REQUEST FOR PROPOSALS
FOR AN
INTEGRATED PROJECT DELIVERY METHOD
UTILIZING
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING (CM/GC) SERVICES

For The

University of Colorado Denver (GFE)

For The

Lynx Crossing Residence Hall Renovation (PN 20-125493)
REQUEST FOR PROPOSALS FOR AN INTEGRATED PROJECT DELIVERY METHOD UTILIZING CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING (CM/GC) SERVICES

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ADVERTISEMENT FOR
REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION MANAGER / GENERAL CONTRACTOR
State of Colorado
University of Colorado Denver | Anschutz Medical Campus (GFE)
Notice Number: 20-125493 CMGC

Notice Status: OPEN
Publish Date: 1/15/2020
# Notice Revisions: 0

Project No: 20-125493
Project Title: Lynx Crossing Residence Hall Renovation
Estimated Construction Cost: $3,078,000

Settlement Notices
For all projects with a total dollar value above $150,000 Notice of Final Settlement is required by C.R.S. 38-26-107(1).
Final Settlement, if required, will be advertised via: Electronic Media

Project Description
The University of Colorado Denver will be renovating Lynx Crossing, formerly known as Campus Village Apartments, an existing residence hall on the CU Denver Campus (Auraria Higher Education Center. The CU Denver Campus is located in a high-paced, bustling, urban environment that flows from the city into the campus and makes CU Denver a vibrant, diverse and all-inclusive community to learn, live and work. The students residing on campus in student residence halls are fully engaged in their education and student life experience. This project will elevate our goal for student housing to be a positive experience for the students through enhancing the living environment at Lynx Crossing.

The project will include a variety of changes to the property including an overall plan for a facility facelift, partial refresh of residential units, enhance safety aspects, and code-related upgrades. The design team will work closely with the University and the CM/GC to collaboratively review and incorporate project scope that will fit within the overall budget and find alternative methods, materials, and approaches to maximize the impact of the project. Creating an impactful design aesthetic for the areas being updated is an important component of this project.

Refer to the project REQUEST FOR PROPOSALS for full project description and scope.

Scope of Services
The University of Colorado Denver | Anschutz Medical Campus anticipates using a Construction Manager/General Contractor (CM/GC) approach to project delivery. A Guaranteed Maximum Price (GMP) and an updated project duration schedule will be established by the CM/GC in conjunction with
the Architect/Engineer and the University of Colorado Denver | Anschutz Medical Campus. The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, constructability, and will work closely with the Architect/Engineer and the University of Colorado Denver | Anschutz Medical Campus throughout the planning, design and construction phases of the project.

Minimum Requirements

Notice is hereby given to all interested parties that all firms will be required to meet all minimum requirements to be considered for this project. To be considered as qualified, interested firms shall have, as a minimum:

1. Provided Construction Management/General Contracting services within the last three (3) years for at least two (2) projects each in excess of $3,000,000 (hard costs), utilizing the expertise present in their Colorado Office; and

2. Demonstrated specific Construction Management/General Contracting experience in projects of similar scope and complexity (student housing, multi-family); and

3. Demonstrated bonding capability up to $3,500,000 for an individual project coincidentally with current and anticipated workloads; provide a letter from surety that affirms this capacity.

4. The ability for all team members including sub-contractors to successfully complete a background check at the request of the University to include sex offender criminal convictions.

Firms meeting the minimum requirements may obtain the bidding documents on the website accompanying this advertisement.

University of Colorado Denver | Anschutz Medical Campus Facilities Projects – Request for Proposals website: http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFP/Pages/RFP.aspx

Colorado CORE/ColoradoVSS: https://codpa-vss.cloud.cgifederal.com/webapp/PRDVSS2X1/AltSelfService

Other Information

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

Pre-Submittal Meeting

A mandatory Pre-Submittal Meeting will be held:

University of Colorado Denver
Lynx Crossing (signage still reflects the name Campus Village Apartments)
1st Floor Classroom
318 Walnut Street, Denver, CO 80204

Comments: Pre-Submittal meeting will begin at 3:00 PM on Wed 1/22/2020.
Schedule/Submission Details

1. The schedule of events for the RFP process and an outline of the schedule for the balance of the project is as follows:

<table>
<thead>
<tr>
<th>Event</th>
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<td>7/1/2020</td>
</tr>
<tr>
<td>Construction Finish (projected)</td>
<td>9/01/2021</td>
</tr>
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</table>

2. **EIGHT (8) hard copies and ONE (1) electronic copy PDF on USB drive of the submittal are due 2/21/2020 and shall be received no later than 3:00 PM (MD/ST), and shall be submitted accepted via hard copy, at the following address:**

   **Agency:** University of Colorado Denver | Anschutz Medical Campus
   **Contact Name:** Ben Bohmann
   **Email:** ben.bohmann@cuanschutz.edu
   **Address:** Campus Services Building
               1945 Wheeling Street
               3rd Floor Facilities Projects Reception Desk
               Aurora, CO 80045

