REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The
University of Colorado Denver

For The
PN 17-190956 B500 5th Floor West Wing Renovation
REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES  

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RFQ  
Rev. 7/2015
(Insert ADVERTISEMENT)
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
University of Colorado Denver

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado Denver is seeking a firm to provide programming, architectural/engineering design, audiovisual/IT design, and furniture design and procurement assistance for renovating the 5th floor west wing in B500 located on the Anschutz Medical Campus. The entire 5th floor west wing will be renovated. Included in the scope of work is adding a new air handling unit for the space. All furniture will be procured through Colorado Correctional Industries.

The fixed limit of Construction for this renovation is estimated at $2.2M
The fixed limit of furniture cost is estimated at $304K
The fixed limit of audio visual and IT cablings is estimated at $218K

The University of Colorado Denver anticipates using a Construction Manager/General Contractor (CM/GC) approach to project delivery. Through the use of an Architect and a Construction Manager/General Contractor, a Guaranteed Maximum Price (GMP) will be established in conjunction with the [agency/institution]. The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, and constructability, and will work with the Architect throughout the value engineering phases of the project. The selection process for the CM/GC will begin following the selection of the Architect.

The design services may be extended to additional phases of renovation in Building 500 including floor 4 west, floor 2 north, and other portions of B500 at CU Denver's discretion.

MINIMUM REQUIREMENTS

- Demonstrate that the Architectural firm and individuals proposed on this project have completed 3 design projects of similar size and complexity within the last 5 years
- Experience in renovating and updating spaces within older buildings
- Experience working with Owner Design and Construction Standards
- Ability to accommodate accelerated design schedule
- Demonstrate accurate construction cost estimating for recent projects
- Provide examples of budget conscious innovations in past project designs
- Be a licensed Architect in the State of Colorado
- Furniture Design Team Member Must be Familiar with State Procurement Colorado Correctional Industries

PREFERRED QUALIFICATIONS

- Experience with State CMGC contracts and forms
- Previous experience working successfully with the University of Colorado Denver Design and Construction Standards – see link-
Experience with renovations in occupied spaces

**B. SELECTION PROCESS**

The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: submittals will be screened and scored. A limited number of firms will be short listed and invited to participate in oral interviews. The [agency/institution] will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

1. **Mandatory Pre-submittal Conference:** 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 available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. Questions will be due by e-mail on 9/7/16 by 2:00PM to Daniel.argersinger@ucdenver.edu The pre-submittal conference will be held at:

   **University of Colorado Anschutz Medical Campus**  
   **Building 500, Bushnell Auditorium 8th Floor**  
   **13001 East 17th Place**  
   **Aurora, Colorado**  
   On 9/2/16 at 2:00PM MDT

2. **Architect/Engineer/Consultant’s Submittals:** Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, five (5) hard copies and one (1) digital copy of submittals must be provided. Submittals must be received at:

   **Campus Services Building**  
   **Facilities Projects Department**  
   **Second Floor Reception Desk Rm T36-210**  
   **1945 North Wheeling Street, Mail Stop F-418**  
   **Aurora, CO 80045**  
   **Attention: Elaine Rydberg**

   Deadline for receipt (whether mailed or hand delivered) is: **Wednesday, September 14, 2016 at 2:00PM MDT**

   Late submittals will be rejected without consideration. The [agency/institution] and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

3. **Screening Panel/Short List:** Submittals will be evaluated by a panel of individuals selected in accordance with state policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no fewer than three (3) or no more than five (5) will be interviewed.
4. **Oral Interviews.** It is anticipated that oral interviews will be conducted during the week of September 26, 2016. Interviews will be conducted at: University of Colorado Anschutz Medical Campus, Campus Services Building, 1945 North Wheeling Street, Aurora, Colorado. (This is a tentative interview location – short listed firms will be advised on exact interview location). The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the University of Colorado Denver.

C. **SCHEDULE**

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>8/26/16 and 8/29/16</td>
</tr>
<tr>
<td>RFQ Document Available</td>
<td>8/26/16</td>
</tr>
<tr>
<td>Pre-submittal Conference</td>
<td>9/2/16 at 2:00PM</td>
</tr>
<tr>
<td>Date Fax/Email Questions Due</td>
<td>9/7/16 at 2:00PM</td>
</tr>
<tr>
<td>Date Answers Due to all Firms</td>
<td>9/9/16 at 2:00PM</td>
</tr>
<tr>
<td>RFQ Submittal Due</td>
<td>9/14/16 at 2:00PM</td>
</tr>
<tr>
<td>Submittal Screening</td>
<td>9/14/16 to 9/20/16</td>
</tr>
<tr>
<td>A/E Interview List Released</td>
<td>9/21/16</td>
</tr>
<tr>
<td>A/E Oral Interviews (as scheduled)</td>
<td>9/28/16</td>
</tr>
<tr>
<td>Chancellor Approval/Negotiation of A/E Contract</td>
<td>9/30/16 to 10/10/16</td>
</tr>
<tr>
<td>Contract Approval (projected)</td>
<td>October 2016</td>
</tr>
<tr>
<td>Anticipated Design Start</td>
<td>October 2016</td>
</tr>
<tr>
<td>Anticipated CM/GC Start</td>
<td>November 2016</td>
</tr>
<tr>
<td>Anticipated Construction Start/Finish</td>
<td>1/1/17 to 6/30/17</td>
</tr>
</tbody>
</table>
II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. *(Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.)* Following are elements that will be used to evaluate each firm’s qualifications:

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team’s qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

B. FIRM/TEAM CAPABILITIES

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants’ role delineated)?
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner’s project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
  - Establish and maintain estimates of probable cost within owner’s established budget.
  - Control consultant contract costs
– Coordinate value engineering activities
- Quality Control Methodology.
  – Insure State procedures are followed
  – Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
  – Insure the project is designed for durability and maintainability
- Schedule.
  – Manage the required work to meet the established schedule

E. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- Proximity of firms office as it may affect coordination with the State's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.
STATE BUILDINGS PROGRAM
PRELIMINARY SELECTION/EVALUATION FORM
ARCHITECT/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an architectural/engineering/consulting services selection process.)

