

**REGIONAL TRANSPORTATION
DISTRICT
WEST CORRIDOR**

REQUEST FOR QUALIFICATIONS (RFQ)

**West Corridor (WC)
Sheridan Parking Structure (SPS)
Small Business Commitment Program
Design-Build Project
RFQ No. 11FH007**

March 28, 2011

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STATEMENT OF QUALIFICATIONS DUE: April 28, 2011

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1.0 INTRODUCTION

The Regional Transportation District ("RTD") is a political subdivision of the State of Colorado. RTD is statutorily authorized to operate the mass transportation system for the Denver metropolitan region ("District"). RTD is governed by a 15-member, publicly-elected Board of Directors ("Board"). All contracts above a minimal value are subject to approval by the RTD Board.

In November 2004, voters in the District authorized RTD to levy and collect an additional four-tenths of one percent (0.4%) sales tax for the purposes of developing and implementing a public transportation expansion plan developed by RTD for the District and adopted by the Board on April 22, 2004 ("FasTracks Plan"). The FasTracks Plan includes the construction of four new commuter rail lines, a commuter rail maintenance facility, two new light rail lines, extensions of existing light rail lines, and 14,000 new parking spaces. More information about the FasTracks Plan is available at <http://www.rtd-fastracks.com>.

RTD is requesting Statements of Qualifications ("SOQs") from entities ("Submitters") interested in submitting proposals for designing and building a parking garage ("Project") to be located at Sheridan Blvd. between 10th and 11th Ave. in Denver, Colorado. A structure type (CIP, precast, or steel) has not been specified for the Project.

The Project will be funded by Certificate of Participation (COP), local, and possible federal money. Submitters must comply with all applicable local, state, and federal requirements, including but not limited to: Americans with Disabilities Act (ADA), Buy America Act, RTD Small Business Enterprise (SBE) participation requirements, Equal Employment Opportunity (EEO) policies, laws, rules and regulations, and Davis Bacon Act requirements.

1.1 PROCUREMENT PROCESS

RTD will use a two-phase procurement process to select design-build contractors to deliver the Project. Submitters responding to this Request for Qualifications ("RFQ") must first provide SOQs. **Submitter** is defined as the entity, joint venture, or individual that tenders a Statement of Qualifications. RTD will evaluate the SOQs to determine which Submitters are the most qualified to successfully deliver the Project.

RTD intends to procure the Sheridan Parking Structure as a Small Business Commitment Project. As a Small Business Commitment Project, at least fifty-one percent (51%) of the project will have to be performed by SBEs. A summary of the RFQ submission requirements are set forth in Section 3.5.2 herein, and will be more fully explained in the RFP document.

RTD is anticipating a short list of at least three of the most qualified Submitters. After short listing the most qualified submitters, RTD will issue a Request for Proposals ("RFP") for the Project to the short-listed Submitters. Only the short-listed Submitters will be eligible to submit proposals for the Project. Each short-listed Submitter that submits a proposal in response to the RFP is referred to herein as a Proposer.

Proposer is defined as the short-listed entity, joint venture, or individual that tenders a Proposal to RTD for this project.

Contracting Entity is defined as the entity (general contractor, joint venture, or individual) that will enter into the Design-Build Contract with RTD.

RTD intends to award a design-build contract for the Project to the Proposer, offering the best value at RTD's sole discretion. RTD is looking for submittals that meet or exceed the Small Business Commitment objectives utilizing Small Businesses in substantive management and technical positions.

1.2 PROJECT GOALS

The following goals have been established in priority for the Project:

- Provide a finished product that meets RTD's overall needs, including its Small Business Commitment participation goals.
- Meet the contract schedule.
- Provide a safe and quality product.
- Maximize improvements within the program budget.
- Minimize inconvenience to the public.
- Satisfy design/performance criteria to be defined in the RFP.

1.3 SUBMITTER INFORMATION

1.3.1 Submitter's Responsibilities

Each Submitter is solely responsible for ensuring that RTD's Purchasing Agent, as described in Section 2.4, has the contact person's name and e-mail address. If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single Submitter. The Submitter must keep its contact information current. RTD is not responsible for forwarding addenda or other information to incorrect or non-current addresses. Each Submitter shall provide qualifications and express an interest in the Sheridan Parking Structure.

1.3.2 Self-Performance Requirements

Except for good cause shown, the Proposer's self-performance requirement is anticipated to be at least 30% of the entire design-build project cost.

Self-performance is defined as Work performed by the Contracting Entity's own staff, exclusive of overhead and profit. **Sub-contractors** and **Major Participants** (described in Section 2.6) are not included in the self-performance.

Work is defined as all labor and materials for the project, exclusive of any overhead and profit as defined in Section 2.1.1.

The 30% anticipated self-performance requirement is required for the entity which submits the SOQ to RTD. That entity may be a General Contractor, a Joint Venture, or any other firm or individual that may ultimately enter into a contract with RTD for this project. So long as the Submitter to the RFQ has 30% self-performance for the Work, they will be considered responsive to that requirement. If the Submitter of the SOQ is the structural contractor and has at least 30% of the Work, then the anticipated 30% self-performance requirement is fulfilled.

2.0 BACKGROUND INFORMATION, RFQ PROCESS

2.1 PROJECT DESCRIPTION, SCOPE OF WORK

The conceptual design information for the Sheridan Parking Structure is available and can be obtained at http://www.rtd-fastracks.com/wc_2 under "Sheridan Parking Structure Meeting".

