**STATE OF COLORADO**

**OFFICE OF THE STATE ARCHITECT**

**STATE BUILDINGS PROGRAM**



**REQUEST FOR QUALIFICATIONS**

**FOR**

**PROFESSIONAL CONSULTING SERVICES – Program Planning**

**RFQ # UNC RFQ 22-04**

**For The**

**University of Northern Colorado**

**For**

**College of Osteopathic Medicine Program Planning**

##### STATE BUILDINGS PROGRAM

##### REQUEST FOR QUALIFICATIONS

###### FOR PROFESSIONAL CONSULTING SERVICES

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##### STATE BUILDINGS PROGRAM

##### REQUEST FOR QUALIFICATIONS

###### FOR PROFESSIONAL CONSULTING SERVICES

1. INTRODUCTION
2. PROJECT DESCRIPTION/RESPONSIBILITIES/MINIMUM REQUIREMENTS

The University of Northern Colorado (UNC) is seeking qualified firms to assist with development of a program plan for a College of Osteopathic Medicine (UNC-COM) facility.

**BACKGROUND**

UNC is a public research university located in Greeley Colorado, about 50 miles north of Denver. The University currently enrolls approximately 11,000 graduate and undergraduate students. In addition, there are approximately 1,300 faculty and staff.

UNC offers a wide range of graduate and undergraduate programs in six academic colleges: Humanities and Social Sciences, Monfort College of Business, Education and Behavioral Sciences, Natural and Health Sciences, Performing and Visual Arts and University Libraries.

UNC is a residential campus and houses nearly 3,400 students in university owned residence halls.

A current priority for the university is implementation of the University Strategic Plan, [Rowing not Drifting 2030](https://www.unco.edu/strategic-plan/pdf/pres-strategic-visioning-21-v20.pdf). Rowing not drifting guides our direction and aspirations for the next decade of serving our students and community. UNC is also working toward designation as an Hispanic Serving Institution.

**PROJECT DESCRIPTION**

The Program Plan will guide the development of a new facility to house the College of Osteopathic Medicine. The facility will be a transformational modern medical education building for the university. The design will incorporate osteopathic principles in healthcare delivery, multi-disciplinary teams for learning and problem solving, and integrate holistic care principles.

Estimated planning budget: $75,000 - $150,000

**SCOPE OF SERVICES**

* Assist the university in creation of a program plan meeting the requirements of the Colorado Department of higher Education capital planning policies.
* Lead a collaborative process to include university leadership, the UNC-COM founding dean, Facilities Management, and other university stakeholders.
* Assist with site evaluation including possible renovation of former K-12 school facility.
* Program shall incorporate environmentally sustainable features and will be required to achieve a minimum of L.E.E.D. Gold certification.
* Programmed spaces include, but are not limited to the following:
	+ - Flexible classrooms
		- Small group spaces to encourage collaborative learning and problem solving
		- Hands on practice areas
		- Simulation suites
		- Clinical training and assessment center
		- Osteopathic manipulative medicine lab and gross anatomy lab
		- Mock clinic and exam rooms
		- Office and support spaces

**PREVIOUS PLANS / STUDIES / DOCUMENTS**

* + Tripp Umbach feasibility Study

**POINT OF CONTACT**

Name: Kirk Leichliter, AVP Facilities Management

Phone: 970-351-1264

E-mail: Kirk.Leichliter@unco.edu

**MINIMUM REQUIREMENTS**

* *Qualification Based Selection limited to Professional Services as defined in C.R.S. 24-30-1402.*
* *Past experience with projects of similar scope and complexity.*

B. SELECTION PROCESS

The selection of a Program Planning Consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages. Stage One submittals will be screened and scored. Stage two: A limited number of firms will be short listed and invited to participate in oral interviews. The University of Northern Colorado 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. Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS.  In order to facilitate review, one ( 1 ) hard copy and 1 flash drive of submittals must be provided.  Submittal length shall be limited to 24 pages of text. Submittals must be received at:

University of Northern Colorado - Facilities Management

Parsons Hall - Planning and Construction Office

501 20th Street

Greeley, CO 80639

Deadline for receipt (whether mailed or hand delivered) is: **Wednesday, May 25th, 2022 by 2:00pm**

Late submittals will be rejected without consideration.  The University of Northern Colorado and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

2. Screening Panel/Short List: Submittals will be evaluated by a panel of individuals selected in accordance with state policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no fewer than three (3) or no more than five (5) firms will be interviewed.

