

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



**REQUEST FOR PROPOSALS
FOR AN
INTEGRATED PROJECT DELIVERY METHOD
UTILIZING
DESIGN/BUILD LUMP SUM (LS) SERVICES**

For The

University of Colorado, Anschutz Medical Campus

For The

New Campus Safety & Preparedness Facility



**ADVERTISEMENT FOR
REQUEST FOR QUALIFICATIONS (RFQ)
Design Build Services
State of Colorado**

University of Colorado Denver | Anschutz Medical Campus (GFE)
Notice Number: PN21-124177

Notice Status: OPEN
Publish Date: 10/30/2020
Notice Revisions: 0
Revision Publish Date: NA

Project No: 21-124177
Project Title: Campus Safety Preparedness Facility
Estimated Construction Cost: TBD

Settlement Notices

For all projects with a total dollar value above \$150,000 Notice of Final Settlement is required by C.R.S. 38-26-107(1).

Final Settlement, if required, will be advertised via: Electronic Media

Project Description

The University of Colorado Anschutz Medical Campus (CU Anschutz) is looking to solicit the services of a Design Build Entity (D/B team) to provide program verification, design and construction services for a new 27,903 gross square feet (GSF) Campus Safety and Preparedness Facility.

The proposed facility is essential to the universities ability to accommodate the immediate and future safety needs of our growing campus population. The new facility will allow us to consolidate the various growing departments and functions of our campus safety and preparedness team (currently housed in three locations on campus) into one, modern, code compliant facility.

The campus safety and preparedness team provides a diverse array of law enforcement, security and emergency preparedness services to the Anschutz Medical Campus. The agency is accredited by the International Association of Campus Law Enforcement Administrators and includes an Administration unit and four divisions.

- Police Operations Divisions
- Electronic Security Division
- Emergency Communication Center and Record Division
- Emergency Management Division

The Police Operations Division is staffed by 28 full-time, state certified law enforcement officers, providing round the clock response to reports of criminal acts and emergencies on the CU Anschutz Medical Campus. The Emergency Communication and Records Division provides 911 services, alarm monitoring and management of the agency's criminal justice records. The Electronic Security Division provides access card services to all University and affiliated personnel as well as alarm and CCTV design, installation and maintenance. The Emergency Management Division provides emergency preparedness and incident management support to both the CU Anschutz and CU Denver campuses.

The new Campus Safety and Preparedness Facility is currently planned to be a two-story structure, 27,903 GSF in size. It will be designed to an International Building Code (IBC) Occupancy Category of IV - Essential Facility. As such, the structure will remain operational in the event of extreme environmental loading (from flood, wind, snow, earthquakes, etc.) for the delivery of vital services and for the protection of the community.

The site is an important visual gateway to the university and the new facility will greatly enhance the campus arrival experience from 17th Place. Building 610 currently occupies the proposed site for the new facility. The one-story, 6,960 gsf animal facility, built in 1942 as part of the Fitzsimons Army Medical Garrison (FAMG), Building 610 is currently used for campus storage. The building has been "cold & dark" since the 1995 FAMG closure with no utilities in operation (heat, electricity, heat, etc.). After numerous unsuccessful studies attempting to utilize this outdated facility in a more substantive way, the Anschutz Medical Campus 2012 Facilities Master Plan slated the structure for demolition. The demolition of 610 is included as part of this solicited effort.

Scope of Services

The **University of Colorado Denver | Anschutz Medical Campus** anticipates using a Design Build Lump Sum approach to project delivery. Reference RFQ for detailed information on the Design Build selection and process.

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. To be considered as qualified, interested firms shall have, as a minimum:

1. Provided Design Build Contracting services within the last three (3) years for at least two (2) projects each in excess of \$10,000,000 (hard costs), utilizing the expertise present in their Colorado Office; and
2. Demonstrated specific Design Build Contracting experience in projects of similar scope and complexity; and
3. Demonstrated bonding capability up to \$10,000,000 for an individual project coincidentally with current and anticipated workloads; provide letter from surety that affirms this capacity.

Firms meeting the minimum requirements may obtain the bidding documents on the website accompanying this advertisement.

Rae please check the below link is accurate

University of Colorado Denver | Anschutz Medical Campus Facilities Projects – **Request for Qualifications** website:

<http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFQ/Pages/RFQ.aspx>

Colorado CORE/ColoradoVSS:

<https://codpa-vss.cloud.cgifederal.com/webapp/PRDVSS2X1/AltSelfService>

Other Information

Preference shall be given to Colorado resident bidders and for Colorado labor, as provided by law.

Pre-Bid Meeting

The Mandatory Pre-Bid Meeting will be held **Monday November 9, 2020 at 1:00PM**

Virtually via Zoom <https://ucdenver.zoom.us/j/93931451488>

Schedule/Submission Details

1. The schedule of events for the RFQ process and an outline of the schedule for the balance of the project is as follows:

Advertisement	10/30/2020
RFP Document Release	10/30/2020
Mandatory Pre-submittal Conference and Tour	11/09/2020, 1:00PM
Date Email Questions (Clarifications) Due	11/16/2020, 1:00PM
Date Email Responses Issued	11/23/2020
Submittals (Prequalification: Step I) Due	12/02/2020, 1:00PM
Interview Short List Announced – (4) DB Entities	12/07/2020
Oral Interviews (Step II)	12/16/2020
Workshop Shortlist Announced – (2) DB Entities	12/21/2020
Design Workshops	1/04/2021-3/01/2021
Design & Cost Proposals Due – (2) DB Entities	3/22/2021, 1:00PM
Negotiation of DB Contract	4/15/2021
Contract Approval(projected)	6/13/2021
Anticipated Start of Contract	7/01/2021
Anticipated Construction Completed	6/01/2022

2. Prequalification submittals shall be submitted ONE (1) electronic copy PDF received no later than Wednesday December 2nd at 1:00PM, and shall be submitted via email to Raeann.Gregory@cuanschutz.edu. Late submittals will be

rejected without consideration. CU Anschutz and the State of Colorado assume no responsibility for costs related to the preparation of submittal.

3. The above schedule is tentative. Responding teams shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the schedule date and time.

Point of Contact/Clarification

Name: **Raeann Gregory**
Agency: University of Colorado Denver | Anschutz Medical Campus (GFE)
Phone: NA
Email: Raeann.Gregory@cuanschutz.edu

This Notice is also available on the web at:

Media of Publication(s):	University of Colorado Denver Anschutz Medical Campus Facilities Projects Website
Publication Dates:	10/30/2020
VSS	https://codpa-vss.cloud.cgifederal.com/webapp/PRDVSS2X1/AltSelfService

**REQUEST FOR PROPOSALS FOR AN
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DESIGN/BUILD SERVICES**

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**REQUEST FOR PROPOSALS FOR AN
INTEGRATED PROJECT DELIVERY METHOD UTILIZING
DESIGN/BUILD LUMP SUM (LS) SERVICES**
University of Colorado Anschutz Medical Campus

I. GENERAL INFORMATION

A. INTRODUCTION/DESCRIPTION OF PROJECT

The University of Colorado Anschutz Medical Campus (CU Anschutz) is looking to solicit the services of a Design Build Entity (D/B team) to provide program verification, design and construction services for a new 27,903 gross square feet (GSF) Campus Safety & Preparedness facility.

The proposed facility is essential to the university's ability to accommodate the immediate and future safety needs of our growing campus population. The new facility will allow us to consolidate the various growing departments and functions of our campus safety & preparedness team (currently housed in three locations on campus) into one, modern, code compliant facility.

The campus safety & preparedness team provides a diverse array of law enforcement, security, and emergency preparedness services to the Anschutz Medical Campus. The agency is accredited by the International Association of Campus Law Enforcement Administrators and includes an Administration unit and four divisions.

- Police Operations Divisions*
- Electronic Security Division*
- Emergency Communication Center and Records Division*
- Emergency Management Division*

The Police Operations Division is staffed by 28 full-time, state certified law enforcement officers, providing round the clock response to reports of criminal acts and emergencies on the CU Anschutz Medical Campus. The Emergency Communications and Records Division provides 9-1-1 services, alarm monitoring and management of the agency's criminal justice records. The Electronic Security Division provides access cards services to all University and affiliated personnel as well as alarm design, installation and maintenance and installation and maintenance of the campus CCTV system. And, the Emergency Management Division provides emergency preparedness and incident management support to both the CU Anschutz and CU Denver campuses.

The New Campus Safety & Preparedness Facility is currently planned to be a two-story structure, 27,903 GSF in size. It will be designed to an International Building Code (IBC) Occupancy Category of IV - Essential Facility. As such, the structure will remain operational in the event of extreme environmental loading (from flood, wind, snow, earthquakes, etc.) for the delivery of vital services and for the protection of the community.

A comprehensive space needs analysis was conducted by DLR Group over the course of 5 months in 2017. This analysis involved numerous extensive work sessions with police personnel in all Divisions. As always, the information provided by staff, who are constantly on the job, provided the best insights into current as well as future unique operational requirements out to year 2027, which were translated by the planning

consultant into a comprehensive program plan for the new facility. Verification of this 2017 programming effort will be included as a part of this solicited effort.

The site is an important visual gateway to the university and the new facility will greatly enhance the campus arrival experience from 17th Place. Building 610 currently occupies the proposed site for the new facility. The one-story, 6,960 gsf animal research facility, built in 1942 as part of the Fitzsimons Army Medical Garrison (FAMG), Building 610 is currently used for campus storage. The building has been “cold & dark” since the 1995 FAMG closure with no utilities in operation (heat, electricity, heat, etc.). After numerous unsuccessful studies attempting to utilize this outdated facility in a more substantive way, the Anschutz Medical Campus 2012 Facilities Master Plan slated the structure for demolition. The demolition of 610 is included as part of this solicited effort.

University of Colorado Anschutz Medical Campus (CU Anschutz) intends to select a Design/Build Entity who will design, manage and construct the project as described within. This procurement process will focus heavily upon the qualification of the D/B team, its key team members, as well as how they are able to work together with the university and its representatives to develop an effective design and cost proposal for this project. The process to be used in the selection of the D/B Entity is comprised of four steps:

STEP I Prequalification Submittal: Interested D/B Entities will submit prequalification submittals that will be reviewed and evaluated by the Selection Committee. Submittals should provide evidence of the D/B team having successfully completed projects of similar scope and complexity. At the conclusion of STEP 1, no more than four (4) prequalification D/B Entities will be invited to participate in STEP II – Oral Interviews.

STEP II Oral Interviews: During STEP II the Selection Committee will meet with no more than four (4) prequalified D/B Entities in Oral Interviews. At the conclusion of the Oral Interviews no more than two (2) D/B Entities will be invited to participate in step III.

STEP III Design Workshops: During STEP III two (2) D/B Entities will engage in an eight (8) week program verification and design competition that will include engagement with CU Anschutz User Groups, as well as the CU Design Review Board. At the completion of STEP III, the two (2) D/B Entities shall each submit a proposal to support the design, construction, and overall project management for the New Safety & Preparedness Facility at the CU Anschutz Medical Campus.

STEP IV Design & Cost Proposals: Sealed cost proposals will be required from the two teams selected to participate in the STEP III competition and are to be submitted as indicated in this RFP. Both design and cost will be considered in the final ranking of teams with design excellence given 60% of the value of the weighted criteria and costs in the sealed Cost Proposal given 40%.

A Jury Panel of individuals who will be involved in the project and/or understand the required services associated with Design/Build Contracting will evaluate responses to this RFP for all four STEPS.

At the conclusion of STEP IV, one D/B Entity will be selected to negotiate a contract to provide programming, design, and construction services under the standard Design/Build Agreement Lump Sum SC-8.0 (Rev. 7/2018) and the General Conditions of the Design Build Agreement Lump Sum SC-8.1 (Rev 1/2019). The D/B Entity that is **not** selected from the two STEP IV finalists shall be awarded a \$100,000 honorarium as full and total compensation for their efforts.

Selection and award of this project will be based on a combination of qualifications and best value selection representing the best overall value to the State.

B. MINIMUM QUALIFICATIONS

As indicated in the advertisements, Notice is hereby given to all interested parties that all D/B Entities will be required to meet minimum requirements to be considered for these projects. To be considered as qualified, interested teams shall have, as a minimum:

- Provided Design/Build Contracting services within the last three (3) years for at least two (2) projects each in excess of \$ 10,000,000 (hard costs), utilizing the expertise present in their Colorado Office; and
- Demonstrated specific Design/Build experience in projects of similar scope and complexity; and
- Demonstrated bonding capability up to \$ 10,000,000 for an individual project coincidentally with current and anticipated workloads; provide letter from surety that affirms this capability.

C. SCOPE OF SERVICES

The scope of services will include assistance to the State during the process of design, construction, and warranty period. Specific tasks to be performed by the Design/Build Contractor (D/B) include those generally performed by the D/B construction community where the Designer is also the Contractor. All work shall be in compliance approved State Building Codes. Current adopted codes and standards can be found at: <https://www.colorado.gov/pacific/osa/bldgcodes>

The D/B Agreement will include a Condition Precedent. At the time of the release of this RFP, there are sufficient funds budgeted and appropriated to compensate the Design/Build Entity only for the performance of the Work through design. Demolition of building 610 and the construction of the new facility is contingent upon State funding approval in 2021.

