

**STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM**



**REQUEST FOR PROPOSALS For Construction Contracting Services provided by the following trades:**

**Asbestos/Lead Abatement  
Audio/Visual Integration  
Concrete  
DDC Controls  
Electrical  
Elevators  
Emergency Mitigation & Restoration  
Fire Protection  
General  
HVAC  
Landscaping & Irrigation  
Mechanical Insulation  
Painting  
Plumbing  
Roofing (including specialized qualifications for tile roofing)  
Steam Fitting  
Telecom Infrastructure  
Utilities Piping**

**FOR THE  
Small Construction Standing Order Contractors Purchase Program (SOC)**

**University of Colorado at Boulder (UCB)  
Department of Facilities Management**

**January 1, 2015-December 31, 2019**

**REQUEST FOR PROPOSALS FOR:  
STANDING ORDER CONTRACTOR PROGRAM**

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**ADVERTISEMENT FOR BIDS**  
**This is a two step AFB with pre-qualification required.**  
**University of Colorado- Boulder**  
**Notice Number: 14-27**

**Project No:** N/A

**Project Title:** University of Colorado Boulder (UCB) Standing Order Contractor Program

**Estimated Construction Cost:** Up to \$500,000 per project

**Notice Status:** Open for Submittals

**# Notice Revisions:** 0

**Project Description**

The University of Colorado Boulder (UCB) is seeking to pre-qualify ASBESTOS/LEAD ABATEMENT, AUDIO/VISUAL INTEGRATION, CONCRETE, DDC CONTROLS, ELECTRICAL, ELEVATORS, EMERGENCY MITIGATION & RESTORATION, FIRE PROTECTION, GENERAL, HVAC, LANDSCAPING & IRRIGATION, MECHANICAL INSULATION, PAINTING, PLUMBING, ROOFING (INCLUDING SPECIALIZED TILE ROOFING), STEAM FITTING, TELECOM INFRASTRUCTURE, and UTILITIES PIPING contracting services for UCB Facilities Management's Standing Order Contractors Program. The pre-qualification will be in effect through December 31, 2019. Projects will be awarded using the State of Colorado documented quote process.

**Scope of Services:**

Four basic types of work that will be bid under this program are:

1. Existing space with adjacent occupancy
2. Existing space without adjacent occupancy
3. New construction space with adjacent occupancy
4. General infrastructure repairs and upgrades

**Minimum Requirements:**

Notice is hereby given to all interested parties that all firms will be required to meet minimum qualifications to be considered for this program. Minimum requirements are listed in Tab 1 of the RFP, which will be published online at <https://www.colorado.edu/fm/design-construction/standing-order-contractors-soc-program>, by November 3, 2014.

### **Qualifications Due**

**Date & Time:** November 19, 2014 by 10:00am for review and consideration for qualification on January 1, 2015.

Qualifications will be accepted any time until September 30, 2019 and will be reviewed for consideration by UCB on a periodic basis.

**Address:** Email to [fmsoc@colorado.edu](mailto:fmsoc@colorado.edu)

**Comments:** N/A

### **Project Information**

1. The RFP will be available by November 3, 2014 on the website:  
<https://www.colorado.edu/fm/design-construction/standing-order-contractors-soc-program>
2. The right is reserved to waive informalities or irregularities and to reject any and all submittals.

### **Point of Contact**

**Name:** AriAnne Gilliland

**Agency:** University of Colorado Boulder

**Email:** [fmsoc@colorado.edu](mailto:fmsoc@colorado.edu)

**This Notice is available on the web at:**

<https://www.colorado.edu/fm/design-construction/standing-order-contractors-soc-program>

**STANDING ORDER CONTRACTOR PROGRAM (SOC)  
REQUEST FOR PROPOSALS (RFP)  
University of Colorado at Boulder**

• **GENERAL INFORMATION**

**-General Information**

The University of Colorado at Boulder (UCB) is soliciting the submittal of qualifications from firms to provide ASBESTOS/LEAD ABATEMENT, AUDIO/VISUAL INTEGRATION, CONCRETE, DDC CONTROLS, ELECTRICAL, ELEVATORS, EMERGENCY MITIGATION & RESTORATION, FIRE PROTECTION, GENERAL, HVAC, LANDSCAPING & IRRIGATION, MECHANICAL INSULATION, PAINTING, PLUMBING, ROOFING (INCLUDING SPECIALIZED QUALIFICATIONS FOR TILE ROOFING), STEAM FITTING, TELECOM INFRASTRUCTURE, and UTILITIES PIPING contracting (labor and materials) services for the University of Colorado Boulder (UCB) Standing Order Contractor Program.

Projects to be bid under this program shall not exceed \$500,000 in total costs. The first step of this process will create a list of pre-qualified Standing Order Contractors to submit documented quotes on UCB projects under \$500,000 until December 30, 2019. The second step will involve receiving documented quotes from the pre-qualified list of contractors. Preference shall be given to Colorado resident bidders and for Colorado labor, as provided by law.