2.1.1 Sheridan Parking Structure (SPS)

The SPS project includes Final Design and Construction of the following elements:

- i) COP funded project elements:
 - a. An approximate 800-space, four to five story parking structure with a utility/mechanical room, and multiple elevators and staircases.
 - b. On-site pedestrian and urban design improvements including bike and scooter parking.
 - c. Site drainage improvements
 - d. West bound transit stops for local buses on North side of 10th Ave.
 - e. A drop-off/pick-up area (aka kiss-n-Ride) and/or short term (15 min) parking
 - f. Adjacent site roadway improvements including pedestrian/bicycle access and walkway
 - g. Safety and Security Elements: For this item RTD expects a:
 - Preliminary Hazard Analysis (PHA),
 - Threat and Vulnerability Analysis (TVA),
 - Safety and Security Certification Plan (SSCP) and implementation for the Project.
 - h. Utility relocation and coordination as required
- ii) Non-COP funded project elements:
 - a. Off-site pedestrian/bike access improvements

- b. Off-site public roadway improvements including 10th Ave. widening, traffic signal reconfiguration, east bound local transit stop, and reconfiguration of Ames St., with wet and dry utility relocations.

RTD will prepare preliminary plans that include, but are not limited to site plan, architectural elevations and treatments, interior and exterior lighting, landscaping, and off-site roadway, storm sewer pipe, and pedestrian/bike access improvements. RTD will make preliminary Site Development Plan submittal to the City and County of Denver's Planning Department. RTD has conducted public outreach to inform the public and stakeholders about proposed development plans. The successful Proposer will have to obtain final Site Plan approval that may involve further public outreach. RTD has conducted environmental investigations and will acquire property needed for the project. All contaminated and/or hazardous materials identified or discovered shall be the successful Proposer's responsibility to mitigate within the disturbed area to the extent necessary to build the Project.

2.1.2 Project Expectations

The successful Proposer will be responsible for final design, permitting, construction, warranty, and landscape maintenance of the project. Final footprint, interior circulation, architectural elevation and detailing, grades, horizontal and vertical clearances, foundation locations, final structure- type selection, design, and detailing, final drainage design, geotechnical design, safety features, and all other final design features will be the responsibility of the successful Proposer.

The final design documents shall be completed in English units of measure and language. The design and construction by the successful Proposer shall be completed in accordance with the latest version of RTD guidelines, any approved variances, standards, criteria manuals, preliminary design plans, and applicable federal, state and local criteria.

The intent is to permit flexibility in design (and subsequent construction) to accommodate processes, procedures, and innovative techniques preferred by the successful Proposer, as long as they are consistent with site conditions, good engineering practice, context-sensitive solutions, and other standards, guidelines, and procedures identified in the RFP.

The following reports, plans, and documents will be provided to the short-listed Proposers for the SPS:

1. Field topography and boundary survey
2. Preliminary onsite and offsite plans in electronic and hard copy format
3. Preliminary Geotechnical Investigation Report
4. West Corridor Environmental Impact Statement (EIS)
5. Phase II Environmental Site Assessment
6. Preliminary Traffic Study
7. Preliminary Drainage Report
8. Preliminary design plans

2.2 ESTIMATED COST - MAXIMUM TIME ALLOWED

The estimated design-build contract lump sum price amount is approximately \$14.0 Million for the SPS The parking structure must be ready for beneficial occupancy by January 15, 2013. Landscaping must be completed by April 30, 2013. Final Completion must be by May 30, 2013. Maintenance and warranty requirements will be further specified during the RFP process.

2.3 RFQ SCHEDULE

The deadline for submitting RFQ questions, and the SOQ due-date stated below, apply to this RFQ. RTD also anticipates the following additional project milestone dates. This schedule is subject to revision by addenda to this RFQ.

Issue RFQ		March 28, 2011
Deadline for submitting written RFQ questions	3:00 pm	April 12, 2011
RTD response to RFQ questions		April 18, 2011
SOQ due date	3:00 pm	April 28, 2011
Notify short-listed Submitters		May 12, 2011

2.4 RTD CONTACT

John Dawson is the RTD Purchasing Agent for this solicitation. As the Purchasing Agent, John Dawson is RTD's sole contact person and addressee for all communications regarding the Project. All inquiries and comments regarding the Project, and the procurement thereof, must be sent in writing by e-mail or letter with pre-paid postage to:

John Dawson, Purchasing Agent
Regional Transportation District
1600 Blake Street
Denver, Colorado 80202
Phone 303-299-2215, Fax 303-299-2010
E-mail john.dawson@rtd-denver.com

During the Project procurement process, commencing with issuance of this RFQ and continuing until award of a contract for the Project or cancellation of procurement, no employee, member, or agent of any Submitter shall have ex parte communications regarding this procurement with any member of RTD or any contractors or consultants involved with the procurement, except for communications expressly permitted by this RFQ, or subsequent to issuance of the RFP, except for communications expressly permitted by the RFP. Any Submitter engaging in such prohibited communications may be disqualified at the sole discretion of RTD's Purchasing Agent.

2.5 QUESTIONS AND CLARIFICATIONS - ADDENDA

Questions and requests for clarification regarding this RFQ must be submitted in writing to RTD's Purchasing Agent, as described in Section 2.4. To be considered, all questions and requests must be **received by 3:00 pm**, on the date indicated in Section 2.3. RTD reserves the right to revise this RFQ at any time before the SOQ is due. Such revisions, if any, will be announced by addenda to this RFQ.

All questions must be addressed to RTD's Purchasing Agent. RTD will provide written responses to all questions and requests for clarification. RTD will send an e-mail notification to the contact person for every Submitter as soon as each addendum or clarification is issued. The notification will include an electronic copy of the addendum or clarification, when possible.

2.6 MAJOR PARTICIPANT AND SPECIFIED TEAM MEMBERS

As used herein, the term "**Major Participant**" means any of the following entities: all general partners or joint-venture members of the Submitter; all individual(s), person(s), any other specified team member, proprietorship(s), partnership(s), limited-liability partnership(s), corporation(s), professional corporation(s), limited-liability company(ies), business association(s), or other legal entity, however organized, holding (directly or indirectly) a 15% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 10% or more of the overall contract amount; and any other specified construction team member; the lead engineering/design firm(s); each engineering/design sub-consultant that will perform 20% or more of the design work and any other specified design team member. Form A (attached) is required to be completed by the entity who will perform the design-build work, e.g., whether it is a contractor-subcontractor relationship, joint venture, partnership, or other legal entity. Form A is also required to be completed by all Major Participants and specified team members as defined above.

