



JOHN W. HICKENLOOPER
MAYOR

CITY AND COUNTY OF DENVER

MAYOR'S OFFICE

CITY AND COUNTY BUILDING
1437 BANNOCK STREET
ROOM 350
DENVER, COLORADO 80202
PHONE: (720) 865-9000
FAX: (720) 865-8787

September, 2005

SUBJECT: RFQ FOR A SIGNATURE ARCHITECT

Dear Designer:

The City and County of Denver is pleased to invite you and your firm to participate in the qualifications stage for the design of the Justice Center Courthouse. The Courthouse, along with a new Detention Facility and Parking Garage are downtown components of the renovation of the Denver Justice System. A separate RFQ will be issued on September 16, 2005 for the adjacent Detention Facility.

This project is part of an overall Urban Design Master Plan intended to emphasize and expand Denver's Civic Center as the urban centerpiece of the community.

This Request for Qualifications (RFQ) will result in the selection of approximately 8 semi-finalists. The semi-finalists will be asked to submit a more detailed RFP. Approximately 4 to 6 firms for each project will then be asked to attend an in-depth interview. The results of the interview will be the selection of the signature architect for the Courthouse. The overall project is summarized in the attached Request for Qualifications.

We greatly appreciate your response to this request. If you have any questions please email James Mejía, Justice Center Project Manager at james.mejia@ci.denver.co.us

Sincerely,

John W. Hickenlooper
Mayor

REQUEST FOR QUALIFICATIONS

FOR

**ARCHITECTURAL AND ENGINEERING
PROFESSIONAL SERVICES**

FOR

THE DENVER JUSTICE CENTER COURTHOUSE

Project Number: PF50005_300
Contract Control Number: CE56010

Date of Issuance: September 9, 2005

CITY AND COUNTY OF DENVER

Request for Qualifications for
Architectural and Engineering Professional Services for
The Justice Center Courthouse
Project Identification Number: PF50005_300
Contract Control Number: CE 56010

Table of Contents

Advertisement/Notice of Invitation	Page 4
Section 1: Introduction.....	Page 5
A. Intent.....	Page 5
B. The Denver Justice Center Project	Page 5
C. Sustainable Design	Page 5
D. Role of the Master Urban Design Architect	Page 6
Section 2: Selection Process	Page 6
A. Phase I – RFQ Review and Short-list.....	Page 6
B. Phase II – RFP Review and Invitation to Interview	Page 6
C. Phase III– Public Presentations and Interviews.....	Page 7
D. Selection Schedule	Page 7
Section 3: Scope of Services and Selection Criteria	Page 7
A. Scope of Services	Page 7
B. Selection Criteria.....	Page 8
Section 4: Authority and Administration	Page 9
A. RFQ Authority.....	Page 9
B. RFQ Administration	Page 10
Section 5: General Information.....	Page 10
A. Verification of Information	Page 10
B. Disclosure of Information	Page 10
C. Discrimination in Employment	Page 10
D. Applicable Laws.....	Page 11
E. Addenda	Page 11
F. Questions and Communication.....	Page 11
G. Local Presence.....	Page 11
Section 6: SBE Goal and Program Requirements.....	Page 11
Section 7: Submission Ownership, Use and Rights	Page 12
Section 8: Contribution Disclosure Requirements.....	Page 12
Section 9: Submittal Requirements.....	Page 12
Attachment #1 Justice Center Site Map.....	Attachment 1.pdf
Attachment #2 Consultant Disclosure.....	Page 13

CITY AND COUNTY OF DENVER

Request for Qualifications for
Architectural and Engineering Professional Services for
The Justice Center Courthouse and Detention Facility
ADVERTISEMENT / NOTICE OF INVITATION

A Request for Qualifications for architectural and engineering professional services for the Courthouse will be available on **September 9, 2005**. Responses and submittals are **due and will be received no later than 1:00 P.M. MST on October 10, 2005**.

A Request for Qualifications for architectural and engineering professional services for the Detention Facility will be available on **September 16, 2005**. Responses and submittals are **due and will be received no later than 1:00 P.M. MST on October 17, 2005**.

