

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



**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES  
For The University of Colorado at Boulder**

**Project:** CM-M07010 ECCH HVAC Upgrades, Phase 1 of 2

**Project No.** PR 003039

**Notice No.** 07-34

**Project Manager:** John Chavez

**Date:** July 2007

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

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**REQUEST FOR QUALIFICATIONS**  
**State of Colorado**  
**University of Colorado**  
**Notice Number: 07-34**

Project No: **PR 003039**  
Project Title: **CM-M07010 ECCH HVAC Upgrades, Phase 1 of 2**  
Estimated Construction Cost: **\$320,000.00**

**Project Description:**

The University of Colorado at Boulder seeks a design team with experience in design and construction of chemistry labs specifically in regards to the heating ventilation and air conditioning. The project entails code and life issues, and HVAC upgrades including but not limited to ductwork, VAV supply and exhaust (hood and general), replacement of VAV boxes and associated controls. The project will modify AHU, exhaust fans, terminal boxes supply and return air ductwork, and install fire/smoke dampers to improve return air paths to bring the building up to current code requirements, and address current users's needs including load calculations.

**Scope of Services**

RFQ for Services of: Architects/Engineers. See the RFQ information packet for a description of professional services required of the consultant team.

**Minimum Requirements**

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

**Firms meeting the minimum requirements may obtain the RFQ documents by contacting**  
**<http://fm.colorado.edu/construction/index.html>**

**Qualifications Due**

Date & Time: **August 13, 2007 4:00 PM**

Address: **John Chavez, Project Manager**  
**Department of Facilities Management**  
**1540 30th Street, 3rd Floor Reception Desk,**  
**Boulder, CO 80303**

Comments: **Submittals sent through the U.S. Postal Mail should use campus box**

**number 453 UCB instead of the street address given above.**

**Point of Contact**

Name: **John Chavez**  
Agency: **University of Colorado at Boulder**  
Phone: **303-735-5192**  
Fax: **303-492-4082**  
Email: **John.Chavez@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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Helen Calvo, University of Colorado at Boulder, Department of Facilities Management, 453  
UCB, Boulder, CO 80309-0453

# ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES REQUEST FOR QUALIFICATIONS

## CM-M07010 ECCH HVAC Upgrades, Phase 1 of 2 Notice No. 07-34

### I. INTRODUCTION

#### A. PROJECT DESCRIPTION

The University of Colorado at Boulder seeks a design team with experience in design and construction of chemistry labs specifically in regards to the heating ventilation and air conditioning. The project entails code and life issues, and HVAC upgrades including but not limited to ductwork, VAV supply and exhaust (hood and general), replacement of VAV boxes and associated controls. The project will modify AHU, exhaust fans, terminal boxes supply and return air ductwork, and install fire/smoke dampers to improve return air paths to bring the building up to current code requirements, and address current users's needs including load calculations.

#### 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 [agency/institution] 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: **July 26, 2007 10:00 AM in Research Laboratory No. 2, 1540 30<sup>th</sup> Street, Boulder, CO 80309.**
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:

John Chavez, Project Manager  
University of Colorado at Boulder  
Department of Facilities Management

Delivery Address:  
Department of Facilities Management  
Research Laboratory No. 2  
1540 30<sup>th</sup> Street, 3<sup>rd</sup> Floor, Reception Desk  
Boulder, CO 80309

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

Deadline for receipt (whether mailed or hand delivered) is **Monday, August 13, 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 **August 23, 2007 9:00 to noon.** 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.....	07/11 & 7/18/07
RFQ Document Available.....	07/11/07
Pre-submittal Conference.....	07/26/07 10:00 AM
RFQ Submittal Due.....	08/13/07 4:00 PM
Submittal Screening.....	08/14/07
A/E Interview List Released.....	08/15/07
A/E Oral Interviews (as scheduled).....	08/23/07
Negotiation of A/E Contract.....	08/27-08/31/07
Contract Approval (projected).....	09/20/07
Anticipated Design Start.....	09/21/07
Anticipated Design Finish.....	12/15/07
Anticipated Construction Start/Finish.....	Mid-January 2008 thru August 2008

## 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: CM-M07010 ECCH HVAC Upgrades, Phase 1 of 2 – PR 003039

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: \_\_\_\_\_ <sup>3</sup>

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 A1**

**STATE BUILDINGS AND REAL ESTATE PROGRAMS  
INTERVIEW SELECTION/EVALUATION FORM  
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

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

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

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

Name of Project: CM-M07010 ECCH HVAC Upgrades, Phase 1 of 2 – PR 003039

**SCORE (OVERALL QUALIFICATIONS)<sup>1</sup>:**

Weight<sup>2</sup> x Rating<sup>3</sup> = Score

1. PROJECT TEAM \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

2. PROJECT MANAGEMENT \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

3. PROJECT APPROACH \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

4. PRIOR EXPERIENCE \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

5. WORK LOCATION \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_<sup>4</sup>

**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. A passing score (as a percentage of the total points available) is to be established prior to selection.

## 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 FORMAT)**

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

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



**STATE OF COLORADO**  
**OFFICE OF THE STATE ARCHITECT**  
**STATE BUILDINGS PROGRAMS**

**MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT**

Institution/Agency: University of Colorado at Boulder

Project No./Name: PR 003039 / CM-M07010 ECCH HVAC Upgrades, Phase 1 of 2

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

Institution/Agency: University of Colorado at Boulder

Project No./Name: PR 003039 / CM-M07010 ECCH HVAC Upgrades, Phase 1 of 2

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

Issued 08/2006

