

October 13, 2009

ADDENDUM NUMBER TWO
Supplemental Specifications and Clarifications

RE: REQUEST FOR QUALIFICATIONS FOR: 2010 ANNUAL RFQ

Total pages this addendum: Six (6)

SUPPLEMENTAL SPECIFICATIONS AND CLARIFICATIONS

The following questions and answers are provided for clarification purposes only, and do not modify the material content of the Request for Qualifications:

1. We have reviewed the 2010 annual RFQ for Professional Services and were confused as to the Board of Regents intent. Is this RFQ targeted at Architect's and Design Firms or would it be acceptable for our firm to submit a response related to the Construction Management, Constructability Review, Pre-construction Services, Project Estimating and Scheduling sections only? We do not have registered Architects or Engineers under our employment, but offer the professional services listed above in the regular course of business. Your response and direction would be appreciated. Thank you in advance for your time.

Answer: The answer is twofold: 1)Yes, you can submit a response related to only those services; and 2) We have expanded the list of services shown on Page 23 under "Other Disciplines" to include some or all of the services you listed (at the Pre-Submittal Conference, it was agreed at a minimum to add Cost Estimating, Geologist, and Scheduling). We have issued an amended Annual RFQ that lists these changes, among others.

2. Section II, Page 6 ..."documents should be clearly marked to indicate they are printed on recycled content...." How do we mark the paper? Attachment D: Please confirm if the "up to ten pages of supporting information" regarding relevant projects are, in fact, in addition to the total 41 pages. Entire RFQ: Would it be to our advantage to have the consultants we would use on our "Project Team" submit their own Statement of Qualifications?

Answer: You can simply type a statement in your cover letter or in the specific section of your response that states the documents are printed on recycled content paper. You can also use a water mark if you so choose.

See Page 7, Content of Materials – the 10 pages are part of the total of 41 pages, and constitute Attachment D, RFQ Supplemental Information.

It really would not be to your advantage to have your consultants submit their own Statement of Qualifications, since we would be evaluating your firm’s qualifications and theirs separately....in other words, you would each be considered separate responding firms to the Annual RFQ. If they wish to be considered separately as well as a consultant, then that is fine....they just submit a separate package like everyone else.

3. In today’s Pre-Submittal there was discussion of ASU’s intention to award contracts for less than \$50,000 to small businesses if at all possible. Can you clarify whether this is a requirement of state statute or an internal ASU policy?

Answer: The Small Business requirement is a policy that was enacted in June, 2006 by the Arizona Board of Regents. We are required to utilize a Small Business (defined under Arizona law as any business under 100 employees OR under \$4 million annual revenue) for all work under \$50,000, unless the firm hired is already on a competitively established contract or it is “impracticable” to do so (for example, BioDesign has some very specialized requirement that only one firm can supply, and the firm is not a Small Business).

4. I’m unclear as to if our services would be submitted separately as part of this RFQ, or as part of an architect team’s submittal.

Our company provides design expertise in the areas of acoustic, noise & vibration control, telecommunications, audiovisual and security systems design. The RFQ mentions “Other Professional Services, and Engineering Services”. We do not have to be licensed as engineers in the states in which we work. Typically for larger projects we submit on the RFP as part of the architect’s team. However, we do participate in “on call” agreements directly with universities and municipalities.

Answer: You can both submit separately under “Other Disciplines” for these categories of design expertise, and as part of an architect’s team submittal as evidenced under Attachment E, Proposed Team (Sub-consultant).

5. I have one more question re: the insurance form, Attachment G. It looks like you don’t want any info on that form other than the limit for Professional Liability (not the general liability categories, auto, workman’s comp or others). The form seems very clear but the box for entries is so “roomy” that I wanted to make certain. I realize we don’t have to provide any actual certificates until we get a contract.

Answer: That is correct....we only need to see what your Professional Liability Insurance Limits are, and who your carrier is. This shows us evidence of your professional liability insurability. This form needs to be signed by an officer of your company.

We will require general liability, auto liability and worker's comp (unless you are a sole proprietor) if you are selected for a project, at which time this coverage and professional liability would need to be indicated on your Certificate of Insurance. Please see the following page (31) in the Annual RFQ, which lists the complete insurance coverage type and amount requirements.

6. I believe it was the lady who spoke at the pre-proposal meeting that mentioned two ABOR forms that we should download that are relative to this project. One was to do with regulations for construction-related docs and the other regulations for design professionals. The website was:
http://www.asu.edu/purchasing/bids/construction_bids.html I think I found three ABOR docs; however, they had nothing to do with the subject matter she talked about. Can you, please, give me the correct titles of the docs we need to access.

Answer: The names of the documents are:

**ABOR Minimum Requirements for Design Professional
ABOR Minimum Requirements for Construction Related Documents**

(ABOR stands for Arizona Board of Regents.)

