

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



**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL CONSULTING SERVICES (PROJECT MANAGEMENT)**

**For: Colorado State University-Pueblo
CSU-Pueblo RFQ19-00001**

**For: 2006-050P18
Project: Psychology Building Renovation and Addition**

**STATE BUILDINGS PROGRAM
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL CONSULTING SERVICES (PROJECT MANAGEMENT)**

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Colorado State University - Pueblo
REQUEST FOR QUALIFICATIONS
Consulting Services for Project Management Services
Notice #: **CSU-PUEBLO RFQ19-00001**

Project No: 2006-050P18

Project Title: Addition and Renovation of Psychology Building

Project Management Services

Project Description:

Colorado State University-Pueblo is soliciting the submittal of qualifications for Project Management Services from firms to provide complete project management for the Psychology Building Renovation and Addition Building on campus.

The Program Plan for the project calls for a renovation of 45,987 gsf of the existing Psychology Building and a new 2-storey, 26,460 gross square foot addition to the east of the building. Two floors of 13,200 gsf each, along with a new elevator complying with ADA standards, will connect to the exiting and circulation hallways in the center of the existing buildings at both floor levels. This will provide a “double loaded” main east west circulation spine on both levels that will be designed as a wide “avenue” conducive non-programmed interaction between students and faculty, while allowing efficient access to various types of classrooms and labs for varied disciplines of the CHASS that will use this building space. Design and construction shall be of institutional quality in structure, finishes, and exterior aesthetics, as exhibited in the campus design vocabulary and expressed in the recently-completed Occhiato Student Center (OSC), Library /Academic Resources Center (LARC), Student Recreation Center, and HPER buildings.

The project will be designed and constructed to LEED Gold Standards, and will fit the current master plan concept for the campus.

Spending authority for the project has been approved by the Board of Governors of the CSU System, and CCHE, and has been approved by the Capital Development Committee. Total project funding has been approved at \$16,812,751.

Colorado State University-Pueblo anticipates using a Design-Build /Guaranteed Maximum Price approach as an Integrated Project Delivery method. Through the use of a Design -Build Entity (to be selected following this Project Manager selection) a Guaranteed Maximum Price (GMP) will be established by the Design-Build Entity in conjunction with CSU-Pueblo and the Project Manager. The Design-Build Entity will develop, among other things, project design, availability of materials and labor, project schedule, and project costs as they relate to the established budget, as well as constructability, and will provide value engineering through the phases of the project. (The selection process for the Design-Build Entity will begin following the selection process for the Project Manager.)

Project Design is expected to begin in November 2018, with completion by January 1, 2021.

Minimum Requirements:

- Qualification Based Selection limited to Professional Services as defined in C.R.S. 24-30-1402.
- The successful Project Management firm must have completed Design-Build and/or CM/GC/GMP integrated delivery projects of similar scope and complexity.

- The Project Manager must have a working knowledge of Colorado State Buildings and Office of State Architect policies and procedures..
- A Colorado license to practice Architecture and/or Engineering is required of the successful Project Management firm at a minimum.

Firms meeting Minimum Requirements may obtain the RFQ document on the (Rocky Mountain Bid System) Website. To access RFQ file, please follow the following steps:

- 1) <http://www.bidnetdirect.com> (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-Procurement Services Office at \(719\) 549-2772 to obtain the RFQ.](#)

Mandatory Pre-Submittal Conference:

The University will be holding a mandatory pre-submittal conference on September 5, 2018 @ 2:00 PM MST at Colorado State University-Pueblo, 2200 N. Bonforte Boulevard, Library/ Academic Resources Center Auditorium Room #109, Pueblo, Colorado 81001 .

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.

Qualifications Due:

Date & Time: 09/21/2018 @ 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

**STATE BUILDINGS PROGRAM
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL CONSULTING SERVICES (PROJECT MANAGEMENT)**

I. INTRODUCTION

A. PROJECT DESCRIPTION

Colorado State University-Pueblo is soliciting the submittal of qualifications for Project Management Services from firms to provide complete project management for the Psychology Building Renovation and Addition Building on campus.

The Program Plan for the project calls for a renovation of 45,987 gsf of the existing Psychology Building and a new 2-storey, 26,460 gross square foot addition to the east of the building. Two floors of 13,200 gsf each, along with a new elevator complying with ADA standards, will connect to the exiting and circulation hallways in the center of the existing buildings at both floor levels. This will provide a “double loaded” main east west circulation spine on both levels that will be designed as a wide “avenue” conducive non-programmed interaction between students and faculty, while allowing efficient access to various types of classrooms and labs for varied disciplines of the CHASS that will use this building space. Design and construction shall be of institutional quality in structure, finishes, and exterior aesthetics, as exhibited in the campus design vocabulary and expressed in the recently-completed Occhiato Student Center (OSC), Library /Academic Resources Center (LARC), Student Recreation Center, and HPER buildings.

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Project Design is expected to begin in November 2018, with completion by January 1, 2021.

