

**STATE OF COLORADO  
STATE BUILDINGS AND REAL ESTATE PROGRAMS**



**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**For The University of Colorado at Boulder**

**For Porter Biosciences B200 Level North East Lab Remodel**

**Notice No. 07-07**

**Project No. PR 002529**

**February 7, 2007**

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

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	<b>REQUEST FOR QUALIFICATIONS</b> <b>State of Colorado</b> <b>University of Colorado at Boulder</b> <b>Notice Number: 07-07</b>	
	Project No:	PR 002529
	Project Title:	Porter Biosciences, B200 Level North East Lab Remodel
	Estimated Construction Cost:	\$378,000.00

**Project Description**

The University of Colorado at Boulder seeks a design team with experience in the design and construction of wet/biochemistry labs. The project will consist of renovating the B200 level north east labs approximately 2,537 sq.ft.

The lab renovation will consist of removing walls, doors, casework, and fume hoods. Produce a code study on project area. New fume hoods including air balance in the area of construction and building systems related to the renovation. Plumbing and Electrical components will need to be re-routed to new casework along with new fume hoods. The floor is concrete which will be covered with new VCT floor covering.

**Scope of Services**

RFQ for Services of Architect/Engineers. Provide schematic design through construction document drawings and also provide construction administration services.

**Minimum Requirements**

1. Recent and direct experience with projects of a similar scope and budget.
2. Capability to undertake a project of this magnitude within an existing occupied facility.
3. Comprehension of project and University goals.
4. Demonstrated ability to plan, coordinate and manage a project of similar scope and budget.

Those interested in providing these professional services should submit two (2) copies of a packet with a concise letter of interest bound-in providing a summary of qualifications, a description of the applicant or firm and its consultants including credentials and relevant experience and three current references.

Firms meeting the minimum requirements may obtain the RFQ documents at website:

<http://fm.colorado.edu/construction/index.html>

**Or Email Lori Hoppe at: [lori.hoppe@colorado.edu](mailto:lori.hoppe@colorado.edu)**

**Pre-Submittal Meeting**

Comments: N/A

**Qualifications Due**

Date & Time:	02/20/07 4:00 PM
Address:	Larry Hill, Project Manager University of Colorado at Boulder Department of Facilities Management

	Research Laboratory No. 2 1540 30th Street, Third Floor Boulder, CO 80309-0453
Comments:	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 <b>February 27, 2007 9:00 AM to 12:00 PM</b>

**Point of Contact**

Name: Larry Hill  
Agency: University of Colorado at Boulder  
Phone: 303-492-1367  
Fax: 303-492-4082  
Email: Lawrence.hill@.colorado.edu

**This Notice is also available on the web at [www.colorado.gov/dpa/dfp/sbrep](http://www.colorado.gov/dpa/dfp/sbrep)**

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Department of Facilities Management  
453 UCB  
Boulder, CO 80309-453

# ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

## REQUEST FOR QUALIFICATIONS

### Porter Biosciences B200 Level North East Lab Remodel

Notice No. 07-07

#### I. INTRODUCTION

##### A. PROJECT DESCRIPTION

##### B. SELECTION PROCESS

The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: submittals will be screened and scored. A limited number of firms will be short listed and invited to participate in oral interviews. The university will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

1. Pre-submittal Conference: Not applicable.
2. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in Section II. SUBMITTAL REQUIREMENTS. In order to facilitate review, **two (2)** copies of submittals must be provided. Submittals must be received at:

Larry Hill  
University of Colorado at Boulder  
Department of Facilities Management

Delivery Address:

Research Laboratory No. 2  
1540 30<sup>th</sup> Street, 3<sup>rd</sup> Floor, Reception Desk  
Boulder, CO 80303

Mailing Address:  
Department of Facilities Management  
453 UCB  
Boulder, CO 80309-0453

Deadline for receipt (whether mailed or hand delivered) is **February 20, 2007 4:00 PM.**

Late submittals will be rejected without consideration. The University of Colorado & the State of Colorado assume no responsibility for costs related to the preparation of submittals.

3. **Screening Panel/Short List:** Submittals will be evaluated by a panel of individuals selected in accordance with state policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no fewer than three (3) or no more than four (4) will be interviewed.
4. **Oral Interviews.** It is anticipated that oral interviews will be conducted on **February 27, 2007 9:00 AM to 12:00 PM.** Interviews will be conducted at: Department of Facilities Management, Research Laboratory No. 2, 1540 30<sup>th</sup> Street, 3<sup>rd</sup> Floor, Boulder, CO. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the University of Colorado.

