



UNIVERSITY OF COLORADO AT BOULDER

**University Memorial Center
Food Service Renovation**

**Contractor
Pre-Qualification Packet**

**PR 005050
Notice No. 10-02**

Issued by

Department of Facilities Management

Delivery address:

**Research Laboratory No. 2
1540 30th Street, 3rd Floor, Reception Desk,
Boulder, CO 80309**

Attention: Gil Fike

Mailing address: Campus Box 453 UCB, Boulder, CO 80309-0453

February 8, 2010

University Memorial Center Food Service Renovation – PR 005050

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ADVERTISEMENT FOR BIDS

This is a two step AFB with prequalification required.

State of Colorado

University of Colorado

Notice Number: 10-02

Project No: **PR005050**
Project Title: **University Memorial Center Food Service Renovation**
Estimated Construction Cost: **\$1,500,000**

Project Description

The University of Colorado at Boulder is upgrading and improving the University Memorial Center (UMC) Building Food Service cafeteria space of approximately 21,180 GSF of renovation work which will include two types of work: Upgrades to existing grill servery space totaling approximately 5,500 GSF; and renovation of seating areas adjacent to the servery of approximately 14,680 GSF. As the University Memorial Center (UMC) prepares to serve the next generation of CU students by improving the UMC Food Service retail area to accommodate improved traffic flow and opening up the front-of-house and entrances of the Alferd Packer Grill for visibility to the menu offerings. Specifically, the Alferd Packer Grill serving area, the surrounding dining seating areas, and Baby Doe's are included in the scope of work.

Project Information

To be considered for pre-qualification to bid this project, please email:
jennifer.sample@colorado.edu to obtain a pre-qualification packet or from the web site:

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

Pre-Submittal Meeting

A mandatory Pre-Submittal Meeting will be held **02/17/2010 01:00 PM** at **Department of Facilities Management, Research Laboratory No. 2, 1540 30th Street, Conference Room 321, Boulder, Colorado 80309**

Comments: Not applicable.

Qualifications Due

Date & Time: **02/24/2010 02:00 PM**

Address: **Gil Fike
Department of Facilities Management
Research Laboratory No. 2 - 1540 30th Street, Reception Desk
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: **Gil Fike**
Agency: **University of Colorado at Boulder**
Phone: **303-735-0346**
Fax: **303-492-4082**
Email: **gilfike@colorado.edu**

Comments:

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

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Note to Editor:
Transmit two (2) copies of the Affidavit of Publication, and invoice to:

Marsha Slepicka, Department of Facilities Management, 453 UCB, Boulder, Colorado 80309-0453

Pre-qualification for Information UMC Food Services Renovation – PR 005050

Notice is hereby given to **General Contractors** that the University of Colorado at Boulder will pre-qualify bidders to bid this project.

Note carefully, this pre-qualification is unique to this project, any other previous pre-qualification with the University of Colorado at Boulder or State Buildings Programs is insufficient to pre-qualify to bid this project.

To be considered for pre-qualification to bid this project, General Contractors must attend a Pre-submittal meeting on February 17, 2010 at Department of Facilities Management, Research Laboratory No. 2, 1540 30th Street, Room 321, Boulder, CO 80309 at 1:00 PM; the pre-qualification documents detailing submittal requirements can be picked up from:

Jennifer Sample – Jennifer.sample@colorado.edu or from the web site:
<http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html>

Statements of interest will be accepted at the above office no later than 2:00 PM on **February 24, 2010**.

The pre-qualification documents detail specific submittal requirements. The documents further detail minimum experience and other requirements of General Contractors to be considered for pre-qualification.

