

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



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

For The

University of Colorado Colorado Springs

For The

Health Sciences Building III - Program Plan
(Project No. 22-070)

**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 involves the development of a Program Plan for Health Sciences Building III to be located on the UCCS West Campus, in the vicinity of the Health and Wellness Village.

The objectives of this program plan are to develop functional relationships between the various program elements, to translate the functional relationships into physical floor plans, to determine the impact of specialty requirements, to finalize the site including parking, access, utilities, etc,...and to prepare a project budget, through a third-party review, for the facility.

The following is a broad description of the functions that are being considered:

- Helen & Arthur E. Johnson Beth-El School of Nursing
 - 105,000 GSF
- City Clinic & Retail Pharmacy
 - 13,000 GSF
- School of Medicine
 - 10,940 GSF
- City Space
 - 30,000 GSF

These broad functional areas are being developed by teams with expertise in these areas. The selected firm will work with these teams by attending individual functional area meetings to listen, take notes and provide expert commentary. Based on these meetings, the firm will develop a Program Plan for submittal to the Board of Regents at the Capital Construction Subcommittee meeting.

This facility will be the third UCCS facility in the Health and Wellness region of the campus on the N. Nevada corridor. The building will be designed and constructed to the latest State of Colorado codes, to UCCS standards and guidelines, and to the USGBC LEED Gold standard. It is anticipated that the architecture will fit appropriately with that established by the Hybl Sport Medicine and Performance Center.

The project budget has not been finalized and is to be developed as part of this program plan.

Qualified firms should have experience with medical facilities for the types of functional areas being considered including but not limited to: classrooms, simulation labs, x-ray, laboratory services, pharmacy services, and exam rooms. The qualified firm will have experience with State of Colorado A/E agreements, have worked in the Higher Education environment, and will have designed facilities to USGBC LEED Gold standard.

It is anticipated that the project will be designed and built using the State's Design/Build Guaranteed Maximum Price (GMP) Agreement. Thus, the program plan will need to provide enough detail for a Design/Build RFQ/P.

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 shortlisted 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 University of Colorado Colorado Springs 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:

Hybl Sports Medicine and Performance Center, Room 312
University of Colorado Colorado Springs
4925 N. Nevada Ave
Colorado Springs, CO 80918

February 22, 2023 at 1:00pm

2. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, one (1) copy of submittals must be provided (maximum 10 pages front and back). Submittals must be received at:

Email: submit@uccs.edu

Deadline for receipt (whether mailed or hand delivered) is March 10, 2023, at 2:00pm

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

3. Screening Panel/Short List: Submittals will be evaluated by a panel of individuals selected in accordance with state policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no fewer than three (3) or no more than five (5) will be interviewed.
4. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of April 3, 2023. Interviews will be conducted at: 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918, Campus Service Building Room 204. 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 Colorado Springs.

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 | February 8, 2023 |
| Mandatory Pre-submittal Conference/ Tour | February 22, 2023 |
| Date Email Questions Due | February 27, 2023 |
| Date Email Answers Issued | March 3, 2023 |
| RFQ Submittal Due | March 10, 2023 |
| Interview List Released | March 17, 2023 |
| Oral Interviews (as scheduled) | Week of April 3, 2023 |
| Negotiation of A/E Contract | Week of April 10, 2023 |
| Contract Approval (projected) | April 14, 2023 |
| Anticipated A/E professional Services - Start | April 17, 2023 |
| Anticipated Construction Services – Start - Finish | N/A |

II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. **(Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.)** Following are elements that will be used to evaluate each firm's qualifications:

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- ☐ Qualifications and relevant individual experience.
- ☐ Unique knowledge of key team members relating to the project.
- ☐ Experience on projects as a team.
- ☐ Key staff involvement in project management and on-site presence.
- ☐ Time commitment of key staff.
- ☐ Qualifications and relevant subconsultant experience.