Evaluator #: ___________________________ Date: ___________________________
Name of Firm: ____________________________________________________________
Name of Project: PN 17-190956 B500 5th Floor West Wing Renovation

RFQ REFERENCE
MINIMUM REQUIREMENTS Y ____ N ____

If the minimum requirements have not been met, specify the reason(s):
____________________________________________________________________
____________________________________________________________________

Acknowledgment and Attestation included: Y _____ N _____

SCORE (PROJECT SPECIFIC QUALIFICATIONS):

Weight² x Rating² = Score

1. PROJECT TEAM¹
   - Qualifications and relevant individual experience. _____ x ____ = ____
   - Unique knowledge of key team members relating to the project. _____ x ____ = ____
   - Experience on projects as a team. _____ x ____ = ____
   - Key staff involvement in project management and on-site presence. _____ x ____ = ____
   - Time commitment of key staff. _____ x ____ = ____
   - Qualifications and relevant subconsultant experience. _____ x ____ = ____

2. FIRM CAPABILITIES¹
   - Are the lines of authority and coordination clearly identified? _____ x ____ = ____
   - Are essential management functions identified? _____ x ____ = ____
   - Are the functions effectively integrated (e.g., subconsultants’ roles delineated?) _____ x ____ = ____
   - Current and projected work load. _____ x ____ = ____

3. PRIOR EXPERIENCE¹
   - Experience of the key staff and firm with projects of similar scope and complexity. _____ x ____ = ____
   - Demonstrated success on past projects of similar scope and complexity. _____ x ____ = ____
   - References. _____ x ____ = ____
4. PROJECT APPROACH

- Budget methodology/cost control. 
  \[ \text{Score} \times \text{Rating} = \text{Total Score} \]
- Quality control methodology. 
  \[ \text{Score} \times \text{Rating} = \text{Total Score} \]
- Schedule maintenance methodology. 
  \[ \text{Score} \times \text{Rating} = \text{Total Score} \]

5. WORK LOCATION

- Proximity of firm's office as it may affect coordination with
  the state’s project manager and the potential project location. 
  \[ \text{Score} \times \text{Rating} = \text{Total Score} \]
- Firm's familiarity with the project area. 
  \[ \text{Score} \times \text{Rating} = \text{Total Score} \]
- Knowledge of the local labor and material markets. 
  \[ \text{Score} \times \text{Rating} = \text{Total Score} \]

TOTAL SCORE: \[ \text{Total Score} \]

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 submittor’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.
Appendix A1

STATE BUILDINGS PROGRAM
ORAL INTERVIEW SELECTION/EVALUATION FORM
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #: ___________________________ Date: ________________
Name of Firm: ___________________________ Name of Project: PN 17-190956 B500 5th Floor West Wing Renovation

SCORE (OVERALL QUALIFICATIONS): Weight² x Rating³ = Score

1. PROJECT TEAM¹
   _____ x _____ = _____

2. TEAM CAPABILITIES¹
   _____ x _____ = _____

3. PRIOR EXPERIENCE¹
   _____ x _____ = _____

4. PROJECT APPROACH¹
   _____ x _____ = _____

5. WORK LOCATION¹
   _____ x _____ = _____

TOTAL SCORE: __________ ⁴

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 A2

STATE BUILDINGS PROGRAM
FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION
(This form is to be used separately to rank and determine the most qualified architectural/engineering/consulting services firm for both the preliminary and interview evaluations.)

<table>
<thead>
<tr>
<th>FIRM</th>
<th>QUALIFICATIONS SCORE(^1)</th>
<th>CUMULATIVE(^2) TOTAL SCORE</th>
<th>RANK(^3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
<td>EVAL #2</td>
<td>EVAL #3</td>
</tr>
<tr>
<td></td>
<td>EVAL #4</td>
<td>EVAL #5</td>
<td>EVAL #6</td>
</tr>
</tbody>
</table>

NOTES:
1. Insert total score from each evaluator's PRELIMINARY SELECTION AND INTERVIEW SELECTION/EVALUATION FORMS. DO NOT combine scores of the two evaluations.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.
Appendix B

ARCHITECT/ENGINEER/CONSULTANT CONTRACT
(STANDARD OR CM/GC FORMAT)
INCLUDING CU DENVER’S SUPPLEMENTARY TERMS AND CONDITIONS
Appendix C

SERVICE/DISABLED VETERANS MINORITY/WOMEN BUSINESS ENTERPRISE
PARTICIPATION REPORT (MWBE-1)
Appendix D

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS
ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

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

Subscribed on ________________________ at ________________________,
                               Date                      City
______________________________, State of ____________________________,
             County                      State

________________________________               _______________________
Applicant or Corporate Officer Signature             Date

________________________________               _______________________
Witness                                             Date

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)
APPENDIX F

B500 5th Floor West Wing Conceptual Plan