Late submittals or submittals delivered to the incorrect location may not be accepted.

Both Requests for Qualifications (RFQ's) will be available at; and all responses and submittals must be delivered to:
Mayor's Office
1437 Bannock St., Room 350
Denver, Colorado 80202
Attn: James Mejía

Each RFQ and all related material will be available online at www.denvergov.org/justice_center. Prospective Proposers, for either project, who wish to have an RFQ emailed to them, may contact Nick Koncilja at nick.koncilja@ci.denver.co.us.

All questions will be submitted in writing to james.mejia@ci.denver.co.us pursuant to the rules set forth in the individual RFQ's.

General Description of Services and Project:

Separate RFQ's for the Courthouse and the Detention Facility will be issued to solicit and evaluate design professional teams to provide the programming, technical requirements, schematic design, design development documents, final construction documents and construction administration services. The construction budget for the Courthouse is approximately \$73.5 to \$81.7 Million. The construction budget for the Detention Facility is approximately \$100.5 to \$111.6 Million. The Courthouse and Detention Facility selection processes will be identical and will proceed concurrently with a Phase I RFQ and a Phase II Request for Proposal.

Small Business Enterprise Participation:

The City recognizes that there is value in engaging small businesses and has put a process in place by City Ordinance to mandate their involvement. Small Business Enterprise goals will be identified in the RFQ along with detailed program requirements.

General Information:

This solicitation is issued by James Mejía, Justice Center Project Manager, as the designee of the Manager of Public Works, pursuant to the authority vested in the Manager of Public Works by the Charter of the City and County of Denver. As the City's best interests may appear, the Project Manager reserves the right to terminate, suspend or modify this selection process at any time; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals at any time.

Publication Dates: September 6, 7 and 8, 2005
Published In: The Daily Journal, The Denver Post and The Rocky Mountain News

CITY AND COUNTY OF DENVER

REQUEST FOR QUALIFICATIONS

Architectural and Engineering Professional Services Justice Center Courthouse

Section 1 – Introduction

A. Intent:

This Request for Qualifications (the “RFQ”) is an invitation to Design firms to participate in a competitive selection process to provide the programming, technical criteria, schematic design, design development, construction documents and construction contract phase professional services for the Denver Justice Center Courthouse (the “Courthouse”) associated with the downtown components of the Denver Justice Center Project (the “Project”). The construction budget for the Courthouse is approximately \$73.5 to \$81.7 Million. All supporting and reference material addressed in the RFQ is available on the Denver Justice Center Website (the “Website”) at www.denvergov.org/justice_center

B. The Denver Justice Center Project:

The Denver Justice Center Project is the first significant capital investment in Denver’s criminal justice system since the completion of the City and County Building in 1931. The courts and jails have been chronically overcrowded for over a decade, creating unsafe conditions for the Sheriff’s Department, inmates, and the general public. All City and County judicial services are based in the City and County Building along with the Mayor’s Office and City Council. The courts have outgrown the building and six are currently housed across the street in the Adam’s Mark Hotel. The Sheriff’s department must escort shackled inmates through the public hallways and throughout the day inmates are transported by bus from the County Jail and unloaded behind the City and County Building at street level with armed Deputies standing on the street. The Denver Justice Center Project will remove all criminal justice activity from the City and County Building.

On May 3rd, 2005, Denver voters authorized \$378 million for design and construction of a Courthouse, Detention Facility, Parking Garage and renovations at the County Jail. The Courthouse and the Detention Facility will be constructed in the heart of Denver’s historic Civic Center District between West Colfax Avenue and West 14th Avenue and Fox Street and Delaware Street; both connected by means of an underground tunnel for secure inmate transfer.

Please see Attachment 1 for a map of the Justice Center site.

C. Sustainable Design:

The City and County of Denver is committed to pursuing environmentally sustainable and energy efficient design in all new construction projects. Achieving certification from the U.S. Green Building Council’s Leadership in Energy and Environmental Design (“LEED”) program allows the City to track, measure and publicly demonstrate the value of green building design. Planning for the life-cycle cost of our facilities, projected utility costs, long-term operational costs, maintenance requirements and worker productivity are critical to the City’s financial health. Green building design is both financially sound and helps support Denver’s quality of life for future generations.

