

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



**REQUEST FOR PROPOSALS
FOR AN
INTEGRATED PROJECT DELIVERY METHOD
UTILIZING
DESIGN/BUILD LUMP SUM (LS) SERVICES**

For The

*Colorado State University- Pueblo
CSU – Pueblo RFP 19-00002*

For The

*2012-064M19
Project: Campus and Building Security Systems Ph 3 of 3*

**REQUEST FOR PROPOSALS FOR AN
INTEGRATED PROJECT DELIVERY METHOD UTILIZING
DESIGN/BUILD SERVICES**

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Colorado State University - Pueblo
REQUEST FOR PROPOSALS FOR AN
INTEGRATED PROJECT DELIVERY METHOD UTILIZING
DESIGN/BUILD LUMP SUM (LS) SERVICES
Notice #: CSU-PUEBLO RFP19-00002

Project No: 2012-064M19

Project Title: Campus & Building Security Systems Phase 3 of 3

Project Description:

Colorado State University Pueblo is seeking a Design Build Team to provide an IP-based Video Management System and Security Surveillance Network including software, hardware, digital cameras, wiring, and system training via a turn-key lump sum contract. System and equipment shall monitor and record exterior entrances to all STATE buildings including the approach walkways to and between residence halls, the main road entrances, and the Paseo. Design Build Team will be required to produce design drawings and specifications that are approved by owner and serve as record drawings of installation.

Colorado State University-Pueblo is seeking to do an integrated Project Delivery Method Utilizing Design/Build Lump Sum (LS) Services for the Campus and Building Security System Project located on the main campus in Pueblo, Colorado.

Spending authority has been approved as a Controlled Maintenance Project through SB17-267. Total Project Funding has been approved at \$890,450.00.

Project Design is expected to begin in April 2019, with completion by June 2020.

Minimum Requirements:

- Provided Design/Build Contracting services within the last three (3) years for at least two (2) projects each in excess of **\$900,000**(hard costs), utilizing the expertise present in their Colorado Office; and
- Demonstrated specific Design/Build experience in projects of similar scope and complexity; and
- Demonstrated bonding capability up to **\$1,500,000** for an individual project coincidentally with current and anticipated workloads; provide letter from surety that affirms this capability.

Firms meeting Minimum Requirements may obtain the RFP document on the Rocky Mountain Bids Website:

- 1) <http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp> (to access the bid you must be registered with Rocky Mountain Bids.
- 2) You may also contact [Geraldine Trujillo-Martinez in the Colorado State University-Purchasing Office at \(719\) 549-2772 to obtain the RFP.](#)

Mandatory Pre-Submittal Conference:

The University will be holding a mandatory pre-submittal conference on Monday, January 28, 2019 @ 2:00 PM at Colorado State University-Pueblo, 2200 N. Bonforte Boulevard, Library/Academic Resource Center (LARC) Auditorium Room #109, Pueblo, Colorado 81001 for all firms meeting the minimum qualifications.

All firms please notify in advance Geraldine Trujillo-Martinez @ (719) 549-2054 or Trisha Encina @ (719) 549-2355 if you plan to be at the walkthrough.

Pre-Qualifications Submittals Due:

Date & Time: 02/21/2019 @ 2:00 PM MST
Address: Colorado State University-Pueblo
ATTN: Geraldine Trujillo-Martinez
Purchasing Department
2200 N. Bonforte Boulevard
Administration Building, Room #309
Pueblo, CO 81001

Point of Contact:

Name: Geraldine Trujillo-Martinez
Agency: Colorado State University-Pueblo
Phone: (719) 549-2054

**REQUEST FOR PROPOSALS FOR AN
INTEGRATED PROJECT DELIVERY METHOD UTILIZING
DESIGN/BUILD LUMP SUM (LS) SERVICES**
Colorado State University Pueblo

I. GENERAL INFORMATION

A. INTRODUCTION/DESCRIPTION OF PROJECT

Colorado State University Pueblo is seeking a Design Build Team to provide an IP-based Video Management System and Security Surveillance Network including software, hardware, digital cameras, wiring, and system training via a turn-key lump sum contract. System and equipment shall monitor and record exterior entrances to all STATE buildings which includes the approach walkways to and between residence halls. See diagrams provided in Appendix D. Main road entrances and the Paseo shall also be included in the scope. Design Build Team will be required to produce design drawings and specifications that are approved by owner and serve as record drawings of installation. 2015 CSU Pueblo telecommunication and VMS Specifications must be followed and are in Appendix D. See Appendix E for design guidelines.

