

**STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS**



**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**For The  
University of Colorado Colorado Springs**

**For The  
Summit Village Expansion  
11-044**

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

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**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES  
REQUEST FOR QUALIFICATIONS  
University of Colorado Colorado Springs**

**I. INTRODUCTION**

**A. PROJECT DESCRIPTION**

This project will design and construct two new buildings as an expansion of the Summit Village residential complex on the UCCS campus. It is anticipated that the buildings will be multi-story in design and will be designed around the suite concept with individual bedrooms and a bathroom in each suite. The architectural aesthetic of the existing Summit Village is to be matched but configurations, orientation and siting of the buildings will need to be flexible. The buildings will be air conditioned. Potentially the project will include some under building parking and two VIP suites. The building will be LEED Gold certified.

The minimum requirements for consideration include:

- 3 projects with similar scope to this project designing higher education on-campus housing
- At least one building completed to LEED Gold standard
- Ability to integrate LEED design throughout the design process
- Experience with challenging civil engineering issues
- Ability to meet State of Colorado & University of Colorado insurance requirements

The University of Colorado Colorado Springs (UCCS) 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 UCCS. 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 [agency/institution] will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

1. Mandatory Pre-submittal Conference: To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have

UCCS 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:

Location: The Lodge, Summit Village  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918

Date & Time: Friday, June 17, 2011 at 2:30 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, only electronic copies of submittals will be accepted. Submittals must be received by:

Rhea Taylor at [rtaylor@uccs.edu](mailto:rtaylor@uccs.edu)

Deadline for receipt as noted on the email date and time is: Friday, July 15, 2011 by 2:00 p.m. MDT

Late submittals will be rejected without consideration. UCCS 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 that 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 8, 2011. Interviews will be conducted at 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918. 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 UCCS.

## 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	Monday, June 6, and 8, 2011
RFQ Document Available	Tuesday, June 7, 2011
Pre-submittal Conference	Friday, June 17, 2011 at 2:30 p.m. MDT
Date Email Questions Due	Friday, June 24, 2011 by 2:00 p.m. MDT
Date Answers Due to all Firms	Friday, June 30, 2011
RFQ Submittal Due	Friday, July 15, 2011 by 2:00 p.m. MDT
Submittal Screening	Week of July 18, 2011
A/E Interview List Released	Tuesday, July 26, 2011

A/E Oral Interviews (as scheduled)	Week of August 8, 2011
Negotiation of A/E Contract (Start)	August 15, 2011
Contract Approval (projected)	August 26, 2011
Anticipated Design Start	August 29, 2011
Anticipated CM/GC Start	May 2012
(if prior approval received from SBP)	
Anticipated Construction Start/Finish	July 2013

## **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. 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 sub-consultant experience.

### **B. FIRM 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 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 (ASHRAE/IES 90.1-1989) 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 sub-consultants 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 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: \_\_\_\_\_

#### RFQ REFERENCE MINIMUM REQUIREMENTS

Y \_\_\_\_ N \_\_\_\_

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

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Acknowledgment and Attestation included:

Y \_\_\_\_ N \_\_\_\_

#### SCORE (PROJECT SPECIFIC QUALIFICATIONS):

Weight<sup>1</sup> x Rating<sup>2</sup> = Score

##### 1. PROJECT TEAM

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Qualifications and relevant individual experience.                | __ 5 __ x ____ = ____ |
| <input type="checkbox"/> Unique knowledge of key team members relating to the project.     | __ 5 __ x ____ = ____ |
| <input type="checkbox"/> Experience on projects <u>as a team</u> .                         | __ 4 __ x ____ = ____ |
| <input type="checkbox"/> Key staff involvement in project management and on-site presence. | __ 5 __ x ____ = ____ |
| <input type="checkbox"/> Time commitment of key staff.                                     | __ 4 __ x ____ = ____ |
| <input type="checkbox"/> Qualifications and relevant sub-consultant experience.            | __ 3 __ x ____ = ____ |

##### 2. FIRM CAPABILITIES

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Are the lines of authority and coordination clearly identified                      | __ 3 __ x ____ = ____ |
| <input type="checkbox"/> Are essential management functions identified?                                      | __ 3 __ x ____ = ____ |
| <input type="checkbox"/> Are the functions effectively integrated (e.g., sub-consultants' roles delineated?) | __ 3 __ x ____ = ____ |
| <input type="checkbox"/> Current and projected work load.  | __ 3 __ x ____ = ____ |

##### 3. PRIOR EXPERIENCE/PERFORMANCE

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Experience of the key staff and firm with projects of similar scope and complexity. | __ 5 __ x ____ = ____ |
| <input type="checkbox"/> Demonstrated success on past projects of similar scope and complexity.              | __ 5 __ x ____ = ____ |

- 1 x =

## 4. PROJECT APPROACH

- $$\begin{array}{rcl} \underline{\quad 5 \quad} \times \underline{\quad \quad} & = & \underline{\quad \quad} \\ \underline{\quad 4 \quad} \times \underline{\quad \quad} & = & \underline{\quad \quad} \\ \underline{\quad 3 \quad} \times \underline{\quad \quad} & = & \underline{\quad \quad} \end{array}$$

## 5. WORK LOCATION

- $$\begin{array}{r} \underline{3} \times \underline{\quad} = \underline{\quad} \\ \underline{3} \times \underline{\quad} = \underline{\quad} \\ \underline{1} \times \underline{\quad} = \underline{\quad} \end{array}$$

TOTAL SCORE: \_\_\_\_\_ 3

NOTES:

1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Rating:            1 = Unacceptable                      2 = Poor                      3 = Fair  
                               4 = Good                                  5 = Excellent
3. Total score includes the sum total of all criteria. A passing score (as a percentage of the total points available) is to be established prior to selection (if applicable).



## Appendix A1

### STATE BUILDINGS PROGRAMS 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)<sup>1</sup>:

Weight<sup>2</sup> x Rating<sup>3</sup> = Score

1. PROJECT TEAM	_____ x _____ = _____
2. PROJECT MANAGEMENT	_____ x _____ = _____
3. PROJECT APPROACH	_____ x _____ = _____
4. PRIOR EXPERIENCE	_____ x _____ = _____
5. WORK LOCATION	_____ x _____ = _____

TOTAL SCORE: \_\_\_\_\_<sup>4</sup>

#### NOTES:

1. Agencies are encouraged to include additional criteria that reflect the unique characteristics of the project under each category to help determine the submitter's overall qualifications.
2. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
3. Rating:            1 = Unacceptable                      2 = Poor                      3 = Fair  
                             4 = Good                                      5 = Excellent
4. Total score includes the sum total of all criteria.

## APPENDIX A2

### STATE BUILDINGS PROGRAMS FINAL RANKING MATRIX

#### QUALIFICATION BASED SELECTION

(This form is to be used to rank and determine the most qualified architectural/engineering/consulting services firm in a selection process.)

FIRM	QUALIFICATIONS SCORE <sup>1</sup>						CUMULATIVE <sup>2</sup> TOTAL SCORE	RANK <sup>3</sup>
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

#### NOTES:

1. Insert total score from each evaluator's PRELIMINARY SELECTION AND INTERVIEW SELECTION/EVALUATION FORM only.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

## **APPENDIX B**

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

## **APPENDIX C**

### **CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS**

## APPENDIX D

## 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)