D. The Role of the Master Urban Design Architect:

The City has selected David Owen Tryba Architects in association with DMJM and Mundus Bishop as the Master Urban Design Architect (the “MUDA”) to develop an Urban Framework Plan (the “Framework Plan”) for the individual building architects to respond to and to facilitate the design of a cohesive Project campus. The MUDA’s specific responsibilities include:

1. Serve as the City’s advocate for exceptional urban design and high quality civic architecture throughout the site and building design processes. The MUDA will partner with City staff to refine and extend previous planning concepts related to the Civic Center in a collegial and supportive team effort.
2. Develop and participate in a public process for the Framework Plan, including an initial listening session, public presentations of preliminary and final plan concepts and presentation of the Planned Unit Development District Plan to the Planning Board and City Council.
3. Advise the Design Selection Jurors in selecting signature architects and affiliated Design firms for the Detention Facility and the Courthouse.
4. Assist the City in coordinating the collaboration of the signature architects for the Detention Facility, Courthouse and Parking Structure to ensure that building designs are consistent with the Framework Plan and that they further the vision of the Justice Center as an extension of Denver’s historic Civic Center.
5. Assist the City with reconciliation of any inconsistencies or conflicts between the signature architects for the individual buildings through construction drawings.

Section 2 – Selection Process

A. Phase I – RFQ Review and Notice to Short-list:

Design firms will submit examples of their previous work, of a nature similar to the Courthouse project, and with an emphasis on collaboration, to a City Selection Committee (the “Committee”). The Committee will be made up of internal and external subject matter experts and stakeholders. The Committee will review and evaluate accepted submittals and identify a short list of up to eight (8) qualified Design firms as the semi-finalists to participate in the Phase II Request for Proposals (the “RFP”). The City reserves the right to include or allow the Committee to consult with any additional, non-voting commentators during the selection process.

Please note that the primary purpose of Phase I is to select a lead designer/signature architect. Consequently, it is not necessary to have a completely assembled team as part of Phase I. After the RFQ Phase, proposers may modify or expand their teams before submission of the RFP, including affiliations with local or regional team members.

B. Phase II – RFP Review and Invitation to Interview:

Design firms short listed from the RFQ stage will be asked to respond to an RFP issued by the City. At this stage it is critical to focus on a philosophy of collaboration with the Detention Facility Architect and the MUDA. In addition, finalists must be able to articulate their understanding of the Courthouse as it relates to the Project, their methodology for meeting the design criteria and state how they will interface with the Mayor’s Office and the City’s project management team. A scope of work and estimate of fee will be required as part of the RFP submission.

A Design Selection Jury (the “Jury”) will be appointed by the Mayor to review and evaluate submittals. The Jury will review the responses to the RFP and name up to six (6) Design Teams as finalists to compete in Phase III

C. Phase III – Public Presentations and Interviews:

The finalists will be invited to formal interviews with the Jury and required to give public presentations the night prior to their interviews. The Jury will submit a final ranking and recommendation to the Mayor for review and acceptance.

D. Selection Schedule:

Advertise RFQ.....	September 6, 7 and 8, 2005
Courthouse RFQ Available	September 9, 2005
Detention Facility RFQ Available.....	September 16, 2005
Deadline for Submitting Questions	12:00 pm MDT, September 30, 2005
Response to Questions.....	3:00 pm MDT, October 3, 2005
Responses to Courthouse RFQ due	1:00 pm MDT, October 10, 2005
Responses to Detention Facility RFQ due.....	1:00 pm MDT, October 17, 2005
Internal City Review of RFQ Responses.....	October 18, 2005
Notify Short Listed Firms and Issue RFP’s.....	October 18, 2005
Responses to both RFP’s Due	November 18, 2005
Jury Short-lists RFP Responses for Phase III.....	November 21, 2005
Issue Invitations to Interview	November 21, 2005
Courthouse Public Presentations	December 1 and 2, 2005
Courthouse Interviews.....	December 2 and 3, 2005
Detention Facility Public Presentations.....	December 6 and 7, 2005
Detention Facility Interviews	December 7 and 8, 2005
Deliberations	December 8 and 9, 2005
Recommendation to the Mayor	December 9, 2005
Notice of Selection	December 12, 2005
Complete Contract Negotiations	January, 2006
Contract Execution	TBD
Notice to Proceed	TBD

