



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL / ENGINEERING /
CONSULTING SERVICES
State of Colorado
Colorado Mesa University

Notice Number: CMU 2843
 Project Number: 8001-26-1
 Project Title: CMU Tech Building A - Roof Replacement
 Estimated Project Cost: \$683,090.00

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I. NOTICES

1. For State Public Works C.R.S. §8-17-101 - Colorado labor shall be employed to perform at least 80% of the work. Colorado labor means any person who is a resident of the state of Colorado at the time of the Public Works project.
2. All respondents accept the conditions of this RFQ, including but not limited to, the following:
 - a. All submittals shall become the property of the State of Colorado and will not be returned.
 - b. Late submittals shall not be evaluated.
 - c. The State reserves the right to reject any or all submittals on the basis of being unresponsive to this RFQ or for failure to disclose requested information.
 - d. The State shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.
 - e. Any restriction as to the use of submitted materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary submittals will not be honored. Fee proposals will be considered proprietary.
 - f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Architect/Engineer/Consultant Contract are expressly workable without reservation.
3. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Architect/Engineer/Consultant Contract are expressly workable without reservation. Any exceptions to the contract must be communicated formally in writing before the bid closes.
4. Per C.R.S. §24-92-117, a public construction project in the amount of five hundred thousand dollars or more shall be subject to the Buy Clean Colorado (BCCO) Act program requirements. The BCCO Act requires the Office of the State Architect to establish a maximum acceptable global warming potential (GWP) limit for each category of eligible materials, which include asphalt and asphalt mixtures, cement and concrete mixtures, glass, post-tension steel, reinforcing steel, structural steel, and wood structural elements. For any solicitation for a contract for the design of an eligible project, a State Agency or institution shall require the designer who is awarded the contract to include in project specifications when final construction documents are released, a current Environmental Product Declaration (EPD) that meets the maximum acceptable GWP limits for each eligible material specified for the project. A

contractor that is awarded a contract for an eligible project shall not install any eligible materials on the project until the contractor submits an EPD for each eligible material procured for the project.

5. Preference shall be given to Colorado resident vendors and for Colorado labor, as provided by law.

II. PROJECT OVERVIEW

Introduction

CMU Tech is the vocational and technical education branch of Colorado Mesa University (CMU). It is located three miles northwest of CMU's main campus in Grand Junction, Colorado, and is home to more than thirty programs offering both certificates and associate degrees. Building A, known as the Youngblood Building, was constructed in 1990 and encompasses 41,832 square feet. It is one of the two primary buildings on the CMU Tech campus.

Background

This project will remove and replace the existing roof on Building A at the CMU Tech campus in Grand Junction, Colorado. Though the roof has undergone several repairs over time, it is no longer effective in preserving the building's integrity. Its ongoing deterioration is in fact accelerating the aging of both the roof and the overall structure.

The current condition of the roof no longer meets the current R factor code requirements, set forth by the IECC, by which the climate zone for this location indicates at a minimum, R-30ci.

Colorado Mesa University anticipates using a Design / Bid /Build (DBB) approach to project delivery. The Architect/Engineer is expected to provide Basic Services as described in the sample Architect/Engineer/Consultant Agreement and Terms and Conditions of the Contract unless otherwise noted.

The process to be used in the selection of the Architect/Engineer/Consultant is comprised of two steps. In STEP I submittals will be screened and scored as described in detail in Section X. STEP II is the Oral Interview as described in detail in Section XI. A Jury Panel of individuals who will be involved in the project and/or understand the required services associated with the project will evaluate responses to this Upon completion of the evaluation of the Submittals, a limited number of firms will be invited to the oral interviews.

