

University of Colorado at Boulder

## Request for Qualifications INFORMATION PACKET

### Police Department & Parking Services Center Addition

The University of Colorado at Boulder proposes to plan, design, and construct an addition to the Police and Parking Services Center. This packet provides information and procedures regarding:

- I. PURPOSE / BACKGROUND
- II. SCOPE OF SERVICES
- III. SCHEDULE
- IV. SELECTION CRITERIA
- V. RESPONSE FORMAT
- VI. OTHER INFORMATION

This RFQ is for the purpose of selecting an architect to design, prepare construction documents, assist with bidding and negotiations, administer the construction contract, and provide a warranty walk-through at the conclusion of the project. **All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.**

**Contact Person:** George Galida, Architect, Facilities Planner  
*Phone: (303) 492-0347 / Fax: (303) 492-7186*  
*E-Mail: galida@colorado.edu*

**Date of Issue:** Wednesday, May 24, 2006

**Pre-Submittal Meeting:** Tuesday, June 6, 2006, 2:00 p.m.  
RL2, Room 321  
CU-Boulder, Main Campus

**Qualifications Due:** Wednesday, June 14, 2006, 4:00 p.m.

**Submittals to:** George Galida, Facilities Planner  
Department of Facilities Management  
University of Colorado at Boulder  
RL-2, 1540 30th Street, 3rd Floor Reception Desk  
453 UCB  
Boulder, CO 80309-0453

## **I. PURPOSE / BACKGROUND**

### **A. Program Description**

As part of the Department of Public Safety the Police Department and Parking Services enforce state laws, municipal ordinances, and University rules and regulations as delegated to them. The CU-Boulder Police Department provides protection of persons and property against criminal acts, and conducts investigations when crimes are committed. The Police Department responds to emergency and service calls related to crime, public safety, or security. CU-Boulder Parking and Transportation Services has been delegated the responsibility and authority to regulate parking on campus.

The Police & Parking Services Center building was constructed in 1991 and is located on Regent Drive. It is adjacent to major campus parking facilities and occupies a strategic location among nearby campus buildings. The University has determined that additional space is required for office and administrative functions within the Police Department and Parking Services.

### **B. Program and Facilities Needs**

The addition will be designated to serve office space needs. It is anticipated that the design and construction will match that of the existing building and that a separate mechanical system may be required for the addition.

### **C. Space Needs Analysis**

It is anticipated that approximately 1,200 square feet of space will have to be added onto the existing building on two different levels for a total addition of 2,400 square feet. In order to accommodate functional and space adjacencies, and circulation it is further anticipated that approximately 600 square feet on each level will be subject to major interior renovation.

### **D. Projected Scope, Size, Cost, and Schedule**

The total project budget is \$910,000 of which \$625,000 is budgeted for construction.

The project delivery method is expected to be Design/Bid/Build. The intent of this project is to open the facility on or before December, 2007.

### **E. Relationship to Institutional and Facilities Master Plans**

As a minor building addition this project will comply with all facets of the *Campus Master Plan* but is not specifically identified in the *Campus Master Plan*.

## II. SCOPE OF SERVICES

### A. General

The University desires complete architectural program development, design, and engineering services necessary for the construction of the addition and renovation. To that end, the consultants may be required to provide services beyond those listed in the description below.

### B. University Services

The University will provide surveys, maps, and all base data available on the proposed site, including utilities, and related work completed to date.

The latest University standards for construction and materials can be viewed on-line at: <http://decker.Colorado.EDU/standards/>.

Existing building plans for adjacent structures that may be impacted by this project.

### C. Consultant Services

The list of services that are designated by the University include but are not limited to:

- Participate with the University's public review process as appropriate, including, but not limited to, meetings with students, staff, faculty, the University's Design Review Board, the Boulder Campus Planning Commission, and others as necessary. The level of reviews will be based upon the design and the level of impact to the building.
- Participate with the University in the selection of any mechanical, electrical, and technology consultants.
- Confirm and enhance programmatic data collected to date with input from proposed users, Facilities Management, and others as appropriate.
- Lead design team meetings, documenting results and decisions made and distributing them to design team members, including the CU-Boulder Campus Architect.
- Provide conceptual, schematic, design development, and construction documents necessary to secure approvals of the University. Each submission shall include appropriate architectural, FF&E, mechanical, electrical, technology, and life-safety information. All drawings shall be submitted in AutoCAD (Autodesk Inc.) .DWG format at the current highest release level or level that is 100% compatible to the current highest release level.
- Provide supporting documentation necessary at each phase for proper review by the Department of Facilities Management and client including but not limited to opinion of probable cost, specifications with appropriate detail, code analysis, narrative description of project, and other materials appropriate to each phase of design.

