

University of Colorado at Boulder

Request for Qualifications
INFORMATION PACKET

Campus Gateways Initiative

The University of Colorado at Boulder plans to develop designs for entryways to the campus. This packet provides information and procedures regarding:

- I. PURPOSE / BACKGROUND**
- II. SCOPE OF SERVICES**
- III. SCHEDULE**
- IV. SELECTION CRITERIA**
- V. RESPONSE FORMAT**
- VI. OTHER INFORMATION**

This RFQ is for the purpose of selecting a landscape architect to design, prepare construction documents, assist with bidding and negotiations, administer the construction contract, and provide a warranty walk-through at the conclusion of the project. **All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.**

- Contact Person:** Richelle Reilly, Campus Landscape Architect
Phone: (303) 492-3500 / Fax: (303) 492-4082
E-Mail: Richelle.Reilly@Colorado.EDU
- Date of Issue:**
- Pre-Submittal Meeting:** December 13, 2006 10:00 AM
Research Laboratory No. 2
Room 321
1540 30th Street
Boulder, CO 80309
- Due Date:** December 20, 2006 4:00 PM
- Submittals to:** Richelle Reilly, Campus Landscape Architect
Department of Facilities Management
University of Colorado at Boulder
Research Laboratory No. 2, 1540 30th Street, 3rd
Floor Reception Desk
Campus Box 453 UCB
Boulder, CO 80309-0453

I. PURPOSE / BACKGROUND

A. Program Description

The University of Colorado at Boulder is comprised of four separate and distinct campuses within the City of Boulder: Main Campus, East Campus (including the Research Park), Williams Village and South Campus. Although all of the campuses are part of the Boulder campus proper, each campus has its own unique uses and characteristics. Currently there is no common public identification system that adequately indicates the arrival at any of the campuses. There is also a need for unifying identification elements that tie the four campuses together as a common place.

The Main Campus has many points of entry for vehicles, pedestrians and bicycles, yet there is nothing that creates a true “sense of place” about the university upon arrival at the campus, and there is nothing that enhances the experience of entry to most parts of the campus. The unique Klaunder Tuscany Rural Italian architectural style inherent in the buildings on the main campus can be viewed from many vantage points within the city, giving the visitor a broad sense of location for the campus, but when the visitor approaches the boundaries of the campus itself, there is nothing welcoming them into the “academic village”.

B. Program and Facilities Needs

Campus Gateways should serve as a welcoming entrance to the university and include a strong visual object easily recognized as belonging to the University of Colorado. Entry locations will be developed to use all or selected portions of design elements, including sensitive lighting design.

C. Projected Schedule

It is anticipated that the design stage of the project will start in January of 2007 and be completed in July of 2007.

D. Relationship to Institutional and Facilities Master Plans

The Campus Facilities Master Plan: <http://www.colorado.edu/masterplan/> notes goals to make the entryways inviting and enhance the university’s infrastructure, improve the open spaces, lighting and signage. The master plan addresses definitions of campus entrances and corners creating a first impression for visitors, and makes reference to the fact that the corners that exist are inconsistent and unimpressive.

II. SCOPE OF SERVICES

A. General

The University desires complete design and engineering services necessary for the construction of the entryways. To that end, the consultants may be required to provide services beyond those listed in the description below.

B. University Services

The University will provide surveys, maps, and all base data available on the proposed site, including utilities, site improvements to date, and other related work completed to date. The Campus Facilities Master Plan. can be found at: <http://www.colorado.edu/masterplan/>

C. Consultant Services

The list of services that are designated by the University include but are not limited to:

Participate with the University's public review process as appropriate, including, but not limited to, meetings with students, staff, faculty, the University's Design Review Board,

<http://fm.colorado.edu/planning/drb/>

the Boulder Campus Planning Commission,

<http://fm.colorado.edu/planning/bcpc/>

and others as necessary. The level of reviews will be based upon the design and the level of impact to the campus.

Participate with the University in the selection of any structural, electrical, and civil consultants.

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

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

Provide conceptual, schematic, design development, and construction documents necessary to secure approvals of the University. Each submission shall include appropriate architectural, electrical and civil information. All drawings shall be submitted in AutoCAD .DWG format in conformance to current UCB standards:

<http://fm.colorado.edu/construction/standards/>

Provide supporting documentation necessary at each phase for proper review by the Department of Facilities Management and client including but not limited to opinion of probable cost, specifications with appropriate detail, code analysis, (if required), narrative description of project, and other materials appropriate to each phase of design.

Work to achieve the University's goals on MBE/WBE participation.

III. SCHEDULE

The selected consultant must demonstrate that they have sufficient resources to meet the following schedule.

- RFQ issued for Planning Services
- Pre-Submittal Meeting
- Deadline for Submittals
- Committee Screening of Submittals
- Consultant Interviews
- Project Start
- Project Completion

IV. SELECTION CRITERIA

Consultant responses shall furnish credentials to be evaluated according to selection criteria established by the Board of Regents. These criteria include:

A. Recent, direct experience with projects of a similar scope and budget

- Demonstrated design expertise, qualifications, and experience with similar projects
- Commitment to projects of this size, scope and magnitude
- Experience with designing to a program and budget

B. Capability to undertake a project of this magnitude and complexity

- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity
- Location within Colorado of the lead team's office, and availability and appropriateness of and need for special consultants

C. Comprehension of the project and University goals

- Demonstrated interest and understanding of this particular project, and of University goals
- Understanding of the University of Colorado's design process, and the facilities response consistent with the Boulder campus requirements

D. Demonstrated ability to plan, cost, schedule, and manage this project or one of similar scope and budget.

- Evidence of experience and qualifications for providing landscape architectural design services to a public entity
- Maintaining the proposed project schedule incorporating the scope of work and the dates listed in this information packet
- Ability to scale work performed to fall within the client's limited budget
- Ability to deliver multiple bid packages and other required information to support a fast-track delivery method by a CMGC

To maximize the University's understanding of the consultant's credentials and qualifications, the University reserves the right to request of any consultant further clarification of its position or to supply additional information deemed necessary to further assess the consultant's qualifications, or to reject any or all responses received.

