REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The
University of Colorado Denver

For The
AHEC Tivoli Renovate Upper Floors 2017 PN 18-107886

January 10, 2018
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

TABLE OF CONTENTS

ADVERTISEMENTS

I. INTRODUCTION
   A. Project Description/Minimum Requirements/Project Delivery
   B. Selection Process
      1. Mandatory Pre-Submittal Conference
      2. Architect/Engineer/Consultant Submittals
      3. Screening Panel/ Short List
      4. Oral Interviews
   C. Schedule

II. SUBMITTAL REQUIREMENTS
   A. Project Team
   B. Firm Capabilities
   C. Prior Experience
   D. Project Approach
   E. Work Location

APPENDICES

Appendix A: Preliminary Selection/Evaluation Form
Appendix A1: Interview Selection/Evaluation Form
Appendix A2: Final Ranking Matrix
Appendix B: Certification and Affidavit Regarding Unauthorized Immigrants
Appendix C: Acknowledgment and Attestation Form
Appendix D: Architect/Engineer/Consultant Contract (CM/GC Format)
REQUEST FOR QUALIFICATIONS

Agency: University of Colorado Denver Notice
Type: Request for Qualifications
Select the RFQ Subtype: Architect  Engineer

Project No: 18-107886

Project Title: AHEC Tivoli Renovate Upper Floors

Project Description

The University of Colorado Denver (CU Denver) has agreed to lease 14,970 square feet of space on three levels of the historic Tivoli Student Union Building (Tivoli) on the Auraria Campus. The space includes suites 239, 339 and 439 in what used to be an AMC movie theatre and most recently housed the Starz Encore FilmCenter. CU Denver seeks the services of a qualified professional firm to design the renovation. The Tivoli is a historic building that has been repurposed for use as office, gathering, retail and classroom space for the three institutions that comprise the Auraria Higher Education Center. The occupants of the renovated space will be the Career Services Center and the Experiential Learning Center. In addition to design services, the selected consultant will be expected to prepare a program plan for CU Denver Board of Regents approval as part of the schematic design phase of the project.

Minimum Requirements:

- Demonstrate, at minimum, a 5-year history of successfully designing mixed use, academic teaching, and projects of similar programmatic usage.
- Demonstrate a history of working collaboratively, with multiple and diverse user groups, to design successful interdisciplinary/inter-professional facilities.
- Must have a license to practice Architecture and Engineering in the State of Colorado.
- Demonstrate experience with Construction Manager/General Contractor (CM/GC) projects.
- Must complete Appendix C, Acknowledgement and Attestation Form.
- Must acknowledge receipt of all addenda to the RFQ with their submittal.

Submission Details:

Submission Deadline: 1/31/18 at 2:00 PM

Submission Accepted Via:  In Person  Mail

Details: Facilities Projects, Room 310, 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:**

Sharon Anthony  
University of Colorado Denver  
Phone: (303) 724-1155  
Cell: (303) 921-2591  
Fax: (303) 724-0931  
Email: Sharon.Anthony@ucdenver.edu

**Meetings:**

Mandatory Pre-Submittal Conference  
Date and Time: 1/17/18 2:00 PM  
Details: University of Colorado Denver  
Auraria Campus  
Tivoli Stars Theater Lobby  
900 Auraria Parkway  
Denver, CO 80204

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 1/22/18 at 2:00 PM from those who attended mandatory pre-bid meeting. Questions will be answered by 1/24/17 at 2:00 PM.

