STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM

REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The  
University of Colorado Anschutz Medical Campus (GFE)

For The  
Fitzsimons Building 1st Floor West, 2nd Floor West, Ground Floor West, and Ground Floor North Renovations (Project Number 20-131504)
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

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ADVERTISEMENT FOR
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/ENGINEERING SERVICES
State of Colorado
University of Colorado Denver | Anschutz Medical Campus (GFE)
Notice Number: PN 20-131504

Notice Status: OPEN
Publish Date: 3/03/2020
# Notice Revisions: 0
Revision Publish Date: NA

Project No: PN 20-131504
Project Title: Fitzsimons Building 1st Floor West, 2nd Floor West, Ground Floor West, and Ground Floor North Renovations
Estimated Construction Cost: $7,686,000

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 Anschutz Medical Campus will be conducting major renovations on three floors of the Fitzsimons Building. The Fitzsimons Building, formerly known as Building 500, has an extensive history dating back to its opening in December 1941. What once served as the main hospital building for the Fitzsimons Army Medical Base, is now the centerpiece of the University of Colorado Anschutz Medical Campus.

CU Anschutz's goal is to update the renovated areas into a heather, comfortable, and productive open office space. While this project will not specifically be seeking LEED Certification, there are LEED specific goals and inspiration that will be identified for the project including access to natural light, highly efficient lighting and controls, acoustical performance, increased thermal comfort, and energy efficiency that will be expected for the space. Designs should also be mindful of existing architectural features that will complement the project wherever possible. This space must comply with CU Anschutz Workplace Space Guidelines and should offer creative solutions to shared amenities such as solution, conference, and break areas.

Construction Budget: $7,686,000
Phase 1A – 1st Floor West Early Demo

It is intended that the CM/GC will have an early demo package for 1st Floor West prior to completion of the design documents to allow design teams to incorporate what would have been unexpected/unforeseen conditions during construction.

Phase 1B - 1st Floor West

1 West is currently occupied by the Office of Grants and Contracts, which is part of Financial Services and Regulatory Compliance. Following renovations, this group will reoccupy the new space.

This phase is a major renovation to the vast majority of the 1st floor West wing covering approximately 10,400 GSF. 1 West currently includes offices in an original clinic layout. This space has not been fully renovated since CU Anschutz acquired the Fitzsimons Building in 2000. It is the intent to fully demo the entire space back to the structure and rebuild the space. A selection of items that are expected to be included in this project: asbestos abatement, complete HVAC replacement including the air handler, removal of existing offices to create an open office environment, file room, solution and conference rooms, break/kitchen space, office furniture, signage, electrical/lighting, envelope improvement, flooring including floor leveling, lighting, technology, etc.

There is an adjacent space on the East end of the renovation zone that will have to be kept online during renovations and will require a method to reduce construction disturbances to normal business activities.

At the completion of this phase, the user groups will move and Phase 2 construction will commence.

Phase 2 – 2nd Floor West, Ground Floor West, and Ground Floor North

2 West is currently occupied and will be vacated around December 1, 2021 when the current occupants move to the Anschutz Health Sciences Building, currently under construction. Once the group has moved, renovations will commence for this phase.

2 West will include 14,600 GSF of major renovations and is intended to follow the same general scope as 1 West. There will not be an early demo package for 2 West.

Ground Floor West is currently occupied. The overall size of this space is 5,360 GSF, however, only some sections will be impacted by renovations. This group will be moving at the completion of Phase 1 to open the space for renovations.

Ground West will include minor renovations to the existing office space to create some additional offices and open other offices up to join separate spaces.

Ground Floor North

Ground Floor North is currently occupied and it hasn’t been exactly identified if this work will happen during Phase 1 or Phase 2. This area occupies approximately 2,400 GSF.
Project Approach and Goals

Employees are our biggest assets and each decision regarding this project is to make the work experience better. These spaces should drive our employees to be happier, healthier, more productive, and excited about their working environment.

Many employees will transition from individual private offices into an open-office environment, so gaining employee buy-in and involvement throughout the design process for their work environment will be important. Being able to set up various office tours of your previous projects for key decision makers may be important for users to evaluate your firm’s real-world outcomes. Design firms should highlight team members that have experience using technical tools to achieve greater levels of efficiency in office environments and their process for designing such spaces, including tools such as Systematic Layout Planning.

