



ARC Integrated Program Management, Inc.

1780 38th Street • Suite 105 • Boulder, CO 80301 • (303) 443-0330 • Fax (303) 443-1508

To Whom It May Concern:

Thank you for your interest in the Phase II Design Services for the new building at Colorado Mountain College, Alpine Campus in Steamboat Springs, Colorado. The design team selection process will consist of this Request for Qualifications /Proposal and culminate in oral interviews of shortlisted firms.

The selection process will be as follows:

- 26 FEB 10: Project Advertisement (3 Weeks to Respond)
- 26 FEB 10: Issue Request for Qualifications & Proposal
- 10 MAR 10: Mandatory Pre-Proposal Meeting
- 18 MAR 10: RFQ/P Packages due
- 23 MAR 10: Committee review meeting to shortlist
- 31 MAR 10: Oral Interviews
- 05 APR 10: Issue NTP for Design Services

The information needed and the issues to be addressed in this submittal are as follows:

I. Scope of the Project

- A. The new building will serve as a replacement building of the existing Bogue Hall, Monson Hall, and Willett Hall buildings and will be approximately 45,000 square feet.
- B. The current schedule anticipates issuance of 100% complete construction documents on **31 JAN 11**, based on a Notice to Proceed to the design team on **05 APR 10**.
- C. The project budget provides \$12 Million for hard construction costs with a total budget of \$16 Million.
- D. The base scope of work shall include all loading, delivery, pedestrian, vehicular access, and other Site/Student Center driven project elements.

- E. The Owner's preferred schedule is for Phase II design process to begin on **07 APR 10** (assuming a NTP of 05 APR 10) as mutually agreed upon in advance by the Owner and Architect. Candidates should assume Notice to Proceed for construction will be given on **01 MAY 11** and Substantial Completion will be reached by **01 JUL 12**. This assumes reasonably responsive Owner input and design approvals, and the standard approval process for a project in Steamboat Springs, Colorado.
- F. If your firm believes the above schedule is too aggressive for your available resources or preferred process, please provide a proposed schedule with this submittal in graphic format.
- G. Colorado Mountain College has been working with THIRA to date on Phase I Design Services, which includes programming, preliminary conceptual design and City of Steamboat Springs Final Development Plan [FDP] review and approval. We encourage all candidates to utilize THIRA as the associate architect for the project. We do however, respect candidate's desires to perform this project with in-house resources and therefore request that you provide an alternate to your proposal to retain THIRA.
- H. The selected candidate should assume the Owner and Phase I Design Team (THIRA) will be providing a preliminary floor plan, ALTA survey of the site, final soils report and all furnishings, fixtures and equipment (FF&E) design and procurement. THIRA will continue to manage the city development plan approval process through the City of Steamboat Springs and will conduct a preliminary project review with the State of Colorado OPS/DFS office.
- I. All other services typically provided by a design team during design and construction should be included in the scope of this proposal such as:
- Site & Landscape design
 - Kitchen design
 - Civil engineering
 - IT / AV consultant
 - Acoustic & Lighting design
 - Geo-exchange engineering
 - Irrigation design
 - Construction cost estimating
- J. The fee proposed should include presenting not less than (3) three design concepts to the staff, Colorado Mountain College Board of Directors, and the public prior to approval of concept design and NTP for schematic design.
- K. Submittal for Final Development Plan review with the City of Steamboat Springs has not been completed. THIRA is currently contracted for and responsible for presenting the project to and responding to the City of Steamboat Springs approval entities, and obtaining those approvals.

- L. Exterior features will complement existing architecture found in the newer buildings on the Colorado Mountain College, Alpine campus and comply with Design Review Board guidelines and the City of Steamboat Springs FDP review.

II. Project Program & Owner's Philosophy

- A. The final building program will be provided by the joint efforts of the selected Architect, the Colorado Mountain College Faculty & Staff and public input as one of the first tasks of the selected team. The first draft of this program has been provided for your use; see Space Needs Calculation and Preliminary Space Plan by THIRA.
- B. Colorado Mountain College is expecting to maximize space flexibility.
- C. The new building itself will integrate sustainable, environmentally conscious and efficient building features that include but are not limited to:
 - i. Glazing that positively impacts energy efficiency and occupant comfort;
 - ii. Interior finishes that compliment classroom functions as well as being very durable;
 - iii. Mechanical design that utilizes geo-exchange for primary heating and cooling; and
 - iv. Per CMC's President Climate Commitment, the building will be designed to LEED silver standards, although LEED certification will not be obtained.

III. Overview of the Firm

- A. Please use AIA Document B305, Architect's Qualification Statement -1993 Edition to present the information requested, following the instructions provided.
- B. Please provide a compiled financial statement for your firm including, at a minimum the following:
 - 1. An income statement for the current year to date, and full prior year.
 - 2. A balance sheet for your firm.
 - 3. This information should be prepared by an outside firm, preferably a CPA, and should adhere to generally accepted accounting principles.
 - 4. If your firm has multiple offices, please provide this information for the office from which your firm will be providing the bulk of the services for this project.

- C. Please provide a complete list of higher education projects that your firm has completed. Include the size, dollar value, and contact person with phone number, for the Owner and Contractor of each project.