3 Oral Interviews: It is anticipated that oral interviews will be conducted from June 22 – 24, 2022. Interviews will be conducted at: University of Northern Colorado, Parsons Hall, 501 20th street, Greeley CO. The time and room for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individual(s) who will act as the primary contacts with the University of Northern Colorado.

C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Posting-Advertisement April 27, 2022

Date Email Questions Due May 11, 2022

Date Answers Due to all Firms May 18, 2022

**RFQ Submittal Due** **May 25, 2022 2:00 PM**

Submittal Screening May 25 to June 14, 2022

Interview List Released June 15th, 2022

Oral Interviews (as scheduled) June 22 to June 24, 2022

Negotiation of Professional Consulting Services

Contract June 24 to July 22, 2022

Contract Approval (projected) July 29, 2022

Anticipated A/E professional Services - Start August 1, 2022

Anticipated professional services – finish March 1, 2023

1. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. Following are elements that will be used to evaluate each firm's qualifications **(Note that the primary focus of the prequalification evaluation will be the firm’s capability and the primary focus of the oral interview will be the proposed management team members’ capabilities)**:

1. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

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

**B. FIRM/TEAM CAPABILITIES**

1. Are the lines of authority and coordination clearly identified?
2. Are essential management functions identified?
3. Are the functions effectively integrated? (e.g., subconsultants’ role delineated)?
4. 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.

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

Note: Include the name and current telephone number of the owner’s project representative for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

1. Budget Methodology/Cost Control.
2. Establish and maintain estimates of probable cost within owner's established budget.
3. Control consultant contract costs
4. Coordinate value engineering activities
5. Quality Control Methodology.
6. Insure State procedures are followed
7. Insure the project is designed for energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
8. Insure the project is designed for durability and maintainability
9. Schedule.
10. Manage the required work to meet the established schedule
11. WORK LOCATION

Describe where the prime and sub-consultants will do the key work elements of this project.

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

**Appendix A**

##### STATE BUILDINGS PROGRAM

**PRELIMINARY SELECTION/EVALUATION FORM**

##### FOR PROFESSIONAL CONSULTING SERVICES (UNC-COM Program Planning)

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

Evaluator #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFQ REFERENCE

MINIMUM REQUIREMENTS Y \_\_\_\_ N \_\_\_\_

If the minimum requirements have not been met, specify the reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledgment and Attestation included: Y \_\_\_\_\_ N \_\_\_\_\_

**SCORE (PROJECT SPECIFIC QUALIFICATIONS):** Weight2 x Rating3 = Score

1. PROJECT TEAM1
2. Qualifications and relevant individual experience. \_\_6\_\_\_x\_\_\_\_\_=\_\_\_\_
3. Unique knowledge of key team members relating to the

project. \_\_6\_\_\_x\_\_\_\_\_=\_\_\_\_

1. Experience on projects as a team (as applicable). \_\_4\_\_\_x\_\_\_\_\_=\_\_\_\_
2. Key staff involvement in project management and on-

 site presence. \_\_6\_\_\_x\_\_\_\_\_=\_\_\_\_

1. Time commitment of key staff. \_\_6\_\_\_x\_\_\_\_\_=\_\_\_\_
2. Qualifications and relevant sub-consultant experience

