



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL / ENGINEERING /
CONSULTING SERVICES
State of Colorado
University of Northern Colorado

Notice Number: UNC-RFQ-26-02
Project Number: 2026-024M25
Project Title: Controls Upgrade Multiple Buildings - Phase 1
Estimated Project Cost: \$2,155,345

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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

The University of Northern Colorado is requesting a Statement of Qualification from Architect/Engineer/Consultant for the preparation of the Controlled Maintenance project Controls Upgrade Multiple Buildings - Phase 1, project number 2026-024M25. Phase 1 for Michener Library is funded at this time, future phases may be funded in proceeding years. UNC intends to extend the Phase 1 A/E Agreement to future phases as they are funded.

Background

The James A. Michener Library is 221,000 square feet and located at 1400 22nd St in Greeley. The Michener Library, completed in 1971, serves as a centerpiece of the University of Northern Colorado campus.

Building automation controls equipment is advancing and manufacturers are sending out product announcements outlining dates of “modernization” which essentially sunsets the availability and support of current equipment as they focus on the next generation of devices and technology.

This project will look to modernize building automation controls hardware starting in Michener Library, and future phases for four additional buildings on campus (Ross Hall, Butler-Hancock, Candelaria Hall, and McKee Hall). We also have some mixed building automation hardware by Honeywell that we intend to replace so everything is updated to the most current system. With replacement of the different JACE's, we will bring more buildings into the N4 front end and simplify our BAS system. The project will also replace controllers at all the Air Handlers within the building including the heating and chilled systems, all VAV boxes throughout the building that control branch duct work air temp in small zones, as well as miscellaneous controllers for lighting, security, and domestic hot water.

The project engineer will be required to evaluate alternative systems and other components as part of schematic design. Once that information is available, the replacement systems will be selected.

Please note: this project is being done independent of but coincides with the project in Michener “Renovate Variable Flow Chilled Water Systems”, these are two separate projects under two separate contracts, but will have some overlapping scope to coordinate.

The University of Northern Colorado 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
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 *University of Northern Colorado* 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>Parsons Hall, 501 20th St, Greeley, CO 80639</u>
Room:	<u>Parsons Hall Training Room</u>
Date/Time	<u>September 23, 2025 at 10:00AM</u>

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>September 5, 2025</u>
Mandatory Pre-Submittal Conference and Tour	<u>September 23, 2025</u>
Request for Clarifications Due	<u>September 26, 2025</u>
Final Addendum Issued (anticipated)	<u>September 29, 2025</u>
Submittals Due (Prequalification: Step I)	<u>October 6, 2025</u>
Interview Short List Announced	<u>October 15, 2025</u>
Oral Interviews	<u>October 20-24, 2025</u>
Selection Announced	<u>October 27, 2025</u>
Negotiation of Contract	<u>October 27-31, 2025</u>
Anticipated Design Start	<u>November 10, 2025</u>
Anticipated Construction Start/Finish	<u>May 15, 2026 - December 15, 2026</u>

The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by email or posted on **Bidnet**/Rocky Mountain E-Purchasing System (RMEPS) 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 **Bidnet**/Rocky Mountain E-Purchasing System (RMEPS). 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>Nate Patrick</u>
Agency:	<u>University of Northern Colorado</u>
Email Address:	<u>nate.patrick@unco.edu</u>
Phone:	<u>970-351-1978</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 h. 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 Nate Patrick with the University of Northern Colorado outlining the firm(s) 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 24 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.).
- 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. An electronic copy of the qualification package is due October 6, 2025 and shall be received no later than 2:00PM (MD/ST).

Three (3) hard copies of the qualifications package is due October 6, 2025 and shall be received no later than 2:00PM (MD/ST). 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 University of Northern Colorado 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.
- E. After selection and award all submittals, qualifications and ranking documents will be made available to the public on the agency or institutions solicitation platform.

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 work load.

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 October 20-24, 2025. Interviews will be conducted at: 501 20th St, Greeley, CO 80639. 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 University of Northern Colorado.

