



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL / ENGINEERING /
CONSULTING SERVICES
State of Colorado
Red Rocks Community College

Notice Number: RRCC 27-01-RFQ01
Project Number: C27C0036
Project Title: East Wing Renovation
Estimated Project Cost: \$2,563,000.00

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I. NOTICES

1. For State Public Works 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.
2. All respondents accept the conditions of this RFQ, 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.
 - c. The State reserves the right to reject any or all submittals on the basis of being unresponsive to this RFQ or for failure to disclose requested information.
 - d. 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.
 - e. 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. Fee proposals will be considered proprietary.
 - f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Architect/Engineer/Consultant Contract are expressly workable without reservation.
3. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Architect/Engineer/Consultant Contract are expressly workable without reservation. Any exceptions to the contract must be communicated formally in writing before the solicitation closes. Bearing in mind any and all exceptions may be considered non-negotiable.
4. Per C.R.S. §24-92-117, a public construction project in the amount of five hundred thousand dollars or more shall be subject to the Buy Clean Colorado (BCCO) Act program requirements. The BCCO Act requires the Office of the State Architect to establish a maximum acceptable global warming potential (GWP) limit for each category of eligible materials, which include asphalt and asphalt mixtures, cement and concrete mixtures, glass, post-tension steel, reinforcing steel, structural steel, and wood structural elements. For any solicitation for a contract for the design of an eligible project, a State Agency or institution shall require the designer who is awarded the contract to include in project specifications when final construction documents are released, a current Environmental Product Declaration (EPD) that meets the maximum acceptable GWP limits for each eligible material specified for the project. A contractor that is awarded a contract for an eligible project shall not install any eligible materials on the project until the contractor submits an EPD for each eligible material procured for the project.

5. Preference shall be given to Colorado resident vendors and for Colorado labor, as provided by law.

II. PROJECT OVERVIEW

Introduction

Red Rocks Community College (RRCC) is a public institution serving students across its Lakewood and Arvada campuses through a wide range of academic and career-focused programs. The college's mission is to provide career-relevant education and experiences that empower all learners to thrive. The Facilities Master Plan is a comprehensive framework meant to guide decision making regarding RRCC's physical infrastructure over the next decade. The goal is to enhance the campus experience, while improving support for academic excellence, student success, and environmental stewardship. At the top of Master Plan list for the proposed Lakewood Campus projects is the renovation in the East Wing. This project will encompass Marketing, President's Office, and Foundation.

Background

Red Rocks Community College (RRCC) plans to place the President's Office and Marketing adjacent to the Foundation Office. Currently, the President's Office is located behind the Admissions Suite, while Marketing is located on Level 3 of the West Wing. The President's Office and Marketing have a functional need to be in close proxy, while being accessible. The Foundation Office will not be relocated but is looking for a refresher to accompany the number of team members it has. To accommodate this change, the RRCC Call Center will move to the new One-Stop-Shop (Phase 2), and two existing RRCC Institutional Research offices will be reconfigured and placed into this plan. Three low utilization classrooms will be taken offline and rescheduled to existing classrooms on campus.

East Wing - Existing: Classrooms, Institutional Research, Call Center, Foundation.

East Wing - Proposed: President's Office, Executive Assistant, Conference Room, Leadership Office, Institutional Research, Marketing, Marketing Office, Foundation.

This project consists of approximately 3,900 GSF to relocate Marketing and President's Office. With an additional 860 GSF of renovation to the Foundation Office.

The anticipated timeline for design completion is the end of calendar year 2026, with an anticipated construction start of **Spring Semester 2027**, and targeted occupancy **Fall Semester 2027**.

The Red Rocks Community College anticipates using a Design / Bid / Build (DBB) approach to project delivery. The Architect/Engineer is expected to provide Basic Services as described in the sample Architect/Engineer/Consultant Agreement and Terms and Conditions of the Contract unless otherwise noted.

