

APPENDIX A

UNIVERSITY OF COLORADO BOULDER
PRELIMINARY SELECTION/EVALUATION FORM
DESIGN / BUILD CONTRACTOR

Name of Firm: _____
Name of Project: Williams Village Residence Hall IIa – PR003965
Evaluator No: _____ Date: _____

RFP REFERENCE
MINIMUM REQUIREMENTS Y ___ N ___

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):

- _____ Licensed GC ? Y / N
- _____ Two Design/Build Projects in price range? Y / N
- _____ Design Build Experience? Y / N
- _____ Bond Letter? Y / N

Acknowledgement and Attestation included: Y ___ N ___

SCORE (FIRM'S QUALIFICATIONS):

Weight¹ x Rating² = Score

1. RESOURCES OF FIRM

- Organizational Structure _____ x _____ = _____
- Line of Authority _____ x _____ = _____
- Staffing Schedule _____ x _____ = _____
- Current workload (assigned) _____ x _____ = _____
- Location/access _____ x _____ = _____
- Subcontracted services _____ x _____ = _____

2. PROJECT MANAGEMENT APPROACH OF FIRM

- Approach to successful D/B Services _____ x _____ = _____
 - a. Schedule effectiveness _____ x _____ = _____
 - b. Quality effectiveness _____ x _____ = _____
 - c. Cost effectiveness _____ x _____ = _____
- Self Performed Work _____ x _____ = _____

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES OF FIRM

- Related experience/references _____ x _____ = _____

4. PROJECT BACKGROUND/SUCCESS OF FIRM

- | | | |
|---|--|------------------------------|
| <ul style="list-style-type: none"> □ Project #1 <li style="padding-left: 20px;">a. Timeliness <li style="padding-left: 20px;">b. Budget Considerations <li style="padding-left: 20px;">c. Quality | <ul style="list-style-type: none"> d. Disruption e. Claims f. Acceptability | <p>_____ x _____ = _____</p> |
| <ul style="list-style-type: none"> □ Project #2 <li style="padding-left: 20px;">a. Timeliness <li style="padding-left: 20px;">b. Budget Considerations <li style="padding-left: 20px;">c. Quality | <ul style="list-style-type: none"> d. Disruption e. Claims f. Acceptability | <p>_____ x _____ = _____</p> |
| <ul style="list-style-type: none"> □ Project #3 <li style="padding-left: 20px;">a. Timeliness <li style="padding-left: 20px;">b. Budget Considerations <li style="padding-left: 20px;">c. Quality | <ul style="list-style-type: none"> d. Disruption e. Claims f. Acceptability | <p>_____ x _____ = _____</p> |

5. MISCELLANEOUS

- | | |
|---|--|
| <ul style="list-style-type: none"> □ Claims/litigation history □ Apprenticeship Training Program
(Optional for Step I Prequalification) □ Current Workload □ Other (Optional) | <p>_____ x _____ = _____</p> <p>_____ x _____ = _____</p> <p>_____ x _____ = _____</p> |
|---|--|

TOTAL SCORE: _____3

NOTES: 1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
 2. Rating: 0.0-1.0 = unacceptable 1.1-2.0 = poor 2.1-3.0 = fair
 3.1-4.0 = good 4.1-5.0 = excellent
 3. **TOTAL SCORE INCLUDES THE SUM TOTAL OF ALL CRITERIA.**

APPENDIX A1

UNIVERSITY OF COLORADO BOULDER
ORAL INTERVIEW EVALUATION FORM
DESIGN / BUILD CONTRACTING SERVICES

Name of Firm:
Name of Project: Williams Village Residence Hall IIa - PR003965
Evaluator No: Date:

SCORE (PROJECT TEAM QUALIFICATIONS)1:

Weight2 x Rating3 = Score

1. PROJECT TEAM ORGANIZATION

- Team Structure
Job Descriptions/Responsibilities/Locations
Staffing Schedule/Current Work Loads
Roles/Responsibilities of D-B team as project evolves

1. PROJECT MANAGEMENT APPROACH OF TEAM

- Approach to successful D/B Services
a. Schedule effectiveness
b. Quality effectiveness
c. Cost effectiveness
'Best Value' and Quality Assurance Programs
Competitively Bid/Self Performed Work

3. PRIOR EXPERIENCE/PERFORMANCE/REFERENCES OF TEAM

- University and Student Housing experience
Proposed team D-B experience
General experience/references

5. MISCELLANEOUS

- Craft Labor Capabilities
Apprenticeship Training Program (Mandatory for Step II Interview)
Current Workload
Other

TOTAL SCORE: 3

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: 0.0-1.0 = Unacceptable 1.1-2.0 = Poor 2.1-3.0 = Fair
3.1-4.0 = Good 4.1-5.0 = Excellent
4. Total score includes the sum total of all criteria.