**Specification Details/Attachments:**

Attachments: RFQ with Exhibits

**Media of Publications:**

http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFQ/Pages/RFQ.aspx  
Publication Dates: 1/10/18

**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
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
UNIVERSITY OF COLORADO DENVER

I. INTRODUCTION

A. PROJECT DESCRIPTION

In 2017, the University of Colorado Denver (CU Denver) agreed to lease 14,970 square feet from the Auraria Higher Education Center (AHEC) in the historic Tivoli Student Union Building through June 30, 2024. The leased space is located in the west wing of the building, in an area that was formerly an AMC Movie theatre and was most recently home to the Starz-Encore FilmCenter, which hosted the Denver International Film Festival. The leased space is broken up into three floors with distinct characteristics. Suite 239 (2,370 SF) includes the lobby area and former theatre concession area. Suite 339 (9,650 SF) includes three theatres which remain largely in their original condition and a large area that was converted from theatre space to flat-floored office and gathering space. Suite 439 (2,950 SF) includes the projection booth area and three offices (a floor plan is provided in the appendix). Since 2015, CU Denver (College of Arts and Media) have occupied suite 139 in the Tivoli, which now makes CU Denver the sole occupant of this distinct wing of the building.

The space to be renovated for this project will be home to two departments that currently reside in other space in the Tivoli: The Career Services Center and the Experiential Learning Center. The goal for this project is to create a dynamic, consolidated operation that will become a cornerstone of the CU Denver student experience. One of CU Denver’s goals is to provide every undergraduate student with a research/creative work or experiential learning experience tied to their career objective. CU Denver also wishes to explore opportunities in the lobby area and the courtyard for branding and to improve the overall entry experience for those visiting the space.

CU Denver seeks the services of a qualified professional firm to design the renovation. The successful firm will work with a university appointed oversight committee that will include representation from within the university and from outside entities. The university will look to the successful firm to provide examples of similar projects around the country so that the oversight committee might consider different spatial and organizational models for these departments. The university is also open to visiting selected sites locally and around the country with the design team to learn more about what other institutions are doing.

In addition to providing design services, the successful firm will need to prepare a program plan document during the schematic design phase to be presented to the University of Colorado Board of Regents. The program plan should conform to the Colorado Department of Higher Education and CU Board of Regents program plan guidelines. This program plan will include written content to be developed in close coordination with the CU Denver’s Office of Institutional Planning, and CU Denver’s Office of Facilities Projects. The design team will be responsible for the compilation of all written and graphic content into a final document. Attached is an example of a program plan document that is similar in breadth to the one the design team would need to prepare for this project.

Minimum Requirements:

- Demonstrate, at minimum, a 5-year history of successfully designing mixed use, academic teaching and academic office space of this scale and of similar programmatic usage.
- Demonstrate a history of working collaboratively, with multiple and diverse
user groups, to design successful interdisciplinary/inter-professional facilities.

• Must have a license to practice Architecture and Engineering in the State of Colorado.
• Demonstrate experience with Construction Manager/General Contractor (CM/GC) projects.
• Must complete Appendix C, Acknowledgement and Attestation Form.
• Must acknowledge receipt of all addenda to the RFQ with their submittal.

Preferred Qualifications

• Experience designing Career Centers, Experiential Learning Center, or similar.

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 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.

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 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. The pre-submittal conference will be held at:

   University of Colorado Denver
   Auraria Campus
   Tivoli Stars Theater Lobby
   900 Auraria Parkway
   Denver, CO 80204

   2:00 PM, January 17, 2018

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) copies of submittals must be provided. Submittals must be received at:

   University of Colorado Denver, Facilities Projects
   1945 Wheeling Street, Room 310
Aurora Colorado 80045

[insert contact person and name and address of agency/institution]

Deadline for receipt (whether mailed or hand delivered) is: January 31, 2018 at 2:00 PM

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 __February 12, 2018__. Interviews will be conducted at:

   University of Colorado Anschutz Medical Campus
   Campus Services Building
   1945 N. Wheeling Street
   Aurora, CO 80045