Section 3 –Scope of Services and Selection Criteria

A. Scope of Services:

The Design Team must provide full architectural and engineering professional services for programming, technical criteria, schematic design, design development documents, construction documents and the construction contract administration phase of the Courthouse project.. The design effort must meet the budget and space constraints set forth in the Justice Center Final Report (6/21/05) available on the Website.

Collaboration and cooperation with the Courthouse Architect, Detention Facility Architect and the MUDA are paramount to the success of the Project. The collaboration may include the Courthouse and Detention Facility architects retaining the same consultants for common or overlapping elements such as landscape design and civil engineering.

Strong emphasis will be placed on extending and enhancing the Civic Center as the City’s urban centerpiece and complying with the design guidelines established in the City’s Civic Center Master Plan (April 2005) and the Justice Center Design and Development Standards and Guidelines (June

2005); these are available on the Website. The Justice Center Framework Plan will provide specific design principles and urban design guidance for the entire Justice Center Project and will be available at Phase II. The Design Team will be expected to follow LEED green building guidelines and incorporate them in an integrated design process.

The City envisions retaining a contractor under a Construction Management / General Contractor (CM/GC) contract for the construction phase. The Contractor will be solicited under a separate RFQ/RFP process and the Design Team selected under this RFQ/RFP will advise the City during the contractor selection process. Collaboration with the selected Construction Team will also be an important element of the design effort.

Services:

Full professional design services are required with all related engineering disciplines, including but not limited to the following:

1. Meeting and collaboration with the Master Urban Design Architect and the Architect for the Detention Facility.
2. Participation in the Public Process
3. Site Planning
4. Landscape Design (Collaboration may include the Courthouse and Detention Facility architects retaining the same consultant)
5. Full Service Architectural: Programming, Technical Criteria, Schematic Design, Design Development, Construction Documents and Construction Administration.
6. LEED Rating System strategies and technologies.
7. Civil Engineering, including storm water management (Collaboration may include the Courthouse and Detention Facility architects retaining the same consultant)
8. Structural Engineering
9. Mechanical, and Plumbing Engineering
10. Electrical Engineering
11. Fire Alarm Design
12. Cost Estimating
13. Acoustical Engineering
14. Lighting Design
15. Scheduling
16. Utilities Design and Coordination
17. Urban Design
18. Signage and Graphics Design
19. Security systems
20. Participation in the selection process for the Construction Contractor

B. Selection Criteria:

Design professionals seeking consideration for the Courthouse project will be evaluated on and must be able to provide examples of past projects or work experience demonstrating excellence in the following areas:

1. Ability to collaborate and cooperate with multiple architects in a spirit of individual yet cohesive urban campus design.
2. Buildings which have become civic landmarks in major urban areas.
3. Buildings that abut and complement the work of other contemporary architects.
4. Demonstrated excellence and innovation in design methodology and philosophy.

5. Demonstrated design excellence, accomplishments and professional recognition of key project personnel.
6. Special expertise and successful experience in projects similar in scope and complexity, specifically design experience on courthouses with inmate holding.
7. Ability to successfully resolve complex urban design issues and considerations.
8. Ability to deliver projects with demonstrated success in sustainable design and effective mitigation of life-cycle operating costs.
9. Experience with LEED Certified and LEED registered projects.
10. Performance “track record” including ability to bring projects of similar scope and complexity successfully to completion within the constraints of constructability, time and budget.
11. Effectiveness in communicating with and responding to the needs and issues as articulated by the public, user, worker and owner; as well as demonstrated ability to work effectively on a complex public project with the constructive participation of the City and the community.
12. Ability to work within the parameters of design guidelines and the anticipated urban framework plan and established design guidelines.
13. Ability to deliver a secure, functional, high-quality building that provides for maximum accessibility and safety for all users.