The process to be used in the selection of firms is described in detail in Section III, SELECTION PROCESS. In summary, responses to this RFP will be evaluated by a panel of individuals who understand the required services associated with a small construction project.

**-Intent and Requirements**

It is the intent of the UCB Standing Order Contractor Program to select those trades identified in Section I – General Information, which are capable of successfully executing construction projects in existing spaces with and without adjacent occupancy, in occupied student housing, education and research environments without incurring disruption of on-going programs, and general infrastructure repairs and upgrades.

Firms will be judged on their past experience, and also on their ability to address issues critical to the success of a project, as outlined in this RFP document. The following must be submitted (**in order by Tab**) and are elements that will be used to evaluate each firm's qualifications:

**TAB 01: For all trades:**

The following documents shall be submitted (in order as listed below):

- A Contractor Information Page (provided in Enclosure 1).
- The **appropriate** Acknowledgement and Attestation Form (provided in Enclosure 1). **Do not include all 4 completed forms; only the form applicable to the firm.**
- A completed [W-9](#) form. Firms **MUST** use the form specified. Any other W-9 forms will not be accepted.
- A completed Certification and Affidavit Regarding Unauthorized Immigrants form (provided in Enclosure 1).
- Provide a Certificate of Good Standing from the Colorado Secretary of State (found at <http://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do>) or the summary page, which shows the firm's status with the Colorado Secretary of State.
- Provide a Certificate of Insurance (**not a sample**) as required in the General Conditions and Supplemental General Conditions of the Contract.

Specific insurance requirements are found online at <https://www.cu.edu/risk/services/certificates-insurance> "Construction Insurance Requirements for State Contractors for Construction and Design".

**With regard to Contractor's Pollution Liability Insurance:**

Contractor's Pollution Liability requirements are found in the Supplemental General Conditions (provided in Enclosure 2). The coverage is required for Asbestos/Lead Abatement contractors only. These contractors are required to have Contractors Pollution Liability Insurance in place when contracted to do this type of work on the UCB Campus. They shall not commence work

until UCB is provided a Certificate of Insurance form showing the firm has this coverage in place and the certificate has been approved by the University Risk Management.

- Demonstrate proof of ability to provide:
  - Performance, Labor and Material Payment Bonds for projects up to \$500,000
  - Bid Bonds for projects up to \$500,000For this, the respondent must provide documentation from its Surety, clearly indicating its full bonding potential against bonding commitments. Painting contracting firms are not required to provide proof of bonding ability with this RFP submittal. Proof will be required on a per-project basis.
- Provide proof of licensing.

When applicable, contractors must be licensed in the City of Boulder or in a city along the Front Range of the State of Colorado. Licenses, where applicable, shall match work being performed.

  - Provide a list of jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license and certificate numbers. Also, where applicable, list the employees associated with each license and/or certification.
  - If your firm is seeking qualification in a trade that is not issued a typical license by a city, please respond to this tab with “N/A”.
- Firms must be in business, operating in the current trade, in the State of Colorado, for a minimum of the last three (3) consecutive years.

To be qualified for a specific trade, contractor shall have been in business operating in current trade for a minimum of the last three (3) consecutive years. In addition, contractor shall have employees/staff that are qualified to perform services under that trade or plan to subcontract services under that trade.

- How many years has your organization been in business as a contractor in the State of Colorado under your present business name?
  - How many years’ experience does your organization have in the trade for which your firm is seeking qualification?
- Provide information on any claims/litigation history your firm has been involved in during the last 10 years:
  - Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) on respondent contracts; explain the litigation, the issue, and its outcome or anticipated outcome.
  - Has your organization ever failed to complete a contract? If yes, please provide details.
  - Has your organization filed any lawsuits or requested arbitration with regard to construction contracts? If yes, please provide details and state of the current status.

**TAB 02: For all trades:**

Provide the following information **for a minimum of five (5) but no more than ten (10)** projects your firm has completed in the last five (5) years or currently has in progress, incorporating the trade in which your firm is seeking prequalification:

- Project Name
- Owner’s Principal Representative and /or Architect/Engineer contact name, address, email address and phone number. (All references submitted shall be current for the projects listed. References will be considered current if the party's name, company name, title, email and phone number are provided.)
- Project Manager, superintendent and other key personnel names and a description of the function(s) they performed
- Brief description of project scope

- Indicate bid amount, value of change orders, and final contract value

Each of the projects listed must have an original bid amount range up to \$500,000. They should include work as a standing order, term, or maintenance contractor with the following characteristics:

- Each project must be constructed in an education, research/manufacturing, high-tech or similar type facility (i.e. hospital).
- Each project must be completed in an environment of adjacent occupancy without disrupting the adjacent tenants' mission.

**TAB 03: For all trades:**

If applicable, provide the following information for any projects (up to 10 projects) your firm has completed for UCB in the last five (5) years; if inapplicable, please respond to this tab as "N/A". Your firm will not be scored if Tab 03 is marked "N/A".