   **PLEASE ALLOW 15 MINUTES OF EXTRA TIME TO GAIN ACCESS TO BUILDING DUE TO BUILDING SECURITY.**

3. The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the schedule date and time.
**Point of Contact/Clarification**

Name: **Ben Bohmann**  
Agency: University of Colorado Denver | Anschutz Medical Campus (GFE)  
Phone: 303.724.3956  
Email: ben.bohmann@cuanschutz.edu  

This Notice is also available on the web at [www.colorado.gov/pacific/osa/cdnotices](http://www.colorado.gov/pacific/osa/cdnotices)  
Media of Publication(s): University of Colorado Denver Facilities Projects Website  
Colorado CORE/ColoradoVSS  
Publication Dates: 1/15/2020
REQUEST FOR PROPOSALS FOR AN INTEGRATED PROJECT DELIVERY METHOD UTILIZING CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING (CM/GC) SERVICES
University of Colorado Denver

I. GENERAL INFORMATION

A. INTRODUCTION/DESCRIPTION OF PROJECT

The University of Colorado Denver will be renovating Lynx Crossing, formerly known as Campus Village Apartments, an existing residence hall on the CU Denver Campus (Auraria Higher Education Center). The CU Denver Campus is located in a high-paced, bustling, urban environment that flows from the city into the campus and makes CU Denver a vibrant, diverse and all-inclusive community to learn, live and work. The students residing on campus in student residence halls are fully engaged in their education and student life experience. This project will elevate our goal for student housing to be a positive experience for the students through enhancing the living environment at Lynx Crossing.

The project will include a variety of changes to the property including an overall plan for a facility facelift, partial refresh of residential units, enhance safety aspects, and code-related upgrades. The CM/GC will work closely with the University and the design team to collaboratively review and incorporate project scope that will fit within the overall budget and find alternative methods, materials, and approaches to maximize the impact of the project.

The anticipated project scope includes:

INTERIOR
1. Provide design boards for public display during the duration of the project.
2. Upgrade building arc fault protection
3. Replace damaged suite doors
4. Public restroom refresh.
5. Student suite refreshes to include cabinets, countertops, flooring, plumbing fixtures, and light fixtures at a minimum and review of ADA compliance.
6. New indoor interior design plan for the building including: paint colors, floor finishes, etc.
7. Replace/upgrade fire alarm panel and add detection to electrical/trash/storage/etc rooms
8. Refurbish two elevator cabs and associated elevator lobbies
9. Upgrade residential door hardware to use student id as keys, upgrade building electronic access control hardware including gates, parking lot gates, and add access control hardware to new doors. Review building access flow and verification solutions for student resident access at front entrance.
10. Lobby remodel/refresh that could include any and all scopes including furniture to provide an impactful entrance to the building. Removal of wallpaper and includes new finishes.
11. Minimal updates to the cafeteria, public corridors, laundry, public study and social rooms, storage and maintenance areas, etc.
12. Classroom refresh
13. Office area refresh
14. Interior signage and branding
15. Other miscellaneous items that will make a big impact.
**EXTERIOR:**
1. Updating exterior building signage for Lynx Crossing
2. Exterior walk ramps reviewed and modified to be ADA compliant
3. Cement board replacement with alternate materials
4. Increase volume of the storm water pond to decrease parking lot flooding
5. Exterior hardscape sealants at building perimeter
6. Resurface 5th-floor roof
7. Dirt lot (long-term parking) redesign asphalt-to-dirt transition to prevent pooling water. Grade lot with new crushed asphalt. Eliminate parking lot drainage pooling in dirt area
8. Add exterior University of Colorado signage to the building which may require coordination/permitting with CDOT and/or City of Denver
9. Exterior parking lot lighting coverage, head replacement, and installation of advanced lighting/dimming controls
10. Add loading dock
11. Exterior access controls including parking lot gate modification, card reader poles, detection loops, and building perimeter gates.

A selection of drawings from the original building construction can be downloaded at: [https://studio.bluebeam.com/share/q5yexm](https://studio.bluebeam.com/share/q5yexm)

This building will have other active projects that are not a part of this project including upgrading the building controls, telecom/networking, and security cameras. This project may include some minor work necessary to support these upgrades such as sleeves, pathways, roof penetrations, etc.

Not all scope outlined above may end up in the final project, items may not fit consistently throughout the project, and other items may be added based on the budget.

To prevent future issues with non-conformity in finishes due to discontinued materials, a minimum of two design color/material schemes to be provided for student suites and public areas.

All exterior work and modifications to the exterior aesthetic of the project and site will require submission by the design team for review by the University Design Review Board (DRB). It is anticipated that multiple DRB visits will be required for final approval/acceptance of exterior work.

This project will require multiple construction document sets for early construction release, Design Review Board approval, contingency use, etc. Examples for separate construction sets include exterior work (DRB approval), lobby/public areas, student suites, electrical, door hardware & access control, etc.

Lynx Crossing will be occupied for the duration of the project. It is anticipated that approximately 15 to 25 residential suites will be left unoccupied during the duration of the project. Once a phase of suites is complete, students will be moved from their existing suite to a finished suite. The next phase of suites will commence.