(as applicable). \_\_4\_\_\_x\_\_\_\_\_=\_\_\_\_

1. FIRM/TEAM CAPABILITIES1
2. Are the lines of authority and coordination clearly identified \_\_2\_\_\_x\_\_\_\_\_=\_\_\_\_
3. Are essential management functions identified? \_\_2\_\_\_x\_\_\_\_\_=\_\_\_\_
4. Are the functions effectively integrated (e.g., sub-consultants’

roles delineated , as applicable?) \_\_2\_\_\_x\_\_\_\_\_=\_\_\_\_

1. Current and projected work load. \_\_2\_\_\_x\_\_\_\_\_=\_\_\_\_
2. PRIOR EXPERIENCE/PERFORMANCE1
3. Experience of the key staff and firm with projects of similar

scope and complexity. \_\_8\_\_\_x\_\_\_\_\_=\_\_\_\_

1. Demonstrated success on past projects of similar scope

and complexity. \_\_8\_\_\_x\_\_\_\_\_=\_\_\_\_

1. References. \_\_8\_\_\_x\_\_\_\_\_=\_\_\_\_
2. PROJECT APPROACH1
3. Budget methodology/cost control. \_\_2\_\_\_x\_\_\_\_\_=\_\_\_\_
4. Quality control methodology. \_\_2\_\_\_x\_\_\_\_\_=\_\_\_\_
5. Schedule maintenance methodology. \_\_4\_\_\_x\_\_\_\_\_=\_\_\_\_
6. WORK LOCATION1
7. Proximity of firm’s office as it may affect coordination with

 the state's project manager and the potential project location. \_\_2\_\_\_x\_\_\_\_=\_\_\_\_\_

1. Firm's familiarity with the project area. \_\_2\_\_\_x\_\_\_\_=\_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_\_\_\_4

NOTES:

1. **Criteria**: Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter’s overall qualifications.
2. **Weights**: Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
3. **Ratings**: Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score**: Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

**Appendix A1**

##### STATE BUILDINGS PROGRAM

**ORAL INTERVIEW SELECTION/EVALUATION FORM**

###### PROFESSIONAL CONSULTING SERVICES (UNC-COM ProgramPlanning)

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

Evaluator #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCORE (OVERALL QUALIFICATIONS)1**: Weight2 x Rating3 = Score

1. PROJECT TEAM1 \_\_8\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

2. TEAM CAPABILITIES1 \_\_2\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

3. PRIOR EXPERIENCE1 \_\_6\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

4. PROJECT APPROACH1 \_\_2\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

5. WORK LOCATION1 \_\_2\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_\_\_\_4

NOTES:

1. **Criteria**: Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter’s overall qualifications.
2. **Weights**: Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
3. **Ratings**: Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score**: Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

**Appendix A2**

##### STATE BUILDINGS PROGRAM

##### REQUEST FOR QUALIFICATIONS

###### FOR PROFESSIONAL CONSULTING SERVICES (UNC-COM ProgramPlanning)

**FINAL RANKING MATRIX**

QUALIFICATION BASED SELECTION

(This form is to be used separately to rank and determine the most qualified professional consulting services firm for both the preliminary and interview evaluations)

|  |  |  |  |
| --- | --- | --- | --- |
| FIRM | **QUALIFICATIONS SCORE1** | **CUMULATIVE2****TOTAL SCORE** | **RANK3** |
|  | EVAL#1 | EVAL#2 | EVAL#3 | EVAL#4 | EVAL#5 | EVAL#6 |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

NOTES:

1. Insert total score from each evaluator's PRELIMINARY SELECTION AND INTERVIEW SELECTION/EVALUATION FORMS. DO NOT combine scores of the two evaluations.

2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.

3. Rank all firms with the highest scoring firm being the most qualified.

**Appendix B**

**CONSULTANTS AGREEMENT (SC-5.3)**

**Appendix C**

**Section Not Used**

**Appendix D**

**ACKNOWLEDGEMENT AND ATTESTATION FORM**

By responding to these guidelines, the respondent(s) certify that he/she has 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.

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

Subscribed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Date City

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 County State

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant or Corporate Officer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness Date

NOTE: Use full corporate name and affix corporate seal (if available).

 (Seal)