Preferred Requirements for Video Surveillance Systems

The requirements listed in the following represent the preferred requirements for video surveillance systems, if they are to be considered state-of-the-art technology:

- Video surveillance has to deliver images with a minimum resolution of 960 lines per image per camera in order to guarantee that persons and objects can be identified properly in the live images.
- The camera images need to be recorded with at least 960 image lines in order to guarantee that persons and objects can be identified properly in the stored images.
- The system has to allow for simultaneous display and storage of the live images as well as the display of the stored images and video sequences without the risk of losing data.
- The system needs to be able to record at least 20 smooth video streams simultaneously on one standard computer. The recorded video streams need to contain at least 10 images per second.
- To reduce costs, the system should not require additional power lines for the camera's power supply. Instead, power should be supplied via the network cabling (e.g. Power-over-Ethernet).
- The system needs to be able to operate in outdoor applications at temperatures between -30° to + 60°C (-22°F to 140°F) without any additional heating in the surveillance cameras. This will reduce power consumption to a minimum, thus providing for cost-efficient protection of the whole system using uninterruptible power supplies.
- The cameras should not have to rely on any moving parts such as auto iris, mechanical filters, motors, fans or similar. This ensures that the complete system is highly reliable and maintenance-free.
- The surveillance cameras need to be able to bridge at least a one-minute failure of the data connection or the storage device without losing any storage data, images or video sequences.

- The surveillance cameras need to be able to output voice messages and to react to sounds in the camera perimeter and to trigger alarms accordingly. The system needs to play back and store the audio signals in a lip-synchronous manner.
- The cameras need to employ wide-angle lenses with an image angle of 90 degrees or more so that the monitored areas are covered as efficiently as possible. The housing and the materials have to be chosen in such a way that the cameras have a life expectancy of at least five years.

Colorado State University Pueblo intends to select a Design/Build Entity who will design, manage and construct the project as described within. The process to be used in the selection of the firm is comprised of two steps:

STEP I is the Submittal of Prequalification as described in Section II.

STEP II is the Oral Interview/Cost Proposal as described in detail in Section III.

A Jury Panel of individuals who will be involved in the project and/or understand the required services associated with Design/Build Contracting will evaluate responses to this RFP for both STEPS.

Upon completion of the evaluation of the Submittals of Prequalification, a limited number of teams will be invited to the oral interviews.

Sealed cost proposals will be required only from those teams who are interviewed and are to be submitted as indicated in this RFP. Both qualifications and cost will be considered in the final ranking of teams with qualifications given 40% of the value of the weighted criteria and costs in the sealed Cost Proposal given 60%.

Selection and award of this project will be based on a combination of qualifications and costs that represents the best overall value to the State.

B. MINIMUM QUALIFICATIONS

As indicated in the advertisements, Notice is hereby given to all interested parties that all teams will be required to meet minimum requirements to be considered for these projects. To be considered as qualified, interested teams shall have, as a minimum:

- Provided Design/Build Contracting services within the last three (3) years for at least two (2) projects each in excess of **\$900,000** (hard costs), utilizing the expertise present in their Colorado Office; and
- Demonstrated specific Design/Build experience in projects of similar scope and complexity; and
- Demonstrated bonding capability up to **\$1,500,000** for an individual project coincidentally with current and anticipated workloads; provide letter from surety that affirms this capability.

C. SCOPE OF SERVICES

The scope of services will include assistance to the State during the process of design, construction, and warranty period. Specific tasks to be performed by the Design/Build Contractor (D/B) include those generally performed by the D/B construction community where the Designer is also the Contractor.

