

1 Design Procurement Matrix

April 2023

< \$25 K in Design Fee and added services and < \$100K in construction

Scope/Order of Magnitude
General Description of Project
Sq. footage affected
Available Funds Identified
Location
Asbestos/lead or other abatement necessary
Additional Consultants needed?
Structural
MEP
Industrial Hygienist
Low Voltage
Interior Design

Type of A/E Selection
Discretionary (Informal) Selection
Select a qualified vendor
Request a design proposal
Provide contract agreement and terms and Conditions with request

Available Contracts
Design Contracts:
SC-5.1 Architect/Engineer Agreement
SC-5.1TC Architect/Engineer Agreement Terms and Conditions

Non-Design Contracts:
SC-5.3 Consultant Agreement
SBP-017 Plan Review Authorization
SBP-018 Building Inspection Authorization

Estimate
Must provide a construction cost (Fixed Limit of Construction) to the A/E

< \$100 K in Design Fee and added services or < \$100K in construction

Scope/Order of Magnitude
All of the above

Estimate
Must provide a construction cost (Fixed Limit of Construction) to the A/E

Type of A/E Selection
Informal Selection
Compile list of interview questions
Phone or in-person interview at least 3 vendors
Score
Issue letters of regret
Informally request a proposal
Provide contract agreement and Terms and Conditions with request

Available Contracts
Same as above

> \$100 K in Design Fee and added services or > \$100K in construction

Scope/Order of Magnitude
Include all of the above
Program Plan
If Construction is >500K Project meets the definition of a Public Project:
Prevailing wage and apprenticeship contributions required of general contractor
Apprenticeship Certification required if > \$1 million
Buy Clean Colorado Act applies (After January 1, 2024)

Type of A/E Selection
Formal Selection
Solicitation Templates
RFQ-AE Request for Qualifications for Architectural/Engineering Services
RFQ-PM Request for Qualifications for Professional Consulting Services (use for Project Management services)
Mandatory 15 day solicitation

Available Contracts
Contract Types
Design Contracts
SC-5.1 Architect/Engineer Agreement
SC-5.1TC Architect/Engineer Agreement Terms and Conditions
SC-5.2 Architect/Engineer Agreement (CM/GC)

Decision Items:
Mandatory Pre-submittal Conference needed?
Screening panel
Interview panel
Interview location
Primary contact during solicitation
Scoring criteria and associated weights on Appendix A
Condition Precedent
Additional Advertisement posting(s) sites

Non-Design Contracts
SC-5.3 Consultant Agreement
SBP-017 Plan Review Authorization
SBP-018 Building Inspection Authorization

Issue letters of regret
Letters for shortlist - interview
Issue subsequent letters of regret post interview

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