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: Controls Upgrade Multiple Buildings - Phase 1

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
<input type="checkbox"/> Qualifications and Relevant individual experience	6	x	_____	=	_____
<input type="checkbox"/> Unique knowledge of key team members	5	X	_____	=	_____
<input type="checkbox"/> Experience on projects as a team	4	X	_____	=	_____
<input type="checkbox"/> Key staff involvement in project management and on-site presence	6	X	_____	=	_____
<input type="checkbox"/> Time commitment of key staff	6	X	_____	=	_____
<input type="checkbox"/> Qualifications and relevant subconsultant experience	6	X	_____	=	_____

2. FIRM/TEAM CAPABILITIES

Weight	X	Rating	=	Score
--------	---	--------	---	-------

- ☐ 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.

<u>3</u>	X	<u> </u>	=	<u> </u>
<u>3</u>	X	<u> </u>	=	<u> </u>
<u>3</u>	X	<u> </u>	=	<u> </u>
<u>3</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>6</u>	X	<u> </u>	=	<u> </u>
<u>6</u>	X	<u> </u>	=	<u> </u>
<u>5</u>	X	<u> </u>	=	<u> </u>

4. PROJECT APPROACH

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

Weight	X	Rating	=	Score
<u>3</u>	X	<u> </u>	=	<u> </u>
<u>3</u>	X	<u> </u>	=	<u> </u>
<u>3</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>2</u>	X	<u> </u>	=	<u> </u>
<u>2</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>3</u>	X	<u> </u>	=	<u> </u>

Total Score:



STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM

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

Weight X Rating = Score

5 x _____ = _____

2. TEAM CAPABILITIES

3 _____

3. PRIOR EXPERIENCE

6 _____

4. PROJECT APPROACH

3 _____

5. WORK LOCATION

2 _____

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)

STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM

ARCHITECT/ENGINEER AGREEMENT DESIGN/BID/BUILD (D/B/B)

(STATE FORM SC-5.1)

State Agency

University of Northern Colorado

Department I.D.

GKA

Contract I.D. Number

UNC-RFQ-26-02

Project Number

2026-024M25

Project Name

Controls Upgrade Multiple Buildings - Phase 1

Consultant Name

Insert Consultant's full Legal Name including "Inc.", "LLC" etc.

Principal Representatives

For the State:

Blaine Nickeson

Finance and Administration

Campus Box 1

Greeley, CO 80639

Blaine.Nickeson@unco.edu

For Contractor:

Name

Company Name

Address Line 1

Address Line 2

City, State ZIP

Email

ATTACHMENT 1: Architect/Engineer Agreement Terms and Conditions, SC-5.1TC

STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM

ARCHITECT/ENGINEER AGREEMENT DESIGN/BID/BUILD
(STATE FORM SC-5.1)

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SIGNATURE PAGE

THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT

Each person signing this Agreement represents and warrants that the signer is duly authorized to execute this Agreement and to bind the Party authorizing such signature.

In accordance with §24-30-202, C.R.S., this Contract is not valid until signed by the State Controller (or an authorized delegate) or the State Controller Delegate for the University of Northern Colorado per the Fiscal Rules of the individual Institution of Higher Education

Project Number/Name: 2026-024M25 / Controls Upgrade Multiple Buildings - Phase 1

Contract ID No.: UNC-RFQ-26-02

CONSULTANT

INSERT: Legal Name of Consultant

STATE OF COLORADO

University of Northern Colorado

By: Name & Title of Person Signing for Consultant

Date: _____

By: Blaine Nickeson, Associate Vice President
Administration

Date: _____

OFFICE OF THE STATE ARCHITECT

State Buildings Program

By: Nate Reinhard, Assistant Vice President,
Facilities Management

Date: _____

STATE CONTROLLER

By: Alex LeBlanc, State Controller Delegate

Effective Date: _____

STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM

ARCHITECT/ENGINEER AGREEMENT DESIGN/BID/BUILD
(STATE FORM SC-5.1)

Department ID: GKA Contract ID #: UNC-RFQ-26-02
Project #: 2026-024M25

PARTIES. THIS AGREEMENT is entered into by and between the STATE OF COLORADO, acting by and through the Board of Trustees of the University of Northern Colorado hereinafter referred to as the State or Principal Representative, and Insert Contractor's full Legal Name including "Inc.", "LLC" etc. having its offices at Street address, City, State and Zip Code hereinafter referred to as the Architect/Engineer.