II. PREQUALIFICATION SUBMITTALS (STEP I)

A. SCHEDULE

1. The schedule of events for the RFP process and an outline of the schedule for the balance of the project is as follows:

Advertisement	<u>01.21.2019</u>
RFP Document Release	<u>01.21.2019</u>
Mandatory Pre-submittal Conference and Tour	<u>01.28.2019</u> <u>2:00 PM MST</u>
Date Email Questions (Clarifications) Due	<u>02.01.2019</u> <u>12:00 PM MST</u>
Date Email Responses Issued	<u>02.08.2019</u>
Submittals (Prequalification: Step I) Due	<u>02.21.2019</u> <u>2:00 PM MST</u>
Interview Short List Announced	<u>02.26.2019</u>
Sealed Proposal (Evaluation and Award: Step II) Due	Short Listed Contractors Bring to Interview
Oral Interviews	<u>03.07.2019 to</u> <u>03.08.2019 TBD</u>
Selection Announced	<u>03.08.2019</u>
Negotiation of D/B Contract	<u>03.08.2019 to</u> <u>03.15.2019</u>
Contract Approval (projected)	<u>03.22.2019</u>
Anticipated Design Start	<u>04.01.2019</u>
Anticipated Construction Start/Finish	<u>04.01.2019 to</u> <u>06.03.2020</u>

2. Seven (7) hard copies and one (1) electronic (thumb drive) copies of the Prequalification submittals are due **Tuesday, February 21, 2019** and shall be received no later than 2:00 PM (MD/ST), at the following address:

Colorado State University Pueblo
Attn: Geraldine Trujillo-Martinez, Procurement Services
2200 N. Bonforte Blvd.
Administration Building Room #309
Pueblo, Colorado 81001

3. The above schedule is tentative. Responding teams 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.

B. MANDATORY PRE-SUBMITTAL CONFERENCE

1. To ensure sufficient information is available to teams preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have *Colorado State University Pueblo* staff able to discuss the project. Teams preparing submittals must attend and sign-in in order to have their submittals accepted. The pre-submittal conference will be held at:

Colorado State University Pueblo, 2200 North Bonforte Boulevard, Library / Academic Resource Center Auditorium Room #109, Pueblo Colorado 81001

Monday, January 28, 2019 @ 2:00 PM MST

All firms please notify in **advance** Geraldine Trujillo-Martinez @ (719).549.2054 or Trisha Encina @ (719).549.2355 if you plan to be at the walkthrough.

C. CLARIFICATIONS

1. Owner initiated changes to this RFP will be issued under numerically sequenced email addenda. Addenda generally consist of the following items:
 - a. Clarifications
 - b. Scope Changes
 - c. Time and/or Date Changes

Respondents must acknowledge all issued addenda in their submittal and proposal.

2. Respondent initiated requests for clarification will be received any time prior to **February 1, 2019 @ 12:00 PM MST.** All State responses will be issued by email addenda on or before **February 08, 2019.**

D. GENERAL INFORMATION

1. All respondents accept the conditions of this RFP, 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. Facsimile submittals shall not be accepted.
 - c. 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. Cost proposals will be considered proprietary.
 - d. The State reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.

- e. 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.
 - f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Design/Build Agreement are expressly workable without reservation.
 - g. The respondent has reviewed Appendix D and by responding acknowledges the project concept, program and specifications as the initial basis of design.
 - h. The respondent has reviewed Appendix E and by responding acknowledges the standards for construction as basic standards for design, and the aesthetic guidelines as basic guidelines for design.
2. Appendix F is the estimated budget for the project. The distribution of contract costs is permitted to differ in the Cost Proposal.

E. PREQUALIFICATION SUBMITTALS (STEP I)

1. Respondent 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. **(Note that the primary focus of the Prequalification evaluation will be the firm(s) capabilities).**
- a. Submit **Seven (7) complete** copies and **one (1) electronic thumb drive** of all material.
 - b. Submittals shall be formatted and tabbed in the exact form and numeric sequence of the Evaluation Form (1 through 5) in Appendix A. A two sided single page cover letter addressed to Geraldine Trujillo-Martinez outlining the team 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 30 doubled sided 8 ½' x 11" sized pages in portrait format, at least 10 font, and stapled, spiral or plastic bound. No loose leaf notebooks or hard bound submittals. (Optional, Agencies may alter as required)).*
 - c. Submittals shall be evaluated in accordance with criteria as indicated in SECTION IV. A. PREQUALIFICATION SUBMITTAL CRITERIA and ranked on the corresponding Evaluation Form in Appendix A.
 - d. Response to all items shall be complete.
 - e. All references shall be current and relevant.
 - f. Complete and execute the appropriate Acknowledgment and Attestation Form as provided in Section VI and submit at the back of the Prequalification Submittal.

