

University of Colorado at Boulder

**Request for Qualifications
INFORMATION PACKET**

**Willard Hall & Hallett Hall
Residential Re-Commissioning**

The University of Colorado at Boulder proposes to plan, design, and renovate two facilities to re-commission current administrative office areas for student residence hall facilities. 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. **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: Tuesday, March 17, 2009

Pre-Submittal Meeting: Monday, April 13, 10:00 a.m.
Williams Village - Stearns Central Room 178
600 30th Street, Boulder, CO
CU-Boulder, Main Campus

Due Date: Thursday, April 21, 2009, 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

Willard and Hallett halls were developed in the 1950's as residence hall facilities with three full stories above grade and a "garden level" basement that is partially underground. The buildings were originally designed with double occupancy rooms plus two small "Social Director" apartments on the first floor and two "Head of House" apartments in the fourth floor attic level. The buildings are constructed with a cast-in-place concrete frame and are enclosed by the traditional materials of the Boulder campus – Lyons sandstone with limestone trim, steel-sash windows, and clay tile roofing. Beginning in the 1970s, portions of the Willard building were converted to offices for a variety of administrative functions, such that only about 40% of the building's original residential capacity is used for student housing. Similarly, the lower level of Hallett Hall was converted to office space at about the same time and renovated in 1996-1997 into its current configuration. Housing and Dining Services (HDS) currently provides housing for 196 students (98 double occupancy rooms) in Willard Hall. The Hallett Hall community is currently 358 beds.

Willard and Hallett Halls are part of the Farrand district which is the most centrally located residential community on campus; additional beds in this part of campus are ideal for freshmen students to help involve them in the campus community. The development of the Center for Community (C4C) will provide dining and other residence amenities in this core campus area allowing for the increase in student population in the Farrand district. Completion of C4C will relocate the administrative offices in Willard and Hallett Halls allowing for the re-commissioning of the office areas for residence hall use.

B. Program and Facilities Needs

Additional student housing is needed on the CU-Boulder campus to accommodate immediate demand for educational services. This project proposes the re-commissioning of the Willard Hall Administrative Center and the Hallett Hall HDS administrative offices to residence hall use. It is Housing and Dining Services' intention to capture living space within the Willard Hall for at least 230 more students, for a minimum total of 426 student residents. Hallett Hall would recapture space for an additional 136 student residents. Significant improvements to building systems are not included as part of this project. HDS does not have Willard Hall scheduled for significant building systems upgrades until 2022 as part of an overall master plan for their facilities.

C. Space Needs Analysis

A table of room types for each of the projects is listed below. Additional information on the space needs are outlined in the Program Plan. The majority of the student rooms will have the same configuration; double occupancy bedrooms with shared community bathrooms centrally located in each wing room cluster. There will also be a small percentage of single occupancy rooms. Ideally, rooms of the same type will be as close to identical to each other as possible. Single rooms will be provided for resident assistants. The goal is to have one resident assistant (RA) for a maximum of 35 students. RA's will use the community bathrooms.

Room Area Table - Willard Hall Residential Re-Commissioning

	unit mix	no.	Beds/Unit	Total Beds	Area asf	upgrade asf	remodel asf	total asf
resident areas	single rooms (comm. bath)	14	1	14	120	660	960	1620
	double rooms (comm. bath)	207	2	414	185	19200	22200	41400
	community bathrooms	16			350	2800	2800	5600
	Semi-private bath (accessible)	4			200		800	800
	sink niches (1 per wing)	8			20		160	160
	floor lounge (1 per wing)	8			400		3200	3200
	custodial closet (1per wing)	8			30	240		240
	custodial storage (1per wing)	8			20	160		160
	total sleeping rooms / beds	221	/	428		23060	30120	53180
common areas	main lounge	1			600		600	600
	classroom/study lounge	1			600		600	600
	reception/info w/ closet	1			250	250		250
	public restroom	2			75		150	150
	hall director/res life office	2			150		300	300
	vending machine area	1			75	75		75
	mail room	1			400	400		400
	kitchen	1			200	200		200
	laundry	1			400		400	400
	custodial storage (central)	1			100		100	100
	Custodial break room	1			125		125	125
	recycle holding area	1			100		100	100
						925	2375	3300
	Totals	total net area (asf)					23985	32495
net/gross*								66%
total gross area								85795

* Grossing factor accounts for stairs, elevators, halls, wall thicknesses along with mechanical rooms, electrical rooms, and communication rooms.

