University of Colorado at Boulder

Request for Qualifications
INFORMATION PACKET

Optics Laboratory in Ekeley Sciences Building
Adaptive Re-Use

University of Colorado at Boulder seeks an architectural and engineering design team to design the adaptive re-use of an abandoned mechanical penthouse and an adjacent (below) space for an optics laboratory (dry lab). The laboratory will be built to house the work of Professor Rainer Volkamer, the recent recipient of a National Science Foundation Career Award. Mr. Volkamer will house the laboratory to accomplish his work developing small, portable and high-tech optical spectroscopic instruments to measure atmospheric composition.

I. PURPOSE / BACKGROUND
II. SCOPE OF SERVICES
III. SCHEDULE
IV. SELECTION CRITERIA
V. RESPONSE FORMAT
VI. OTHER INFORMATION

This RFQ is for the purpose of selecting an architect to design, prepare construction documents, assist in the approval of the design and with bidding and negotiations, administer the construction contract, and provide a warranty walk-through at the conclusion of the project. **All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.**

Contact Person: Morey Bean, AIA, LEED AP, Architect
E-Mail (preferred): morey.bean@colorado.edu
Phone: (303) 492-7611/ Fax: (303) 492-4082

Date of Issue: Monday, May 04, 2009

Pre-Submittal Meeting: Monday, May 18 10:00 a.m.
Ekeley Sciences Building, Rm. 165 & 166
Boulder, CO
CU-Boulder,

Due Date: Tuesday, June 4 2009, ~~4:00~~ 3:30 p.m.

Submittals to: Paul M. Leef, AIA, LEED™ AP
Campus Architect & Director, Planning Design & Construction
Department of Facilities Management
1540 30th Street
Research Laboratory No. 2, Third Floor Reception Desk
Boulder, CO 80309-0453

I. PURPOSE / BACKGROUND

A. Program Description

This project is for the adaptive re-use of an approximately 900 square foot abandoned mechanical penthouse and an adjacent (below) 1,200 square space for an optics laboratory (dry lab). The laboratory will be built to house the work of Professor Rainer Volkamer, the recent recipient of a National Science Foundation Career Award. Mr. Volkamer will house the laboratory to accomplish his work developing small, portable and high-tech optical spectroscopic instruments to measure atmospheric composition. The project is primarily an interior remodeling, but includes the addition of a historically appropriate window on the west elevation of the upper space, a new shed roof for clerestory windows to provide direct optical (visual) access to the nearby National Center for Atmospheric Research (NCAR) facility and a roof deck and accompanying access door for the placement and use of atmospheric measuring equipment.