II. PREQUALIFICATION SUBMITTALS (STEP I)

A. SCHEDULE

1. The schedule of events for the RFP process and an outline of the schedule for the balance of the project is as follows:

Advertisement	10/30/2020
RFP Document Release	10/30/2020
Mandatory Pre-Submittal Conference and Tour	11/9/2020
Date Email Questions (Clarifications) are Due	11/16/2020
Date Email Responses Issued	11/23/2020
Prequalification Submittal Due (STEP I)	12/2/2020
Interview Short List Announced - (4) D/B Entities	12/7/2020
Oral Interviews (STEP II)	12/16/2020
Workshop Short List Announced - (2) D/B Entities	12/21/2020
Design Workshops	1/4/21 thru 3/1/21
Design & Cost Proposals Due - (2) D/B Entities	3/22/2021
Negotiation of D/B Contract	4/15/2021
Contract Approval (projected)	6/13/2021
Anticipated Start of Contract	7/1/2021
Anticipated Construction Completed	6/1/2022

2. Prequalification submittals shall be submitted online at Raeann.gregory@cuanschutz.edu. Late submittals will be rejected without consideration. CU Anschutz and the State of Colorado assume no responsibility for costs related to the preparation of submittal.
3. The above schedule is tentative. Responding teams shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the schedule date and time.

B. MANDATORY PRE-SUBMITTAL CONFERENCE

1. To ensure sufficient information is available to teams preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to have CU Anschutz Facilities Projects, Office of Institutional Planning, and Campus Safety & Emergency Preparedness representative staff able to discuss the project. Teams preparing submittals must attend and sign-in in order to have their submittals accepted. The pre-submittal conference will be held virtually via ZOOM on November 9th, 2020 from 1pm until 2pm. <https://ucdenver.zoom.us/j/93931451488>

C. CLARIFICATIONS

1. Owner initiated changes to this RFP will be issued under numerically sequenced email addenda. Addenda generally consist of the following items:
 - a. Clarifications
 - b. Scope Changes
 - c. Time and/or Date Changes

Respondents must acknowledge all issued addenda in their submittal and proposal.

2. Respondent initiated requests for clarification will be received any time prior to *November 16th 2020*. All State responses will be issued by email addenda on or before *November 23rd, 2020*

D. GENERAL INFORMATION

1. All respondents accept the conditions of this RFP, 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. Facsimile submittals shall not be accepted.
 - c. 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.
 - d. The State reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.
 - e. 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. The \$100,000 honorarium awarded to the D/B Entity that is **not** selected from the two STEP IV finalists shall be awarded as full and total compensation for their entire efforts.
 - f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Design/Build Agreement are expressly workable without reservation.
 - g. The respondent has reviewed Appendix F and by responding acknowledges the New Safety & Emergency Preparedness Facility Program Plan as the initial basis of design.
 - h. The respondent has reviewed Appendix D and by responding acknowledges the Aesthetic Guidelines and Construction Standards as basic guidelines for design.
2. Appendix E is the estimated budget for the project. The distribution of contract costs is permitted to differ in the Cost Proposal.

E. PREQUALIFICATION SUBMITTALS (STEP I)

1. Respondent must comply with the following items, a through f. 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. **(Note that the primary focus of the Prequalification evaluation will be the firm(s) capabilities).**
 - a. Submit (1) complete digital copy of all material.
 - b. Submittals shall be formatted in the exact form and numeric sequence of the Evaluation Form (1 through 5) in Appendix A.

- c. Submittals shall be evaluated in accordance with criteria as indicated in SECTION IV. A. PREQUALIFICATION SUBMITTAL CRITERIA and ranked on the corresponding Evaluation Form in Appendix A.
- d. Response to all items shall be complete.
- e. All references shall be current and relevant.
- f. Complete and execute the appropriate Acknowledgment and Attestation Form as provided in Section VI and submit at the back of the Prequalification Submittal.

III. ORAL INTERVIEWS (STEP II)

A. SHORT LIST

From the submittals received, a short list of four (4) qualified respondents shall be identified using the scoring indicated on the enclosed Prequalification Evaluation Form, Appendix A.

Teams failing to meet the minimum required qualifications will not receive further consideration.

B. ORAL INTERVIEW

1. Mandatory oral interviews shall be conducted for the four short listed teams only. Interview times and location, will be arranged by CU Anschutz and all short listed teams will be notified in advance. (Note that the primary focus of the Oral Interview evaluation will be the D/B Team's capabilities).

IV. DESIGN WORKSHOPS (STEP III)

A. SHORT LIST

From the Oral Interviews, a short list of two (2) qualified respondents shall be identified using the scoring indicated on the enclosed Oral Interviews Evaluation Form, Appendix A1.

B. DESIGN WORKSHOPS

The remaining two (2) D/B Entities will engage in an eight (8) week program verification and design workshop that will include weekly interactive engagement with CU Anschutz User Groups, as well as the CU Design Review Board. The University believe that effective communication and collaboration are vital the success of any D/B project. These interactive meetings will allow the university to gain insight into how team finalists collaborate with the User Groups, Design Review Board, and with each other.

The two D/B teams will meet with these groups separately. Each team will be responsible for conducting their meetings in order to allow the owner with an understanding for how project meetings will be conducted should the team ultimately be selected. Teams are required to memorialize these weekly meetings with meeting minutes submitted to the owner at the completion of Step III. The intent of this requirement is to provide the owner with examples of the type of communication the team will be provided during the project.

At the completion of STEP III, the two (2) D/B Entities shall each submit a proposal to support the design, construction, and overall project management for the New Safety & Emergency Preparedness Facility at the CU Anschutz Medical Campus.

V. DESIGN AND COST PROPOSALS (STEP IV)

Step IV combines design proposals with formal bids for the realization of the project. At the conclusion of STEP IV, one D/B Entity will be selected to negotiate a contract to provide programming, design, and construction services for the New Safety & Emergency Preparedness Facility at the University of Colorado Anschutz Medical Campus.

A. DESIGN PROPOSALS

At the completion of Step III, D/B teams are required to make presentations to the selection committee explaining their submitted design proposals. Consideration of aesthetics, technical, functional, & economic effectiveness, as well as sustainability will all be evaluated by the selection committee in their review of the design proposals.

Proposed betterments (defined as improvements having the potential to add value to the design above that outlined in the Program Plan) will also be considered in evaluating proposals. Any and all betterments shall have their associated costs clearly defined as part of the D/B Entities Cost Proposal.

B. COST PROPOSALS

1. Cost Proposals are due on the scheduled submission date prior to the start of design presentations. Only one sealed copy is required. Cost Proposals will remain sealed until after the qualitative scoring of both presentations and will then be opened. The cost amount will then be considered (40 percent) in conjunction with the qualitative score from the design presentation (60 percent).

a. Submit sealed cost proposal separately. Do not include cost proposal data in the design presentation or any handouts.

2. Cost Proposals shall be submitted on the form provided in Section IX, without modification. A Cost Proposal shall be accompanied with sufficient detail to clearly identify the cost for design and management services construction and general conditions. Percentage of the cost of work is not an acceptable value. The Cost Proposal should be prepared independently in accordance with the following:

a. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the proposal being found non-responsive.

1) Appendices D and F of this RFP include the project Program Plan & Aesthetic Guidelines and Construction Standards.

b. Provide a D/B staff schedule with staff by name, position and man-hours (assume 8 hour days) per month estimated on the project.

- c. The State reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the State reserves the right to negotiate a reasonable cost for service within the available funds. The D/B contract will be a bonded lump sum contract to encompass all design, management and construction work; some allowances may be included.
3. This Cost Proposal is a binding offer to perform the services associated with the Scope of Services described in this RFP. The State, however, reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

C. METHOD OF SELECTION

The selection committee shall complete a combined evaluation of Design and Cost Proposals in accordance with the criteria as indicated in SECTION IV, B. Design & COST PROPOSALS/EVALUATION CRITERIA. Numerical ranking and selection of the most qualified firm (including cost) will then occur on the corresponding evaluation forms in Appendix A2.

The final cost amount and scope of services may be negotiated at the State's discretion. Award and contract will be contingent on deliverability of key proposed D/B Staff.

VI. EVALUATION CRITERIA

A. PREQUALIFICATION SUBMITTAL CRITERIA

(Note that the primary focus of the Prequalification evaluation will be the Firms capabilities).

1. QUALIFICATIONS OF THE FIRM(S)

- Provide a description of the composition and management structure of your team. Identify the firm's roles and responsibilities and relevant experience with projects of similar scope and complexity and similar fast track project delivery methods. Describe how the team's experience will relate to the success of this project.
- Provide a description and separate graphic organizational chart complete with working titles identifying the lines of authority, responsibility and coordination.
- Provide a detailed description of the process of how your team selects qualified sub-contractors and manages them effectively on complex multi-phased projects.
- Provide a detailed description of how your team will maximize the Colorado construction work force on this project.
- Provide your team's safety record over the last five years and describe your teams' efforts to retain and support employees.

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS

- Describe the qualifications and relevant experience of the lead design architect/engineer including demonstrated experience working on projects of similar scope and complexity and time commitment for this project.
- Describe the qualifications and relevant experience of the construction manager/general contractor including demonstrated experience working on projects of similar scope and complexity and time commitment for this project.
- Describe the qualifications and relevant experience of other key in-house staff and time commitments for this project.

- Identify all current office locations of the assigned staff and any other resident expertise intended to be provided under this RFP.

3. PROJECT MANAGEMENT APPROACH

- Provide a strategic project approach summary: Include discussion of your team's approach in providing successful Design/Build services based on prior experience in cost, schedule and quality effectiveness. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.).
- Provide a description of design and construction work Project Management Team has capability to self-perform, including qualifications to do such.

4. PRIOR PROJECT EXPERIENCE/SUCCESS

Select your three (3) most relevant projects and provide, at a minimum, the following:

- The project/contract name
- Description of services provided
- Overall design/construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders
- Organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)
- Key assigned in-house staff (name and title)
- Subcontracts (service) used in the performance of the contract
- Schedule history
- Reference(s) for Owner
- Continuing services, if any

a. Timeliness

In general, Design/Build Contracting work is seen as successful if it is on time, on budget, and of acceptable quality. Timeliness is generally based on completion by the originally published date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

b. Budget Considerations

Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the State is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value analysis
3. Alternate solutions
4. Scope reduction that maintains project function
5. Cost/benefit analysis

Demonstrate for the above projects examples of how you accomplished the above cost control services.

c. Quality

Design quality has traditional connotations (coherent, integrated, efficient, flexible, aesthetic, etc.). Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

d. Services Disruption

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc.

e. Project Acceptability

Please discuss how your Design/Build Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

f. Compliance

Provide information on how compliance with industry standards of care, building codes, etc. was achieved.

5. MISCELLANEOUS CONSIDERATIONS

a. Claims/Litigation History of Firm

Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) on respondent contracts; explain the litigation, the issue, and its outcome or anticipated outcome.

b. Apprenticeship Training Program (Optional for Step I Prequalification)

Where an Apprentice Training Program certified by the Office of Apprenticeship located in the Employment and Training Administration in the United States Department of Labor exists in the State, or a comparable program for the training of apprentices is available in the State:

1. Each submitter shall demonstrate access to the certified program or a comparable alternative (Note that it is the responsibility of the submitter to demonstrate the comparability of a non-certified program) and,
2. Each submitter's subcontractor at any tier with a contract value of two hundred fifty thousand dollars or more (\$250,000) shall demonstrate access to the certified program or a comparable alternative.

ORAL INTERVIEWS EVALUATION CRITERIA

(Note that the primary focus of the Oral Interview evaluation will be the proposed D/B Entity Members' capabilities).

1. QUALIFICATIONS OF THE TEAM

- Explain the composition and structure of your project management team and how the firm will support their efforts in the field throughout this project.
- Are the lines of authority, responsibility and coordination clearly identified?

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS

- Explain the prior experience with projects of similar scope and complexity and similar project delivery methods of the lead architect/engineer's project manager and all other project management team members. Explain their roles and responsibilities and authority and why they are the right team members for this project.
- Explain the prior experience with projects of similar scope and complexity and similar project delivery methods of the construction manager/general contractor's superintendent and other team members.
- Explain anticipated project management team staff current and projected workload.
- Identify all current office locations and the resident expertise intended to be provided under this RFP. Identify the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Colorado and act in support of the anticipated contract.

3. PROJECT MANAGEMENT APPROACH

- Explain the strategic project approach for this project in summary: Include discussion of your team's approach in providing successful D/B services based on the needs of this specific project utilizing the team's prior past experience including cost, schedule, and quality control.
- Explain the design and construction work the project management team has the capability to self-perform including qualifications to do such work.
- Provide a detailed description of how your project management team selects qualified sub-contractors and manage them effectively on this project.

4. PRIOR PROJECT EXPERIENCE/SUCCESS

- Explain the most relevant projects the lead architect/engineer, superintendent and the team members have completed together and/or separately and what their role was. (CU Anschutz may at its discretion contact references and/or conduct independent performance analysis on projects on which the team member has worked).
- Provide descriptions of other related experience of lead design architect/engineer and superintendent and other project management team members.

5. MISCELLANEOUS CONSIDERATIONS

a. Craft Labor Capabilities

Describe the availability of resources that will be utilized to successfully complete the project.

- b. Apprenticeship Training Program (Mandatory for Step II)

Describe access to federal or state-approved apprenticeship programs, as available.