PROJECT MANAGEMENT RESPONSIBILITIES:

- The Project Manager is the point of contact for the University and will oversee the total Design-Build and/or CM/GC/GMP integrated project delivery (IPD), facilitate communication of Owner's Project Requirements to Design-Build Entity.
- The Project Manager will report directly to the agencies State Buildings Delegate, who is responsible for over-all project administration.
- The Project Manager may be asked to participate in the establishment of end-user groups and to be sole responsibility to set-up and coordinate all meetings and interactions between the end-user groups, the architect/engineer and the contractor.
- Project Manager must review and coordinate design process, construction documents and construction management to conform with Owner's intent and requirements as well as approve all changes to the project scope, cost and schedule and approve and accept the completed project.
- The Project Manager will monitor progress of the project and is responsible for compiling the necessary status and financial reports and all required documentation per State Buildings Program including developing and managing the design/construction budget, and schedule, and facilitate acceptance and close-out procedures.

MINIMUM REQUIREMENTS OF THE PROJECT MANAGER:

- Qualification Based Selection limited to Professional Services as defined in C.R.S. 24-30-1402.
- The successful Project Management firm must have completed Design-Build and/or CM/GC/GMP integrated delivery projects of similar scope and complexity.
- The Project Manager must have a working knowledge of Colorado State Buildings and Office of State Architect policies and procedures..
- A Colorado license to practice Architecture and/or Engineering is required of the successful Project Management firm at a minimum.

B. SELECTION PROCESS

The selection of a Project Manager 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 State University-Pueblo 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. Mandatory Pre-submittal Conference: To ensure sufficient information is available to firms 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 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:

Colorado State University-Pueblo
2200 N. Bonforte Blvd.
Library Academic Resources Center (LARC)- Room #109
Pueblo, CO 81001

Date: September 5, 2018 @ 2PM MST

2. Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, One (1) original hard copy and seven (5) electronic (thumb drive) copies of the submittals must be provided. Submittals must be received at:

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

Deadline for receipt (whether mailed or hand delivered) is: Friday, September 21, 2018 @ 2:00 PM MST.

Late submittals will be rejected without consideration. Colorado State University-Pueblo 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) firms will be interviewed.
4. Oral Interviews: It is anticipated that oral interviews will be conducted during the week of September 24-28, 2018. Interviews will be conducted at: Colorado State University-Pueblo. **(Building and rooms to be determined)**. The time and room 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 individual(s) who will act as the primary contacts with the [agency/institution].

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.

Posting-Advertisement	<u>08/20/2018</u>
RFQ Document Available	<u>08/20/2018</u>
Pre-submittal Conference	<u>09/05/2018 @ 2:00 PM MST</u>
Date Email Questions Due	<u>09/11/2018 @10:00 AM MST</u>

Date Answers Due to all Firms	<u>09/14/2018</u>
RFQ Submittal Due	<u>09/21/2018 @ 2:00 PM MST</u>
Submittal Screening	<u>09/24/2018</u>
Interview List Released	<u>10/01/2018</u>
Oral Interviews (as scheduled)	<u>10/10/2018</u>
Negotiation of Professional Consulting Services Contract (Project Management)	<u>10/15/2019 to 10/19/2019</u>
Contract Approval (projected)	<u>10/26/2018</u>
Anticipated A/E professional Services Start	<u>11/01/2018</u>
Anticipated Construction Services Start/Finish	<u>01/01/2021</u>

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. Following are elements that will be used to evaluate each firm's qualifications (**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 management team members' capabilities**):

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub-consultants. 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 representative 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
 - Insure the project is designed for 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 sub-consultants will do the key work elements of this project.

- ❑ Proximity of firm's office as it may affect coordination with the State's project representative and the potential project location.
- ❑ Firm's familiarity with the project area.
- ❑ Knowledge of the local labor and material markets.

Appendix A

STATE BUILDINGS PROGRAM PRELIMINARY SELECTION/EVALUATION FORM FOR PROFESSIONAL CONSULTING SERVICES (PROJECT MANAGEMENT)

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, for a Professional Consulting Services selection process.)

Evaluator #: _____ Date: _____

Name of Firm: _____

Name of Project: _____

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

2. FIRM/TEAM CAPABILITIES¹

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

3. PRIOR EXPERIENCE/PERFORMANCE¹

- ☐ 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.

_____ X _____ = _____

_____ X _____ = _____

_____ X _____ = _____

4. PROJECT APPROACH¹

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

_____ X _____ = _____

_____ X _____ = _____

_____ X _____ = _____

5. WORK LOCATION¹

- ☐ 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.

_____ X _____ = _____

_____ X _____ = _____

_____ 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 INTERVIEW SELECTION/EVALUATION FORM PROFESSIONAL CONSULTING SERVICES (PROJECT MANAGEMENT)

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, for a Professional Consulting Services selection process.)

Evaluator #: _____ Date: _____
Name of Firm: _____
Name of Project: _____

SCORE (OVERALL QUALIFICATIONS)¹:

Weight² x Rating³ = Score

1. PROJECT TEAM ¹	_____ x _____ = _____
2. TEAM CAPABILITIES ¹	_____ x _____ = _____
3. PRIOR EXPERIENCE ¹	_____ x _____ = _____
4. PROJECT APPROACH ¹	_____ x _____ = _____
5. WORK LOCATION ¹	_____ x _____ = _____

TOTAL SCORE: _____⁴

NOTES:

- 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.
- Weights:** Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
- 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)
- 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
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL CONSULTING SERVICES (PROJECT MANAGEMENT)
FINAL RANKING MATRIX**

QUALIFICATION BASED SELECTION

(This form is to be used separately to rank and determine the most qualified professional 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 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

CONSULTANTS AGREEMENT (SC-5.3)

Appendix C

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

ACKNOWLEDGEMENT AND ATTESTATION FORM

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

Witness

Date

(Seal)