As the project approaches completion, the University will revisit the amount of remaining contingency funds and as-available, release additional scope for inclusion in the project.
The **University of Colorado Denver** anticipates using a Construction Manager/General Contractor (CM/GC) approach to project delivery. A Guaranteed Maximum Price (GMP) and an updated project duration schedule will be established by the GM/GC in conjunction with the design team and the **University of Colorado Denver**. The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, constructability, and will work closely with the Architect/Engineer and the **University of Colorado Denver** throughout the planning, design and construction phases of the project. Construction is estimated to commence 7/1/2020 (or sooner).

The process to be used in the selection of the CM/GC is comprised of two steps.  
STEP I is the Submittal of Prequalification as described in Section II (D).  
STEP II is the Oral Interview/Cost Proposal as described in detail in Section III.  
A Jury Panel of individuals who will be involved in the project and/or understand the required services associated with Construction Management/General Contracting will evaluate responses to this RFP for both STEPS. Upon completion of the evaluation of the Submittals of Prequalification, a limited number of firms will be invited to the oral interviews. Sealed fee proposals will be required only from those firms who are interviewed and are to be submitted as indicated in this RFP. Both qualifications and cost will be considered in the final ranking of firms with qualifications given 70% of the value of the weighted criteria and fees for the Cost/Proposal given 30%.

The selection and award of this project will be based on a combination of qualifications and costs that represents the best overall value to the State.

**B. MINIMUM QUALIFICATIONS**

Notice is hereby given to all interested parties that all firms will be required to meet ALL of the minimum qualifications to be considered for these projects. To be considered as qualified, interested firms shall have, as a minimum:

1. Provided Construction Management/General Contracting services within the last three (3) years for at least two (2) projects each in excess of **$3,000,000** (hard costs), utilizing the expertise present in their Colorado Office; and

2. Demonstrated specific Construction Management/General Contracting experience in projects of similar scope and complexity (student housing, multi-family); and

3. Demonstrated bonding capability up to **$3,500,000** for an individual project coincidentally with current and anticipated workloads; provide a letter from surety that affirms this capacity.

4. The ability for all team members including sub-contractors to successfully complete a background check at the request of the University to include sex offender criminal convictions.

**C. SCOPE OF SERVICES**

The scope of services will include assistance to the State during the process of assessment, design, construction, and warranty period. Specific tasks to be performed by the Construction Manager/General Contractor (CM/GC) include those generally performed by the CM/GC construction community where the Construction Manager is also the Contractor. A sample copy of the State’s CM/GC contract is contained within the RFP. An overall Guaranteed Maximum Price (GMP) will be required at the completion of the Design Development phase or incremental steps as required by the bid packages.
II. PREQUALIFICATION SUBMITTALS (STEP I)

A. SCHEDULE

1. The schedule of events for the RFP process and an outline of the schedule for the balance of the project is as follows:

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2. EIGHT (8) hard copies and ONE (1) electronic copy (pdf) on USB drive of the submittal are due 2/21/2020 and shall be received no later than 3:00 PM (MD/ST), at the following address:

   University of Colorado Anschutz Medical Campus
   Ben Bohmann
   Campus Services Building - 3rd Floor Facilities Projects Reception Desk
   1945 Wheeling Street
   Aurora, CO 80045

3. The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the schedule date and time.

B. MANDATORY PRE-SUBMITTAL CONFERENCE

1. To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have University of Colorado Denver staff able to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. **It is highly encouraged that a principal, preconstruction, or project manager that would be proposed for this project attend this conference.** The pre-submittal conference will be held at:
University of Colorado Denver
Lynx Crossing – 1st Floor Classroom
(signage still reflects the name Campus Village Apartments)
318 Walnut Street, Denver, CO 80204

Pre-Bid meeting will begin at 3:00 PM on 1/22/2020.

Please arrive early to check-in at the building front desk.

PARKING: Paid lots are available in close proximity on the Auraria Higher Education Center campus including Walnut Lot, Aspen Lot, & 5th Street Garage

RTD Light Rail: Auraria West Station or Empower Field at Mile High Station are located adjacent to Lynx Crossing (Campus Village Apartments) and serviced by light rail lines C, E, & W.

C. CLARIFICATIONS

1. Owner initiated changes to this RFP will be issued under a numerically sequenced email addenda. Addenda generally consist of the following items:

   a. Clarifications
   b. Scope Changes
   c. Time and/or Date Changes

   Respondents must acknowledge all issued addenda in their submittal and proposal.

2. Respondent initiated email requests for clarification will be received any time on or before Feb 3, 2020, at 3:00 PM. All State responses will be issued by email addenda on or before Feb 7, 2020.

D. GENERAL INFORMATION

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

   a. All submittals shall become the property of the State of Colorado and will not be returned.

   b. Late submittals shall not be evaluated. Facsimile submittals shall not be accepted.

   c. Any restriction as to the use of submitted 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 submittals will not be honored. Fee proposals will be considered proprietary.

   d. The State reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.
e. The State shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.

f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Construction Management/General Contracting Agreement are expressly workable without reservation.