- Participate in the University's technical review process and respond to all comments made during the review. The Department of Facilities Management maintains a website to facilitate collection of comments and responses made by consultants.
- Provide energy and life cycle cost analysis as required by State statute (C.R.S. 24-30-1304 and C.R.S. 24-30-1305).
- Provide bidding documents in sufficient quantity to facilitate competitive prices for this project. Respond to questions made by bidders and documenting those answers in the form of addenda.
- Provide construction administration services including field observation, shop drawing and submittal review, participation in weekly construction meetings, responding to Requests for Information, issuing Proposal Requests, review of progress payments made by the Contractor, review and comment on contract change orders, and other services required for successful construction of the project.
- Provide project close-out services including operations and maintenance manuals, record documents, and other necessary materials.
- Provide warranty reviews at six and eleven months after acceptance of the project by the University.

### III. SCHEDULE

The SB 92-202 capital construction process dictates the following schedule. The selected consultant must demonstrate that they have sufficient resources to meet this tentative schedule.

- |  |                             |
|--|-----------------------------|
| • Issue RFQ for Architectural Services             | May 24, & 31, 2006          |
| • Pre-Submittal Meeting                            | June 6, 2006                |
| • Deadline for Submittals                          | (4:00 p.m.) June 14, 2006   |
| • Committee Screening of Submittals                | June 15, 2006               |
| • Consultant Interviews                            | June 26, 2006               |
| • Board of Regents Approval of Architect Selection | August 3, 2006              |
| • Conclude Contract Negotiations                   | September, 2006             |
| • Initiate Design                                  | September, 2006             |
| • Conceptual & Schematic Design Review by DRB      | October, 2006 <sup>1</sup>  |
| • Design Development Review by DRB                 | December, 2006 <sup>1</sup> |
| <br>   |                             |
| • Open Bids  | April, 2007                 |

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<sup>1</sup> The Design Review Board will meet the second Friday of every other month during 2006. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.

- Construction Start
- Project Completion

May, 2007  
December, 2007

#### **IV. SELECTION CRITERIA**

Consultant responses shall furnish credentials to be evaluated according to selection criteria established by the Board of Regents. These criteria include:

##### **A. Recent, direct experience with projects of a similar scope and budget**

- Demonstrated design expertise, qualifications, and experience with similar projects
- Commitment to projects of this size, scope and magnitude
- Experience with designing to a program and budget.
- Experience with fast track design techniques, particularly for a complex research building.

##### **B. Capability to undertake a project of this magnitude and complexity**

- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity.
- Location within Colorado of the team's principal office, and availability and appropriateness of and need for special consultants.

##### **C. Comprehension of the project and University goals**

- Demonstrated interest and understanding of this particular project (a fine arts building and a art museum), by this organization (a major university), in this particular place (the City of Boulder)
- Sensitivity to the goals and objectives of the research program in the building.
- Understanding of the University of Colorado's design process, and the facilities response consistent with the Boulder campus requirements.

##### **D. Demonstrated ability to plan, cost, schedule, and manage this project or one of similar scope and budget.**

- Evidence of experience and qualifications for providing architectural design services to a public entity.
- Maintaining the proposed project schedule incorporating the scope of work and the dates listed in this information packet.

- Ability to scale work performed to fall within the client's limited budget.
- Ability to collect, organize, synthesize, and communicate complex information from several University administrative and research departments in a timely manner.

To maximize the University's understanding of the consultant's credentials and qualifications, the University reserves the right to request of any consultant further clarification of its position or to supply additional information deemed necessary to further assess the consultant's qualifications, or to reject any or all responses received.

A screening committee will review the submittals, conduct oral interviews, and provide a ranked recommendation of three applicants to the Board of Regents for their consideration at their August 3, 2006, meeting.

