

University of Colorado at Boulder

**Request for Qualifications  
INFORMATION PACKET  
Notice 09-25**

**PR004804 - CM-M09005 Henderson Building Exterior  
Stair Towers, Phase 1 of 1**

University of Colorado at Boulder seeks an architectural and engineering design team to design the exterior stair towers to the Henderson Building. This project is to upgrade the 28,355 sq. ft. Henderson building to meeting current life safety codes and specifically to provide exterior stair towers. This project is to also incorporate and coordinate this system with the concurrent project, PR003878 – Henderson Building Fire Suppression project.

- I. PURPOSE / BACKGROUND**
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This Request For Qualification (RFQ) is for the purpose of selecting an architect to design, prepare construction documents, assist in the approval of the design and 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:** Tina Wells, Project Manager  
E-Mail (preferred): Tina.Wells@colorado.edu  
Phone: (303) 492-1102 Fax: (303) 492-4082

**New Date of Issue:** Monday, June 29, 2009

**Pre-Submittal Meeting:** Monday, June 29, 2009 at 11:00am  
Research Laboratory No. 2, Room 321  
1540 30<sup>th</sup> Street, Boulder, CO 80309

**Due Date:** July 21, 2009 at 4:00pm

**Submittals to:** Paul M. Leef, AIA, LEED™ AP  
Campus Architect & Director, Planning Design & Construction  
Department of Facilities Management  
1540 30th Street  
Research Laboratory No. 2, Third Floor Reception Desk  
Boulder, CO 80309-0453

## **I. PURPOSE / BACKGROUND**

### **A. Program Description**

This project is to upgrade the 28,355 sq. ft. Henderson building to meet current life safety codes and specifically to provide exterior stair towers to the building and incorporate and coordinate this system with the concurrent project, PR003879 – Henderson Building Fire Suppression Project. The Henderson building was constructed before modern codes were in effect and a single central open stairwell is used as an air plenum for the building which limits egress and violates current code.

### **B. Program and Facilities Needs**

To upgrade the Henderson building to meet current life safety codes and specifically to provide exterior stair towers to the building.

### **C. Space Needs Analysis**

The floor plans for the building are included in Appendix A, to be found on the Project Website.

### **D. Projected Scope, Size and Cost**

The project is to upgrade the Henderson building to meet current life safety codes and specifically to provide exterior stair towers to the building and incorporate and coordinate this system with the concurrent project, PR003879 – Henderson Building Fire Suppression project.

The total budget for this project is \$1,250,000.00.

The Henderson building is on the National Register of Historic Places, so all exterior design shall be accomplished within the Guidelines for the Rehabilitation of Historic Buildings as administered by the State Historic Preservation Officer (SHPO) of the Colorado Historical Society.

### **E. Relationship to Institutional and Facilities Master Plans**

This project is consistent with University long range plans and supports the [Campus Master Plan](#).

## **II. SCOPE OF SERVICES**

### **A. General**

The University desires complete architectural design and engineering services necessary for the construction of the exterior stair towers to the 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, 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://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](#), campus Historic Resources Advisory Committee, Colorado Historical Society and others as necessary. Reviews through these committees will depend on the extent of exterior work required by the needs of the project.
- 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 a verification of existing space size and project scope, completed schematic design, design development, construction documents as well as bidding assistance and construction observation 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 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 assistance with the University's 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.

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|--|------------------------|
| • Issue RFQ for Architectural Services         | June 17, 2009          |
| • Pre-Submittal Meeting                        | 11:00 AM June 29, 2009 |
| • Deadline for Submittals                      | 4:00 PM July 21, 2009  |
| • Committee Screening of Submittals            | July 24, 2009          |
| • Consultant Interviews                        | August 10, 2009        |
| • Chancellor's Approval of Architect Selection | August, 2009           |
| • Conclude Contract Negotiations               | August, 2009           |
| • Initiate Design                              | September, 2009        |

- Conceptual Design Review by DRB October 2009<sup>1</sup>
- Schematic Design Review by DRB December 2009
- Design Development Review by DRB February 2010
- Construction Document Review by CU April 2010
- Bid Opening May 2010
- Construction Start (interior demolition) May 2010
- Office Areas Vacated May 2010
- Project Completion May 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.
- 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, 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 Henderson Building, 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.**

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<sup>1</sup> 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.

- 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 \$157,425 for the exterior stair towers 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 address**, 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, July 21, 2009. **The University will not accept submittals received after this noted time and date.**

*Paul M. Leef, AIA, LEED™AP  
Campus Architect & Director, Planning, Design & Construction  
Department of Facilities Management  
University of Colorado at Boulder  
Research Laboratory No. 2, 1540 30th Street, Third 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, Boulder, CO 80309-0453, 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 applicants may submit questions to Tina Wells, Project Manager, by e-mail to [Tina.Wells@colorado.edu](mailto:Tina.Wells@colorado.edu). All questions must be received by July 7, 2009 at 4:00pm. Questions will be compiled, and every effort will be made to answer the questions by July 24, 2009 at 4:00pm and on the project web page (see D. below).

### B. Pre-Submittal Meeting / Site Visit

- The **mandatory** Pre-Submittal Meeting will be on held Monday, June 29, 2009 11:00 AM in Room 321, Research Laboratory No. 2, Boulder, Colorado

### 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://www.colorado.edu/facilitiesmanagement/pdc/construction/open.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 – “Shortlist”

- 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 **e-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 **August 10, 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.*