E. PREQUALIFICATION SUBMITTALS (STEP I)

1. Respondent must comply with the following items, a through f. The State retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the State. **(Note that the primary focus of the Prequalification evaluation will be the firm(s)' capabilities).**

   a. Submit **Eight (8)** complete copies of all material.

   b. Submittals shall be formatted and tabbed in the exact form and numeric sequence of the Evaluation Form (1 through 5) in Appendix A. A two-sided single page cover letter addressed to the University of Colorado Denver – Ben Bohmann outlining the firm(s) qualifications is required at the front of the submittal. **(Not counting the cover letter and required Acknowledgement and Attestation form, the entire submittal is to be no more than 25 doubled-sided 8 ½’ x 11” sized pages in portrait format, at least 10 font, and stapled, spiral or plastic binding. No loose-leaf notebooks or hardbound submittals. (Optional)).**

   c. Submittals shall be evaluated in accordance with criteria as indicated in SECTION IV.

   A. PREQUALIFICATION SUBMITTAL CRITERIA and ranked on the corresponding Evaluation Form in Appendix A.

   d. Response to all items shall be complete.

   e. All references shall be current and relevant.

   f. Complete and execute the appropriate Acknowledgment and Attestation Form as provided in Section VI and submit at the back of the Prequalification Submittal.

III. ORAL INTERVIEWS/COST PROPOSALS (STEP II)

A. SHORT LIST

From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated on the enclosed Evaluation Form, Appendix A.

Firms failing to meet the minimum required qualifications will not receive further consideration.

B. ORAL INTERVIEW

1. Mandatory oral interviews shall be conducted for the short listed firm(s) only. Interview times and location, will be arranged by the University of Colorado Denver and all short listed firms will be notified in advance. At the option of the State, a visit to the short listed firm(s) managing home office and/or representative field office may be required. **(Note
that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed Project Management Team members’ capabilities).

C. COST PROPOSALS

1. Only those firms short listed for interview are required to submit their sealed proposals. (Only one copy is required on the scheduled submission date.) Cost Proposals will remain sealed until after the qualitative scoring and will then be opened. The Cost Proposal will then be considered (equivalent to 30 percent of the weighted criteria) in conjunction with the qualitative score from the response and interview (equivalent to 70 percent of the weighted criteria).

2. Cost Proposals shall be submitted on the form provided in Section VII, without modification. A Cost Proposal shall be accompanied with sufficient detail to clearly identify the fee for service and include a detailed schedule of estimated (not-to-exceed) reimbursable and non-reimbursable costs. Percentage of the cost of work is not an acceptable value. The Cost Proposal should be prepared independently in accordance with the following:

   a. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the proposal being found non-responsive.

   b. Provide a CM/GC staff schedule with staff by name, position and man-hours (assume 8 hour days) per month estimated on the project.

   c. Provide a detailed estimate of reimbursable costs including breakdown of direct salaries and payroll fringes (DPE) for on-site CM/GC personnel associated with the services. Not-to-exceed reimbursable expenses shall be provided at direct cost.

   d. Provide a detailed estimate of non-reimbursable expenses (included in fee).

   e. The State reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the State reserves the right to negotiate a reasonable fee for service within the available funds. The CM/GC contract will be a bonded lump sum contract including not-to-exceed reimbursables with a Guaranteed Maximum Price to encompass all construction work; some not-to-exceed allowances may be included as directed by the State.

3. This Fee Proposal is a binding offer to perform the services associated with the Scope of Services described in this RFP and the Designated Services and Method of Payment Matrix in Appendix B. The State reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

D. METHOD OF SELECTION AND AWARD

The Jury Panel shall complete a combined evaluation of qualifications and fee in accordance with the criteria as indicated in SECTION IV, B. ORAL INTERVIEWS/COST PROPOSALS/EVALUATION CRITERIA. Numerical ranking and selection of the most qualified firm (including fee) will then occur on the corresponding evaluation forms in Appendix A1.
The final fee amount and scope of services may be negotiated at the State’s discretion. Award and contract will be contingent on availability of key proposed Project Management Team staff.

IV. EVALUATION CRITERIA

A. PREQUALIFICATION SUBMITTAL CRITERIA
(Note that the primary focus of the Prequalification evaluation will be the Firm(s) capabilities).

1. QUALIFICATIONS OF THE FIRM(s)

   □ Provide a description of the composition and management structure of your firm. Identify the firm’s roles and responsibilities and relevant experience with projects of similar scope and complexity and similar fast track project delivery methods. Describe how the firm’s experience will relate to the success of this project.
   □ Provide a description and separate graphic organizational chart complete with working titles identifying the lines of authority, responsibility and coordination.
   □ Provide a detailed description of the process of how your firm selects qualified subcontractors and manages them effectively on complex multi-phased projects.
   □ Provide a detailed description of how your firm will maximize the Colorado construction work force on this project.
   □ Provide your firms’ safety record over the last ten years and describe your firms’ efforts to retain and support employees.