C. DESIGN WORKSHOP EVALUATION CRITERIA

(Note that the primary focus of the Design Workshop evaluation will be the D/B Entity Members' ability to effectively collaborate and actively engage with university user groups and Design Review Board members to help visualize appropriate and effective design solution.

Successful design-build teams who are focused on achieving design excellence will not only effectively communicate their ideas to the owner, they are also skilled at soliciting and understanding the owner's goals.(T)he owner evaluates the offeror on both the effectiveness of the communication and collaboration during the meeting(s) as well as the offeror's ability to incorporate the results of the meeting(s) into the Technical Proposal. For these procurements, the owner does not spoon-feed the information to the offerors or provide the same information to every offeror. Rather, much like during the project itself, the successful offeror will do an outstanding job of asking questions with the goal of gleaning and understanding the owner's goals.

- DBIA Guide to the Form Request for Qualifications and Request for Proposals

D. DESIGN & COST PROPOSAL EVALUATION CRITERIA

1. DESIGN PROPOSAL

Proposals will be judged for their overall design excellence along with the following:

1. Suitability of the design within general campus character consistency and continuity;
2. Building siting, massing, expansion capabilities, materials selection, and architectural character;
3. Landscape including plant selection, and location;
4. Vehicular circulation routes, patterns, parking;
5. Pedestrian circulation routes, patterns, amenities and materials;
6. Site furnishings, lighting and signage;
7. General campus infrastructure systems integration; and
8. Sustainable design methods and materials;

2. DESIGN SUBMITTAL REQUIRMENTS (submit (2) full size and (4) 1/2 size copies of the following)

A. Micro-Master Plan

Provide the following:

1. "Micro-Master Plan" (MMP) and/or urban design study of the project including the project area in the context of the existing campus and surrounding community. Include site analysis diagrams indicating critical environmental influences, surrounding context and conditions.

B. Civil Site Plan

Provide the following:

1. Site plan of the project showing location of all buildings, roads, parking and landscape elements.
2. Clear delineation of the project limit lines
3. Preliminary spot elevations
4. Existing utilities noted
5. Proposed utilities noted
6. Site grading & drainage plan; storm water removal or detention noted
7. Identify number of parking spaces being provided
8. Provisions for trash disposal and removal by truck dock, compactor etc.

C. Landscape Plan

Provide the following:

1. Landscape plan, including plant selection list;
2. Site lighting plan, and site accessories package (amount and location of all site accessories, such as bicycle racks, benches, trash receptacles, signs, flagpoles, etc.);

D. Building Floor Plans

Provide the following:

1. Plans of all floors showing structural grid, vertical circulation elements, core elements, vertical shafts, interior partitions, door and window locations, floor elevations
2. Key dimensions, bay sizes and overall dimensions
3. Plan indicating major extent of materials and any special conditions or equipment
4. Room names
5. Preliminary finish schedule for typical areas
6. Accessibility routes
7. Narrative explaining design rationale and assumptions regarding operational and functional issues

E. Roof Plan

Provide the following:

1. Structural grid
2. Roof material
3. Preliminary drains and slope
4. Indication of all visible roof equipment,

F. Building Sections

Provide the following:

1. Major sections through building to show relevant conditions
2. Structural grid
3. Building to grade relationship

4. Floor to floor and floor to ceiling height
5. Material designations

G. Building Elevations

Provide the following:

1. Major elevations with extent of glazing and mullion spacing indicated
2. Major materials identified
3. Floor lines, roof line and top of parapets indicated with dimensions
4. Finished grades clearly shown
5. Proposed building signage

H. Details

Provide the following:

1. Typical wall sections

I. Structural

Provide the following:

1. Design criteria narrative
2. Structural system description including alternates considered
3. Single line floor and roof framing plans
4. Typical bay and member sizes noted
5. Description of foundation system

J. MEP

Provide the following:

1. Preliminary HVAC system description
2. Design criteria for HVAC narrative including ("U" factors, temperature range, air changes, humidity controls, etc.)
3. Energy sources identified, entrances noted on architectural drawings
4. Mechanical rooms sized and located on architectural drawings
5. Vertical shafts and risers spaces sized and indicated on architectural drawings
6. Plumbing fixture count complies with code/program (Drinking fountains, lavatories, urinals, water closets, etc)
7. Location of HVAC units, mechanical rooms, electrical equipment shown on elevations, roof and/or site plans.
8. Fire protection codes and standards narrative
9. General description of fire suppression
10. Statement of power requirements. Substation and switch gear room sized and located on plans
11. Gas, water, sewer, etc., service points
12. Telephone and electrical room requirements shown on plans
13. Lighting outlined on plans along with lighting strategy narrative
14. Design criteria for electrical services, including voltage, number of feeders and whether feeders are overhead or underground. Provide a specific description of items to be served by emergency power and describe consideration for special areas.

K. Code Analysis

Provide the following:

1. Identify building area limitations, construction classification, occupancy use, including multiple and special usage's, occupancy load and egress capacity
2. Means of egress
3. Site (ADA) accessibility
4. Identify seismic requirements for project location.

L. Outline Specification

Provide the following:

1. Preliminary Specification sections for major building material systems and finishes

M. Energy Report

Provide the following:

1. Life cycle cost analysis of energy conservations measures
2. Daylighting analysis supporting project sustainability goals
2. Annual energy consumption/SF of building space
3. Energy report – Furnish an energy consumption report consisting of calculations (including any computer printouts) and a written summary of the results (clearly indicate assumptions made and used).
 - a. Identification of analysis methods. Including loads and building systems analysis.
 - 1) Building energy consumption
 - 2) Energy budget determination
 - b. Methodology of life cycle costing analysis.
 - c. Description of the major energy conservation features selected, such as building envelope U-values (or R-values), type of fenestration and percent of gross wall area, type of air handling system, reheat systems, automatic system control features, lighting levels and controls, etc.
 - d. Estimates of building energy consumption (see below for energy conversion values) is subdivided as follows:
 - 1) Energy consumption per month by energy type. Including maximum demand per month.
 - 2) Total monthly and annual energy consumption (BTUs).
 - 3) Annual energy consumption (BTUs) per building system, i.e., lighting, HVAC, hot water, equipment, etc.
 - 4) Annual energy consumption per square foot of building space (BTU/GSF/year)

3. COST PROPOSAL REQUIRMENTS

Only the two teams chosen to participate in Step III will be required to submit cost proposals. See Section IX of this RFP for cost proposal submission process and procedures.

VII. D/B CONTRACT INFORMATION

- A.** Carefully review the D/B Agreement sample (Appendix B) before initiating your response submittal. By responding, the D/B Entity agrees that the terms and condition of the sample Design/Build Agreement are expressly workable without reservation.
1. Appendix C of this RFP is the Certification and Affidavit Regarding Illegal Immigrants, a mandatory portion of the contract agreement.
 2. Appendix F of this RFP includes the project concept, program and specifications that apply to this project and are incorporated by reference into the contract agreement as required initial design criteria. Deviation from the Program Plan specifications must be justified in writing and approved by the CU Anschutz Representative before incorporation into the project.
 3. Appendix D of this RFP includes mandatory construction standards and aesthetic guidelines that are incorporated by reference into the contract agreement. Deviation from the CU Anschutz standards must be justified in writing and approved the CU Anschutz Representative before incorporation into the project. The design of building and site is required to respond to the aesthetic guidelines. Formal presentation of the proposed design to a review committee for approval is required.
- B.** The State reserves the right to make non-material changes to the appended model agreement, including additions and /or modifications that may be necessary to more completely describe the services defined or implied herein.
- C.** Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of the State.

VIII. ACKNOWLEDGEMENT AND ATTESTATION FORM

- A.** Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form is a mandatory requirement for a respondent to be considered responsive to this RFP Prequalification Submittal.
- B.** Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

IX. COST PROPOSAL FORM

- A.** Immediately following the Acknowledgement and Attestation Form is a Cost Proposal Form to be utilized to summarize the cost proposal for the services. Only those two short-listed teams having participate in Step III will be required to submit cost proposals
- B.** This RFP document, its appendices, and any written addenda issued prior to the submittal of cost proposals, and written clarifications prior to the interview shall serve as the only basis for cost proposals.
- C.** The respondent, by submitting this proposal, does hereby accept that minor changes by the State to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted

herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.

- D.** Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for Design/Build Contracting services, consistent with the schedules provided in the Statement of Work. Respondents are hereby advised that it is the State's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.
- E.** Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.
- F.** Appendix E is the estimated budget for the project. The distribution of contract costs is permitted to differ in the Cost Proposal.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Partnership Format)**

Date: _____

Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Design/Build sample contract, 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

1) _____
Partner Signature

Typed Name: _____

2) _____
Partner Signature

Typed Name: _____

Notary: _____ Date _____

Commission Expires: _____

Note: Add additional signature if there are more than two partners.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Joint Venture Format)**

Date: _____
Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Manager/General Contractor sample contract, 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

1) _____
Venture Partner Binding Signature Date

Type of Business Typed Name: _____
Title: _____

Witness Date

Typed Name: _____

2) _____
Venture Partner Binding Signature Date

Type of Business Typed Name: _____
Title: _____

Witness Date

Typed Name: _____

Note:

1. Add additional venture partners as necessary.
2. Witnesses of venture partners shall be corporate secretary for corporations, partners for partnerships, and notaries for sole proprietorships.
3. Attach venture agreement
4. Type of business shall identify the venture partner as a corporation, venture, partnership, sole proprietorship, or other legal entity.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(CORPORATE FORMAT)**

Date: _____
Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Design/Build sample contract, 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.

(SEAL)

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Sole Proprietorship Format)**

Date: _____
Page 1 of 1

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Design/Build sample contract, 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

Respondent Date

Typed Name: _____

Notary: _____
Date

Commission Expires: _____

**COST PROPOSAL FORM
DESIGN/BUILD Lump Sum (LS) SERVICES**

Date: _____

Page 1 of 1

Project Title	
1. D/B General Conditions (lump sum)	\$ _____
2. Design Cost	\$ _____
3. Site & Utilities Cost	\$ _____
4. Building Cost	\$ _____
5. Mechanical Cost	\$ _____
6. Electrical Cost	\$ _____
Total Design/Build Cost	\$ _____

Please provide a detailed breakdown to adequately describe the D/B staff provided, term of their services, and associated costs so as to demonstrate as complete an understanding as possible of the services provided.

The cost shall include preconstruction services, construction costs, general conditions, profit, overhead, home office staff, home office expenses, accounting and/or legal fees, insurance and any other costs or expenses.

Provide a detailed breakdown describing any and all Betterments being proposed for the Project that have been included in your Total Design/Build Cost noted above. Provide numeric cost values for each Betterment as part of this detailed breakdown.

Acknowledge receipt of Addendum Nos. _____

Anticipates Services outside the United States or Colorado* Yes No

If the respondent anticipates services under the contract or any subcontracts will be performed outside the United States or Colorado, the respondent shall provide in a written statement which must include, but need not be limited to the type of services that will be performed at a location outside the United States or Colorado and the reason why it is necessary or advantageous to go outside the United States or Colorado to perform such services. (Does not apply to any project that receives federal moneys)

Will comply with 80% Colorado Labor Yes No

For State Public Works projects per 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. Respondents indicating that their bid proposal will not comply with the 80% Colorado Labor requirement are required to submit written justification along with the bid submission. (Does not apply to any project that receives federal moneys)

Bidder is a Service-Disabled Veteran Owned Small Business* Yes No

A Service-Disabled Veteran Owned Small Business (SDVOSB) per C.R.S. 24-103-905, means a business that is incorporated or organized in Colorado or maintains a place of business or has an office in Colorado and is officially registered and verified by the Center for Veteran Enterprise within the U.S. Department of Veteran Affairs. Attach proof of certification along with the proposal submission.

