



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL / ENGINEERING /
CONSULTING SERVICES

State of Colorado
Department of Military and Veterans Affairs

Notice Number: RFQ1 2026-0043

Project Number: 082613

Project Title: Colorado Army National Guard Real Property Development Plan

Estimated Project Cost: \$600,000

Table of Contents

I. NOTICES	1
II. PROJECT OVERVIEW	2
III. MINIMUM REQUIREMENTS	3
IV. MANDATORY PRE-SUBMITTAL CONFERENCE AND SITE TOUR.....	4
V. SCHEDULE	4
VI. QUESTIONS, CLARIFICATIONS AND ADDENDA.....	5
VII. POINT OF CONTACT/CLARIFICATION	5
VIII. SUBMITTALS OF QUALIFICATIONS	5
IX. METHOD OF SELECTION AND AWARD	6
A. Short List	6
B. Oral Interview	6
X. EVALUATION OF QUALIFICATIONS	6
A. PREQUALIFICATION SUBMITTAL CRITERIA.....	6
1. PROJECT TEAM.....	7
2. FIRM/TEAM CAPABILITIES.....	7
3. PRIOR EXPERIENCE.....	7
4. PROJECT APPROACH	7
5. EQUITY DIVERSITY AND INCLUSION.....	8
6. WORK LOCATION.....	8
XI. ORAL INTERVIEWS EVALUATION CRITERIA	8
1. PROJECT TEAM.....	9
2. TEAM CAPABILITIES.....	9
3. PRIOR EXPERIENCE	9

4. PROJECT APPROACH	9
Appendix A: Evaluation Forms	10
Appendix B: Architect/Engineer/Consultant Contract (Standard or CM/GC Format).....	1
Appendix C: Acknowledgement and Attestation Form	1
Appendix D: Scope of Work.....	2

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 Architect/Engineer/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 Architect/Engineer/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 Statewide Installation Real Property Development Plan (RPDP) for the Colorado Army National Guard (COARNG).

Background

The Colorado Army National Guard (COARNG) Real Property Development Plan (RPDP) was published in 2001. Military construction requirements and authorizations have expanded and changed since publishing the RPDP. The intent of this service requirement is to update the 2001 RPDP, incorporating the latest and future needs and mission requirements of the COARNG, and quantifying the 25-year facilities development plans and programs into an overall planning document that sustainably accommodates current and future needs. This effort will be accomplished by incorporating the latest guidance from the Adjutant General (TAG), Long Range Construction Plan (LRCP) for Military Construction (MILCON) and Sustainment, Restoration and Modernization (SRM), Real Property Planning Analysis System (RPLANS/ ASPIRE) Tabulation of Existing and Required Facilities (TAB), Site Development Plans (SDP), Army Stationing and Installation Plan (ASIP), Facility Inventory Support Plan (FISP), and the Geographic Information Systems (GIS) Parametric Design's for projects in the Future Year's Defense Program (FYDP) and other MILCON priority projects, that will be provided by the DMVA, and the new information or data gathered during this Development Plan Update Process.

The Architect/Engineer/Consultant will prepare the RPDP applying applicable standards established by the Department of the Army for Master Planning as provided in Unified Facilities Criteria (UFC) 2-100-01, Change 2, "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. The Architect/ Engineer/ Consultant will prepare and provide the following:

- a. Analysis of Current Real Property Inventory to include facilities, utilities, unit mission (space) requirements, and adjacent activities of the 35 COARNG real property sites with over 95 structures.
- b. Incorporate guidance from the TAG Narrative, Long Range Construction Plan (LRCP), and Tabulation of Existing and Required Facilities (TAB)