B. FIRM/TEAM CAPABILITIES

- ☐ Are the lines of authority and coordination clearly identified?
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- ☐ Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- ☐ Experience of the key staff and firm with projects of similar scope and complexity.
- ☐ Demonstrated success on past projects of similar scope and complexity.
- ☐ References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- ☐ Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within owner's established budget.
 - Control consultant contract costs
 - Coordinate value engineering activities
- ☐ Quality Control Methodology.
 - Insure State procedures are followed
 - Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
 - Insure the project is designed for durability and maintainability
- ☐ Schedule.
 - Manage the required work to meet the established schedule

E. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- ☐ Proximity of firms office as it may affect coordination with the State's project manager and the potential project location.
- ☐ Firm's familiarity with the project area.
- ☐ Knowledge of the local labor and material markets.

Appendix A

STATE BUILDINGS PROGRAM PRELIMINARY SELECTION/EVALUATION FORM ARCHITECT/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an architectural/engineering/consulting services selection process.)

Evaluator #: _____ Date: _____

Name of Firm: _____

Name of Project: Health Sciences III Program Plan

RFQ REFERENCE

MINIMUM REQUIREMENTS

Y ____ N ____

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

Acknowledgment and Attestation included:

Y ____ N ____

SCORE (PROJECT SPECIFIC QUALIFICATIONS):

Weight² x Rating³ = Score

1. PROJECT TEAM¹

- ☐ Qualifications and relevant individual experience.
- ☐ Unique knowledge of key team members relating to the project.
- ☐ Experience on projects as a team.
- ☐ Key staff involvement in project management and on-site presence.
- ☐ Time commitment of key staff.
- ☐ Qualifications and relevant subconsultant experience.

5 x ____ = ____

5 x ____ = ____

3 x ____ = ____

1 x ____ = ____

5 x ____ = ____

4 x ____ = ____

2. FIRM CAPABILITIES¹

- ☐ Are the lines of authority and coordination clearly identified
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated (e.g., subconsultants' roles delineated?)
- ☐ Current and projected work load.

3 x ____ = ____

3 x ____ = ____

3 x ____ = ____

3 x ____ = ____

3. PRIOR EXPERIENCE¹

- ☐ 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.

5 x ____ = ____

5 x ____ = ____

3 x ____ = ____

4. PROJECT APPROACH¹

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

$$\begin{array}{r} 5 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \\ 3 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \\ 3 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \end{array}$$

5. WORK LOCATION¹

- ☐ 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.

$$\begin{array}{r} 1 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \\ 1 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \\ 1 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \end{array}$$

TOTAL SCORE: 4

NOTES:

1. **Criteria:** Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter's overall qualifications.
2. **Weights:** Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
3. **Ratings:** Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating 0 is missing information. (Use whole numbers)
4. **Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A1

STATE BUILDINGS PROGRAM ORAL INTERVIEW SELECTION/EVALUATION FORM ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #: _____ Date: _____

Name of Firm: _____

Name of Project: Health Sciences III Program Plan

SCORE (OVERALL QUALIFICATIONS)¹:

Weight² x Rating³ = Score

1. PROJECT TEAM¹ 5 x _____ = _____

2. TEAM CAPABILITIES¹ 5 x _____ = _____

3. PRIOR EXPERIENCE¹ 5 x _____ = _____

4. PROJECT APPROACH¹ 4 x _____ = _____

5. WORK LOCATION¹ 1 x _____ = _____

TOTAL SCORE: _____⁴

NOTES:

- 1. Criteria:** Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter's overall qualifications.
- 2. Weights:** Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
- 3. Ratings:** Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 0 to 5 with 5 being the highest rating. (Use whole numbers), 0 is missing information.
- 4. Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A2

STATE BUILDINGS PROGRAM FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION

(This form is to be used separately to rank and determine the most qualified architectural/engineering/consulting services firm for both the preliminary and interview evaluations.)

| 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 PRELIMINARY SELECTION AND INTERVIEW SELECTION/EVALUATION FORMS. DO NOT combine scores of the two evaluations.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

Appendix B

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

Appendix C

ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

I certify and declare that the foregoing is true and correct.

Subscribed on _____ at _____,
Date City
_____, State of _____,
County State

Applicant or Corporate Officer Signature _____ Date _____

Witness

Date

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

(Seal)