



Architectural Resource Consultants, Inc.

P.O. Box 156 ▪ Eagle, CO 81631-0156 ▪ (970) 337-3200 ▪ www.arcinc.to

**RFQ# 368-07**  
**Request for Qualifications for General Contractors**  
**Colorado Mountain College – Summit Campus**

Your company is being considered as one of a number of firms to be the general contractor for the construction of the new Summit Campus (SC) for Colorado Mountain College in **Breckenridge, CO**. The selection process will consist of this Request for Qualifications, followed by Requests for Proposals, and culminating in Oral Interviews. The selection of the successful candidate shall be made on or before **20 FEB 07**.

For the purposes of responding to the informational requests below, assume the CMC SC project will be a **35,000** square foot, \$ **9.0** million classroom facility. The current schedule is to have excavation and foundation construction drawings ready 20 JUL 07 with the 100% construction drawings ready on 24 AUG 07, and initiate construction on 15 AUG 07. For more information, please refer to the attached **Program/Master Plan** provided by OZ Architecture, the Owner's Architect.

The proposed selection schedule is as follows:

08 JAN 07 - Advertise RFQ  
23 JAN 07 - RFQ due from Candidates  
26 JAN 07 – Selection Committee Meet to review RFQ submittals and determine shortlist  
26 JAN 07 - Issue RFP to short listed candidates  
08 FEB 07 - RFP due from candidates  
12 FEB 07 - Meet to review RFP submittals  
12 FEB 07 - Send out oral interview invitation  
16 FEB 07 - Oral Interviews  
20 FEB 07 - Issue NTP to selected candidate

To allow the Owner, the Owner's Architect, OZ Architecture, and the Owner's Representative, Architectural Resource Consultants, Inc., to fully understand your firm's qualifications for this job, please carefully prepare a response to the items listed below.

**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.

2. Under Article 4, Section 4.3, please also include the aggregate bonding capacity for your firm by quarter from June of 1998 to the present.

B. In addition to the project list provided in the A305, please provide the following specific project lists 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 and Architect.

1. Mountain construction
2. Higher Education

C. In response to Section 5.1, please provide all the information requested, including the following:

1. A letter from your financial institution noting your firms financial stability.

## **II. Safety**

A. Provide the resume of person in charge of safety for your company. Identify the specific training that qualifies them for this position. What other tasks and duties in your company that are not safety related are assigned to this individual? 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 five years.

## **III. Construction Cost Estimating**

A. 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:

1. Provide one example of a cost estimate prepared from design development information (50% to 60% complete design documents) for a project similar in scope and use to this proposed facility.
2. Provide the current resumes of each member of the cost estimating team, their job description and current workload. Please also provide their dedication to this project in man-hours available per week from **20 FEB 07** through **15 AUG 07**.

## **IV. Scheduling**

A. The ability to predict, test and correct the appropriate project duration is another essential element of this project. In this context, please respond as follows:

1. What level of personnel commitment to scheduling does your firm provide during pre-construction? Please be specific, indicating number of project-specific hours to be dedicated per week.
2. What level of personnel commitment to scheduling does your firm provide during construction? Here again, 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.
3. Provide the current resumes of each member of the scheduling team, their job description and the hours shown above that will be their responsibility.
4. 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?

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

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. CMC 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 project manager's qualifications should include at least the following information:
  - a) Current resume.
  - b) List of projects completed by this individual, together with owner and design team contact person and phone number for each project shown.
  - c) Narrative of key qualifications, including experience in mountain construction, that make this individual an ideal "fit" for this Owner and this job.
  - d) Minimum number of hours per week this individual will be specifically dedicated to this project during the pre-construction process.
  - e) Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.
  - f) Other projects this individual is scheduled for participation in from **20 FEB 07** through the beginning of **01 AUG 08** as a member of a construction team for your firm.

g) Personal references for this individual in the community outside the construction industry.

2. The presentation of your in-house and field construction team, should include, but not be limited to, the project superintendent and other key personnel. Please include the following:

a) Current resume.

b) Current job description.

c) Minimum number of hours per week this individual will be specifically dedicated to this project during the preconstruction process.

d) Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.

e) Other projects this individual is scheduled for participation in from **20 FEB 07** through **01 AUG 08** as a member of a construction team for your firm.

## VI. **Quality Control**

A. Please describe the steps that your firm uses to control quality during the pre-construction and construction phase of a project such as this, identifying one-time tasks, on-going tasks, points of CMC's participation, milestones, etc. The methods used to insure delivery of a project meeting or exceeding the requirements of the Contract Documents and CMC's needs should be emphasized.

B. Please describe the methods used by your firm to minimize conflicts in the final construction documents and reduce change orders. 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, 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.

## VII. **Marketplace Resources**

A. As we are all too aware, the subcontracting community in the mountains of Colorado is very busy and may not be as responsive as we all would like. With the goal of offsetting this challenge by selecting a contractor with well-developed contacts already in place, respond to the following:

1. Please provide a complete list of vendors and subcontractors your firm uses as a resource(s) during the pre-construction process.

2. Please note the intent is not to initiate a subcontractor pre-qualification process for this particular project, but rather determine the level of marketplace penetration currently achieved by your firm.

## I. 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. 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.

I encourage you to direct any questions that you might have via email to [tim@arcinc.to](mailto:tim@arcinc.to) (with a cc: to [brobichaud@coloradomtn.edu](mailto:brobichaud@coloradomtn.edu) ). A single point of contact will generate the most clarity of direction and least confusion of intent. Phone calls, or direct contact with the Owner, Architect, or the Owner's staff may disqualify the candidate, at the Owner's option.

Your firm should also make arrangements to be available for an oral interview at the CMC District Office in Glenwood Springs on **16 FEB 07** in the event your firm is requested to attend.

The committee will require six (6) copies of your firm's response addressed and delivered by Hand to:

Mr. Tim Brekel  
Architectural Resource Consultants, Inc.  
011 Eagle Park Drive  
Eagle, CO 81631

Email or FAX submittals will not be accepted.

Submittals are due **no later than 4:00pm, 23 JAN 07.**

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