

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



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

For The University of Colorado at Boulder

Project Name: Basketball/Volleyball Practice Facility

Project No.: PR002927

Project Manager: Katherine A. Dunklau

January 2010

Notice No. 10-04

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

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REQUEST FOR QUALIFICATIONS

State of Colorado

University of Colorado

Notice Number: 10-04

Project No: **PR002927**
Project Title: **Basketball/Volleyball Practice Facility**
Estimated Construction Cost: **\$8,000,000 - \$9,000,000**

Project Description:

The University of Colorado at Boulder seeks a qualified material testing and inspection agency for the purpose of performing services for the construction of a new Basketball/Volleyball Practice Facility. Services are being sought for:

Construction Observation and Materials Testing, including earthwork site grading classification and testing, slab sub-grade testing, utility and foundation backfill compaction testing, drilled pier observation and testing, asphalt paving testing, reinforcing steel and embeds, cast-in-place concrete structure materials testing, precast concrete floor flatness/floor levelness (Ff/FI) testing, masonry grouting inspections and testing, masonry prisms, structural steel fabrications testing, steel decking testing, shear studs, weld testing and observation, cold-formed metal framing testing and fireproofing.

The Basketball/Volleyball Practice Facility consists of 36,800 GSF of three levels housing, two practice gyms, locker rooms, administrative areas, staging and storage rooms, and circulation space. The new building will be built as an addition to the north side of Coors Events center located at 950 Regent Drive, Boulder, Colorado.

Scope of Services:

RFQ for Services of: **Material Testing Agencies**

See the RFQ information packet for a description of professional services required of the consultant team.

Minimum Requirements

Qualified applicants will be determined as those that can meet the criteria that will be used for selection by a Screening Committee. Reference to "similar projects" means those projects of the size and type of construction of the Basketball/Volleyball Practice Facility. These criteria will include:

1. Experience involving similar work to that described and a minimum of five (5) years in the business.
2. List of individuals proposed to work on this project with resumes and references (include any proposed sub-consultants).

3. List of similar projects this firm has completed within the last five (5) years, with references.
4. History of firm.

Those interested in providing these professional services should submit two (2) copies of a packet with a concise letter of interest bound-in providing a summary of qualifications, a description of the applicant or firm and its consultants including credentials and relevant experience and three current references.

Firms meeting the minimum requirements may obtain the RFQ documents at website:
<http://fm.colorado.edu/construction/index.html> under Open Submittals

Qualifications Due

Date & Time: **February 2, 2010 2:00 PM**
Address: **Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, Third Floor
Boulder, CO 80309-0453**

Point of Contact

Name: **Katherine A. Dunklau**
Agency: **University of Colorado at Boulder**
Phone: **303- 492-8731**
Email: katherine.dunklau@colorado.edu

This Notice is also available on the web at www.colorado.gov/dpa/dfp/sbrep

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Note to Editor:

Transmit one copy of the Affidavit of Publication, and invoice to: **Marsha Slepicka
University of Colorado at Boulder
Department of Facilities Management
453 UCB
Boulder, CO 80309-0453**

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
PR002927 – Basketball/Volleyball Practice Facility**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The University of Colorado at Boulder seeks a qualified material testing and inspection agency for the purpose of performing services for the construction of a new Basketball/Volleyball Practice Facility. Services are being sought for:

Construction Observation and Materials Testing, including earthwork site grading classification and testing, slab sub-grade testing, utility and foundation backfill compaction testing, drilled pier observation and testing, asphalt paving testing, reinforcing steel and embeds, cast-in-place concrete structure materials testing, precast concrete floor flatness/floor levelness (Ff/FI) testing, masonry grouting inspections and testing, masonry prisms, structural steel fabrications testing, steel decking testing, shear studs, weld testing and observation, cold-formed metal framing testing and fireproofing.

The Basketball/Volleyball Practice Facility consists of 36,800 GSF of three levels housing, two practice gyms, locker rooms, administrative areas, staging and storage rooms, and circulation space. The new building will be built as an addition to the north side of Coors Events center located at 950 Regent Drive.

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 at Boulder 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. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, **two** copies of submittal must be provided. Submittals must be received at:

Katherine Dunklau, Project Manager
University of Colorado at Boulder
Department of Facilities Management
Research Laboratory No. 2
1540 30th Street, 3rd Floor Reception Desk
Boulder, CO 80309
Tuesday, February 2, 2010 by 2:00 PM

Late submittals will be rejected without consideration. The University of Colorado at Boulder and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

2. 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.
3. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of February 8, 2010. Interviews will be conducted at Research Laboratory No. 2, Room 321, 1540 30th Street, Boulder, CO 80309. 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 at Boulder.

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	January 12, 2010
RFQ Document Available	January 12, 2010
Last Day to Email Questions	January 26, 2010 by 2:00 PM
Date Answers Due to all Firms	January 28, 2010 by 2:00 PM
RFQ Submittal Due	February 2, 2010 by 2:00 PM
Submittal Screening	February 3 through February 5, 2010
Interview List Released	February 5, 2010
Oral Interviews (as scheduled)	February 10 & 11, 2010
Negotiation of Contract	To be determined
Contract Approval (projected)	To be determined
Anticipated Construction Start Date:	March 2010
Anticipated Finish Date	March 2011

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:

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.

Elements that will be considered by the panel when scoring your submittal:

- ☐ 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

Elements that will be considered by the panel when scoring your submittal:

- ☐ 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)?
- ☐ Utilization of CADD and computers.
- ☐ 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.

