



# REQUEST FOR QUALIFICATIONS

ARCHITECTURAL / ENGINEERING /  
CONSULTING SERVICES

State of Colorado  
Department of Military and Veterans Affairs

Notice Number: RFQ1 2026\*046

Project Number: 082609

Project Title: Colorado Army National Guard Pueblo West Master Plan

Estimated Project Cost: \$150,000

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## I. NOTICES

1. For State Public Works 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.
2. All respondents accept the conditions of this RFQ, 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.
  - c. The State reserves the right to reject any or all submittals on the basis of being unresponsive to this RFQ or for failure to disclose requested information.
  - d. 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.
  - e. 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. Fee proposals will be considered proprietary.
  - f. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Consultant Contract are expressly workable without reservation.
3. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Consultant Contract are expressly workable without reservation. Any exceptions to the contract must be communicated formally in writing before the solicitation closes. Bearing in mind any and all exceptions may be considered non-negotiable.
4. Per C.R.S. §24-92-117, a public construction project in the amount of five hundred thousand dollars or more shall be subject to the Buy Clean Colorado (BCCO) Act program requirements. The BCCO Act requires the Office of the State Architect to establish a maximum acceptable global warming potential (GWP) limit for each category of eligible materials, which include asphalt and asphalt mixtures, cement and concrete mixtures, glass, post-tension steel, reinforcing steel, structural steel, and wood structural elements. For any solicitation for a contract for the design of an eligible project, a State Agency or institution shall require the designer who is awarded the contract to include in project specifications when final construction documents are released, a current Environmental Product Declaration (EPD) that meets the maximum acceptable GWP limits for each eligible material specified for the project. A contractor that is awarded a contract for an eligible project shall not

install any eligible materials on the project until the contractor submits an EPD for each eligible material procured for the project.

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

## **II. PROJECT OVERVIEW**

### Introduction

The State of Colorado, Department of Military and Veterans Affairs (DMVA) is soliciting the submittal of qualification proposals from Architect-Engineer (A-E) firms to provide services to create a comprehensive Master Plan for the Colorado Army National Guard (COARNG).

### Background

The Colorado Army National Guard (COARNG) has acquired a 35.35-acre property located at 221 N Purcell Blvd., Pueblo West, CO 81007. The property is designated for Military Construction to support the operational requirements of the State of Colorado and the COARNG. This plan will establish long-term development visions and strategies to ensure the most effective and efficient use of the property. The objective of this service requirement is to acquire professional Architectural, Engineering, or Consulting services to develop a comprehensive Master Plan. The installation Master Plan will be developed applying applicable standards established by the Department of the Army for Master Planning as provided in Unified Facilities Criteria (UFC) 2-100-01, "Installation Master Planning", and in accordance with (IAW) National Guard Regulation (NGR) Real Property Development Planning for The Army National Guard and the associated pamphlet (PAM) NG PAM 210-20 Real Property Development Planning for The Army National Guard.

Specific proposal requirements, criteria and reference materials will be included in Appendix D.

The process to be used in the selection of the A/E is comprised of two steps. In STEP I, submittals will be screened and scored as described in detail in Section X. STEP II is the Oral Interview as described in detail in Section XI. A Jury Panel of individuals who will be involved in the project and/or understand the required services associated with the project will evaluate responses to this. Upon completion of the evaluation of the Submittals, a limited number of firms will be invited to the oral interviews.

## **III. 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. Interested parties should be prepared to show evidence of the following to be considered as qualified, as a minimum:

1. Not previously terminated by the State for non-performance on a State Buildings contract or procurement.

2. The consultant must have been in the same business under the same name for the last two (2) years.
3. Demonstrated design experience in projects of similar scope and complexity for at least two (2) projects within the past five (5) years, utilizing the expertise present in their Colorado Office; and
4. Attended and signed in at the Mandatory Pre-Submittal Conference
5. The Acknowledgment and Attestation Form, Appendix C is a mandatory requirement for a respondent to be considered responsive to this RFQ Prequalification Submittal.
  - a. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the State.

#### **IV. MANDATORY PRE-SUBMITTAL CONFERENCE AND SITE TOUR**

To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to have the DMVA staff able to discuss the project. Firms preparing submittals must attend and sign-in to have their submittals accepted.

A mandatory Pre-Submission Meeting will be held at:

Building Address:	<u>6848 S. Revere Parkway, Building 248</u>
Room:	<u>3 Floor Conference Room, 3-325</u>
Date/Time	<u>July 15, 2026 10:00 am</u>

NOTE: This is a secure facility, allow up to 15 minutes for entry. Use entrance on west side of facility along Revere Parkway.

