REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

For The
Board of Trustees of Colorado Mesa University for the use and benefit
of Colorado Mesa University

For The
ENERGY PERFORMANCE CONTRACTING SERVICES
Facilities Condition Assessment (FCA) Investment Grade Audit (IGA) and EPC Project Proposal
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES

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I. INTRODUCTION

A. PROJECT DESCRIPTION

The Board of Trustees of Colorado Mesa University for the benefit and use of Colorado Mesa University (CMU) seeks qualified Energy Service Companies (ESCO) to perform a Facilities Condition Assessment (FCA) and a deferred Maintenance Capital Planning Report. The university’s campus has a wide range of building types on three separate campuses to include CMU’s main campus and Western Colorado Community College located in Grand Junction, and a small satellite campus located in Montrose Colorado. The current building inventory reflects 2.3 million sf of both academic and auxiliary building space. The goals of the project are to:

1. Provide an inventory of CMU's buildings in a database format that can easily be updated and maintained by University personnel and allow for quick access to facilities information.
2. Determine the general condition of the facilities and provide the data in a concise format, allowing a quick determination of the current replacement value and condition of the facilities.
3. Determine a Facilities Condition Index (FCI) for the buildings at CMU. The FCI is a benchmark index that rates the condition of existing buildings and is used by facilities managers to quantify and prioritize deferred maintenance projects for capital planning purposes.
4. Assist CMU in meeting the goals of its Mission Statement through timely maintenance of the University facilities.
5. Evaluate CMU's facilities for energy and water efficiency upgrades, renewable energy systems, and other measures as requested and in support of the goals of CMU's commitment to implement decarbonization strategies through the conversion of traditional HVAC systems with the expansion and connection of the campus Geo Exchange System.
6. Support CMU's efforts in securing funding and/or financing of the proposed energy projects within the internal financial boundaries and state regulations.
7. If retained, conduct an IGA and provide a report that makes recommendations for possible projects.
8. Provide university with projects, ranked and prioritized strategically to effectively reduce backlog of deferred maintenance.
9. Calculate costs for identified projects.

If retained, execute, and implement an EPC. EPC execution includes guaranteeing energy and water savings through a specific scope of work, and measuring and verifying that the savings guarantee has been delivered. EPC implementation includes construction and implementation oversight and management,
commissioning, and execution of the measurement and verification (M&V) plan that meets or exceeds the requirements of the CMU, enabling legislation, and CEO protocols.

While it is the desire of the University to enter into a long-term partnership with the awarded ESCO, CMU does not guarantee the award of an EPC to the chosen ESCO. An EPC award will be determined following acceptance of the project proposal.

The ESCO will evaluate, among other things, the 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.

Notice is hereby given to all interested parties that all firms are required to meet all minimum qualifications to be considered for this project. To be considered as qualified, interested firms shall have, as a minimum:

1. Provided services within the last five (5) years for at least three (3) projects consisting Facilities Condition Assessment (FCA) Investment Grade Audit (IGA) and EPC Projects.
2. Demonstrated design and management capability of a minimum of $3 million
3. Demonstrate an understanding of Office of the State Architect, and State Buildings Programs procedures

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

   August 23, 2022, 10:00 a.m.
   Colorado Mesa University Center – Room 222
   1455 N. 12th Street  Grand Junction, CO. 81501

2. Architect/Engineer/Consultant’s Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. Submission: Bids 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.

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.

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 September 12, 2022 Interviews will be conducted at Colorado Mesa University Grand Junction, CO. Location will be communicated to Short-Listed firms. 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 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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>August 12th, 2022</td>
</tr>
<tr>
<td>Pre-submittal Conference</td>
<td>August 23rd, 2022 10:00am MST</td>
</tr>
<tr>
<td>Date Fax/Email Questions Due</td>
<td>August 24th, 2022 11:00am MST</td>
</tr>
<tr>
<td>Date Answers Due to all Firms</td>
<td>August 25th, 2022</td>
</tr>
<tr>
<td>RFQ Submittal Due</td>
<td>August 31st, 2022 11:00am MST</td>
</tr>
<tr>
<td>Submittal Screening</td>
<td>September 1st, 2022</td>
</tr>
<tr>
<td>A/E Interview List Released</td>
<td>September 2nd, 2022</td>
</tr>
<tr>
<td>A/E Oral Interviews (as scheduled)</td>
<td>Week of September 12th</td>
</tr>
<tr>
<td>Negotiation of A/E Contract</td>
<td>September 19th, 2022</td>
</tr>
<tr>
<td>Contract Approval (projected)</td>
<td>September 22, 2022</td>
</tr>
<tr>
<td>Anticipated FCA Start</td>
<td>October 2022</td>
</tr>
</tbody>
</table>

Email inquiries are required to be submitted to:
Donovan Harwell, CMU Purchasing Specialist at: dlharwell@coloradomesa.edu
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.
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:__CMU Facility Condition Assessment

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    __30___x_____=____
   □ 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 CAPABILITIES¹    __25___x_____=____
   □ 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. PRIOR EXPERIENCE¹    __30___x_____=____
   □ 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

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

5. WORK LOCATION

☐ 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.

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 firm’s 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:____ CMU Facilities Condition Assessment _______

SCORE (OVERALL QUALIFICATIONS)\(^1\):

\[
\text{Weight}^2 \times \text{Rating}^3 = \text{Score}
\]

\[
\begin{align*}
\text{PROJECT TEAM}^1 & \quad 30 \times \text{_____} = \text{______} \\
\text{TEAM CAPABILITIES}^1 & \quad 25 \times \text{_____} = \text{______} \\
\text{PRIOR EXPERIENCE}^1 & \quad 10 \times \text{_____} = \text{______} \\
\text{PROJECT APPROACH}^1 & \quad 30 \times \text{_____} = \text{______} \\
\text{WORK LOCATION}^1 & \quad 5 \times \text{_____} = \text{______} \\
\text{TOTAL SCORE:} & \quad \text{________}^4
\end{align*}
\]

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 firm’s 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.
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.)

<table>
<thead>
<tr>
<th>FIRM</th>
<th>QUALIFICATIONS SCORE¹</th>
<th>CUMULATIVE TOTAL SCORE</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>EVAL #1</td>
<td>EVAL #2</td>
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</tbody>
</table>

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

NOT USED
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)