STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The
UNIVERSITY OF COLORADO DENVER

For The
B500 - 7TH RENO CENTRAL AND WEST WING AREAS PN 16-169658 (Project A)
AND
LIBRARY - 2016 MULTIPLE FLOOR RENOVATION PN 16-130585 (Project B)
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

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REQUEST FOR QUALIFICATIONS

Agency: University of Colorado Denver

Notice Type: Request for Qualifications

Select the RFQ Subtype: ☒ Architect ☒ Engineer ☐ Industrial Hygienist ☐ Land Surveyor ☐ Landscape Architect

Project No: 16-169658 & 16-130585

Project Title: B500 - 7th Reno Central And West Wing Areas (Project A) & Library - 2016 Multiple Floor Renovation (Project B)

Project Description: The University of Colorado Denver is seeking an architectural/engineering firm to provide full design services to potentially include programming, architectural/engineering design, audiovisual/IT design, acoustical design and furniture selection and procurement assistance for two renovation projects at the Anschutz Medical Campus. The design of both projects is anticipated to occur concurrently however the construction is not.

Project A - Located on the 7th floor of Building 500
Approximately 6,290 SF
Project B - Located on the 2nd Floor of the Health Sciences Library
Approximately 4,530 SF
The Fixed Limit of Construction for Project A is approximately $891,500
The Fixed Limit of Construction for Project B is approximately $890,823
The design of both projects is anticipated to occur concurrently however the construction is not.
There is a potential for future projects in both buildings.

Minimum Requirements:

Minimum Qualifications: MINIMUM REQUIREMENTS

• Demonstrate that the Architectural firm and individuals proposed on the 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 licensed in the State of Colorado

RFQ for Services of: Full Design Services

Submission Details:

Submission Deadline: August 8, 2016, at 2:00 p.m.

Submissions Accepted Via: ☒ Email ☐ Fax ☒ In Person ☒ Mail

Details: Facilities Projects, Room 210, 1945 Wheeling Street, Mail Stop F418, Aurora, CO 80045

Comments: Late submittals will be rejected without consideration. The University of Colorado Denver and the State of Colorado assume no responsibility for costs related to the preparation of submittals. When noted that a completely executed form will be sent by certified mail to the Contractor, or any other means as agreed to, notice will be sent by electronic mail.

Point of Contact:

Rev. 02/2014
Name: Doug Derber  
Agency: University of Colorado Denver  
Phone: (303) 724-1032  
Fax: 303-724-0931  
Email: doug.derber@ucdenver.edu

**Meetings:**

Mandatory Pre-Submittal Conference

Date and Time: July 29, 2016 at 2:00 p.m.

Details: University of Colorado Anschutz Medical Campus  
Building 500, Bushnell Auditorium 8th Floor  
13001 East 17th Place  
Aurora, Colorado

Comments: Submittals received from those who have not attended the mandatory pre-submittal meeting will not be considered for the project. Questions will be collected until August 2, 2016 at 2:00 p.m. from those who attended mandatory pre-bid meeting. Questions will be answered by August 3, 2016 at 2:00 p.m.

**Specification Details/Attachments:**

Attachments: RFQ with Exhibits

**Media of Publications:**

[http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFQ/Pages/RFQ.aspx](http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFQ/Pages/RFQ.aspx)

Publication Dates: July 15, 2016 and July 22, 2016

Notice to Editor:

Transmit two (2) copies of the Affidavit of Publication, and invoice to:

University of Colorado Denver  
Facilities Projects  
Attn: Facilities Controller  
1945 N. Wheeling St., Mail Stop F418  
Aurora, Colorado 80045
I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado Denver is seeking an architectural/engineering firm to provide full design services to potentially include programming, architectural/engineering design, audiovisual/IT design, acoustical design and furniture selection and procurement assistance for two renovation projects at the Anschutz Medical Campus. The design of both projects is anticipated to occur concurrently however the construction is not.

Project A - Located on the 7th floor of Building 500
Approximately 6,290 SF

Project B - Located on the 2nd Floor of the Health Sciences Library
Approximately 4,530 SF

The Fixed Limit of Construction for Project A is approximately $891,500
The Fixed Limit of Construction for Project B is approximately $890,823

The design of both projects is anticipated to occur concurrently however the construction is not. There is a potential for future projects in both buildings.

MINIMUM REQUIREMENTS

- Demonstrate that the Architectural firm and individuals proposed on the 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 licensed in the State of Colorado

PREFERRED REQUIREMENTS

- Experience with State of Colorado CMGC contracts and forms
- Previous experience working successfully with the University of Colorado Denver Design and Construction Standards – see link http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/Pages/GuidelinesStandards.aspx
- Experience with renovations in occupied spaces

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 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, and constructibility, 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.

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 University of Colorado Denver 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 sites and to have University of Colorado Denver staff available to discuss the projects. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. Questions will be due by email on 08/02/16 by 2:00 p.m. to Doug.Derber@UCDenver.edu. Questions will be answered on 08/03/16 by 2:00 p.m. 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

   July 29, 2016 at 2:00 p.m.

2. Architect/Engineer/Consultant’s Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, seven (7) 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: Raeann Gregory

   Deadline for receipt (whether mailed or hand delivered) is: August 8, 2016 at 2:00 p.m.

   Late submittals will be rejected without consideration. The University of Colorado Denver 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 August 22, 2016. Interviews will be conducted at: the University of Colorado Anschutz Medical Campus, Campus Services Building located at 1945 N Wheeling St, Aurora Colorado 80045. (This is a tentative interview location – short-listed firms will be advised on the 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.

- Advertisement: 07/15/16 and 07/22/16
- RFQ Document Available: 07/15/16
- Pre-submittal Conference: 07/29/16 at 2:00 p.m.
- Date Email Questions Due: 08/02/16 at 2:00 p.m.
- Date Answers Due to all Firms: 08/03/16 at 2:00 p.m.
- RFQ Submittal Due: 08/08/16 at 2:00 p.m.
- Submittal Screening: 08/08/16 to 08/15/16
- A/E Interview List Released: 08/15/16 at 2:00 p.m.
- A/E Oral Interviews (as scheduled): Week of 08/22/16
- Negotiation of A/E Contract: August 2016
- Anticipated Design Start: September 2016
- Anticipated CM/GC Start: September 2016
  (if prior approval received from SBP)
- Anticipated Construction Start/Finish: Project A: March 2017
  Project B: June 2017
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 and e-mail 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.

F. REQUIRED FORMS

- Service-Disabled Veterans Minority/Women Business Enterprise Participation Report (SDV/MWBE-1) located in Appendix C of this RFQ – fill out information as related to submitting firm
- Certification and Affidavit Regarding Unauthorized Immigrants located in Appendix D of this RFQ – fill out requested information
- Acknowledgment and Attestation Form located in Appendix E of this RFQ – fill out requested information.
Appendix A

STATE BUILDINGS PROGRAMS
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: B500 - 7th Reno Central and West Wing Areas PN 16-169658 (Project A) and Library - 2016 Multiple Floor Renovation PN 16-130585 (Project B)

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

1. PROJECT TEAM\(^1\)
   - 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 CAPABILITIES\(^1\)
   - 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 EXPERIENCE\(^1\)
   - 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.  
 □ References. 

4. PROJECT APPROACH

□ Budget methodology/cost control.  
□ Quality control methodology.  
□ Schedule maintenance methodology. 

5. WORK LOCATION

□ Proximity of firm’s 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. 

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.
STATE BUILDINGS PROGRAMS
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: B500 - 7th Reno Central and West Wing Areas PN 16-169658 (Project A) and Library - 2016 Multiple Floor Renovation PN 16-130585 (Project B)

<table>
<thead>
<tr>
<th>SCORE (OVERALL QUALIFICATIONS)</th>
<th>Weight² x Rating³ = Score</th>
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<tr>
<td>1. PROJECT TEAM¹</td>
<td>_____ x _____ = _____</td>
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<tr>
<td>2. TEAM CAPABILITIES¹</td>
<td>_____ x _____ = _____</td>
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<tr>
<td>3. PRIOR EXPERIENCE¹</td>
<td>_____ x _____ = _____</td>
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<td>4. PROJECT APPROACH¹</td>
<td>_____ x _____ = _____</td>
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<td>5. WORK LOCATION¹</td>
<td>_____ x _____ = _____</td>
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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.
STATE BUILDINGS PROGRAMS
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 SCORE¹</th>
<th>CUMULATIVE² TOTAL SCORE</th>
<th>RANK³</th>
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<tr>
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<td>EVAL #1</td>
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</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.

RFQ
Rev. 7/2015
Appendix B

ARCHITECT/ENGINEER/CONSULTANT CONTRACT
A/E Agreement (CM/GC) SC-5.2
(https://drive.google.com/open?id=0ByG39KP3LPICblJNZDVNMmpsQnMINCLUDING)
CU DENVER’S SUPPLEMENTARY
TERMS AND CONDITIONS
Supplementary Terms and Conditions for Architect/Engineer Agreement
for Design/Bid/Build Contracts (SC5.1 and SC 5.1TC) and CMGC Contracts (SC5.2)

Board of Regents of the University of Colorado
University of Colorado Denver

The following Terms and Conditions shall augment or modify this Architect/Engineer Agreement.

For Design/Bid/Build Contracts (SC 5.1 and SC 5.1TC):

ARTICLE 3. BASIC SERVICES OF THE ARCHITECT/ENGINEER

Section 3.2 DEVELOPMENT OF THE PROJECT - Add the following:

3.2.B.3 (k) Issued acknowledgement of requirement to follow the University of Colorado Denver Guidelines and Standards for Design and Construction Projects (current at the time of the signed Agreement) for new construction and renovations and include submitted and approved Requests for Variance.

3.2.C.1 (i) Issued acknowledgement of requirement to follow the University of Colorado Denver Guidelines and Standards for Design and Construction Projects (current at the time of the signed Agreement) for new construction and renovations and include submitted and approved Requests for Variance.

3.2.D.1 (d) Issued acknowledgement of requirement to follow the University of Colorado Denver Guidelines and Standards for Design and Construction Projects (current at the time of the signed Agreement) for new construction and renovations and include submitted and approved Requests for Variance.

Section 3.2 DEVELOPMENT OF THE PROJECT – Replace 3.2.E.6 (b) as follows:

3.2.E.6 (b) For Contract Documents: The Principal Representative will require up to (3) sets bearing the seal and the signature of the Architect/Engineer and the appropriate responsible professional Engineering Consultants. The Architect/Engineer acknowledges that prior to the State Buildings Programs authorizing the Notice to Proceed State Form SBP-6.26, a Letter of Compliance must be obtained from the State's Code Review Agent verifying that the contract Documents and all addenda, value engineering recommendations and all other changes to the bidding documents are in compliance with the applicable codes as adopted by State Buildings Programs as indicated in Exhibit C.

For CMGC Contracts (SC 5.2):

ARTICLE 1 BASIC SERVICES OF THE ARCHITECT/ENGINEER

Section 1.4 SCHEMATIC DESIGN PHASE – Add the following:

1.4.8.5 Issued acknowledgement of requirement to follow the University of Colorado Denver Guidelines and Standards for Design and Construction Projects (current at
the time of the signed Agreement) for new construction and renovations and include submitted and approved Requests for Variance.

Section 1.5 DESIGN DEVELOPMENT PHASE – Add the following:

1.5.5.3 Issued acknowledgement of requirement to follow the University of Colorado Denver Guidelines and Standards for Design and Construction Projects (current at the time of the signed Agreement) for new construction and renovations and include submitted and approved Requests for Variance.

Section 1.6 CONSTRUCTION DOCUMENTS PHASE – Add the following:

1.6.4.5 Issued acknowledgement of requirement to follow the University of Colorado Denver Guidelines and Standards for Design and Construction Projects (current at the time of the signed Agreement) for new construction and renovations and include submitted and approved Requests for Variance.

Section 1.7 BIDDING PHASE – Replace 1.7.3.2 as follows:

1.7.3.2 For Contract Documents: The Principal Representative will require up to (3) sets bearing the seal and the signature of the Architect/Engineer and the appropriate responsible professional Engineering Consultants. The Architect/Engineer acknowledges that prior to the State Buildings Programs authorizing the Notice to Proceed State Form SBP-6.26, a Letter of Compliance must be obtained from the State’s Code Review Agent verifying that the contract Documents and all addenda, value engineering recommendations and all other changes to the bidding documents are in compliance with the applicable codes as adopted by State Buildings Programs as indicated in Exhibit C.

For Design/Bid/Build Contracts (SC 5.1 and SC 5.1TC) and CMGC Contracts (SC 5.2):

Section 7.2 AS-BUILT DRAWINGS / RECORD DRAWINGS - Add the following paragraph:

7.2.2 As-built drawings and record drawings, together with their as-built specifications and auxiliary files, recorded on electronic media, shall conform to the standards found in the Guidelines And Standards For Design And Construction Projects; PART 1.0 - POLICIES PROCEDURES AND RESPONSIBILITIES

ARTICLE 8.1 COMMERCIAL GENERAL LIABILITY - Replace Article 8.1 as follows:

The term University, University of Colorado, University of Colorado Denver, Principal Representative, are the interchangeable for this replacement of article 8.1.

For purposes of this supplement “Contractor” as used herein shall mean, as appropriate to the State Contract form being used, Architect/Engineer, or Consultant.

The Contractor shall obtain and maintain, at its own expense and for the duration of the contract including any warranty periods under which the Contract are satisfied, the insurance coverages set forth below.
By requiring such insurance, the Principal Representative shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor its agents, representatives, employees or sub-consultants under this contract. The insurance requirements herein for this Contract in no way limit the indemnity covenants contained in the Contract.

The Principal Representative in no way warrants that the limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees, or subcontractors. The Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

**COVERAGES AND LIMITS OF INSURANCE -** Contractor shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability** – Occurrence Form – ISO CG 0001 or equivalent.
   Coverage to include:
   - Premises and Operations
   - Personal / Advertising Injury
   - Products / Completed Operations
   - Liability assumed under an Insured Contract (including defense costs)
   - Broad Form Property Damage

   General Aggregate $2,000,000
   Products/Completed Operations Aggregate $2,000,000
   Each Occurrence Limit $1,000,000
   Personal/Advertising Injury $1,000,000

   a. The policy shall be endorsed to include the following additional insured language: The Regents of the University of Colorado, a Body Corporate are named as Additional Insured (ISO Form CG 2010, or equivalent). Further, all policies of insurance shall include a Separation of Insureds Clause (Cross Liability).

2. **Automobile Liability**
   Bodily Injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this contract.

   Bodily Injury/Property Damage (Each Accident) $1,000,000

3. **Workers Compensation and Employers’ Liability**
   - Statutory Benefits (Coverage A)
   - Employers Liability (Coverage B)

   Coverage A (Workers’ Compensation) Statutory
   Coverage B (Employers Liability) $100,000
Disease each employee $100,000
Disease policy limit $500,000

This requirement shall not apply when a contractor or subcontractor is exempt under Colorado Workers’ Compensation Act, AND when such contractor or subcontractor executes the Sole Proprietor Waiver Letter.

4. **Professional Liability (Errors and Omissions) for Contractor**
   (Applies to SC-5.3 if contract is for one of the following professional pre-design services such as; geotechnical investigation and reporting, environmental assessment or land surveying or for construction administrative services such as material testing, then the following Professional Errors and Omissions Liability Insurance coverage applies.)

   - The Contractor shall maintain Errors and Omissions Liability covering negligent acts, errors and/or omissions, including design errors of the Contractor for damage sustained by reason of or in the course of operations under this Contract. The policy/coverages shall be amended to include the following:
     - Amendment of any Contractual Liability Exclusion to state: “This exclusion does not apply to any liability of others which you assume under a written contract provided such liability is caused by your negligent acts.”
   - In the event that any professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Contract is completed.
   - Policy shall contain a waiver of subrogation against The Regents of the University of Colorado, a Body Corporate.

   | Wrongful Act | $2,000,000 |
   | General Aggregate | $2,000,000 |

**ADDITIONAL INSURANCE REQUIREMENTS**

1. All Insurers must be licensed or approved to do business within the State of Colorado, and unless otherwise specified, all policies must be written on a per occurrence basis. Professional Liability is acceptable on a claims-made basis.

2. On insurance policies where the Principal Representative is named as an additional insured, the Principal Representative shall be an additional insured to the full limits of liability purchased by the Consultant even if those limits of liability are in excess of those required by this Contract.

3. The Contractor shall provide the Principal Representative a Certificate of Insurance Form evidencing all required coverages, prior to commencing work or entering Principal Representative Premises. Upon request by the Principal Representative, Contractor must provide a copy of the actual insurance policy effecting coverage(s) required by the contract.

4. The Consultant's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
5. **The Contractor shall advise the Principal Representative in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limit.** At their own expense, the Contractor will reinstate the aggregate limits to comply with the minimum requirements and shall furnish to the Principal Representative a new certificate of insurance showing such coverage is in force.

6. Contractor’s insurance carrier should possess a minimum A.M. Best’s Insurance Guide rating of A- VI.

7. Provide a minimum of 30 days advance written notice to the Principal Representative for cancellation, non-renewal, or material changes to policies required under the contract.


Failure of the Contractor to fully comply with these requirements during the term of the Contract may be considered a material breach of contract and may be cause for immediate termination of the Contract at the option of the Principal Representative. The Principal Representative reserves the right to negotiate additional specific insurance requirements at the time of the contract award.

**Non-Waiver**

The parties hereto understand and agree that The Principal Representative is relying on, and does not waive or intend to waive by any provision of this Contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, *et seq.*, as from time to time amended, or otherwise available to the Principal Representative or its officers, employees, agents, and volunteers.

**Mutual Cooperation**

The Principal Representative and Contractor shall cooperate with each other in the collection of any insurance proceeds which may be payable in the event of any loss, including the execution and delivery of any proof of loss or other actions required to effect recovery.

(Revised 7-21-11)

**ARTICLE 11. MISCELLANEOUS PROVISIONS**

Delete the following section except for Projects that are ARRA funded:

11.19 **STATEWIDE CONTRACT MANAGEMENT SYSTEM**

Add the following Section:

11.26 **UNIVERSITY OF COLORADO DENVER POLICY ON SEXUAL HARASSMENT**

11.26.1 The Architect/Engineer shall vigorously pursue to the greatest extent possible, adherence to the university Policy on Sexual Harassment and also require all employees, and employees of all professional consultants of any kind, working on this project to adhere to this Policy.

11.26.2 Statement of Policy: It is the policy of the university to maintain the community as a place of work, study, and residence free of sexual harassment or exploitation of students, faculty, staff, and administrators. Sexual harassment
is prohibited on campus and in the university programs. The university is committed to taking appropriate action against any of its officials, employees or students who violate the policy prohibiting sexual harassment.

11.26.3 Definition of Sexual Harassment: For purposes of this Policy, sexual harassment is defined as conduct which is unwelcome and consists of:

1. sexual advances; 2. requests for sexual favors; or 3. other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic decisions affecting the individual; or when such conduct has the purpose or effect, of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

Conduct prohibited under this policy may occur between persons of the same sex or of different sexes and may manifest itself in different ways. For example, sexual harassment may be as undisguised as a direct solicitation of sexual favors, or arise from behavior which has the effect of creating an intimidating, hostile, or offensive educational or working environment. In this regard, the following types of acts, if pervasive and continuous, are more likely than not to be considered sexual harassment: unwelcome physical contact, sexual remarks about a person's clothing, body, or sexual relations, conversation of a sexual nature or similar jokes and stories, and the display of sexually explicit materials in the workplace or their use in the classroom without defensible educational purpose.

11.26.4 Consequence of Sexual Offenses: The university may require the Architect/Engineer to remove from the university property any individual or individuals who violate the policy prohibiting sexual harassment.

EXHIBIT C  APPROVED STATE BUILDING CODES (Exhibit A of the Building Code Compliance Policy: Coordination of Approved Building Codes, Plan Reviews and Building Inspections) - Add the following requirements:

The Manual of Guidelines and Standards for Design and Construction Projects (use most current version) - website location:

(www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/Pages/GuidelinesStandards.aspx )


Health and Safety Standards for Ventilation Systems;

Biomedical and Animal Research Facilities Design Policies and Guidelines, National Institutes of Health, Aug 2010 and subsequent published revisions; Available at http://orf.od.nih.gov/PoliciesAndGuidelines/;
Biosafety in Microbiological and Biomedical Laboratories (BMBL, 5th edition, 2009);

ILAR Guide for the Care and Use of Laboratory Animals (8th ed, 2011); International Building Code (IBC);
IH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines);

Uniform Federal Accessibility Standards (UFAS); other guidance to consider:


Colorado Rules and Regulations pertaining to Radiation Control, 6 CCR 1007 Part 1-20.


Last edition of "Guide for Care and Use of Laboratory Animals."

UCD Campus Standard Biosafety Level (BL3) Construction Standards.

The National Fire Protection Standards, 45, 72 latest addition.

City of Aurora Asphalt and Paving Standards (latest edition).
Appendix C

SERVICE/DISABLED VETERANS MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT (SDVMWBE-1)
SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS AND MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT

Institution/Agency: University of Colorado Denver / GFE

B500 - 7TH RENO CENTRAL AND WEST WING AREAS PN 16-169658 (Project A) &

Project No./Name: LIBRARY - 2016 MULTIPLE FLOOR RENOVATION PN 16-130585 (Project B)

TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT, EACH CONTRACTOR (INCLUDING ARCHITECT/ENGINEER/CONSULTANT/CONTRACTOR) IS REQUESTED TO COMPLY WITH THESE REQUIREMENTS.

I. The undersigned Architect/Engineer/Consultant/Contractor hereby certifies that the (company) (joint venture) (is) (is not)* a service-disabled veteran-owned enterprise as defined in this report. The undersigned Architect/Engineer/Consultant/Contractor hereby certifies that the (company) (joint venture) (is) (is not)* a minority enterprise as defined in this report. The undersigned Architect/Engineer/Consultant/Contractor hereby certifies the (company) (joint venture) (is) (is not)* a woman-owned business enterprise as defined. (*Strike out where inapplicable.)

*Persons signing hereby swear and affirm that they are authorized to act on Architect/Engineer/Consultant/Contractor’s behalf and acknowledge that the State is relying on their representations to that effect. Principal is not a recognized title and will not be accepted

ARCHITECT/ENGINEER/CONSULTANT/CONTRACTOR

Legal Name of Contracting Entity

*Signature

By:

Name (print) Title

Date:

II. It is the general policy of the State of Colorado to be as inclusive as possible to all member communities when spending taxpayer dollars. It is also the intent of the State to address the goals of the HB14-1224 | CRS 24-103-211 of at least 3% of all contracts by dollar value to be awarded to SDVOSBs.

III. REQUIREMENTS

A. Service-Disabled Veteran-Enterprise (SDVE) means for the purpose of this report, a business who must be incorporated or organized in Colorado or they must maintain a place of business or have an office in Colorado and who are officially registered and verified as a SDVOSB by the Center for Veteran Enterprise within the U.S. Department of Veterans Affairs (www.vip.vetbiz.gov) per CRS 24-103-211

B. Minority Business Enterprise (MBE) means, for the purpose of this report, a business enterprise at least 51 percent that is owned and controlled by minority group members, or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned and controlled by minority group members. Eligible persons are expected to be engaged full time in the day-to-day operation and management of the business. Minority group members are ethnic minorities including African American, Hispanic American, Native American or Asian/Pacific American.

C. Women Business Enterprise (WBE) means, for the purpose of this report, a business enterprise of at least 51 percent of which is owned and controlled by a woman or women, or, in the case of a publicly-owned business, at least 51 percent of the stock of which is owned and controlled by women. Women are expected to be engaged full time in the day-to-day operation and management of the business.
D. The University of Colorado Denver does not have a certification process for nor does it require MBE’s and WBE’s to be certified.

E. The percentages of service-disabled veteran, minority and women-owned business participation will be determined by dollar value of the work subcontracted to or joint ventured with service-disabled veteran, minority, and women-owned firms, as compared to the total dollar value of the bid amount for all work bid under this contract.

F. Prior to the award of this contract, the contractor will be required to provide to the Principal Representative a list of SDV/M/WBE enterprises, stipulating the dollar amount of each subcontract or supplier of materials on page 2 of this Service-Disabled Veteran, Minority and Women Business Enterprises Participation Report.

G. The contractor will retain records and documents showing the level of participation for two years following completion of this contract. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by an authorized representative of the Principal Representative, or its designated representatives, and will be submitted to such representatives upon written request.

ARCHITECT/ENGINEER/CONSULTANT/CONTRACTOR:

<table>
<thead>
<tr>
<th>SDVOE</th>
<th>MBE</th>
<th>WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Total Contract Amount: $ __________

<table>
<thead>
<tr>
<th>Name and Address of SDV/M/WBE Subcontractors and/or Suppliers and/or Self-Performed Work by SDV/M/WBE Primes*</th>
<th>SDVE Contract Amounts</th>
<th>MBE Contract Amounts</th>
<th>WBE Contract Amounts</th>
<th>Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

*Indicate ethnicity based on Paragraph III. A. above.

| Total SDVE Contracts | $ __________________ |
| Total MBE Contracts: | $ __________________ |
| Total WBE Contracts: | $ __________________ |
| Total SDVE %:        | ____________________ |
| Total MBE %:         | ____________________ |
| Total WBE %:         | ____________________ |
Appendix D

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS
STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

Institution/Agency: University of Colorado Denver / GFE

Project No./Name: B500 - 7TH RENO CENTRAL AND WEST WING AREAS PN 16-169658 (Project A)
& LIBRARY - 2016 MULTIPLE FLOOR RENOVATION PN 16-130585 (Project B)

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 knowing employ or contract with an 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)

1. 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: ________________________________________________________

State Form UI-1
Issued 7/2008
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)
Include pricing for exploratory and remedial efforts to correct existing leaks and potential mold within W7005.

Existing kitchen and abandoned plumbing & chute to be removed W7009.

Existing Concrete Tiered Floor to removed from this space.

Remove & Salvage lockers and mail boxes from C7000.

CHA/PA Building 500 7W
Existing
3/32" = 1'-0"  (June 16th, 2016)
Major Renovation (3,500 SF)

Minor Renovation (2,790 SF)

Note:
Provide a ceiling mounted camera in each of the 6 Study Rooms with the ability to broadcast their images to the new monitors within the open classroom area.
Health Sciences Library
Floor 2

5/21/2015