BRIEFLY, THE MINIMUM REQUIREMENTS ARE:

- a. Has continuously maintained a Colorado office for the last five years.
- b. Successful completion within in the last five years, in the capacity of General Contractor, of at least three projects similar to the project described in Section A, Item II for public or quasi-public.
- c. The adjusted completed Construction Contract amount for these projects shall amount to at least \$2,000,000 per project and at least one of which shall have been completed by the Project Manager and Superintendent proposed for this project. Enclose resumes of these and other key personnel. Demonstrate that the Project Manager and or Superintendent has experience with similar projects, close owner/operator coordination, and quality management experience.
- d. Certified bonding capacity of \$2,000,000 each per labor and materials payment bond and for a performance bond, certified capability of obtaining Builder's risk insurance at a value of \$1,000,000 and corporate excess general and automobile liability insurance at a value of \$1,000,000 naming the Regents of the University of Colorado, a body corporate, and the State of Colorado as additional insured.

SECTION A: Introduction

ITEM I: Intent:

The Regents of the University of Colorado at Boulder requests submittals for pre-qualification of General Contractors for Capital Construction Project titled **University Memorial Center Food Service Renovation – PR 005050**. It is the intent of the Department of Facilities Management to pre-qualify General Contractors for bidding this major construction project in accordance with Colorado Revised Statutes 24-92-107, 24-103-402, and 24-30-1303 (1) (Q) and in accordance with Section 3-402.01 of the Colorado Procurement Rules. Pre-qualification will be necessary for bidding this project. This pre-qualification process is unique to this project and not withstanding other pre-qualification by the State Buildings Division and the University of Colorado, all contractors wishing to bid the project must be pre-qualified as defined in this document.

Please note carefully that the process herein defined requires that contractors to be considered for pre-qualification must have at a minimum:

- a. Has continuously maintained a Colorado office for the last 5 years.

Successful completion within in the last five years, in the capacity of General Contractor, of at least three projects similar to the project described in Section A, Item II for public or quasi-public. General Contractors must have certified one LEED NC CERTIFIED GOLD LEVEL or better project. LEED NC CERTIFIED GOLD LEVEL project does not need to meet the project cost amount listed below. The Project Manager and Superintendent proposed for this project shall have completed a LEED NC CERTIFIED GOLD LEVEL project.

- b. Successful completion within in the last five years, in the capacity of General Contractor, of at least three projects similar to the project described in Section A, Item II for public or quasi-public.
- c. The adjusted completed Construction Contract amount for these projects shall amount to at least \$2,000,000 per project and at least one of which shall have been completed by the Project Manager and Superintendent proposed for this project. Enclose resumes of these and other key personnel. Demonstrate that the Project Manager and or Superintendent has experience with similar projects, close owner/operator coordination, and quality management experience.
- d. Certified bonding capacity of \$2,000,000 each per labor and materials payment bond and for a performance bond, certified capability of obtaining Builder's risk insurance at a value of \$2,000,000 and corporate excess general and automobile liability insurance at a value of \$1,000,000 naming the Regents of the University of Colorado, a body corporate, and the State of Colorado as additional insured.

These minimum requirements to be considered for pre-qualification are further defined hereafter.

It is further the intent of the University of Colorado at Boulder that after pre-qualification of General Contractor's for this project, the pre-qualified contractors will be invited to bid the project conventionally with the intent of awarding to the lowest responsible bidder based on the apparent low bid of the entire project.

ITEM II: Project Description:

The University of Colorado at Boulder is upgrading and improving the University Memorial Center (UMC) Building Food Service cafeteria space of approximately 21,180 GSF of renovation work which will include

two types of work: Upgrades to existing grill servery space totaling approximately 5,500 GSF; and renovation of seating areas adjacent to the servery of approximately 14,680 GSF. As the University Memorial Center (UMC) prepares to serve the next generation of CU students by improving the UMC Food Service retail area to accommodate improved traffic flow and opening up the front-of-house and entrances of the Alferd Packer Grill for visibility to the menu offerings. Specifically, the Alferd Packer Grill serving area, the surrounding dining seating areas, and Baby Doe's are included in the scope of work.

ITEM III: Project Financing:

University of Colorado at Boulder appropriations.