III. ORAL INTERVIEWS/COST PROPOSALS (STEP II)

A. SHORT LIST

From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated on the enclosed Prequalification Evaluation Form, Appendix A.

Teams 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 team only. Interview times and location, will be arranged by the Geraldine Trujillo-Martinez and all short listed teams will be notified in advance. At the option of the State, a visit to the short listed team managing home office and/or representative field office may be required. **(Note that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed Project Management Team members' capabilities.)**

C. COST PROPOSALS

1. Only those teams short listed for interview are required to submit their sealed proposals. Cost Proposals are due on the scheduled submission date prior to the start of oral interviews. Only one sealed copy is required. Cost Proposals will remain sealed until after the qualitative scoring and will then be opened. The cost amount will then be considered (60 percent) in conjunction with the qualitative score from the response and interview (40 percent).
 - a. **Submit sealed cost proposal separately. Do not include cost proposal data in the qualifications submittal or the oral interview presentation and handout.** Also, do not enclose qualification in sealed cost proposal.
2. Cost Proposals shall be submitted on the form provided in Section VII, without modification. A Cost Proposal shall be accompanied with sufficient detail to clearly identify the cost for design and management services construction and general conditions. Percentage of the cost of work is not an acceptable value. The Cost Proposal should be prepared independently in accordance with the following:
 - a. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the proposal being found non-responsive.
 - 1) Appendices D and E of this RFP include the project concept, program and specifications; and aesthetic guidelines and construction standards.
 - b. Provide a D/B staff schedule with staff by name, position and man-hours (assume 8 hour days) per month estimated on the project.
 - c. The State reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the State reserves the right to negotiate a reasonable cost for service within the

available funds. The D/B contract will be a bonded lump sum contract to encompass all design, management and construction work; some allowances may be included.

3. This Cost Proposal is a binding offer to perform the services associated with the Scope of Services described in this RFP. The State, however, reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

D. METHOD OF SELECTION AND AWARD

The Jury Panel shall complete a combined evaluation of qualifications and Cost Proposal in accordance with the criteria as indicated in SECTION IV, B. ORAL INTERVIEWS/COST PROPOSALS/EVALUATION CRITERIA. Numerical ranking and selection of the most qualified firm (including cost) will then occur on the corresponding evaluation forms in Appendix A1.

The final cost amount and scope of services may be negotiated at the State's discretion. Award and contract will be contingent on deliverability of key proposed D/B Staff..

IV. EVALUATION CRITERIA

A. PREQUALIFICATION SUBMITTAL CRITERIA

(Note that the primary focus of the Prequalification evaluation will be the Firms capabilities).

1. QUALIFICATIONS OF THE FIRM(S)

- Provide a description of the composition and management structure of your team. Identify the firm's roles and responsibilities and relevant experience with projects of similar scope and complexity and similar fast track project delivery methods. Describe how the team's experience will relate to the success of this project.
- Provide a description and separate graphic organizational chart complete with working titles identifying the lines of authority, responsibility and coordination.
- Provide a detailed description of the process of how your team selects qualified sub-contractors and manages them effectively on complex multi-phased projects.
- Provide a detailed description of how your team will maximize the Colorado construction work force on this project.
- Provide your team's safety record over the last ten years and describe your teams' efforts to retain and support employees.

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS

- Describe the qualifications and relevant experience of the lead design architect/engineer including demonstrated experience working on projects of similar scope and complexity and time commitment for this project.
- Describe the qualifications and relevant experience of the construction manager/general contractor including demonstrated experience working on projects of similar scope and complexity and time commitment for this project.
- Describe the qualifications and relevant experience of other key in-house staff and time commitments for this project.
- Identify all current office locations of the assigned staff and any other resident expertise intended to be provided under this RFP.