B. Program and Facilities Needs

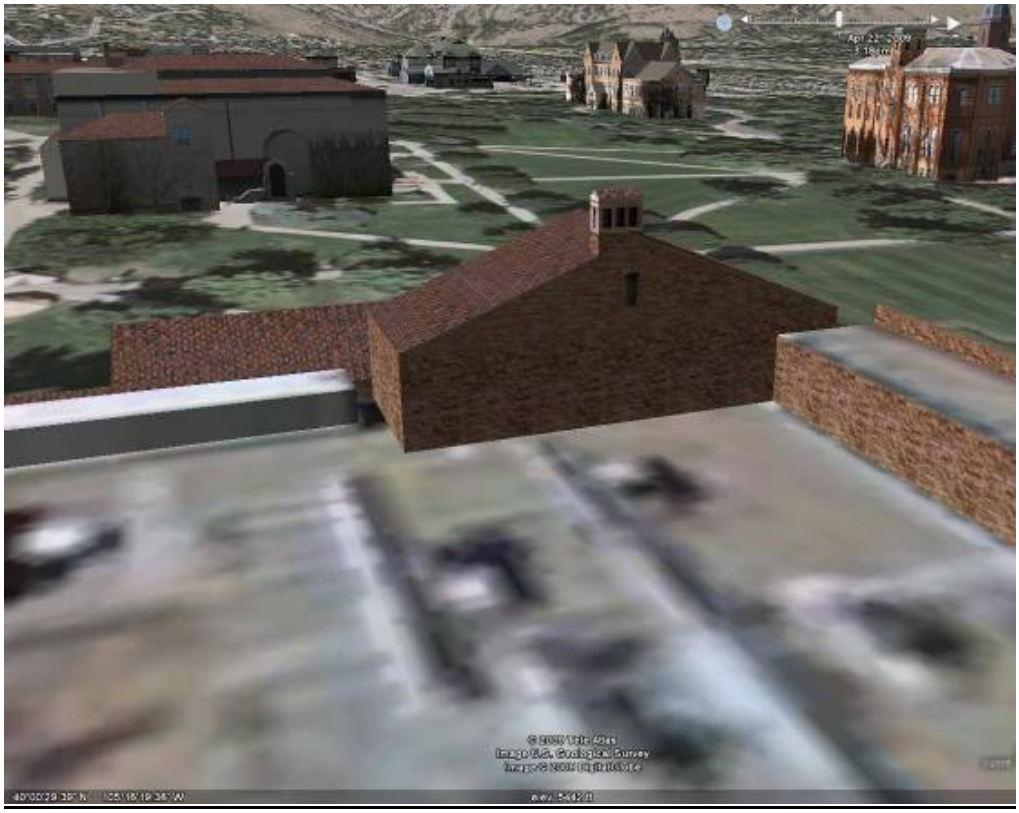
In order to provide state-of-the art dry laboratory space for Professor Volkamer, this unique space is ideally suited for his work.

C. Space Needs Analysis

The schematic floor plans and sections outlining the needed spaces for the laboratory are included in the information that defines the space needed for the laboratory.

Photos of the existing spaces are included in Appendix A, to be found on the Project Website.

View of the Ekeley Sciences Building, looking Southeast. The gable ended space shown above is the upper level of the proposed laboratory. (Courtesy Google Earth)



View of the Ekeley Sciences Building, looking West. The gable ended space shown above is the upper level of the proposed laboratory, The area to be devoted to a raised roof deck is shown in the foreground. (Courtesy Google Earth).

D. Projected Scope, Size and Cost

As described by the preliminary schematic design included in this RFQ, the project is for the remodeling of an abandoned 900 square foot mechanical penthouse and existing 900 square foot laboratory space directly below, with the addition of a historically appropriate window on the west façade of the penthouse, a new, south facing shed roof and accompanying clerestory window, the addition of a raised roof deck and accompanying stairs and exterior door on the east side of the penthouse. The project also includes a new interior stair and equipment lift. The project also includes lowering the existing upper floor by approximately two feet to accommodate non-mechanical, human occupancy. The total project budget for the construction of the Optics Laboratory is $770,000, including a project contingency.

The Ekeley Sciences building is on the National Register of Historic Places, so all exterior design shall be accomplished within the Guidelines for the Rehabilitation of Historic Buildings as administered by the State Historic Preservation Officer (SHPO) of the Colorado Historical Society.

E. Relationship to Institutional and Facilities Master Plans

This project is consistent with University long range plans and supports the Flagship 2030 Vision and the Campus Master Plan.

II. SCOPE OF SERVICES

A. General

The University desires complete architectural design and engineering services necessary for the renovation and construction of the laboratory. To that end, the consultants may be required to provide services beyond those listed in the description below.

B. University Services

The University will provide surveys, maps, all base data available on the proposed site, including existing building plans, utilities, and related work completed to date.

The interior schematic design for the project has been completed and is available on the Project Website as Appendices B1 through B10 at:
http://www.colorado.edu/facilitiesmanagement/pdc/construction/open_html_MMtmp4a763cf0/open.html

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The latest University standards for construction and materials can be viewed on-line at:
http://www.colorado.edu/facilitiesmanagement/pdc/construction/standards/index.html

Existing building plans for the existing facility and other adjacent structures that may be impacted by this project may be obtained from the CU-Boulder, Department of Facilities Management CAD Office.