A screening committee chaired by the Campus Landscape Architect and composed of representatives from the Facilities Management staff, will review the submittals, conduct oral interviews, and provide a ranked recommendation of three applicants to the Vice Chancellor.

V. RESPONSE FORMAT / SUBMITTAL OF QUALIFICATIONS

- Respondents will provide five (5) copies of their response packets. Material should be bound and in direct response to the selection criteria. Each packet must be in the following format or the University may deem the submittal to be non-responsive.
 - (1) **Cover Letter** -- one page, summarizing the overall qualifications of the team -- in particular the member responsible for leading the design team -- and including address, phone, e-mail, and fax numbers for contact person

- (2) **Table of Contents** -- identifying page numbers for criteria requested below
 - (3) **Summary of Experience** -- similar projects or experiences with the scope of services requested. Provide dates of service and name of project manager involved.
 - (4) **Capabilities of the Team** -- firm descriptions and names of specific personnel that will be involved with this project. Provide an organizational chart for the design team.
 - (5) **Understanding of the University's Goals** -- consultants' understanding of the goals and objectives of this project and the consultant's role in fulfilling each.
 - (6) **Methodology** -- consultants' methods of achieving the University's goals and objectives including, but not limited to, processes, schedules, cost estimating and MBE/WBE participation.
 - (7) **Appendices** -- other materials the consultant wishes to submit **not to exceed 10 pages**.
- Submittals will be received by the University at the following address no later than December 20, 4:00 PM. **The University will not accept submittals received after this noted time and date.**

*Richelle Reilly, Campus Landscape Architect
Department of Facilities Management
University of Colorado at Boulder
Research Laboratory No. 2, 1540 30th Street, 3rd Floor Reception
Desk (FEDEX, UPS or hand)
453 UCB (US postal Service)
Boulder, CO 80309-0453*

NOTE: Submittals through U.S. Postal Mail should use the campus box number, 453 UCB, rather than the street address.

- All materials submitted in response to this RFQ become the property of the University. The University will return materials from unsuccessful submittals upon request received within 10 working days of the close of submittals.
- The University is not responsible for any submittal preparation expenses, submission costs, or any expenses incurred in negotiations or site visits.

VI. OTHER INFORMATION

A. Questions and Inquiries

- After receipt of this Information Packet, and prior to the Pre-Submittal Meeting, applicants may submit questions to Richelle Reilly, Campus Landscape Architect, by fax to (303)-492-4082 or by e-mail to Richelle.Reilly@Colorado.EDU. Questions will be compiled, and every effort will be made to answer the questions at the time of the Pre-Submittal Meeting and on the project web page (see D. below).

B. Pre-Submittal Meeting / Site Visit

- A Pre-Submittal Information Meeting is scheduled to be held on December 13, at 2:00 PM, at Research Laboratory No. 2, 1540 30th Street, Room 321, Boulder, CO. While attendance at the Pre-Submittal Meeting is not mandatory, information presented may be very informative; therefore, all interested applicants are encouraged to attend or send their representatives in order to be better able to prepare submittals.

C. Addenda

- The University reserves the right to issue addenda to the RFQ at any time as a result of questions, change in schedule, or other matters. Such information will be posted on the Consultant Selection Information web page listed in Section VI-D below and on the State of Colorado Bids page. The University also reserves the right to cancel or reissue the RFQ.

D. Project Web Page

- CU-Boulder maintains a project information web page to assist in communicating with potential consultants. Information on questions received, addenda, meeting notices, background information and links to other important information is available on this site. Consultants interested in this project should frequently visit <http://fm.colorado.edu/planning/consultantselection/LASP/InfoPacket.doc/> for up-to-date information about this project.

E. Selection of Firms for Interviews – “Shortlisting”

- Upon receipt of submittals by those interested firms the Screening Committee will review and determine those firms best qualified to be interviewed. This determination will be based on the four criteria as set forth by the Regents, discussed previously in section entitled SELECTION CRITERIA. Those firms deemed best qualified for interviews will be notified by telephone and U.S. mail immediately after screening is completed.

F. Interviews

- An oral presentation will be required after the University screens written submittals and selects those firms best qualified to be interviewed for this project.
- The scheduled date for oral interviews by the screening committee will be December 28, 2006, 1:00 - 3:00 PM, and each shortlisted firm shall have 30 minutes for presentation and 20 minutes for questions and answers from the selection committee.
- Each firm should be prepared to discuss and substantiate any of the areas of the RFQ it has submitted, its own qualifications for the services required, and any other area of interest relative to this RFQ. Interviewees should focus their presentations on relevance of their qualifications to this specific project, rather than repeating information contained within the submittal.

The University of Colorado at Boulder strongly supports the principle of diversity in all its forms. We are interested in receiving applications from women, ethnic minorities, persons with disabilities, veterans, and veterans of the Vietnam era.

END