REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
Materials Testing Firms

For The University of Colorado Boulder

Project Name:     Campus Utility System – Phase 1 Distribution
Project No.       CP144260
Project Manager:  Katherine A. Dunklau
Date:             June 5, 2012
Notice No.        12-17
REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

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REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado
Notice Number: 12-17

Project No: CP144260
Project Title: Campus Utility System – Phase 1 Distribution
Estimated Construction Cost: Phase 1 Distribution portion - $7,900,000

Project Description
The University of Colorado Boulder seeks a qualified material testing and inspection agency for the purpose of performing services for the construction of new chilled water lines, known as Phase 1 Distribution as part of the Campus Utility System Project.

The Phase 1 Distribution includes boring installation at 18th Street and at the Center for Community, and open trench installation at the Kittredge Housing Complex.

Construction Observation and Materials Testing, including earthwork site grading and classification, utility sub-grade testing and backfill compaction testing, asphalt paving testing, reinforcing steel, and concrete materials testing.

The Phase 1 Distribution portion of the Campus Utility System Project consists of 18” and 24” diameter HDPE chilled water lines which will be placed by boring, 8” through 12” ductile iron or HDPE chilled water lines which will be placed by direct bury, miscellaneous appurtenances, building connections, surface repairs, and new asphalt paving.

Scope of Services
RFQ for Services of: Materials Testing Agencies
See the RFQ information packet for a description of professional services required of the consultant team.

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.
5. State of Colorado licensed design professionals with expertise in University setting.

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 under Open Submittals
Pre-Submittal Meeting

None

Comments: Those interested in providing Materials Testing and Inspection services should submit two 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 June 25-26, 2012.

Qualifications Due

Date & Time:   June 20, 2012, 2:00 pm

Address:   Department of Facilities Management
           Research Laboratory No. 2
           1540 30th Street, Third Floor
           Boulder, CO 80309-0453

Point of Contact

Name:   Katherine A. Dunklau
Agency:   University of Colorado Boulder
Phone: 303-492-8731
Fax: 303-492-4082
Email: katherine.dunklau@colorado.edu

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

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Note to Editor:
Transmit one copy of the Affidavit of Publication, and invoice to: Marsha Slepicka
University of Colorado Boulder
Department of Facilities Management
Campus Box 453 UCB
Boulder, CO 80309-0453
I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado Boulder seeks a qualified material testing and inspection agency for the purpose of performing services for the construction of new chilled water lines, known as Phase 1 Distribution as part of the Campus Utility System Project.

The Phase 1 Distribution includes boring installation at 18th Street and at the Center for Community, and open trench installation at the Kittredge Housing Complex.

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The University of Colorado Boulder is using a Construction Manager/General Contractor (CM/GC) approach to project delivery. Through the use of an Architect and a Construction Manager/General Contractor, a Guaranteed Maximum Price (GMP) will be established in conjunction with the University of Colorado Boulder. The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, and constructibility, and will work with the Architect throughout the value engineering phases of the project.

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 of Colorado Boulder 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: None

2. Architect/Engineer/Consultant’s Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, one copy of submittals must be provided. Submittals must be received at:
Katherine A. Dunklau, Project Manager  
University of Colorado Boulder  
Department of Facilities Management  
Research Laboratory No. 2  
1540 30th Street, 3rd Floor Reception Desk  
Boulder, CO 80309

Deadline for receipt (whether mailed or hand delivered is  
June 20, 2012 2:00 PM

Late submittals will be rejected without consideration. The University of Colorado Boulder and 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 five (5) will be interviewed.

4. Oral Interviews. It is anticipated that oral interviews will be conducted during June 25-26, 2012. Interviews will be conducted at Research Laboratory No. 2, Room 321, 1540 30th Street, Boulder, CO 80309. 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 Boulder.