2.7 INELIGIBLE FIRMS

RTD is using its Project Support Consultant, Huitt-Zollars (HZ), to provide guidance in preparing and evaluating this RFQ and the RFP, and advising on related contractual and technical matters. Thus, Huitt-Zollars is not eligible to submit a proposal or to act as a member of any Submitter's team. A firm is ineligible, in either a prime or subconsultant role, if it has performed 20% or more of the Preliminary Engineering on the Project, or developed the scope of work, RFQ, or RFP. All debarred firms are ineligible.

Requests for determination regarding this eligibility requirement may be submitted in writing to the Purchasing Agent identified in Section 2.4 of this RFQ.

2.8 ORGANIZATIONAL CONFLICTS OF INTEREST

The Submitter's attention is directed to 23 CFR Section 636 Subpart A, and in particular to Subsection 636.116 regarding organizational conflicts of interest. Section 636.103 defines "organizational conflict of interest" as follows:

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

The Submitter agrees that if, after award, an organizational conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to RTD that includes a description of the action the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, RTD may, at its discretion, cancel the design-build contracts for the Project. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to RTD, RTD may terminate the contract for default without liability.

2.9 CHANGES TO ORGANIZATIONAL STRUCTURE

Major Participants and key personnel identified in the SOQ may not be removed, replaced, or added without the written approval of RTD. RTD may revoke an awarded contract if any Major Participant(s) or key personnel identified in the SOQ is removed, replaced, or added to without RTD's written approval. To qualify for RTD's approval to remove, add or replace key personnel, the written request must document that the proposed removal, replacement, or addition will be equal to or better than the Major Participant or key personnel provided in the SOQ. RTD will use the criteria specified in this RFQ, and the qualification submitted by the Submitter in the SOQ, to evaluate all requests. Requests for removals, replacements, and additions must be submitted in writing to RTD's Purchasing Agent as described in Section 2.4.

3.0 CONTENTS OF SOQ

This section describes specific information that must be included in the SOQ. The SOQ must follow the terms of this Section 3. Submitters shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ. Documents submitted pursuant to this RFQ will be subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, et. seq.; all information will be considered to be property of RTD for its use to evaluate proposals.

3.1 INTRODUCTION

Provide a letter of introduction that includes the business name, address, business type (e.g., corporation, partnership, and joint venture), business information, Small Business Commitment participants, commitments to minimally satisfy the Small Business Commitments, and roles of the Submitter and each Major Participant. Submitter and Major Participant information must be provided on Form A attached to this RFQ. Separate forms must be provided for each Major Participant. The Submitter must identify one contact person and his or her address, telephone and

fax numbers, and e-mail address. RTD will send all Project-related communications to this contact person on behalf of the Submitter during the procurement process. Authorized representatives of the Submitter organization and Major Participants must sign Form A. If the Submitter is a joint venture, all joint venture members must sign Form A. If the Submitter is not yet a legal entity, the Major Participants must sign Form A. Each joint venture member must certify the truth and correctness of the contents of the SOQ. The introduction of the SOQ must include a "Title Page" and "Table of Contents." The contractor shall have the ability to obtain the appropriate contractor license from the jurisdictional authority.

3.2 SUBMITTER EXPERIENCE

RTD will evaluate at its sole discretion the capabilities of the Submitter to effectively deliver the Project.

3.2.1 Submitter, Major Participant and Key Personnel Experience

Describe the experience that the Submitter (if the Submitter is not yet existing or is newly formed, please explain) and each Major Participant and Key Personnel have in managing, designing, and/or constructing similar projects. This information shall be provided on attached Form B. The Submitters can submit form B for additional personnel at their discretion. For projects in which several of the proposed Major Participants were involved, the Submitter may provide a single project description. Highlight experience relevant to the Project that the Submitter / Major Participants and Key Personnel have gained. Cite projects of similar size and scope to that anticipated for the Project.

3.2.2 Past Performance or Experience Record

The Submitter and each Major Participant shall complete Form C (attached) certifying past performance or experience record.

3.2.3 Submitter and Major Participants' Safety Statistics and Information

Provide information data about safety statistics for the projects completed during last five years. The Submitter / Major Participants shall complete attached Form D.

3.3 ORGANIZATION AND KEY PERSONNEL

3.3.1 Organizational Chart(s)

Provide organizational chart(s) as *Appendix A – Organizational Chart* showing the structure of the Submitter's organization with lines identifying participants who are responsible for major functions to be performed and the reporting relationships in managing, designing, and building the Project. The chart(s) must show the functional structure of the organization down to the design discipline leader or construction superintendent level and must identify key personnel by name. Indicate the anticipated percent of each key person's time that would be committed to the Project and the location from which each key person will work. Identify the Submitter, SBEs, all Major Participants, and Key Personnel in the chart(s). Identify

the critical support elements and relationships of project management, project administration, construction management, quality control / quality assurance, safety, environmental compliance, subcontractor and SBE Program administration. For each organizational chart, provide a brief, written description of significant functional relationships among participants and how the proposed organization will function as an integrated design-build team. Once designated, the design-build team may not be changed without written authorization from the RTD in accordance with Section 2.9. Information provided in response to this section will not count toward the overall page limitation defined in Section 4.2.

3.3.2 Resumes of Key Personnel

Resumes of Key Personnel shall be provided on attached Form E. Additional sheets may be added if necessary to adequately respond to all categories on Form E.

Resumes of Key Personnel will not be counted towards the overall SOQ page limit. Key Personnel listed by the contractor for the functions listed below shall not be allowed to fill more than one function. The contractor optionally may identify other Key Personnel as necessary to satisfy work requirements and functions. For these requirements and functions individuals may fill more than one position, and only one resume is required and will not be counted towards the overall SOQ page limit. Personnel who perform the key functions listed below shall be identified in the required organizational chart(s) as described in Section 3.3.1.