- Project Name
- Brief description of the project scope
- UCB Project Manager/contact
- Indicate bid amount, value of change orders, and final contract value

**TAB 04: For all trades:**

Provide a detailed staffing plan of key management personnel **and any/all alternates** to be assigned to this program from your firm and identify the time commitments and all current office locations:

- Project Manager
  - Resume
  - Experience: List of projects of similar size, type and systems
  - References, with current phone numbers and email addresses, outside your firm to verify experience
- Project Superintendent
  - Resume
  - Experience: List of projects of similar size, type and systems
  - References, with current phone numbers and email addresses, outside your firm to verify experience
- On-site foreman
  - Resume
  - Experience: List of projects of similar size, type and systems
  - References, with current phone numbers and email addresses, outside your firm to verify experience

**TAB 05: For Various Contractors as outlined below:**

**-Asbestos/Lead Abatement Contractors Only:**

- Submit documentation to certify the company is a CDPHE certified General Abatement Contractor (GAC)
- Provide written documentation of any Notices of Violation (NOVs) received in the past five (5) years
- Submit a DOT Security Plan as referenced in 49 CFR 172.800 and 172.704
- Provide transportation standard operating procedures, appropriate DOT training and demonstrate placarding requirements per DOT.

- Provide Hazardous Materials Transportation permits in compliance of Section 42-20-202(b), CRS Failure to provide this information **will** result your organization's submittal being considered non-responsive and your organization will be disqualified from this RFP process.

**-Audio/Visual Integration Contractors Only:**

- Must have at least one business location within 100 miles of the UCB campus
  - Provide location(s) address and contact information
- Must be able and available to perform work outside standard UCB business hours
  - Provide a description of the hours your firm is available for work outside standard UCB business hours
- Provide the following for **all** personnel to be assigned to this program from your firm with a current InfoComm Certified Technology Specialist – Installation (CTS-I) certification:
  - Resume
  - Copy of CTS-I certification (must be specific for each person listed)
- Provide the following for **a minimum of two (2)** persons to be assigned to this program from your firm with a current InfoComm Certified Technology Specialist (CTS) certification (at least one CTS must be on-site during any work at UCB):
  - Resume
  - Copy of CTS certification (must be specific for each person)
- Provide a description of how your firm will work with UCB to provide educational pricing on all parts/components where such is available

**-DDC Controls:**

- **Product line** – The University of Colorado at Boulder only allows the installation of Andover Controls and Automated Logic Controls. No substitutions allowed.
  - Does your firm provide the product line as described?
- **Contractor qualifications**
  - Firms submitting proposals shall demonstrate a minimum of 3 years experience with the product. This includes developing network architecture, system configuration, component installation, programming, system analysis, component trouble shooting and the integration of sub-systems and components.
- **Field Coordinator qualifications**
  - Individuals overseeing the installation and configuration of the product must provide evidence of the most advanced training offered by the Manufacturer on that product line for installation and configuration.
- **Programmer Coordinator qualifications**
  - Individuals involved with the programming of the site-specific sequences shall provide evidence of the most advanced programming training offered by the vendor of the programming application offered by the Manufacturer.
- **Installer's Service Qualifications**
  - The installer must be experienced in control system operation, maintenance and service. Installer must document a minimum 3 year history of servicing installations of similar size and complexity.
- **Installer's Response Time and Proximity**
  - Installer must maintain a fully capable service facility within a 45 mile radius UCB. Service facility shall manage the emergency service dispatches and maintain the inventory of spare parts. Provide location address(es) and contact information.

**-Electrical Contractors Only:**

- Provide the following for **all** personnel to be assigned to this program from your firm with a current Electrical Company – State of Colorado master electrician license:
  - Resume



- Copy of State of Colorado master electrician license (must be specific for each person listed)
- Provide the following for **all** personnel to be assigned to this program from your firm with a current Electrical – on site – State of Colorado Journeyman license:
  - Resume
  - Copy of State of Colorado Journeyman license (must be specific for each person listed)

**-Elevator Contractors Only:**

- In compliance with the Colorado Elevator and Escalator Certification Act of 2007 (re: Senate Bill 07-123), a person shall not erect, construct, alter, wire, replace, maintain or dismantle a conveyance system (including passenger and freight elevators, escalators, and powered platforms and equipment for exterior and interior maintenance) unless the person is licensed as a conveyance mechanic and is working under the supervision of a certified conveyance contractor. Certification requirements are clarified in the above listed act.
- Provide the following for **all** personnel to be assigned to this program from your firm with a current Electrical Company – State of Colorado master electrician license:
  - Resume
  - Copy of individual certifications for employees of your organization and a certification for your firm as a licensed State of Colorado Conveyance Contractor.