III. MINIMUM REQUIREMENTS

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. Interested parties should be prepared to show evidence of the following to be considered as qualified, as a minimum:

1. Not previously terminated by the State for non-performance on a State Buildings contract or procurement.
2. The consultant must have been in the same business under the same name for the last two (2) years.
3. License to practice Architecture in Colorado and demonstrates design experience in projects of similar scope and complexity for at least two (2) projects each in excess of \$550,000, utilizing the expertise present in their Colorado Office.
4. Attended and signed in at the Mandatory Pre-Submittal Conference.
5. The Acknowledgment and Attestation Form, Appendix C is a mandatory requirement for a respondent to be considered responsive to this RFQ Prequalification Submittal.
 - a. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

IV. MANDATORY PRE-SUBMISSION MEETING

To ensure sufficient information is available to firms preparing submittals, a virtual mandatory pre-submittal meeting has been scheduled. The intent of this meeting is to have Colorado Mesa University staff able to discuss the project. Firms preparing submittals must attend and sign-in to have their submittals accepted.

A mandatory Pre-Submission Meeting will be held virtually on August 29th at 10:00 AM MST, [Join Here](#).

All times will be Mountain Standard Time.

V. SCHEDULE

The following is a tentative schedule of events for the Submittal process and an outline of the schedule for the balance of the project. All dates are subject to change and changes in the schedule will be issued via addendum.

Request for Qualifications Issued	<u>8/22/25</u>
Pre-Submittal Meeting (Virtual)	<u>8/29/25 10:00AM MST</u>
Request for Clarifications Due	<u>9/3/25 11:00AM MST</u>
Final Addendum Issued (anticipated)	<u>9/4/25</u>
Submittals Due (Prequalification: Step I)	<u>9/12/25 11:00AM MST</u>
Interview Short List Announced	<u>9/17/25</u>
Oral Interviews (Virtual)	<u>9/22/25</u>
Selection Announced	<u>9/23/25</u>
Negotiation of Contract	<u>9/24/25</u>
Anticipated Design Start	<u>9/29/25</u>
Anticipated Construction Start/Finish	<u>12/1/25 / 3/2/26</u>

The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by notification on Rocky Mountain E-Purchasing System (RMEPS) website at: <https://www.rockymountainbidsystem.com>. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the scheduled date and time.

VI. QUESTIONS, CLARIFICATIONS AND ADDENDA

Owner initiated changes to this RFQ will be issued under numerically sequenced addenda.

Owner initiated changes to this RFQ will be posted in the form of addenda on the Rocky Mountain E-Purchasing System (RMEPS) website at:

<https://www.rockymountainbidsystem.com>.

Questions and requests for clarifications regarding this project shall be submitted before the deadline listed in the above Schedule via the Rocky Mountain E-Purchasing System (RMEPS) website at: <https://www.rockymountainbidsystem.com>.

Communication regarding the project during the procurement, outside of this submission process or scheduled procurement milestones is not permitted.

VII. POINT OF CONTACT/CLARIFICATION

Name:	<u>Breanne Meier</u>
Agency:	<u>Colorado Mesa University</u>
Email Address:	<u>bmeier@coloradomesa.edu</u>
Phone:	<u>970-248-1417</u>

VIII. SUBMITTALS OF QUALIFICATIONS

1. This RFQ document, it's appendices, and any written addenda issued prior to the closing of the solicitation, and written clarifications shall serve as the only basis for the submittal.
2. All submittals must comply with the following items, a through f. The State retains the right to waive any minor irregularity, or requirement should it be judged to be in the best interest of the State.
 - a. Qualifications shall be formatted and tabbed in the exact form and numeric sequence of the Evaluation Form (1 through 6) in Appendix A. A two-page cover letter addressed to Colorado Mesa University, Bree Meier outlining the firm(s) qualifications is required at the front of the submittal. (Not counting the cover letter and required Acknowledgement and Attestation form, the entire submittal is to be no more than fifty (50), 8 ½' x 11" size pages in portrait format, and no less than size 12pt font.) No physical submittals.
 - b. Qualifications shall be evaluated in accordance with criteria as indicated in PREQUALIFICATION SUBMITTAL CRITERIA and ranked on the corresponding Evaluation Form in Appendix A.
 - c. Response to all items shall be complete.
 - d. All references shall be current and relevant.
 - e. Complete and execute the Appendix C: Acknowledgment and Attestation Form and submit at the back of the Qualification Submittal.
 - f. An electronic copy of the qualification package is due on September 12, 2025 and shall be received through the Rocky Mountain E-Purchasing System (RMEPS) website at: <https://www.rockymountainbidsystem.com> no later than 11:00 AM (MD/ST).

