

October 20, 2011

ADDENDUM NUMBER TWO
Supplemental Specifications and Clarifications

RE: REQUEST FOR QUALIFICATIONS FOR: 2012 ANNUAL RFQ

Total pages this addendum: One (1)

PLEASE NOTE: AS ANNOUNCED IN ADDENDUM 1, THE NEW TIME AND DUE DATE FOR SUBMITTALS IS AT 10:30 A.M. M.S.T., FRIDAY, 10/28/11.

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. **Question:** I saw the RFQ for design and engineering services posted on the ASU website. Last year there was talk that ASU, the U of A, and NAU would use a single RFQ process. Has that idea been tabled for the time being?

Answer: Not tabled, only delayed. Due to competing priorities and schedule conflicts among the Tri University Committee representatives, we have been unable to meet to finalize the Tri U Annual RFQ. We hope to accomplish this by the end of the year.

Although the RFQ and contract documents would be essentially the same among ASU, U of A and NAU, each university would separately solicit and award A/E firms. So we would not be soliciting one time for all three Universities, with a single list for all three. The goal is to simplify and standardize the RFQ process, the RFQ document and resultant Consultant Agreement.

2. **Question:** Thank you. So just to make sure I understand you correctly, each university will issue their own ARQ each year, but they will be standardized, so all of the universities are using the same procurement process and contract documents. Did I get that right?

Answer: Correct.

3. **Question:** *Unfortunately I was unable to attend the pre-bid meeting this morning. Would it be possible to forward bidders instructions electronically or via fax? If it would be more convenient to you, I would also be open to arranging another time to meet and pickup an information package.*

Answer: The Request For Qualifications package is available by downloading the document at our Construction/Facilities Bid Board at http://asu.edu/purchasing/bids/construction_bids.html

We issued Addendum # 1 after the Deadline For Inquiries on 10/7/11, and published the list of attendees at the Pre-Submittal Conference on 10/13/11. Both the addendum and list of attendees are posted on our Construction/Facilities Bid Board.

4. **Question:** *Attachment 3 in the RFQ – the title of the attachment and the actual “ATTACHMENT 3” text falls on the bottom of page 21 which is still a part of attachment 2. Is there an updated form for attachment 3 that has the title and the “ATTACHMENT 3” on the correct page?*

Answer: This has been fixed in the revised RFQ that is on the Bid Board and in the Forms Word Document, located under Miscellaneous Construction Document on the Purchasing Forms Page - <http://cfo.asu.edu/purchasing-forms>.

5. **Question:** *Could you please tell me if you have a MSWord version of the forms that are posted in a “pdf” format on your web site for the above-referenced RFQ? If not, do you want us to alter the “pdf” to ensure that all of our information can be addressed?*

Answer: The forms are available in a MSWord format on the Purchasing Forms Page under Miscellaneous Construction Documents. Go to <http://cfo.asu.edu/purchasing-forms>.

6. **Question:** *Is there a limit to the number of firms you will place on your vendor list?*

Answer: No.

7. **Question:** *When you advised that ASU would be short listing firms, was that for each project, not the vendors list?*

Answer: Correct. **(Please see #21 Question and Answer below.)**

8. **Question:** For past project experience, the RFQ states: “The RFQ Supplemental Information is to cover up to **three (3) projects per specialization** for a total of up to ten (10) 8 ½” x 11” pages of supporting information in addition to the consultant data forms to illustrate ***specific experience and or emphasis on projects or other service specialties,***”

- a. Does “per specialization” refer to the disciplines listed on page 23; architecture, civil engineering, surveying, etc., or does that refer to the

experience emphasis listed on pages 24 – 26; acoustic design, feasibility studies, etc.

Answer: It refers to the disciplines listed on Pages 23. The word “specialization” on page 27 of the 2012 Annual RFQ is changed to “discipline.” In the same paragraph “specialties” is changed to “disciplines.”

