

University of Colorado at Boulder

Request for Qualifications INFORMATION PACKET

Systems Biotechnology Building

The College of Arts and Sciences and the College of Engineering and Applied Science at the University of Colorado at Boulder are jointly proposing the construction of a major new laboratory facility at the Research Park for Biochemistry, Chemical and Biological Engineering and new initiatives in biotechnology. 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 May 2008. **All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.**

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Date of Issue: Friday, March 14, 2008

Pre-Submittal Meeting: Friday, April 4, 2008 1:00 p.m. to 3:00 p.m.
Discovery Learning Center, Room 1B70
CU-Boulder, Main Campus

Due Date: Monday, April 14, 2008, 4:00 p.m.

Submittals to: Paul M. Leef, AIA
Campus 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 College of Arts and Sciences and the College of Engineering and Applied Science are jointly proposing the construction of a major new facility at the University of Colorado at Boulder Research Park. Proposed is a new research and teaching facility for long-term growth of CU's engineering, biochemistry, and systems biotechnology efforts. The new building will support key strategic goals of the university, including enhancing student learning, serving the community, and increasing support for teaching, research, and creative work.

The facility will feature highly efficient and flexible lab design with the latest in technology, all built around a concept of interdisciplinary research and collaboration. The building will also have an educational component, including an auditorium, seminar rooms, classrooms, computer rooms, and teaching labs. Other building amenities – such as a gallery, café, and conference rooms organized around an interior “main street” concept – will result in a place where “people will want to linger.”

B. Program and Facilities Needs

The Colorado Initiative in Systems Biotechnology (CISB) is an exciting initiative to foster new research, education, and technology development at the interface of life sciences, physical sciences, applied mathematics, computational sciences, and engineering, requiring a systems or unified approach by multiple disciplines. The focus of this initiative is to understand and manipulate living cells and their genetic material, and to control cellular behavior through a global analysis of molecular events using methods that span a continuum from basic to applied research. The area referred to as “systems biotechnology” includes new, interdisciplinary methods in genomics, proteomics, molecular and cellular imaging, biosensors, biorenewable energy, biophysics, mathematical analysis, biomaterials engineering, tissue engineering, biorefining, and biochemical synthesis. The synergistic linkage of the basic sciences, engineering, clinical practice, and industry in this exciting, high impact field will lead to the development of additional technologies, drugs, and techniques for improving human lives.

CISB currently includes eight academic departments from the College of Arts and Sciences and the College of Engineering and Applied Science at CU-Boulder, plus strong partnerships with the University of Colorado Health Sciences Center and the local biotechnology industry.

To foster the goal of promoting interdisciplinary interactions, it is critical to provide a physical infrastructure and intellectual environment that stimulates research excellence, exchange, and growth. The environment must also enrich the education of students, by enhancing traditional classroom learning with research-based discovery learning. The facility is being designed to foster vertical as well as horizontal interactions, offering undergraduate students the opportunity to work with and be mentored by faculty who are engaged in this initiative. At the same time, it is imperative to provide space for the growing faculty and research of the Chemical and Biological Engineering Department (ChBE) and the Biochemistry Division of the Chemistry and Biochemistry Department, two of the primary departments supporting the Systems Biotechnology Initiative. The

campus leadership fully endorses pursuing a new building for the Systems Biotechnology Initiative and the ChBE and Biochemistry faculty, their research programs, and teaching facilities for these degree programs.

The plan is a bold one: build a new research and teaching facility on the Research Park space. This building will be the genesis of a new science and Research Park for CU-Boulder.

The facility plan is visionary: design a modern facility for interdisciplinary research and education that makes the Front Range of Colorado a national powerhouse in the emerging field of systems biotechnology. This includes designing research labs that will foster interdisciplinary research and research with industry partners, building educational laboratories and classrooms to support current and new interdisciplinary degree programs, providing meeting and communication facilities that will help bridge the physical distances between this new building and existing buildings and between the university and industry, and investing in infrastructure that will support the growing building systems demands of leading-edge research.