**-Emergency Mitigation & Restoration Contractors only:**

Demonstrate, in writing, that your firm can provide and/or meet the following:

- Ability to respond to campus within 1-2 hours of an event (ie: flood, fire, mold, smoke, wind, sewer back up etc..)
- Asbestos-trained personnel for removal and disturbance of Asbestos Containing Building Materials.
- Ability to identify sources, measure temperature and humidity levels, provide dehumidification, air movers, perform water extractions, pack and move furniture and contents, provide security, identify potentials for mold growth and take corrective actions to prevent, odor and dust control, provide treatments, inspect floors, sub floors, walls, provide selective demolition, provide reconstruction, provide debris removal services, provide emergency cleaning, provide temporary power /generators, provide services to deal with vital records & book recovery. Provide on-site project management and e-mail communications
- If your firm would like to provide abatement services for Emergency Mitigation & Restoration work, your firm must use pre-qualified SOC asbestos/lead abatement contractor OR submit requirements as outlined for asbestos/lead abatement contractors per this RFP.

**-Fire Protection Contractors Only:**

Demonstrate, in writing, that your firm meets the following:

- The design of the fire protection systems shall be performed by or under the direction and control of a Colorado registered P.E. or a NICET level IV, unless otherwise advised by the AHJ during the Design Document phase in which case, an individual with NICET, level III or higher may be accepted. Said professionals shall be experienced in fire protection, thoroughly familiar with and experienced in this type of installation. Colorado registered professional engineers or the NICET level III (or higher) professionals who are "Members" in the national organization of the Society of Fire Protection Engineers (SFPE) or meet the qualifications for the grade of "Member" in the national organization of the SFPE are preferred.
- No design related work shall be subcontracted or performed by persons other than bona fide employees working solely for the contractor. Any exception shall be pre-approved by the owner, in writing.

- Shall be pre-qualified by the University to work on any major projects. Major projects shall be identified by Facilities Management project manager and AHJ on a case by case basis. As a rule of thumb, projects involving more than 50,000 square feet of sprinkler protection should be considered major. The entire fire protection system project including design, calculation, installation and testing, excluding prefabrication shall be bid by a single firm which has the capabilities to perform all of the work required under this standard. No installation work shall be sub-contracted without prior permission in writing from the AHJ.
- Shall be registered for the design and installation for fire protection systems in the State of Colorado.
- Shall have a minimum of five (5) years of experience in the design and installation of similar projects of comparable size and value.
- Shall have the capability of providing a full service maintenance, testing and inspection program in accordance with NFPA standards and where applicable, be certified to perform these services.
- Shall have an established office within one hundred (100) miles of the campus, which maintains a full complement of spare parts, tools and equipment for the specific project and type of system.
- Shall have an emergency service capability for response to emergency conditions.

**-General Contractors only:**

- Describe your firm's proposed project management system for this program. Include the following topics:
  - General organization
  - Staffing roles
  - Commitment of key personnel and resources, including a description of trades provided internally to your organization
  - Plan for management and control of subcontractors
    - Provide a detailed description of how your firm will select qualified sub-contractors and manage them effectively.
  - Reporting systems to Owner and Architect:
    - General communications
    - Actual progress
    - Problems resolution
    - Costs
  - Quality control
  - Project closeout
- Describe your firm's schedule management system:
  - Provide samples of schedules from previous projects meeting the requirements outlined in TAB 02.

**-Plumbing Contractors Only:**

- Provide copies of licenses:
  - Plumbing Company – State of Co. master Plumbers license
  - Plumbing on site– State of Co. Journeyman license
  - Gas Piping – ICC Master Plumber with Gas, ICC Journeyman Plumber with Gas, ICC Master Gas Fitter, ICC Journeyman Gas Fitter, ICC Master Mechanical, ICC Journeyman

Mechanical, ICC City and County of Denver Steam and Hot Water Supervisor, and/or ICC City and County of Denver Steamfitter Journeyman

- Demonstrate, in writing, the firm's ability to meet the following requirements:
  - On site supervisor must have a minimum of 3 yrs supervisory experience in this trade

**-Roofing Contractors Only:**

- Demonstrate, in writing, the firm's ability to meet the following requirements:
  - Acceptable contractors shall have a minimum of 3 years experience working in an institutional or commercial setting installing Ludiwici roof tile, with at least three projects in the past two years with a roofing cost of \$250,000 or more.
  - On-site supervisor needs to have a minimum of 2 years experience functioning as the lead on a crew installing Ludiwici tile (no substitutions) on projects exceeding \$250,000 in roofing cost.