Room Area Table - Hallett Hall Residential Re-Commissioning

	unit mix	no.	Beds/Unit	Total Beds	Area asf	remodel asf	total asf
resident areas	single rooms (comm. bath)	4	1	4	120	480	480
	double rooms (comm. bath)	66	2	132	185	12210	12210
	community bathroom (accessible)	2			725	1450	1450
	sink niches (1 per wing)	2			20	40	40
	floor lounge	1			600	600	600
	custodial closet (1per wing)	2			30	60	60
	custodial storage (1per wing)	2			20	40	40
	total sleeping rooms / beds	68	/	136			14880
Totals	total net area (asf)						14880
	net/gross*						67%
	total gross area						22201

* Grossing factor accounts for stairs, elevators, halls, wall thicknesses along with mechanical rooms, electrical rooms, and communication rooms.

D. Projected Scope, Size and Cost

The total project budget for Willard Hall is \$7,175,000 for 85,795 GSF of renovation work which will include two types of work: 1- Upgrades to existing residence hall space totaling approx. 36,560 GSF.; 2- Renovation of space currently used for administrative offices for residence hall use of approx. 49,235 GSF. For Hallett Hall, the project budget is \$3,750,000 to remodel 22,201 gross square feet converting office space to residence hall space. Combined cost of the two hall project is \$10,925,000 for an additional 366 beds. These are total project costs including fees, administrative costs and furnishings that are from operational accounts.

It is the intent of HDS to hire one consultant team for these two projects. The projects are to be executed and managed under separate contracts. It is anticipated that the two projects will be developed concurrently.

E. Relationship to Institutional and Facilities Master Plans

The Program Plan identifies this project's consistency with University long range plans and supports the [Flagship 2030 Vision](#) and the [Campus Master Plan](#). The Campus Master Plan outlines a goal of providing additional housing to maintain or increase the percentage of students housed on campus. The Plan projected a need for an additional 500 beds by 2010 with a significant portion of these beds being needed for freshmen. As part of the program planning and development of the Center for Community (C4C), the ability to relocate administrative offices and re-commission space for residence hall uses was identified as a method to address this pressing need for additional student beds. The re-commissioning of the residential component of Willard and Hallett Halls is seen as a vital component of the of the C4C project.

II. SCOPE OF SERVICES

A. General

The University desires complete architectural design and engineering services necessary for the renovation and construction of a residence hall 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 Willard Hall & Hallett Hall Residential Re-Commissioning*, 3 September 2008, 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://www.colorado.edu/facilitiesmanagement/pdc/construction/standards/index.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. Reviews through these committees will depend on the extent of exterior work required by the conversion back to residence halls.
- Participate with the University in the selection of any mechanical, electrical, and technology consultants.
- 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, 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.
- Provide *Building Information Modeling* of all major building systems suitable for coordination with work developed by the GC.
- 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 GC estimate is required.
- Participate in the University's technical review process and respond to all comments made during the review.
- 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.
- Participate in the selection of qualified General Contractors with the university prior to bidding of the project.

- 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. 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 17, 2009
- Pre-Submittal Meeting 10:00 AM April 13, 2009
- Deadline for Submittals 4:00 PM April 21, 2009
- Committee Screening of Submittals April 23, 2009
- Consultant Interviews April 30, 2009
- Chancellor's Approval of Architect Selection May, 2009
- Conclude Contract Negotiations June 2009
- Initiate Design June 2009
- Conceptual Design Review by DRB August 14, 2009¹
- Schematic Design Review by DRB October 16, 2009
- Design Development Review by DRB December 11, 2009
- Construction Document Review by CU March 2010
- Bid Opening April 2010
- Construction Start (existing Residence Hall portion of Willard) May 2010
- Office areas Vacated/Occupancy in C4C October 2010
- Project Completion July 2011

The University expects to enter into aggressive contract negotiations with the top ranked firm such that design can begin immediately after the Chancellor 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.
- Experience with designing to a program and budget.

¹ The Design Review Board is scheduled to meet the second Friday of even numbered months during 2009. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.

- 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 residence hall facility), 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 Housing & Dining Services, the University of Colorado 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. (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 university administrative and Housing departments in a timely manner. (e.g. communication tools, technology, etc.).
- 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 \$244,000 for Willard Hall; \$134,700 for Hallett Hall, 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 the HDS, 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 Chancellor for his consideration.

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, April 21, 2009. **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 Thomas E. Goodhew, Facilities Planner, by fax to (303)492-4082 or by e-mail to <mailto:Thomas.Goodhew@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

- The **non-mandatory** informational Pre-Submittal Meeting will be on held **Monday, April 13, 2009 10:00 AM** at **Williams Village in the Stearns (STRN) Central Building, Room 178, 600 30th Street, Boulder, Colorado** A map can be viewed at:
<http://www.colorado.edu/campusmap/map.html?bldg=STRN>

Metered parking is available on the west side of the building.

This non-mandatory meeting will provide additional information about the project. A tour of the work location will follow.

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. For up-to-date information about this project consultants interested in this project should **frequently** visit: <http://fm.colorado.edu/planning/consultantselection/WillardHallettReCommissioning.html>

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 **Thursday, April 30, 2009**; each shortlisted firm will 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.