.html>

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 General Contractor (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 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 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.
- 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.

- | | |
|--|-------------------|
| • Issue RFQ for Architectural Services | January 16, 2009 |
| • Pre-Submittal Meeting | February 16, 2009 |
| • Deadline for Submittals | February 24, 2009 |
| • Committee Screening of Submittals | February 25, 2009 |
| • Consultant Interviews | March 2, 2009 |
| • Chancellor’s Approval of Architect Selection | March, 2009 |
| • Conclude Contract Negotiations | April 2009 |
| • Initiate Design | May 2009 |

- Conceptual Design Review by DRB August 14, 2009¹
- Schematic Design Review by DRB October 16, 2009
- Design Development Review by DRB December 11, 2009
- Construction Document Review by CU March 2010
- Bid Opening April 2010
- Construction Start May 2010
- Project Completion April 2011

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

- Demonstrated interest and understanding of this particular project (consisting of an athletics practice facility), by this organization (a major university), in this particular place (the City of Boulder).
- Sensitivity to the goals and objectives of the mission of the Department of Athletics, the University of Colorado and the requirements as reflected in the program plan.

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

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 university administrative and athletic 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 \$714,000 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 the Department of Athletics, 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 Chancellor for his consideration.

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 Tuesday, February 24, 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 Thomas E. Goodhew, Facilities Planner, by fax to (303)492-7186 or by e-mail to <mailto:Thomas.Goodhew@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 non-mandatory Pre-Submittal Meeting will be held on **Monday, February 16, 2008 at 2:00 PM MDT** in the Coors Event Center, Second Floor Meeting Room on the CU-Boulder Main Campus. A map of the area can be viewed at: <http://www.colorado.edu/campusmap/map.html?bldg=EVNT>

Parking is available in Lot 440, north of the Events Center.

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. For up-to-date information about this project consultants interested in this project should **frequently** visit:

<http://fm.colorado.edu/planning/consultantselection/NewBasketballVolleyballPracticeFacility.html>

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, March 2, 2009**, 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: 09 – 01

Project No: **PR002927**
Project Title: **New Basketball/Volleyball Practice Facility**
Estimated Total Project Cost: **\$9,985,000**

Project Description

The University of Colorado at Boulder seeks an architectural design team to plan and design an addition to the Coors Events Center (CEC) that will house permanent basketball/volleyball athletics practice facilities and related student-athlete support facilities. The Practice Facility will house two new NCAA regulation size (50' x 94') basketball practice floors, to be shared by the men's and women's basketball programs and women's volleyball program. Other space will include a lobby, restrooms, and circulation corridor attachment to the existing CEC; volleyball locker rooms and coach's office; new general storage and loading/staging area for CEC and mechanical space.

Scope of Services

RFQ for services of: Architects with emphasis in athletic and recreational facilities.

See the RFQ information packet for a description of professional services required of the consultant team.

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 that can meet the criteria established by the Board of Regents. 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. Familiarity with Athletics facilities with preference given to Higher Education basketball or volleyball practice facilities is desirable. 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 **March 2, 2009** at **RL2-321**.

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

By internet: - under [Open Submittals](#)

<http://fm.colorado.edu/planning/consultantselection/documents/01-16-09BasketVolley-RFQAdvertisement.pdf>

<http://fm.colorado.edu/planning/consultantselection/NewBasketballVolleyballPracticeFacility.html>

By e-mail: Thomas.Goodhew@colorado.edu

By picking up during working hours at Research Laboratory No. 2, 1540 30th Street, Third Floor Reception Desk, Boulder, CO 80309

Pre-Submittal Meeting

A **non-mandatory** informational Pre-Submittal Meeting will be held on Monday, February 16, 2009 – 2:00 p.m. at the **Coors Events Center, Second Floor Meeting Room**. A map can be found at: <http://www.colorado.edu/campusmap/map.html?search=coors+event+center>

Comments: **A non-mandatory informational pre-submittal meeting for interested applicants with members of the Screening Committee and representatives of Athletic Department will be held on Monday, February 16, 2008 at 2:00 PM MDT in the Coors Event Center, Second Floor Meeting Room. This non-mandatory meeting will provide additional information about the project. A tour of the work location will follow.**

Qualifications Due

Date & Time: **Tuesday, February 24, 2009, 4:00 p.m.**

Address: **Paul M. Leef, 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: **Thomas E. Goodhew, Facilities Planner**
Agency: **University of Colorado at Boulder**
Phone: **303-492-0347**
Fax: **303-492-4082**
Email: **Thomas.Goodhew@colorado.edu**

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

Media of Publication(s): **The Daily Journal**
Publication Dates: **01-16-2009 & 01-23-2009**