**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**

Engineering Building Addition

##### REQUEST FOR QUALIFICATIONS

###### FOR

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**TABLE OF CONTENTS**

**I. INTRODUCTION**

1. Project Description/Minimum Requirements/Project Delivery
2. Selection Process
3. **Mandatory Pre-Submittal Conference**
4. **Architect/Engineer/Consultant Submittals**
5. **Screening Panel/ Short List**
6. **Oral Interviews**
7. Schedule
8. SUBMITTAL REQUIREMENTS
9. Project Team
10. Firm Capabilities
11. Prior Experience
12. Project Approach
13. Work Location

**APPENDICES**

Appendix A: Preliminary Selection/Evaluation Form

Appendix A1: Interview Selection/Evaluation Form

Appendix A2: Final Ranking Matrix

Appendix B: Architect/Engineer/Consultant Contract (Standard or CM/GC Format)

**Appendix C: Certification and Affidavit Regarding Unauthorized Immigrants**

Appendix D: Acknowledgment and Attestation Form

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**REQUEST FOR QUALIFICATIONS**

**DEPARTMENT OF HIGHER EDUCATION**

* 1. INTRODUCTION
		1. PROJECT DESCRIPTION

The University of Colorado Colorado Springs (UCCS) is proposing a 24,000 – 26,000 SF addition or annex to the existing Engineering and Applied Science Building for a growing student body. Currently the 1,700 student College of Engineering and Applied Science (EAS) is growing at ~3% per year, a rate of growth that shows no sign of slowing over the next several years. Given the current growth coupled with the potential for new fields of study/new programs, the university conservatively estimates a student population of 2400-2600 students by 2026 but lacks the facilities to accommodate the growth. The workforce needs in Colorado Springs and Southern Colorado are currently greater than the university capacity to deliver engineers and computer scientists to the region.

* + 1. **Minimum Requirements**
			1. Notice is hereby given to all interested parties that all firms will be required to meet all minimum requirements to be considered for this project. To be considered as qualified, interested firms shall have, as a minimum:
			2. Provided AE Consulting services within the last three (3) years for at least two (2) projects exceeding $20,000,000, twenty million and no/100 (hard costs); and
			3. Demonstrated specific AE Consulting experience in projects of similar scope and complexity
		2. **Delivery Method**

The University of Colorado Colorado Springs anticipates using a Construction Manager/General Contractor (CM/GC) approach to project delivery. Through the use of an Architect and a Construction Manager/General Contractor, a Guaranteed Maximum Price (GMP) will be established in conjunction with the university. The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, and constructability, and will work with the Architect throughout the value engineering phases of the project. The selection process for the CM/GC will follow a parallel track with selection of the Architect.

* + 1. **Spending Authority**

The Principal Representative has been authorized to expend the total sum of Sixteen Million Seven Hundred Four Thousand Sixty Hundred Sixty Seven and No/100 Dollars ($16,704,657); for this project including all professional services, *Program Management services*:construction manager/general contractor services, construction/ improvements, project contingencies, furnishings, movable equipment, reimbursable expenses and miscellaneous expenses

* + 1. **Fixed Limit of Construction Costs**

The Principal Representative has established the **Fixed Limit of Construction Cost** in the amount of Thirteen Million Two Hundred Thousand and No/100 Dollars ($13,200,000) for the project.

B. SELECTION PROCESS

The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: submittals will be screened and scored. A limited number of firms will be short listed and invited to participate in oral interviews. The [agency/institution] will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

1. Mandatory Pre-submittal Conference: To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have UCCS staff available to discuss the project. Firms preparing submittals must attend the mandatory pre-submittal conference, and sign the sign-in sheet, in order to have their submittals accepted. The pre-submittal conference will be held at:

UCCS Dwire Hall Auditorium Room 121

1420 Austin Bluffs Parkway

Colorado Springs, CO

80918

Monday, May 24, 2021

10:00 a.m.

1. Architect/Engineer/Consultant’s Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, one digital copy of submittals, not more than 30 single sided pages, must be provided. Submittals must be received at:

propsubm@uccs.edu

Deadline for receipt is: Friday, June 4, 2021, 2:00 p.m.

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

1. 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.
2. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of June 21– June 25. Interviews will be held in person at a yet to determined location on UCCS’s main campus in Colorado Springs. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with UCCS.

C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Advertisement - Digital May 12, 2021 \_\_\_\_

Pre-submittal Conference May 24, 10:00 a.m.

Date Fax/Email Questions Due May 26, 12:00 p.m.