Elements that will be considered by the panel when scoring your submittal:

- ☐ 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
 - 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.

Elements that will be considered by the panel when scoring your submittal:

- ❑ 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. ADDITIONAL DOCUMENTS

The following document shall be included with the submittal:

1. Signed Acknowledgement and Attestation Form

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: **PR002927-Basketball/Volleyball Practice Facility**

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):

Weight¹ x Rating² = Score

1. PROJECT TEAM

- | | |
|--|-----------------------|
| ☐ Qualifications and relevant individual experience. | _____ x _____ = _____ |
| ☐ Unique knowledge of key team members relating to the project. | _____ x _____ = _____ |
| ☐ Experience on projects <u>as a team</u> . | _____ x _____ = _____ |
| ☐ Key staff involvement in project management and on-site presence. | _____ x _____ = _____ |
| ☐ Time commitment of key staff. | _____ x _____ = _____ |
| ☐ Qualifications and relevant sub-consultant experience. | _____ x _____ = _____ |

2. FIRM CAPABILITIES

- | | |
|--|-----------------------|
| ☐ Are the lines of authority and coordination clearly identified | _____ x _____ = _____ |
| ☐ Are essential management functions identified? | _____ x _____ = _____ |
| ☐ Are the functions effectively integrated (e.g., sub-consultants' roles delineated?) | _____ x _____ = _____ |
| ☐ Utilization of CADD and computers. | _____ x _____ = _____ |
| ☐ Current and projected work load. | _____ x _____ = _____ |

3. PRIOR EXPERIENCE/PERFORMANCE

- ☐ 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.

_____ X _____ = _____
 _____ X _____ = _____
 _____ X _____ = _____

4. PROJECT APPROACH

- ☐ Budget methodology/cost control.
- ☐ Quality control methodology.
- ☐ Schedule maintenance methodology.

_____ X _____ = _____
 _____ X _____ = _____
 _____ 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.
- ☐ Firm's familiarity with the project area.
- ☐ Knowledge of the local labor and material markets.

_____ X _____ = _____
 _____ X _____ = _____
 _____ X _____ = _____

TOTAL SCORE: _____ ³

NOTES:

1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Rating: 0.0-1.0 = Unacceptable 1.1-2.0 = Poor 2.1-3.0 = Fair
 3.1-4.0 = Good 4.1-5.0 = Excellent
3. Total score includes the sum total of all criteria.

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: **PR002927-Basketball/Volleyball Practice Facility**

SCORE (OVERALL QUALIFICATIONS)¹:

Weight² x Rating³ = Score

1. PROJECT TEAM _____ x _____ = _____

2. PROJECT MANAGEMENT _____ x _____ = _____

3. PROJECT APPROACH _____ x _____ = _____

4. PRIOR EXPERIENCE _____ x _____ = _____

5. WORK LOCATION _____ x _____ = _____

TOTAL SCORE: _____⁴

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: 0.0-1.0 = Unacceptable 1.1-2.0 = Poor 2.1-3.0 = Fair
 3.1-4.0 = Good 4.1-5.0 = Excellent
4. 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.

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 ¹						CUMULATIVE ² TOTAL SCORE	RANK ³
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

NOTES:

1. Insert total score from each evaluator's 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

CONSULTANT AGREEMENT (STANDARD FORMAT) SC5.3

<http://www.colorado.gov/dpa/dfp/SBREP/formstable.htm>

<http://www.colorado.gov/dpa/dfp/SBREP/forms/contract/sc53.doc>

APPENDIX C

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT



STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION REPORT

Institution/Agency: University of Colorado at Boulder

Project No./Name: PR002927-Basketball/Volleyball Practice Facility

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

- I. The undersigned contractor hereby certifies that the (company) (joint venture) (is) (is not)* a minority enterprise as defined in this report. The undersigned contractor hereby certifies the (company) (joint venture) (is) (is not)* a woman-owned business enterprise as defined. (*Strike out where inapplicable.)

If Corporation:

If Sole Proprietorship/Partnership:

Corporation Name

Architect/Engineer/Consultant or Contractor

By: _____
Date

By: _____
Date

Title

Title

ATTEST:

By: _____
Secretary 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.

III. REQUIREMENTS

- A. 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.
- B. 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.
- C. The State of Colorado does not have a certification process nor does it require MBE's and WBE's to be certified EXCEPT for certain contracts for highway and bridge construction administered by the Colorado Department of Transportation.
- D. The percentages of minority and women-owned business participation will be determined by dollar value of the work subcontracted to or joint ventured with minority and women-owned firms, as compared to the total dollar value of the bid amount for all work bid under this contract.

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

MBE: Yes ☐ No ☐ WBE: Yes ☐ No ☐

Total Contract Amount: \$ _____

Name and Address of M/WBE Subcontractors and/or Suppliers and/or Self-Performed Work by M/WBE Primes*	MBE Contract Amounts	WBE Contract Amounts	Type of Work

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

Total MBE Contracts: \$ _____

Total WBE Contracts: \$ _____

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 at Boulder
Project No./Name: PR002927-Basketball/Volleyball Practice Facility

A. CERTIFICATION STATEMENT [HB 06-1343]

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 alien.
2. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any unauthorized immigrants, through participation in the E-Verify Program, formerly referred to as the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, and (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b).
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 actual and consequential damages to the State.

B. AFFIDAVIT [HB 06S-1023]

4. 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 _____, 2010.

VENDOR:

Vendor Full Legal Name

BY: _____

Signature of Authorized Representative

Title

APPENDIX E

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)