- c. Coordination with the State of Colorado, Department of Military and Veterans Affairs (DMVA), users and leadership to orchestrate an optimal Master Plan that integrates concerns of these parties.
- d. Development of a site concept to include utilities, site layout, special requirements, phase for design and construction, and cost estimates. Provide orthographic for this element.
- e. Update the elements in the current RPDP section for the (insert location) facilities to include the Tabulation of existing facilities vice requirements for the and the Armory.
- f. Generate an Architectural Theme Study to generate architectural input that is in concert with adjacent structures and the Installation Design Guidance. Provide orthographic for this element for one option to be analyzed after the initial Charette
- g. Digitize all products included (in AutoCAD, GIS, Adobe, and Office Programs as appropriate) and provide digitized data to the owner.
- h. Prepare an Environmental Baseline Survey for the proposed construction.
- i. Compile all products into a single Real Property Master Plan document to include:
 - a. Executive Summary
 - b. Vision Plan
 - c. Site Development Plans
 - d. Development Standards
 - e. Capital Investment Strategy
 - f. RPDP Summary

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.

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>14 July 2026 10:30am</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>14 July 2026 10:30 am</u>
Request for Clarifications Due	<u>17 July 2026 10:00 am</u>
Final Addendum Issued (anticipated)	<u>21 July 2026 2:00 pm</u>
Submittals Due (Prequalification: Step I)	<u>31 July 2026 11:00 am</u>
Interview Short List Announced	<u>05 August 2026 2:00 pm</u>
Oral Interviews (WEEK OF)	<u>11 August 2026</u>
Selection Announced	<u>18 August 2026 2:00 pm</u>
Negotiation of Contract	<u>01 September 2026</u>

Anticipated Design Start
Anticipated Construction Start/Finish

01 October 2026
01 October 2026/ 30 September 2028

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 along with the Attestation Form, 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 11:00 am (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.

<https://colorado.app.box.com/f/1a8d1be22c2a4bb3baa69fd98a81823>

CompanyName_RFQ1 2026-043 Real Prop Dev 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 11, 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: Architect/Engineer/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. COARNG Real Property Development Plan

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 Statewide Installation Real Property Development Plan (RPDP) for the Colorado Army National Guard (COARNG).

2. Background

The Colorado Army National Guard (COARNG) Real Property Development Plan (RPDP) was published in 2001. Military construction requirements and authorizations have expanded and changed since publishing the RPDP. The intent of this service requirement is to update the 2001 RPDP, incorporating the latest and future needs and mission requirements of the COARNG, and quantifying the 25-year facilities development plans and programs into an overall planning document that sustainably accommodates current and future needs. This effort will be accomplished by incorporating the latest COARNG TAG guidance, Long Range Construction Plan (LRCP) for Military Construction (MILCON) and Sustainment, Restoration and Modernization (SRM), Real Property Planning Analysis System (RPLANS/ ASPIRE) Tabulation of Existing and Required Facilities (TAB), Site Development Plans (SDP), Army Stationing and Installation Plan (ASIP), Facility Inventory Support Plan (FISP), and the Geographic Information Systems (GIS) Parametric Design's for projects in the Future Year's Defense Program (FYDP) and other MILCON priority projects, that will be provided by the DMVA, and the new information or data gathered during this Development Plan Update Process.

The RPDP addresses real property assets found on 35 sites across the State of Colorado. Types of real property include:

- a. Readiness Center (RC)
- b. Field Maintenance Shop (FMS)
- c. Army Aviation Support Facility (AASF)
- d. Combined Support Maintenance Shop (CSMS)
- e. Training Sites
- f. Regional Training Institute (RTI)
- g. Joint Forces Headquarters (JFHQ)
- h. US Property and Fiscal Officer Warehouse (USPFO)
- i. Related infrastructure, parking, and storage

The Architect/Engineer/Consultant will prepare the RPDP applying applicable standards established by the Department of the Army for Master Planning as provided in Unified Facilities Criteria (UFC) 2-100-01, Change 2, "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. The Architect/ Engineer/ Consultant will prepare and provide the following:

- a. Analysis of Current Real Property Inventory to include facilities, utilities, unit mission (space) requirements, and adjacent activities of the 35 COARNG real property sites with over 95 structures.
- b. Incorporate guidance from the Adjutant General (TAG) Narrative, Long Range Construction Plan (LRCP), and Tabulation of Existing and Required Facilities (TAB)
- c. Coordination with the State of Colorado, Department of Military and Veterans Affairs (DMVA), users and leadership to orchestrate an optimal Master Plan that integrates concerns of these parties.
- d. Development of a site concept to include utilities, site layout, special requirements, phase for design and construction, and cost estimates. Provide orthographic for this element.
- e. Update the elements in the current RPDP section for the (insert location) facilities to include the Tabulation of existing facilities vice requirements for the and the Armory.
- f. Generate an Architectural Theme Study to generate architectural input that is in concert with adjacent structures and the Installation Design Guidance. Provide orthographic for this element for one option to be analyzed after the initial Charette
- g. Digitize all products included (in AutoCAD, GIS, Adobe, and Office Programs as appropriate) and provide digitized data to the owner.
- h. Prepare an Environmental Baseline Survey for the proposed construction.
- i. Compile all these products into a single Real Property Master Plan document to include:
 - 1) Executive Summary
 - 2) Introduction
 - 3) Vision Plan
 - 4) Primary Facility Analysis (TAB)
 - 5) Site Development Plans
 - 6) Development Program
 - 7) Capital Investment Strategy
 - 8) RPDP Summary and Appendixes

3. SERVICES TO BE RENDERED BY THE ARCHITECT/ENGINEER:

- a. The A/E shall furnish all labor and materials necessary to produce the elements listed below and summarize into an overall RPDP. The following provides a breakdown of these requirements.

- i. EXECUTIVE SUMMARY

The Executive Summary will provide an overview of the objective and the end state of the COARNG RPDP and how we derived the overall product.

- ii. INTRODUCTION

The introduction will summarize the RPDP scope, products and methodology.

- iii. VISION

The vision section will provide a TAG and Construction and Facilities Management Office (CFMO) vision statement, goals and objectives, constraints and opportunities, and future development summary (50-year plan).

- iv. PRIMARY FACILITY ANALYSIS

The primary facility analysis will list and analyze all facilities by type (Readiness Center (RC), Field Maintenance Shop (FMS), Army Aviation Support Facility (AASF), Combined Support Maintenance Shop (CSMS), Training Sites, Regional Training Institute (RTI), Joint Forces Headquarters (JFHQ), USPFO Warehouse, Related infrastructure, parking, and storage) by site in TAB format. The TAB is a tabulation of existing and required facilities by category in a spreadsheet format. It will be summarized for the entire State by site. The TAB displays existing and required facilities and computes the number of authorized shortages and excesses by Category Code. TAB provides a summary of which types of facilities to acquire or dispose of to meet the State's quantity requirements. This information should help influence the priorities for new construction.

- v. SITE DEVELOPMENT PLANS

The Site Development Plans will summarize all sites via the following analysis:

- 1) General property background and CFMO intent for development
- 2) Site location, size, and relevant zoning
- 3) Facility sizes, ages, and condition ratings
- 4) Occupying units and assigned personnel

- 5) Constraints and opportunities for development
- 6) Development suitability
- 7) Site planning standards
- 8) RPLANS/ ASPIRE analysis of site deficits and excesses
Implementation plan and capital investment strategy
- 9) Program development including proposed additions,
modifications, and alterations

Each site will have an individual section under the Site Development Plan chapter. Sites to be analyzed are as follows:

- 1) 08A43 Air Force Academy (Enclave) NCSRC
- 2) 08A03 Alamosa RC
- 3) 08A05 Aurora RC and FMS #9
- 4) 08A10 Buckley Space Force Base (Enclave) AASF, RC
- 5) 08A78 Centennial - JFHQ
- 6) 08A40 Colorado Springs RC
- 7) 08A97 Colorado Springs - Newport RC
- 8) 08A60 Denver RC and FMS #2
- 9) 8612 Firestone-CSMS and FMS#1
- 10) 08A45 Fort Carson 117th Space RC (Enclave)
- 11) 08A45 Fort Carson 1368, 1370, 1392 RC (Enclave)
- 12) 08A45 Fort Carson Centennial Training Site CTS (Enclave)
- 13) 08A45 Fort Carson Regional Training Institute RTI (Enclave)
- 14) 08A45 Fort Carson MATES and FMS #5 (Enclave)
- 15) 08A80 Fort Collins RC
- 16) 08A63 Fort Lupton RC
- 17) 08A90 Golden - Camp George West USPFO Warehouse
- 18) 08A96 Grand Junction RC and FMS #3
- 19) 08B07 Gypsum - High Altitude Aviation Training Site HAATS
- 20) 08B62 High Plains Drop Zone
- 21) 08B25 Longmont RC
- 22) 08B37 Montrose RC
- 23) 08B63 Nevins Drop Zone
- 24) 08B38 Peterson Space Base GMD RC (Enclave)
- 25) 08B40 Pueblo RC
- 26) 08B66 Pueblo West RC and FMS
- 27) 08B45 Rocky Ford FMS #6
- 28) 08B60 Watkins RC and FMS #7
- 29) 08B82 Westminster RC and FMS
- 30) 08A81 Windsor RC
- 31) 08B53 Thornton (Storefront)
- 32) 08B65 Parker (Storefront)
- 33) 08B06 Greeley (Storefront)
- 34) 08B71 Grand Junction (Storefront)
- 35) 08A44 Fountain (Storefront)

vi. DEVELOPMENT PROGRAM

The Development Program outlines implementation and investment strategies necessary to execute the vision and goals for each readiness site. The program includes short- and long-term action items to address requirements and site deficiencies, sequencing, and cost estimates.

vii. CAPITAL INVESTMENT STRATEGY (CIS)

The Capital Investment Strategy will summarize Military Construction (MILCON), Energy, Sustainment, Restoration, Modernization projects in the capital investment strategy prioritized by life safety and training needs first, then progressive repairs and replacements. Summary will be in chart format outlining the State Priority, Project Description, Location, Project Number, Project Type, and Opinion of Probable Cost. The CIS will include all sites by project ranked by priority.

viii. RPDP Summary and Appendixes

The RPDP summary will outline the current product, guide to updates and frequency by sub-document, and appendixes that support this document. Appendixes will include but are not limited to:

- 1) APPENDIX A | Glossary of Acronyms
- 2) APPENDIX B | Standards and References
- 3) APPENDIX C | TAG Narrative (Updated Annually)
- 4) APPENDIX D | Long Range Constr. Plan (Updated Annually)
- 5) APPENDIX E | Site Plans for projects in the FYDP (Updated Annually)
- 6) APPENDIX F | Site Plans for projects not in the FYDP (Updated Annually)
- 7) APPENDIX G Project Team and DMVA Directory

- c. Prior to program development, the Contractor will conduct a limited on-site summary condition assessment of the existing facilities to evaluate, at a macro level to perfunctorily determine possible actions and placement that would be required to satisfy RPDP requirements. The DMVA will need to conduct further detailed assessments and calculations to establish a complete scope of all existing facilities.

d. This work effort includes documentation of new facility requirements as well as modifications and re-use of existing facilities or infrastructure. COARNG DMVA can provide existing documents to support the selected firm:

- i. Previous and Current Master Plans
- ii. Area Development Plans
- iii. Boundary Surveys
- iv. Architectural drawings (.pdf)
- v. Environmental Studies
- vi. Agency Agreements/ License
- vii. Detailed building and site calculations
- viii. Readiness Center Transformation Master Plan (RCTMP)

e. 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 ADP.

f. Site Visits

3. 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 and County Authorities, Fort Carson Department of Public Works (DPW) & Master Planning, having jurisdiction.
- c. The Consultant shall furnish the Project Manager with a list of "needs". 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.
 - I. 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.

- II. 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.
- III. The A/E 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	35 Sites	60
Kickoff		90
Concept submittal		120
Onboard Gov't Review		180
50% Submittal		365
Onboard Gov't Review		400
Pre-Final Submittal		600
Onboard Gov't Review		650
Final Submittal		730

4. **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 up to each agency. 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

5. 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