C. Space Needs Analysis

Total space needs for the Systems Biotechnology Building were determined through a series of interviews and workshops with building users and based on established space guidelines from university facilities. These space needs are summarized by unit in table 3.0-A below. The detailed space program is included in the program plan.

Systems Biotechnology Building Space Needs	Assignable Sq. Ft.
Biochemistry	42,538
Laboratory Space	17,908
Laboratory Support Space	11,886
Faculty and Their Support Staff Office Space	3,880
Post Docs, Graduate Students, and Lab Technicians Desk	6,333
Teaching, Visiting, and Adjunct Faculty Office Space	560
Undergraduate Student Desk Space	476
Administrative Support Space	1,495
Colorado Initiative in Systems Biotechnology	39,961
Laboratory Space	20,328
Laboratory Support Space	7,110
Faculty and Their Support Staff Office Space	3,880
Post Docs, Graduate Students, and Lab Technicians Desk	6,468
Teaching, Visiting, and Adjunct Faculty Office Space	280
Undergraduate Student Desk Space	700
Administrative Support Space	1,195
Chemical & Biological Engineering	38,905
Laboratory Space	16,456
Laboratory Support Space	9,796

Faculty and Their Support Staff Office Space	3,320
Post Docs, Graduate Students, and Lab Technicians Desk	6,038
Teaching, Visiting, and Adjunct Faculty Office Space	700
Undergraduate Student Desk Space	700
Administrative Support Space	1,895
Vivarium	3,655
Teaching Space	15,776
Teaching Laboratories and Associated Lab Teaching Space	6,120
Classrooms	1,800
Computer Labs for Teaching	1,320
Auditorium and Pre-Function Area for Auditorium	5,541
Student Technical Organizations' Meeting and Office Space	300
Support / Storage Areas for Teaching Spaces	695
Building Amenities	5,810
Building Support	3,695
Total	150,340

D. Projected Scope, Size and Cost

The total programmed size of the building is about 150,340 assignable square feet, with a total gross square footage of 262,662. The site is Pod I of the Research Park. Occupancy is expected for August of 2009.

Issues Identified and Initially Addressed in the Program Plan:

- **Location in the CU-Boulder Research Park:** The [Campus Master Plan](#) supports the underlying principle to “locate uses in functional relationship with adjoining uses” and to remodel existing facilities whenever possible. A new research and educational facility at Research Park will further the vision, mission, and strategic plan of the University of Colorado in multiple ways.
- **Site Issues:** The facility will sit adjacent to campus residential family housing and across Colorado Avenue from single family homes in the City of Boulder. Massing of the facility will need to be designed as to be compatible with the Colorado Avenue streetscape.
- **Health and Safety Issues:** The ability to utilize safely the existing and new lab space will increase with additional space and updated utilities. The current facilities are at or under capacity for the needs of these programs.
- **Transportation Issues:** The project will increase the demand for parking by approximately 383 spaces. This is within the adopted plan for the Research Park and will not have adverse impacts on any intersection. The site is also well served by the Stampede, the campus circulator bus system. In addition, the project will investigate options for a direct shuttle service to assist faculty and staff in transportation between the two campuses.

E. Relationship to Institutional and Facilities Master Plans

The Program Plan identifies this projects consistency with University long range plans and supports the [Flagship 2030 Vision](#) and the [Campus Master Plan](#). Key site considerations and relationships to other facilities and future projects will play an important role in the design and success of this project.

II. SCOPE OF SERVICES

A. General

The University desires complete architectural design and engineering services necessary for the construction of a physical sciences laboratory building. 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 program plan for this project, entitled *Program Plan for the Systems Biotechnology Building at the University of Colorado at Boulder*, April 6, 2006, that can be viewed on-line at: <http://fm.Colorado.EDU/planning/projects/>.