**-Steam Fitting Contractors Only:**

- Provide copies of licenses:
  - Steam fitting – Company – City of Denver steam fitter's license
  - Steam fitting – on site – City of Denver steam fitter's license
- Demonstrate, in writing, the firm's ability to meet the following requirements:
  - On site supervisor must have a minimum of 3 yrs supervisory experience in this trade

**-Telecom Infrastructure Contractors Only:**

- Contractor must provide proof of current Hubbel certification
- Firm must be in business for a minimum of five (5) years
- Contractor must have a business location in Colorado
  - Provide location(s) and contact information
- Provide the following for **all** personnel to be assigned to this program from your firm with a current BICSI certification:
  - Resume
  - Copy of BICSI certification (must be specific for each person)

**• Utilities Piping Contractors Only:**

Demonstrate, in writing, the firm's ability to meet the following requirements:

- Minimum 5 yrs municipal experience
- On site supervisor – minimum 3 yrs supervisory experience in this trade
- Min 3 yrs experience with large piping system

**Statement of Work and Type of Scopes of Work**

This RFP is for the services of those trades and contractors identified in Section IA. The scope of services will include assistance to UCB during the process of construction and warranty period. Tasks to be performed include those typically performed by the trades and contractors.

Four basic types of scopes of work will be bid under the Small Construction Contractor Purchase Program on the Boulder campus: (1) existing space with adjacent occupancy, (2) existing space without adjacent occupancy, (3) new construction space with adjacent occupancy, and (4) general infrastructure repairs and upgrades.

Preference shall be given to Colorado resident bidders and for Colorado labor, as provided by law.

**Qualification under this program is not a guarantee of any work.**

- **GUIDELINES FOR SUBMISSION**

- A. Schedule**

- The schedule for this RFP is as follows:

Advertisement

First

October 27, 2014

Second

November 3, 2014

RFP Document Release

November 7, 2014

Mandatory Pre-submittal Meeting

N/A

Written Questions (Clarifications) - Final Date

November 12, 2014 by 4:00pm

Addenda Issued – Final Date

November 14, 2014 by 5:00pm

Prequalification Submittals due

November 19, 2014 @ 10:00am for consideration for January 1, 2015. Submittals accepted any time (through September 30, 2019) to be reviewed on a periodic basis.

- A mandatory pre-submittal meeting will **NOT** be held.
      - Pre-Qualification packages shall be received via email to [fmsoc@colorado.edu](mailto:fmsoc@colorado.edu) no later than the date and time noted above.
      - The above schedule may be subject to change. Responding firms shall be notified of revisions in a timely manner. Respondents may elect to verify times and dates by email to [fmsoc@colorado.edu](mailto:fmsoc@colorado.edu) no earlier than 36 hours before the date and time noted for any activity. All such verifications shall be in writing and addressed to the above noted contact.

- B. Clarifications**

- Owner initiated changes to this RFP will be issued under numerically sequenced addenda.
      - a. Corrections
      - b. Clarifications
      - c. Changes in scope or services
      - d. Time and/or date changes

Respondents acknowledge all issued addenda as a condition of pre-qualification.

- Respondent initiated requests for clarification must be submitted in writing (**via email only**) and can be received any time prior to the date and time noted in Section II.A. Requests for clarifications received beyond this date will not receive consideration.

Requests for clarification shall be emailed to [fmsoc@colorado.edu](mailto:fmsoc@colorado.edu). All Owner responses will be issued by written addenda on or before the date contained in Section II.A for Written Responses Issued.

- C. Conditions of Pre-qualification**

All respondents shall accept the conditions of this RFP, including, but not limited to, the following:

- All pre-qualification packages shall become the property of UCB and will not be returned.

- Any restriction as to the use of pre-qualification materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary proposals will not be honored.
- UCB reserves the right to reject any or all pre-qualification packages on the basis of being non-responsive to this RFP or for failure to disclose requested information.
- UCB shall not be liable for any costs incurred by respondents in the preparation and submission of prequalification packages, documented quotes, bids, interviews, nor in costs related to any element of the selection and contract negotiation process.
- The respondent has reviewed the entire RFP and addenda and, by executing and returning the appropriate Acknowledgment and Attestation form, has agreed that the terms and conditions of the contents of this RFP and addenda are expressly acceptable without reservation.
- UCB reserves the right, without invalidating proposal content, to request clarification of respondent information.

#### **D. Format for Pre-qualification**

Respondent must comply with the following items. UCB retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of UCB.

Submit **one (1) complete electronic copy of all material for each trade** for which the firm is seeking pre-qualification via email to [fmsoc@colorado.edu](mailto:fmsoc@colorado.edu).

Pre-qualification packages must be submitted in the format and tabbed in the exact sequence as prescribed by Section IB, INTENT AND REQUIREMENTS. Additional information, if provided, shall appear at the end of the proposal under its own tab(s). These tabs must be bookmarked in the PDF submittal.

Response to all items shall be complete.

All references shall be current and relevant.

#### **• SELECTION PROCESS**

The Standing Order Contractor Program will be conducted as a two-step process. The first step is qualification under this RFP. Qualified firms will be those firms that comply with all qualification requirements and achieve a passing score on the evaluation form. The second step is on a per-project basis as outlined in the SOC Program Guidelines (Enclosure 2).