**Does not apply to projects for Institutions of Higher Education that have opted out of the State Procurement Code.*

Applicant or Corporate Officer Signature

Title

Appendix A

STATE BUILDINGS PROGRAM PREQUALIFICATION SUBMITTAL/EVALUATION FORM (STEP I) DESIGN/BUILD LUMP SUM (LS) SERVICES

Name of Team: _____
 Name of Project: _____
 Evaluator No: _____ Date: _____

RFP REFERENCE
 MINIMUM REQUIREMENTS Y ___ N ___

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):

Acknowledgement and Attestation included: Y ___ N ___

SCORE

Weight² x Rating³ = Score

1. QUALIFICATIONS OF THE FIRM(S)¹

- | | | | | | |
|--|---|---|--|---|--|
| <input type="checkbox"/> Qualifications of the team | 4 | x | | = | |
| <input type="checkbox"/> Organizational structure/lines of authority | 4 | x | | = | |
| <input type="checkbox"/> Subcontractor selection and management | 3 | x | | = | |
| <input type="checkbox"/> Colorado workforce | 1 | x | | = | |
| <input type="checkbox"/> Safety/Employee support | 2 | x | | = | |

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS¹

- | | | | | | | | |
|--|---|--|--|---|--|---|--|
| <input type="checkbox"/> Qualifications and relevant experience of the architect/engineer | 4 | | | x | | = | |
| <input type="checkbox"/> Qualifications and relevant experience of the construction manager/general contractor | 4 | | | x | | = | |
| <input type="checkbox"/> Qualifications and relevant experience of in-house staff | 4 | | | x | | = | |
| <input type="checkbox"/> Location/Access | 1 | | | x | | = | |

3. PROJECT MANAGEMENT APPROACH¹

- | | | | | | | | |
|--|---|--|--|---|--|---|--|
| <input type="checkbox"/> Approach to successful D/B Services | | | | | | | |
| a. Cost effectiveness | 3 | | | x | | = | |
| b. Schedule effectiveness | 3 | | | x | | = | |
| c. Quality effectiveness | 3 | | | x | | = | |
| <input type="checkbox"/> Competitively Bid/Self Performed Work | 1 | | | x | | = | |

4. PRIOR PROJECT EXPERIENCE/SUCCESS¹

- | | | |
|--|--|--|
| <input type="checkbox"/> Project #1
a. Timeliness
b. Budget Considerations
c. Quality | d. Disruption
e. Acceptability
f. Compliance | $\frac{3}{\quad} \times \frac{\quad}{\quad} = \frac{\quad}{\quad}$ |
| <input type="checkbox"/> Project #2
a. Timeliness
b. Budget Considerations
c. Quality | d. Disruption
e. Acceptability
f. Compliance | $\frac{3}{\quad} \times \frac{\quad}{\quad} = \frac{\quad}{\quad}$ |
| <input type="checkbox"/> Project #3
a. Timeliness
b. Budget Considerations
c. Quality | d. Disruption
e. Acceptability
f. Compliance | $\frac{3}{\quad} \times \frac{\quad}{\quad} = \frac{\quad}{\quad}$ |
| <input type="checkbox"/> Related experience of the team | | $\frac{4}{\quad} \times \frac{\quad}{\quad} = \frac{\quad}{\quad}$ |

5. MISCELLANEOUS¹

- | | |
|--|--|
| <input type="checkbox"/> Claims/litigation history | $\frac{1}{\quad} \times \frac{\quad}{\quad} = \frac{\quad}{\quad}$ |
| <input type="checkbox"/> Apprenticeship Training Program | $\frac{1}{\quad} \times \frac{\quad}{\quad} = \frac{\quad}{\quad}$ |

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 INTERVIEWS EVALUATION FORM (STEP II) DESIGN/BUILD LUMP SUM (LS) SERVICES

Name of Team: _____
Name of Project: _____
Evaluator No: _____ Date: _____

SCORE

Score	Weight ²	x	Rating ³	=
1. <u>QUALIFICATIONS OF THE TEAM</u> ¹	4	x	_____	= _____
2. <u>QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS</u> ¹	4	x	_____	= _____
3. <u>PROJECT MANAGEMENT APPROACH</u> ¹	4	x	_____	= _____
4. <u>PRIOR PROJECT EXPERIENCE/SUCCESS</u> ¹	3	x	_____	= _____
5. <u>MISCELLANEOUS</u>				
<input type="checkbox"/> Craft Labor Capabilities	1	x	_____	= _____
<input type="checkbox"/> Apprenticeship Training Program	1	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
DESIGN PROPOSAL EVALUATION FORM (STEP IV-A)
DESIGN/BUILD LUMP SUM (LS) SERVICES**

Name of Team: _____
Name of Project: _____
Evaluator No: _____ Date: _____

SCORE

Score	Weight	x	Rating	=
1. DESIGN FULLY ADDRESSES THE STATED GOALS OF OUR CAMPUS SAFETY & EMERGENCY PREPAREDNESS TEAM.	1	x	_____	= _____
2. DESIGN CONFORMS WITH THE CU ANSCHUTZ 2012 FACILITIES MASTER PLAN & ITS ASSOCIATED DESIGN AND DEVELOPMENT GUIDELINES.	1	x	_____	= _____
3. DESIGN EMBRACES CREATIVE AND INNOVATIVE IDEAS WITHIN OBTAINABLE PARAMETERS.	1	x	_____	= _____
4. DESIGN FULLY EXPRESSES THE POTENTIAL OF THE CHOSEN SITE.	1	x	_____	= _____
5. DESIGN WILL RESULT IN A LASTING, AESTHETICALLY APPEALING, AND EASILY MAINTAINABLE ADDITION TO OUR CAMPUS.	1	x	_____	= _____
6. DESIGN MAXIMIZES UNIVERSITY SUSTAINABILITY GOALS.	1	x	_____	= _____
7. PROPOSED BETTERMENTS	1	x	_____	= _____
TOTAL SCORE:				_____

Appendix A3

**STATE BUILDINGS PROGRAM
DESIGN & COST PROPOSAL RANKING MATRIX**

Design 60%/COST 40%

D/B Entity	Design ¹						AVERAGE DESIGN SCORE ²	DESIGN SCORE ³	COST SCORE ⁴	DESIGN & COST SCORE ⁵	RANK ⁶
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6					

NOTES:

1. Insert total score from each evaluator's DESIGN PROPOSAL EVALUATION FORM.
2. Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each team's qualifications.
3. The highest score for AVERAGE DESIGN SCORE on the evaluation form is to receive 60 points and the other team scores are to be determined as a percentage of the 60 points. To determine each team's design score, use the following example formula:

Assume the highest score is 400.

$$\frac{\text{DESIGN SCORE}}{\text{Team B}} = \frac{400}{400} \times 60 \text{ points} = 60 \text{ points}$$

$$\text{Team A} = \frac{350}{400} \times 60 \text{ points} = 53 \text{ points}$$

4. Determine score for each team's sealed cost proposal with the lowest cost being equivalent to a score of 40 points. To determine each team's cost score, use the following example formula:

Assume the highest score is \$100,000.

$$\frac{\text{COST SCORE}}{\text{Team A}} = \frac{\$100,000}{\$100,000} \times 40 \text{ points} = 40 \text{ points}$$

$$\text{Team B} = \frac{\$100,000}{\$125,000} \times 40 \text{ points} = 32 \text{ points}$$

5. Add the DESIGN SCORE to the COST SCORE to determine the cumulative DESIGN & COST SCORE for each team.
6. Numerically rank teams with the highest scoring team being the most qualified.

Appendix B

DESIGN/BUILD LUMP SUM (LS) AGREEMENT (SC-8.0)

CAN BE DOWNLOADED AT THE FOLLOWING WEB SITE:

HTTPS://DRIVE.GOOGLE.COM/OPEN?ID=1S3ZISFUQQT E2W1Z1Q5UxczPTPX6GKB_K

THE GENERAL CONDITIONS OF THE DESIGN/BUILD LUMP SUM (LS) AGREEMENT (SC-8.1)

(SAMPLE) Can be downloaded at the following web site:

https://drive.google.com/open?id=1MdtbB290Dm_7Zw-wRT5XFaAM3TtTIX7Y

Appendix C

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS (FORM UI-1)



STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS

A. CERTIFICATION STATEMENT CRS 8-17.5-101 & 102 (HB 06-1343, SB 08-193)

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq. The Vendor shall not knowingly employ or contract with an unauthorized immigrant to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant.
2. The Vendor certifies that it does not now knowingly employ or contract with an unauthorized immigrant who will perform work under this contract, and that it will participate in either (i) the "E-Verify Program", jointly administered by the United States Department of Homeland Security and the Social Security Administration, or (ii) the "Department Program" administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired to perform work under this contract.
3. The Vendor shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the State may terminate work for breach and the Vendor shall be liable for damages to the State.

B. AFFIDAVIT CRS 24-76.5-101 (HB 06S-1023)

4. If the Vendor is a sole proprietor, the undersigned hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States, or
- I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I am a sole proprietor entering into a contract to perform work for the State of Colorado. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to starting work for the State. I further acknowledge that I will comply with the requirements of CRS 24-76.5-101 et seq. and will produce the required form of identification prior to starting work. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under CRS 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

CERTIFIED and AGREED to this _____ day of _____, 20_____.

VENDOR:

Vendor Full Legal Name

BY: _____

Signature of Authorized Representative

Title

Appendix D

AESTHETIC GUIDELINES AND CONSTRUCTION STANDARDS

CAN BE DOWNLOADED AT THE FOLLOWING WEB SITE

GUIDELINES AND STANDARDS FOR DESIGN & CONSTRUCTION PROJECTS:

[HTTPS://WWW.UCDENVER.EDU/ABOUT/DEPARTMENTS/FACILITIESMANAGEMENT/FACILITIESPROJECTS/PAGES/
GUIDELINESSTANDARDS.ASPX](https://www.ucdenver.edu/about/departments/facilitiesmanagement/facilitiesprojects/pages/guidelinesstandards.aspx)

Appendix E

BUDGET

THE UNIVERSITY ANTICIPATES TOTAL DESIGN/BUILD COSTS TO BE IN THE RANGE OF \$325 TO \$370/SF

Appendix F


PROJECT PROGRAM PLAN

NEW CAMPUS SAFETY & PREPAREDNESS FACILITY

Program Plan | October 21, 2020



University of Colorado **Anschutz Medical Campus**



MISSION

The University is a diverse teaching and learning community that creates, discovers and applies knowledge to improve the health and well-being of Colorado and the world.

VISION

By 2020, the University will be a leading public university with a global reputation for excellence in learning, research and creativity, community engagement and clinical care.

VALUES

To be a university greater than the sum of its parts, the University embraces excellence in:

Learning and Scholarship

Discovery and Innovation

Health and Care of Mind, Body and Community

Diversity, Respect and Inclusiveness

Citizenship and Leadership

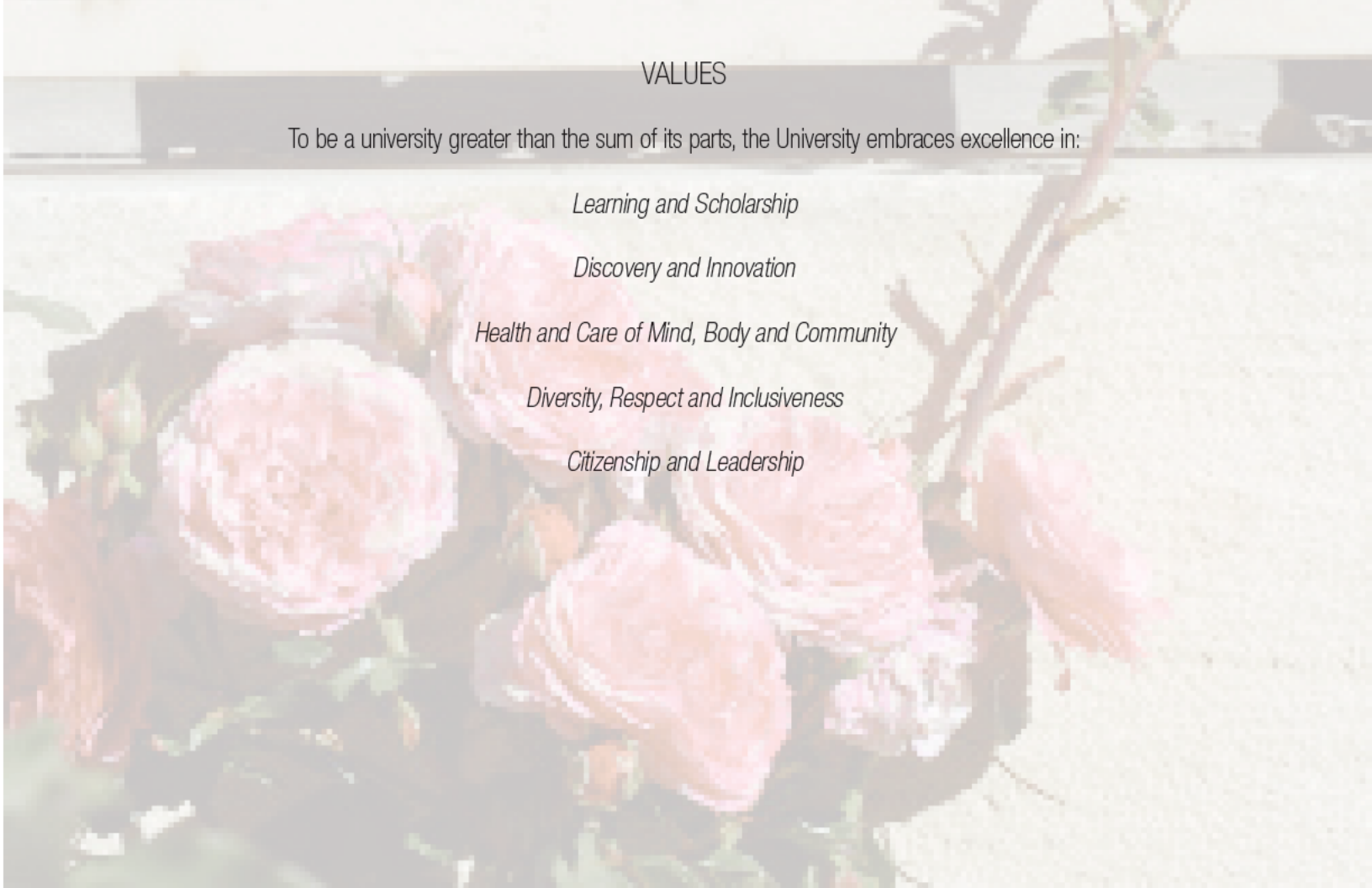


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New Campus Safety & Emergency Preparedness Facility

