The University of Colorado Boulder proposes to master plan redevelopment of the campus area north of Boulder Creek as a new housing, academic, athletic and recreation complex. 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 Request for Qualifications (RFQ) is for the purpose of selecting an architect and land planning team to prepare master site development documents. The consultant team will be responsible for providing land use, transportation, utilities, floodways and sustainability recommendation for the entire site. 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
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Date of Issue: Wednesday, June 12, 2013

Pre-Submittal Meeting: Wednesday, June 26, 9:30 a.m. to 10:30 a.m.
“Non-mandatory” Dal Ward Athletic Center, Auditorium
CU-Boulder, Main Campus
A tour of the site will be offered following the meeting.

Due Date: Tuesday, Wednesday, July 10, 2013, 4:00 p.m.

Submittals to: Paul M. Leef, AIA
Department of Facilities Management
University of Colorado Boulder
RL-2, 1540 30th Street, 3rd Floor Reception Desk
453 UCB
Boulder, CO 80309-0453
I. PURPOSE / BACKGROUND

Introduction

The University of Colorado Boulder is seeking a consulting team for planning the redevelopment of the area north of Boulder Creek on the University of Colorado Boulder Main Campus. The university is looking at selection of a consultant for a two phase process. Phase one would be developing and enhancing background information for redevelopment and preliminary financial analysis. Depending on the outcome of phase one, phase two would be the development of documents including Master Site Development Plan (MSDP) and Design Guidelines for the preferred redevelopment strategy. The university is looking for consultants with experience in affordable urban redevelopment and higher education communities. The anticipated services can be broadly described as:

Phase One:

- Develop a conceptual redevelopment plan including assessment of existing Micro-Master Plan/Framework Plan documents; site drainage and flood mitigation strategies for redevelopment of the site; determine appropriate housing unit type, sizes and amenities for affordable student housing; examine alternative housing concepts for non-traditional housing that might be market or above market rate; establish appropriate uses and density of development for individual site pods, and expertise to provide support for campus administration and community decision.

Phase Two:

- Coordinate and document a Master Site Development Plan and Design Guidelines to outline character of the new community including, conceptual building massing and spatial relationships; sustainability goals and priorities; circulation routes; drainage and flood mitigation requirements, parking and transportation analysis, utility routes, easement requirements, building setbacks and build-to requirements.

The selected firm will be expected to complete final documents by the deadlines established in this RFQ. The consulting team may also be called on to provide information for other planning initiatives in support of the project.

A. Scope of Proposed Project

Phase One: Development Concept Plan

A consultant team is being sought to coordinate and document the analysis from all consultants and the university into a concept plan. The consultant shall:

- provide detailed analysis of the site, including, topography, circulation, landscape inventory and other features,
- coordinate utility needs with the comprehensive utility master plan, which is being prepared separately, and enhance information as appropriate,
• describe land use strategies to accommodate needs of stakeholders,
• establish flood mitigation requirements and strategies,
• perform infrastructure analysis including utilities, streets/roads, pedestrian/bikeways, and transportation impacts,
• define the layout and locations of development pods or parcels and their recommended land uses, density, character,
• provide recommendations on building massing and orientations, entries, view corridors, and others,
• evaluate of impacts of development on the environment and recommendations and requirements for mitigation measures,
• suggest timelines for land redevelopment, facility relocations and construction milestones,
• suggest housing unit types, sizes and amenities appropriate for target market(s),
• assist with market analysis for rental units, including potential to lease/sell units to faculty/staff/retirees/alumni,
• assist with financial modeling of alternatives to include development and construction costs, revenue projections, operating/staffing cost projections, and
• provide presentation support as needed by the university, including graphics for community presentation and web based communications.

Phase Two: Master Site Development Plan and Design Guidelines
Based on the outcome of the concept plan and market studies, the consulting team may be asked to develop the preferred development alternatives further, coordinating and documenting the analyses from all consultants into a formal Master Site Development Plan and Design Guidelines. The consultant shall:

• draft documentation to describe expectation for the character and quality of the community,
• define standards for the design of individual sites, buildings, streetscapes, open spaces and other improvements,
• prepare an order of magnitude cost estimate of construction to be used in the university’s cost model,
• draft each section of the document with assistance from the university,
• prepare final documents after reviews have occurred,
• support and attend presentation to BCPC,¹ DRB² and others as required, and
• provide presentation support as needed by the university.

Additional work may be required to prepare a complete master site development plan and design guidelines, and secure Board of Regent approval and other entitlements required. Final design and construction documents for individual projects that may result from this planning effort are not included in this request for qualifications.