ITEM IV: The Pre-qualification Process:

In accordance with the schedule outlined hereafter, contractors are invited to submit their qualifications for consideration for pre-qualification to **Gil Fike**, Department of Facilities Management of the University of Colorado at Boulder, Delivery address: 1540 30th Street, 3rd Floor Reception Desk, Boulder, CO 80309. Mailing address: Campus Box 453 UCB, Boulder, Colorado 80309-0453. Submittal requirements are outlined in Section B of this request. General criteria used for judging the submittals are outlined in Section C. Certain minimum qualifications as described in Section C will be required of all contractors to be pre-qualified to bid this project. **CONTRACTORS SHOULD READ THESE CAREFULLY.** The University of Colorado at Boulder assumes no responsibility or liability for any costs incurred by any contractor associated with this pre-qualification process. Contractors are advised to use the index of this document as a checklist; completeness is required. Contractors' submittals shall follow the format of Index, Section B.

The Department of Facilities Management of the University of Colorado at Boulder will assemble a panel of persons associated with the project and construction industry to score the submittals based upon the criteria outlined.

This document consists of all the information available. Questions about this document may be addressed only in writing to:

Gil Fike, Project Manager
University of Colorado at Boulder
Department of Facilities Management
1540 30th Street, 3rd Floor
Research Laboratory No. 2
Campus Box 453 UCB
Boulder, Colorado 80309-0453
Or e-mail to: gilfike@colorado.edu

No telephone communication regarding the pre-qualification will be answered. Contact shall be made only in writing to the above individual. The University of Colorado at Boulder, the Principal Representative and the Architect will not be responsible for the accuracy or validity of information received later than **4:00 PM** local time **February 19, 2010**. All appropriate questions posed will be answered in a mailing and e-mail if address is provided, to all holders of this document no later than February 22, 2010. (Fax copies will be available).

Scoring will be performed on an assigned scale by item outlined in Section B. Pre-established weights (not available to contractors during the process) will be assigned to the score for each submittal item.

The scores of all panel members will be totaled for each submittal. A pre-established score total will automatically pre-qualify the contractor's submittal assuming that the contractor's submittal meets the minimums outlined in Section C.

There will be no pre-established maximum limit to the number of contractors to be pre-qualified to bid. In the event, however, that the scores result in a list of pre-qualified bidders of less than four bidders, the score required to pre-qualify will be lowered by a pre-established amount until a list of pre-qualified bidders greater than three is established.

ITEM V: Schedule:

The Schedule for Pre-qualification and Bidding is as follows:

<u>Activity</u>	<u>Date</u>
Public advertisement for Pre-Qualification.....	February 8 & February 16, 2010
Pre-qualification Information available	February 17, 2010
Mandatory Pre-Submittal Meeting.....	February 17, 2010 1:00 PM Research Laboratory No. 2 – Room 321

From: Gil Fike, Project Manager
Jennifer Sample, Project Assistant

email: **Jennifer.Sample@Colorado.EDU**

Last Date for Written Questions February 19, 2010
Contractor Qualification Statements due February 24, 2010

To: Gil Fike
University of Colorado at Boulder
Department of Facilities Management
Delivery Address:
1540 30th Street, 3rd Floor, Reception Desk, Room 328
Research Laboratory No. 2
Mailing Address:
Campus Box 453 UCB
Boulder, Colorado 80309-0453

Note: Actual receipt required.
Post-marks will not be accepted.

Pre-qualification Judgement Period..... February 25 thru March 1, 2010
List of Pre-qualified Contractors available..... March 5, 2010

Documents available for Bidding to
Pre-qualified Bidders..... Approximately March 2010

Bids due:..... Approximately April 2010

ITEM VI: Notes for Subcontractors Qualifications:

- a. Major subcontractors post-bid qualifications will be required for plumbing, electrical, fire alarm and fire protection, AV & IT, and food service equipment. Subcontractors will be required to meet certain minimum requirements to be contained in the supplementary general conditions and project specifications of the Contract Documents.
- b. The Contract Documents will require that the successful General Contractors submit the qualifications of subcontractors listed in item VI:a above within 72 hours of the opening and bids for approval by the Architect and the Department of Facilities Management, University of Colorado at Boulder. A list of proposed subcontractors will need to be submitted with a bid proposal.

