



ARC Integrated Program Management, Inc.

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To Whom It May Concern:

Thank you for your interest in the preconstruction and construction services for the new building addition to Colorado Mountain College, Vail-Eagle Valley Campus in Edwards, Colorado.

The general contractor selection process will consist of this Request for Qualifications /Proposal and culminate in oral interviews.

The current schedule for contractor selection is as follows:

- 04 FEB 10: Project Advertisement (3 Weeks to Respond)
- 04 FEB 10: Issue Request for Qualifications & Proposal
- 16 FEB 10: Pre-Proposal Meeting: 2pm @ Vail-Eagle Valley Campus, Room 216
- 25 FEB 10: RFQ/P Packages due
- 01 MAR 10: Committee review meeting to shortlist
- 11 MAR 10: Oral Interviews
- 15 MAR 10: Issue NTP for Pre-Construction Services

Overview of the Project

For the purposes of responding to the informational requests below, review the attached conceptual site plan, floor plans and exterior elevations and assume the schedule and construction costs for the project will be as follows:

- 33,000 square foot addition to the existing Vail-Eagle Valley Campus building
- Scheduled to break ground in July 2010 with an 11 month construction duration
- Total construction budget, including general conditions and fee is \$8 Million

To allow the Owner and ARC to fully understand your firm's qualifications for this job, please carefully prepare a response to the items listed on the following pages.

I. Overview of the Firm

- A. Please use AIA Document A305, General Contractor's Pre-Qualification Statement - 1986 Edition, to respond as follows:
1. Present all the information requested, following the instructions provided in AIA Document A305.
 2. Under Article 4, Section 4.3, please also include the aggregate bonding capacity for your firm by quarter from January of 2008 to the present.
 3. Please provide a list of similar projects your firm has completed. For each project listed, please provide the total contract amount for work performed by your firm, and contact information for the Owner.
- B. In responding to Section 5.1, please provide all the information requested, including the following:
1. An income statement for the current year to date, and full prior year.
 2. This information should be prepared by an outside firm (preferably a CPA), and should adhere to Generally Accepted Accounting Principles (GAAP), signed by the CEO or CFO.
 3. If your firm has multiple offices, please provide this information for all offices. Indicate which office is going to perform the bulk of the services for this project and why.

II. Safety

- A. Provide a general outline of your firm's approach to assuring safety. If available, include the resume of person in charge of safety for your company and any safety training. Does this individual conduct onsite project safety inspections? How often?
- B. Provide your firm's Interstate Experience Modification Rate for Workmen's Compensation Insurance used by your insurance carrier for each of the last three years.

III. Construction Cost Estimating

The construction cost estimating process used by the selected contractor is one of the essential elements of this project. In this context, please respond as follows:

- A. Provide an example of a cost estimate prepared from schematic design information as well as one prepared from design development information for a project similar in scope and use to this proposed facility.

- B. Provide the current resumes of each member of the cost estimating team, their job description and current workload.
- C. Please also provide their dedication to this project in man-hours available per week from March 2010 through August 2010.

IV. Scheduling

The ability to predict, test and correct the appropriate construction project duration is another essential element of this project. In this context, please provide an overview of your firm's scheduling experience and approach and respond to the following:

- A. What level of personnel commitment to scheduling does your firm provide during preconstruction and construction? Please be specific, indicating number of project-specific hours to be dedicated per week. Indicate whether these personnel hours will be provided on-site, in the home office, or a combination of both.
- B. Provide the current resumes of each member of the scheduling team, their job description and the hours shown above that will be their responsibility.
- C. List the project scheduling software and hardware used by your team to prepare its schedules. How long has your firm used each of these software packages? What version is currently being used?
- D. Provide an example of a detailed schedule used by your firm throughout construction. In addition, provide an example of a three-week "look-ahead" format, submittal schedule, task lists, etc. The examples are to be representative of the information the Owner can expect to receive on this project.

V. Specific In-House Personnel Dedicated to this Project during Construction

The success of this project's team will rest on the individuals assigned to the facility's completion. Good teams typically have strong leaders, together with highly qualified, dedicated support personnel. Colorado Mountain College is very interested in the specific make-up of your proposed team, their respective qualifications and their commitment to the project. Please provide the following information about the in-house employees your firm proposes for the Vail-Eagle Valley Campus Building Addition:

- A. The presentation of the project manager's qualifications should include at least the following information:
 - 1. Current resume.
 - 2. List of higher education projects completed by this individual, together with owner and design team contact person and phone number for each project shown.
 - 3. Narrative of key qualifications that make this individual an ideal "fit" for this Owner and this job.