The design teams should keep the following goals in mind throughout the design process:
1. Modernize an aging building.
2. The space needs to be flexible and adaptable.
3. Promote collaboration and be less focused on individualistic perspectives.
4. Provide space for employees to come together, that they will actually use.
5. Create a better employee experience and increase productivity.
6. Welcome elements of this historic building into the design where possible.
7. When visitors leave, they should be left feeling, “I want to work here.”
8. Incorporate elements of the natural environment into the design.
9. Provide better lighting, less glare, more individual control.
10. Maximize visibility to the outdoors.
11. Design so the space improves with age.
12. Incorporate various sustainable concepts into the project design/approach.

As mentioned earlier in the RFQ, this project will not specifically be seeking LEED Certification, but there are LEED specific goals and inspirations that will be included in the project requirements. The following list of LEED V4.1 credits will be used as project goals.

IP Credit: Integrative Process
WE Prerequisite: Indoor Water Use Reduction
EA: Fundamental Commissioning and Verification
EA: Minimum Energy Performance
EA: Enhanced Commissioning
EA: Optimize Energy Performance
EA: Advanced Energy Metering
MR: Construction and Waste Demolition Waste Management Planning
MR: Interiors Life-Cycle Impact Reduction
EQ: Minimum Indoor Air Quality Performance
EQ: Enhanced Indoor Air Quality Strategies
EQ: Low Emitting Materials
EQ: Construction Indoor Air Quality Management Plan
EQ: Indoor Air Quality Assessment
EQ: Thermal Comfort
EQ: Interior Lighting
EQ: Quality Views
**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 Architect/Engineer and the Construction Manager/General Contractor in conjunction with 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 Design and CA services within the last three (3) years for at least two (2) projects each in excess of $8,000,000 (hard costs), utilizing the expertise present in their Colorado Office; and

2. Demonstrated specific CM/GC or Design/Build experience on projects of similar renovations in occupied buildings and complexity with State A/E CM/CG contract; and

3. Demonstrated close working relationships with CM/GC and Owner on project scope estimating, GMP evaluation, and scope development.

4. Demonstrated LEED experience.

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

Colorado CORE/ColoradoVSS: [https://codpa-vss.cloud.cgifederal.com/webapp/PRDVSS2X1/AltSelfService](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-Bid Meeting

A mandatory Pre-Bid Meeting will be held:

CU Anschutz
Fitzsimons Building
Bushnell Auditorium, 8th Floor, Room Q20-N8200
12001 E 17th Place, Aurora, CO 80045

Comments:  Pre-Bid meeting will begin at 2:00 PM on 3/12/2020.

Schedule/Submission Details

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

**DESIGN TEAM SELECTION SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>3/03/2020</td>
</tr>
<tr>
<td><strong>Mandatory Pre-Bid Conference and Tour</strong></td>
<td><strong>3/12/2020 2:00 PM</strong></td>
</tr>
<tr>
<td>Date Email Questions Due</td>
<td>3/18/2020 2:00 PM</td>
</tr>
<tr>
<td>Date Email Answers Issued</td>
<td>3/20/2020</td>
</tr>
<tr>
<td>Qualification Submittal Due</td>
<td>3/26/2020 11:30 AM</td>
</tr>
<tr>
<td>Submittal Scoring Posted</td>
<td>4/08/2020</td>
</tr>
<tr>
<td>Interview invitations</td>
<td>4/08/2020</td>
</tr>
<tr>
<td>Oral Interviews</td>
<td>4/21/2020</td>
</tr>
<tr>
<td>Design Team Approval</td>
<td>4/28/2020</td>
</tr>
<tr>
<td>Negotiation of Contract</td>
<td>4/29/2020 – 5/05/2020</td>
</tr>
<tr>
<td>Contract Approval (projected)</td>
<td>5/19/2020</td>
</tr>
</tbody>
</table>