#### **V. SCHEDULE**

The following is a tentative schedule of events for the Submittal process and an outline of the schedule for the balance of the project. All dates are subject to change and changes in the schedule will be issued via addendum.

Request for Qualifications Issued	<u>16 June 2026</u>
Mandatory Pre-Submittal Conference and Tour	<u>15 July 2026 10:00 am</u>
Request for Clarifications Due	<u>17 July 2026 10:00 am</u>
Final Addendum Issued (anticipated)	<u>21 July 2026 1:00 pm</u>
Submittals Due (Prequalification: Step I)	<u>31 July 2026 10:00 am</u>
Interview Short List Announced	<u>05 August 2026 1:00 pm</u>
Oral Interviews (WEEK OF)	<u>18 August 2026</u>
Selection Announced	<u>21 August 2026 1:00 pm</u>
Negotiation of Contract	<u>01 September 2026</u>
Anticipated Design Start	<u>01 October 2026</u>
Anticipated Construction Start/Finish	<u>01 October 2026/ 30 April 2027</u>

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

#### **VI. QUESTIONS, CLARIFICATIONS AND ADDENDA**

Owner initiated changes to this RFQ will be issued under numerically sequenced addenda. Owner initiated changes to this RFQ will be posted in the form of addenda on ColoradoVSS. Questions and requests for clarifications regarding this project shall be submitted before the deadline listed in the above Schedule. Communication regarding the project during the procurement, outside of this submission process or scheduled procurement milestones is not permitted.

#### **VII. POINTS OF CONTACT/CLARIFICATION**

Name:	<u>Kimberlie Smith</u>
Agency:	<u>Department of Military and Veterans Affairs</u>
Email Address:	<u>Kimberlie.Smith@dmva.state.co.us</u>
Phone:	<u>(720) 250-1542</u>

#### **VIII. SUBMITTALS OF QUALIFICATIONS**

1. This RFQ document, its appendices, and any written addenda issued prior to the closing of the solicitation, and written clarifications shall serve as the only basis for the submittal.
2. All submittals 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.
  - a. Qualifications shall be formatted and tabbed in the exact form and numeric sequence of the Evaluation Form (1 through 7) in Appendix A. A cover letter addressed to the DMVA outlining the firm(s) qualifications is required at the front of the submittal, the attestation next, followed by submittal documents
  - b. Qualifications shall be evaluated in accordance with criteria as indicated in PREQUALIFICATION SUBMITTAL CRITERIA and ranked on the corresponding Evaluation Form in Appendix A.
  - c. Response to all items shall be complete.
  - d. All references shall be current and relevant.
  - e. Complete and execute the Appendix C: Acknowledgment and Attestation Form and submit at the back of the Qualification Submittal.
  - f. An electronic copy of the qualification package is due July 31, 2026 and shall be received no later than 10:00am (MD/ST) and shall be accepted via Box.com at the following address. Bids sent by other methods will not be accepted. Attach all submittal documents within a folder that starts with the company name.

**CompanyName\_RFQ1 2026-046 Pueblo Master Plan**

Late submittals will be rejected without consideration. The State of Colorado and the Department of Military and Veterans Affairs assume no responsibility for costs related to the preparation of submittals.

**IX. METHOD OF SELECTION AND AWARD**

A. Short List

1. From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated on the enclosed Evaluation Form, Appendix A.
2. Firms failing to meet the minimum required qualifications will not receive further consideration.

B. Oral Interview

1. Mandatory oral interviews shall be conducted for the short-listed firm(s) only. Interview times and location will be arranged by the DMVA and all short-listed firms will be notified in advance. At the option of the State, a visit to the short-listed firm(s) managing home office and/or representative field office may be required.

C. Method of Selection and Award

1. Submittals will be evaluated by a panel of individuals selected in accordance with state policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no fewer than three (3) or no more than four (4) will be interviewed.

**X. EVALUATION OF QUALIFICATIONS**

A. PREQUALIFICATION SUBMITTAL CRITERIA

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. The primary focus of the prequalification evaluation will be the firm(s) capability.

1. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.

- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

## 2. FIRM/TEAM CAPABILITIES

Organization charts and graphs depicting your capacity may be included.

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Current and projected work load.

## 3. PRIOR EXPERIENCE

Include the name and current telephone number of the owner's project manager for every project listed.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past non-DMVA projects of similar scope and complexity.
- References.