SECTION B: SUBMITTAL REQUIREMENTS

Listed below are the submittal items required for consideration to be pre-qualified to bid on the project. Most specific submittal requirements will be scored. Failure to provide any of the requested information will affect the score the contractor's submittal receives, and in the cases where minimums are required or in cases where a submittal item is required, failure to submit the required information may disqualify the submittal from further consideration. General criteria used to judge each submittal item are described in the following Section C - Evaluation Criteria. Contractors are requested to respond directly to each item separately.

ITEM I: General Introduction:

Provide a simple concise description of your firm. Description shall not be more than two typewritten pages. It may be supplemented by brochures. Description shall identify at a minimum:

- a. Legal business name, address, contact person name, phone number. (If a branch office or subsidiary, provide same information for head office as well as branch or subsidiary).
- b. Number of Years in business.
- c. Brief overview of staff.

ITEM II: Location:

- a. Provide a description of your office during the last five years including all business addresses used in Colorado during the last five years. See also Section D notes on joint venture and/or partnership submittals.

ITEM III: General Firm Experience:

- a. Provide a brief description of at least three projects similar in size and complexity to the project described in Section A. Item II for a construction cost of at least \$2,000,000, and successfully completed within the last five years in the capacity as a General Contractor.

Projects' descriptions shall include:

- (1) Functional use
- (2) Gross square footage / Brief description of project
- (3) Approximate construction cost
- (4) Project owner's name, address and current phone number
- (5) Project architect's or engineer's name and address and current phone number
- (6) Approximate start and substantial completion date
- (7) Building structural description
- (8) Construction project manager and superintendent
- (9) LEED NC GOLD Certification for any project
- (10) Asbestos abatement coordination work (ACM abatement by others)

ITEM IV: Successful Project Completion:

- a. Indicate the number and dollar amounts of all delay claims, court, or arbitration judgements for and against your firm in the last five years.
- b. For all projects completed within the last 10 years, where applicable, identify separately:
 - (1) Dollar amount of liquidated damages paid and project involved.
 - (2) Dollar amount of bonus received for early completion and project involved.

ITEM V: Bonding Capacity:

Submit evidence from, or attested by, your bonding company that verifies your firm will have bonding capacity, if this project cost of approximately \$2,000,000 is added to your current and anticipated workload. Bonding will be required of the bid and if awarded the contract, 100% Performance and 100% Labor and Material Payment Bonds will be required.

ITEM VI: Asbestos Removal:

Submit evidence from, or attested by, your insurance broker that verifies your firm will be able to coordinate with ACM contractors supplied by the University, and perform construction work after the required asbestos abatement has been completed at the UMC Building.

ITEM VII: Qualifications of Key Personnel:

Provide information on the below key personnel you propose and intend for this project. If more than one person is proposed for this project, provide information on each.

- a. Project Manager
 - (1) Resume.
 - (2) Experience: List of projects of similar size, type and systems.
 - (3) Experience in electronic data management and software applications for project management including Microsoft Project CPM scheduling applications.
 - (4) References, with current phone numbers, outside your company to verify experience.
 - (5) Will this person be available uninterrupted through the completion of the project?
- b. Project Superintendent
 - (1) Resume.
 - (2) Experience: List of projects of similar size, type and systems.
 - (3) Experience in electronic data management and software applications for project management.
 - (4) References, with current phone numbers, outside your company to verify experience.
 - (5) Will this person be available uninterrupted through the completion of the project?

ITEM VIII: Schedule Control:

- a. Describe your firm's schedule management system.
- b. Provide samples of:
 - (1) Schedule from a previous similar project.

