

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



**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**For:** Red Rocks Community College  
RRCC 23-02-RFQ01

**For:** Replace East Wing Roof, Lakewood Campus, Phase 1 of 2  
Project No. 2023-084M22

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**TABLE OF CONTENTS**

**I. INTRODUCTION**

- A. Project Description/Minimum Requirements/Project Delivery**
- B. Selection Process**
  - ~~1. Mandatory Pre-Submittal Conference~~
  - 2. Architect/Engineer/Consultant Submittals**
  - 3. Screening Panel/ Short List**
  - 4. Oral Interviews**
- C. Schedule**

**II. SUBMITTAL REQUIREMENTS**

- A. Project Team**
- B. Firm Capabilities**
- C. Prior Experience**
- D. Project Approach**
- E. Work Location**

**APPENDICES**

- Appendix A: Preliminary Selection/Evaluation Form**
- Appendix A1: Interview Selection/Evaluation Form**
- Appendix A2: Final Ranking Matrix**
- Appendix B: Architect/Engineer/Consultant Contract (Standard or CM/GC Format)**
- Appendix D: Acknowledgment and Attestation Form**

# ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES REQUEST FOR QUALIFICATIONS

DEPARTMENT OF Higher Education, State Board for Community Colleges and  
Occupational Education, acting by and through RED ROCKS COMMUNITY COLLEGE

## I. INTRODUCTION

### A. PROJECT DESCRIPTION

The design work for this Design-Bid-Build project will be contracted directly with a Roof Consultant firm under the State of Colorado's Architect/Engineer Agreement SC5.1 (Rev 07/2022), along with the Terms and Conditions SC5.1TC (Rev 07/2022). The work will consist of design for BOTH Phases 1 AND 2. Each phase will be competitively bid and constructed separately (only Phase 1 has been funded to date), therefore two sets of construction bid documents will be required. Stamped drawings and specifications must be submitted to Owner's third-party code review consultant for review.'

Contract Administration scope of work under this Agreement will be for Phase 1 only.

It is the Owner's intent to remove the existing 20-year-old ballasted EPDM roof, installing additional insulation to improve R value and installing a new 60 mil fully adhered EPDM or TPO membrane. The total roof square footage for both phases is approximately 90,000 sf; the Consultant will work with the Owner to determine the actual areas included in each phase. It is the Owner's wish that the amount of work in each phase be roughly equal.

The final determination on the schedule will be made in conjunction with the selected Consultant, but there are unusual funding constraints on the project, including an abbreviated period of time to encumber all project funds, which must be met.

Minimum requirements include:

1. A license to practice Architecture in Colorado.
2. Experience with projects of similar scope and size.
3. Firm must have been operating from a Colorado address for a minimum of five years.
4. Firm must be registered with the Federal System for Award Management (SAM) and include their Unique Entity ID number in their submittal. Registration can be completed at: <https://sam.gov/content/entity-registration>. Please see the Supplementary General Conditions: Federal Provisions attached to the specimen Agreement SC5.1, Appendix B, for additional information.

The project delivery method will be Design-Bid-Build and the construction budget allotted for Phase 1 is \$1,334,055.

### 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. Red Rocks Community College 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 Red Rocks Community College 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:~~

~~N/A~~

2. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, **four (4) copies** of submittals must be provided. Submittals must be received at:

Renee Murillo, Procurement Manager  
Red Rocks Community College  
13300 West Sixth Avenue  
Lakewood, CO 80228  
Business Services Suite 1164, Room 1172 (inside suite)

Deadline for receipt (whether mailed or hand delivered) is Monday, September 12, 2022 at 4:00 pm

Late submittals will be rejected without consideration. Red Rocks Community College 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 on Thursday, September 22, 2022 – please reserve that date as the team must be available. Interviews will be conducted at: Red Rocks Community College, 13300 West Sixth Avenue, Lakewood, CO 80228. 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 Red Rocks Community College.

