

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



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

For

Colorado Mesa University

For The

CMU 2819

1018-24-1 Centennial Village Student Housing

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

TABLE OF CONTENTS

I. INTRODUCTION

- A. **Project Description/Minimum Requirements/Project Delivery**
- B. **Selection Process**
 - 1. **Pre-Submittal Conference**
 - 2. **Architect/Engineer/Consultant Submittals**
 - 3. **Screening Panel/ Short List**
 - 4. **Oral Interviews**
- C. **Schedule**

II. SUBMITTAL REQUIREMENTS

- A. **Project Team**
- B. **Firm Capabilities**
- C. **Prior Experience**
- D. **Project Approach**
- E. **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: Acknowledgment and Attestation Form**

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
CMU 2819**

I. INTRODUCTION

A. PROJECT DESCRIPTION

Colorado Mesa University welcomed its largest class of in-coming freshman and new to CMU students on August 16, 2024. The number of new freshmen increased by 30% while overall growth in enrollment is hovering around 6%.

Increased enrollment results in greater demand for on-campus housing, especially with the current high cost and scarcity of affordable housing opportunities for students competing with the public in the surrounding area for off-campus housing. Current high rental costs in the community have added another layer of complexity for students wanting to live off campus as well, thus placing a higher demand for on-campus housing that presents a more affordable solution.

This current phase of student housing proposes between 316 and 324 beds in a four or five story, ±105K – 128k sf facility that will be located within CMU's new Formation District. The five-story option would provide ground floor tenant finish retail, while the four-floor option proposes a utility basement.

The Fixed Limit of Construction costs has been set at \$42,500,000.

Design is projected to begin in early October 2024 with construction of foundations to follow in January 2025. The preferred delivery date for Centennial Village is prior to the start of the fall semester, August 2025. An alternative though much less desirable finish date for the project would be prior to the start of the spring semester in January 2026. The final schedule will be developed with the AE team, CM/GC and Colorado Mesa University.

Colorado Mesa University 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 institution. 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 begin following the selection of the Architect.

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. Colorado Mesa University 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. Pre-submittal Conference: To ensure sufficient information is available to firms preparing submittals, a pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have CMU 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:

Address: **University Center Room # 225**
1455 N. 12th St
Grand Junction, CO 81501

Date/Time: **09/12/2024 at 11:00 AM**

<https://www.coloradomesa.edu/campus-info/maps.html>

2. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS.
3. Responses will be accepted electronically through the Rocky Mountain ePurchasing [RMEPS] website <https://www.bidnetdirect.com/colorado> The Rocky Mountain ePurchasing site offers both free and paid registration options that allow for full access of the solicitation documents and for electronic submission of proposals. [Note: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.] Colorado Mesa University does not have access or control of the vendor side of the RMEPS site, contact RMEPS directly to resolve any issues encountered prior to response deadline (800) 835-4603 to resolve any issues encountered prior to response deadline.

Deadline for receipt is September 20, 2024, at 11:00 a.m. MST Late submittals will be rejected without consideration. Colorado Mesa University and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the schedule date and time.

4. 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 four (4) will be interviewed.
5. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of September 30 – October 4, 2024. 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 Colorado Mesa University.

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	<u>September 4, 2024</u>
Pre-submittal Conference/ Tour	<u>September 12, 2024, 11:00 am</u>
Date Questions Due	<u>September 16, 2024, 11 am MST</u>

Date Written Response Issued	September 17, 2024, 11 am MST
RFQ Submittal Due	September 20, 2024, 11 am MST
Interview List Released	September 27, 2024
Oral Interviews (as scheduled)	September 30 – October 4, 2024
Negotiation of A/E Contract	October 7-9, 2024
Contract Approval (projected)	October 9, 2024
Anticipated A/E professional Services – Start	October 14, 2024
Anticipated Construction Services – Start – Finish	November 1 – January 1, 2026

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.)**

Appendix C, Acknowledgement and Attestation Form must be fully completed and certified.

The 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.

3. 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 workload.

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

3. 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.

3. **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
 - Reduce embodied carbon emissions by utilizing and submitting Environmental Product Declarations (EPDs) that meet the OSA's maximum acceptable global warming potential (GWP) limits
 - 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 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.

[The rest of this page intentionally left blank]

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: 1018-24-1 Centennial Village Student Housing

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

- | | |
|--|-------------------|
| <input type="checkbox"/> Qualifications and relevant individual experience. | 5 x _____ = _____ |
| <input type="checkbox"/> Unique knowledge of key team members relating to the project. | 5 x _____ = _____ |
| <input type="checkbox"/> Experience on projects <u>as a team</u> . | 5 x _____ = _____ |
| <input type="checkbox"/> Key staff involvement in project management and on-site presence. | 5 x _____ = _____ |
| <input type="checkbox"/> Time commitment of key staff. | 5 x _____ = _____ |
| <input type="checkbox"/> Qualifications and relevant subconsultant experience. | 5 x _____ = _____ |

2. FIRM CAPABILITIES¹

- | | |
|---|-------------------|
| <input type="checkbox"/> Are the lines of authority and coordination clearly identified | 5 x _____ = _____ |
| <input type="checkbox"/> Are essential management functions identified? | 5 x _____ = _____ |
| <input type="checkbox"/> Are the functions effectively integrated (e.g., subconsultants' roles delineated?) | 5 x _____ = _____ |
| <input type="checkbox"/> Current and projected workload. | 5 x _____ = _____ |

3. PRIOR EXPERIENCE¹

- | | |
|--|--------------------|
| <input type="checkbox"/> Experience of the key staff and firm with projects of similar scope and complexity. | 10 x _____ = _____ |
| <input type="checkbox"/> Demonstrated success on past projects of similar scope and complexity. | 15 x _____ = _____ |
| <input type="checkbox"/> References. | 5 x _____ = _____ |

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: 1018-24-1 Centennial Village Student Housing

SCORE (OVERALL QUALIFICATIONS)¹:	Weight² x Rating³ = Score
1. PROJECT TEAM ¹	<u>30</u> x _____ = _____
2. TEAM CAPABILITIES ¹	<u>25</u> x _____ = _____
3. PRIOR EXPERIENCE ¹	<u>10</u> x _____ = _____
4. PROJECT APPROACH ¹	<u>30</u> x _____ = _____
5. WORK LOCATION ¹	<u>5</u> 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

(Use this form 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 or INTERVIEW SELECTION/EVALUATION FORMS. The scores from the Preliminary Selection process are not used to determine the final score or ranking unless there is a tie score during Phase 2.
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 D

SCOPE OF WORK

Refer to the Program Plan for Centennial Student Housing within the Formation District