Design Teams seeking consideration for the Courthouse project will be evaluated on and must be able to articulate how they will address the following design issues and objectives:

1. To promote high quality design that furthers the City’s goals for the Denver Justice Center, Civic Center and Golden Triangle Neighborhood.
2. The design of an energy efficient green building with a minimum LEED Certified rating and possibly Silver rating.
3. To contribute to the overall vision and goals for the Civic Center as described in the Civic Center District Plan (April 2005) and the Justice Center Design and Development Standards and Guidelines (June 2005).
4. To contribute to the government campus that is a setting of symbolic significance and a major destination for residents and visitors.
5. To create a definable identity by celebrating the monumental and historic architecture of the Civic Center.
6. To create a forum for delivering service that is fair, equitable, transparent, humane and just.
7. To create a building that reflects the future of the American justice system through humane treatment of the public, employees, inmates, visitors, witnesses and other users of the justice system.
8. To deliver a secure, functional, high-quality building that provides for the safety of all users.
9. To reflect the community’s goals for a modern facility that incorporates the latest technology and systems for justice system users.
10. To create buildings of interest and monumentality that will contribute to Denver’s legacy as a growing urban environment of significant civic and cultural architecture.

Section 4 – Authority and Administration

A. RFQ Authority:

In accordance with the City Charter, the City’s Manager of Public Works is charged with the management and control of public improvement projects. By approval of the 2005 Justice Center Bond Issue, the Manager is authorized to select and engage such design consultants as may be required to complete the Project. It is the City’s expectation that this RFQ and selection process will

result in the selection of an architect and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described above.

This RFQ solicitation is issued by the Manager of Public Works pursuant to the authority vested in the Manager by the Charter of the City and County of Denver. As its best interests may appear, the Manager of Public Works reserves the right to terminate, modify or suspend the process, reject any or all submittals, modify the terms and conditions of this selection process and/or waive informalities in any submission.

B. RFQ Administration:

The Manager hereby designates James Mejía of the Mayor's Office to serve in the capacity of administrator for this selection process. James Mejía, Justice Center Project Manager (the "Project Manager"), will be responsible for coordination of the procedures and rules specified in this RFQ, managing this process and all other matters related to this process. In conducting the process in a fair and equitable manner, the Project Manager will serve as the primary intermediary between the design professionals, the City, and the members of the Selection Committee and Jury. All inquiries and questions regarding this RFQ shall be directed to James Mejía in the Mayor's Office in writing via email at james.mejia@ci.denver.co.us Any Proposer that contacts any member of the Selection Committee or Jury other than the designated contact from the date of issuance of the RFQ and prior to the completion of the selection process may be disqualified from further participation in the selection process, at the Project Manager's sole discretion.

Section 5 – General Information

A. Verification of Information:

Proposers are hereby notified that the City will rely on the accuracy and completeness of all information provided in making its selection. As such, Proposers are urged to carefully review all information provided to ensure the clarity, accuracy and completeness of such information. As the City deems necessary and appropriate in its sole discretion, the City reserves the right to make any inquiries or other follow up required to verify the information provided.

B. Disclosure of Information:

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, C.R.S. 24-72-201, et. seq. As such, Proposers are urged to review these disclosure requirements and any exceptions to disclosure of information furnished by another party and, prior to submission to the City, appropriately identify materials which are not subject to disclosure. In the event of a request to the City for disclosure of such information, the City shall advise the Proposer of such request to give the Proposer an opportunity to object to the disclosure of designated confidential materials furnished to the City.

C. Discrimination in Employment:

In connection with the performance of work on this project, the selected architect agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, gender variance, age, military status, sexual orientation, marital status, or physical or mental disability; and the contractor further agrees to insert the foregoing provision in all subcontracts hereunder.

D. Applicable Laws:

This selection process and the performance of any selected Proposer shall be subject to, governed by and construed in accordance with the laws of the State of Colorado and the Charter, Revised

Municipal Code, Rules, Regulations, written policies and Executive Orders of the City and County of Denver, as the same may be amended from time to time.