- Design-Build Project Manager/Quality Manager
- Design Manager
- Construction Manager
- Environmental Compliance Manager
- Construction Superintendant
- Architect
- Structural Engineer
- Civil Engineer
- Mechanical/Electrical/Plumbing Engineers
- Geotech Engineer
- Systems Safety Engineer
- Landscape Architect
- Surveyor

3.3.3 Requirements of Key Personnel

The following provides a brief job description and requirements of the Key Personnel assigned to the Project. Key Personnel will be evaluated, in part, based on the extent they meet or exceed such requirements. All Key Personnel will be required to be available on site during activities that involve their areas of responsibility. Any licenses or certifications that are required to meet the requirements of the RFQ shall be in place by the time the first Notice to Proceed is issued.

RTD requires that one of the following Key Personnel be a Professional Engineer (PE) or Registered Architect (RA) licensed and in good standing in the State of Colorado: Design-Build Project Manager; Design Manager; or Construction Project Manager. RTD's order of preference for the PE requirement is: 1.) Design-Build PM; 2.) Design Manager; 3.) Construction Manager. In addition, RTD requires that a Professional Engineer familiar with construction practices and sequencing, and licensed and in good standing in the State of Colorado, have responsible charge during vertical construction. The Professional Engineer shall prepare the erection plan and ensure that it is implemented correctly and safely, and when necessary, by direct field observation.

A. Design-Build Project Manager

- The Design-Build Project Manager will be responsible for overall design, construction, quality management, and contract administration for the Project.
- The Design-Build Project Manager will be responsible for communicating with RTD all the relevant aspects of the project that affect accomplishment of the goals listed in Section 1.2.
- Describe experience managing parking garage projects.
- Responsible for the Contractor's quality program, quality personnel, quality planning, assurance activities independent of production, quality system procedures enforcement, development and implementation of the quality program objectives, total system quality and management, quality records and documentation, and review and approval of the Quality Program Manual prior to submittal to RTD.
- Shall have the authority to stop any work if and when he/she knows or has reason to believe that any work does not meet the standards, specification, or criteria established for the Project.
- Must have understanding and capability of working with electronic document control systems.

B. Design Manager

- The Design Manager will be responsible for ensuring that the overall project design is completed and design criteria requirements are met.
- The Design Manager shall work under the direct supervision of the Design-Build Project Manager.
- Describe experience in managing the design of parking garage and civil design projects.
- Shall not be assigned any other duties or responsibilities on the Project.
- Must be available during all design and construction activities.

- Shall have the authority to stop design work if and when he/she knows or has reason to believe that any work does not meet the standards, specification, or criteria established for the Project.
- Must have an experience in obtaining permits and site development plans approval, from front-range governmental agencies.

C. Construction Project Manager

- The Construction Manager must be on site during all major milestone construction activities.
- Describe experience in parking garage and site civil construction.
- The Construction Manager shall work under the direct supervision of the Design-Build Project Manager.
- Shall not be assigned any other duties or responsibilities on the Project.
- Shall have the authority to stop construction work if and when he/she knows or has reason to believe that any work does not meet the standards, specification, or criteria established for the Project.
- Shall ensure all work is constructed in compliance with Project standards, specifications, or criteria established for the Project.
- Describe experience in obtaining construction permits from front-range governmental agencies
- Describe experience managing utility relocations.
- Must have an understanding of sustainable construction practices. Leadership in Energy & Environmental Design (LEED) Accreditation would be a plus.
- Must have an understanding of safety and quality assurance.

D. Environmental Compliance Manager

- Describe experience in National Pollutant Discharge Elimination System (NPDES) / MS4 Regulatory requirements.
- The Environmental Compliance Manager shall work under the direct supervision of the Design-Build Project Manager.
- Must have recent experience in NPDES / MS4 compliance in an urban, metropolitan setting.
- Responsible for ensuring the Proposer complies with all mitigation requirements of the NEPA Decision Document.
- Responsible for ensuring the Proposer complies with all mitigation requirements if contaminated and/or hazardous materials discovered
- Responsible for ensuring the Proposer develops, implements, maintains, and documents best management practices for the project design and in compliance with permit-application requirements.

- Responsible for ensuring the Proposer identifies, develops, implements and maintains mitigation measures outlined in their final design to gain regulatory approval.
- Responsible for ensuring the Proposer contractor schedules, coordinates and participates in meetings with regulatory agencies.

E. Construction Superintendent

- Describe experience in constructing parking garages and handling onsite and offsite civil work.
- Describe experience managing utility relocations.
- Must have understanding and capability of working with electronic document control systems.
- Must be on site during all working times

F. Architect

- Must be Licensed Architect in good standing in the State of Colorado.
- Describe recent experience in designing parking garages.
- Describe experience in obtaining permits and site development plans approval from front-range governmental agencies
- Must have understanding of sustainable design concepts. LEED Accreditation would be a plus.

G. Structural Engineer

- Must be Licensed Engineer in good standing in the State of Colorado.
- Describe experience overseeing design and construction of parking garages in climates similar to Denver, Colorado.

H. Civil Engineer

- Must be Licensed Engineer in good standing in the State of Colorado.
- Describe experience designing public and private site, grading, roadway, traffic, drainage, utility design, coordination, and relocation and obtaining site development approvals from front-range governmental agencies.

I. Mechanical Electrical Plumbing Engineers

- Must be Licensed Engineers in good standing in the State of Colorado.
- Describe experience designing Mechanical Electrical Plumbing Plans and obtaining approvals from front-range governmental agencies.

- Must have understanding of sustainable design concepts. LEED Accreditation would be a plus.

J. Geotech Engineer

- Must be Licensed Engineer in good standing in the State of Colorado.
- Describe experience working on projects of similar scope and complexity.