- Pre-qualification under this RFP is not a guarantee of work.
- UCB reserves the right to publicly bid any construction project under \$500,000.
- Selection will generally be based upon the following:
  - a. Pre-qualification process: 100% based on qualifications.
  - b. Project Documented Quote Process: 100% based on the fixed firm priced documented quote, verification and understanding of the project scope, and confirmation that the project schedule can be achieved. Pre- or post-qualifications may occur for specialized projects.

#### **• CONTRACT INFORMATION**

- A. A standing purchase order will be issued to all pre-qualified contractors.
- B. All individual projects will require a written notice to proceed prior to beginning on-site work.
  - Contract samples are included in Enclosure 2.
- C. The State of Colorado, Office of the State Architect, contract and procedural documents are included as part of this RFP. This includes, but is not limited to, The General Conditions of the Construction Contract (SC 6.23), and associated UCB Supplemental General Conditions. The contractor agrees to adhere to the latest version of all documents at the time a notice to proceed is issued for a project. These documents are found in Enclosure 2.
- D. UCB reserves the right to make changes to the appended model contract and procedural documents, including deletions, additions and/or modifications that may be necessary to more completely describe the services defined or implied herein.

## VI. ADDITIONAL REQUIREMENTS and INFORMATION

- A. **SUB-CONTRACTOR QUALIFICATIONS:** All contractors are advised that any person, firm or other party to whom it is proposed to award a sub-contract under this agreement, must be either pre-qualified by UCB through this same Standing Order Contractor Program (RFP) or, be pre-qualified by UCB prior to submitting a documented or not-to-exceed quote on a project or, be post-qualified by UCB after submitting a documented or not-to-exceed quote on a project. All sub-contractors shall agree to perform to the same terms and conditions as required under this RFP.

All sub-contractors that are to be pre- or post-qualified must submit their qualifications on a "University of Colorado Contractor's Statement of Experience" form (found in Enclosure 2). Sub-contractors who are already pre-qualified through this RFP do not need to submit this form.

In the event that a sub-contractor is not already pre-qualified under this RFP, the contractor shall disclose this fact with his quote, along with the names and qualifications of the proposed sub-contractor(s). Contractors will not be allowed to change their submitted documented quote on a project if a sub-contractor is not accepted by UCB during post-qualification. The UCB project manager reserves the right to disallow the use of any sub-contractor.

- B. **PROJECT MANAGER AND SUPERVISOR SUBSTITUTION:** If a substitution becomes necessary, the contractor shall make sure the replacement person holds the same level of skill, license and/or certifications as held by the person being replaced. The contractor shall be responsible to train any substitute on the requirements of this RFP. The contractor shall be committed to having the same project manager and supervisor (or alternates) listed in this RFP.
- C. **INSPECTION CARDS:** The contractor shall obtain an inspection card(s) for each project prior to beginning any work, unless it is an emergency under the guidance of UCB Facilities Management authorized personnel or otherwise directed by Facilities Management Office of Planning, Design and Construction. It is the responsibility of the contractor to schedule all required inspections, obtain the necessary signatures from the inspectors on the cards, including final sign off, and hand the signed cards back to the UCB project manager at the end of the project. **Final payment will be withheld until all inspection cards have been signed and returned.**
- D. **ASBESTOS/LEAD:** UCB Environmental Health & Safety Office manages asbestos/lead identification, removal and control. The site of project operations will be environmentally inspected prior to construction. **Documentation (Environmental Site Assessment) is provided for the contractor file. If that documentation is not available, the contractor will not proceed with the work. Failure to comply with these terms can result in a breach of contract with the Contractor possibly being suspended from any future work.** If during the course of work, suspected asbestos/lead containing materials are discovered, work is to stop and the appropriate University representative notified immediately. Contractor is responsible, at no additional charge to the University, to ensure that all employees working at the University of Colorado-Boulder campus are trained, at a minimum, to OSHA 29 CFR 1926.1101 2 hour -Asbestos Awareness.

Additional training may be required due to unusual conditions at times and must be provided to contractor's employees at no additional charge to UCB.

All contractors shall ensure that their employees who work at the UCB are trained at a minimum, to OSHA 29, CFR 1926.1101 2-Hour Asbestos Awareness. Documentation of training may be requested at any time. Failure to provide such information may result in a stop work order and suspension from the pre-qualified contractors list under this RFP. Penalties are at the contractor's expense. Landscaping & Irrigation trades are not required to have asbestos awareness training unless they are doing work in any facility, building, structure, or tunnel at UCB.

Contractors may refer to the Colorado Department of Public Health and Environment (CDPHE) website at <http://www.cdphe.state.co.us/ap/asbestos/#Certification%20and%20Training> (under the section titled **Certification and Training**) for places that provide Asbestos Awareness training. UCB shall not be liable for any costs incurred for training.