### C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Advertisement	02/07/07 & 02/14/07
RFQ Document Available	02/07/07
Pre-submittal Conference	N/A
RFQ Submittal Due	02/20/07 4:00 PM
Submittal Screening	02/20/07 – 02/23/07
A/E Interview List Released	02/23/07
A/E Oral Interviews (as scheduled)	02/27/07 9:00 – 12:00 PM
Negotiation of A/E Contract	03/07
Contract Approval (projected)	Mid 03/07
Anticipated Design Start	04/07
Anticipated Construction Start/Finish	06/07 – 12/07

## II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. Following are elements that will be used to evaluate each firm's qualifications:

### A. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

Elements that will be considered by the panel when scoring your submittal:

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

### B. FIRM CAPABILITIES

Elements that will be considered by the panel when scoring your submittal:

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

### C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

Elements that will be considered by the panel when scoring your submittal:

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

## **D. PROJECT APPROACH**

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control
  - Establish and maintain estimates of probable cost within owner's established budget.
  - Control consultant contract costs.
  - Coordinate value engineering activities.
- Quality Control Methodology
  - Insure State procedures are followed
  - Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (ASHRAE/IES 90.1-1989) and the specification of energy efficient materials, systems, and equipment.
  - Insure the project is designed for durability and maintainability.
- Schedule
  - Manage the required work to meet the established schedule.

## **E. WORK LOCATION**

Describe where the prime and subconsultants will do the key work elements of this project.

Elements that will be considered by the panel when scoring your submittal:

- - Proximity of firms office as it may affect coordination with the State's project manager and the potential project location.
- - Firm's familiarity with the project area.
- - Knowledge of the local labor and material markets.

**Appendix A**

**STATE BUILDINGS AND REAL ESTATE PROGRAMS  
PRELIMINARY SELECTION/EVALUATION FORM  
ARCHITECT/ENGINEERING/CONSULTANT SERVICES**

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an architectural/engineering/consulting services selection process.)

Evaluator #: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Project: **Porter Biosciences B200 Level North East Lab Remodel**

RFQ REFERENCE  
MINIMUM REQUIREMENTS Y \_\_\_\_ N \_\_\_\_

If the minimum requirements have not been met, specify the reason(s):  
\_\_\_\_\_  
\_\_\_\_\_

Acknowledgment and Attestation included: Y \_\_\_\_ N \_\_\_\_

**SCORE (PROJECT SPECIFIC QUALIFICATIONS):** Weight<sup>1</sup> x Rating<sup>2</sup> = Score

**1. PROJECT TEAM**

- Qualifications and relevant individual experience. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Unique knowledge of key team members relating to the project. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Experience on projects as a team. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Key staff involvement in project management and on-site presence. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Time commitment of key staff. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Qualifications and relevant subconsultant experience. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

**2. FIRM CAPABILITIES**

- Are the lines of authority and coordination clearly identified? \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Are essential management functions identified? \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Are the functions effectively integrated (e.g., subconsultants' roles delineated?) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Current and projected work load. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

**3. PRIOR EXPERIENCE/PERFORMANCE**

- Experience of the key staff and firm with projects of similar scope and complexity. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- Demonstrated success on past projects of similar scope and complexity. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- References. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

4. PROJECT APPROACH

- Budget methodology/cost control.
- Quality control methodology.
- Schedule maintenance methodology.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

5. WORK LOCATION

- Proximity of firm's office as it may affect coordination with the state's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_ 3

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.



## APPENDIX A2

### STATE BUILDINGS AND REAL ESTATE PROGRAMS FINAL RANKING MATRIX

#### QUALIFICATION BASED SELECTION

(This form is to be used to rank and determine the most qualified architectural/engineering/consulting services firm in a selection process.)

FIRM	QUALIFICATIONS SCORE <sup>1</sup>						CUMULATIVE <sup>2</sup> TOTAL SCORE	RANK <sup>3</sup>
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

**NOTES:**

1. Insert total score from each evaluator's INTERVIEW SELECTION/EVALUATION FORM only.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

**APPENDIX B  
ARCHITECT/ENGINEER/CONSULTANT CONTRACT  
(STANDARD OR CM/GC FORMAT)**

**<http://www.colorado.gov/dpa/dfp/SBREP/formstable.htm>**

**Form: SC5.1**

**APPENDIX C**  
**MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT**

**See following pages**



**OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS  
Office of the State Architect  
Minority/Women Business Enterprises Participation Report**

Institution/Agency: University of Colorado at Boulder

Project No./Name: Porter Biosciences B200 Level North East Lab Remodel

TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT, EACH CONTRACTOR (INCLUDING ARCHITECT/ENGINEER/CONSULTANT) IS REQUESTED TO COMPLY WITH THESE REQUIREMENTS.