EFFECTIVE DATE AND NOTICE OF NONLIABILITY. This Agreement shall not be effective or enforceable until it is approved and signed by the State Controller or its designee (hereinafter called the "Effective Date"), but shall be effective and enforceable thereafter in accordance with its provisions. The State shall not be bound by any provision of this Contract before the Effective Date, and shall have no obligation to pay Architect/Engineer for any Work performed or expense incurred before the Effective Date.

RECITALS:

WHEREAS, the Principal Representative intends to procure Controls Upgrade Multiple Buildings - Phase 1 hereinafter called the Project; and

WHEREAS, authority exists in the Law and Funds have been budgeted, appropriated, and otherwise made available, and a sufficient unencumbered balance thereof remains available for payment In Fund Number N/A, Account Number N/A; and

WHEREAS, the State has **Appropriated** and the Principal Representative has been authorized to expend the total sum of Two Million, One Hundred Fifty-Five Thousand, Three Hundred Forty-Five Dollars (\$2,155,345) for this project including all professional services, construction/improvements, project contingencies, furnishings, movable equipment, reimbursable expenses and miscellaneous expenses; and

WHEREAS, funds are available for only a portion of the services defined herein, as more fully described in the funding Condition Precedent clause in Article 3.5

WHEREAS, the Principal Representative has established the **Fixed Limit of Construction Cost** in the amount of One Million, Four Hundred Ninety-Two Thousand, Eight Hundred Ten Dollars (\$1,492,810) and

WHEREAS, the ARCHITECT/ENGINEER was selected and determined to be the most qualified, and fees negotiated in accordance with the provisions of Section 24-30-1401, C.R.S. as amended, and

ENTIRE AGREEMENT - The entire contract consists of the Architect/Engineer Agreement (SC-5.1) and Attachment 1, the Architect/Engineer Terms and Conditions (SC-5.1TC) incorporated herein by reference. The ARCHITECT/ENGINEER acknowledges having reviewed and accepted the Architect/Engineer Agreement Terms and Conditions (SC-5.1TC).

NOW, THEREFORE,

The Principal Representative and the Architect/Engineer, for the considerations hereinafter set forth, agree as follows:

1 ARTICLE 1 BASIC SERVICES OF ARCHITECT/ENGINEER

1.1 THE SERVICES

1.1.1 Professional Services

For services in connection with the design of a funded project, the Architect/Engineer promises to perform the professional services for the contemplated project as delineated in the proposal letter dated ____, submitted by the Architect/Engineer, which is attached hereto and made a part hereof by reference as **Exhibit A**. In addition, the Architect/Engineer promises to perform the professional services as set forth in Terms and Conditions (SC-5.1TC) 1.2 A, B, C, D, E, F and G.

1.1.2 Buy Clean Colorado

If the box below is marked, this Project meets the definition of Public Project and must comply with the requirements of the Buy Clean Colorado Act, §24-92-117, C.R.S. (BCCO), and the Buy Clean Colorado Act Policy established by the State's Office of State Architect (OSA). Refer to **Exhibit C: State Development Requirements of the Code Compliance Policy**.

☒ _____ Principal Representative initial

1.1.2.1 The Architect/Engineer shall specify an Environmental Product Declaration (EPD) for each eligible material (specified below) within the project specifications included in the bid documents. When specifying materials, the Architect/Engineer shall prioritize products with EPDs for the design. The Architect/Engineer will verify EPD compliance using the BCCO EPD Submittal form (EE-5.2). The Architect/Engineer must verify that the specified EPDs contain global warming potential (GWP) values that are less than or equal to the maximum GWP limits established by OSA.

During the submittal process the Architect/Engineer shall work with the Contractor to ensure that eligible materials are obtainable and can be installed. If an eligible material with a compliant EPD is unobtainable, a waiver process defined by OSA shall be utilized.