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¹ The Boulder Campus Planning Commission meets generally on the second Thursday of every month.
² The Design Review Board will meet generally on the second Friday of every month during 2013-14. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.
B. Program and Facilities Needs

The University of Colorado Boulder proposes to redevelop the area north of Boulder Creek. The area is located along the northern edge of the Main Campus, bounded generally by Folsom Boulevard on the east, Arapahoe Road on the north, 17th Street on the west, and separated by Boulder Creek and a rise of approximately 60 feet to the Main Campus. The site, roughly 52 acres including the creek area, currently houses graduate and family housing apartments, athletic practice fields and parking areas. The site is surrounded on all sides with existing development ranging from Main Campus to the south, Boulder High School to the west, mixed residential to the north and regional retail to the east. Its central location makes it a premier site for housing in the Boulder community with easy access to downtown, 29th Street shopping center and other community amenities.

The long-range goals that will be realized through the planning done in this project are:

1) Replace the existing housing stock with new affordable units.
2) Increase the housing stock with market rate units that will help offset the cost of affordable units.
3) Create a sustainable community with a mix of housing and other university support facilities.
4) Mitigate flood risk in the area and for the community at large.
5) Integrate athletic and recreation facilities into the area that support student life.
6) Provide flexible development parcels that can accommodate each of above goals and respond to changing university needs over time.

Additional benefits that may be realized are:

1) Improve the Boulder Creek wetland corridor.
2) Create a walkable community in the heart of Boulder.
3) Create a new model of sustainable community development.
4) Develop an architectural character that reflects the University of Colorado “brand” in a contemporary and competitive style.

C. Existing Work to Date

As part of the Campus Master Plan update for 2011, a micro-master plan framework was developed. The framework provides a conceptual description of the development goals with calculated, theoretical development densities. Framework concepts focused on options for maximizing the density for housing on the site while understanding that flexibility needs to be maintained to allow for other campus needs to be addressed on this prime site adjacent to main campus. The process of the framework plan included meetings with campus stakeholders, City of Boulder staff and neighbors of the property.

Desired outcomes in the framework include:

- density of family housing units could be doubled (1,330 units), without the need to develop structured parking,
• creating large parcels for formal athletic and recreation activities in undevelopable floodway space,
• small scale recreation spaces could be developed in flood prone areas along Boulder Creek,
• maintaining or increasing the amount of parking,
• creating two flexible use pods that can be developed as a conference center, academic cluster or mixed-use residential site as determined by future needs of the university,
• phasing strategy that allows initial development with minimal impact on existing residents and existing improvements,
• extending Athens Street to Folsom Boulevard and extending 22nd Street to Athens Street to provide connectedness to the City of Boulder and to reduce traffic impacts to Arapahoe Ave, and
• working with existing and proposed community circulations systems to allow pedestrian access to campus at 17th, 19th, 21st Streets and Folsom Street, which will improve event circulation at Folsom Field as well as student access to campus.

D. Existing Conditions

The area north of Boulder Creek that is being proposed for redevelopment comprises approximately 50 acres of land, of which approximately 28 acres are developable and 24 acres are heavily inundated by flood waters of Boulder Creek. Along Boulder Creek between 17th Street and Folsom Boulevard (about a 9-block stretch), 595 units are available through the family housing program. The University maintains a total of 637,274 gross square feet (gsf) of building space on this site. This area is currently primarily used as Graduate/Family Housing. Some parking is located at the southeast corner of the parcel along the creek for general campus use and football practice fields. In addition this site also includes the location of the CU Children’s Center (6,984 gsf). Preliminary studies indicate that there is potential to more than triple the building density on the site while mitigating flood risk and developing additional athletic/recreation fields and other open space.

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, relationships to other facilities and future projects will play an important role in the design and success of this project.

F. Sustainable Design Concepts

North of Boulder Creek redevelopment is viewed by CU-Boulder as a sustainable, smart growth neighborhood development project. The university is excited to look beyond individual buildings and underscore its commitment to reducing the impacts of automobile-dependent development through proximity to transit and a mix of uses. This project has the potential to represent a valuable endorsement of the campus
commitment to providing high-performing buildings, enhancing existing infrastructure and creating enduring places of lasting value.

Your understanding of the comprehensive nature of sustainable community development principles will be an important factor in the final selection of a consultant firm.

Familiarity and experience with the following sustainable design features and strategies is desired:

- sustainable urban infrastructure,
- low impact development practices,
- urban green space and wildlife corridors,
- sustainable urban drainage systems,
- energy neutral design,
- district heating strategies/Geo-exchange,
- stream restoration/riparian zone restoration,
- sustainable place making, and
- principles of livability.

II. SCOPE OF SERVICES

A. General

The University desires complete planning, design and engineering services necessary for the creation of a Master Site Development Plan and Design Guidelines for the campus area north of Boulder Creek. To that end, the consultants may be required to provide services beyond those listed in the following description.