I.A Executive Summary

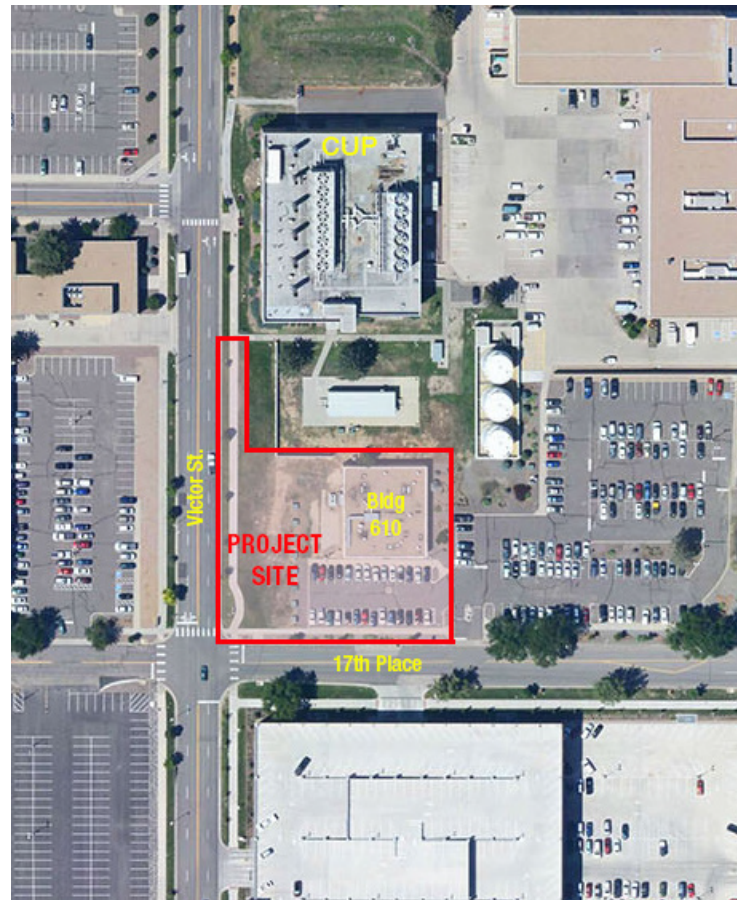
The University of Colorado Anschutz Medical Campus (CU Anschutz) is seeking approval from the University of Colorado Board of Regents (CU BOR) to proceed with the design and construction of a new 27,903 gross square feet (GSF) Campus Safety & Emergency Preparedness Facility.

The proposed facility is essential to our ability to accommodate the immediate and future safety needs of our growing campus population. The new facility will allow us to consolidate the various growing departments and functions of our campus safety & preparedness team (currently housed in three locations on campus) into one, modern, code compliant facility.

The entire Project has a budget of [REDACTED] to be accommodated through a combination of cash positions and debt to be serviced through modest, incremental, increases in campus parking rates over a six year period. The project currently has a planned schedule of approximately 26 months with design starting in January of 2021 and construction beginning in January of 2021. Occupancy is scheduled for March of 2023.

[FY 2020-2021 Spending Approval](#)

[REDACTED] CU Anschutz Capital Reserves & Debt Service





I.B Project Justification

Since 2008, when the entire complement of student were first on campus, university population has grown 65% (including students, faculty, and staff) from 9,115 to 15,070.

In the last ten years:

- Health professional student enrollment has grown by over 43% from 3,136 to 4,456.
- Total Faculty has grown from 2,722 to 5,112 (88% increase).
- Campus employee headcounts increased an average of 519 employees per year over the last 5 years.
- Total Campus population (including both hospitals) is currently at 29,039.

The University of Colorado is committed to protecting the health and safety of the Campus Community and to creating a safe learning, working and researching environment. The campus maintains a full-service Police force, currently staffed by 28 full-time law enforcement officers, responding to reports of criminal acts and emergencies on the CU Anschutz Medical Campus.

As our campus programs continue to succeed, and our population to subsequently grow, it has become incumbent upon us to design and construct a modern, code compliant facility to better house our highly valued and respected campus safety and preparedness team.

The team is comprised of the following 4 Divisions:

- Police Operations Divisions
- Electronic Security Division
- Emergency Communication Center and Record Division
- Emergency Management Division

The Campus Safety & Preparedness team's current main base of operation is of Building 407; a structure un-suited for the nature of its occupancy. Building 407 was originally constructed in the 1940s as one of 5 temporary barrack structures as part of the original Fitzsimons Army Medical Garrison. The building has a Facility Condition Index (FCI) of 71%; needing substantial additional remodeling and maintenance to reach our target FCI of 80%. More importantly, its structural design falls under the International Building Code Occupancy Category II, representing a moderate hazard to human life in the event of structural failure.

Ancillary functions associated with the team, are currently accommodated in Building 531 and building 610. Building 531 is a decommissioned Fitzsimons Army Garrison Fire Station Building that has been re-purposed to house safety & preparedness training and electronic security clean room / work shop functions. Building 610, originally an animal facility, is a one story structure constructed in 1942 and is now used for storage. Neither of these two antiquated structures are included on our State Controlled Maintenance list and have been utilized by the campus safety & preparedness team as a temporary solution to their growing need for space on campus.

I.C Proposed Building

The new Campus Safety & Preparedness Facility is currently planned to be a two-story structure, 27,903 GSF in size. It will be designed to an International Building Code (IBC) Occupancy Category of IV - Essential Facility. As such, the structure will remain operational in the event of extreme environmental loading (from flood, wind, snow, earthquakes, etc.) for the delivery of vital services and for the protection of the community.

A comprehensive space needs analysis was conducted by DLR Group over the course of 5 months in 2017. This analysis involved numerous extensive work sessions with team personnel of all 4 Divisions. As always, the information provided by staff, who are constantly on the job, provided the best insights into current as well as future unique operational requirements out to year 2027, which were translated by the planning consultant into a comprehensive program plan for the new facility (see Appendix A).

I.D Proposed Site

Building 610 currently occupies the proposed site for the new facility. A one-story, 6,960 gsf research lab, built in 1942 as part of the Fitzsimons Army Medical Garrison (FAMG), Building 610 is currently used for campus storage. The building has been “cold & dark” since the 1995 FAMG closure with no utilities in operation (heat, electricity, heat, etc.). After numerous unsuccessful studies attempting to utilize this outdated facility in a more substantive way, the Anschutz Medical Campus 2012 Facilities Master Plan slated the structure for demolition. The site is an important visual gateway to the university and the new Campus Safety & Emergency Preparedness Facility will greatly enhance the campus arrival experience from 17th Place.



EXISTING BUILDING 610



EXISTING SITE PLAN



PROPOSED SITE PLAN

CU Anschutz Campus Safety & Preparedness Facility						
DLR Group				Final Program		
Dept. Code	Department	Staff 2017	Sworn 2017	2027	Staff 2027	Sworn 2027
1.0 Department Administration						
1.1	Command	8	7	2,004	11	10
1.2	Clery/Communications Manager	1	0	100	1	0
1.3	Emergency Management	2	0	258	3	0
	Departmental Total	11	7	2,362	15	10
2.0 Patrol						
2.1	Shift Command	21	21	1,846	34	34
2.2	Patrol Support	0	0	1,601	0	0
2.3	Guards	7	0	-	9	0
2.4	Landing Zone	0	0	120	0	0
2.5	Holding	0	0	330	0	0
	Departmental Total	28	21	3,897	43	34
3.0 Electronic Security						
3.1	Electronic Security	9	1	1,388	11	1
	Department Total	9	1	1,388	11	1
4.0 Communications & Property						
4.1	Property & Evidence	0	0	663	0	0
4.2	Communications	13	0	1,650	15	0
4.3	Records	2	0	244	2	0
	Departmental Total	15	0	2,557	17	0
5.0 Shared Support Facilities						
5.1	Locker Rooms			877		
5.2	Toilet and Showers			610		
5.3	Exercise Room			2,100		
5.4	Break/Lunch Room			328		
5.5	Building Storage			-		
	Departmental Total			3,915		
6.0 Facilities						
6.1	Public Facilities			2,070		
	Departmental Total			2,070		
Total Staff		63	29		88	45
ASF Subtotal				16,189		
Building grossing factor: ASF/0.625				0.625		
Gross Building Square Footage (GSF)				25,903		

5/16/17

Notes:

1. Building grossing factors assume a multi-level stack with elevator/stairs
2. Staffing projection is based on 10-year planning horizon

I.E Space Guidelines for the new facility

In 2016, the university established a new set of space guidelines to more efficiently and effectively utilize its physical space resources. A copy of this document, CU Anschutz Space Guidelines, has been included in the appendices of this program plan. The objectives of these guidelines was to provide academic and administrative departments with quality work environments that support users and program operations, preserve the value of space, promote wellbeing and sustainability, and reduce operation and maintenance costs. They were developed to assist the university community with equitable, consistent, and efficient planning parameters regarding space allocations for both new construction and renovations of existing facilities.

The new Campus Safety & Preparedness Facility will be planned in accordance with these 2016 Guidelines with private offices realizing a 33% decrease in size as compared to previous standards. Administrative and support staff have been provided with open office workstation environments to further increase workspace efficiency.

Community spaces, including kitchens, breakrooms, and lounge areas along with a variety of conference rooms, and shared huddle spaces have also been provided, as outlined in the Guidelines, in order to provide healthy, functional, and modern work environments throughout.

Overall, we anticipate a minimum 30% increase in our space utilization rate for the new facility over its current space configuration in Building 407.

I.F Scope and Schedule

This new Campus Safety & Emergency Preparedness Facility project would begin once CU BOR spending authority is approved. Program verification, design and construction documentation is expected to take approximately 11 months. The construction phase is projected to take 13 months. If spending authority is granted as requested, the schedule would be as follows:

1/2021 – 12/2021	Design/Construction Documentation (7 months)
12/2021	Bidding/Negotiation
1/2022 – 1/2023	Construction (14 Months)
3/2023	Occupancy

The current schedule and estimate of cost is premised upon a Construction Manager/General Contractor (CMGC) project delivery method. We are exploring the possibility of revising this to a Design/Build delivery methodology.

Should a Design/Build delivery method be pursued, we would plan to make use of the State of Colorado's Integrated Project Delivery Method Contract utilizing Design/Build Lump Sum Services with team selection predicated upon a two team competition process. Project budget would remain the same with net-zero emissions held out as a desired betterment as part of the final team selection process. Project schedule could potential be reduced by 20-30% with occupancy occurring in the summer of 2022.

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II. IMPLEMENTATION

II. A Project Cost Estimate

Adolfson & Peterson Construction, a nationally recognized leader in construction management and general contracting, - with a strong presence and knowledge base in Colorado - was contracted by the university to provide cost models for a variety of potential options and configurations for this project. Based upon detailed analysis, and utilizing cost data from similar projects of this scope and program, a facility of this size with the specific requirements identified will have a total project cost of [REDACTED]

[FY 2020-2021 Spending Approval](#)

[REDACTED] CU Anschutz Capital Reserves & Debt Service

Cost Effects of Project Delays

A delay in beginning this project will likely result in increased cost in the range of 6% to 8% per year.

The table below reflects the project implementation schedule for the design, construction documentation, bidding, construction, and final occupancy of the New Campus Safety & Preparedness Facility project.





II. B Project Schedule

ITEM	START	Completion
Program Plan Submission	October 2020	N/A
CDC Approval	December 2020	N/A
Design, Construction Documentation	January 2021	November 2021
Bidding and Construction	December 2021	January 2023
Occupancy	February 2023	March 2023

DLR is a leading architectural, engineering, planning, & interiors firm; with expertise in the planning and design of similar facilities throughout the nation. DLR Group worked with our campus safety & preparedness team to determine and/or validate their current needs along with their staffing projections based upon a 10-year horizon.

Adolfson & Peterson Construction is a leading regional provider of comprehensive construction management and general contracting services. They have reviewed the program and concept drawing for the proposed new facility and referenced historical cost data for similar structures. Upon their professional reviews, and independent estimates of cost, it was determined that the cost estimate provided within this program plan is in alignment with the expert opinions of this renowned builder.

II. C Project Alternatives

The campus safety & preparedness team's current main base of operation is of Building 407; a structure un-suited for the nature of its occupancy. Building 407 was originally constructed in the 1940s as one of 5 temporary barrack structures as part of the original Fitzsimons Army Medical Garrison. The building has a Facility Condition Index (FCI) of 71%; needing substantial additional remodeling and maintenance to reach our target FCI of 80%. More importantly, its structural design falls under the International Building Code Occupancy Category II, representing a moderate hazard to human life in the event of structural failure. Current code requires a facility of this nature to be constructed to meet essential facility, Category IV requirements.

Building 407 does not allow for the expansion requirements of our campus safety & preparedness team to adequately service the current and future needs of our growing campus population. We do not currently have a facility on campus constructed to meet Category IV occupancy requirements. Unfortunately, we can find no alternative to the construction of a new facility to house our growing campus safety & preparedness team.

II. D Third-Party Review

To ensure the validity of the programmatic needs and cost estimate for the New Campus Safety & Preparedness Facility project, the Facilities Projects Division at the university enlisted the services of DLR Group and Adolfson & Peterson Construction to review the proposed program and associated costs.

II. E Project Delivery Method

The current estimate of cost is premised upon a Construction Manager/General Contractor (CMGC) project delivery method. We are exploring the possibility of revising this to a Design/Build delivery methodology.

As noted in the budgetary breakdown, we are interested in pursuing the possibility of designing this to be a net-zero carbon emissions facility. The estimated cost to design and construct such a facility, within a CMGC format, would add an additional [REDACTED] to the project. We believe the single point of responsibility contract inherent in the Design/Build project delivery method to be a more logical and cost-effective approach to achieve net-zero for a project of this scale and complexity.