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS

   □ Describe the qualifications and relevant experience of the superintendent including demonstrated experience working on projects of similar scope and complexity and time commitment for this project. The proposed superintendent will be required to be present at the interview.
   □ Describe the qualifications and relevant experience of the project manager including demonstrated experience working on projects of similar scope and complexity and time commitment for this project. The proposed project manager will be required to be present at the interview.
   □ Describe the qualifications and relevant experience of the project engineer including demonstrated experience working on projects of similar scope and complexity and time commitment for this project. The proposed project engineer will be required to be present at the interview. You are required to select and include the project engineer that will be part of this project team.
   □ Describe the qualifications and relevant experience of the preconstruction team including demonstrated experience working on projects of similar scope and complexity and time commitment for this project. The proposed preconstruction lead will be required to be present at the interview.
   □ Describe the qualifications and relevant experience of other key in-house staff and time commitments for this project.
   □ Identify all current office locations of the assigned staff and any other resident expertise intended to be provided under this RFP.
3. PROJECT MANAGEMENT APPROACH

☐ Provide a strategic project approach summary: Include discussion of your firm’s approach in providing successful Construction Management/General Contracting services based on prior experience in cost, schedule and quality effectiveness. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.).

☐ Provide a description of construction work the Project Management Team has the capability to competitively bid and self-perform, including qualifications to do such. It is the perception of the University of Colorado Denver that subcontracting CM/GC construction work is in the State’s best interest in terms of price competition. The University of Colorado Denver may, at its discretion, limit the types and amount of work Project Management Team bids and self-performs. The University project manager must approve any areas for the CM/GC to self-perform in advance. The CM/GC should have the capability to bid out and solicit three bids for all scopes required to complete the project.

4. PRIOR PROJECT EXPERIENCE/SUCCESS

Select your three (3) most relevant projects and provide, at a minimum, the following:

☐ The project/contract name
☐ Description of services provided
☐ The overall construction cost of the project, as applicable, including initial contract value and change orders including reasons for change orders
☐ The organizational structure of service delivery under the contract (include the owner’s organization as it interfaced with the respondent’s contract)
☐ Key assigned in-house staff (name and title)
☐ Subcontracts (service) used in the performance of the contract
☐ Schedule history
☐ Reference(s) for Owner and Architect including name, phone, and email address. Select references that will respond to a brief survey from the University.
☐ Continuing services, if any

a. Timeliness

In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of high quality of workmanship. Timeliness is generally based on completion by the originally scheduled date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

b. Budget Considerations

Similar to the timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the State is interested not only in being within budget but also in the respondent’s ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value analysis
3. Alternate solutions
4. Scope reduction that maintains project function
5. Cost/benefit analysis

Demonstrate for the above project examples of how you accomplished the above cost control services.

c. Quality

Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

d. Services Disruption

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc. if applicable.

e. Project Acceptability

Please discuss how your Construction Management/General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

f. Compliance

Provide information on how compliance with industry standards of care, building codes, etc. was achieved.

5. MISCELLANEOUS CONSIDERATIONS

a. Claims/Litigation History of Firm

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.

b. Apprenticeship Training Program (Optional for Step I)

Where an Apprentice Training Program certified by the Office of Apprenticeship located in the Employment and Training Administration in the United States Department of Labor exists in the State, or a comparable program for the training of apprentices is available in the State:

1. Each submitter shall demonstrate access to the certified program or a comparable alternative (Note that it is the responsibility of the submitter to demonstrate the comparability of a non-certified program) and,
2. Each submitter’s subcontractor at any tier with a contract value of two hundred fifty thousand dollars or more shall demonstrate access to the certified program or a comparable alternative.
c. Other

This category is included for other items provided by the submitter. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc., intended to demonstrate why your firm is uniquely qualified for this project.

B. ORAL INTERVIEWS/COST PROPOSALS EVALUATION CRITERIA
(Note that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed project management team members’ capabilities). At a minimum, the following team members will be required to be present and participate in interview: Pre-construction lead, Project Manager, Superintendent, and Project Engineer.

1. QUALIFICATIONS OF THE FIRM

☐ Explain the composition and structure of your project management team and how the firm will support their efforts in the field throughout this project.
☐ Are the lines of authority, responsibility and coordination clearly identified?

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS

☐ Explain the prior experience with projects of similar scope and complexity and similar fast track project delivery methods of the superintendent and all other project management team members. Explain their roles and responsibilities and authority and why they are the right team members for this project.
☐ Explain anticipated project management team staff current and projected workload.
☐ Identify all current office locations and the resident expertise intended to be provided under this RFP. Identify the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Colorado and act in support of the anticipated contract.

3. PROJECT MANAGEMENT APPROACH

☐ Explain the strategic project approach for this project in summary: Include discussion of your team’s approach in providing successful CM/GC services based on the needs of this specific project utilizing the team’s prior past experience including cost, schedule, and quality control.
☐ Explain the construction work the project management team has the capability to competitively bid and self-perform including qualifications to do such work.
☐ Provide a detailed description of how your project management team will select qualified sub-contractors and manage them effectively on this project.