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

IX. METHOD OF SELECTION AND AWARD

A. Short List

1. From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated on the enclosed Evaluation Form, Appendix A.
2. Firms failing to meet the minimum required qualifications will not receive further consideration.

B. Oral Interview

1. Mandatory oral interviews shall be conducted for the short-listed firm(s) only. Interview times and location will be arranged by Colorado Mesa University and all short-listed firms will be notified in advance. At the option of the State, a visit to the short-listed firm(s) managing home office and/or representative field office may be required.

C. Method of Selection and Award

1. 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) will be interviewed, no more than three (3) will be interviewed.

E. After selection and award all submittals, qualifications and ranking documents will be made available to the public on the agency or institutions solicitation platform.

X. EVALUATION OF QUALIFICATIONS

A. PREQUALIFICATION SUBMITTAL CRITERIA

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. The primary focus of the prequalification evaluation will be the firm(s) capability.

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.

- 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.

2. FIRM/TEAM CAPABILITIES

Organization charts and graphs depicting your capacity may be included.

- 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.

3. PRIOR EXPERIENCE

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

- 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.

4. 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
 - a. Establish and maintain estimates of probable cost within owner's established budget.
 - b. Control consultant contract costs
 - c. Coordinate value engineering activities
 - d. Budget Considerations
- Quality Control Methodology
 - a. Insure State procedures are followed
 - b. 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
 - c. Reduce embodied carbon emissions by utilizing and submitting Environmental Product Declarations (EPDs) that meet the OSA's maximum acceptable global warming potential (GWP) limits
 - d. Insure the project is designed for durability and maintainability
- Schedule
 - a. Manage the required work to meet the established schedule

5. EQUITY DIVERSITY AND INCLUSION

- a. Describe how your firm is incentivized to hire and promote diverse individuals
- b. Describe how your team attempts to partner with Service-Disabled Veteran Owned Small Businesses or historically disadvantaged businesses

6. WORK LOCATION

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

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

XI. ORAL INTERVIEWS EVALUATION CRITERIA

(Note that the primary focus of the Oral Interview will be the proposed project management team members' capabilities).

It is anticipated that oral interviews will be conducted on September 22, 2025. Interviews will be conducted virtually and the time and link 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 specific project approach proposed and in meeting the individuals who will act as the primary contacts with Colorado Mesa University.

1. PROJECT TEAM
2. TEAM CAPABILITIES
3. PRIOR EXPERIENCE
4. PROJECT APPROACH
5. EQUITY DIVERSITY & INCLUSION
6. WORK LOCATION

Appendix A: Evaluation Form

Appendix A1: Prequalification Submittal/Evaluation Form

Appendix A2: Oral Interview /Evaluation Form

Appendix A3: Submittal and Interview Ranking Matrix

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

Appendix C: ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to this RFQ, the respondent(s) certify that they have 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.

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

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

Corporate Officer Signature Date

Secretary Date

Note: Use full corporate name and attach corporate seal here.

Offeror Acknowledges Receipt of Addendum No. _____, _____, _____, _____ (Addenda MUST be acknowledged)

(SEAL)

Appendix D: Scope of Work Program Plan

On the CMU Tech Building A, remove the entire roof and all existing insulation below it. Install new roof drains where necessary, lay new insulation, and install new adhered 60 mil EPDM roof. Top off with new flashing.

Attention to detail should be given to Section IV, Schedule.