Should we pursue a Design/Build delivery method, we plan to make use of the State of Colorado's Integrated Project Delivery Method Contract utilizing Design/Build Lump Sum Services with team selection predicated upon a two team competition process. Project budget would remain the same with net-zero emissions held out as a desired betterment as part of the final team selection process. Project schedule could potential be reduced by 20-30% with occupancy occurring in the summer of 2022.

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III. APPENDIX: A

CU Anschutz Campus Safety & Preparedness Facility - Program Needs

DLR Group

Final Program

Dept.	Code	Department	Staff 2017	Sworn 2017	2027	Staff 2027	Sworn 2027
1.0 Department Administration							
	1.1	Command	8	7	2,004	11	10
	1.2	Clery/Communications Manager	1	0	100	1	0
	1.3	Emergency Management	2	0	258	3	0
		Departmental Total	11	7	2,362	15	10
2.0 Patrol							
	2.1	Shift Command	21	21	1,846	34	34
	2.2	Patrol Support	0	0	1,601	0	0
	2.3	Guards	7	0	-	9	0
	2.4	Landing Zone	0	0	120	0	0
	2.5	Holding	0	0	330	0	0
		Departmental Total	28	21	3,897	43	34
3.0 Electronic Security							
	3.1	Electronic Security	9	1	1,388	11	1
		Department Total	9	1	1,388	11	1
4.0 Communications & Property							
	4.1	Property & Evidence	0	0	663	0	0
	4.2	Communications	13	0	1,650	15	0
	4.3	Records	2	0	244	2	0
		Departmental Total	15	0	2,557	17	0
5.0 Shared Support Facilities							
	5.1	Locker Rooms			877		
	5.2	Toilet and Showers			610		
	5.3	Exercise Room			2,100		
	5.4	Break/Lunch Room			328		
	5.5	Building Storage			-		
		Departmental Total			3,915		
6.0 Facilities							
	6.1	Public Facilities			2,070		
		Departmental Total			2,070		
Total Staff			63	29		86	45
ASF Subtotal					16,189		
Building grossing factor: ASF/0.625					0.625		
Gross Building Square Footage (GSF)					25,903		

5/16/17

Notes:

1. Building grossing factors assume a multi-level stack with elevator/stairs
2. Staffing projection is based on 10-year planning horizon

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 1.0
 Function/Area: Administration
 Sub-Area Code: 1.1
 Sub-Area(s): Department Administration

Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	Sub-Total ASF	Comments
1.1	Department Administration						Separate suite with its own entrance
1.1	1.00 Reception						
	Admin Waiting		50		1	50	Waiting area for up to (3), screening by admin in lobby, buzzed up to waiting near admin in command
1.1	2.00 Supporting Functions						
	Command						
	Admin Administrative Assistant	1	60	1		60	6'-0" x 10'-0" Workstation with transaction top and reception window
	Chief	1	180	1		180	Office with workstation, closet, conference tables for (4)
	Deputy Chief	1	100	1		100	Office with workstation, closet, (2) guest chairs
	AdminCommander	1	80	1		80	Office with workstation, closet, (2) guest chairs
	Finance/HR Manager		80	1		80	
	Admin						
	Sargents						
	Admin SGT	1	64	1		64	Office with L-shaped workstation & (1) guest chair
	Detective SGT	1	64	1		64	Office with L-shaped workstation & (1) guest chair
	Corporal		64	1		64	Office with L-shaped workstation & (1) guest chair
	Detective	2	64	3		192	Office with L-shaped workstation & (1) guest chair
	Electronic Security						Offices for EC Business Services Director and Assistant Director are housed with Admin. Offices in tab 3.1
	Communications Director						Office for Communications Business Services Director is housed with Admin. Offices in tab 4.2
1.1	3.00 Support Spaces						
	Admin Conference Room		600		1	600	Conference room for up to (20-24), shared with other departments. Add galley at end.
	Medium Conference Room		250		1	250	Conference room for (8-10), shared with other units within admin. Make divisible into 2 4-5 seat rooms. Training for dispatch console. Add closet for console storage. Backup EOC
	Work/Copy Room		120		1	120	Copier, mail center for sorting departmental mail, cabinets for supply storage, includes supply storage
	Secure Files		100		1	100	Secure room for (6) 15" w, 5H file cabinets
	Supply Storage						Closet for storage of office supplies, shared with copy/mail
	Galley		0		1	0	Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet				2	0	(2) individual toilet rooms for staff use, shared with other 1.0 unctions. Add this to total building gross factor. Remove.
1.1	TOTAL STAFF	8		11			
	Sworn Staff	7		10			
	Total ASF					2,004	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 1.0
 Function/Area: Administration
 Sub-Area Code: 1.2
 Sub-Area(s): Clery/Communications Manager Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
1.2	Clery/Communications Manager						Office within general Department Admin suite, tab 1.1
1.2 1.00	<i>Reception</i>						
	Admin Waiting						Part of Admin suite, shares waiting with Admin, Tab 1.1
1.2 2.00	<i>Supporting Functions</i>						
	Clery/Communications Manager	1	100	1		100	Office with L-shaped workstation & (1) guest chair
1.2 3.00	<i>Support Spaces</i>						
	Conference Room						Shared with ta 1.1. Shared with Admin Staff
	Copy/Work						Shared with ta 1.1 Shared with Admin Staff
1.2	TOTAL STAFF	1		1			
	Sworn Staff	0		0			
	Total ASF					100	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 1.0
 Function/Area: Administration
 Sub-Area Code: 1.3
 Sub-Area(s): Emergency Management

Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
1.3	Emergency Management						EMA Offices within Department Admin area, tab 1.1
1.2 1.00	Reception						Shared with Admin, tab 1.1
1.2 2.00	Supporting Functions						
	Administrative Assistant						Shared with Admin, tab 1.1
	EMA Director	1	100	1		100	Office with L-shaped workstation & (1) guest chair
	EMA Coordinators	1	49	2		98	7'-0" x 7'-0" Workstations in single office
1.2 3.00	Support Spaces						
	EMA Storage		60		1	60	Shelving for rubbermaid tubs
	Conference Room						Shared with ta 1.1
	Copy/Work						Shared with ta 1.1
1.2	TOTAL STAFF	2		3			
	Swom Staff	0		0			
	Total ASF					258	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 2.0
 Function/Area: **Patrol**
 Sub-Area Code: 2.1
 Sub-Area(s): Patrol Command Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
2.1	Patrol Command						
2.1 1.00	Reception						
	Waiting		60		1	60	Small reception area outside of officers with (2) guest chairs
2.1 2.00	Supporting Functions						
	Patrol Commander		80	1		80	
	Sargents/Shift Commanders	3	64	4		256	8x8 Workstation with guest chair space
	Corporals	3	60	4		240	Shared offices with (1) Corporals per office, 6'-0" x 10'-0" workstations for each. One shared office for 4 people
	Officers/Guards	15	30	26	0	780	30 SF Landing zone workstations for officers in open area adj to patrol commanders, shared between officers/guards
2.1 3.00	Support Spaces						
	Conference Room		250			250	Conference room for private discussion/disciplinary, patrol command meetings, seating for (10)
	Work/Copy Room		100		1	100	Shared copy room with patrol suite
	Supply Storage		80			80	Closet for paper and office supplies for suite
2.1	TOTAL STAFF	21		34			
	Sworn Staff	21		34			
	Total ASF					1,846	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 2.0
 Function/Area: Patrol
 Sub-Area Code: 2.2
 Sub-Area(s): Patrol Support

Working Draft - V2

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
2.2	Patrol Support						
2.2 1.00	Support Spaces						
	Staff Entry Vestibule		100		0		Main staff entry for patrol staff entering and exiting the facility. Locate near parking and duty bags - Included in GSF
	Briefing Room		375		1	375	U-shaped seating setup with seating space with tables for (15)
	Report Writing						Report writing to take place in field or at officer workstations
	Interview Rooms						interview rooms in Patrol area
	Detectives		60		2	120	Secure interview rooms with recording
	Patrol		60		1	60	Secure interview rooms with recording, victim/witness use
	Monitoring Room		60		1	60	Locate between interview rooms
	Interviewee Toilet		70		1	70	Locate between interview rooms, HC accessible
	Patrol Equipment Check Out		170		1	170	Large securable area with racks for radars/lidars, AED, Tazers, personal radiation detectors, etc. w/ counters and cabinets, key cabinet, adjacent to briefing
	Court/Wellness Room		120		1	120	Room with (2) chairs that convert to beds for rest prior to court appearance, quiet, mental health break
	Duty Bags		4		34	136	Corridor space for 36" w x 24" d duty bag spaces, (3) rows high on way to parking (34) total bags in open racks, locate adj to cars. Based on 2037 projection of all patrol officers, supervisors & guards. Provide open rack wire shelving for quick in and out.
	Armory		270		1	270	Lockable cabinetry with counter space and cubbies for boxes of ammo, island in center, rubber floor, drainable, test-fire water chamber
	Gun cleaning						area within Armory above with compressed air, cleaning bath stations, armorers workbench in center of space, emergency eyewash
	Quartermaster Room		100		1	100	Small storage room for department-wide uniform storage. Provide double garment rods, both sides.
	Patrol Bicycle Storage/Maintenance		150				Moved Patrol Bike Storage/Maintenance to Garage - 150SF
2.2 3.00	Staff Support						
	Water/Ice Dispensing						Locate in nook adjacent to debrief room, with sink, included in GSF
	Work/Copy Room						Shared with Shift Command, in tab 2.1
	Patrol/Guards storage room		120		1	120	Small closet for miscellaneous patrol storage, including riot gear
	Mailboxes						Central mailbox area with millwork for a total of (90) 8 1/2" x 11" flat slots for all staff at 2037 projection, included in GSF
	Galley						Small coffee bar with cabinets above & below, mini-fridge, included in GSF
	Staff Toilet				2		2) individual toilet rooms for staff use, included in GSF
2.2	TOTAL STAFF						
	Sworn Staff						
	Total ASF					1,601	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 2.0
 Function/Area: Patrol
 Sub-Area Code: 2.3
 Sub-Area(s): Guards Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
2.3	Guards						
2.3 1.00	Reception						Guard workstations are adjacent to and share waiting with Shift Command, tab 2.1
2.3 2.00	Supporting Functions						
	Guards	7		9			See tab 2.1
2.3 3.00	Support Spaces						
	Storage		80				Storage closet for misc guard items. Combined with Patrol storage
	Work/Copy Room						Share with in Shift Command, tab 2.1
	Galley						Share with in Shift Command, tab 2.1
	Staff Toilets						Share with in Shift Command, tab 2.1
2.3	TOTAL STAFF	7		9			
	Sworn Staff	0		0			
	Total ASF					0	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 2.0
 Function/Area: **Patrol**
 Sub-Area Code: 2.4
 Sub-Area(s): Landing Spots Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
2.4	Landing Spots						
2.4 1.00	Reception						CRO/Landing Spots Suite needs direct adjacency to Patrol, intended for PT occupants, such as volunteers, etc
2.4 2.00	Supporting Functions						
	Volunteer/Temp Investigation Landing Spots		30		2	60	6'-8" x 6'-8" L-shaped landing spots for volunteers, temporary investigators
2.4 3.00	Support Spaces						
	CRO Storage		60		1	60	Storage closet for training equipment & collateral materials
	Duty Bags						Include (2) duty bag spaces for CSO in duty bag area in Patrol Support, tab 2.2
	Work/Copy Room						Shared copy room with Shift Command, tab 2.1
	Conference Room						Shared conference room with Shift Command, tab 2.1
2.4	TOTAL STAFF	0		0			
	Sworn Staff	0		0			
	Total ASF					120	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 2.0
 Function/Area: Patrol
 Sub-Area Code: 2.5
 Sub-Area(s): Holding Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
2.5	Holding						Locatte adj to patrol entry, separate from office area
2.5 1.00	<i>Supporting Functions</i>						
	Entry		25		2	50	Man-trap entries from station and secure entry
	Booking Bench		10		1	10	Concrete bench, seating for up to (2)
	Holding Cells		60		2	120	2) Holding Cells with SS combo units.
	Booking Area		120		1	120	Small booking area with raised platform with workstation area, and cuff bench
	Workstation		30		1	30	Booking workstation for filing of reports
2.5	TOTAL STAFF	0		0			
	Sworn Staff	0		0			
	Total ASF					330	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 3.0
 Function/Area: Electronic Security
 Sub-Area Code: 3.1
 Sub-Area(s): Electronic Security

Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
3.1	Electronic Security						
3.1 1.00	Reception						Office waiting is shared of Admin, tab 1.1, shop positions have no waiting area
3.1 2.00	Supporting Functions						
	Electronic Security Director	1	144	1		144	Office with work surfaces and - should be located on 2nd floor with Admin Suite. Table for drawing review
	Electronic Security Deputy Director	1	144	2		288	Office with workstation, closet, (2) guest chairs, space for drafting table. Move to 2nd floor in Admin Suite. Table for drawing review
	Electronics Engineers	5	49	6		294	7'-0" x 7'-0" Workstations in open area adjacent to electronics shop and garage, 3 monitor array
	IT	2	64	2		128	8'-0" x 8'-0" Office with additional benching space for working on and ghosting equipment
3.1 3.00	Support Spaces						
	Conference Room		125		1	125	Shares large conference room, but has small 4-5 seat room. Can also be shared
	Plotter Room/Drawing Review		120				Room for D-size plotter and drawing rolls. Locate between assistant director offices. Move to 2nd floor and combine with copy
	Shop Conference		125				Conference room for (4-5)
	Electronics Shop/Clean Room/IT Workshop		35		4	140	(4) positions with 4 monitor positions each and electronics work area, magnifying glass
	IT Storage		49		1	49	For computer storage, adj to IT workstations
	Cart Garage		900				Bay for (6) carts and parking for (6) trailers, can be in parking garage
	Parts Room		200		1	200	Linear room with parts bins along wall with shelving above for surplus
	Warehouse		400				Storage room for boxes of cable, cameras, rack storage, surplus equipment to take advantage of quantity pricing
	File Storage		20		1	20	Small file nook for up to (2) 42" 4H lateral file cabinets with counter on top, printer.
	Copy/Work Center						Shares copy/mail center in Admin, tab 1.1
3.1	TOTAL STAFF	9		11			
	Swom Staff	1		1			
	TOTAL ASF					1,388	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 4.0
 Function/Area: **Communications & Property**
 Sub-Area Code: 4.1
 Sub-Area(s): Evidence & Property Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
4.1	Evidence & Property						
4.1 1.00 #	Supporting Functions						
	Evidence Techs		49		1	49	Space outside of property room for workstations for evidence supervisor & volunteer help
4.1 2.00 #	Support Spaces						
	Evidence Lockers		50		1	50	Area occupied by (1) 15' long section of pass-thru lockers, includes 7'-6" section in front of lockers and 2' behind to account for depth of lockers, refrigerated unit, variety of unit sizes, including slotted unit for envelopes/disks/USB drives, etc. For secure transfer of evidence from collection to property storage
	Evidence Review/Bag & Tag		64		1	64	Bag & Tag area with packaging supplies, temporary evidence lockers and large tables for sorting evidence, locate immediately in front of lockers, provide computer terminal, ports for laptops
	Evidence/Property Vault		500		1	500	Secure room with HD storage carriages for evidence and property storage, along with lockable sections for drugs, money & gun storage. Space for 1200 items.
	Bike Storage/Evidence Garage BAY		396				For wall storage of (14) bikes, Vehicle Processing, locate in garage.
4.1	TOTAL STAFF	0		0			
	Sworn Staff	0		0			
	TOTAL ASF					663	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 4.0
 Function/Area: **Communications & Property**
 Sub-Area Code: 4.2
 Sub-Area(s): Communications

Final Program

		2027					
Component Number	Staff/Component Description	Staff 2017	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
4.2	Communications						Self-contained area with internal support and technology
4.2 1.00 #	Supporting Functions						
	Office Entry		100		1	100	Office entry and small waiting area with (2) seats
4.2 2.00 #	Support Spaces						
	Communications Director	1	100	1		100	Office with workstation, closet, conference tables for (4), locate within admin area, tab 1.1
	Dispatch Supervisors	3	70	3		210	1 shared office with 3) 7x7 workstations each
	Dispatchers/Dispatch Consoles						Dispatch floor with full articulating dispatch consoles, positions based on Watson Mercury modular dispatch consoles set up in rows of (2). Console area includes allowance for fitness equipment.
	Monitoring Stations	9	125	11	4	500	
			200		2	400	Large area for monitoring stations and monitors on wall
4.2 3.00	Support Spaces						
	Copy/Work		50		1	50	Copier, mail center for sorting departmental mail, cabinets for supply storage - Share if possible (Records). Move under Dispatch Console.
	Break Area		150		1	150	Kitchen area with counter/cabinets, microwave, seating for up to (4).
	Quiet/WellnessRoom				1		Room away from dispatch floor for quiet contemplation, provide soft seating, sound seals. Share with patrol sleep
	Locker Area		1		20	20	Area near break room for (20) half-lockers for staff storage
	Toilets				2		Individual toilets rooms adj to dispatch area and break room, included in GSF
	Dispatch Equipment/ Storage Room		120		1	120	Chair storage
	Dispatch Storage		60				Misc office storage, included in GSF
4.2	TOTAL STAFF	13		15			
	Sworn Staff	0		0			
	Subtotal - Net Square Feet					1,650	

Program:		CU Anschutz Campus Safety & Preparedness Facility					
Program Code:		4.0					
Function/Area:		Communications & Property					
Sub-Area Code:		4.3					
Sub-Area(s):		Records Final Program					
		2027					
Component Number	Staff/Component Description	Staff 2017	Unit NSF	Staff 2027	Units	SubTotal NSF	Comments
4.3	Records						
4.3 1.00	Reception						
	Records entry		80		0	0	Records is located in the secure area of the station, adj to lobby, area with dutch door for interface with officers
4.3 2.00	Supporting Functions						
	Records Admin Assistant	1	60	0		0	6'-0" x 10'-0" workstation, transaction top at lobby window position. Combine with Public Admin Seat (80 ASF)
	Additional counter position		48	0.50	0	0	Additional window position adj to admin for PT help @ window. Future Position.
	Records/Property Manager	1	64	1		64	8'-0" x 8'-0" workstation, transaction top and glass partition
4.3 3.00	Support Spaces						
	Records File Storage		180		1	180	Area with existing HD system for files adjacent to workstations
	Conference Room						Shares conference room in Shift Command, tab 2.1
	Evidence Return Area						Property return in semi-secure area, adj to Records, see public,
	Copy/Mail Center						Copy/Mail area with copier and supply storage cabinets, included in GSF
4.3	TOTAL STAFF	2		1.50			
	Sworn Staff	0		0			
	TOTAL ASF					244	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 5.0
 Function/Area: Shared Support Facilities
 Sub-Area Code: 5.1
 Sub-Area(s): Locker Rooms Final Program

		2027				
Component Number	Staff/Component Description	Unit NSF	Staff 2027	Units	SubTotal NSF	Comments
7.1	Locker Rooms - General					
7.1 1.00	Locker Room - Men					
	Sworn:	11		26	286	24" x 24" x 72" patrol wardrobe locker with integral drawer & bench, ventilated, electrical. SF Calculation includes 2'-6" aisle space in front of each locker.
	Civilian	11		22	242	
						Sworn numbers based on ratio of 75% men to 25% female, Civilian numbers based on 50% for men and women
7.1 2.00	Locker Room - Women					
	Sworn:	11		10	107	24" x 24" x 72" patrol wardrobe locker with integral drawer & bench, ventilated, electrical. SF Calculation includes 2'-6" aisle space in front of each locker.
	Civilian:	11		22	242	
						Sworn numbers based on ratio of 75% men to 25% female, Civilian numbers based on 50% for men and women
7.1	TOTAL ASF				877	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 5.0
 Function/Area: Shared Support Facilities
 Sub-Area Code: 5.2
 Sub-Area(s): Locker Room Toilet & Showers Final Program

		2027				
Component Number	Staff/Component Description	Unit ASF	Staff 2027	Units	SubTotal ASF	Comments
5 2	Locker Room Toilet & Showers					Toilets and Showers within locker rooms
5 2 1.00	Toilet & Shower - Men					
	Lavatories	30		3	90	
	ADA Toilet	60		1	60	
	Toilet	30		2	60	
	Urinal	30		2	60	
	ADA Shower/dry	50		1	50	
	Shower/dry	30		2	60	
	End Cap Grooming Stations				0	Grooming Stations at locker ends adj to toilets, with mirrors, cabinets, counters w/ hairdryer cutouts, in locker room tab
5 2 2.00	Toilet & Shower -Women					
	Lavatories	30		2	60	
	ADA Toilet	60		1	60	
	Toilet	30		1	30	
	ADA Shower/dry	50		1	50	
	Shower/dry	30		1	30	
	End Cap Grooming Stations				0	Grooming Stations at locker ends adj to toilets, with mirrors, cabinets, counters w/ hairdryer cutouts, in locker room tab
5 2	TOTAL ASF				610	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 5.0
 Function/Area: Shared Support Facilities
 Sub-Area Code: 5.3
 Sub-Area(s): Exercise Room Final Program

		2027				
Component Number	Staff/Component Description	Unit NSF	Staff 2027	Units	SubTotal NSF	Comments
7.3	Exercise Room					
7.3 1.00	Exercise Room					
	Free weight and exercise equipment	1,500		1	1,500	Cardio and free-weight equipment
	Mat Training Room	600		1	600	Permanent mats on the floor and pads on the walls
7.3	TOTAL ASF				2,100	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 5.0
 Function/Area: Shared Support Facilities
 Sub-Area Code: 5.4
 Sub-Area(s): Break/Lunch Room Final Program

		2027				
Component Number	Staff/Component Description	Unit NSF	Staff 2027	Units	SubTotal NSF	Comments
5.4	Break/Lunch Room					
5.4 1.00	Break/Lunch Room					Single location for building
	12' Counter w/ Sink, garbage disposal, microwave, refrigerator (large capacity)				80	
	Vending Machines	24		2	48	Vending machine alcove adj to break room
	Table Seating	100		2	200	Seating for up to (8) at tables.
5.4	TOTAL ASF				328	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 5.0
 Function/Area: Shared Support Facilities
 Sub-Area Code: 5.5
 Sub-Area(s): Building Storage Final Program

		2027				
Component Number	Staff/Component Description	Unit NSF	Staff 2027	Units	SubTotal NSF	Comments
5 5	Building Storage					
5 5 1.00	Storage Allowance	150				Storage in expanded metal caged areas in garage.
5 5	TOTAL ASF				0	

Program: CU Anschutz Campus Safety & Preparedness Facility
 Program Code: 6.0
 Function/Area: **Facilities**
 Sub-Area Code: 6.1
 Sub-Area(s): **Public Facilities** **Final Program**

		2027				
Component Number	Staff/Component Description	Unit NSF	Staff 2027	Units	SubTotal NSF	Comments
6.1	Public Facilities					
	Entry Vestibule	60		1	60	Umbrella space at entry, after-hours phone
	Lobby Open Space	150		1	150	With seating area for up to (4) -Explore Further
	Reception Counter Area	80		1	80	Secure window for admin position in Records, tab 4.3
	Public Toilets			2		Lobby toilets for public lobby & serve community room, included in GSF
	Semi-Secure Zone					Public area beyond a secure door, but not within police secure space
	Interview Room/Finger Printing	80		1	80	Interview room for property return, fingerprinting of public
	Interview Waiting					Waiting area outside of interview room for (4-6), included in GSF
	Training Room	1,500		1	1,500	(50) occupants seated with tables and chairs, (80) in classroom layout (BC), divisible in half
						Can be added later as add alternate
	Public Entry	100				Gathering space outside of main lobby, included in GSF
	Public Toilets					Shared with lobby toilets above, included in GSF
	Chair/Table Storage	120		1	120	For reconfiguration of room for different purposes, mat storage
	A/V Room	80		1	80	Equipment room
	Warming Counter/Galley					Galley area with counters, sink, and fridge, area for warming items, included in GSF
6.1	TOTAL ASF				2,070	

IV. APPENDIX: B

CU ANSCHUTZ Space Guidelines: Workplace

OVERVIEW

Optimizing current and future space on the CU Anschutz Medical Campus ensures that these important physical resources are utilized efficiently and effectively. Accordingly, the following **Workplace Space Guidelines (WSG)** were developed to assist the university community in establishing equitable, consistent, efficient, and flexible planning and design parameters, and to support sound management decisions regarding space allocations for both *new construction and renovations of existing facilities*. Existing facility space that is not consistent with the guidelines is grandfathered in until significant renovation are required. However, it is also recognized that due to the age and internal configuration of many existing facilities, future renovations consistent with the space guidelines may not be achievable.

The WSG is not a university policy, nor do they guarantee any faculty, administrator, student or staff a particular space type and size. Instead, the space recommendations outlined in this document are intended to guide the assignment, planning, and design of university workplaces. As such, the guidelines define space typologies and assignable area maximums.

All university space, whether owned or leased, is a resource held by the Chancellor that s/he or their designee apportions to vice-chancellors and school/college deans to best meet campus-wide mission and strategic needs.

The Vice Chancellors, Provost, and Deans have the authority and responsibility to assign or re-assign existing apportioned unit space consistent with the original function/use of the space and the guidelines. However, unit space no longer needed to house its original assigned function (i.e., unit relocation) reverts to the Chancellor for reassignment.

Internal unit space issues should be addressed within the unit. The Campus Space Committee, chaired by the Senior VC of Administration and Finance, is a resource available to all units and, if requested, can serve in an advisory and dispute resolution role. Unit space disputes not resolved internally should be reviewed and resolved by the Chancellor, under the advisement of the CU Anschutz Executive Space Committee, co-chaired by the Provost and Senior Vice Chancellor for Administration and Finance.

OBJECTIVES

The university intends to provide academic and administrative departments with quality work environments that support users, and program operations preserve the value of space, promotes wellbeing and sustainability, and reduces operation and maintenance costs. The design of workplaces should sustain and improve productivity, collaboration, and communication. The space guidelines should be seen as a living document that is periodically updated to meet university needs and objectives. New facility construction and necessary renovations of existing facilities should address:

Spatial Equity: Across campus, all workspace is allocated, renovated or built in an equitable manner to meet functional needs of the users.

Healthfulness: Workspace located in a healthy environment with individual access to daylight, water and is free of harmful contaminants and excessive noise.

Efficiency: Workspace is allocated and planned to maximize utilization of facility resources.

Flexibility: Workspace planning incorporates flexibility to meet current needs and accommodate changing needs and functionality.