## V. RESPONSE FORMAT / SUBMITTAL OF QUALIFICATIONS

- Respondents will provide two (2) copies of their response packets. Material should be bound-in and consist only of material in direct response to the selection criteria. Each packet must be in the following format or the University may deem the submittal to be non-responsive.
  - (1) **Cover Letter** -- one page, bound-in, summarizing the overall qualifications of the team -- **in particular the member responsible for leading the design team** -- and including address, phone, e-mail, and fax numbers for **one** primary contact person
  - (2) **Table of Contents** -- identifying page numbers for criteria requested below
  - (3) **Summary of Experience** -- similar projects or experiences with the scope of services requested. Provide dates of service and name of principal project person involved.
  - (4) **Capabilities of the Team** -- firm descriptions and names of specific personnel that will be involved with this project. Provide an organizational chart for the design team
  - (5) **Understanding of the University's Goals** -- consultants' understanding of the goals and objectives of this project and the consultant's role in fulfilling each.
  - (6) **Methodology** -- consultants' methods of achieving the University's goals and objectives including, but not limited to, processes, schedules, cost estimating and MBE/WBE participation
  - (7) **Appendices** -- other materials the consultant wishes to submit **not to exceed 10 pages**.

- Submittals will be received by the University at the following address no later than 4:00 pm on Wednesday, June 14, 2006. **The University will not accept submittals received after this noted time and date.**

*George Galida, Facilities Planning  
University of Colorado at Boulder  
RL-2, 1540 30th Street, 3rd Floor Reception Desk (FEDEX, UPS or hand)  
453 UCB (US postal Service)  
Boulder, CO 80309-0453*

**NOTE: Submittals through U.S. Postal Mail should use the campus box number, 453 UCB, rather than the street address.**

- All materials submitted in response to this RFQ become the property of the University. The University will return materials from unsuccessful submittals upon request received within 10 working days of the close of submittals.
- The University is not responsible for any submittal preparation expenses, submission costs, or any expenses incurred in negotiations or site visits.

## **VI. OTHER INFORMATION**

### **A. Questions and Inquiries**

- After receipt of this Information Packet, and prior to the Pre-Submittal Meeting, applicants may submit questions to George Galida, Facilities Planner, by fax to (303)-492-7186 or by e-mail to galida@Colorado.EDU. Questions will be compiled, and every effort will be made to answer the questions at the time of the Pre-Submittal Meeting and on the project web page (see D. below).

### **B. Pre-Submittal Meeting / Site Visit**

- A Pre-Submittal Information Meeting will be held on Tuesday June 6, 2006, from 2:00 to 3:00 p.m. at RL2-321. This site visit will be the opportunity for consultants to ask questions of the selection team members present. While attendance at the Pre-Submittal Meeting is not mandatory, information presented may be very informative; therefore, all interested applicants are encouraged to attend or send their representative in order to be better able to prepare viable submittals.

### **C. Addenda**

- The University reserves the right to issue addenda to the RFQ at any time as a result of questions, change in acquisition schedule, or other matters. Such information will be posted on the Consultant Selection Information web page listed in Section VI-D below and on the State of Colorado Bids page. The University also reserves the right to cancel or reissue the RFQ.

#### **D. Project Web Page**

- CU-Boulder maintains a project information web page to assist in communicating with potential consultants. Information on questions received, addenda, meeting notices, background information and links to other important information is available on this site. Consultants interested in this project should **frequently** visit <http://fm.colorado.edu/planning/consultantselection/PPS/index.html> for up-to-date information about this project.

#### **E. Selection of Firms for Interviews – “Shortlisting”**

- Upon receipt of submittals by those interested firms the Screening Committee will review and determine those firms best qualified to be interviewed. This determination will be based on the four criteria as set forth by the Regents, discussed previously in section entitled SELECTION CRITERIA. Those firms deemed best qualified for interviews will be notified by telephone and U.S. mail immediately after screening is completed.

#### **F. Interviews**

- An oral presentation will be required after the University screens written submittals and selects those firms best qualified to be interviewed for this project.
- The scheduled date for oral interviews by the screening committee will be Monday, June 26, 2006 and each shortlisted firm shall have 30 minutes for presentation and 20 minutes for questions and answers from the selection committee.
- Each firm should be prepared to discuss and substantiate any of the areas of the RFQ it has submitted, its own qualifications for the services required, and any other area of interest relative to this RFQ. Interviewees should focus their presentations on relevance of their qualifications to this specific project, rather than repeating information contained within the submittal.

*The University of Colorado at Boulder strongly supports the principle of diversity in all its forms. We are interested in receiving applications from women, ethnic minorities, persons with disabilities, veterans, and veterans of the Vietnam era.*