3. PROJECT MANAGEMENT APPROACH

- Provide a strategic project approach summary: Include discussion of your team's approach in providing successful Design/Build services based on prior experience in cost, schedule and quality effectiveness. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.).
- Provide a description of design and construction work Project Management Team has capability to self-perform, including qualifications to do such.

4. PRIOR PROJECT EXPERIENCE/SUCCESS

Select your three (3) most relevant projects and provide, at a minimum, the following:

- The project/contract name
- Description of services provided
- Overall design/construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders
- Organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)
- Key assigned in-house staff (name and title)
- Subcontracts (service) used in the performance of the contract
- Schedule history
- Reference(s) for Owner as described in IV.A.3
- Continuing services, if any

a. Timeliness

In general, Design/Build Contracting work is seen as successful if it is on time, on budget, and of acceptable quality. Timeliness is generally based on completion by the originally published date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

b. Budget Considerations

Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the State is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value analysis
3. Alternate solutions
4. Scope reduction that maintains project function
5. Cost/benefit analysis

Demonstrate for the above projects examples of how you accomplished the above cost control services.

c. Quality

Design quality has traditional connotations (coherent, integrated, efficient, flexible, aesthetic, etc.). Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

d. Services Disruption

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc.

e. Project Acceptability

Please discuss how your Design/Build Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

f. Compliance

Provide information on how compliance with industry standards of care, building codes, etc. was achieved.

5. MISCELLANEOUS CONSIDERATIONS

a. Claims/Litigation History of Firm

Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) on respondent contracts; explain the litigation, the issue, and its outcome or anticipated outcome.

b. Apprenticeship Training Program (Optional for Step I Prequalification)

Where an Apprentice Training Program certified by the Office of Apprenticeship located in the Employment and Training Administration in the United States Department of Labor exists in the State, or a comparable program for the training of apprentices is available in the State:

1. Each submitter shall demonstrate access to the certified program or a comparable alternative (Note that it is the responsibility of the submitter to demonstrate the comparability of a non-certified program) and,
2. Each submitter's subcontractor at any tier with a contract value of two hundred fifty thousand dollars or more (\$250,000) shall demonstrate access to the certified program or a comparable alternative.

c. Other

This category is included for other items provided by the respondent. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc.

B. ORAL INTERVIEWS/COST PROPOSALS EVALUATION CRITERIA

(Note that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed project Management Team Members' capabilities).

1. QUALIFICATIONS OF THE TEAM

- Explain the composition and structure of your project management team and how the firm will support their efforts in the field throughout this project.
- Are the lines of authority, responsibility and coordination clearly identified?

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS

- Explain the prior experience with projects of similar scope and complexity and similar fast track project delivery methods of the lead architect/engineer's project manager and all other project management team members. Explain their roles and responsibilities and authority and why they are the right team members for this project.
- Explain the prior experience with projects of similar scope and complexity and similar fast track project delivery methods of the construction manager/general contractor's superintendent and other team members.
- Explain anticipated project management team staff current and projected workload.

- Identify all current office locations and the resident expertise intended to be provided under this RFP. Identify the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Colorado and act in support of the anticipated contract.

3. PROJECT MANAGEMENT APPROACH

- Explain the strategic project approach for this project in summary: Include discussion of your team's approach in providing successful D/B services based on the needs of this specific project utilizing the team's prior past experience including cost, schedule, and quality control.
- Explain the design and construction work the project management team has the capability to self-perform including qualifications to do such work.
- Provide a detailed description of how your project management team selects qualified sub-contractors and manage them effectively on this project.

4. PRIOR PROJECT EXPERIENCE/SUCCESS

- Explain the most relevant projects the lead architect/engineer, superintendent and the team members have completed together and/or separately and what their role was. Colorado State University Pueblo may at its discretion contact references and/or conduct independent performance analysis on projects on which the team member has worked).
- Provide descriptions of other related experience of lead design architect/engineer and superintendent and other project management team members.

5. MISCELLANEOUS CONSIDERATIONS

a. Craft Labor Capabilities

Describe the availability of resources that will be utilized to successfully complete the project.

b. Apprenticeship Training Program (Mandatory for Step II)

Describe access to federal or state-approved apprenticeship programs, as available.

c. Other

This category is included for other items provided by the presenter. Inclusions may include testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc, intended to demonstrate why this management team is uniquely qualified for this project.