K. Systems Safety Engineer

- Must be capable of performing Preliminary Hazard Analysis (PHA), Threat and Vulnerability Analysis (TVA), and providing Safety and Security Certification (SSCP) for the project to RTD.
- The TVA, PHA and SSCP will be conducted and produced by the designer during final design ("Proposer's final design") and submitted to RTD for review and approval. The TVA and PHA are analysis documents identifying threats and hazards that can be eliminated or minimized during design. The SSCP is a plan, also submitted to RTD for review and approval, describing the approach to safety and security certification during design and construction. Items identified as certifiable items can come from the TVA, PHA, industry standards, lessons learned or RTD design criteria. The TVA and PHA will primarily be used during the design phase to assist the designers in eliminating and/or minimizing threats and hazards. The SSCP will be used during design, construction and testing until the items are closed out and associated documentation is turned over to RTD. The forum for certifiable items discussion and acceptance will be design meetings or safety and security working group (SSWG) meetings. Some example items that would normally be certified in parking structures are emergency telephones (ETELS), security cameras (CCTV), emergency lighting, and fire prevention equipment (dry stand pipes, alarms, etc.).

L. Landscape Architect

- The Landscape Architect shall be licensed and in good standing in the State of Colorado.

3.4 PROJECT MANAGEMENT

3.4.1 Submitter's Experience

Provide the Submitter's experience with the following items:

- Budget Management
- Quality Management

- Schedule Management for aggressive timelines such as 1-1/2 years for a 4 level parking garage
- Design and Construction Management
- Stakeholder Management including RTD, CDOT, the City of Lakewood, the City and County of Denver (CCD) and affected utility companies
- Internal and External Team Communications
- Resolving Conflicts
- Handling queries from the public
- Safety Management
- Partnering with owners and jurisdictional authorities to achieve Project goals.
- Electronic Document Control systems
- Davis-Bacon Wage reporting/management
- Securing construction areas during construction
- Meeting SBE goals on past projects
- Monitoring SBE compliance

3.4.2 Current and Projected Workloads

Provide a summary of current and projected workloads for the Submitter and Major Participants through 2012, giving estimates of the number of Projects and approximate value of work under contract. Provide a summary of current and projected workloads for the Design-Build Project Manager, Design Manager, and the Construction Project Manager.

3.4.3 Role and Authority of Various Stakeholders

The CCD will provide some inspections for the Parking Structure and onsite and offsite work, as the governing authority. CDOT will conduct inspections for the work affecting Sheridan Blvd. Acceptance of the project will be by RTD, and will be defined in the RFP for the Project. RTD anticipates that there will be some special inspections required for this project, such as elevator, storm drainage and structural. It shall be the Proposer's responsibility to ensure that all inspections are performed.

3.5 SBE PARTICIPATION

3.5.1 RTD Policy

RTD is committed to carrying out all of the requirements of Title 49, Code of Federal Regulations Part 26, as amended from time to time. RTD's SBE Program is procedurally parallel to Federal Regulations found in 49 CFR Part 26. RTD's policy is to ensure nondiscrimination in the award and administration of all RTD contracts. It is RTD's intention to create a level playing field on which SBEs can compete fairly

for federally and locally funded contracts. RTD encourages and expects Submitters to pursue subcontracting, mentoring, joint venturing, teaming and partnering opportunities with SBE firms in the ordinary course of its business/teaming strategies at all levels/phases of the Project. It is expected that SBEs will have substantive roles and significant responsibilities in the performance of the services required for this project.

3.5.2 Participation Goals

This Project will be subject to RTD and Federal requirements. RTD intends to procure the Sheridan Parking Structure as a Small Business Commitment Project. As a Small Business Commitment Project, at least fifty-one percent (51%) of the project will have to be performed by SBEs. The SBE program requirements will be more fully explained in the RFP document. However, the "commitment" to achieve the 51% minimum Small Business Commitment Program requirement must be demonstrated and explained in the SOQ response. Submitters' compliance with the Small Business Commitment goals and willingness to comply with the Program requirements will be a critical factor in the overall selection process.

3.5.3 Acceptable SBE Firms/Certifications

The below identified SBEs certifications will count toward the SBE participation goals for this SOQ and the subsequent RFP:

- RTD Certified SBEs
- Colorado UCP Certified DBEs
- City and County of Denver Certified SBEs
- CDOT's Certified Emerging Small Businesses

All certifications must be current for each phase of the Project solicitation process. It is the responsibility of the firm to ensure that their certification status remains current. All submitters must submit proof of certification for any SBE's identified in their response to section 3.3 Organization and Key Personnel.

The prime contractor may only count 60% of the cost of contracted supplies provided by SBE sub-contractors. Otherwise, the prime contractor may count 100% of the cost of contracted installed products and services provided by SBE sub-contractors.

3.5.4 SBE Program Inquiries

Information on these programs, including a Directory of Small Businesses, is available at http://www.rtd-Denver.com/Small_Business_Center.shtml

Information on Disadvantaged Businesses is available at <http://apps.coloradodot.info/ucp/>

Information on the City and County of Denver's SBE Directory www.denver.mwdbe.com

3.6 LEGAL AND FINANCIAL

3.6.1 Acknowledgment of Clarifications and Addenda

Identify all clarifications and addenda received by number and date by completing Form F (attached).

3.6.2 Organizational Conflicts of Interest

Identify all relevant facts relating to past, present or planned interest(s) of the Submitter's team (including the Submitter, Major Participants, proposed consultants, contractors and subcontractors, and their respective chief executives, directors, and key project personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with this RFQ. See Section 2.7 and Section 2.8.

The Submitter shall disclose: (a) all current contractual relationships with RTD, CDOT, the City of Lakewood, and the CCD (by identifying the contract number and project manager); (b) present or planned contractual or employment relationships with any current RTD, CDOT, the City of Lakewood, and the CCD; and, (c) any other circumstances that might be considered to create a financial interest in the contract for the Project by any current RTD, CDOT, the City of Lakewood, and the CCD employee if the Submitter is awarded the contract. The Submitter must also disclose any current contractual relationships where the Submitter is a joint venturer or partner with Huitt-Zollars. The foregoing is provided by way of example, and shall not constitute a limitation on the Submitter's disclosure obligations.

For any fact, relationship, or circumstance disclosed in response to this Section 3.6.2, identify steps that have been or will be taken to avoid, neutralize, or mitigate any organizational conflicts of interest.