The process to be used in the selection of the Architect/Engineer/Consultant is comprised of two steps. In STEP I submittals will be screened and scored as described in detail in Section X. STEP II is the Oral Interview as described in detail in Section XI. A Jury Panel of individuals who will be involved in the project and/or understand the required services associated with the project will evaluate responses to this upon completion of the evaluation of the Submittals, a limited number of firms will be invited to the oral interviews.

III. MINIMUM REQUIREMENTS

Notice is hereby given to all interested parties that all firms will be required to meet all minimum requirements to be considered for this project. Interested parties should be prepared to show evidence of the following to be considered as qualified, as a minimum:

1. Not previously terminated by the State for non-performance on a State Buildings contract or procurement.
2. The consultant must have been in the same business under the same name for the last two (2) years.
3. Demonstrated design experience in projects of similar scope and complexity for at least two (2) projects each in excess of \$2,000,000 (hard costs), utilizing the expertise present in their Colorado Office; and
4. Attended and signed in at the Mandatory Pre-Submittal Conference.
 - a. Minimum requirements include:
 - i. A license to practice Architecture in Colorado.
 - ii. Experience with projects of similar scope and size.
 - iii. Firm must have been operating from a Colorado address for a minimum of five (5) years.
 - iv. Upon selection, firm must register 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.
5. The Acknowledgment and Attestation Form, Appendix C is a mandatory requirement for a respondent to be considered responsive to this RFQ Prequalification Submittal.
 - a. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

IV. MANDATORY PRE-SUBMITTAL CONFERENCE AND SITE TOUR

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 able to discuss the project. Firms preparing submittals must attend and sign-in to have their submittals accepted.

A mandatory Pre-Submission Meeting will be held at:

Building Address:	<u>13300 West 6th Avenue, Lakewood, CO 80228</u>
Room:	<u>1105, Red Fox Room, RRCC Lakewood Campus</u>
Date/Time	<u>July 21, 2026 at 2:00 PM</u>

Please plan to arrive by 2:00 PM.
Anyone arriving after 2:00 PM will not be admitted.

V. SCHEDULE

The following is a tentative schedule of events for the Submittal process and an outline of the schedule for the balance of the project. All dates are subject to change and changes in the schedule will be issued via addendum.

Request for Qualifications Issued	<u>July 7, 2026</u>
Mandatory Pre-Submittal Conference and Tour	<u>July 21, 2026 at 2:00 PM</u>
Request for Clarifications Due	<u>July 23, 2026 at 2:00 PM</u>
Final Addendum Issued (anticipated)	<u>July 27, 2026 by COB</u>
Submittals Due (Prequalification: Step I)	<u>August 4, 2026 at 1:00 PM</u>
Interview Short List Announced	<u>August 11, 2026 by COB</u>
Oral Interviews	<u>Week of August 17, 2026</u>
Selection Announced	<u>Week of August 24, 2026</u>
Negotiation of Contract	<u>August 31, 2026</u>
Anticipated Design Start	<u>September 8, 2026</u>
Anticipated Construction Start/Finish	<u>May 17, 2027 - August 14, 2027</u>

The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by email or posted on ColoradoVSS website. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the scheduled date and time.

VI. QUESTIONS, CLARIFICATIONS AND ADDENDA

Owner initiated changes to this RFQ will be issued under numerically sequenced addenda. Owner initiated changes to this RFQ will be posted in the form of addenda on ColoradoVSS.

Questions and requests for clarifications regarding this project shall be submitted before the deadline listed in the above Schedule.

Communication regarding the project during the procurement, outside of this submission process or scheduled procurement milestones is not permitted.