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>January 09, 2018</td>
</tr>
<tr>
<td>RFQ Document Available</td>
<td>January 09, 2018</td>
</tr>
<tr>
<td>Pre-submittal Conference</td>
<td>January 17, 2018, 2:00 PM</td>
</tr>
<tr>
<td>Date Fax/Email Questions Due</td>
<td>January 22, 2018, 2:00 PM</td>
</tr>
<tr>
<td>Date Answers Due to all Firms</td>
<td>January 24, 2018, 2:00 PM</td>
</tr>
<tr>
<td>RFQ Submittal Due</td>
<td>January 31, 2018, 2:00 PM</td>
</tr>
<tr>
<td>Submittal Screening</td>
<td>January 31 - February 7, 2018</td>
</tr>
<tr>
<td>A/E Interview List Released</td>
<td>February 8, 2018</td>
</tr>
<tr>
<td>A/E Oral Interviews</td>
<td>February 15-16, 2018</td>
</tr>
<tr>
<td>Negotiation of A/E Contract</td>
<td>February 19 – March 2, 2018</td>
</tr>
<tr>
<td>Contract Approval (projected)</td>
<td>March 2, 2018</td>
</tr>
<tr>
<td>Anticipated Programming Start</td>
<td>March 5, 2018</td>
</tr>
<tr>
<td>Program Plan Completion</td>
<td>April 30, 2018</td>
</tr>
<tr>
<td>Anticipated Design Start</td>
<td>May 7, 2018</td>
</tr>
<tr>
<td>Anticipated CM/GC Start</td>
<td>TBD</td>
</tr>
<tr>
<td>Anticipated Construction Start/Finish</td>
<td>TBD</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.
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: _______ AHEC Tivoli Renovate Upper Floors PN 18-107886

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. 3 x ___ = ___
   □ Unique knowledge of key team members relating to the project. 1 x ___ = ___
   □ Experience on projects as a team. 2 x ___ = ___
   □ Key staff involvement in project management and on-site presence. 3 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? 2 x ___ = ___
   □ Are the functions effectively integrated (e.g., subconsultants' roles delineated?) 1 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. 3 x ___ = ___
   □ Demonstrated success on past projects of similar scope and complexity. 3 x ___ = ___
   □ References. 1 x ___ = ___
4. PROJECT APPROACH

- Budget methodology/cost control. \[2 \times ____ = ____\]
- Quality control methodology. \[2 \times ____ = ____\]
- Schedule maintenance methodology. \[2 \times ____ = ____\]

5. WORK LOCATION

- Proximity of firm’s office as it may affect coordination with the state’s project manager and the potential project location. \[3 \times ____ = ____\]
- Firm’s familiarity with the project area. \[1 \times ____ = ____\]
- Knowledge of the local labor and material markets. \[1 \times ____ = ____\]

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: AHEC Tivoli Renovate Upper Floors PN 18-107886

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<table>
<thead>
<tr>
<th>SCORE (OVERALL QUALIFICATIONS)¹:</th>
<th>Weight² x Rating³ = Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PROJECT TEAM¹</td>
<td>3___ x _____ = _________</td>
</tr>
<tr>
<td>2. TEAM CAPABILITIES¹</td>
<td>3___ x _____ = _________</td>
</tr>
<tr>
<td>3. PRIOR EXPERIENCE¹</td>
<td>2___ x _____ = _________</td>
</tr>
<tr>
<td>4. PROJECT APPROACH¹</td>
<td>3___ x _____ = _________</td>
</tr>
<tr>
<td>5. WORK LOCATION¹</td>
<td>1___ x _____ = _________</td>
</tr>
</tbody>
</table>

TOTAL SCORE: _________ ⁴

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NOTES:

1. **Criteria**: Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter’s overall qualifications.
2. **Weights**: Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
3. **Ratings**: Evaluator to assess the strength of each 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 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&lt;sup&gt;1&lt;/sup&gt;</th>
<th>CUMULATIVE&lt;sup&gt;2&lt;/sup&gt; TOTAL SCORE</th>
<th>RANK&lt;sup&gt;3&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
<td>EVAL #2</td>
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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

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS
Appendix C

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 ____________________________, State
County

_________________________________________________________________________
Applicant or Corporate Officer Signature       Date

_________________________________________________________________________
Witness                                         Date

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

(Seal)
Appendix D

ARCHITECT/ENGINEER/CONSULTANT CONTRACT
(STANDARD OR CM/GC FORMAT)