- 1.1.2.2 “Eligible materials” or “material categories” means materials used in the construction of a Public Project, including:
- a) Asphalt and asphalt mixtures
 - b) Cement and concrete mixtures
 - c) Glass
 - d) Post-tension steel
 - e) Reinforcing steel
 - f) Structural steel
 - g) Wood structural elements

1.2 DEVELOPMENT OF THE PROJECT

1.2.5.6 Bidding Phase

The Architect/Engineer shall furnish copies of the Construction Documents as follows, subject to limitations hereinafter set forth:

- a) For Bidding Documents: (1) *electronic* sets to enable distribution among prime contractors and subcontractors in accordance with the advertisement for bids.
- b) For Contract Documents: The Principal Representative will require up to (1) *electronic* sets. The Contract Documents bearing the seal and the signature of the Architect/Engineer and the appropriate responsible professional Engineering Consultants are to be signed by the Contractor and the Principal Representative at the Contractor's contract signing conference. The Architect/Engineer acknowledges that prior to the contract signing conference and State Buildings Program authorizing the Notice to Proceed State Form SBP-6.26, a Letter of Compliance must be obtained from the State's Code Review Agent verifying that the contract Documents and all addenda, value engineering recommendations and all other changes to the bidding documents are in compliance with the applicable codes as adopted by State Buildings Program as indicated in **Exhibit C**.
- c) For Construction: Each prime contractor shall be furnished with (1) *electronic* sets or partial sets of the Contract Documents to enable prompt prosecution of the work.
- d) (2) complete sets of drawings and specifications shall be the maximum required to be furnished by the Architect/Engineer. The Principal Representative will pay for all other sets of documents or partial sets of documents required at the cost of reproduction.

1.2.7 Post Construction Phase

1.2.7.1 (As designated and defined in the Architect/Engineer's Proposal **Exhibit A**.)

2 ARTICLE 2 REIMBURSABLE EXPENSE

2.1 REIMBURSEMENT

2.1.1 Basic and Additional Services

Reimbursable expenses are in addition to the compensation for Basic and Additional Services and include actual expenditures made by the Architect/Engineer and its employees, associate Architect/Engineer, and consultants in the interest of the Project. Pay requests for reimbursable expense shall be submitted with receipts, statements, or other acceptable supporting data. The Architect/Engineer understands and agrees that a certain dollar amount as enumerated in line H of paragraph 3.1.1 has been established as a maximum amount to be paid for all reimbursable expenses.

2.1.2 Items for Reimbursement

The Architect/Engineer shall be reimbursed for:

- a) In accordance with the provisions of paragraph 1.2.5.6 (d) of this Agreement, for all copies over (2) of the Construction Documents which are provided for the project.
- b) The costs of all items furnished by the Architect/Engineer in accordance with paragraphs 5.1.1 (d) and (e) of the Architect/Engineer Agreement Terms and Conditions Design/Bid/Build (SC-5.1TC) as requested by the Principal Representative.
- c) Fees of special consultants if their employment is authorized in advance by the Principal Representative for other than the required architectural, structural, mechanical, electrical and civil engineering services; landscaping, if any; space planning/interior layout; and any other services included in this Agreement.
- d) Expense of data processing and photographic production techniques when used in connection with Additional Services.
- e) Expense of long distance telecommunication related to the performance of Basic Services.
- f) Expense of renderings, models and mock-ups requested by the Principal Representative other than those described in the designated services.
- g) Expense of mail, deliveries, mileage for local travel other than that necessary for the performance of Basic Services, and expense travel for consultants per Article 1 Basic Services of Architect/Engineer. Reimbursement of travel expenses is to be based on reasonable and necessary travel costs within the limits of State/Federal per diem rates as published in the travel section of the State Controller's Fiscal Rules, Meal and Incidental Per Diem Rates, Appendix A1.
- h) Expense of any additional insurance coverage or limits, including professional liability insurance, requested by the Principal Representative

in excess of that required in Article 8 as set forth in the Terms and Conditions (SC-5.1TC).

- i) Other expenses as approved in writing by the Principal Representative and State Buildings Program.