V. D/B CONTRACT INFORMATION

A. Carefully review the D/B Agreement sample (Appendix B) before initiating your response submittal. Any exceptions to the contract must be communicated formally in accordance with the written questions schedule in II.A.

1. Appendix C of this RFP is the Certification and Affidavit Regarding Illegal Immigrants, a mandatory portion of the contract agreement.
2. Appendix D of this RFP includes the project concept, program and specifications that apply to this project and are incorporated by reference into the contract agreement as required initial design criteria. Deviation from the project concept, program and specifications must be justified in writing and approved the (insert Agency/Institution) Representative before incorporation into the project.
3. Appendix E of this RFP includes mandatory construction standards and aesthetic guidelines that are incorporated by reference into the contract agreement. Deviation from the *Colorado State University Pueblo* standards must be justified in writing and approved the *Colorado State University Pueblo* Representative before incorporation into the project. The design of building and site is required to respond to the aesthetic guidelines. Formal presentation of the proposed design to a review committee for approval may be required.

B. The State reserves the right to make non-material changes to the appended model agreement, including additions and /or modifications that may be necessary to more completely describe the services defined or implied herein.

C. Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of the State.

VI. ACKNOWLEDGEMENT AND ATTESTATION FORM

A. Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form is a mandatory requirement for a respondent to be considered responsive to this RFP Prequalification Submittal.

B. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

VII. COST PROPOSAL FORM

- A. Immediately following the Acknowledgement and Attestation Form is a Cost Proposal Form to be utilized to summarize the cost proposal for the services. Only those teams short-listed will be required to submit cost proposals as directed by the *(Insert Agency/Institution)*.
- B. This RFP document, its appendices, and any written addenda issued prior to the submittal of cost proposals, and written clarifications prior to the interview shall serve as the only basis for cost proposals.
- C. The respondent, by submitting this proposal, does hereby accept that minor changes by the State to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.
- D. Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for Design/Build Contracting services, consistent with the schedules provided in the Statement of Work. Respondents are hereby advised that it is the State's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.
- E. Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.
- F. Appendix F is the estimated budget for the project. The distribution of contract costs is permitted to differ in the Cost Proposal.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Partnership Format)**

Date: _____

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By responding to this RFP, the respondent(s) certify that he/she has reviewed the Design/Build sample contract, 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

1) _____
Partner Signature

Typed Name: _____

2) _____
Partner Signature

Typed Name: _____

Notary: _____ Date _____

Commission Expires: _____

Note: Add additional signature if there are more than two partners.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(CORPORATE FORMAT)**

Date: _____

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By responding to this RFP, the respondent(s) certify that he/she has reviewed the Design/Build sample contract, 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.

(SEAL)

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Sole Proprietorship Format)**

Date: _____

Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Design/Build sample contract, 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

Respondent

Date

Typed Name: _____

Notary: _____

Date

Commission Expires: _____

**COST PROPOSAL FORM
DESIGN/BUILD Lump Sum (LS) SERVICES**

Date: _____

Page 1 of 1

Project Title

1. D/B General Conditions (lump sum) \$ _____

2. Design Cost \$ _____

Total Design/Build Cost \$ _____

3. Provide unit cost for Building Camera \$ _____

4. Provide unit cost for Parking Camera \$ _____

5. Provide cost /LF for structured wire \$ _____

Please provide a detailed breakdown to adequately describe the D/B staff provided, term of their services, and associated costs so as to demonstrate as complete an understanding as possible of the services provided.

The cost shall include preconstruction services, construction costs, general conditions, profit, overhead, home office staff, home office expenses, accounting and/or legal fees, insurance and any other costs or expenses.