VII. POINT OF CONTACT/CLARIFICATION

Name:	<u>Lynn Beltran, Purchasing Director</u>
Agency:	<u>Red Rocks Community College</u>
Email Address:	<u>Lynn.Beltran@rrcc.edu</u>

VIII. SUBMITTALS OF QUALIFICATIONS

1. This RFQ document, it's appendices, and any written addenda issued prior to the closing of the solicitation, and written clarifications shall serve as the only basis for the submittal.
2. All submittals 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.
 - a. Qualifications shall be formatted and tabbed in the exact form and numeric sequence of the Evaluation Form (1 through 7) in Appendix A. A two-sided single-page cover letter addressed to the Purchasing Director, Lynn Beltran outlining the firm(s) qualifications is required at the front of the submittal.
 - b. Qualifications shall be evaluated in accordance with criteria as indicated in PREQUALIFICATION SUBMITTAL CRITERIA and ranked on the corresponding Evaluation Form in Appendix A.
 - c. Response to all items shall be complete.
 - d. All references shall be current and relevant.
 - e. Complete and execute the Appendix C: Acknowledgment and Attestation Form and submit at the back of the Qualification Submittal.
 - f. One (1) hard copy **and** one (1) electronic copy provided on a USB flash/thumb drive of the qualifications package is due August 4, 2026, and shall be received no later than 1:00 PM MDT. Late submittals will be rejected without consideration. The State of Colorado assumes no responsibility for costs related to the preparation of submittals.

IX. METHOD OF SELECTION AND AWARD

- A. Short List
 1. From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated on the enclosed Evaluation Form, Appendix A.
 2. Firms 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 firm(s) only. Interview times and location will be arranged by the Red Rocks Community College, and all short-listed firms will be notified in advance. At

the option of the State, a visit to the short-listed firm(s) managing home office and/or representative field office may be required.

C. Method of Selection and Award

1. 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.

X. EVALUATION OF QUALIFICATIONS

A. PREQUALIFICATION SUBMITTAL CRITERIA

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. The primary focus of the prequalification evaluation will be the firm(s) capability.

1. 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.

2. FIRM/TEAM CAPABILITIES

Organization charts and graphs depicting your capacity may be included.

- 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 workload.

3. PRIOR EXPERIENCE

Include the name and current telephone number of the owner's project manager for every project listed.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

4. PROJECT APPROACH

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
 - a. Establish and maintain estimates of probable cost within owner's established budget
 - b. Control consultant contract costs
 - c. Coordinate value engineering activities
 - d. Budget Considerations
- Quality Control Methodology
 - a. Insure State procedures are followed
 - b. 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
 - c. Reduce embodied carbon emissions by utilizing and submitting Environmental Product Declarations (EPDs) that meet the OSA's maximum acceptable global warming potential (GWP) limits
 - d. Insure the project is designed for durability and maintainability
- Schedule
 - a. Manage the required work to meet the established schedule

5. EQUITY, DIVERSITY AND INCLUSION

- a. Describe how your firm is incentivized to hire and promote diverse individuals
- b. Describe how your team attempts to partner with Service-Disabled Veteran Owned Small Businesses or historically disadvantaged businesses

6. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- a. Proximity of firms office as it may affect coordination with the State's project manager and the potential project location
- b. Firm's familiarity with the project area
- c. Knowledge of the local labor and material markets

XI. ORAL INTERVIEWS EVALUATION CRITERIA

(Note that the primary focus of the Oral Interview will be the proposed project management team members' capabilities).

It is anticipated that oral interviews will be conducted during the week of August 17, 2026. Interviews will be conducted at: [RRCC Lakewood Campus, 13300 West 6th Ave, 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 specific project approach proposed and in meeting the individuals who will act as the primary contacts with the Red Rocks Community College.

1. PROJECT TEAM
2. TEAM CAPABILITIES
3. PRIOR EXPERIENCE
4. PROJECT APPROACH

Appendix A: Evaluation Forms

Appendix A1: Prequalification Submittal/Evaluation Form

Appendix A2: Oral Interview Evaluation Form

Appendix A3: Submittal and Interview Ranking Matrix



STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM

APPENDIX A1: PREQUALIFICATION SUBMITTAL EVALUATION FORM

Name of Firm: _____

Name of Project: **East Wing Renovation**

Evaluator No: _____

Date: _____

RFQ REFERENCE MINIMUM REQUIREMENTS Y ____ N ____

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

Acknowledgment and Attestation included: Y ____ N ____

INSTRUCTIONS:

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 using whole numbers
4. Rating: 0 = Not provided, 1 = Unacceptable, 2 = Poor, 3 = Fair, 4 = Good, 5 = Excellent
5. Total Score: Includes the sum of all criteria.