3 ARTICLE 3 BASIS OF COMPENSATION

3.1 PAYMENT

3.1.1 The Total Compensation

The total compensation for Basic Services fees (B through F), including a not-to-exceed price for Reimbursable Expenses and, if applicable, Pre-Design and Post Construction Services fees (A and/or G), shall be allocated as follows:

A.	Pre-Design Phase (If Applicable)	\$ _____
B.	Schematic Design Phase	\$ _____
C.	Design Development Phase	\$ _____
D.	Construction Documents Phase	\$ _____
E.	Bidding Phase	\$ _____
F.	Contract Administration Phase	\$ _____
G.	Post Construction Phase	\$ _____
H.	Reimbursable Expenses (not to exceed)	\$ _____
	TOTAL COMPENSATION	\$ _____

3.1.2 Monthly Payments

Payments to the Architect/Engineer shall be made monthly based upon Architect/Engineer's performance and progress, through a properly executed Application for Payment (SBP-7.1). Payments shall be due per § 24-30-202(24) (correct notice of amount due), within forty-five (45) days of receipt by the Principal Representative of the Applications for Payment.

3.5 CONDITION PRECEDENT

At the time of the execution of this Agreement, there are sufficient funds budgeted and appropriated to compensate the Architect/Engineer only for performance of the services through and including Phase 1. Therefore, it shall be a Condition Precedent to the Architect/Engineer's performance of the remaining services specified in Insert the parts of Article 1.2 that describes the services not fully funded and the State's liability to pay for such performance, sufficient funding must be appropriated and made available to the Principal Representative for the Project prior to September 5, 2026 and, as a further Condition Precedent, a written Amendment is entered into in accordance with the State of Colorado Fiscal Rules, stating that additional funds are lawfully available for the project. If either Condition Precedent is not satisfied by September 5, 2026, the Architect/Engineer's obligation to perform services for Phase 2 and 3 and the State's obligation to pay for such service is discharged without liability to each other. If funding is eventually made available after September 5, 2026, the Architect/Engineer has no right to perform services under Insert the parts of Article 1.2 that describes the services not fully fu

ned of this Agreement and the state has no right to require the Architect/Engineer to perform the said services.

12 ARTICLE 12 MISCELLANEOUS PROVISIONS

12.26 DESIGNATED REPRESENTATIVES

The Principal Representative and the Architect/Engineer authorize the individuals noted on the cover page to act on their behalf as Designated Representatives and points of contact as described in paragraphs 1.1.4 and 5.1.1(b):

FOR THE STATE:

Blaine Nickeson
Campus Box 1
Greeley, CO 80639
Blaine.Nickeson@unco.edu

FOR THE ARCHITECT/ENGINEER:

Insert Name of Individual acting on the contractor behalf
Insert Street Address
City, State Zip Code
Insert email address

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

**ARCHITECT/ENGINEER AGREEMENT DESIGN/BID/BUILD
(STATE FORM SC-5.1)**

EXHIBIT A: ARCHITECT/ENGINEER PROPOSAL

ARCHITECT/ENGINEER PROPOSAL
(Including Design Services Schedule and Certificates of Insurance, attached)

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

**ARCHITECT/ENGINEER AGREEMENT DESIGN/BID/BUILD
(STATE FORM SC-5.1)**

EXHIBIT B: WAGE RATES SCHEDULE

**WAGE RATES SCHEDULE
(Attached)**

STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM

ARCHITECT/ENGINEER AGREEMENT
DESIGN/BID/BUILD
(STATE FORM SC-5.1)

EXHIBIT C: BUILDING CODE COMPLIANCE POLICY

APPROVED STATE BUILDING CODES

**BUILDING CODE COMPLIANCE POLICY: COORDINATION OF APPROVED BUILDING CODES,
PLAN REVIEWS, BUILDING INSPECTIONS AND STATE DEVELOPMENT REQUIREMENTS**

Refer to the Office of the State Architect's Building Codes Webpage for the *Building Code Compliance Policy* (Rev. July 2025)

Exhibit A: Approved Building Codes of the *Code Compliance Policy* dated July 2025 including the Amendments to the International Building Code and *Code Compliance Plan Review Procedures* (Rev. July 2025);

Exhibit B: Plan Review Procedures of the *Code Compliance Policy* dated July 2025

Exhibit I: State Development Requirements of the *Code Compliance Policy* dated July 2025

The State Buildings Program [Building Codes Webpage](#) may be found at:

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)