**PROJECTED DESIGN & CONSTRUCTION DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Program/Design Start</td>
<td>5/21/2020</td>
</tr>
<tr>
<td>Schematic Design Completion</td>
<td>7/22/2020</td>
</tr>
<tr>
<td>Demo/Abatement Early Bid Package Completion</td>
<td>8/20/2020</td>
</tr>
<tr>
<td>CM/GC - PHASE 1A - Demo/Abatement Bid Period</td>
<td>8/21/2020 – 9/17/2020</td>
</tr>
<tr>
<td>CM/GC - PHASE 1A - Demo/Abatement</td>
<td>12/1/2020 – 2/8/2020</td>
</tr>
<tr>
<td>Design Development Completion</td>
<td>9/23/2020</td>
</tr>
<tr>
<td>90% Construction Doc Completion</td>
<td>12/23/2020</td>
</tr>
<tr>
<td>CM/GC – Full GMP</td>
<td>10/14/2020</td>
</tr>
<tr>
<td>100% CD of final design package</td>
<td>03/01/2021</td>
</tr>
<tr>
<td>CM/GC - Bid Period Complete</td>
<td>03/29/2021</td>
</tr>
<tr>
<td>CM/GC - Buyout Approved</td>
<td>05/03/2021</td>
</tr>
<tr>
<td>PHASE 1A – 1 West Construction Start</td>
<td>6/01/2021</td>
</tr>
<tr>
<td>PHASE 1A – Construction/Punch List End</td>
<td>11/1/2021</td>
</tr>
<tr>
<td>PHASE 1A – Commissioning</td>
<td>11/15/2021</td>
</tr>
<tr>
<td>PHASE 1A – Move in</td>
<td>11/16/2021</td>
</tr>
<tr>
<td>PHASE 2 – 2 West – MOVE OUT (This date is the project driver)</td>
<td><strong>12/01/2021 – 12/07/2020</strong></td>
</tr>
<tr>
<td>PHASE 2 – 2 West, Ground West/North Construction Start</td>
<td>12/8/2021</td>
</tr>
<tr>
<td>PHASE 2 – Construction/Punch List End</td>
<td>7/31/2022</td>
</tr>
<tr>
<td>PHASE 2 – Commissioning End</td>
<td>08/13/2022</td>
</tr>
</tbody>
</table>
2. **TEN (10)** hard copies and **ONE (1)** electronic OCR/PDF copy on USB drive of the submittal are due **Thursday 3/26/2020** and shall be received no later than **11:30 AM (MD/ST)**, and shall be submitted accepted via hard copy at the following address:

Agency: University of Colorado 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.**

Comments: Late sealed bids will be rejected without consideration. The University of Colorado Denver (GFE) and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

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  
Media of Publication(s): University of Colorado Denver Facilities Projects Website  
Colorado CORE/ColoradoVSS  
Publication Dates: 3/3/2020
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado Anschutz Medical Campus will be conducting major renovations on three floors of the Fitzsimons Building. The Fitzsimons Building, formerly known as Building 500, has an extensive history dating back to its opening in December 1941. What once served as the main hospital building for the Fitzsimons Army Medical Base, is now the centerpiece of the University of Colorado Anschutz Medical Campus.

CU Anschutz's goal is to update the renovated areas into a heather, comfortable, and productive open office space. While this project will not specifically be seeking LEED Certification, there are LEED specific goals and inspiration that will be identified for the project including access to natural light, highly efficient lighting and controls, acoustical performance, increased thermal comfort, and energy efficiency that will be expected for the space. Designs should also be mindful of existing architectural features that will complement the project wherever possible. This space must comply with CU Anschutz Workplace Space Guidelines and should offer creative solutions to shared amenities such as solution, conference, and break areas.

Construction Budget: $7,686,000

Phase 1A – 1st Floor West Early Demo

It is intended that the CM/GC will have an early demo package for 1st Floor West prior to completion of the design documents to allow design teams to incorporate what would have been unexpected/unforeseen conditions during construction.

Phase 1B - 1st Floor West

1 West is currently occupied by the Office of Grants and Contracts, which is part of Financial Services and Regulatory Compliance. Following renovations, this group will reoccupy the new space.

This phase is a major renovation to the vast majority of the 1st floor West wing covering approximately 10,400 GSF. 1 West currently includes offices in an original clinic layout. This space has not been fully renovated since CU Anschutz acquired the Fitzsimons Building in 2000. It is the intent to fully demo the entire space back to the structure and rebuild the space. A selection of items that are expected to be included in this project: asbestos abatement, complete HVAC replacement including the air handler, removal of existing offices to create an open office environment, file room, solution and conference rooms, break/kitchen space, office furniture, signage, electrical/lighting, envelope improvement, flooring including floor leveling, lighting, technology, etc.
There is an adjacent space on the East end of the renovation zone that will have to be kept online during renovations and will require a method to reduce construction disturbances to normal business activities.

