

University of Colorado at Boulder

**Request for Qualifications
INFORMATION PACKET**

North South Bikeway Improvements

The University of Colorado at Boulder proposes to plan, design, and construct a grade separated crossing that will raise a section of Regent Drive over a 20' wide pedestrian tunnel. 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 an 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. Actual design and construction work is contingent upon funding approval of the project anticipated to be received by March 2008. **All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.**

- Contact Person:** Richelle Reilly, Facilities Planner
Phone: (303) 492-3500 / Fax: (303) 492-4082
E-Mail: Richelle.Reilly@colorado.edu
- Date of Issue:** Friday, January 11, 2008
- Pre-Submittal Meeting:** Tuesday, January 29, 2008 10:00 AM
Environmental Health and Safety (EH&S)
Conference Room 220
1000 Regent Drive
CU-Boulder Main Campus
- Due Date:** Tuesday, February 12, 2008, 4:00 p.m.
- Submittals to:** Richelle Reilly
Campus Landscape Architect
Department of Facilities Management
University of Colorado at Boulder
RL-2, 1540 30th Street, 3rd Floor Reception Desk 453 UCB
Boulder, CO 80309-0453

I. PURPOSE / BACKGROUND

A. Program Description

The University of Colorado at Boulder seeks an engineering design team to design a grade separated crossing and bicycle/pedestrian tunnel that at the intersection of Regent Drive and Fiske Crossing. The primary function of the grade separated crossing is to remove the conflict between cars and pedestrians/bicycles. Regent Drive will be elevated over the intersection at Fiske Planetarium, and a 20' wide tunnel will be built at grade to ferry pedestrians and bicycles safely across the street. This tunnel will connect the plaza at Fiske Planetarium and the new plaza at the Center for Community to be built on the north side of Regent Drive. This project will be a collaborative effort between The Department of Parking & Transportation Services and Facilities Management. The development of this facility is integral to achieving the goals identified in the *March 2001 Campus Master Plan*.

B. Program and Facilities Needs

The University of Colorado at Boulder (CU Boulder), with nearly 30,000 students is located in the south central portion of the community of Boulder, population 100,000. On the Boulder campus, The Kittredge Complex serves 1,340 residents and at the Wolf Law School serves 750 students and 100 staff. A majority of these students cross Regent Drive at Fiske Planetarium multiple times during the day. This intersection currently has a flashing signal and striped crosswalk. This intersection is considered one of the most dangerous on campus, consistently recording the most pedestrian/auto accidents each year. Additionally, a large contingent of bicycle commuters in the City of Boulder also uses this route in their daily commute.

The Center for Community will include a new dining center, student services center, conference space and a parking garage containing 365-375 vehicle spaces. A portion of the site will include a plaza open space that will have a direct connection to the north entrance to the pedestrian tunnel. These functions are estimated to increase pedestrian traffic at this intersection to 2500 trips per day, not including the additional bike commuter traffic expected after construction.

The site design for this area will require coordination with the design teams for the Center for Community and the Heating and Cooling Plant distribution system.

C. Projected Scope, Size, Cost, and Schedule

The Grade Separated Crossing will use the existing grades in the area to raise a portion of Regent Drive starting approximately at the west end of lot 327 over a 20' wide bicycle/pedestrian tunnel and ending approximately at the entrance of lot 430. There will be a connection to the parking garage located in the Center for Community building.

The total budget for this project is \$3,434,511.

Meeting the schedule for this project is critical to the success of the project as well as plans to proceed with adjacent projects.

D. Relationship to Institutional and Facilities Master Plans

The CU-Boulder *Campus Master Plan, March 2001* indicates a “concerted effort to reduce conflicts between pedestrians, vehicles and bicycles.” The plan lists the intersection of Regent Drive Crossing at Fiske Planetarium as one of the most dangerous intersections on campus, listing a key objective to: Create grade separation between pedestrians and vehicles where there are high traffic volumes, safety issues and where at grade options don’t work.

II. SCOPE OF SERVICES

A. General

The University desires complete engineering services necessary for the construction of a grade separated crossing and tunnel. 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 existing building plans, utilities, and related work completed to date.

The latest University standards for construction and materials can be viewed on-line at: <http://fm.colorado.edu/construction/standards/Categories.html>

Existing building plans for any adjacent structures that may be impacted by this project may be obtained from the CU-Boulder, Department of Facilities Management CAD Office.