- I. The undersigned contractor hereby certifies that the (company) (joint venture) (is) (is not)\* a minority enterprise as defined in this report. The undersigned contractor hereby certifies the (company) (joint venture) (is) (is not)\* a woman-owned business enterprise as defined. (\*Strike out where inapplicable.)

If Corporation:

If Sole Proprietorship/Partnership:

Corporation Name

Architect/Engineer/Consultant or Contractor

By: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date

Title

Title

ATTEST:

By: \_\_\_\_\_  
Secretary Date

- II. It is the general policy of the State of Colorado to be as inclusive as possible to all member communities when spending taxpayer dollars.

III. REQUIREMENTS

- A. Minority Business Enterprise (MBE) means, for the purpose of this report, a business enterprise at least 51 percent that is owned and controlled by minority group members, or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned and controlled by minority group members. Eligible persons are expected to be engaged full time in the day-to-day operation and management of the business. Minority group members are ethnic minorities including African American, Hispanic American, Native American or Asian/Pacific American.
- B. Women Business Enterprise (WBE) means, for the purpose of this report, a business enterprise of at least 51 percent of which is owned and controlled by a woman or women, or, in the case of a publicly-owned business, at least 51 percent of the stock of which is owned and controlled by women. Women are expected to be engaged full time in the day-to-day operation and management of the business.
- C. The State of Colorado does not have a certification process nor does it require MBE's and WBE's to be certified EXCEPT for certain contracts for highway and bridge construction administered by the Colorado Department of Transportation.
- D. The percentages of minority and women-owned business participation will be determined by dollar value of the work subcontracted to or joint ventured with minority and women-owned firms, as compared to the total dollar value of the bid amount for all work bid under this contract.

- E. Prior to the award of this contract, the contractor will be required to provide to the Principal Representative a list of M/WBE enterprises, stipulating the dollar amount of each subcontract or supplier of materials on page 2 of this Minority and Women Business Enterprises Participation Report.
- F. The contractor will retain records and documents showing the level of participation for two years following completion of this contract. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by an authorized representative of the Principal Representative, or its designated representatives, and will be submitted to such representatives upon written request.

MBE: Yes  No  WBE: Yes  No

Total Contract Amount: \$ \_\_\_\_\_

Name and Address of M/WBE Subcontractors and/or Suppliers and/or Self-Performed Work by M/WBE Primes*	MBE Contract Amounts	WBE Contract Amounts	Type of Work

\*Indicate ethnicity based on Paragraph III. A. above.

Total MBE Contracts: \$ \_\_\_\_\_  
 Total WBE Contracts: \$ \_\_\_\_\_  
 Total MBE %: \_\_\_\_\_  
 Total WBE %: \_\_\_\_\_







**State of Colorado**  
**Office of the State Architect**  
**STATE BUILDINGS PROGRAMS**  
**CERTIFICATION AND AFFIDAVIT REGARDING ILLEGAL ALIENS**  
**MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT**

Institution/Agency: University of Colorado at Boulder  
Project No./Name: PR 002529 / Porter Biosciences B200 Level North East Lab Remodel

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq. The Vendor shall not knowingly employ or contract with an illegal alien to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien.
2. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, and (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b).
3. The Vendor shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the State may terminate work for breach and the Vendor shall be liable for actual and consequential damages to the State.
4. If the Vendor is a sole proprietor, the undersigned hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that (check one):

\_\_\_\_\_ I am a United States citizen, or

\_\_\_\_\_ I am a Permanent Resident of the United States, or

\_\_\_\_\_ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I am a sole proprietor entering into a contract to perform work for the State of Colorado. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to starting work for the State. I further acknowledge that I will comply with the requirements of CRS 24-76.5-101 et seq. and will produce the required form of identification prior to starting work. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under CRS 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

CERTIFIED and AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

VENDOR:

\_\_\_\_\_  
Vendor Full Legal Name

\_\_\_\_\_  
FEIN or Social Security Number

BY: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