7. I understand that an addendum was to be issued for the 2010 RFQ, however, I don't see it on the ASU web site under purchasing bids. Has one been issued at this time? (I just want to make sure I'm not looking in the wrong place or somehow overlooking it). Thank you for any guidance.

Answer: We issued Addendum #1 on 9/29/09, which replaces the entire RFQ document with a corrected, revised RFQ. Please go to our Construction/Facilities Bid Board link at http://www.asu.edu/purchasing/bids/construction_bids.html and you will see the 2010 Annual RFQ listed at the top with the Addendum #1 and revised RFQ.

8. For attachment D: We understand that the boxes can grow to accommodate text but we are concerned that this will most likely push the text to a second page, particularly with box I. Are we able to delete the instructional text to create more room on the page? Patricia mentioned we could possibly have several projects per page but with the provided form, we are not sure how this is possible.

Answer: The boxes have been removed on the revised Attachment D. The section needs to be titled Attachment D. However, you can reformat the page as long as you provide the requested information for each project referenced.

9. The revised Attachment D states that the supplemental information is to cover up to three projects per specialization for a total of up to ten pages. Before this revision, Attachment D stated up to ten pages of supporting information. For our firm,

Mechanical Engineering, can I submit my ten example projects or am I limited to just three. Please clarify a bit more for me. Thank you.

Answer: "Specialization" refers to the Experience Emphasis listed on Attachment C. At the Pre-Submittal Conference, Steve Bernhart had mentioned that one of the issues we encounter are firms who claim some specific type of Experience Emphasis. They will list this particular experience on Attachment C, but when we further investigate it based on the information on Attachment D, it sometimes turns out that it was one project the firm did 10 years ago. This is hardly recent, or adequate, experience in that area.

One of the firms that attended the Pre-Submittal Conference came up at the end of it and suggested that we provide some sort of guidance to firms responding to the RFQ, so they know how far back to count experience, and a limit to the number of projects listed. That's where the "3 projects in the last 5 years" requested on Attachment D comes from. So what we want are up to 3 projects in the last 5 years that reinforce a particular Experience Emphasis you claim on Attachment C, but limit the total pages to 10.

10. We feel as a contractor/builder, we are able to provide ASU with local, relevant, current market information through our services, such as the following:

Building Information Modeling (BIM)

- Constructability reviews
- Cost Estimating
- Cost Modeling
- Design document quality and coordination reviews
- Scheduling
- Value engineering

As well as:

- Construction Administration
- Construction Management

Can we submit for these services on the Annual RFQ? Also, which DISCIPLINE on Attachment B should we check? General?

Answer: You can submit for these areas of Experience Emphasis (see Attachment C). You would of course submit under the "Other Disciplines" category, then list your areas of Experience Emphasis on Attachment C.

11. Can you tell me where/how I can obtain fillable forms for this RFQ?

Answer: The Microsoft Word Document is located on the Purchasing Forms Page at http://uabf.asu.edu/ubs_forms. The Annual RFQ documents are located at the bottom of section 9 – Miscellaneous Construction Documents.

12. Should the pages of the proposal be numbered (1-41) or left unnumbered...do you have a preference?

Answer: Either way is fine. Numbering helps us confirm the page limit. We do check for numbers of pages, but usually only if it is obvious that someone has exceeded the limit.

13. When I am putting together the hardcopy, I am using tabs for the Attachments. I am assuming that you want each Attachment double-sided NOT the whole document because that wouldn't work with the tabs. Please advise.

Answer: That will work for the hard copy. However, we would prefer that you have one section for the certifications.

14. Our company has been in existence since 1986; however, we simplified our name in 1997. The Principals/structure/services all remained the same. In Attachment C, I would like to note our 23 years of experience but upon your search of our business license it will appear that we only have 12 years of experience. Please advise.

Answer: You may note 23 years of experience, since you have essentially remained the same company during this time with only a change in name in 1997. Simply clarify this in your cover letter that you include with your submittal.

15. Are we required to use the formatted attachments for project information and resumes, Attachments D and F, or can we reformat the requested content into a more efficient layout?

Answer:

For Attachment D, we need the questions answered. You can reformat the page as long as all project information fields are covered within the reformatted page. For instance, you can place the information on/or beside a photo so that you can condense the space and cover more projects.

For Attachment F, we need firms to use the format presented for resumes to make it easier for the evaluation committee to review submittals.

16. Can we type the initial on the Addendum Acknowledgement, Attachment B?

Answer: Yes.

17. Do we need to include Attachment R, Submittal Inquiry Form, with the final proposal?

Answer: No. It is only used to submit questions prior to the initial due date.

All other specifications, terms and conditions of the solicitation shall remain unchanged.

Note: Please acknowledge your firms' receipt of this addendum in your bid on the Bid Certification page.

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