At the completion of this phase, the user groups will move and Phase 2 construction will commence.

**Phase 2 – 2nd Floor West, Ground Floor West, and Ground Floor North**

2 West is currently occupied and will be vacated around December 1, 2021 when the current occupants move to the Anschutz Health Sciences Building, currently under construction. Once the group has moved, renovations will commence for this phase.

2 West will include 14,600 GSF of major renovations and is intended to follow the same general scope as 1 West. There will not be an early demo package for 2 West.

Ground Floor West is currently occupied. The overall size of this space is 5,360 GSF, however, only some sections will be impacted by renovations. This group will be moving at the completion of Phase 1 to open the space for renovations.

Ground West will include minor renovations to the existing office space to create some additional offices and open other offices up to join separate spaces.

**Ground Floor North**

Ground Floor North is currently occupied and it hasn’t been exactly identified if this work will happen during Phase 1 or Phase 2. This area occupies approximately 2,400 GSF.

**Project Approach and Goals**

Employees are our biggest assets and each decision regarding this project is to make the work experience better. These spaces should drive our employees to be happier, healthier, more productive, and excited about their working environment.

Many employees will transition from individual private offices into an open-office environment, so gaining employee buy-in and involvement throughout the design process for their work environment will be important. Being able to set up various office tours of your previous projects for key decision makers may be important for users to evaluate your firm’s real-world outcomes. Design firms should highlight team members that have experience using technical tools to achieve greater levels of efficiency in office environments and their process for designing such spaces, including tools such as Systematic Layout Planning.

The design teams should keep the following goals in mind throughout the design process:

15. The space needs to be flexible and adaptable.
16. Promote collaboration and be less focused on individualistic perspectives.
17. Provide space for employees to come together, that they will actually use.
18. Create a better employee experience and increase productivity.
19. Welcome elements of this historic building into the design where possible.
20. When visitors leave, they should be left feeling, “I want to work here.”
21. Incorporate elements of the natural environment into the design.
22. Provide better lighting, less glare, more individual control.
23. Maximize visibility to the outdoors.
24. Design so the space improves with age.
25. Incorporate various sustainable concepts into the project design/approach.

As mentioned earlier in the RFQ, this project will not specifically be seeking LEED Certification, but there are LEED specific goals and inspirations that will be included in the project requirements. The following list of LEED V4.1 credits will be used as project goals.

- IP Credit: Integrative Process
- WE Prerequisite: Indoor Water Use Reduction
- EA: Fundamental Commissioning and Verification
- EA: Minimum Energy Performance
- EA: Enhanced Commissioning
- EA: Optimize Energy Performance
- EA: Advanced Energy Metering
- MR: Interiors Life-Cycle Impact Reduction
- EQ: Minimum Indoor Air Quality Performance
- EQ: Enhanced Indoor Air Quality Strategies
- EQ: Low Emitting Materials
- EQ: Construction Indoor Air Quality Management Plan
- EQ: Indoor Air Quality Assessment
- EQ: Thermal Comfort
- EQ: Interior Lighting
- EQ: Quality Views
- EQ: Acoustic Performance

In addition to the construction deliverables as required by the state contract [Architect/Engineer Agreement (CM/GC) SC-5.2], this project requires multiple bid sets to allow early construction release.

All interested parties and firms will be required to meet all minimum requirements to be considered for this project. To be considered as qualified, interested firms shall have, at a minimum:

1. Provided Design and CA services within the last three (3) years for at least two (2) projects each in excess of $8,000,000 (hard costs), utilizing the expertise present in their Colorado Office; and
2. Demonstrated specific CM/GC or Design/Build experience on projects of similar renovations in occupied buildings and complexity with State A/E CM/CG contract; and
3. Demonstrated close working relationships with CM/GC and Owner on project scope estimating, GMP evaluation, and scope development.
4. Demonstrated LEED experience.
This project will be delivered per the CM/GC delivery method utilizing the State CM/GC contract for both Architectural and Engineering Services and the Construction Manager / General Contractor (CM/GC). Through the use of the Architect and a Construction Manager/General Contractor, a Guaranteed Maximum Price (GMP) will be established in conjunction with CU Anschutz. The AE will work closely with the CM/GC as necessary to evaluate, among other things, materials, project schedule, project costs, design, and project related items as they relate to the established budget, constructability, and schedule and will work closely with the CU Anschutz throughout the planning, design and construction, and close-out phases of the project.

The Architect will be responsible for engaging the necessary sub-consultants to fully complete all components of the project as necessary including data/telecommunications, acoustical, structural, furniture planning, interior design, surveying, energy modelers, or other consultants. The University intends for the A/E to hire any consultants directly for completion of their design packages.

All members of the design teams will be required to design the project with Revit and participate in project coordination meetings between designers/engineers/consultants. The models will be required to be shared with the CM/GC and other contractors. At close-out, the design team will be responsible for providing the as-built models, final PDFs of all as-built drawing sheets, and autocad files of the floor plans as part of the project closeout in addition to standard university requirements.

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:
   1. Submittals will be screened and scored.
   2. A limited number of firms will be shortlisted and invited to participate in oral interviews.

The University 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 staff available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. The pre-submittal conference will be held at:

   CU Anschutz
   Fitzsimons Building
   Bushnell Auditorium, 8th Floor, Room Q20-N8200
   12001 E 17th Place, Aurora, CO 80045

   Pre-Bid meeting will begin at 2:00 PM on 3/12/2020.
2. **Architect/Engineer/Consultant’s Submittals**: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate the review, TEN (10) hard copies and ONE (1) electronic OCR/PDF on USB drive of the qualifications submittal must be provided. Submittals must be received at:

   **CU Anschutz**  
   **Ben Bohmann**  
   **Campus Services Building**  
   **3rd Floor Facilities Projects Reception Desk**  
   **1945 Wheeling Street**  
   **Aurora, CO 80045**

   Deadline for receipt (mailed or hand-delivered) is: **Thursday 3/26/2020 at 11:30 AM**

   Late submittals will be rejected without consideration. The University of Colorado Denver | Anschutz Medical Campus 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 the intent of the University to identify at least three qualified firms for oral interviews.

4. **Oral Interviews**. Oral interviews will be conducted on **Tuesday, April 21, 2020**. Interviews will be conducted at: **CU Anschutz, Campus Services, 3rd Floor Room 300, 1945 Wheeling Street, Aurora, CO 80045**. The time for interviews will be randomly determined. The focus of the interview and those attending should be on the key personnel from the firm and major consultants who will be directly involved. *The involvement of those attending/participating the interview should be proportionate to their involvement in the project.* The interview panel will, in particular, be interested in knowing about the project approach proposed, how the firm intends to meet the project goals with the available budget, and in meeting the individuals who will be the primary contacts for the University.

**C. SCHEDULE**

The key date of this project schedule revolves around the start date for Phase 2 (highlighted below). The occupants currently located in the Phase 2 space will move to the new Anschutz Health Sciences Building currently under construction around December 1, 2021. The project is to be scheduled in a way to have the Phase 1 work end and then move directly into Phase 2. While this approach pushes out the start of Phase 1 construction, this schedule provides additional time to allow for an early demo package for 1st Floor West to be completed prior to the end of the design period. The design team will have the opportunity during the demolition to identify any unforeseen conditions and address them in the final design package.

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.
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 dynamic 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 Design 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 sub-consultants. 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 involved 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., sub-consultants’ role delineated)?
- Current and projected workload.
- Ability to meet the goals of the University’s design standards and the goals identified within this RFQ.

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 1: Include the name, current telephone number, and email address of the owner’s project manager for every project listed.

Note 2: Include the name, current telephone number, and email address of the general contractor’s project manager or principal for every project listed.

Please, select references you feel will respond to inquiries.

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 the owner's established budget and scope.
  - Control consultant contract costs
  - Coordinate value engineering activities
  - Collaborate with CM/GC on accurate cost for project scope
- 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
  - Ensure the project is designed for durability and maintainability
- Schedule.
- Manage the required work to meet the established schedule
- Manage the release of early bid packages

E. WORK LOCATION

Describe where the prime and sub-consultants will do the key work elements of this project.