ITEM IX: Current Workload/Capacity to Complete this Project:

- a. List current projects, dollar volume by project, and anticipated completion dates of current projects.
- b. For projects within five years, indicate the following for the largest amount at any one time:
 - (1) Total number of projects.
 - (2) Total dollar amount of all projects.
- c. Estimate your anticipated largest dollar volume if this project is added to your current and anticipated volume. Estimate this project for this item at \$2,000,000.

ITEM X: Estimated Construction Period - Not Used

ITEM XI: Project Management:

Describe your proposed project management system for this project.

Include the following topics:

- a. General Organization.
- b. Staffing Roles.
- c. Commitment of key personnel and resources including a description of trades provided internally to your organization.
- d. Responsibilities.
- e. Plan for management and control of subcontractors.
- f. Reporting systems to Owner and Architect:
 - (1) General communications.
 - (2) Actual progress.
 - (3) Problems resolution.
 - (4) Costs.
- g. Quality Control.
- h. Project Closeout.

ITEM XII: Performance Following Pre-qualification:

Provide a separate list of building projects for which your firm has been selected for a pre-qualification process similar to this. Project list shall identify the client, project size, approximate dollar value, bid date, projected completion date, and whether you provided a qualified bid after pre-qualifications. List must include all projects for which you have been pre-qualified within the last five years.

ITEM XIII: Percentage of Local Subcontractor Involvement:

Provide an estimate percentage of local subcontractor involvement that you anticipate can be accomplished and certified as part of the bid. Local involvement shall be defined as any subcontractors within a 75 mile radius of the building site. If pre-qualified, contractors will be required to equal or exceed the percentage proposed.

ITEM XIV: Minority Participation Involvement:

It is the general policy of the State of Colorado to be as inclusive to all member communities when spend taxpayer dollars. Provide your firm's anticipated Minority Business Enterprises (MBE) and Women Business Enterprise (WBE) participation goals for this project. Refer to and fill out the attached Minority and Women Business Enterprise Participation Report.

ITEM XV: Affidavit:

Complete and sign the sample affidavit found in Section D.

SECTION C: EVALUATION CRITERIA

Listed below, corresponding to the Item numbers in Section B (Submittal Requirements), are the general criteria to be used to judge and score the submittals for pre-qualification. Other pre-established information (such as the weight established for the value of a given score and such as required minimum scores for a give item number) will be used by the pre-qualification panel, but will not be available to contractors.

ITEM I: General Introduction:

No scoring will be done with regard to this item. However, submittals which do not include the requested information will be given no further consideration.

ITEM II: Location:

- a. It is a minimum requirement to have continuously maintained a Colorado office for the last 5 years, preference will be given to those Contractors with home offices located in Colorado.

ITEM III: General Firm Experience:

- a. It is a minimum requirement for pre-qualification that the General Contractor's office shall have successfully completed three projects of not less than \$2,000,000 per project of similar complexity as defined in Section A-I b & c. Meeting this requirement will suffice. However, scoring will occur on this item based on the number of projects in this category and based upon the extent that the projects match the minimum requirements of size and complexity.

ITEM IV: Successful Project Completion:

- a) & b) This item has no minimum requirement. Scoring will be based upon the extent that judgements, and the extent of damages paid or bonuses received indicate the ability to successfully complete projects. Failure to supply this information will disqualify the submittal from further consideration.

ITEM V: Bonding Capacity:

It is a minimum requirement for pre-qualification that a General Contractor provide evidence that it can bond a single project at \$2,000,000 and have excess bonding capacity available.

ITEM VI: Asbestos Removal:

Submit evidence from, or attested by, your insurance broker that verifies your firm will be able to coordinate with ACM contractors supplied by the University, and perform construction work after the required asbestos abatement has been completed at the UMC Building.