## 4. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology / Cost Control
  - a. Establish and maintain estimates of probable cost within owner's established budget.
  - b. Control consultant contract costs
  - c. Coordinate value engineering activities
  - d. Budget Considerations
- Quality Control Methodology
  - a. Ensure State procedures are followed
  - b. Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
  - c. Reduce embodied carbon emissions by utilizing and submitting Environmental Product Declarations (EPDs) that meet the OSA's maximum acceptable global warming potential (GWP) limits
  - d. Ensure the project is designed for durability and maintainability



- Schedule

- a. Manage the required work to meet the established schedule

5. EQUITY, DIVERSITY AND INCLUSION

- a. Describe how your firm is incentivized to hire and promote diverse individuals
  - b. Describe how your team attempts to partner with Service-Disabled Veteran Owned Small Businesses or historically disadvantaged businesses

6. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- a. Proximity of firm's office as it may affect coordination with the State's project manager and the potential project location.
  - b. Firm's familiarity with the project area.
  - c. Knowledge of the local labor and material markets.

**XI. ORAL INTERVIEWS EVALUATION CRITERIA**

(Note that the primary focus of the Oral Interview will be the proposed project management team members' capabilities).

It is anticipated that oral interviews will be conducted during the week of August 18, 2026. Interviews will be conducted at: Joint Forces Headquarters Facility, 6848 South Revere Parkway, Centennial, Colorado 80122. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the specific project approach proposed and in meeting the individuals who will act as the primary contacts with the DMVA.

1. PROJECT TEAM
2. TEAM CAPABILITIES
3. PRIOR EXPERIENCE
4. PROJECT APPROACH

## **Appendix A: Evaluation Forms**

Appendix A1: Prequalification Submittal/Evaluation Form

Appendix A2: Oral Interview Evaluation Form

Appendix A3: Submittal and Interview Ranking Matrix



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM

## APPENDIX A1: PREQUALIFICATION SUBMITTAL EVALUATION FORM

Name of Firm: \_\_\_\_\_  
Name of Project: \_\_\_\_\_  
Evaluator No: \_\_\_\_\_  
Date: \_\_\_\_\_

RFQ REFERENCE MINIMUM REQUIREMENTS    Y \_\_\_\_ N \_\_\_\_

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

Acknowledgment and Attestation included:                    Y \_\_\_\_ N \_\_\_\_

### INSTRUCTIONS:

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 using whole numbers
4. Rating: 0 = Not provided, 1 = Unacceptable, 2 = Poor, 3 = Fair, 4 = Good, 5 = Excellent
5. Total Score: Includes the sum of all criteria.

### 1. PROJECT TEAM

	Weight	X	Rating	=	Score
<input type="checkbox"/> Qualifications and Relevant individual experience	_____	x	_____	=	_____
<input type="checkbox"/> Unique knowledge of key team members	_____	x	_____	=	_____
<input type="checkbox"/> Experience on projects as a team	_____	x	_____	=	_____
<input type="checkbox"/> Key staff involvement in project management and on-site presence	_____	x	_____	=	_____
<input type="checkbox"/> Time commitment of key staff	_____	x	_____	=	_____
<input type="checkbox"/> Qualifications and relevant subconsultant experience	_____	x	_____	=	_____

2. FIRM/TEAM CAPABILITIES

- ☐ Are the lines of authority and coordination clearly defined?
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- ☐ Energy Modeling Capability?
- ☐ Current and projected work load.

Weight	X	Rating	=	Score
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____

3. PRIOR EXPERIENCE

- ☐ Experience of key staff and firm with projects of similar scope and complexity
- ☐ Demonstrated success on past projects of similar scope and complexity
- ☐ Experienced commissioning similar facilities
- ☐ References

Weight	X	Rating	=	Score
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____

4. PROJECT APPROACH

- ☐ Participate in Value Engineering Activities
- ☐ Ensure project is designed for durability and operability
- ☐ Tracking of design comments to ensure design compliance
- ☐ Manage required work to stay on project schedule

Weight	X	Rating	=	Score
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____

5. EQUITY, DIVERSITY AND INCLUSION

- ☐ Incentives and promotion of diverse individuals
- ☐ Partnering with SDVOSB or other disadvantaged businesses

Weight	X	Rating	=	Score
_____	X	_____	=	_____
_____	X	_____	=	_____

6. WORK LOCATION

- ☐ Proximity of firm's office as it may affect coordination with the state's project manager and the potential project location
- ☐ Firm's familiarity with the project area
- ☐ Understanding of project locations impact on system performance

Weight	X	Rating	=	Score
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____

Total Score: \_\_\_\_\_



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM

## APPENDIX A2: ORAL INTERVIEW EVALUATION FORM

### INSTRUCTIONS/EXAMPLE:

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 0 to 5 with 5 being the highest rating. (Use whole numbers), 0 is missing information.
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.

### CRITERIA

1. PROJECT TEAM

2. TEAM CAPABILITIES

3. PRIOR EXPERIENCE

4. PROJECT APPROACH

Weight	X	Rating	=	Score
_____	x	_____	=	_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
TOTAL SCORE				_____

# APPENDIX A3: PREQUALIFICATION AND ORAL INTERVIEW RANKING MATRIX

## QUALIFICATION BASED SELECTION

(Use this form to rank and determine the most qualified architectural/engineering/consulting services firm for both the preliminary and interview evaluations.)

FIRM NAME	QUALIFICATIONS						QUALS SCORE	RANK
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

## **Appendix B: Consultant Contract**

**Appendix C:**

**ACKNOWLEDGEMENT AND ATTESTATION FORM**

By responding to this RFQ, the respondent(s) certify that they have reviewed the Agreement 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.

**Offeror Acknowledges Receipt of Addendum No. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Addenda MUST be acknowledged)**

(SEAL)



## **Appendix D: Scope of Work**

**1. Master Plan:** The Department of Military & Veterans Affairs (DMVA) is requesting an Architect/Engineer/Consultant (A/E/C) to prepare a Master Plan for the Colorado Army National Guard (COARNG) property located at 221 N Purcell BLVD., Pueblo West, CO 81007. This Master Plan will identify the maximum requirements and ultimate development capacity that can be contained within the existing site. The intent of this Master Plan is to create long-term development visions and strategies for property use and the requirements of the State of Colorado and Colorado Army National Guard (COARNG) in the context of most effective and efficient use of the property. The existing site is 35.35 acres in size. The Pueblo West site will include a 24,770 square foot (SF) Surface Equipment Maintenance Facility and a 37,374 SF National Guard Readiness Center facility with associated paving. A minimum of three (3) separate site development options will be devised through design charrettes with stakeholders. These options shall be produced to show the area at an appropriate scale to show sufficient detail including site location, building footprints, orientation to roads, location of parking, access roads, pedestrian access, pedestrian and service access points, and proposed future projects. A single option will be chosen to further develop into the overall plan. Sizing of facilities to be planned will be determined through requirement analysis of the existing and the proposed stationing of the units/functions at the site with detailed square feet calculations provided by DMVA G9 Planning and Programming team. The approved criteria source for space allowances is in accordance with National Guard Pamphlets NGPAM 415-12 (Jan 2015), DA Pam 405-70, and the applicable Uniform Facilities Criteria (UFC).

The A/E/C will coordinate with the users and the owner throughout the development of this project. The designer shall generate meeting minutes for all design meetings/reviews. Issues identified during design meetings/reviews shall be tracked until they are resolved. The A/E/C will provide digitized products at each level of design and scanned copies of hand-drawn products.

We anticipate this project will require the following design disciplines at minimum: Area Development Planning, Architectural, Landscape, and Civil.

**2. SERVICES TO BE RENDERED BY THE ARCHITECT/ENGINEER:** The A/E shall furnish all labor and materials necessary to produce the elements listed below. The following provides a breakdown of these requirements.

### **MASTER PLAN (Overview)**

- a. Objectives: The responsibilities and procedures relating to the development, content and submission of the Pueblo West Master Plan are to:
  - 1) Develop the foundation for real property management and development; and reflect the goals, objectives, plans and real property requirements of the units and organizations assigned to the site and Military facilities at Pueblo West, CO.
  - 2) Develop a Master Planning framework that assists management in making decisions regarding efficient acquisition, utilization, and disposal of real property assets; and, in addition, facilitating the identification of

requirements and alternatives for resolving real property deficiencies and excesses; and

- 3) Provide for the strategic capability for ensuring installation sustainability into the future through direct support of mission readiness and installation integration into Master Planning.

b. Purpose: The purpose of the Pueblo West Master Plan is to:

- 1) Develop a vision and future direction for efficiently managing, acquiring, or reducing real property at the Pueblo West Site that supports the current mission, transformation, and management processes;
- 2) Develop mission-oriented facilities which provides flexibility to react effectively to contingencies; and provide Soldiers, their families, and other users with high quality facilities;
- 3) Develop a framework for State management to review allocation of limited resources that affect, or are affected by, the use of real property assets; determine real property deficiencies; and identify priorities and potential solutions;
- 4) Coordinate overall complex site development planning activities/decisions with military and State of Colorado requirements;
- 5) Identify sustainability issues, activities, and actions that may have significant environmental impacts; and minimize turbulence in resource planning;
- 6) Ensure that the Pueblo West site is capable of supporting assigned missions, as well as providing locations or land areas to accommodate future expansion or reconfiguration.

Scope Mission: To produce a long-range, integrated Master Planning document implementing the Adjutant General's goals and objectives for development and operation of the State real properties located at the Pueblo West site, 221 N Purcell BLVD., Pueblo West, CO 81007, and to assure continued mission performance at this complex.

## PROJECT SPECIFIC GUIDANCE

The following project specific guidance will be conducted for the Pueblo West Master Plan:

- a. Visioning
  - 1) Visioning is essential to develop a shared and detailed understanding of the goals and objectives for the Master Plan. It will provide a preliminary understanding and definition of critical issues that could potentially impact the project's outcome. The Contractor will, during visioning, meet with key stakeholders from the DMVA, Pueblo West, Military and other outside entities, as determined during the project initiation meeting.
  - 2) The Contractor will review any previous documents, studies, planning data and pertinent information to establish internal and external planning baselines.
  - 3) During the visioning phase, the Contractor will conduct a leadership session to create the overall guiding direction for the area development plan revision based on the State leadership vision.
  - 4) The Contractor will develop appropriate survey instruments and methodologies for gathering perspectives, which will allow for the understanding of short and long-term needs (5–50 years), while also identifying a long-range vision and corresponding goals.
- b. Basis of Planning and Area Development Plan Drivers: The basis of planning drivers will be an outgrowth of the visioning, existing conditions analysis, and needs/requirements identification. Revision of planning opportunities and constraints will lead to more detailed planning objectives.
- c. Program Development/Requirement Analysis
  - 1) Prior to program development, the Contractor will conduct an on-site walk-through condition assessment of the existing facilities to evaluate, at a macro level to perfunctorily determine possible sitings that would be required to satisfy any positioning requirements and anti-terrorism setback requirements. The State will need to conduct further detailed on-site assessments to establish a complete scope of all planned facilities. Program development includes proposed additions, modifications, and alterations by project for any or all of the proposed facilities.
  - 2) This work effort includes documentation of new facility requirements as well as future modifications of facilities or infrastructure.
  - 3) COARNG will provide existing documents/ information to support the selected firm:
    - i. Area Site Plan
    - ii. Boundary Surveys
    - iii. Facility calculations
    - iv. Environmental Studies

- v. Specific Occupant Military Reports of personnel and equipment (Modified Table of Organization and Equipment – MTOE)
  - vi. Example Facility Master Plan with typical site plan and building layouts
- 4) The A/E shall facilitate a day long charrette with leadership from the stakeholder pool and DMVA. The three alternative conceptual designs will be presented, and it is our intent to reach a consensus before the end of the charrette. DMVA staff will assist in the consensus building process.

## **MASTER PLAN DOCUMENT**

The Master Plan shall consider all aspects of community planning including the following:

- a. the spatial relationships and architectural compatibility of existing and future planned buildings and structures.
- b. the integration of the existing landscaping pallet
- c. a review and incorporation of the relevant aspects of the areas existing drainage features, utility infrastructure, and topographic information to ensure proper drainage and utility support to future buildings
- d. a review and incorporation of existing relevant soils and other geologic information to ensure compliance with sound construction practices.
- e. a review and incorporation of existing traffic and parking relationships and recommendations to ensure adequate parking and infrastructure can be designed to support future plans.
- f. a review of current Anti Terrorism Force Protection (ATFP) criteria, identified deficiencies within the study area, and make recommendations to ensure safety and compliance of DoD standards and initiatives.
- g. the coordination of the locations, aesthetics, etc. of signage, street lighting, outdoor furniture/monuments
- h. opportunities for alternative energy
- i. recommended pedestrian circulation improvements, reflecting existing conditions as well as planned improvements.
- j. available expansion or opportunity areas, planned or otherwise.
- k. an assessment of sustainability against the current USGBC LEED criteria for New Construction.

- l. an implementation Plan, to include a list of projects by programmed fiscal year and timeline, relocations and new construction.
- m. will develop a phasing strategy identifying the phasing implications of the Master Plan to assure that all facilities are updated in an appropriate and timely manner
- n. provide magnitude estimates for each project utilizing market research for costs relative to implementation of the Area Development Plan at a gross level of estimation
- o. assess utilities (Water (Domestic and Fire Protection), Sewer, Gas, Electric, and Telecom) to include capacity, condition, source, load, and any deficiencies in its plant or distribution system

### **Preparation and Documentation of the Master Plan:**

The Contractor will provide a Master Plan that defines clear, optimized course of action incorporating all information collected and updated during the previous phases of work described above. The Master Plan shall provide as a deliverable a program of specific projects that integrates all requirements to support enhanced operation of the current mission and provide for the future growth of the Pueblo West Army National Guard site. The Architect/Engineer/Consultant will coordinate with the DMVA, users and the owner throughout the development of this project is to review, assess and organize the Master Plan sections and appendices in accordance with NG Pam 210-20 Real Property Development Planning Procedures for The Army National Guard, UFC 2-100-01, Installation Master Planning, and the current State of Colorado Facility Program Plan Submittal Guidelines And Instructions For State Agencies.

### **SECTION 1 Overview**

- **Executive Summary:** This section will provide a high-level summary of the entire master plan, including the project's purpose, scope, and key recommendations.
- **Table of Contents:** Outlines Master Plan
- **Vision Statement:** Detailed understanding of the goals and objectives for the Master Plan.
- **Description of Program(s) related to the Master Plan:** This section will describe the program or programs that the facility will support. It will include information on the overall mission, goals, and objectives.
- **Relationship to Master Plan:** This section will explain how the proposed projects fits into the overall Master Plan. It will demonstrate that the project is consistent with the long-range vision for the installation.

## **SECTION 2 Justification**

- **Existing Conditions:** This section will describe the current state of the existing facility(ies) this site will be replacing, including its age, condition, and any existing deficiencies.
  - **Utilization Study:** This section will analyze how the existing facility(ies) this site will be replacing is currently being used. It will identify any areas of underutilization or overcrowding.
  - **Facility Condition Audit/ Facility Condition Index:** This section will provide a detailed assessment of the existing facility(ies) this site will be replacing physical condition. It will include a Facility Condition Index (FCI) rating, which is a standard measure of a facility's condition.
  - **Health/Life Safety deficiencies:** This section will identify any health or life safety deficiencies in the existing facility(ies) this site will be replacing. These may include issues with fire protection, structural integrity, or hazardous materials.
  - **Current Conditions Plan:** This section will visualize the current conditions and survey of the new site.
- **Changes and Projections:** This section will project future needs for the tenants. It will consider factors such as changes in mission, population, and technology that warrant this site projected for the next 25 years.
  - **Facility improvements:** This section will describe the proposed construction at the new site. It will explain how these improvements will address the deficiencies identified in the previous sections.
  - **Users and FTE's:** This section will identify the clients who will use the facility and the number of Full-Time Employees (FTEs) who will work there.
- **Total Space Requirements:** This section will calculate the total amount of space required for the facility. It will be based on the program requirements and the number of personnel who will use the facility including parking of personally owned and military vehicles.
  - **Authorized vs. Gross Square Foot analysis:** This section will break down the total space requirements into authorized (NET) and gross square footage based on DMVA calculation per NG PAM 415-12 and DD Form 1390/91. Authorized square footage is the space that is used for the facility's primary mission, while gross square footage includes all other space, such as circulation, restrooms, and mechanical rooms.
  - **Program space summary and space by functional area summary.** This section will provide a summary of the space requirements by program and by authorized functional areas including a diagrammatically chart or image.
- **Alternatives analysis:** This section will analyze different alternatives for meeting the facility's needs. It may include options such as renovation, expansion, or future new construction. The plans should explain why the selected site and projects was chosen over alternative solutions including a discussion of alternative operating costs and space efficiency.
  - **Facility and program options:** This section will describe the different facility and program options that were considered. It will explain the advantages and disadvantages of each option.

- **Life-Cycle Cost analysis:** This section will analyze the life-cycle costs of each alternative. This will include the costs of construction, operation, and maintenance.
- **Alternatives or contingency plan if funding is not approved:** This section will describe the contingency plan that will be implemented if funding for the project(s) is not approved

### **SECTION 3 Design Criteria and Implementation**

- **Design Criteria:** This section will identify the design guidelines and agency standards that will be used for the project. These may include standards from the Department of Defense, the military services, and other federal agencies.
  - **Design guidelines and agency standards:** This section will identify the design guidelines and agency standards that will be used for the project including NG PAM 415-12, National Guard DG 415-5, and Unified Facilities Criteria (UFC) - Whole Building Design Guides.
  - **Security requirements:** This section will diagrammatically identify the security and anti-terrorism requirements for the project. These will include requirements for physical security, access control, and cybersecurity in accordance with UFC 4-010-03 and UFC 4-010-06.
  - **Technology:** This section will identify any technology that will be included in the project. These may include the facility's communications, data, and audiovisual systems.
  - **Sustainability goals and objectives:** This section will identify the Renewable Energy sustainability goals and objectives for the project. These may include goals for energy efficiency, water conservation, and waste reduction and will include photovoltaic, geothermal heat, and solar hot water system site plan placement.
  - **Detailed code compliance review of conceptual design:** This section will document the results of a detailed code compliance review of the conceptual design. This will ensure that the design meets all applicable building codes and regulations.
  - **Certification requirements:** This section will identify any certification requirements for the project. These may include requirements for LEED certification or for historic preservation if required.
  - **Environmental Conditions:** This section will provide environmental documentation as necessary to include an analysis of the anticipated environmental impacts of plan implementation, identification of appropriate risk reduction measures, and documentation of the results. Follow all Service-specific environmental regulations and requirements
- **Spatial relationships and room specifications:** This section will summarize standard military design spatial relationships of functional areas based on the Army National Guard Design Guide (DG) 415-1 for Readiness Centers and DG 415-2 for Logistical Facilities.
  - **Diagrammatic plan drawings:** This section will include diagrammatic plan drawings that show the spatial relationships between the different rooms and areas in the facility.
  - **Room requirements and specifications:** This section will provide detailed requirements and specifications for each room in the facility. This will

include information on the room's type, size, function, and equipment in accordance with calculations provided by DMVA, DD 1390/91, and associated Design Guides and UFCs.

- **Concept design:** Three visual and diagrammatic illustrations providing clear concepts of the proposed and future site efforts based on a basic design since the facilities have not been designed for construction. Conceptual design drawings include but are not limited to site plan, location plan, utility plan (including tie locations) and circulation plan. Narratives and graphics as necessary addressing: pedestrian/vehicular access and parking, topography, soils condition, surface and subsurface drainage, vegetation and utility infrastructure requirements and assessments.
  - **Site plan improvements:** This section will describe any improvements that will be made to the site, such as new landscaping, parking, or utilities including photovoltaic, geothermal heat, and solar hot water system site plan placement.
  - **Climatic Data Site Analysis:** This section will visually indicate and summarize the climatic data of the site.
  - **Building Placement:** This section will include conceptual building placement in adherence to ATRP required setbacks.
  - **Narratives:** This section will provide written narratives that describe various aspects of the project, such as parking, site accessibility, utility infrastructure, MEP and structural systems analysis, vehicle and pedestrian circulation, sustainability, and the LEED Score Card.
- **Project Schedule, cost estimate and financial analysis:** This section will summarize the conceptual schedule of projects, estimated costs, and funding type to be requested.
  - **DD 1390/91 document, spreadsheet and support information:** This section will include the approved DD 1390/91 document and spreadsheet that provides a detailed cost estimate for the project(s). It will also include supporting information, such as costs by functional area and supporting construction costs. DD 1390/91 will be provided by DMVA.
  - **Overall conceptual project duration schedule:** This section will include a bar chart that shows the overall conceptual project schedule, including milestones and commencement and projected completion dates.
  - **Project delivery method, proposed phasing, and source of funds:** This section will describe the project delivery method that will be used (design-bid-build). It will also describe the proposed phasing of the projects and the source funding that will be requested for each phase. Phase 1 (0-5 years) will be Site improvements and Field Maintenance Shop Construction, Phase 2 (5-10 years) will be Site Improvements and Readiness Center construction, Phase 3 (10-25 years) will be Site Improvements and expansion, improvement, new facilities and remodeling of existing facilities.
  - *(Optional since design is not complete)* **Detailed cost estimate per the construction specification Institutes (CSI) sections and format:** This section will provide an conceptual detailed cost estimate for the project, broken down by Construction Specifications Institute (CSI) sections and format. Since design is not complete, this section is optional.



Supporting documentation should include component or element plans as a subset to an organized planning system that accommodates immediate as well as long-term growth requirements. The Contractor will provide, but is not limited to, supplying drawings, specifications, plan illustrations, sketches, and 3-D models to illustrate the Pueblo West Master Plan.

The Master Plan drawings (.pdf) will be scaled and in colored graphic form, which can be used as a freestanding exhibit, or to produce a slide show and/or video presentation.

## **CONDUCT OF WORK:**

- a. A/E Responsibilities: The A/E has complete responsibility for the professional quality, technical accuracy, and coordination of all drawings, specifications, and other work or materials produced, furnished, or reviewed by his in-house and consultant's forces. The A/E shall correct or revise any errors or deficiencies in his work, notwithstanding any review, approval, acceptance, or payment by the Government.
- b. The selected firm may be required to communicate and assist in obtaining the required approvals from all entities involved including, but not limited to, DMVA, City, County and State Authorities, having jurisdiction.
- c. The Consultant shall furnish the Project Manager with a "needs" list. This list shall itemize in orderly fashion data required by the Consultant to advance the project in a timely manner. Each list shall include a sequence number, description of action item, and remarks. The list will be maintained on a continuous basis with satisfied action items checked off and new action items added as required.
- d. Schedules: The A/E will provide and maintain a detailed schedule for the project and shall submit a preliminary schedule with their fee proposal.
  - 1) The A/E shall make every effort to meet project schedule milestones, which were established at negotiations and/or at the beginning of the work. The A/E will bring to the attention of the COARNG PM any conflict in criteria, lack of criteria, or any condition that appears to put the project schedule in jeopardy if not resolved.
  - 2) At time of award, a progress schedule shall be submitted by the A/E for approval. The schedule will show the various items included in the contract and the order in which the Consultant proposes to carry out the work, with dates on which he will start the features of the work and the contemplated dates for completing the same. This proposed and actual progress will be updated monthly. Significant milestones such as review submittals shall be annotated. Such schedule shall provide for the completion of all work within the associated design phases.
  - 3) The Consultant shall assign sufficient technical, supervisory, and administrative personnel to ensure the execution of the work in accordance with the approved progress schedule.

## PERFORMANCE SCHEDULE

Milestone	Calendar Days	Cumulative Days
Notice to Proceed		1
Field survey		15
Kickoff		45
Concept submittal		75
Onboard Gov't Review		90
50% Submittal		150
Onboard Gov't Review		160
Pre-Final Submittal		200
Onboard Gov't Review		210
Final Submittal		270

**PROPOSED DOCUMENT DELIVERY:** The Final version of the Area Development Plan will provide graphic and written documentation of the future land and facility use plan utilizing a 50-year horizon with a 5-year snapshot. The selected Firm shall be responsible to distribute contract documents to the identified agencies for review and to collect and consolidate all design review comments into one document in a format approved by the COARNG PM, and within the identified timetable. This includes incorporation of the comments into the Submittal Documents. The format of the design submittals (electronic or hard copies) will be in 11 x 17 format. The selected firm should anticipate that both hard copies and electronic copies will be required. If the A/E/C disagrees technically with any comment or comments and does not intend to comply with the comment, he shall clearly outline, with justification, the reasons for noncompliance as soon as possible after receipt of these comments in order that the comment can be resolved. The disposition of the remaining comments shall be furnished in writing with the next scheduled submittal. The Consultant is cautioned in that if he believes the action required by any comment exceeds the requirements of this Scope of Work, he should take no action and notify the Project Manager.

**Facility Utilization Study / Requirements Analysis / Area Development Plan.**  
All Deliverables indicated below shall be in an 11"x17" format.

Phase	Copies	Deadline/ Format
Concept Submittal	0	Color, Bound Paper Documents
	1	Digital Document Files in PDF Format for Distribution
Full Submittal	0	Color, Bound Paper Documents
	1	Digital Document Files in PDF Format for Distribution
Pre-Final Submittal	1	Color, Bound Paper Documents
	1	Digital Document Files in PDF Format for Distribution
Final Submittal	5	Color, Bound Paper Documents
	1	Digital Document Files in .DWG and PDF Format for Distribution

## References

- a. Unified Facility Criteria (UFC), 2-100-01, Installation Master Planning, 16 January 2026.
- b. Army Regulation (AR) 210-20, Real Property Master Planning for Installations, 16 May 2005.
- c. National Guard Regulation (NGR) 210-20, Real Property Development Planning for the Army National Guard, 30 July 2004.
- d. National Guard Pamphlet (NG PAM) 210-20, Real Property Development Planning Procedures for the Army National Guard, 5 October 2007.
- e. NG PAM 415-12, Facilities Allowances, 25 January 2015.
- f. AR 405-70, Utilization of Real Property, 12 May 2006.

## **END STATEMENT OF WORK**