- 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.
Appendix A

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:_______________________________________________________________

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 Rating³ = Score

1. PROJECT TEAM¹
   - Qualifications and relevant individual experience. 5 x_____=____
   - Unique knowledge of key team members relating to the project. 4 x_____=____
   - Experience on projects as a team. 5 x_____=____
   - Key staff involvement in project management and on-site presence. 4 x_____=____
   - Time commitment of key staff. 3 x_____=____
   - Qualifications and relevant subconsultant experience. 3 x_____=____

2. FIRM CAPABILITIES¹
   - Are the lines of authority and coordination clearly identified 3 x_____=____
   - Are essential management functions identified? 4 x_____=____
   - Are the functions effectively integrated (e.g., subconsultants’ roles delineated?) 3 x_____=____
   - Current and projected work load. 3 x_____=____

3. PRIOR EXPERIENCE¹
   - Experience of the key staff and firm with projects of similar scope and complexity. 5 x_____=____
   - Demonstrated success on past projects of similar scope and complexity. 4 x_____=____
   - References. 3 x_____=____
4. PROJECT APPROACH

- Budget methodology/cost control. 5 x____ = ____
- Quality control methodology. 4 x____ = ____
- Schedule maintenance methodology. 3 x____ = ____

5. WORK LOCATION

- Proximity of firm's office as it may affect coordination with the state's project manager and the potential project location. 1 x____ = ____
- Firm's familiarity with the project area. 3 x____ = ____
- Knowledge of the local labor and material markets. 4 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 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: _____________________________________________________________

SCORE (OVERALL QUALIFICATIONS)\(^1\): Weight\(^2\) x Rating\(^3\) = Score

1. PROJECT TEAM\(^1\)  
   5 x _____ = _____

2. TEAM CAPABILITIES\(^1\)  
   5 x _____ = _____

3. PRIOR EXPERIENCE\(^1\)  
   5 x _____ = _____

4. PROJECT APPROACH\(^1\)  
   4 x _____ = _____

5. WORK LOCATION\(^1\)  
   2 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 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 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</th>
<th>TOTAL SCORE</th>
<th>RANK</th>
<th>CUMULATIVE TOTAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:
1. Insert total score from each evaluator's preliminary and interview 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
(CM/GC FORMAT)

Architect/Engineer Agreement (CM/GC) SC-5.2
https://www.colorado.gov/pacific/osa/formscont
STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

Institution/Agency: University of Colorado Denver | Anschutz Medical Campus (GFE)
20-131504 / Fitzsimons Building 1st Floor West, 2nd Floor West, Ground Floor West, and
Project No./Name: Ground Floor North Renovations

A. CERTIFICATION STATEMENT CRS 8-17.5-101 & 102 (HB 06S-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 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

________________________
Signature of Authorized Representative

________________________
Title

State Form UI-1
Page 1 of 1
Issued 7/2008
Appendix C

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS
Appendix D

Acknowledgment 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 ________________________

________________________________  ____________________
Applicant or Corporate Officer Signature   Date

________________________________  _____________________
Witness     Date

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

(Seal)
MECHANICAL
(Walls to Remain)

RESTROOMS
(May need to add fixtures)

10,434 GSF
W1124 renovated into open office in 2016

1 West Projects
Fitzsimons Building Backfill

February 2020
SPACE NEEDS

OFFICE = 11 offices (3 shared, 7 director, 1 associate vice chancellor), 8 landing stations, and 65 workstations

SHARED AMENITY = solution rooms, conference rooms, break/kitchen

UNIT-SPECIFIC USE = File room/storage

PHASE I

1 West Project, FLOOR 1
FINANCE/OFFICE OF GRANTS & CONTRACTS
Fitzsimons Building Backfill

NTS

10,434 GSF

RESTROOMS
(May need to add fixtures)

MECHANICAL
(Walls to remain)

GRANTS AND CONTRACTS W1124
RENOVATED IN 2016
(To Remain)
SPACE NEEDS

OFFICE = 8 offices (7 director, 1 associate vice chancellor), 8 shared offices, 2 landing, and 92 workstations

SHARED AMENITY = solution rooms, conference rooms, and break/kitchen

UNIT-SPECIFIC = Would possibly share file room with 1West
Potential Ground Floor Backfill/Projects
Fitzsimons Building Backfill

NTS ☑️

January 2020