4. PRIOR PROJECT EXPERIENCE/SUCCESS

☐ Explain the most relevant projects the superintendent and the team members have completed together and/or separately and what their role was. The University of Colorado Denver may at its discretion contact references and/or conduct independent performance analysis on projects on which the team member has worked).
☐ Provide descriptions of other related experience of superintendent and other project management team members.
5. MISCELLANEOUS CONSIDERATIONS

a. Craft Labor Capabilities

Describe the availability of resources that will be utilized to successfully complete the project.

b. Apprenticeship Training Program (Mandatory for Step II)

Describe access to federal or state-approved apprenticeship programs, as available.

c. Other

This category is included for other items provided by the presenter. Inclusions may include testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc, intended to demonstrate why this management team is uniquely qualified for this project.

V. CM/GC CONTRACT INFORMATION

A. Carefully review the CM/GC Contract sample (Appendix B) before initiating your response submittal. Any exceptions to the contract must be communicated formally in accordance with the written questions schedule in II.A.

B. The State reserves the right to make non-material changes to the appended model agreement, including additions and/or modifications that may be necessary to more completely describe the services defined or implied herein.

C. Any approved reimbursable expenses made under the terms of the final agreement shall be a direct pass-on cost with no adjustment to the fee described therein.

D. Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of the State.

VI. ACKNOWLEDGEMENT AND ATTESTATION FORM

A. Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form is a mandatory requirement for a respondent to be considered responsive to this RFP Prequalification Submittal.

B. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

VII. COST PROPOSAL FORM

A. Immediately following the Acknowledgement and Attestation Form is a Cost Proposal Form to be utilized to summarize the fee proposal for the services. Only those firms short-listed will be required to submit fee proposals as directed by the University of Colorado Denver.

B. This RFP document, its appendices, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview shall serve as the only basis for proposals.
C. The respondent, by submitting this proposal, does hereby accept that minor changes by the State to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.

D. Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for Construction Management/General Contracting fees, consistent with the schedules provided in the Scope of Services. Respondents are hereby advised that it is the State’s desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.

E. Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.

F. Respondents should include a separate detailed not-to-exceed reimbursable estimate
ACKNOWLEDGEMENT AND ATTESTATION FORM
(Partnership Format)

Date: ______________________________

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting sample contract, and its exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on _______________________________ at ______________________________

Date City

__________________________, State of ______________________________

County State

1)___________________________________________

Partner Signature

Typed Name:_________________________

2)___________________________________________

Partner Signature

Typed Name:_________________________

Notary:________________________________________________       ________________

Commission Expires:_______________________________ ______

Note:  Add additional signature if there are more than two partners.
ACKNOWLEDGEMENT AND ATTESTATION FORM
(Joint Venture Format)

Date: ______________________

Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Manager/General Contractor sample contract, and its exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on ____________________________ at ____________________________.

Date       City

_________________________ , State of ____________________________.

County       State

1) _____________________________________________________________

Venture Partner          Binding Signature          Date

Type of Business

Typed Name: _____________________________

Title: _____________________________

Witness          Date

Typed Name: _____________________________

2) _____________________________________________________________

Venture Partner          Binding Signature          Date

Type of Business

Typed Name: _____________________________

Title: _____________________________

Witness          Date

Typed Name: _____________________________

Note:
1. Add additional venture partners as necessary.
2. Witnesses of venture partners shall be corporate secretary for corporations, partners for partnerships, and notaries for sole proprietorships.
3. Attach venture agreement
4. Type of business shall identify the venture partner as a corporation, venture, partnership, sole proprietorship, or other legal entity.
ACKNOWLEDGEMENT AND ATTESTATION FORM
(CORPORATE FORMAT)

Date: ______________________

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting sample contract, and its exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on _______________________________ at _________________________________.

Date      City

___________________________________  ________________________________
Corporate Officer Signature    Date

___________________________________  ________________________________
Secretary       Date

Note: Use full corporate name and attach corporate seal here.

(SEAL)
ACKNOWLEDGEMENT AND ATTESTATION FORM  
(Sole Proprietorship Format)

Date: ______________________

Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting sample contract, and its exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on _______________________________ at ________________________,
Date      City
___________________________, State of _____________________________________.
County       State

Respondent

Typed Name: ________________________

Notary: ______________________________  ____________________________
          Date

Commission Expires: ___________________
COST PROPOSAL FORM

CONSTRUCTION MANAGER/GENERAL CONTRACTING (CM/GC) SERVICES

Date: ____________________

Lynx Crossing Residence Hall Renovation (PN 20-125493)

Project Title

1. CM/GC Preconstruction Fee $ ________________
2. CM/GC Construction Fee $ ________________
3. General Conditions On-Site CM/GC Staff $ ________________
4. Other Reimbursable General Conditions (NTE) $ ________________

Total CM/GC Fee $ ________________

Fees are to be calculated per Exhibit A (SC-6.4), CM/GC Designated Services and Method of Payment.