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](#), the [Boulder Campus Planning Commission](#), and others as necessary. Full reviews through these committees are expected.
- Participate with the University in the selection of any mechanical, electrical, and consultants.
- Coordinate with Construction Manager/General Contractor (CMGC) selected through a separate process.
- Work to achieve the University’s goals on MBE/WBE participation.
- 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, and in coordination with the Center for Community. Each submission shall include appropriate architectural, mechanical, electrical, and life-safety information. All drawings shall be submitted in AutoCAD (Autodesk Inc.) .DWG format at the current highest release level or level that is 100% compatible to the current highest release level.
- Provide possible *Building Information Modeling* of all major building systems suitable for coordination with work developed by the CMGC.
- Provide supporting documentation necessary at each phase for proper review by the Department of Facilities Management, CDOT, the City of Boulder and client including but not limited to opinion of probable cost, specifications with appropriate detail, code analysis, narrative description of project, and other materials appropriate to each phase of design.
- Participate in the University's technical review process and respond to all comments made during the review. The Department of Facilities Management maintains a web-site to facilitate collection of comments and responses made by consultants.
- Work diligently and in good faith to meet the schedule. The university's aggressive schedule may require that the design team provide multiple bid packages including an early site, parking and foundation package with the GMP.
- Provide bidding documents in sufficient quantity to facilitate competitive prices for this project. Respond to questions made by bidders and documenting those answers in the form of addenda.
- Provide construction administration services including field observation, shop drawing and submittal review, participation in weekly construction meetings, responding to Requests for Information, issuing Proposal Requests, review of progress payments made by the contractor, review and comment on contract change orders, and other services required for successful construction of the project.
- Provide project close-out services including operations and maintenance manuals, record documents, and other necessary materials.
- Provide commissioning services for electrical systems.
- Provide warranty reviews at six and eleven months after acceptance of the project by the University.

III. SCHEDULE

The SB 92-202 capital construction process dictates the following schedule. The selected consultant must demonstrate that they have sufficient resources to meet this tentative schedule.

- Issue RFQ for Engineering Services January 11, 2008
- Pre-Submittal Meeting January 29, 2008
- Deadline for Submittals February 12, 2008
- Committee Screening of Submittals February 13, 2008
- Consultant Interviews February 19, 2008
- Board of Regents Approval of Architect Selection March 27, 2008
- Conclude Contract Negotiations April 2008
- Initiate Design May 2008
- Conceptual Design Review by DRB June 11, 2008¹
- Schematic Design Review by DRB August 14, 2008
- Design Development Review by DRB October 10, 2008
- GMP Received and First Bid Package December 2008
- Bid Opening January 2009
- Construction Start May 2009
- Project Completion August 2009

The University expects to enter into aggressive contract negotiations with the top ranked firm such that design can begin immediately after the State Legislature approves the project.

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 firm design expertise, qualifications, and experience with similar projects.
- Evidence of experience and qualifications for providing engineering design services to a public entity.

¹ The Design Review Board will meet the second Friday of every other month during 2008. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.

- Experience with designing to a program and budget.
- Evidence of experience and qualifications of staff that will be assigned to this project including their roles and their roles on projects listed under the firms' experience.
- Location within Colorado of the team's principal office, and availability and appropriateness of and need for special consultants.

B. Design and Understanding of the project and University goals

- Demonstrated interest and understanding of this particular project (consisting of road and tunnel design), by this organization (a major university), in this particular place (the City of Boulder)
- Sensitivity to the goals and objectives of the mission of Parking & Transportation Services, and the requirements as reflected in the Program Plan.

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

- Commitment to projects of this size, scope and magnitude.
- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity (e.g. work load projections for firm and staff).
- Ability to collect, organize, synthesize, and communicate complex information from several university administrative and research departments in a timely manner.
- Description of the firms cost estimating procedures and methodologies.
- Description of firms' methodologies for meeting the universities WBE/MBE goals.

D. Demonstrated understanding of the financial constraints of this project.

- Ability to scale work performed to fall within the client's limited budget.
- Maintaining the proposed project schedule incorporating the scope of work and the dates listed in this information packet.
- Acknowledgement that the anticipated fee for this project is anticipated to be approximately \$448,500 and that it includes all services discussed in this solicitation.
- Anticipated percentages of the effort and the fee devoted to the design effort for the major components of this project.

E. Commitment to the University of Colorado at Boulder Design Guidelines

- Recognition of the importance of the role of the campus architecture in defining CU-Boulder as a unique place.
- Certification of having read the Boulder Campus Design Guidelines available at <http://fm.colorado.edu/construction/DesignGuidelinesforPlanningatCUBoulder.html> . This should include a discussion of the lead engineer's vision or process for accomplishing this project within the Design Guidelines.
- Understanding of the University of Colorado's design process, and responses consistent with the Boulder campus requirements.

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 Architect or designee and composed of representatives from Parking Services, and Facilities Management staff, will review the submittals, conduct oral interviews, and provide a ranked recommendation of three applicants to the Board of Regents for their consideration at their March 27, 2008, meeting.