If Major Participants in different Submitter teams belong to the same parent company, each Submitter must describe how the participants would avoid conflicts of interest between the different Submitter teams.

3.6.3 Legal Structure

If the Submitter organization has already been formed, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Submitter and Major Participants to conduct business in the State of Colorado. If the Submitter organization has not yet been formed, provide a brief description of the proposed legal structure or draft copies of the underlying agreements. The information requested in this paragraph refers not only to the registration and/or licenses of the Major Participants to do business in Colorado, but also requests a description of the relationship of the entity that will perform the

design-build work, including the equity interest of each owner of a joint venture or partnership, or an estimate if the entity has not yet been formed.

3.6.4 Bonding Capability

Provide the bonding capability of the Submitter on Form A, Section C (total and available). Since the contract for this project will be using Federal Transit Administration (FTA) requirements, the bonding requirements for the construction portion of the project will be: a 5% bid bond, a 100% Performance bond, and a \$2.5 million Payment bond.

3.6.5. Construction Contractor's Insurance

RTD has obtained a Rolling Owner Controlled Insurance Package (ROCIP) for the construction work required by this Project. The insurance package would provide coverage for the RTD, the Contractor and all levels of construction subcontractors for both Worker Compensation and Comprehensive General Liability including premises-operations, completed operations, environmental and builders' risk coverage.

3.6.6. Subcontractors Performance Self-Insurance Program

RTD created and approved the Subcontractors Performance Self-Insured Program (SPS) for the West Corridor Project wherein RTD self-insures against subcontractors defaulting on performance and payment of supplies. Under the program, the prime and higher tier subcontractors cannot demand their subcontractors provide performance and payment bonds on all subcontracts of \$500,000 or less. The subcontractors on such subcontracts must enter the SPS Program which is monitored by RTD. The prime will be required to show the amount that was saved on the project price by eliminating the cost of the bonds which would have been required had there been no SPS Program when responding to the RFP. The program was instituted to get more involvement of small businesses that cannot get bonds.

4.0 SOQ SUBMITTAL REQUIREMENTS

The following section describes requirements that all Submitters must satisfy in submitting SOQs. Failure of any Submitter to submit its SOQ as required in this RFQ may result in rejection of the SOQ.

4.1 DUE DATE, TIME AND LOCATION

All SOQs must be **received by 3:00 pm**, on the SOQ due date indicated in Section 2.3, and must be delivered to:

John Dawson, Purchasing Agent
Regional Transportation District
1600 Blake Street
Denver, Colorado 80202

RTD will not accept SOQs by email, facsimile or electronic transmission. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration, or evaluation.

4.2 FORMAT

The SOQ must not exceed 30 single-sided pages (including the "Title Page" and "Table of Contents" but not including section dividers and appendices). Copies of acceptable SBE certifications and Forms A, B, C, D, E, and F are also not included in the 30 page limit. SOQs must be presented in three-ring (D-ring) binders, indexed and with tabs. Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5" by 11" paper. Charts, exhibits, and other illustrative and graphical information may be on 11" by 17" paper but must be folded to 8.5" by 11", which will be counted as one sheet and must be limited to 8 sheets. Drawings may be presented in half size. All printing, except for the front cover of the SOQ and Forms A, B, C, D, E, and F, must be Times New Roman, 12-point font, single space 1" margins. All dimensional information must be shown in English units of measure. Submitters are strongly encouraged to be concise but comprehensive.

The front cover of each SOQ must be labeled "RFQ 11FH007 - West Corridor Sheridan Parking Structure Design Build Project" and "Statement of Qualifications" along with the date of submittal.

4.3 QUANTITIES

Each Submitter must provide RTD with **ten** bound copies of the SOQ and an electronic copy on CD or DVD. Each copy must be identified on its front cover, in the upper right-hand corner, as "Copy __ of 10 Copies."

All copies must be packed together in one sealed package for delivery to RTD. The outside of the sealed package must be clearly identified, labeled, and addressed as follows:

1. Return address: Submitter's name, contact person's name, mailing address;
2. Date of submittal;
3. Contents labeled as "West Corridor Sheridan Parking Structure Design Build Projects" and "Statement of Qualifications"; RFQ 11FH007, and
4. Addressee (RTD) as specified in Section 4.1.

5.0 EVALUATION PROCESS

5.1 SOQ REVIEW

RTD will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria stated in Section 5.3.

5.2 INTERVIEW

RTD reserves the right to conduct interviews with all Submitters prior to development of a short list. RTD may conduct interviews during its evaluation of the overall SOQ submittal process and scoring. RTD may determine the schedule for interviews following receipt of the SOQs.

5.3 SOQ EVALUATION (BASED ON A TOTAL OF 100 POINTS)

RTD will evaluate all responsive SOQs and measure each Submitter's response against the criteria set forth in this RFQ, resulting in an adjectival score for each SOQ. RTD will use the following criteria.

A. Submitter Experience (40 points):

- Response to Form B
- Response to Form C
- Response to Form D
- Owner/client references.
- Experience on projects of similar scope and complexity.
- Experience with timely completion of comparable projects.
- Experience with on-budget completion of comparable projects.
- Experience with integrating design and construction activities.
- Experience of design-build team members working together or an acceptable design-build team management plan.
- Current and projected workloads.
- Commitment to and substantive utilization of Small Businesses

B. Project Management Experience (30 points):

- Budget Management
- Quality Management
- Schedule Management for aggressive timelines such as 1-1/2 years for a 4 level parking garage
- Design and Construction Management

- Stakeholder Management including RTD, CDOT, the City of Lakewood, the CCD and affected utility companies
- Internal and External Team Communications
- Resolving Conflicts
- Handling queries from the public
- Safety Management
- Partnering
- Electronic Document Control systems
- Davis-Bacon Wage reporting/management
- Securing construction areas during construction
- Meeting SBE goals and overall program requirements
- Monitoring SBE compliance

C. Organization and Key Personnel (30 points):

- Organizational Chart and how the proposed organization will function as an integrated design-build team
- Response to Form E

D. Legal and Financial (Mandatory):

- Completeness of responses
- Compliance with the Small Business Commitment requirements
- Bonding Capability

5.4 DETERMINING SHORT LISTED SUBMITTERS

RTD, at its sole discretion, will evaluate each responsive SOQ and intends, if appropriate, to short list at least three of the best Submitters. RTD's determination of the short list is not subject to challenge, claim, protest or appeal.