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 Campus Master Plan, which summarizes the Framework Plan and provides an overall perspective of campus development goals is available at http://www.colorado.edu/masterplan/plan/. The Campus Master Plan also includes a detailed Transportation Master Plan (see “On-line Supporting Information”) that details the overall campus transportation strategy.

The latest University standards for construction and materials can be viewed on-line at: http://www.colorado.edu/facilitiesmanagement/pdc/construction/standards/index.html.
Plans for the existing facilities and site development that may be impacted by this project may be obtained from the CU-Boulder, Department of Facilities Management CAD Office.

The university is conducting a comprehensive utility master plan at the current time. The area north of Boulder Creek is a component of that study. As information becomes available, it will be provided to the consulting team.

A market study that examines market demand, price sensitivity, desired features and market absorption rates will be prepared under separate contract. The successful consulting team and the market analysis firm will be expected to work closely together and share information developed.

C. Master Planning Services

The lists 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 additional consultants that may be required, including Flood Consultant.

- Confirm and enhance programmatic data collected to date with input from proposed users, Facilities Management, and others as appropriate.

- Lead design team meetings and participate in community meetings, documenting results and decisions made and distributing them to design team members, including the CU-Boulder Campus Architect.

- Enhance planning done to date. Develop additional concepts necessary to understand the proposed schemes. Define the character of each of the development parcels that includes acceptable uses, density of site, urban character, open space and landscape requirements, general building character and other design concepts necessary for a complete description of the proposed development.

- Study and enhance flood management and drainage criteria that maximize the developable area proposed for the parcel. Develop concepts that provide safe passage of water in an event, and maximize recreational opportunities, aesthetic and urban wildlife habitat during normal periods. Work with Federal Emergency Management Agency (FEMA), Urban Drainage & Flood Control District (UDFCD), the City of Boulder and other governmental agencies as authorized to develop the overall concept.

- Develop transportation planning documents including but not limited to parking analyses, pedestrian and bicycle circulation plans, transit plans and phasing
strategies. The analyses should include aggressive transportation demand management strategies that support the overall campus transportation strategies.

- Supplement additional utility planning as necessary and appropriate for the level of planning anticipated for this project. Coordinate planning effort with utility master planning being done by others.

- All final 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. Final text documents shall be provided in MS Word (.DOC) format. All final documents shall be provided in Adobe Acrobat (.PDF) format in addition to formats requested above.

- Provide sustainability planning to meet the aggressive goals established in this request for qualifications.

- Provide supporting documentation necessary at each phase for proper review by the Department of Facilities Management and clients including but not limited to concept, opinion of probable cost, 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.

- Work diligently and in good faith to meet the schedule.

D. Future Work

This solicitation is for the portion of the work described in the scope of services section as Phase I. Upon successful completion of the work described, the consulting team may be retained for Phase II of the work, which will entail finalizing, and documenting the selected concepts and supporting the university during the approval and entitlement phases of work.

There is no guarantee of future work for any firm beyond that which is described herein. All firms will need to submit their qualifications through a public process for individual development projects that result from this planning effort.
III. SCHEDULE

The selected consultant must demonstrate that they have sufficient resources to meet this tentative schedule established by the university:

- Advertisement of RFQ June 12 & 19, 2013
- Issue RFQ for Architectural Services June 12, 2013
- Pre-Submittal Meeting (9:30-10:30 am) June 26, 2013
- Deadline for Submittals (4:00 pm) July 10, 2013
- Committee Screening of Submittals July 11 & 12, 2013
- Consultant Interviews July 19, 2013
- Conclude Contract Negotiations August, 2013
- Initiate Planning effort September 3, 2013
- Public Outreach October/November 2013
- Review Master Plan & Design Guidelines with DRB Nov. 15, 2013
- Phase II authorization anticipated January 2014
- Campus MSDP & Design Guidelines Approvals April 2014
- Preparation of Regent Action Items May 1, 2014
- Board of Regents approval of MSDP June, 2014

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. Project Team

- Location within Colorado of the team’s principal office, and availability and appropriateness of and need for special consultants.
- Specific leadership staff from each member firm that will be assigned to the project including their roles and responsibilities.
- Evidence of experience and qualifications of staff that will be assigned to this project listing prior experience on projects of a similar type, size and complexity.

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3 The Design Review Board will meet generally on the second Friday of every month during 2013-14. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.
B. Firm Capabilities

- Size and location of each firm that is a team member.

- Information technology techniques used to manage projects including but not limited to BIM software.

- 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 and staff).

C. Prior Experience with projects of a similar scope and budget

- Demonstrated firm design expertise, qualifications, and experience with similar projects. In particular, the submittal shall describe experience with urban redevelopment planning, campus planning, recreation and athletic facilities and affordable housing of the proposed team.