Technology Connectivity: Workspace allows easy communication between distributed co-workers while allowing simultaneous access to data.

All university OIP project directors and Facility project managers must refer to the guidelines when working with university units and external consultancies during the planning and design phases of all new building construction or renovation of university facilities.

SPACE PLANNING PROCESS

Any university unit proposing the development of new space or the physical modification of assigned existing space¹ must submit a completed *Services Request Form*, which is available in the Office of Institutional Planning (OIP) website². The service request will be reviewed for completeness of information and to ensure a funding source is identified. Once processed and approved by Senior VC Administration & Finance, OIP planners and architects will work with the requesting client group to develop initial space plan options to meet the needs of the proposed

¹ Does not include decorative renovations such as patch and paint, new flooring, furniture and appliances, and IT/AV upgrades.

² <http://www.ucdenver.edu/about/departments/InstitutionalPlanning/servicesrequest/Pages/form.aspx>

users while ensuring the concepts are consistent with campus guidelines and norms. During the space planning phase, any request to exceed space guidelines must be reviewed and approved by the CU Anschutz Executive Space Committee, or the Chancellor.

Space planning efforts (>\$2M) cannot progress into project design development and implementation phase until the space plan is approved by the unit head and campus leadership, and has available adequate funding. Lastly, projects >\$2M require CU Board of Regents approval of a program plan and spending authority.

OFFICE | WORKSTATION GUIDELINES

The following guidelines describe the space typology, size and occupant capacity for various work environments and ancillary spaces used by CU Anschutz Medical Campus and developed with the understanding of the following considerations:

- Workplace design on the guiding principles and the assignment of an office should be based, in general, on the functions of employees, rather than job title.
- Preserving flexibility over time may require the application of a modular planning approach. For example, co-locating offices of similar sizes and furniture configurations can be very useful for controlling costs and addressing future needs and changes in academic and other programs.
- Placement of enclosed offices in the building core rather than along the exterior of the buildings provides efficiencies in heating and cooling and maximizes light penetration for all building occupants, as well as compliments the flexibility noted above.
- Units and individuals are encouraged to eliminate excess paper by sorting, purging and archiving their documents. Promote conversion to electronic data collection and retention whenever possible to reduce space pressures on and increase the utility of existing workspace.
- Schools/Colleges and administrative units are encouraged to review workspace allocation and update rosters regularly to make sure that current utilization is appropriate and required reallocations are accommodated and documented. Whenever space uses and physical configuration changes occur the designated reviewer of each school/college, and administrative unit should contact the university's Office of Institutional Planning.

The guidelines address office, workspaces, and workplace-related accessory areas that are consistent with standards at other institutions, and represent the current approach to defining and

applying workplace space by the university. The guidelines may be refined or expanded upon at the recommendation of the chancellor, or their designee, to address changing institutional needs, and advances in workplace design.

Work Space Layouts

Preferred designs that improve workspace quality, employee productivity, building efficiency, and decrease short and long-term costs are preferred. All workspace layouts should enhance user satisfaction and productivity by allowing natural light to be shared by more employees, increase visibility and view-lines, and promote teamwork and information sharing.

Numerous studies of active, open workplaces have found these environments to be the most effective spaces in bringing people together, removing barriers, and increasing collaboration, while also providing sufficient privacy for people to feel safe and not fear being overheard or interrupted. These workplaces positively affect the pattern of interactions and collaboration and increase informal communication.

However, studies have also shown that the open workplace layout does not guarantee overall increases in productivity, occupancy or NASF reductions, as designs must include a variety of common spaces, such as huddle, breakout, meeting, and private communication and teleconferencing rooms that would normally occur in a private, enclosed office.

Space Allocation

The type of work an individual performs, the level of responsibility, and their time appointment (full-time vs. part-time, seasonal vs. year-round) should be the basis for determining whether to allocate a private office, a shared office, an open workstation, or a landing zone. The university provides only one assigned office or workspace per person—including assignments in leased space and affiliated hospitals—unless authorized by the campus chancellor, or their designee. The following provides general descriptions, sizes and utilization standards for various types of workspaces at CU Anschutz.

Executive Private Office

Executive private offices are for the academic unit and senior administrative leadership with functions that require high levels of privacy (need for frequent confidential meetings and working with sensitive materials) and enough space to meet with 8 or more individuals. Typical assignments may include the chancellor, provost, vice chancellors, and deans.

Large Private Office

Large private offices are for academic unit and administrative leadership (1.0 FTE) with functions that require high levels of privacy and adequate space to meet with four to six individuals. The typical assignment may include department chairs, center and institute directors, and associate/assistant vice chancellors.

Private Office

Private offices are for faculty, as well as staff (1.0 FTE) that require high levels of privacy. The typical assignment may include faculty, division heads, department/office directors and academic administration.

Shared Office

Shared private offices are for staff and faculty below 0.5 FTE that require some level of privacy. The typical assignment may include adjunct faculty, emeritus faculty, visiting scholars, interns, graduate teaching/research assistants and professional staff managers.

Workstations

Workstations are recommended for all staff, students, and some faculty (1.0 FTE) whose functions do not require enclosed space and who can use breakout and conference rooms for discussions that require high levels of privacy. The typical assignment may include professional staff, academic professionals, and administrative assistant staff.

Shared Workstations

Shared open workstations are encouraged for all staff, students, and faculty below 0.5 FTE whose functions typically do not require privacy. The typical assignment may include professional staff, support/clerical staff, student employees, and interns.

Landing Zone

Assigned landing zones are workstations, either enclosed or open, for administration and faculty who work on multiple campuses, and have an office at their primary campus, and require a dedicated workspace on other campuses.

Unassigned landing zones are small open workstations available to administration, faculty, students, staff, and guests visiting a unit who need a short-term workspace.

WORKPLACE ACCESSORY SPACES

Work environments include a variety of additional associated spaces that are essential to everyday workplace functions and creating a work environment that promotes collaboration, and health and wellbeing. The appropriate planning and design of these accessory spaces are especially valuable in open workplace environments.

Conference Rooms

Conference Rooms are meeting spaces planned for six to twenty-eight people, with an area range of approximately 20 – 30 NASF per person. The general meeting space contains a conference table; guest chairs; audio/visual equipment; screen/monitor(s); and whiteboards. Medium and Large conference rooms usually have a greater NASF per person to accommodate a storage credenza/food service area and other conferencing needs as required. Smaller conference rooms rarely contain a storage credenza/food service area. However, all meeting rooms must be planned to accommodate ADA access throughout the space.

For these guidelines, three conference room sizes are proposed:

- **Small Conference Room:** Six to nine people at a range of 20 NASF per person.
- **Medium Conference Room:** 10 – 17 people at a range of 20 - 26 NASF per person.
- **Large Conference Room:** 18+ people at a range of 20 - 26 NASF per person.

The number and size of conference rooms provided within a given workplace will depend on the workspace typology—a predominantly private office or open workspace environment—and a demonstrated unit need by FTE. The following numbers serve as a framework for determining the number of conference rooms per FTE.

Predominantly Private Office Layout:

- **One (1) conference room per 20 FTE**

Predominately Open Workspace Environment:

- **One (1) conference room per 10 FTE**

The mix of conference room sizes is largely dependent on unit need, function, available area, and budget. However, many of the peer and aspirational research universities reviewed recommended the following mix: two-thirds (2/3) of conference spaces should be medium to large rooms, and one-third (1/3) small rooms. Alternately, some institutions allowed all conference rooms to be large, provided they were divisible into smaller rooms. The feasibility of doing this is dependent upon requirements for soundproofing, IT, and access. Many institutions also recommend including one large conference room per building floor.

Huddle | Breakout | Solution Rooms

Huddle, Breakout, and Solution rooms are an integral part of the open workplace environment. Solution rooms provide faculty and staff a quiet, informal area for private conversations, small group conference calls, quiet work, and focused teamwork. Solution rooms are not assigned or scheduled and are available to all employees at any time, when not already occupied. Solution rooms should contain a table and chairs, whiteboard, and data jacks for phone and network connections. These rooms should accommodate three to five people with a range of 16-20 NASF per person. All solution rooms should be ADA accessible.

Phone Rooms

Phone Rooms are small enclosed spaces provided as a shared amenity in predominantly open workspace environments for staff and faculty who might need a private, quiet space for a telephone conversation. Phone rooms should accommodate one to two people at 16 – 20 NASF per seat. All phone rooms should be ADA accessible.

Community Spaces

Community spaces include kitchens, break rooms, and lounge areas, and they are a valuable asset in any workplace environment. Since the construction of small kitchens and break rooms for every department is an inefficient use of space and resources, the guidelines recommend the development of centralized community spaces that provides equity across departments and ensures all employees have access to a kitchen and break area. The size of community spaces varies based on floor area, FTEs, and budget.

SPACE PLANNING GUIDELINE SUMMARY

Range of Square Footage

The guidelines establish a recommended range of space sizes (square footage) by type to allow flexibility in space assignment decisions. For example, a unit may assign a small office to a full-time faculty who is more likely to spend time working in a clinic or research lab, than in their office. Conversely, an individual may be assigned a workspace at the upper end of the range to accommodate the frequent meetings with multiple people required of their job.

Space-per-Person

All workspace is sized to meet a recommended maximum space per person based on space type, job function and requirements, and the occupant position/title. For example, the recommended maximum space per person for an administrative unit director is 120 NASF, while a full-time staff person is 60 NASF. Private versus share office assignment is primarily driven by office utilization, including factors such as; clinical activity, research load and type, FTE, and in some cases faculty rank. It is accepted that Professors and Associate Professors will have a private office. Assistant Professors would typically have private offices unless activity patterns or college/school and campus space considerations deem otherwise. Instructors and Senior Instructors would be assigned shared space but may have a single office contingent on space availability and activity patterns.

However, the guidelines define the maximum NASF an individual in a particular role or function should occupy, and do not guarantee that any employee or affiliate of the University will receive a specific workspace type or amount of square feet.

CU ANSCHUTZ MEDICAL CAMPUS		
WORK SPACE GUIDELINES		
ROOM OCCUPANT by TYPE	RECOMMENDED SPACE TYPE	MAXIMUM RECOMMENDED NASF per PERSON*
POSITION		
EXECUTIVE		
Chancellor	Private Office	420
Provost, Vice Chancellors	Private Office	300
ACADEMIC UNITS		
Dean	Private Office	240
Associate or Assistant Dean	Private Office	150
Department Chairperson	Private Office	150
Faculty, Tenure Track, Research, Clinical Practice Series	Private Office	120
Faculty, Clinical (≥50% In hospitals)	Private Office or Landing Office	60
Unit Administrative Manager or Director	Shared Office or Private Office**	60-120
Faculty, Non-Tenure Track, (e.g. Lecturer III & IV)	Shared Office or Station*	60-90
Faculty, Visiting or Consulting	Shared Office or Station*	60
Faculty, Emeritus (Active)	Shared Office or Station*	60-90
Fellow, Lecturer I & II, Visiting Scholar	Shared Office or Station*	60
Technician, Associate, or Specialist (PRA)	Shared Office or Station*	60-90
Research Fellow	Shared Office or Station*	60
Staff, Professional (Full Time)	Shared Office or Station*	60-90
Staff, Professional (Part Time)	Shared Office or Station*	60
Staff, Administrative Support (Full Time)	Shared Office or Station*	60
Staff, Administrative Support (Part Time)	Shared Office or Station*	60
Graduate Student Instructor	Shared Office or Station*	30-60
Graduate Student Research Assistant	Shared Office or Station*	30-60
Temporary or Student Staff	Shared Office or Station*	30-60
ADMINISTRATIVE UNITS		
Associate or Assistant Vice Chancellor	Private Office	160-190
Director	Private Office	120
Associate or Assistant Directors	Shared Office or Private Office**	90-120
Managers	Shared Office or Station*	60-90
Staff, Professional (Full Time)	Shared Office or Station*	60-90
Staff, Professional (Part Time)	Shared Office or Station*	60
Staff, Administrative Support (Full Time)	Shared Office or Station*	60
Staff, Administrative Support (Part Time)	Shared Office or Station*	60
Temporary or Student Staff	Shared Office or Station*	30-60
** Space Type to be determined by Unit Leadership		

* Based on a 30' module

DEFINITIONS:

Net Assignable Square Feet (NASF): area of a building suitable for occupancy measured from the interior walls, including closets and small circulation corridors within assignable space. Excludes central corridors, bathrooms, and other non-assignable space.

Building: a roofed structure for the permanent or temporary shelter of persons, equipment, animals, plants, etc.

Facilities: any property, including buildings that are owned or controlled by CU Anschutz.

Office Facilities: are individual, multi-person or workstation spaces specifically assigned to academic, administrative, and service functions of the university.

Office: a space housing administrative, academic, staff, graduate and teaching assistants and students working at one or more desks or workstations. An office is assigned to one or more persons as a workstation or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, or other office equipment. NOTE: This does not include office service, conference room or conference services space.

Room: an interior building space defined by permanent walls, floor, ceiling, and doorway. Floor-to-ceiling height of an area may vary but cannot be less than 6' to qualify as a room.

Space Guidelines: distinct categories of space criteria detailed in the Office of Institutional Planning website: <http://www.ucdenver.edu/about/departments/InstitutionalPlanning/Pages/AboutUs.aspx>

Unit: a unit is a subset of CU Anschutz, and it may be a school or college, office or other distinct operational activity/entity, such as a center or institute.