RTD reserves the right, in its sole discretion, to cancel this RFQ, issue a new request for qualifications, reject any or all SOQs, request interviews of one or more Submitters, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities, or technicalities in considering and evaluating the SOQs. RTD's procedures in evaluating the SOQs are not subject to challenge, claim, protest or appeal.

This RFQ does not commit RTD to enter into a contract or proceed with the procurement of the Project. RTD assumes no obligations, responsibilities or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the

parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

5.5 NOTIFICATION OF SHORT LISTING

Upon completion of the evaluation, scoring, and short-listing process, RTD will notify all Submitters of the short list status.

6.0 REQUEST FOR PROPOSALS (RFP) PHASE

This Section 6.0 is provided for informational purposes only, and is subject to change, so that each Submitter has information that describes the second phase of the Project Procurement Process, including a summary of anticipated RFP requirements. RTD reserves the right to make changes to the following, and the short-listed Submitters must rely only on the actual RFP when and if it is issued. This Section 6.0 does not contain requirements related to the SOQ.

6.1 REQUEST FOR PROPOSALS

The Submitters on the short list will be eligible to receive an RFP. While RTD may make the RFP available to the public for informational purposes, only short-listed Submitters will be allowed to submit a proposal to the RFP. If any short-listed firm withdraws its proposal, RTD may solicit additional firm(s) to complete the short list.

6.2 RFP CONTENT (FOR INFORMATION ONLY)

6.2.1 RFP Structure

The RFP will be structured as follows:

- A. Instructions to Proposers.
- B. Contract Documents.
 - General Contract Terms and Conditions
 - Technical Requirements
 - List of Applicable Standards
 - Preliminary Engineering Design Documents
 - Design and Performance Criteria
 - Utilization of Certified Small Businesses
 - Compliance with the Small Business Commitment requirements
- C. Reference Documents

6.2.2 RFP Information

It is expected that the Proposers will have 40 days minimum to respond to the RFP. It is expected that the Proposers will submit a proposed schedule of work that satisfies project implementation milestones and Small Business requirements.

6.3 PROPOSAL EVALUATIONS

RTD has determined that the award of the Project will be based on a “best value” determination under local policies, rules and regulations. RTD is expected to factor in both initial and long term considerations into its decision making. RTD anticipates using but not limiting the following list to evaluate proposals:

- Initial Cost
- Life Cycle Costs, Warranty, Maintenance, and Inspections
- Safety and Security, Lighting, Visibility, Stairs/ Elevators
- Sustainability
- Constructability and Ability to Meet Schedule
- Aesthetics
- Mechanical/Electrical Systems
- Utilization of Small Business Enterprises
- Compliance with the Small Business Commitment requirements

FORM A
SUBMITTER AND MAJOR PARTICIPANT INFORMATION

Submitter/Major Participant: _____

Name of Company: _____

Year Established: _____ Federal Tax ID No.: _____

Name of Official Representative (for Submitter): _____

Contact Person: _____

Address: _____

Telephone No.: _____ Fax No.: _____

E-mail address: _____

Business Organization (check one):

☐ Corporation (If yes, indicate the State and Year of Incorporation): _____

☐ Partnership

☐ Joint Venture (submit a copy of the joint venture agreement)

☐ Other (describe): _____

A. Business Name: _____

B. Business Address: _____

Headquarters: _____

FORM A
SUBMITTER AND MAJOR PARTICIPANT INFORMATION

Office Performing Work:

Contact Telephone Number: _____

Number of Employees at Office Performing Work:

2006	2007	2008	2009	2010

C. Bonding Capability (for Submitter only):

Total: _____ Available: _____

D. If the entity is a Joint Venture or Partnership, indicate the name and role of each member company in the space below. Complete a separate Contractor Information form for each member company and attach it to the SOQ. Also indicate the name and role of each other financially-liable party and attach a separate form. A copy of the joint venture agreement shall be submitted with the SOQ and RFP, if applicable

Name of Member Company	Role	Financial Liability
------------------------	------	---------------------

Under penalty of perjury, I certify that I am the Official Representative authorized to sign and that, to the best of my knowledge and belief, following reasonable inquiry; the foregoing is true, correct, complete and accurate.

BY: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

[Please make additional copies of this form as needed.]

FORM B
SUBMITTER, MAJOR PARTICIPANT, AND KEY PERSONNEL PROJECT EXPERIENCE

1. Submitter/Company Name:	2. Name of Project and Geographic Location:
3. Owner Contract No. or State Project No.:	4. Type: ☐ Construction ☐ Design-Build ☐ Design
5. Name of Prime Designer/Contractor:	6. Company Role: (joint venture partner, subcontractor, etc.)
7. Owner (Name): _____ Address: _____ Phone: _____ Contact Person: _____ Current Phone for Contact Person: _____ _____ Current Email for Contact Person: _____ _____	8. Original Project Budget: \$ _____ Final Project Cost: \$ _____ Reason for overrun (if applicable) _____ Work Carried by Own Forces (%): _____
9. Original Project Schedule Milestones: _____ Project Completion Schedule Milestones: _____	
10. Project Description and Nature of Work Performed by Your Company (for Submitters and Major Participants) and by Key Personnel:	

[Please make additional copies of this form as needed.]

FORM C
SUBMITTER AND MAJOR PARTICIPANT CERTIFICATION

Submitter: _____

Firm Name: _____

The Submitter should attach a sheet titled "Response to Form C – Submitter and Major Participant Certification" if additional space is needed to answer the questions below:

1. Within the past years, has the firm or Major Participant* ever failed to complete any work it agreed to perform, or had a contract terminated?

☐ Yes ☐ No

If yes, please explain:

2. Is any litigation pending by a project owner against the firm or Major Participant*?

☐ Yes ☐ No

If yes, please explain:

3. Has the firm or Major Participant* or any officer thereof, been indicted or convicted of bid or other contract related crimes or violations (including violations of federal, state or local laws related to fraudulent claims) or any other felony or serious misdemeanor within the past five years?

☐ Yes ☐ No

If yes, please explain:

4. Has the firm or Major Participant* ever sought protection under any provision of any bankruptcy act?

☐ Yes ☐ No

If yes, please explain:

5. Has the firm or Major Participant* ever been debarred or suspended from performing work for the federal government, any state or local government, or any foreign governmental entity?

☐ Yes ☐ No

If yes, please explain:

* See Section 2.6 for definition of Major Participant.

FORM C
SUBMITTER AND MAJOR PARTICIPANT CERTIFICATION

6. Has the firm or Major Participant* been assessed liquidated damages or stipulated damages during the past five years on any project (including penalties for nonconforming work as well as completion delay)?

☐ Yes ☐ No

If yes, please explain, including a description of any nonconforming work and a statement regarding the duration of the delay and the cause:

7. Is the firm or Major Participant* currently asserting against any public agency any individual occurrence construction claim(s) in excess of **\$50,000**, or has it made any such claim(s) against any public agency during the past three years, or have any such claims been taken to arbitration, mediation or litigation during the past five years? For purposes of this question, the term "claim" shall include each separate demand for payment of money or damages arising from work done or to be done by or on behalf of the contractor in connection with a public works contract which was disputed by the public agency, even though the agency may have ultimately agreed to make payment.

☐ Yes ☐ No

If yes, complete the attached form ("Explanation of Answers to Question 7") for each affected project(duplicate if necessary).

8. Has the firm or Major Participant* ever been the subject of any inquiry by any public agency as to whether it has made any false claim or other material misrepresentation?

☐ Yes ☐ No

If yes, as to each such inquiry, state the name of the public agency, the date of the inquiry, the grounds on which the public agency based the inquiry, and the result of the inquiry.

9. Has any construction project performed or managed by the firm or Major Participant* involved repeated or multiple failures to comply with safety rules, regulations, or requirements?

☐ Yes ☐ No

If yes, please identify the team members and the projects, provide an explanation of the circumstances, and provide owner contact information including telephone numbers.

10. Within the past five years, has the firm or Major Participant* been involved as a defendant in any litigation regarding design or construction defects or warranty claims.

☐ Yes ☐ No

If yes, please identify the team members and the projects, provide an explanation of the circumstances, and provide owner contact information including telephone numbers.

FORM C
SUBMITTER AND MAJOR PARTICIPANT CERTIFICATION

Under penalty of perjury, I certify that I am the firm's Official Representative and that, to the best of my knowledge and belief, following reasonable inquiry, the foregoing is true and correct.

By: _____ Print Name: _____

Title: _____ Date: _____

EXPLANATION OF ANSWER TO QUESTION 7

Project: _____

Name of Firm: _____

Relationship of Firm to Proposer: _____

Name of Owner: _____

Owner Contact (individual's name and phone no.): _____

Original Contract Price (approx.): \$ _____

Current Contract Price (approx.): \$ _____

Total Outstanding Claims for Price Increases (approx.) \$ _____

Describe claims over \$50,000 resolved without arbitration, mediation or litigation:

Circumstances	Original Amount Claimed	Amount of Settlement

Describe disputes taken to arbitration, mediation or litigation:

Dispute (include amount)	Resolution (include amount)

[Duplicate as necessary]

FORM D
SUBMITTER and MAJOR PARTICIPANT SAFETY STATISTICS

Submitter's Name: _____

Year	Incident Rate	Lost Work Day Index	Cost of Accident per Employee	Experience Modification Rating	Number of Fatalities	Lost Work Days	Number of Recordable Injuries
2010							
2009							
2008							
2007							
2006							

Incident Rate =
$$\frac{(\text{Number of Injuries and Illnesses}) \times 200,000}{\text{Total Hours Worked}}$$

Lost Work Day Index =
$$\frac{(\text{Number of Lost Work Days}) \times 200,000}{\text{Total Hours Worked}}$$

Cost of Accident per Employee =
$$\frac{\text{Total Cost of Accidents}}{\text{Average Number of Employees}}$$

Experience Modification Rating =
$$\frac{\text{Actual Claims per Year}}{\text{Expected Claims Based on Past 3 Year Trending}}$$

Under penalty of perjury, I certify that I am the Official Representative authorized to sign and that, to the best of my knowledge and belief, following reasonable inquiry, the foregoing is true, correct, complete, and accurate.

BY: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

[Please make additional copies of this form and attach additional sheets as needed.]

FORM E
RESUMES OF KEY PERSONNEL

Name:		
Highest Education Level Attained:		
Professional License No. in Colorado (if applicable):		
Year in which Professional License was first obtained:		
List any other relevant Professional Certifications:		
For the last ten years, please list:		
Firm and City	Duration	Position

Please provide a summary of your professional work experience, highlighting aspects that would be useful and relevant to the Sheridan Parking Structure Project. List Title, roles, and responsibilities on any of the projects listed in Section 3.2.1

FORM E
RESUMES OF KEY PERSONNEL

Please tell us about your role on a Project that you are proud of:
Please tell us about your role on a Project that came in over budget for your discipline, reasons for the overrun, and any remedial actions taken:
Please tell us about your role in a Project that came in behind schedule for your discipline, reasons for the overrun, and any remedial actions taken:

[Please make additional copies of this form as needed.]

FORM F
ADDENDA/CLARIFICATION ACKNOWLEDGEMENT

Submitter's Name: _____

The undersigned acknowledges receipt of the addenda to the RFQ as indicated below.

ADDENDA

Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____

Failure to acknowledge receipt of all addenda may cause the SOQ to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with response to the RFQ.

BY: _____ PRINT NAME: _____

TITLE: _____ DATE: _____