C. Consultant Services

The list of services that are designated by the University include but are not limited to:

- Participate with the University's public review process as appropriate, including, but not limited to, meetings with students, staff, faculty, the University's Design Review Board, the Boulder Campus Planning Commission, campus Historic Resources Advisory Committee, Colorado Historical Society and others as necessary. Reviews through these committees will depend on the extent of exterior work required by the needs of the project.

- Participate with the University in the selection of any mechanical, electrical, and technology consultants.

- Work to achieve the University's goals on MBE/WBE participation.

- Confirm and enhance programmatic data collected to date with input from proposed users, Facilities Management, and others as appropriate.

- Lead design team meetings, documenting results and decisions made and distributing them to design team members, including the CU-Boulder Campus Architect.

- Provide a verification of existing space size and project scope, completed schematic design, design development, construction documents as well as bidding assistance and construction observation necessary to secure approvals of the University. Each submission shall include appropriate architectural, FF&E, mechanical, electrical, technology, and life-safety information. All drawings shall be submitted in AutoCAD (Autodesk Inc.) .DWG format at the current highest release level or level that is 100% compatible to the current highest release level.

- Provide sustainability planning to meet the minimum requirements of the High-Performance Buildings Act.

- Provide supporting documentation necessary at each phase for proper review by the Department of Facilities Management and client including but not limited to opinion of probable cost, specifications with appropriate detail, code analysis, narrative description of project, and

other materials appropriate to each phase of design. Cost estimating sufficient to evaluate the GC estimate is required.

- Participate in the University's technical review process and respond to all comments made during the review.

- Provide energy and life cycle cost analysis as required by State statute (C.R.S. 24-30-1304 and C.R.S. 24-30-1305).

- Work diligently and in good faith to meet the schedule.

- Participate in the selection of qualified General Contractors with the university prior to bidding of the project.

- Provide bidding documents in sufficient quantity to facilitate competitive prices for this project. Respond to questions made by bidders and documenting those answers in the form of addenda.

- Provide construction administration services including field observation, shop drawing and submittal review, participation in weekly construction meetings, responding to Requests for Information, issuing Proposal Requests, review of progress payments made by the contractor, review and comment on contract change orders, and other services required for successful construction of the project.

- Provide project close-out services including operations and maintenance manuals, record documents, and other necessary materials. Building record documents including "as-built drawings" must be complete and delivered within three months of the completion of the project.

- Provide assistance with the University's commissioning services for mechanical, electrical, and technology systems.

- Provide warranty reviews at six and eleven months after acceptance of the project by the University.

III. SCHEDULE

The SB 92-202 capital construction process dictates the following schedule. The selected consultant must demonstrate that they have sufficient resources to meet this tentative schedule.

• Issue RFQ for Architectural Services		May 4, 2009
• Pre-Submittal Meeting	10:00 AM	May 18, 2009
• Deadline for Submittals	3:30 PM	June 4, 2009
• Committee Screening of Submittals		June 8, 2009
• Consultant Interviews		June ~~17~~, 18, 2009
• Chancellor's Approval of Architect Selection		July, 2009
• Conclude Contract Negotiations		July 2009
• Initiate Design		August 2009
• Conceptual Design Review by DRB		October, 2009[1]

[1] The Design Review Board is scheduled to meet the second Friday of even numbered months during 2009. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.

- Schematic Design Review by DRB & SHPO — December, 2009
- Design Development Review by DRB — February, 2009
- Construction Document Review by CU — April, 2010
- Bid Opening — May, 2010
- Construction Start (interior demolition) — May, 2010
- Office areas Vacated — May 2010
- Project Completion — November 2010

The University expects to enter into aggressive contract negotiations with the top ranked firm such that design can begin immediately after the Chancellor approves the selection.

IV. SELECTION CRITERIA

Consultant responses shall furnish credentials to be evaluated according to selection criteria established by the Board of Regents. These criteria include:

A. Recent, direct experience with projects of a similar scope and budget

- Demonstrated firm design expertise, qualifications, and experience with similar projects.
- Evidence of experience and qualifications for providing architectural design services to a public entity.
- Experience with designing to a program and budget.
- Evidence of experience and qualifications of staff that will be assigned to this project including their roles and their roles on projects listed under the firms' experience.
- Location within Colorado of the team's principal office, and availability and appropriateness of and need for special consultants.

B. Design and Understanding of the project and University goals

- Demonstrated interest and understanding of this particular project (consisting of a dry laboratory facility), by this organization (a major university), in this particular place (the City of Boulder).
- Sensitivity to the goals and objectives of the mission of the Chemistry Department, the University of Colorado and the requirements as reflected in the program plan.

C. Demonstrated ability to plan, schedule, and manage this project or one of similar scope and budget.

- Commitment to projects of this size, scope and magnitude. (e.g. description of tasks attributed to each team member including who is in the lead for each task).
- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity (e.g. work load projections for firm(s) and staff).

- Ability to collect, organize, synthesize, and communicate complex information from university administrative and Housing departments in a timely manner. (e.g. communication tools, technology, etc.).

- Description of the firms cost estimating procedures and methodologies.

- Description of firms' methodologies for meeting the universities WBE/MBE goals.

D. Demonstrated understanding of the financial constraints of this project.

- Ability to scale work performed to fall within the client's limited budget.

- Maintaining the proposed project schedule incorporating the scope of work and the dates listed in this information packet. (e.g. provide a schedule incorporating the dates listed in this submittal and indicating the appropriate review periods).

- Acknowledgement that the anticipated fee for this project is anticipated to be approximately $84,000 for the laboratory and that it includes all services discussed in this solicitation.

- Anticipated percentages of the effort and the fee devoted to the design effort for the major components of this project. This is not a fee request only an assessment of effort.

E. Commitment to the University of Colorado at Boulder Design Guidelines

- Recognition of the importance of the role of the campus architecture in defining CU-Boulder as a unique place.

- Certification of having read the Boulder Campus Design Guidelines available at: http://fm.colorado.edu/construction/DesignGuidelinesforPlanningatCUBoulder.html
  This should include a discussion of the design architect's vision or process for accomplishing this project within the Design Guidelines.

- Understanding of the University of Colorado's design process, and responses consistent with the Boulder campus requirements.

To maximize the University's understanding of the consultant's credentials and qualifications, the University reserves the right to request of any consultant further clarification of its position or to supply additional information deemed necessary to further assess the consultant's qualifications, or to reject any or all responses received.

A screening committee, chaired by the Campus Architect or designee and composed of representatives from the HDS, the University of Colorado Design Review Board and Facilities Management staff, will review the submittals, conduct oral interviews, and provide a ranked recommendation of three applicants to the Chancellor for his consideration.

V. RESPONSE FORMAT / SUBMITTAL OF QUALIFICATIONS

- Respondents will provide two (2) copies of their response packets. Material should be bound-in and consist only of material in direct response to the selection criteria. Each packet must be in the following format or the University may deem the submittal to be non-responsive.

  (1) **Cover Letter** – one page, bound-in, summarizing the overall qualifications of the team – **in particular the member responsible for leading the design team** – and including address, phone, e-mail, and fax numbers for **one** primary contact person.

(2) **Table of Contents** – identifying page numbers for criteria requested below.

(3) **Summary of Experience** – similar projects or experiences with the scope of services requested. Provide dates of service and name of principal project person involved.

(4) **Understanding of the University's Goals** – consultants' understanding of the goals and objectives of this project and the consultant's role in fulfilling each.

(5) **Methodology** – consultants' methods of achieving the University's goals and objectives including, but not limited to, processes, and MBE/WBE participation.