4. Minimum number of hours per week this individual will be specifically dedicated to this project during the preconstruction and procurement process.
 5. Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.
 6. Other projects this individual is scheduled to participate in from March 2010 through the End of August 2011.
- B. The presentation of your in-house and field construction team, should include, but not be limited to, the project superintendents and other key personnel. Please include the following:
1. Current resumes.
 2. Current job description.
 3. Minimum number of hours per week these individuals will be specifically dedicated to this project during the preconstruction process.
 4. Minimum number of hours per week these individuals will be specifically dedicated to this project during the construction process.
 5. Other projects these individuals are scheduled to participate in from March 2010 through End of August 2011.

VI. Quality Control

Please describe the steps your firm uses to control quality during the preconstruction and construction phases; identifying one-time tasks, on-going tasks, points of the College's participation, milestones, etc. The methods used to insure delivery of a project meeting or exceeding the requirements of the Contract Documents and the Owner's needs should be emphasized.

- A. Provide a spreadsheet showing the amount of non-owner initiated change orders as a lump sum and percentage of total project construction cost for projects completed by your firm in the past three years, both on a project-by-project basis, as well as an overall historical percentage. Provide names and contact people for verification of the information provided.
- B. Provide an example of your firm's standard change order log currently being used on other projects.
- C. Provide an example of your firm's standard change order request with detailed backup.
- D. Provide documentation for the amount of non-owner initiated change orders as a percentage of total project construction cost for your firm, both on a project-by-project basis, as well as a historical percentage.

- E. Provide an example of your firm's standard Request for Information Log, Submittal Log and Punch List. Examples are to be representative of the format to be used on these projects.
- F. Provide a narrative outlining formal closeout procedures used to finish a project.

VII. Cost of General Conditions, Overhead and Profit

- A. Based on the information provided please provide general conditions, overhead and profit numbers your firm believes appropriate for this project.
- B. Assume your firm will be required to accept the site as in conformance with the civil drawings, and the Owner will provide your firm with one benchmark as a point of beginning for your survey crew. Cost of this verification survey should be carried in your general conditions number.
- C. All layout required for the building corners and grid lines should be carried in your firm's cost of general conditions.
- D. Assume your firm will be including all printing costs required for its own forces after Notice to Proceed in general conditions. All sets required for bidding purposes will have already been provided at no charge by the Owner, and will be made available to the contractor as needed.
- E. Snow removal, winter protection, and temporary heat should be provided as top-sets based on your firm's knowledge of building in the Vail-Eagle Valley.
- F. Include a Performance and Payment bond in your submittal.
- G. Include builder's risk insurance as an alternate in your submittal.
- H. Exclude building permits and plan check fees.
- I. Please use the enclosed Excel worksheet to prepare a lump sum for the project costs to be incurred by your team, assuming a total construction contract amount as referenced in Project Overview above. This worksheet will assist the selection team in making a fair and objective comparison of the cost of using the competing teams. Please note the following points:
 - 1. Present all the information requested, with no line items left blank. The appropriate responses are as follows:
 - a. A quantity and unit cost extended to show a total amount for the line item, using the electronic format provided, if possible. Please note the Owner's team does not accept responsibility for any errors of any kind submitted by any candidate. All extensions shown in the "Total" column are assumed to be a true and accurate representation of cost for that line item.

- b. The words "By Owner" typed in the Total Cost column to indicate that your team expects this cost to be borne by the Owner.
 - c. The words "By Sub" typed in the Total Cost column to indicate that your team intends to include this item in the subcontractor's contract(s).
 - d. The word "Excluded" typed in the Total Cost column indicates that your team thinks this cost will be incurred, but is specifically excluding from the total shown on the worksheet.
 - e. The letters "N/A" typed in the Total Cost column to indicate that your team does not believe this line item applies to this specific job, and is therefore not included in this worksheet.
2. Assume a construction duration as noted above in section I for the project and a corresponding project staffing.
 3. For the purposes of calculating the overhead and profit required in Item #s 1.205 and 1.206 assume a total construction contract amount of as referenced in Project Overview above. If these lump sums will change as a function of hard construction costs, please indicate the applicable percentage for home office overhead and home office profit to be used in that event separately in a note inserted at the bottom of page 5.
 4. The second-to-last line item (# 1.207) is provided to allow your team to add any other costs and/or profit anticipated for this project.
 5. Provide a listing of Item #s from the worksheet where the costs shown for material and/or labor are not anticipated to be provided/performed by your team's own resources.
 6. Please feel free to include any narrative explanations you feel to be appropriate, referencing the item number under discussion.