APPENDIX A2

UNIVERSITY OF COLORADO BOULDER TECHNICAL (DESIGN) / COST SELECTION/EVALUATION FORM DESIGN / BUILD CONTRACTING SERVICES

Name of Firm: _____
Name of Project: Williams Village Residence Hall IIa – PR003965
Evaluator No: _____ Date: _____

SCORE (TECHNICAL (CONCEPTUAL DESIGN) QUALIFICATIONS)¹:

Weight² x Rating³ = Score

1. PROJECT TEAM ORGANIZATION

_____ x _____ = _____

- Team Structure
- Clarity of Presentation/Communication
- Response to Owner Comments/Clarifications
- Roles/Responsibilities of D-B team as project evolves

2. PROJECT APPROACH

_____ x _____ = _____

- Schedule
 - a. Design Schedule
 - b. Construction Start / phasing / completion date
 - c. Staging / access / parking
- Work plan (equipment, noise, safety)

3. DESIGN PROPOSAL

- Compliance with Program Plan and Technical Criteria
 - a. Room count and unit mix
 - b. Compliance with space requirements
 - c. completeness and detail
 - d. compliance with design guidelines

_____ x _____ = _____

- Building Design
 - a. quality of spaces
 - b. circulation and design efficiencies
 - c. organization and security for residents
 - d. Building image and massing
 - d. MEP systems

_____ x _____ = _____

- Site Design
 - a. quality of spaces
 - b. circulation and design efficiencies
 - c. organization and security for residents
 - d. site access
 - e. parking impacts
 - f. site utilities

_____ x _____ = _____

3. DESIGN ENHANCEMENTS

_____ x _____ = _____

- Core program enhancements
- Interior design and finishes
- Exterior finishes
- Site amenities
- General design enhancements
- Schedule enhancements

5. MISCELLANEOUS

_____ x _____ = _____

6. COST PROPOSAL (score based on example below)

= _____

TOTAL SCORE:

_____3

- 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: 0.0-1.0 = Unacceptable 1.1-2.0 = Poor 2.1-3.0 = Fair
 3.1-4.0 = Good 4.1-5.0 = Excellent
 4. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

APPENDIX A3

**STATE BUILDINGS PROGRAMS
FINAL RANKING MATRIX**

QUALIFICATIONS 40% / TECHNICAL (DESIGN) / COST 60%

FIRM	QUALIFICATIONS ¹										AVERAGE SUBMITTAL SCORE ²	AVERAGE INTERVIEW SCORE ²	DESIGN COST SCORE ³	QUALS & COST SCORE ⁴	RANK ⁵
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6	EVAL #7	EVAL #8	EVAL #9	EVAL #10					

EXAMPLE

1. Insert total score from each evaluator's GENERAL QUALIFICATIONS (SUBMITTAL) FORM (A) and INTERVIEW SELECTION/EVALUATION FORM (A1) only.
Note: The maximum score for qualifications is 400 points and is equivalent to the maximum points available for qualifications. Therefore, each firm's score is determined as a percentage of the maximum points available.
2. Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each firm's qualifications.
3. Determine score from each evaluator's TECHNICAL (DESIGN) / COST SELECTION/EVALUATION FORM (A2). Note: The maximum score for design is 300 points. Determine score for each firm's cost proposal with the lowest cost being equivalent to a maximum score of 300 points. To score each cost proposal, use the example formula.

Assume the lowest cost proposal was \$100,000.

Scoring of Fees

$$\text{Firm A: } \frac{\$100,000^*}{\$100,000} \times 300 \text{ points} = \text{ _____ points}$$

$$\text{Firm B: } \frac{\$100,000^*}{\$125,000} \times 300 \text{ points} = \text{ _____ points}$$

$$\text{Firm C: } \frac{\$100,000^*}{\$150,000} \times 300 \text{ points} = \text{ _____ points}$$

4. Add the average Qualifications score to the Technical (Design) / Cost proposal score to determine the cumulative score.
5. Numerically rank all firms with the highest scoring firm being the most qualified

APPENDIX B

DRAFT DESIGN / BUILD AGREEMENT can be found at:

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

- Open Submittal – Notice 09-15

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to

margaret.chiu@colorado.edu

APPENDIX C

Williams Village IIa Residence Hall - DB RFP

General Conditions of the Contract can be found at:

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

- Open Submittal – Notice 09-15

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margaret.chiu@colorado.edu

APPENDIX D

General Requirements Division 1 can be found at:

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

- Open Submittal – Notice 09-15

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margaret.chiu@colorado.edu

APPENDIX E

Technical (Design) Criteria can be found at:

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

- Open Submittal – Notice 09-15

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to

margaret.chiu@colorado.edu

APPENDIX F

Asbestos Abatement Specifications can be found at:

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

- Open Submittal – Notice 09-15

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margaret.chiu@colorado.edu

APPENDIX G

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT

**MINORITY/WOMEN BUSINESS ENTERPRISE
PARTICIPATION REPORT
NOTICE**

TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT, EACH CONTRACTOR (INCLUDING ARCHITECT/ENGINEER/CONSULTANT) IS REQUESTED TO COMPLY WITH THESE REQUIREMENTS.

- I. The undersigned contractor hereby certifies that the (company) (joint venture) (is) (is not)* a minority enterprise as defined in this report. The undersigned contractor hereby certifies the (company) (joint venture) (is) (is not)* a woman-owned business enterprise as defined.

*Strike out where inapplicable.

If Corporation:

If Sole Proprietorship/Partnership:

Corporation Name

Contractor

By: _____
Date

By: _____
Date

Title

Title

ATTEST:

By: _____
Secretary Date

- II. It is the general policy of the State of Colorado to be as inclusive as possible to all member communities when spending taxpayer dollars.

III. REQUIREMENTS

- A. Minority Business Enterprise (MBE) means, for the purpose of this report, a business enterprise at least 51 percent of which is owned and controlled by minority group members, or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned and controlled by minority group members. Eligible persons are expected to be engaged full time in the day-to-day operation and management of the business. Minority group members are ethnic minorities including African American, Hispanic American, Native American or Asian/Pacific American.
- B. Women Business Enterprise (WBE) means, for the purpose of this report, a business enterprise of at least 51 percent of which is owned and controlled by a woman or women, or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned and controlled by women. Women are expected to be engaged full time in the day-to-day operation and management of the business.
- C. The State of Colorado does not have a certification process nor does it require MBE's and WBE's to be certified EXCEPT for certain contracts for highway and bridge construction administered by the Colorado Department of Transportation.
- D. The percentages of minority and women-owned business participation will be determined by dollar value of the work subcontracted to or joint ventured with minority and women-owned firms, as compared to the total dollar value of the bid amount for all work bid under this contract.
- E. Prior to the award of this contract, the contractor will be required to provide to the Principal Representative a list of W/MBE enterprises, stipulating the dollar amount of each subcontract or supplier of materials on the Minority and Women Business Enterprises Participation Report W/MBE-1 form.
- F. The contractor will retain records and documents showing the level of participation for two years following completion of this contract. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by an authorized representative of the Principal Representative, or its designated representatives, and will be submitted to such representatives upon written request.

MBEREPOR Rev. 09/2004

**MINORITY AND WOMEN BUSINESS ENTERPRISES
PARTICIPATION REPORT FORM**

Project No. PR003965 Project Title: Williams Village IIa Residence Hall Date: _____

University of Colorado at Boulder
Institution or Agency

Principal Representative

D/B

MBE: Yes No WBE: Yes No

Total Contract Amount: \$ _____

Name and Address of M/WBE Subcontractors and/or Suppliers and/or Self-Performed Work by M/WBE Primes*	MBE Contract Amounts	WBE Contract Amounts	Type of Work
	*	*	
	*	*	
	*	*	
	*	*	
	*	*	
	*	*	
	*	*	
	*	*	

*Indicate ethnicity based on Paragraph III. A. above.

Total MBE Contracts: \$ _____*

Total WBE Contracts: \$ _____*

Total MBE %: _____*

Total WBE %: _____*

SIGNATURES:

Principal Representative

Architect/Engineer/Consultant or Contractor

Authorized Representative

Authorized Representative

MBEREPORFORM
(9/2004)

APPENDIX H

PROJECT SITE

A map of the area of Williams Village can be viewed at:

<http://www.colorado.edu/campusmap/map.html?n=1747&w=-1227>

It is the responsibility of the submitting firm to review the information referenced above and posted on the above web sites. Report any difficulties in accessing the referenced document to

margaret.chiu@colorado.edu

APPENDIX I

PROGRAM PLAN

The Williams Village Phase II Program Plan can be viewed at:

http://fm.colorado.edu/planning/projects/documents/WV_PP_08-1204.pdf

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margaret.chiu@colorado.edu

APPENDIX J

LOCATIONS OF MANDATORY PRE-SUBMITTAL MEETING

A map of the area around the Sterns Towers can be viewed at:

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

Meter parking is indicated in pink.

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