IV. Specific In-House Personnel Dedicated to this Project

- A. 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. The Owner is very interested in the specific make-up of your proposed team, and their respective qualifications. Please provide the following information about the in-house employees your firm proposes for this project:

1. The presentation of the design team leader's qualifications should include at least the following information:

- * Current resume.
- * List of Higher Education projects completed by this individual, together with owner and general contractor contact person and phone number for each project shown.
- * Narrative of key qualifications that make this individual an ideal "fit" for Colorado Mountain College.
- * Minimum number of hours per week this individual will be specifically dedicated to this project during the design process.
- * Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.
- * Other projects this individual is currently scheduled for participation in through February 2012 as a member of the design team for your firm.
- * Personal references for this individual in the community outside the construction industry.

2. The presentation of the in-house design team members should include at least the following information for each team member:

- * Current resume.
- * Current job description.
- * Minimum number of hours per week this individual will be specifically dedicated to this project during the design process.
- * Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.

- * Other projects this individual is currently scheduled for participation in through February 2012 as a member of the design team for your firm.

V. Required Design Services

- A. Prepare a list of all design services to be provided under your contract with the Owner that will be completed wholly or in part by personnel inside your firm. Indicate what portion of each of these tasks will be completed in-house.
- B. Prepare a list of all design services to be provided under your contract with the Owner that will be completed wholly or in part by organizations and/or personnel outside of your firm's employees. Indicate what portion of each of these tasks will be completed in-house, if any.
- C. Prepare a list of all engineering, testing, consulting, and other services not provided by your design team that you recommend the Owner should provide to the project during design to insure its success.
- D. For responding to Part V of this RFQ/P, the Owner suggests a format similar to the matrix referenced in attached Exhibit C – Architect's Basic & Additional Services for the purposes of clarity and comparison with other firms.

VI. Quality Control and the Design Process

- A. Please describe the steps your firm recommends as the best for the design phase of this particular project, identifying one-time tasks, on-going tasks, points of Owner participation, milestones, etc. The methods used to insure timely delivery of internally consistent and externally coordinated documents should be emphasized.
- B. Please describe the methods used by your firm to minimize conflicts in the final construction documents and reduce change orders. Please 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 an historical percentage.
- C. Identify your firm's desired involvement in the bidding and construction process, and the methods used to achieve quality control in the field.
- D. Identify your firm's desire and approach in collaborating with the current Phase I architectural firm, THIRA.

VII. Technology

- A. The ability to produce and revise drawings rapidly can be essential to maintaining aggressive schedules. Please identify the following capabilities of your firm:

1. At what point in the design process does your firm begin putting the drawings on CADD? Please identify this milestone as a percentage of 100% complete construction drawings.

VIII. Design Documents

- A. Describe in detail the contents of a typical schematic design package submitted by your firm.
- B. Describe in detail the contents of a typical design development package submitted by your firm.
- C. Describe in detail the contents of a typical construction documents design package submitted by your firm.
- D. Feel free to submit examples of the above packages if desired.

IX. Proposed Contract Form

- A. A draft of the proposed Owner\Architect agreement will be posted as an addendum for your firm's review and comment.
- B. Please make a list of all desired modifications to the contract form. Be prepared to provide this list of exceptions on 31 MAR 10, together with any additional written comments, in the event your firm is requested to attend an oral interview.
- C. These comments are not required to be submitted as part of the response, but analysis should probably be initiated now based on the short notice period given to oral interview candidates (see below).

X. Professional Fees

- A. ARC Integrated Program Management, Inc., the Construction Manager, has provided an MS Excel workbook for your use in responding to the questions below. Read the "Instructions" tab in this file.
- B. Please submit a lump sum fee to provide the design services by phase as described above.
- C. Provide an alternate to your proposal to retain the current architect, THIRA, as an associate architect.

- D. Based on the project schedule described above, or your proposed schedule if different, please prepare a list of payments by billing period showing the proposed allocation of the above fee.
- E. Clearly identify all categories of reimbursable expenses, their percentage of markup, and anticipated cost based on the billing periods shown above. In areas of uncertainty, a range of probable reimbursable costs will be acceptable.
- F. Submit this in both hard copy and electronic copy with this submittal.

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.
- C. Insurance Requirements for the Design Team: The Architect accepts full responsibility for the Architect's professional performance and agrees to maintain in full force and effect an Errors and Omissions or Professional Liability Insurance Policy affording coverage in the amount of \$1,000,000 per claim and \$2,000,000 annual aggregate, for the duration of this Agreement. The contract of insurance shall insure against all claims, damages, losses, or expenses, including attorney's fees as determined by a court, arising out of or resulting from the performance of professional services contemplated in this Agreement., provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, or to failure of the structure or facility, or any of its components, including the loss of use resulting there from, and is caused, by any negligent act, error or omission of the Architect, any consultant thereto or associate thereof, anyone directly employed by the Architect, or anyone for whose acts any of them may be liable. The Architect shall submit a certificate of the policy at the signing of this Agreement and also any notices of renewals of the said policy as they occur. In addition, the Architect shall take out and maintain at the Architect's own expense general liability insurance, including automobile liability, and Workers'

Compensation Insurance, Certificates of such insurance and all notices of renewal shall be furnished to the Owner. The Architect shall maintain the following minimum limits of insurance:

- a. Commercial General Liability: \$1,000,000 combined single limit.
 - b. Automobile Liability: \$600,000 combined single limit or \$150,000 per person and \$600,000 per occurrence for bodily injury and property damage.
 - c. Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the State of Colorado and Employer's Liability limits of \$1,000,000 per accident.
 - d. Professional Liability Coverage: Not less than \$1,000,000/\$2,000,000 split limit.
- D. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except after 30 days prior written notice has been given to the Owner. The professional liability errors and omission insurance policy shall remain in effect for the duration of the agreement and at least three (3) years beyond the completion and acceptance of the work.
- 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), 18 MAR 10.

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