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 the existing facility and other 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 code and life safety, mechanical, electrical, and technology consultants.
- Participate in the selection of a Construction Manager / General Contractor (CM/GC) with the university prior to final selection by the Board of Regents.
- 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. Each submission shall include appropriate architectural, laboratory, FF&E, mechanical, electrical, technology, 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 sustainability planning to meet the minimum requirements of the High-Performance Buildings Act. It is anticipated that this building will achieve a USGBC LEED® Gold rating.

- Provide *Building Information Modeling* of all major building systems suitable for coordination with work developed by the CM/GC.
- Provide wind modeling analysis of building to indicate the plume pattern from building exhausts and its potential impact on surrounding buildings.
- 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, narrative description of project, and other materials appropriate to each phase of design. Cost estimating sufficient to evaluate the CM/GC estimate is required.
- Participate in the University's technical review process and respond to all comments made during the review. The Department of Facilities Management maintains a website to facilitate collection of comments and responses made by consultants.
- Provide energy and life cycle cost analysis as required by State statute (C.R.S. 24-30-1304 and C.R.S. 24-30-1305).
- Work diligently and in good faith to meet the schedule. The university's aggressive schedule will likely require that the design team provide multiple bid packages including an early site 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.
- Assist the University in selection of furnishings and moveable equipment. Provide documentation of systems furnishing for installation by contractor if necessary.
- Provide project close-out services including operations and maintenance manuals, record documents, and other necessary materials. Building record documents including "as-built drawings" must be complete and delivered within three months of the completion of the project.
- Provide commissioning services for mechanical, electrical, and technology 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 Architectural Services March 14, 2008
- Pre-Submittal Meeting April 4, 2008
- Deadline for Submittals April 14, 2008
- Committee Screening of Submittals April 16, 2008
- Consultant Interviews April 29, 2008
- Board of Regents Approval of Architect Selection June 5, 2008
- Conclude Contract Negotiations July 2008
- Initiate Design August 2008
- Conceptual Design Review by DRB October 10, 2008¹
- Schematic Design Review by DRB December 12, 2008
- Design Development Review by DRB April 10, 2009
- GMP Received and First Bid Package May 2009
- Bid Opening of other packages August 2009
- Construction Start July 2009
- Project Completion December 2010

The University expects to enter into aggressive contract negotiations with the top ranked firm such that design can begin immediately after the Board of Regents approves the selection.

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 architectural design services to a public entity.

¹ The Design Review Board will meet the second Friday of every other month during 2008 and 2009. 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 a physical sciences laboratory), by this organization (a major university), in this particular place (the City of Boulder).
- Sensitivity to the goals and objectives of the mission of the departments proposed to be in the Systems Biotechnology building and the needs of the Colorado Initiative in Systems Biotechnology.

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. (e.g. description of tasks attributed to each team member including who is in the lead for each task).
- 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(s) and staff).
- Ability to collect, organize, synthesize, and communicate complex information from several university administrative and research departments in a timely manner. (e.g. communication tools, technology, code analysis, etc.).
- The firms process for analyzing complex code issues and synthesis of solutions to meet client's needs.
- 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. (e.g. provide a schedule incorporating the dates listed in this submittal and indicating the appropriate review periods).

- Acknowledgement that the anticipated fee for this project is anticipated to be approximately \$9,250,000 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. This is not a fee request only an assessment of effort.

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 design architect'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 Systems Biotechnology Building, the University of Colorado Design Review Board 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 June 5, 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 Monday, April 14, 2008. **The University will not accept submittals received after this noted time and date.**

*Paul M. Leef, AIA
Campus 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 Philip A. Simpson, AIA, Facilities Planner, by fax to (303)-492-7186 or by e-mail or mail to: Philip.Simpson@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 **Friday, April 4, 2008 at 1:00 PM MDT** at the Discovery Learning Center (DLC), 1B70 on the CU-Boulder Main Campus. A map of the area can be viewed at: <http://www.colorado.edu/campusmap/map.html?search=DLC>

Parking is available in the lot north of the Discovery Learning Center or across the street in the parking lot west of the Police and Parking Transportation Services buildings.

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/SBB/index.html> 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, April 29, 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.