Date Answers Due to all Firms May 27, 5:00 p.m.\_

RFQ Submittal Due June 4, 2:00 p.m. \_

Submittal Screening June 7 - 11\_\_\_\_\_\_\_

A/E Interview List Released June 14, 2021\_\_\_\_

A/E Oral Interviews (as scheduled) June 21 – June 25

Negotiation of A/E Contract June 28 – July 2 \_\_

Contract Approval (projected) July 5, 2021\_\_\_\_\_\_

Anticipated Design Start July 5, 2021\_\_\_\_\_\_

Anticipated CM/GC Start August 1, 2021\_\_\_\_

(if prior approval received from SBP)

Anticipated Construction Start/Finish 1/01/22 – 06/01/23

1. 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 oral interview will be the proposed Project Management Team members capabilities.)** Following are elements that will be used to evaluate each firm's qualifications:

1. 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.

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

**B. FIRM/TEAM CAPABILITIES**

1. Are the lines of authority and coordination clearly identified?
2. Are essential management functions identified?
3. Are the functions effectively integrated? (e.g., subconsultants’ role delineated)?
4. 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.

1. Experience of the key staff and firm with projects of similar scope and complexity.
2. Demonstrated success on past projects of similar scope and complexity.
3. 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:

1. Budget Methodology/Cost Control.
2. Establish and maintain estimates of probable cost within owner's established budget.
3. Control consultant contract costs
4. Coordinate value engineering activities
5. Quality Control Methodology.
6. Insure State procedures are followed
7. 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
8. Insure the project is designed for durability and maintainability
9. Schedule.
10. Manage the required work to meet the established schedule
11. WORK LOCATION

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

1. Proximity of firms office as it may affect coordination with the State's project manager and the potential project location.
2. Firm's familiarity with the project area.
3. 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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
2. Qualifications and relevant individual experience. \_\_5\_x\_\_\_\_\_ = \_\_\_\_
3. Unique knowledge of key team members relating to the

project. \_\_5 \_x\_\_\_\_\_= \_\_\_\_

1. Experience on projects as a team. \_\_3 \_x\_\_\_\_\_=\_\_\_\_
2. Key staff involvement in project management and on-

 site presence. \_ 3 \_x\_\_\_\_\_=\_\_\_\_

1. Time commitment of key staff. \_\_4\_\_x\_\_\_\_\_=\_\_\_\_
2. Qualifications and relevant subconsultant experience. \_\_4\_\_x\_\_\_\_\_=\_\_\_\_
3. FIRM CAPABILITIES1
4. Are the lines of authority and coordination clearly identified \_\_3\_\_x\_\_\_\_\_=\_\_\_\_
5. Are essential management functions identified? \_\_3\_\_x\_\_\_\_\_=\_\_\_\_
6. Are the functions effectively integrated (e.g., subconsultants’

roles delineated?) \_\_3\_\_x\_\_\_\_\_=\_\_\_\_

1. Current and projected work load. \_\_4\_\_x\_\_\_\_\_=\_\_\_\_
2. PRIOR EXPERIENCE1
3. Experience of the key staff and firm with projects of similar

scope and complexity. \_\_5\_\_x\_\_\_\_\_ = \_\_\_\_

1. Demonstrated success on past projects of similar scope

and complexity. \_\_5\_\_\_x\_\_\_\_\_=\_\_\_\_

1. References. \_\_3\_\_\_x\_\_\_\_\_=\_\_\_\_
2. PROJECT APPROACH1
3. Budget methodology/cost control. \_\_5\_x\_\_\_\_\_= \_\_\_\_
4. Quality control methodology. \_\_3\_\_x\_\_\_\_\_=\_\_\_\_
5. Schedule maintenance methodology. \_\_3\_\_x\_\_\_\_\_=\_\_\_\_
6. WORK LOCATION1
7. Proximity of firm’s office as it may affect coordination with

 the state's project manager and the potential project location. \_ 2 \_x\_\_\_\_= \_\_\_\_\_

1. Firm's familiarity with the project area. \_ 2\_\_x\_\_\_\_= \_\_\_\_\_
2. Knowledge of the local labor and material markets. \_ 2 \_\_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 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score**: Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

**Appendix A1**

**STATE BUILDINGS PROGRAM**

**ORAL INTERVIEW SELECTION/EVALUATION FORM**

**ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

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

Evaluator #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCORE (OVERALL QUALIFICATIONS)1**: Weight2 x Rating3 = Score

1.PROJECT TEAM1 \_\_4\_\_ x \_\_\_\_\_ = \_\_\_\_\_

2.TEAM CAPABILITIES1 \_\_5\_\_ x \_\_\_\_\_ = \_\_\_\_\_

3.PRIOR EXPERIENCE1 \_\_4\_\_ x \_\_\_\_\_ = \_\_\_\_\_

4.PROJECT APPROACH1 \_\_2\_\_ 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 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score**: Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

**Appendix 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 SCORE1** | **CUMULATIVE2****TOTAL SCORE** | **RANK3** |
|  | 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**

**CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS**

**Appendix D**

**ACKNOWLEDGEMENT AND ATTESTATION FORM**

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

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

Subscribed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Date City

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 County State

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant or Corporate Officer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness Date

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

 (Seal)