Please provide a detailed breakdown to adequately describe the CM/GC staff provided, term of their services, and associated anticipated reimbursable costs so as to demonstrate as complete an understanding as possible of the services provided.

Reimbursable general condition expenses are generally confined to the on-site CM/GC construction phase staff reimbursed at direct personnel expense, plus those on-site materials, equipment and facilities to support the work of the CM/GC staff and construction subcontractors.

Acknowledge receipt of Addendum Nos. ________________

Anticipates Services outside the United States or Colorado* ☐ Yes ☐ No
If the respondent anticipates services under the contract or any subcontracts will be performed outside the United States or Colorado, the respondent shall provide in a written statement which must include, but need not be limited to the type of services that will be performed at a location outside the United States or Colorado and the reason why it is necessary or advantageous to go outside the United States or Colorado to perform such services. (Does not apply to any project that receives federal moneys)

Will comply with 80% Colorado Labor ☐ Yes ☐ No
For State Public Works Project per C.R.S 8-17-10, Colorado labor shall be employed to perform at least 80% of the work. “Colorado Labor” means any person who is a resident of the state of Colorado at the time of the Public Works project. Respondents indicating that their bid proposal will not comply with the 80% Colorado Labor requirement are required to submit written justification along with the bid submission. A governmental body that allows a waiver shall post notice and justification for the waiver on its website. (Does not apply to any project that receives federal moneys)

Bidder is a Service-Disabled Veteran Owned Small Business* ☐ Yes ☐ No
A Service-Disabled Veteran Owned Small Business (SDVOSB) per C.R.S. 24-103-905, means a business that is incorporated or organized in Colorado or maintains a place of business or has an office in Colorado and is officially registered and verified by the Center for Veteran Enterprise within the U.S. Department of Veteran Affairs. Attach proof of certification along with the proposal submission.

*Does not apply to projects for Institutions of Higher Education that have opted out of the State Procurement Code.

________________________________________
Applicant or Corporate Officer Signature

Title & Firm Name

IPD CM/GC RFP
Rev 1/2019
Appendix A

STATE BUILDINGS PROGRAM
PREQUALIFICATION SUBMITTAL/EVALUATION FORM
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING (CM/GC) SERVICES

Name of Firm:_________________________________________________________________
Name of Project:___________________________________________________________________
Evaluator No:_________________________ Date: _____________________

RFP REFERENCE
MINIMUM REQUIREMENTS
Y _____ N _____

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

Acknowledgement and Attestation included:      Y ____ N _____

SCORE

Weight\(^2\) x Rating\(^3\) = Score

1. QUALIFICATIONS OF THE FIRM(s)\(^1\)

- Qualifications of the firm
- Organizational structure/lines of authority
- Subcontractor selection and management
- Colorado workforce
- Safety/employee support

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS\(^1\)

- Qualifications and relevant experience of project manager
- Qualifications and relevant experience of superintendent
- Qualifications and relevant experience of project engineer
- Qualifications and relevant experience of in-house staff
- Location/Access

3. PROJECT MANAGEMENT APPROACH\(^1\)

- Approach to successful CM/GC Services
  - Cost effectiveness
  - Schedule effectiveness
  - Quality effectiveness
- Competitively Bid/Self Performed Work

IPD CM/GC RFP
Rev. 1/2019
4. PRIOR PROJECT EXPERIENCE/SUCCESS

☐ Project #1
  a. Timeliness  d. Disruption
  b. Budget Considerations  e. Acceptability
  c. Quality  f. Compliance
  
  4  x  =  

☐ Project #2
  a. Timeliness  d. Disruption
  b. Budget Considerations  e. Acceptability
  c. Quality  f. Compliance
  
  4  x  =  

☐ Project #3
  a. Timeliness  d. Disruption
  b. Budget Considerations  e. Acceptability
  c. Quality  f. Compliance
  
  4  x  =  

☐ Related experience of the firm

  3  x  =  

5. MISCELLANEOUS

☐ Claims/litigation history

  5  x  =  

☐ Apprenticeship Training Program

  3  x  =  

☐ Other

  2  x  =  

TOTAL SCORE:  

NOTES:

1. Criteria: Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter's overall qualifications.

2. Weights: Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.

3. Ratings: Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)

4. Total Score: Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.
Appendix A1

STATE BUILDINGS PROGRAM
ORAL INTERVIEWS/COST PROPOSALS EVALUATION FORM
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING (CM/GC) SERVICES

Name of Firm: ________________________________________________________________
Name of Project: ______________________________________________________________
Evaluator No: ___________________________ Date: ________________________________