## 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.

Advertisement	Friday, August 12, 2022
Date Email Questions Due: Questions must be in writing to: <a href="mailto:renee.murillo@rrcc.edu">renee.murillo@rrcc.edu</a> and <a href="mailto:mark.bana@rrcc.edu">mark.bana@rrcc.edu</a>	Friday, August 26, 2022, 5:00 pm
Date Email Answers Issued	Tuesday, August 30, 2022, 5:00 pm
RFQ Submittal Due	Monday, Sept. 12, 2022 4:00 pm
Interview List Released	Friday, Sept. 16, 2022
Oral Interviews (as scheduled)	Thursday, Sept. 22, 2022
Negotiation of A/E Contract	Friday, Sept. 30, 2022
Contract Approval (projected)	Friday, Oct. 14, 2022
Anticipated A/E professional Services - Start	Monday, Oct. 17, 2022
Anticipated Construction Services – Start - Finish	May 2023 – May 2024

## 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.

## Appendix A

### 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: 2023-084M22 Replace East Wing Roof, Lakewood Campus, Phase 1 of 2

#### 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):

Weight<sup>2</sup> x Rating<sup>3</sup> = Score

##### 1. PROJECT TEAM<sup>1</sup>

- Qualifications and relevant individual experience. 5 x \_\_\_\_\_ = \_\_\_\_\_
- Unique knowledge of key team members relating to the project. 4 x \_\_\_\_\_ = \_\_\_\_\_
- Experience on projects as a team. 5 x \_\_\_\_\_ = \_\_\_\_\_
- Key staff involvement in project management and on-site presence. 5 x \_\_\_\_\_ = \_\_\_\_\_
- Time commitment of key staff. 5 x \_\_\_\_\_ = \_\_\_\_\_
- Qualifications and relevant subconsultant experience. 3 x \_\_\_\_\_ = \_\_\_\_\_

##### 2. FIRM CAPABILITIES<sup>1</sup>

- Are the lines of authority and coordination clearly identified 5 x \_\_\_\_\_ = \_\_\_\_\_
- Are essential management functions identified? 5 x \_\_\_\_\_ = \_\_\_\_\_
- Are the functions effectively integrated (e.g., subconsultants' roles delineated?) 3 x \_\_\_\_\_ = \_\_\_\_\_
- Current and projected work load. 4 x \_\_\_\_\_ = \_\_\_\_\_

##### 3. PRIOR EXPERIENCE<sup>1</sup>

- Experience of the key staff and firm with projects of similar scope and complexity. 5 x \_\_\_\_\_ = \_\_\_\_\_
- Demonstrated success on past projects of similar scope and complexity. 5 x \_\_\_\_\_ = \_\_\_\_\_
- References. 5 x \_\_\_\_\_ = \_\_\_\_\_

#### 4. PROJECT APPROACH<sup>1</sup>

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

$$\begin{array}{r} 4 \quad \times \quad = \quad \underline{\hspace{1cm}} \\ 5 \quad \times \quad = \quad \underline{\hspace{1cm}} \\ 4 \quad \times \quad = \quad \underline{\hspace{1cm}} \end{array}$$

#### 5. WORK LOCATION<sup>1</sup>

- 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.

$$\begin{array}{r} 3 \quad \times \quad = \quad \underline{\hspace{1cm}} \\ 4 \quad \times \quad = \quad \underline{\hspace{1cm}} \\ 5 \quad \times \quad = \quad \underline{\hspace{1cm}} \end{array}$$

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 0 is missing information. (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 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.)

FIRM	QUALIFICATIONS SCORE <sup>1</sup>						CUMULATIVE <sup>2</sup> TOTAL SCORE	RANK <sup>3</sup>
	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**

**ARCHITECT/ENGINEER/CONSULTANT CONTRACT  
(STANDARD)**

**Architect/Engineer Agreement SC5.1 (Rev. 07/2022),  
including Supplemental General Conditions, Federal Provisions**

**Terms and Conditions SC5.1TC (Rev. 07/2022)**