- E. **CONFINED SPACES:** UCB requires appropriate physical examination, fit testing, certification and appropriate respiratory protection for employees working in confined spaces. This shall be provided to contractor's employees at the expense of contractor and at no cost to the University. This is not to be regarded as a billable charge. With your

organization's response provide a list of those of your employees properly certified and trained to work in confined spaces

- F. PROTECTION OF WORK AND PROPERTY:** The contractor will be responsible for the protection of existing facilities. Moving within any facility must be done so as not to cause interruption of UCB operations.

Trucks and other equipment shall not drive on lawns, concrete sidewalks, or concrete curbs unless approved in writing by the UCB Project Manager. All lawns, shrubs, walks, irrigation equipment, tunnels, and curbs damaged in such a manner by contractor will be replaced or repaired in a timely manner by the contractor to the satisfaction of UCB.

- G. PARKING - CONTRACTOR'S ACCESS PARKING AND STAGING AREAS:** All contractors must work with the assigned UCB project manager to coordinate access parking and staging areas on a per project basis, prior to beginning any work at UCB.

- H. SAFETY & SECURITY:** Contractor understands that concern for the safety and well-being of University students and staff is of particular importance to the University. Contractor expressly acknowledges that it is Contractor's duty to take reasonable precautions to protect the University's students and staff. The extent of such precautions will depend on the particular circumstances of the work to be performed. However, to the extent that work to be performed involves security-sensitive functions or security-sensitive areas (e.g. unsupervised access to minors or work involving access to security-sensitive data), such precautions may include, but are not limited to, conducting criminal history checks on employees or agents assigned to such work at the University.

- I. CONTRACTOR PERFORMANCE:** If poor evaluations are given, UCB receives complaints about poor performance, or the firm is no longer in good standing with the Colorado Secretary of State, the contractor may, at UCB's option, receive any of the following:

- a. Be limited in the number, size and scope of projects they can perform on the UCB Campus,
- b. Be put on probation where no work will be awarded for a specified period of time, or
- c. Be removed from the pre-qualified list.

The assigned UCB project manager or representative may evaluate each project. Expectations will be established both in the project documents and at the pre-bid conference. An evaluation of the contractor may be performed at each project completion, which may be based on quality of service, timeliness of response or completion, pricing, adherence to established UCB policies and procedures as outlined in this RFP, or other criteria.

Contractors who do not respond to two or more invitations from UCB to provide a documented quote may be removed from the pre-qualified list of contractors.

- J. LIQUIDATED DAMAGES:** UCB reserves the right to apply liquidated damages on selected projects. If liquidated damages are going to apply to a particular project, all prospective bidders will be notified prior to submitting quotations or bids.

- K. WORK IN OCCUPIED STUDENT HOUSING:** Contractors and their subcontractors shall conduct work in all occupied student housing per the University of Colorado at Boulder Department of Housing Special Contract Conditions for Construction Projects in Occupied Student Housing as found in Enclosure 2.

- L. DISCRIMINATION & HARASSMENT POLICY:** Contractors should be aware of and review the University of Colorado at Boulder's policies that prohibit discrimination and harassment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status. These policies are located on the web at: <http://www.colorado.edu/odh/> Contractor personnel must adhere to these policies and conduct themselves in a manner that does not discriminate or harass as a result of interacting with an around the University of Colorado faculty, staff and students and visitors.

- M. COMMUNICATION:** When a contractor has a team working on location, at least one crew member shall speak and understand English to facilitate communication between crew members and UCB personnel, staff and students.

- N. **HOT WORK PERMIT:** HOT WORK PERMIT: All contractors shall be required to obtain a Hot Work Permit three (3) working days in advance for work that involves welding, heat treating, grinding, thawing pipe, hot riveting, soldering and brazing, power driven fasteners and similar activities involving spark, flame or heat. Compliance with the requirements of the applicable fire code, the International Building Code, and NFPA Standard 51B are mandatory and all contractors performing hot work activities shall read and understand these code requirements.

To obtain a current Hot Work Permit **form**, go to **the following link and scroll down to “Hot Work – Permits and Certificates” and select “Hot Work Permit”**:

<http://www.colorado.edu/facilitiesmanagement/pdc/safety/index.html> . **The contractors shall read and fully implement the procedures and requirements listed on the Hot Work Permit form.**

Contractors shall read and comply with the procedures and requirements for Fire Watch, Fire Alarm Interruption and Fire Suppression Interruption **by visiting the campus FLS website at**

<http://www.colorado.edu/facilitiesmanagement/pdc/safety/index.html> **and:**

- 1. Using Fire Watch Procedures tab under Construction Policies and Procedures heading.**
- 2. Using Fire Alarm and Detection System Interruption/Outage tab under Construction Policies and Procedures heading.**
- 3. Using Fire Suppression System Interruption/Outage tab under Construction Policies and Procedures heading.**

No hot work shall be conducted in any campus facility without a hot work permit. Any person or firm who conducts hot work without a permit shall be fined one thousand dollars (\$1,000) for each occurrence and their non-permitted activities shall be stopped immediately until they obtain a hot work permit. Contractor shall be responsible for any damages caused as a result of improper hot work activities or the work stoppage.