ITEM VII: Qualification of Key Personnel:

a) & b) Scoring will be based upon the indicated ability of the key personnel, based on experience, to successfully manage and supervise the project. Failure to supply this information may disqualify the submittal from further consideration.

ITEM VIII: Schedule Control:

a) & b) This item has no minimum requirement. However, scoring will be based upon the indicated adequacy of the proposed system for this project. Failure to submit the requested information may disqualify the submittal from further consideration.

ITEM IX: Current Workload/Capacity to Complete this Project:

a, b & c) This item has no minimum requirement. However scoring will be based upon the indicated ability to successfully add this project to current workload based on information requested. Failure to supply this information may disqualify the submittal from further consideration.

ITEM X: Estimated Construction Period - Not Used

ITEM XI: Project Management:

a thru h) It is a minimum requirement that the General Contractor have a total quality management or an established quality control program in place. Scoring will be based upon the indicated ability of the management system to successfully complete this project at a high level of quality. The failure to supply this information may disqualify the submittal from further consideration.

ITEM XII: Performance Following Pre-qualification:

Scoring will be based on the number of projects your firm has been pre-qualified for and upon the extent that your firm has completed bid submittals following pre-qualification.

ITEM XIII: Percentage of Local Subcontractor Involvement:

This item has no minimum requirement. However, scoring will be based upon the indicated ability to involve local subcontractors to successfully complete this project. Failure to supply this information may disqualify the submittal from further consideration.

ITEM XIV: Minority Participation Involvement:

Scoring will be based on General Contractor and subcontractor involvement. However, failure to supply this information may disqualify submittal from further consideration. If awarded the contract, the contractor will be required to comply with the general conditions portion of involvement proposed.

ITEM XV: Affidavit:

This item will not be scored. However, failure to supply this information may disqualify the submittal from further consideration.

SECTION D: MISCELLANEOUS INFORMATION:

ITEM I: Status of Pre-Qualification:

The University of Colorado at Boulder reserves the right to reconsider the pre-qualification status of any contractor at any time in accordance with the conditions of the affidavit submittal.

ITEM II: Confidentiality:

All submitted materials will be kept confidential. The submittals will not, however, be returned.

ITEM III: Affidavit:

Complete as instructed in Section B. Item XV the appropriate sections on the following pages.

ITEM IV: Number of Submittal Copies Required:

General Contractors shall submit **three** copies of the pre-qualification submittal document. However, it is necessary to provide only one copy of the audited financial statement accompanied by the auditor's opinion.

ITEM V: Drawings:

N.A

AFFIDAVIT FOR INDIVIDUAL

_____, doing business as _____
(Name of individual) (Name of Firm)

certifies and says: That he is the person submitting this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply the University of Colorado at Boulder with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.

Subscribed on _____ at _____, _____ State of _____
(date) (city) (county)

(Applicant must sign here)

AFFIDAVIT FOR CORPORATION

_____ certifies and says: That he is
(Name of Officer)

_____ of the _____,
(Official Capacity) (Name of firm)

corporation submitting this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply the University of Colorado at Boulder with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.
Subscribed on _____ at _____, _____ State of _____.
(date) (city) (county)

Note: Use full corporate name and
Attach corporate seal here.

(Officer must sign here)

CORPORATION

If a corporation, answer this:

When incorporated _____

In what State _____

President's name _____

Vice President's name _____

Secretary's name _____

Treasurer's name _____

AFFIDAVIT FOR COPARTNERSHIP

_____ certifies and says: That he is a
(Name of Officer)

partnership of the partnership of _____,
(Name of firm)

that said partnership submitted this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply the University of Colorado at Boulder with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.
Subscribed on _____ at _____, _____ State of _____.
(date) (city) (county)

The foregoing statement and affidavit are hereby affirmed.

(Member of firm must sign here)

(Name of firm)

(Remaining member of firm sign here)

CO-PARTNERSHIP

If a co-partnership, answer this:

Date of organization _____

State whether partnership is general, limited or association:

Name and address of each partner:

