

October 16, 2009

**ADDENDUM NUMBER FOUR**  
**Supplemental Specifications and Clarifications**

**RE: REQUEST FOR QUALIFICATIONS FOR: 2010 ANNUAL RFQ**

**Total pages this addendum: Five (5)**

**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. **Attachment C, Page 24-26** - Our firm was established in 1986 in Arizona, however our parent company was established in 1945 (in Montana). At the pre-submittal meeting, it was mentioned that we should list the number of years of experience for our full firm, not just our local office. However, if we list 60 years of experience on a specific area of emphasis, it will not correlate with our business license number of years in business in Arizona. How should we handle this situation? (This is similar to question 14 on Addendum No. 2, but slightly different.)

**Answer: We require that you list the years of experience available now to ASU for the areas of emphasis for which you indicate experience, whether this includes your local office, full firm, or both. This should correlate to the years of experience shown on the resumes (Attachment F, Sample Resume Format). If you had someone in your firm available to ASU with 60 years of experience (probably unlikely), you could list that number of years. You should also only list the person available with the maximum number of years experience for a particular area of emphasis. So, for example, you would not combine experience among more than one person.**

2. **Attachment D, Page 27** - It states "projects are to have been begun or completed in the last five years." Is this referring to professional services completed or construction services completed? Or is the decision left to us? For example, if a project was designed (eng. services) in 2001, and was constructed in 2005, would it still meet the 5 year criteria?

**Answer: Professional services begun or completed, as the Annual RFQ is only for Architectural/Engineering Services or Other Professional Services. You would list projects that were begun or completed since 2004. In the example you described, you would meet the 5 year criteria if you began or completed a project involving professional services in 2004 or sooner.**

3. In **Attachment E, Page 28** - It was mentioned in the pre-submittal meeting that DBE subconsultants are preferred, how would you like us to capture that we have chosen subconsultants who are DBE certified? Do we need to list how they are certified (ADOT/City of Phoenix)?

**Answer: Although DBE subconsultants are preferred, this information is not mandatory for your Annual RFQ submittal, and is only captured at the time an actual project is awarded. You may submit this information at that time.**

4. **Attachment I, Page 33** - Please clarify the following "Entity Types"  
Corporation – not providing health care, medical or legal services  
Corporation – providing health care, medical or legal services.

We offer a full benefits package to our employees, but we are not a clinic/hospital (we are an engineering firm), which one would we choose?

**Answer: We believe that the terminology may have been confusing. "Providing health care" does not mean "providing health care to employees"; rather, it means "providing health care services", such as if you were in the health services industry. Since you indicated you are not a clinic/hospital, but an engineering firm, you would indicate: "Corporation – not providing health care, medical or legal services".**

5. Could you please tell me where the actual copies of certifications are to go (hard copy and soft)?

**Answer: As attachments to the very end of your submittal.**

6. I have a question regarding Attachment D. Are we able to put more than one project on a page as long as we answer the requested info and do not exceed the 10 page max?

**Answer: Yes. Also, the text at the top can be omitted, as long as the form is noted as Attachment D, RFQ Supplemental Information, and the information required in Sections A-J are completed.**

7. Are we to include Attachment H RFQ Business Information? There's nothing to fill-out on the Attachment.

**Answer: Yes. This is to be included with your submittal. That way, we know that you have acknowledged this information.**

8. I understand that we can only submit three example projects per category. My firm specializes in commissioning, so we will be submitting those sample projects under the Engineering category. My question is that we also do a lot of work in energy modeling, monitoring & verification, LEED Management, and energy auditing. May we submit project examples in these categories too, or do they also fall under Engineering with a limit of 3? Thanks! I appreciate your time in answering my question.

**Answer: These may be submitted as examples of commissioning work, since these areas are frequently listed by other commissioning firms. Were we to require these types of services, we would request a query of commissioning firms, then review their qualifications in regards to their experience in these specific types of services. (Also, please see the answer to Question #9 in Addendum #2.)**

9. On page 6 the CD labeling states:

2008-2009 Annual Request For Qualifications (RFQ)

Should this say 2009 – 2010 Annual Request...?

**Answer: Yes, this was a typographical error. It should say 2009-2010. (Please see the correction to this on Page 4 of the addendum below.)**

10. In regards to Addendum #2 received yesterday, I do not feel that question 13 was answered clearly. In the past we have used tabs in between the Attachments (A-Q). This year since the RFQ has to be double sided, tabs will not work unless we are allowed to double side each Attachment section individually. For example, the cover letter is only one page so when double sided, Attachment A starts on the back of the cover letter. This does not allow us to insert a tab in between the two. The same is true for all the other odd number page Attachments.

Can we start with the cover letter, insert a tab, and then double side Attachment A, insert a tab, and then double side B, insert a tab.....etc.? OR should we not include tabs at all and double side the document with everything mixed together?

**Answer: Starting with the Substitute W-9 (Attachment I), and continuing through Attachment Q (Service Provider Acknowledgement), only one tab is required (before Attachment I). All certifications and forms in this interval should be double-sided.**

11. Please clarify the requirements for Attachment E “Proposed Team”. I’ve been getting requests from other architects and firms asking that we send our own resumes to be included in their submittal as part of their “Proposed Team”. It is my understanding that the submitting firm is only to *list* the firms, but not include any other information about those firms. Correct?

**Answer: This is correct. Resumes should only be submitted for the personnel of the company actually submitting a response to the Annual RFQ.**

12. The paper that we use for SOQ submittals is FSC Certified – Forest Stewardship Council. On the package it states:

- Mixed Sources
- Product group from well-managed forests and other controlled sources

Will ASU accept this paper? If so, do I just note it in the cover letter as stated in Addendum 2?

**Answer: Yes, this is a recognized certification source. You may note it in your cover letter.**

**PLEASE NOTE THE FOLLOWING REVISIONS AND CLARIFICATIONS TO THE RFQ:**

1. Page 6, Section II, Instructions to Professional Consultants, Middle of Page, CD Labeling Instructions, “2008-2009 Annual Request for Qualifications (RFQ)” is changed to read “2009-2010 Annual Request for Qualifications (RFQ)”.
2. Page 6, Section II, Instructions to Professional Consultants, Last Paragraph, “10/20/09” is changed to read “10/23/09”.
3. Page 8, Delivery of Qualifications, Top Paragraph, “10/20/09” is changed to read “10/23/09”.
4. Revised forms will be available on the Construction/Facilities Bid Board for this 2009-2010 Annual RFQ on 10/19/09.
5. If you have already submitted a response to the 2009-2010 Annual RFQ, check the addendums to determine if they would require you to change the content of your submittal. If not, send in a revised Attachment B – Addendum Acknowledgement form. If changes are required, you may send a revised submittal.
6. For any other format or contact questions, please contact Pamela Thompson Lefkowitz, at [Pamela.thompson2@asu.edu](mailto:Pamela.thompson2@asu.edu) or (480) 965-3665.

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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