Individuals or firms who obtain a permit shall fully read, understand and implement the requirements of the permit. Any person or firm who conducts hot work without the full implementation of the permit requirements shall be fined five hundred dollars (\$500) the first time and one thousand dollars (\$1,000) for subsequent occurrences. When the requirements of the hot work permit are not being implemented, the improper activities shall be stopped immediately until a hot work permit is obtained. Contractor shall be responsible for any damages caused as a result of improper hot work activities or the work stoppage. Any contractor who is found to be in non-compliance a third time will not be allowed to work on campus until further notice by Facilities Management.

The campus inspectors, project managers and fire marshal shall have the authority to stop improper or non-permitted hot work activities.

The Contractor shall notify the CU Fire Alarm Supervisor to deactivate all smoke alarms in the vicinity of the work prior to any demolition and construction work activity. **The contractor shall not tamper with or disable any fire detection and alarm devices or systems in any campus building.** Failure of the Contractor to comply with the smoke alarm deactivation requirement and cause a false alarm and arrival of the Boulder Fire Department shall be a \$400 fine per occurrence.

- O. **INSURANCE LOSS WORK:** Contractors may be asked to assist with work related to an insurable loss. Those contractors shall be able to respond, inspect and provide a detailed estimate for insurance loss related construction within 48 hrs.
- P. **ENVIRONMENTAL/STORMWATER POLLUTION PREVENTION:** Contractors working on the UCB campus must comply with all applicable University, City, State and Federal environmental regulations and standards. The contractor shall keep material such as saw-cut slurry, drywall mud, grout and mortar, paint, sediment, and all other wastes and process water out of gutters, streets, storm drains and parking lots. The contractor shall also be responsible for proper disposal of all waste materials. Immediately notify 911, EH&S 303-492-6025 and project manager of accidental hazardous materials releases.

Contractors are required to locate drains or other water discharge points in the area of the project and provide measures to protect from illicit discharges, prior to construction activities. For assistance with determining where a drain leads to (storm vs. sanitary, especially floor drains), contact the Facilities Management service center at 303-492-5522.



The contractor shall be responsible for all costs associated with damages and clean-up as a result of contractor caused illicit discharges of process water or other materials into the storm water system. Also, in addition to any penalties or fines imposed by the City, State or Federal agencies, the contractor shall be fined one thousand dollars (\$1,000) by UCB for the first time an incident occurs and may be put on probation from working on campus. The contractor will be prohibited from working on campus, until further notice by UCB, if they are found to be responsible for an illicit discharge a second time.

For the purpose of eliminating storm water pollution, the contractor shall implement effective Best Management Practices (BMPs). BMPs include general good housekeeping practices, appropriate scheduling of activities, operational practices, maintenance procedures and other measures to prevent the discharge of pollutants directly or indirectly to the storm water system. These BMPs shall be maintained for the duration of the contractor's work. Contractors are required to visit website: <http://www.bouldercolorado.gov/www/pace/government/index.html> for examples of BMP's that are applicable to project activities. The Contractor shall ensure that all applicable employees and sub-contractors who work on site are trained and comply with storm water pollution prevention methods and proper BMP's.

In addition to the BMP's the contractor will be required to sign an Environmental Responsibilities form for all projects. The contractor shall post a copy of this form on site, throughout the duration of the project, in a visible area for all workers to see. Also, the contractor will be required to fill out a Pre-Construction Water Quality Certification form indicating any/all potential discharges of process water, chemicals, de-watering, or other materials to sewer systems or landscape areas that are expected to result from project activities..

- Q. UCB STANDARDS and DIVISION 1:** Contractors shall familiarize themselves with, and adhere to, the latest UCB Building and Construction Standards (standards) and all appendices prior to construction of UCB projects. These standards can be found at: <http://www.colorado.edu/facilitiesmanagement/pdc/construction/standards/index.html>. Drawings and specifications that are prepared for a project by an architect/engineer have incorporated these standards in more detail into their documents. Unless otherwise stated in the drawings and specifications, these documents shall take precedence over the standards for that project. The contractor shall bring to the attention of the UCB project manager and architect/engineer if conflicts occur between the standards and drawings and specifications.

Also, UCB Division 1 specifications are made part of this RFP and may be found at <http://www.colorado.edu/facilitiesmanagement/pdc/construction/forms.html>.

- R. ADOPTED CODES & STANDARDS:** Please review for the latest State adopted codes and standards. Additionally, please ensure compliance with the City of Boulder amendments to the International Fire Code (IFC).

E. Approved State Building Codes

F. Adopted Codes and Standards

If the contents in the links conflict, the more up-to date codes (listed in the first link) govern.

- City of Boulder Amendments to the IFC
- NFPA 45 (latest edition)

## **VII. ENCLOSURES**

Found online under this RFP document.