V. RESPONSE FORMAT / SUBMITTAL OF QUALIFICATIONS

- Respondents will provide two (2) copies of their response packets. Material should be bound-in and consist only of material 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, bound-in, 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 **one** primary 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 principal project person involved.
 - (4) **Understanding of the University's Goals** -- consultants' understanding of the goals and objectives of this project and the consultant's role in fulfilling each.
 - (5) **Methodology** -- consultants' methods of achieving the University's goals and objectives including, but not limited to, processes, and MBE/WBE participation
 - (6) **Financial Constraints:** Consultants' understanding of the financial and schedule constraints of the project.

- (7) **Commitment to Campus Design Guidelines:** Consultants' commitment to maintaining the architectural heritage of the Boulder Campus
- (8) **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 4:00 p.m. on Tuesday February 12, 2008. **The University will not accept submittals received after this noted time and date.**

*Richelle Reilly
Campus Landscape Architect
University of Colorado at Boulder
RL-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, Facilities Planner, by fax to (303)-492-7186 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 Non-Mandatory Pre-submittal Meeting will be held on the date noted under A. Schedule. The non-mandatory Pre-Submittal Meeting will be held on **Tuesday, January 29, 2008** in the Environmental Health & Safety (EH&S) Conference Room 220, 1000 Regent Drive, on the CU-Boulder Campus. A map of the area can be viewed at: <http://www.colorado.edu/campusmap/map.html?bldg=EHSC>

Pay Parking is available in the front part of the west lot of 1000 Regent Drive. Look for the kiosk.

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 representative in order to be better able to prepare viable submittals.

C. Addenda

- The University reserves the right to issue addenda to the RFQ at any time as a result of questions, change in acquisition 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/> for up-to-date information about this project.

The university reserves the right to clarify, modify, waive or withdraw any or all of the requirements or information contained in this solicitation. Notice of any such change will be posted on the project web site listed above.

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 five 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 Tuesday, February 19, 2008, and each shortlisted firm shall have 45 minutes for presentation and 30 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.



REQUEST FOR QUALIFICATIONS
State of Colorado
University of Colorado
Notice Number: 08-04

Project No: **PR 002673**
Project Title: **North South Bikeway Improvements**
Estimated Construction
Cost: **\$3,434,511.00**

Project Description

The University of Colorado at Boulder seeks Engineering services to design a grade separated crossing at the intersection of Regent Drive and Fiske Planetarium, raising a portion of Regent Drive over a 20' wide pedestrian/bicycle underpass at the existing crosswalk. The grade separation will be designed and constructed simultaneously with the 252,000 GSF Center for Community Building which will be located on the northwest corner of Regent Drive and Fiske Crossing. Close coordination will be required with the Center for Community project and Utility Distribution Project that will also cross in this location

A team of consultants is desired that can design, bid, and construct this new road and underpass.

This solicitation is being made with the understanding that the University is still securing necessary approvals. No work shall be authorized before all approvals from the State of Colorado are secured.

Scope of Services

RFQ for Services of: Engineers

See the RFQ information packet for a description of professional services required of the consultant team.

Minimum Requirements

Qualified applicants will be determined as those that can meet the criteria that will be used for selection by a Screening Committee and the Board of Regents of the University. These criteria include: (1) Recent, direct experience with projects of a similar scope and budget. (2) Design and understanding of the project and University goals. (3) Demonstrated ability to plan, schedule, and manage this project or one of similar scope and budget. (4) Demonstrated understanding of the financial constraints of this project. (5) Commitment to the University of Colorado at Boulder Design Guidelines. The successful applicant will demonstrate broad-based experience in all phases of project planning, construction and management with special emphasis on projects with accelerated project delivery schedules. A strong construction management background is desirable, and familiarity with road and tunnel structures. Those interested in providing these engineering 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 February 19, 2008.

Firms meeting the minimum requirements may obtain the RFQ documents by contacting

By internet <http://fm.colorado.edu/planning/consultantselection/>

By e-mail: Richelle.Reilly@colorado.edu By picking up during working hours at Research Laboratory No. 2, 1540 30th Street, Third Floor Reception Desk, Boulder, CO 80303

Pre-Submittal Meeting

An informational Pre-Submittal Meeting will be held on January 29, 2008 at 10:00 AM at the Environmental Health & Safety (EH&S) Conference Room 220, 1000 Regent Drive, CU-Boulder Main Campus. A map to EH&S can be found at:

<http://www.colorado.edu/campusmap/map.html?bldg=EHSC>

Comments: **An informational pre-submittal meeting for interested applicants with members of the Screening Committee and representatives of Parking & Transportation Services will be held on January 29, 2008 at 10:00 AM to noon. This non-mandatory meeting will provide additional information about the project. A tour of the work location will follow.**

Qualifications Due

Date & Time: **February 12, 2008 4:00 p.m.**

Address: **Richelle Reilly
Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, Third Floor
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: **Richelle Reilly**
Agency: **University of Colorado at Boulder**
Phone: **303-492-3500**
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This Notice is also available on the web at <https://gssweb2.gssa.state.co.us>

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