<table>
<thead>
<tr>
<th>SCORE</th>
<th>Weight $^2$ x Rating $^3$ =</th>
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</thead>
<tbody>
<tr>
<td>Score</td>
<td></td>
</tr>
<tr>
<td>1. QUALIFICATIONS OF THE TEAM $^1$</td>
<td>5 x ______ = ______</td>
</tr>
<tr>
<td>2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS $^1$</td>
<td>5 x ______ = ______</td>
</tr>
<tr>
<td>Precon, PM, PE, Superintendent present?</td>
<td></td>
</tr>
<tr>
<td>3. PROJECT MANAGEMENT APPROACH $^1$</td>
<td>4 x ______ = ______</td>
</tr>
<tr>
<td>4. PRIOR PROJECT EXPERIENCE/SUCCESS $^1$</td>
<td>3 x ______ = ______</td>
</tr>
<tr>
<td>5. MISCELLANEOUS $^1$</td>
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<tr>
<td>□ Craft Labor Capabilities</td>
<td>2 x ______ = ______</td>
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<tr>
<td>□ Apprenticeship Training Program</td>
<td>2 x ______ = ______</td>
</tr>
<tr>
<td>□ Other</td>
<td>2 x ______ = ______</td>
</tr>
<tr>
<td><strong>TOTAL SCORE:</strong></td>
<td>_____________ $^4$</td>
</tr>
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NOTES:

1. **Criteria:** Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter’s overall qualifications.
2. **Weights:** Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
3. **Ratings:** Evaluator to assess the strength of each firm’s qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.
## STATE BUILDINGS PROGRAM
### SUBMITTAL AND ORAL INTERVIEW RANKING MATRIX

**QUALIFICATIONS 70%/FEE 30% (Optional 80%/20%)**

<table>
<thead>
<tr>
<th>FIRM</th>
<th>QUALIFICATIONS</th>
<th>AVERAGE QUALS</th>
<th>QUALS SCORE</th>
<th>FEE SCORE</th>
<th>QUALS &amp; FEE SCORE</th>
<th>RANK</th>
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<tr>
<td></td>
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<td>EVAL #4</td>
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</tbody>
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IPD CM/GC RFP
Rev. 1/2019
NOTES:

1. Insert total score from each evaluator’s PREQUALIFICATION SUBMITTAL or ORAL INTERVIEW/ COST PROPOSALS/EVALUATION FORMS. (Note that the use of the Matrix for the PREQUALIFICATION SUBMITTAL EVALUATION does not consider cost proposals only qualifications). DO NOT combine the scores of the two evaluation forms.

2. Add all evaluators’ total scores and divide by the number of evaluators to determine the average score for each firm’s qualifications.

3. The highest score for qualifications on the evaluation form is to receive 70 points and the other team scores are to be determined as a percentage of the 70 points. To score each average qualification score, use the example formula.

   Assume the highest score is 700.

   **SCORING OF QUALIFICATIONS**
   
   FIRM B: \[ \frac{700 \times 70}{700} = 70 \text{ points} \]
   
   FIRM C: \[ \frac{600 \times 70}{700} = 60 \text{ points} \]
   
   FIRM A: \[ \frac{500 \times 70}{700} = 50 \text{ points} \]

4. Determine score for each firm’s sealed cost proposal with the lowest fee being equivalent to a score of 30 points. To score each fee, use the example formula.

   Assume the lowest fee was $100,000.

   **SCORING OF FEES**
   
   FIRM A: \[ \frac{$100,000 \times 30}{100,000} = 30 \text{ points} \]
   
   FIRM B: \[ \frac{$125,000 \times 30}{125,000} = 24 \text{ points} \]
   
   FIRM C: \[ \frac{$150,000 \times 30}{150,000} = 20 \text{ points} \]

5. Add the average qualification score to the fee score to determine cumulative qualifications and fee score.

6. Numerically rank all firms with the highest scoring firm being the most qualified.
Appendix B

CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) AGREEMENT (FORM SC-6.4)  
(Sample)

Refer to the following website for contract samples:  
https://www.colorado.gov/pacific/osa/formscont
Appendix C

CERTIFICATION AND AFFIDAVIT REGARDING Unauthorized Immigrants (Form UI-1)
A. CERTIFICATION STATEMENT  
CRS 8-17.5-101 & 102 (HB 06-1343, SB 08-193)

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq. The Vendor shall not knowingly employ or contract with an unauthorized immigrant to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant.

2. The Vendor certifies that it does not now knowingly employ or contract with and unauthorized immigrant who will perform work under this contract, and that it will participate in either (i) the “E-Verify Program”, jointly administered by the United States Department of Homeland Security and the Social Security Administration, or (ii) the “Department Program” administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired to perform work under this contract.

3. The Vendor shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the State may terminate work for breach and the Vendor shall be liable for damages to the State.

B. AFFIDAVIT  
CRS 24-76.5-101 (HB 06S-1023)

4. If the Vendor is a sole proprietor, the undersigned hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that (check one):

☐ I am a United States citizen, or

☐ I am a Permanent Resident of the United States, or

☐ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I am a sole proprietor entering into a contract to perform work for the State of Colorado. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to starting work for the State. I further acknowledge that I will comply with the requirements of CRS 24-76.5-101 et seq. and will produce the required form of identification prior to starting work. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under CRS 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

CERTIFIED and AGREED to this ______ day of __________, __20____.

VENDOR:

__________________________________________  
Vendor Full Legal Name

BY: ________________________________________  
Signature of Authorized Representative

_________________________  
Title
Appendix D

(PROGRAM PLAN, ETC.)

Not Applicable