E. Addenda:

As the City may require, addenda may be issued to supplement this RFQ. Each proposer shall register contact information with Nick Koncilja at nick.koncilja@ci.denver.co.us for receipt of such addenda. It shall be conclusively presumed that the Proposer did, before submitting a Response to the RFQ, read all addenda, posted decisions, and other items relevant to the qualifications

All Proposers picking up or downloading the RFQ must register with the City either in person or via the Website. The list of registered participants will be used to issue all communications regarding this RFQ, including formal addenda and date changes. It shall be conclusively presumed that each Proposer submitting a response has affirmatively registered with the City for this project and has received all subsequent communications relating to the project. Proposers will be responsible for all such information issued by this method.

F. Questions and Communication:

All questions must be submitted in writing to James Mejía at james.mejia@ci.denver.co.us. The deadline for submitting questions is 12:00 pm MDT September 30, 2005. A response to the questions will be provided to all RFQ holders no later than 3:00 pm MDT October 3, 2005.

G. Local Presence:

All teams participating in the Courthouse project must have an established production office located within a one hour drive from the Denver Downtown Business District and must have been in practice in the greater metropolitan area for a minimum of two years and must have a member licensed in the State of Colorado. Firms not already so located must associate themselves with a firm so established. This requirement is necessary to facilitate day-to-day communications and coordination and to insure timely response to investigate and resolve construction issues.

Section 6 – SBE Goal and Program Requirements

Professional services contracts made and entered into by the City and County of Denver are subject to Article VII, Division I of Chapter 28 of the Denver Revised Municipal Code, (D.R.M.C.) (the “Ordinance”) and the Small Business Enterprise Program’s Rules and Regulations adopted by the Director of the Small Business Opportunity Division (SBOD). Article VII, Division 1 of Chapter 28 D.R.M.C. provides for the adoption of a Small Business Enterprise Goals Program to be administered by SBOD.

The Small Business Enterprise Program (“SBE”) goal for the Courthouse is 20%.

Proposers will not be required to comply with the requirements of the Ordinance as part of this RFQ process or the RFQ response and submittal. Information regarding SBE requirements is provided solely to help proposers prepare for subsequent submittals involving the Ordinance, if your firm is selected to move on in the process. Proposers will be notified in subsequent solicitations of the details of the SBE program requirements and the processes for meeting these requirements. The SBE program is mandated by City Ordinance and all finalists must meet the requirements of the Ordinance. It is strongly encouraged that Design Teams begin to familiarize themselves with this program as soon as possible.

Section 7 – Submission Ownership, Use and Rights

The City reserves the option of retaining any or all of the materials and drawings submitted by the Proposers/Respondents to this RFQ.

Any unique or exclusive design concepts or features represented in the submission documents shall remain the property of the authoring architect or design firm. They may not be used by the City or other parties to design or construct any facility, in whole or in part, without the further agreement of, and compensation to, the authoring party.

In responding to and participating in this process, participants agree that the City shall retain unrestricted, but not exclusive, rights to display, photograph, copy, exhibit, reprint, publish, or release for publication any or all submitted graphics or written material, including drawings, narrative documents, and videotape productions, without further notice or additional compensation to the Proposers.

Section 8 – Contribution Disclosure Requirement

Section 20-69, The Denver Revised Municipal Code (D.R.M.C.) requires the disclosure of the name of each officer, director, shareholder who owns or controls 5% or more of the business entity, principal, and owner of each bidding or proposing entity, AND either (1) disclosure of the names of the spouses of those individuals and the names of their children under the age of eighteen (18), or (2) a statement in lieu of the disclosure of the names of the spouses and children as set forth below in the “*Certified Statement in Lieu of Disclosure*”. Refer to Attachment #2. The names of officers, directors, 5% shareholders, principals and owners must be disclosed in either event. Required disclosures also include the names of any subcontractor/supplier receiving more than \$100,000.00 of work and the names of any unions with which the bidder/Proposer has a collective bargaining agreement.

Section 9 – Submittal Requirements

Each respondent must comply with the submission requirements as outlined below and should follow the outline noted below. However, participants should consider reorganizing material in a manner that they feel best communicates information about their team. Overall the length of the submittals should not be excessive. This is the RFQ Phase and additional items will be requested as part of the RFP Phase.