Acknowledge receipt of Addendum Nos. _____

Anticipates Services outside the United States or Colorado Yes No

If the respondent anticipates services under the contract or any subcontracts will be performed outside the United States or Colorado, the respondent shall provide in a written statement which must include, but need not be limited to the type of services that will be performed at a location outside the United States or Colorado and the reason why it is necessary or advantageous to go outside the United States or Colorado to perform such services. (Does not apply to any project that receives federal moneys)

Will comply with 80% Colorado Labor Yes No

For State Public Works projects per 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. Respondents indicating that their bid proposal will not comply with the 80% Colorado Labor requirement are required to submit written justification along with the bid submission. (Does not apply to any project that receives federal moneys)

Bidder is a Service-Disabled Veteran Owned Small Business Yes No

A Service-Disabled Veteran Owned Small Business (SDVOSB) per C.R.S. 24-103-211, means a business that is incorporated or organized in Colorado or maintains a place of business or has an office in Colorado and is officially registered and verified by the Center for Veteran Enterprise within the U.S. Department of Veteran Affairs. Attach proof of certification along with the proposal submission.

Applicant or Corporate Officer Signature

Title

Appendix A

STATE BUILDINGS PROGRAM
PREQUALIFICATION SUBMITTAL/EVALUATION FORM
DESIGN/BUILD LUMP SUM (LS) SERVICES

Name of Team: _____
Name of Project: _____
Evaluator No: _____ Date: _____

RFP REFERENCE
MINIMUM REQUIREMENTS Y ____ N ____

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):

Acknowledgement and Attestation included: Y ____ N ____

SCORE

Weight² x Rating³ = Score

1. QUALIFICATIONS OF THE FIRM(S)¹

- Qualifications of the team _____ x _____ = _____
- Organizational structure/lines of authority _____ x _____ = _____
- Subcontractor selection and management _____ x _____ = _____
- Colorado workforce _____ x _____ = _____
- Safety/Employee support _____ x _____ = _____

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS¹

- Qualifications and relevant experience of the architect/engineer _____ x _____ = _____
- Qualifications and relevant experience of the construction manager/general contractor _____ x _____ = _____
- Qualifications and relevant experience of in-house staff _____ x _____ = _____
- Location/Access _____ x _____ = _____

3. PROJECT MANAGEMENT APPROACH¹

- Approach to successful D/B Services
 - a. Cost effectiveness _____ x _____ = _____
 - b. Schedule effectiveness _____ x _____ = _____
 - c. Quality effectiveness _____ x _____ = _____
- Competitively Bid/Self Performed Work _____ x _____ = _____

4. PRIOR PROJECT EXPERIENCE/SUCCESS¹

- | | | |
|--|--|-----------------------|
| <input type="checkbox"/> Project #1
a. Timeliness
b. Budget Considerations
c. Quality | d. Disruption
e. Acceptability
f. Compliance | _____ x _____ = _____ |
| <input type="checkbox"/> Project #2
a. Timeliness
b. Budget Considerations
c. Quality | d. Disruption
e. Acceptability
f. Compliance | _____ x _____ = _____ |
| <input type="checkbox"/> Project #3
a. Timeliness
b. Budget Considerations
c. Quality | d. Disruption
e. Acceptability
f. Compliance | _____ x _____ = _____ |
| <input type="checkbox"/> Related experience of the team | | _____ x _____ = _____ |

5. MISCELLANEOUS¹

- | | |
|--|-----------------------|
| <input type="checkbox"/> Claims/litigation history | _____ x _____ = _____ |
| <input type="checkbox"/> Apprenticeship Training Program | _____ x _____ = _____ |
| <input type="checkbox"/> Other | _____ 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 INTERVIEWS/COST PROPOSALS EVALUATION FORM
DESIGN/BUILD LUMP SUM (LS) SERVICES

Name of Team: _____
Name of Project: _____
Evaluator No: _____ Date: _____

SCORE

Score	Weight ²	x	Rating ³	=
1. <u>QUALIFICATIONS OF THE TEAM</u> ¹	_____	x	_____	= _____
2. <u>QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS</u> ¹	_____	x	_____	= _____
3. <u>PROJECT MANAGEMENT APPROACH</u> ¹	_____	x	_____	= _____
4. <u>PRIOR PROJECT EXPERIENCE/SUCCESS</u> ¹	_____	x	_____	= _____
5. <u>MISCELLANEOUS</u>				
<input type="checkbox"/> Craft Labor Capabilities	_____	x	_____	= _____
<input type="checkbox"/> Apprenticeship Training Program	_____	x	_____	= _____
<input type="checkbox"/> Other	_____	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
SUBMITTAL AND ORAL INTERVIEW RANKING MATRIX**