VIII. Selection Criteria and Future Process

- A. The selection committee will analyze the Qualifications, General Conditions and Fee Proposals provided, focusing on, in order of importance:
 1. The candidate's relevant experience, quality of resources available to be assigned to this project, and financial strength.
 2. The exceptions taken to the standard contract and general conditions provided to your firm for review as part of this process.
 3. The fees and general conditions shown in the Soft Cost Worksheet provided to each candidate. Please note ARC has never recommended an Owner award to construction team with the lowest general conditions and fee, but also has never

endorsed granting the project to the most costly candidate from a soft cost perspective.

B. The next level of the selection process will follow these steps:

1. A standard contract and general conditions will be provided to the candidates with this Request for Qualifications/Proposal for review and written comment due at the oral interviews.
2. As many as three firms will be invited to present their General Conditions and Fee submittal to the selection committee in separate, one-hour presentations in Edwards, CO followed by a question-and-answer session by the project team for each candidate. The oral interview schedule will be made available before proposals are due.
3. The selected firms will be asked to provide a construction cost estimate based on the current level of drawings that are available at the time the top three firms are selected; it is assumed the drawings will be at the beginning phase of Design Development. Construction cost estimate will be due at the time of the oral interviews.
4. A detailed analysis of each candidate's submittal and subsequent presentation to the selection committee should result in one firm emerging as the top candidate.
5. The selected general contractor(s) will be added to the team after contract negotiations have concluded successfully, and Colorado Mountain College has ratified the team's General Contractor recommendation no later than **15 MAR 10**.

VI. Colorado Mountain College Procurement Guidelines

- A. Limitation of Multiple-Fiscal Year Obligations: All financial obligations of Colorado Mountain College under this contract subsequent to the fiscal year in which signed is contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the Colorado Mountain College Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4)(b) of the State Constitution (Amendment 1).
- B. Right to Reject any and All Proposals: Colorado Mountain College does not obligate itself to accept the lowest, or any other proposal, and reserves sole discretion to reject any proposals, to re-advertise, and to waive formalities or irregularities in the process or of any proposal. When considering proposals and determining whether the Contract will be awarded and, if so, to which vendor, the College may consider any and all factors relating to this project as Colorado Mountain College, in its sole discretion, deems to be appropriate. All procurement and awarding of contracts will be based on the standards, terms and conditions of the Colorado Mountain College Purchasing Manual dated January 1992 revised in 1999. This manual is available for review at any Colorado Mountain College Administration Office.

- E. Insurance Requirements for the Contracting Team: The Bidder shall take out and maintain at the Bidder's own expense the following minimum limits of insurance:
1. Commercial General Liability:
 - a. \$1,000,000 combined single limit
 - b. \$2,000,000 aggregate
 2. Automobile Liability:
 - a. \$600,000 combined single limit or
 - b. \$150,000 per person and \$600,000 per occurrence for bodily injury and property damage.
 3. Worker's Compensation and Employer's Liability:
 - a. Worker's Compensation limits as required by the State of Colorado
 - b. Employer's Liability limits of \$1,000,000 per accident.
 4. Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, except after 30 days prior written notice has been given to the Owner.
 5. The Bidder shall provide Certificates in ACCORD format and all renewal notices for each insurance policy required by this clause to the Owner in a timely and proactive manner. Failure of the Owner to receive such certificates and renewal notices shall grant the Owner the right to take remedial action as required to protect its interests.
- F. Assignment: The successful proposing firm or individual is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of Colorado Mountain College.

I encourage you to direct any questions that you might have via email to slara@arcipm.com with a cc: to tbrekel@arcipm.com and sskramstad@coloradomtn.edu. Phone calls or direct contact with the Owner, Construction Manager, or the Owner's staff may disqualify the candidate, at the Owner's option.

Colorado Mountain College requests that candidates limit the length of their submittals to 50 pages (one-sided) not including dividers. The committee will require **one (1) unbound original and Seven (7)** sealed copies of your firm's response addressed and delivered to:

Ms. Sarah Lara
ARC Integrated Program Management
1790 38th Street, Suite 105
Boulder, CO 80301

Submittals are due no later than 4:00pm (local time), 25 FEB 10.

Thank you for your time and interest in our exciting and unique project.