Proposers shall submit five (5) copies of their completed statement of qualifications plus a CD with a PDF file of the proposal (preferably compressed to less than 4 mb).

All Proposers must be limited to the following prescribed information and be submitted in an 8 ½” x 11” format. The following is a suggested list of items:

Part 1 Letter of Transmittal:

Clearly indicate the single contact (principal-in-charge), mailing address, telephone and facsimile numbers. Indicate the specific nature and relationship of any formal association or joint venture of the Proposer/Respondent.

Part 2 Honors, Awards and Publications:

Significant honors, awards and publications of projects designed by the lead designer and proposing firm(s).

Part 3 Biographical Data:

Provide brief biographical data of the primary participant(s), including the lead designer(s) and the principal-in-charge, if different. List the names and titles of other key professional staff that are expected to work on the actual commission if awarded the contract for professional services.

Part 4 Experience and Expertise:

Narrative discussion of relevant Proposer experience and expertise in projects of a similar nature or scope as indicated in the selection criteria Section 3.B. These categories are NOT intended as an organizational framework or hierarchy for submitting material. Work should be shown in a manner that is convenient and meaningful to the applicant.

Part 5 Project List and Examples of Work:

On these pages the Proposer may illustrate relevant projects that best demonstrate design ability and/or experience with similar facilities. Information for each project may include reproductions of drawings or photographs (single fold-outs are permitted; slides are not acceptable).

Part 6 References:

Provide a list of individuals who have served (A) in a client capacity and (B) as the contractor for those projects listed in Part 2 of this Section. Include current name, title, address, and telephone number.

Part 7 Team Members:

List the proposed team members.

**Attachment #2
DENVER PUBLIC WORKS
CONSULTANT DISCLOSURE**

Entity's Name _____

Date form completed _____

Street Address _____

(_____) _____
Telephone Number

City, State, Zip Code _____

Signature of Officer/Owner _____

Section 20-69, D.R.M.C. requires the disclosure of the name of each officer, director, shareholder who owns or controls 5% or more of the business entity, principal, and owner of each bidding or proposing entity, AND either (1) disclosure of the names of the spouses of those individuals and the names of their children under the age of eighteen (18), or (2) a statement in lieu of the disclosure of the names of such spouses and children as set forth below in the "Certified Statement in Lieu of Disclosure". The names of officers, directors, 5% shareholders, principals and owners must be disclosed in either event. Required disclosures also include the names of any subcontractor/supplier receiving more than \$100,000.00 of work and the names of any unions with which the bidder/Proposer has a collective bargaining agreement. This page may be photocopied if additional space is required.

The individuals listed below are disclosed as having the noted relationship with the business entity / Proposer listed above. Show appropriate letter in the box to the left. Use center box for relationship to another line number:

A = Officer, B = Director, C = Principal, D = Owner, E = Controller of 5% or more of the stock
F = Spouse, G = Child under age 18, H = Subcontractor, I = Supplier, J = Union.

Identify with an asterisk (*) all listed persons who have made a contribution or contribution in-kind, as defined by Section 15-32 D.R.M.C., within the last five years.

- | | |
|---------------------|----------------------|
| 1. [] []
_____ | 6. [] []
_____ |
| 2. [] []
_____ | 7. [] []
_____ |
| 3. [] []
_____ | 8. [] []
_____ |
| 4. [] []
_____ | 9. [] []
_____ |
| 5. [] []
_____ | 10. [] []
_____ |

**BIDDER/CONTRACTOR/VENDOR/PROPOSER CERTIFIED STATEMENT
IN LIEU OF NAMES OF SPOUSES AND CHILDREN**

I hereby certify that, except as identified by an asterisk above, no officer, director, shareholder who owns or controls 5% or more of the business entity, principal, or owner or his or her spouse or child under eighteen years of age has made a contribution, as defined at Section 15-32 D.R.M.C., or a contribution in kind, as defined at Section 15-32 D.R.M.C., to a candidate, as defined at Section 15-32 D.R.M.C., during the last five years.

Signature of Officer/Owner of Bidding/Proposing Entity _____

Date _____

Revised: 05/31/95

End of Attachments