- Evidence of experience and qualifications for providing design and planning services to a public entity.

- Experience with designing to a program and budget.

- Experience working with community groups to understand user requirements while controlling expectations to meet project constraints.

D. Project approach to planning, scheduling, and managing this project or one of similar scope and budget

- Commitment to projects of this size, scope and magnitude.

- Ability to collect, organize, synthesize, and communicate complex information from several university administrative and student groups in a timely manner.

- Description of the firms cost estimating procedures and methodologies.

E. Sustainability, Design and Understanding of the project and University goals

- Demonstrated interest and understanding of this particular project (development of a collegiate housing, recreation, sports and student life community), by this organization (a major university), in this particular place (Boulder, Colorado).

- Sensitivity to the goals and objectives of the mission of Housing & Dinning Services, Athletics, Recreation Services, and the requirements as reflected in the Framework Plan.
• Approach to meeting the sustainability goals outlined in this Information Packet and in the North of Boulder Creek Framework Plan.

F. **Demonstrated understanding of the financial responsibilities in achieving 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.

• Acknowledgement that the fee for this project is anticipated to be approximately $235,000 and that it includes all **Phase I** 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.

G. **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://www.colorado.edu/facilitiesmanagement/pdc/architect/documents/CU-DesignGuidelinesFINAL3-14.pdf](http://www.colorado.edu/facilitiesmanagement/pdc/architect/documents/CU-DesignGuidelinesFINAL3-14.pdf) This should include a discussion of the consultant team’s vision or process for accomplishing this project while respecting the Boulder Campus 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 Housing & Dining Services, Athletics, Recreation Services, Design Review Board and Facilities Management staff, will review the submittals, conduct oral interviews, and provide a ranked recommendation of three applicants to the University Administration for approval.

V. **RESPONSE FORMAT / SUBMITTAL OF QUALIFICATIONS**

Respondents will provide two (2) copies of their response packets plus one copy in electronic (.PDF) format. 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) **Project Team** – Summary of proposed team members including their roles and responsibilities on projects listed in the Summary of Experience.

4) **Firm Capabilities** – Summarize each firms’ capability and projected workload.

5) **Summary of Experience** – similar projects or experiences with the scope of services requested. Provide dates of service and name of principal project person involved.

6) **Project Approach** – consultants’ methods of achieving the University’s goals and objectives including, but not limited to, processes, and integrated design participation.

7) **Understanding of the University’s Goals** – consultants’ understanding of the sustainability and design goals and objectives of this project and the consultant’s role in fulfilling each.

8) **Financial Constraints:** Consultants’ understanding of the financial and schedule constraints of the project.

9) **Commitment to Campus Design Guidelines:** Consultants’ commitment to maintaining the architectural heritage of the Boulder Campus.

10) **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 Wednesday, July 10, 2013. **The University will not accept submittals received after this noted time and date.**

Paul M. Leef, AIA, *Campus Architect*
*University of Colorado Boulder*
RL-2, 1540 30th Street, 3rd Floor Reception Desk *(FEDEX, UPS or hand)*
453 UCB *(US postal Service – allow an extra day for delivery)*
Boulder, CO 80309-0453

**NOTE:** Submittals through U.S. Postal Mail should use the campus box number, 453 UCB, rather than the street address. Allow an extra day for delivery for U.S. Postal Mail.
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 e-mail to 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

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, June 26, 2013, at 9:30 AM MDT in Dal Ward Athletic Center on the CU Boulder campus. A tour of the site will be offered following the meeting. A map of the area can be viewed at: http://www.colorado.edu/campusmap/map.html?bldg=DALW

Parking is available in Lots 391, 394 along Stadium Drive and Lot 168 north of Boulder Creek.

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. Sub Consultant Selection

CU Boulder has had a tradition of participating with the top ranked consultant team in selection of key sub consultants integral to projects on campus. With this tradition in mind, CU Boulder is asking that they participate in the selection of the Flood Consultant. Teams that are short-listed to interview will be asked for more details on suggested flood consultants and the top ranked team will collaborate with CU Boulder in a selection process for this second tier consultant.

D. Addenda

The University reserves the right to issue addenda to the RFQ at any time as a result of questions, change in 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 Facilities Management External Open Submittal web page. The University also reserves the right to cancel or reissue the RFQ.
E. 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://www.colorado.edu/facilitiesmanagement/pdc/construction/open.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.

F. Selection of Firms for Interviews – “Short-listing”

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 seven 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 electronic mail after screening is completed.

G. 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 Friday, July 19, 2013; each short-listed firm shall have 45 minutes for presentation and 30 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 Boulder strongly supports the principle of diversity in all its forms. We are interested in receiving applications from women, ethnic minorities, persons with disabilities, and veterans.