(6) **Financial Constraints:** Consultants' understanding of the financial and schedule constraints of the project.

(7) **Commitment to Campus Design Guidelines:** Consultants' commitment to maintaining the architectural heritage of the Boulder Campus.

(8) **Appendices** – other materials the consultant wishes to submit **not to exceed 10 pages**.

- Submittals will be received by the University at the following address no later than 3:30 p.m. on Thursday, June 4, 2009. **The University will not accept submittals received after this noted time and date.**

Paul M. Leef, AIA, LEED™AP
Campus Architect & Director, Planning, Design & Construction
Department of Facilities Management
University of Colorado at Boulder
RL-2, 1540 30th Street, 3rd Floor Reception Desk (FEDEX, UPS or hand)
453 UCB (US postal Service)
Boulder, CO 80309-0453

NOTE: Submittals through U.S. Postal Mail should use the campus box number, 453 UCB, rather than the street address.

- All materials submitted in response to this RFQ become the property of the University. The University will return materials from unsuccessful submittals upon request received within 10 working days of the close of submittals.

- The University is not responsible for any submittal preparation expenses, submission costs, or any expenses incurred in negotiations or site visits.

VI. OTHER INFORMATION

A. Questions and Inquiries

- After receipt of this Information Packet, and prior to the Pre-Submittal Meeting, applicants may submit questions to Morey Bean, AIA, LEED™ AP, Facilities Planner, by fax to (303)492-4082 or by e-mail to morey.bean@colorado.edu. Questions will be compiled, and every effort will be made to answer the questions at the time of the Pre-Submittal Meeting and on the project web page (see D. below).

B. Pre-Submittal Meeting / Site Visit

- The **non-mandatory** informational Pre-Submittal Meeting will be on held **Monday, May 18, 2009 10:00 AM in Room 165/166, Ekeley Science Building CU, Boulder, Colorado**

  This meeting will provide additional information about the project. A tour of the work location will follow.

C. Addenda

- The University reserves the right to issue addenda to the RFQ at any time as a result of questions, change in acquisition schedule, or other matters. Such information will be posted on the Consultant Selection Information web page listed in Section VI-D below and on the State of Colorado Bids page. The University also reserves the right to cancel or reissue the RFQ.

D. Project Web Page

- CU-Boulder maintains a project information web page to assist in communicating with potential consultants. Information on questions received, addenda, meeting notices, background information and links to other important information is available on this site. For up-to-date information about this project consultants interested in this project should **frequently** visit: http://fm.colorado.edu/planning/consultantselection/OpticsLabinEkeleySciences.html

  The university reserves the right to clarify, modify, waive or withdraw any or all of the requirements or information contained in this solicitation. Notice of any such change will be posted on the project web site listed above.

E. Selection of Firms for Interviews – "Shortlisting"

- Upon receipt of submittals by those interested firms the Screening Committee will review and determine those firms best qualified to be interviewed. This determination will be based on the five criteria as set forth by the Regents, discussed previously in section entitled SELECTION CRITERIA. Those firms deemed best qualified for interviews will be notified by telephone and U.S. mail immediately after screening is completed.

F. Interviews

- An oral presentation will be required after the University screens written submittals and selects those firms best qualified to be interviewed for this project.

- The scheduled date for oral interviews by the screening committee will be **Monday, June 8, 2009;** each shortlisted firm will have 30 minutes for presentation and 20 minutes for questions and answers from the selection committee.

- Each firm should be prepared to discuss and substantiate any of the areas of the RFQ it has submitted, its own qualifications for the services required, and any other area of interest relative to this RFQ. Interviewees should focus their presentations on relevance of their qualifications to this specific project, rather than repeating information contained within the submittal.

The University of Colorado at Boulder strongly supports the principle of diversity in all its forms. We are interested in receiving applications from women, ethnic minorities, persons with disabilities, veterans, and veterans of the Vietnam era.