QUALIFICATIONS 40%/COST 60%

TEAM	QUALIFICATIONS ¹						AVERAGE QUALS ²	QUALS SCORE ³	COST SCORE ⁴	QUALS & COST SCORE ⁵	RANK ⁶
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6					

NOTES:

1. Insert total score from each evaluator's ORAL INTERVIEW/ COST PROPOSALS/EVALUATION FORMS. (Note that the use of the Matrix for the PREQUALIFICATION SUBMITTAL EVALUATION does not consider cost proposals only qualifications). DO NOT combine the scores of the two evaluation forms.
2. Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each team's qualifications.
3. The highest score for qualifications on the evaluation form is to receive 40 points and the other team scores are to be determined as a percentage of the 70 points. To score each average qualification score, use the example formula.

Assume the highest score is 400.

SCORING OF QUALIFICATIONS

FIRM B: $\frac{400}{400} \times 40 \text{ points} = 40 \text{ points}$

FIRM C: $\frac{350}{400} \times 40 \text{ points} = 35 \text{ points}$

FIRM A: $\frac{330}{400} \times 40 \text{ points} = 33 \text{ points}$

4. Determine score for each team's sealed cost proposal with the lowest cost being equivalent to a score of 40 points. To score each cost, use the example formula.

Assume the lowest cost was \$100,000.

SCORING OF COSTS

FIRM A: $\frac{\$100,000}{\$100,000} \times 60 \text{ points} = 60 \text{ points}$

FIRM B: $\frac{\$100,000}{\$125,000} \times 60 \text{ points} = 48 \text{ points}$

FIRM C: $\frac{\$100,000}{\$150,000} \times 60 \text{ points} = 40 \text{ points}$

5. Add the average qualification score to the cost score to determine cumulative qualifications and cost score.
6. Numerically rank all teams with the highest scoring team being the most qualified.

Appendix B

**DESIGN/BUILD LUMP SUM (LS) AGREEMENT (SC-8.0)
(Sample)**

**THE GENERAL CONDITIONS OF THE DESIGN/BUILD LUMP SUM (LS) AGREEMENT (SC-8.1)
(Sample)**

Appendix C

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS (FORM UI-1)



STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
 STATE BUILDINGS PROGRAM

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

Institution/Agency: _____

Project No./Name: _____

A. CERTIFICATION STATEMENT CRS 8-17.5-101 & 102 (HB 06-1343, SB 08-193)

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq. The Vendor shall not knowingly employ or contract with an unauthorized immigrant to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant.
2. The Vendor certifies that it does not now knowingly employ or contract with and unauthorized immigrant who will perform work under this contract, and that it will participate in either (i) the "E-Verify Program", jointly administered by the United States Department of Homeland Security and the Social Security Administration, or (ii) the "Department Program" administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired to perform work under this contract.
3. The Vendor shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the State may terminate work for breach and the Vendor shall be liable for damages to the State.

B. AFFIDAVIT CRS 24-76.5-101 (HB 06S-1023)

4. If the Vendor is a sole proprietor, the undersigned hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States, or
- I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I am a sole proprietor entering into a contract to perform work for the State of Colorado. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to starting work for the State. I further acknowledge that I will comply with the requirements of CRS 24-76.5-101 et seq. and will produce the required form of identification prior to starting work. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under CRS 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

CERTIFIED and AGREED to this _____ day of _____, 20_____.

VENDOR:

 Vendor Full Legal Name

BY: _____
 Signature of Authorized Representative

 Title

Appendix D

PROJECT CONCEPT, PROGRAM, DRAWINGS AND SPECIFICATIONS

APPENDIX "D" ATTACHED AS SEPARATE DOCUMENT

Appendix E

AESTHETIC GUIDELINES AND CONSTRUCTION STANDARDS

APPENDIX "E" ATTACHED AS SEPARATE DOCUMENT

Appendix F

BUDGET

Total budget \$890,450.00

\$801,405 direct construction and design

\$89,045 contingency