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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>June 5, 2012</td>
</tr>
<tr>
<td>RFQ Document Available</td>
<td>June 5, 2012</td>
</tr>
<tr>
<td>Pre-submittal Conference</td>
<td>N/A</td>
</tr>
<tr>
<td>Date Fax/Email Questions Due</td>
<td>June 15, 2012</td>
</tr>
<tr>
<td>Date Answers Due to all Firms</td>
<td>June 18, 2012 4:00 PM</td>
</tr>
<tr>
<td>RFQ Submittal Due</td>
<td>June 20, 2012, 2:00 PM</td>
</tr>
<tr>
<td>Submittal Screening</td>
<td>June 20, 2012</td>
</tr>
<tr>
<td>A/E Interview List Released</td>
<td>June 21, 2012</td>
</tr>
<tr>
<td>A/E Oral Interviews (as scheduled)</td>
<td>June 25-26, 2012</td>
</tr>
<tr>
<td>Negotiation of A/E Contract</td>
<td>Week of June 25, 2012</td>
</tr>
<tr>
<td>Contract Approval (projected)</td>
<td>Week of July 9, 2012</td>
</tr>
<tr>
<td>Anticipated Construction Start Date:</td>
<td>July 12, 2012</td>
</tr>
<tr>
<td>Anticipated Finish Date</td>
<td>March 2013</td>
</tr>
</tbody>
</table>
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:

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.

- 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

- 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
− 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 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: Campus Utility System Phase 1 Distribution – CP 144260

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 ₁ x Rating ² = 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 _____ = _____
☐ Utilization of CADD and computers. _____ x _____ = _____
☐ Current and projected work load. _____ x _____ = _____

RFQ (Rev. 7/2010)
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. _____x_____ = ____
- Quality control methodology. _____x_____ = ____
- Schedule maintenance methodology. _____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. _____x_____ = ____
- Firm’s familiarity with the project area. _____x_____ = ____
- Knowledge of the local labor and material markets. _____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: 1 = Unacceptable  2 = Poor  3 = Fair  4 = Good  5 = Excellent
3. 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 (if applicable).
APPENDIX A1

STATE BUILDINGS 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:  Campus Utility System Phase 1 Distribution – CP 144260

SCORE (OVERALL QUALIFICATIONS)¹:

1. PROJECT TEAM:
   _____ x _____ =   _____

2. PROJECT MANAGEMENT:
   _____ x _____ =   _____

3. PROJECT APPROACH:
   _____ x _____ =   _____

4. PRIOR EXPERIENCE:
   _____ x _____ =   _____

5. WORK LOCATION:
   _____ x _____ =   _____

TOTAL SCORE: ________4

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: 1 = Unacceptable  2 = Poor  3 = Fair 4 = Good  5 = Excellent

4. Total score includes the sum total of all criteria.
APPENDIX A2

STATE BUILDINGS 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.)

<table>
<thead>
<tr>
<th>FIRM</th>
<th>QUALIFICATIONS SCORE¹</th>
<th>CUMULATIVE² TOTAL SCORE</th>
<th>RANK³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
<td>EVAL #2</td>
<td>EVAL #3</td>
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</tbody>
</table>

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 Consultant FORMAT)

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

Form SC-5.3 – Consultant Agreement
APPENDIX D

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS
STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

Institution/Agency: University of Colorado Boulder
Project No./Name: Campus Utility System Phase 1 Distribution – CP 144260

A. CERTIFICATION STATEMENT CRS 8-17.5-101 & 102 (HB 06-1343, SB 08-193)

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 unauthorized immigrant to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant.

2. The Vendor certifies that it does not now knowingly employ or contract with an unauthorized immigrant who will perform work under this contract, and that it will participate in either (i) the "E-Verify Program", jointly administered by the United States Department of Homeland Security and the Social Security Administration, or (ii) the “Department Program” administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired to perform work under this contract.

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 damages to the State.

OR

B. SOLE PROPRIETOR AFFIDAVIT CRS 24-76.5-101 (HB 06S-1023)

1. 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 ____________________, 2012.

VENDOR:

________________________________________
Vendor Full Legal Name

BY: ________________________________
Signature of Authorized Representative

Title
ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

I certify and declare that the foregoing is true and correct.

Subscribed on ________________________ at ________________________,
Date     City

____________________________, State of ____________________________,
County      State

________________________________  ____________________
Applicant or Corporate Officer Signature   Date

________________________________  _____________________
Witness     Date

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)