1. PROJECT TEAM

	Weight	X	Rating	=	Score
☐ Qualifications and Relevant individual experience	5	X	_____	=	_____
☐ Unique knowledge of key team members	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	4	X	_____	=	_____

2. FIRM/TEAM CAPABILITIES

- ☐ Are the lines of authority and coordination clearly defined?
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- ☐ Current and projected work load.

Weight	X	Rating	=	Score
<u>5</u>	X	<u> </u>	=	<u> </u>
<u>4</u>	X	<u> </u>	=	<u> </u>
<u>5</u>	X	<u> </u>	=	<u> </u>
<u>4</u>	X	<u> </u>	=	<u> </u>

3. PRIOR EXPERIENCE

- ☐ Experience of key staff and firm with projects of similar scope and complexity
- ☐ Demonstrated success on past projects of similar scope and complexity
- ☐ References

Weight	X	Rating	=	Score
<u>5</u>	X	<u> </u>	=	<u> </u>
<u>5</u>	X	<u> </u>	=	<u> </u>
<u>3</u>	X	<u> </u>	=	<u> </u>

4. PROJECT APPROACH

- ☐ Budget Methodology / Cost Control
- ☐ Quality Control Methodology
- ☐ Schedule

Weight	X	Rating	=	Score
<u>5</u>	X	<u> </u>	=	<u> </u>
<u>5</u>	X	<u> </u>	=	<u> </u>
<u>5</u>	X	<u> </u>	=	<u> </u>

5. EQUITY, DIVERSITY AND INCLUSION

- ☐ Incentives and promotion of diverse individuals
- ☐ Partnering with SDVOSB or other disadvantaged businesses

Weight	X	Rating	=	Score
<u>5</u>	X	<u> </u>	=	<u> </u>
<u>5</u>	X	<u> </u>	=	<u> </u>

6. WORK LOCATION

- ☐ Location of prime and subconsultants
- ☐ Familiarity with project area
- ☐ Knowledge of local labor and material markets

Weight	X	Rating	=	Score
<u>3</u>	X	<u> </u>	=	<u> </u>
<u>3</u>	X	<u> </u>	=	<u> </u>
<u>4</u>	X	<u> </u>	=	<u> </u>

Total Score:



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APPENDIX A2: ORAL INTERVIEW EVALUATION FORM

INSTRUCTIONS/EXAMPLE:

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 0 to 5 with 5 being the highest rating. (Use whole numbers), 0 is missing information.
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.

CRITERIA

1. PROJECT TEAM

2. TEAM CAPABILITIES

3. PRIOR EXPERIENCE

4. PROJECT APPROACH

5. WORK LOCATION

Weight	X	Rating	=	Score
5	x		=	
5	x		=	
5	x		=	
4	x		=	
3	x		=	

TOTAL SCORE

APPENDIX A3: PREQUALIFICATION AND ORAL INTERVIEW RANKING MATRIX

QUALIFICATION BASED SELECTION

(Use this form to rank and determine the most qualified architectural/engineering/consulting services firm for both the preliminary and interview evaluations.)

FIRM NAME	QUALIFICATIONS						QUALS SCORE	RANK
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

Appendix B: Architect/Engineer/Consultant Contract (Standard or CM/GC Format)
Provided as a separate file.

Appendix C:

ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to this RFQ, the respondent(s) certify that they have reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

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.

Offeror Acknowledges Receipt of Addendum No. _____, _____, _____, _____ (Addenda MUST be acknowledged)

(SEAL)