9. **Question:** *I attended the pre-submittal meeting yesterday and based on your presentation, it is my understanding that a letter stating that there were no changes in our firm’s qualification from 2011 would suffice for ASU to consider us as pre-qualified. Can you please confirm, If I got this right or not?*

Answer: That is correct. Page 4, Section I, Annual Request For Qualifications’ Submittal Process, states the following:

Qualifications on file will expire December 31st of each year. Either a letter on company letterhead signed by an authorized signatory of your firm stating that there are “NO CHANGES” for the next year must be submitted, or a revised submittal for the next year must be submitted identifying any changes. A firm must take one of these two actions to be on the Annual RFQ in the subsequent year.

However, one thing that I pointed out to the attendees at the Pre-Submittal Conference yesterday morning is that anyone considering sending us a “NO CHANGES” letter should review the RFQ document (particularly Pages 22-26, Attachment 3, RFQ Consultant Data Sheet) as there have been changes made since we issued the previous RFQ. In particular, Attachment 3 has additional Experience Emphasis categories that did not appear before, so if you have capabilities not listed previously, you should be submitting a new proposal.

10. **Question:** *Can we add headers and footers to the forms (ie. company logo, page numbers, contract title)?*

Answer: The footer and header need to remain as they are in our forms, without your company logo. The RFQ name and page numbers are already in the footer.

11. **Question:** *At the pre-submittal conference a question was asked concerning “References” and if they were to be included in the 38-page limit. The response to this was “no”; however, I have been unable to locate in the RFQ where Reference information is requested. Could you please clarify where in the RFQ this information is located?*

Answer: There is not a form for references for the Annual RFQ. Instead the Supplemental Information in Attachment 4 and your letters of recommendation serve as your references.

12. **Question: Combined Questions on Attachment 4**

a. *On Attachment 4, are you looking for 3 projects max for each discipline (ie. Civil Engineering, Electrical Engineering, etc) or area of expertise (ie. hydrology,*

value engineering, etc.)? Also, just to clarify, if we are submitting on 1 discipline, this section would be 2 pages max, but if we submit on more than 1, we get an additional 2 pages for each (up to 10)?

- b. Can we list more than one service specialty per project? For instance one of our projects may include planning, Facilities Programming and maybe a library. Can we list all three?*
- c. ATTACHMENT 4 says: The RFQ Supplemental Information is to cover up to **three (3)** projects per specialization for a total of up to ten (10) 8 1/2" x 11" pages of supporting information, but Page 6 of the RFQ says **2** pages per specialization. How many projects are allowed for Attachment 4?*
- d. Could you please clarify how **discipline** and **specialization** are defined on page 27? Are these terms meant to refer to architecture, interior design, planning, etc. or market sectors such as residential halls, dining facilities, lab and research facilities, etc.?*

Answer: You can have a total of ten (10) pages (5, 2-sided pages) for the 2012 Annual RFQ Supplemental Information in Attachment 4. If your firm has many disciplines, you may need to cover more than one discipline in your examples. You can have up to three (3) examples per discipline for a total of ten (10) pages. We are looking for three (3) projects per discipline that represent your disciplines, not the years of experience. If your firm has multiple disciplines, you can describe how one and/or more disciplines were involved in a single project.

Attachment 4 cannot be longer than 5 pages printed on two sides (10 total pages).

“Discipline” and “Specialization” essentially refer to the same thing – the areas noted on the first Page of Attachment 3, such as design disciplines, engineering disciplines, etc.

13. **Question:** *Are we allowed a cover page, or should the submittal begin with the cover letter?*

Answer: Usually the cover letter serves as the 1st page of the submittal. However, you can have a cover page. It should be standard printer paper, not cardstock.

14. **Question:** *There is no mention of the requirement or allowance of a table of contents in the RFQ packet. Can we include one, and if so does it count against total page count of 38?*

Answer: A Table of Contents can be included. This would not count toward the 38-page limit.

15. **Question:** Also, where would you like the letters of recommendations placed in the RFQ? Do you want them at the end of the document, or do you want them positioned after attachment 4?

Answer: Letters of Recommendation would be most appropriately placed right after Attachment 4.

16. **Question:** Do covers/back covers count towards the page limit?

Answer: Covers/back covers do not count towards the page limit.

17. **Question:** ATTACHMENT 3 - pages 3-5, EXPERIENCE EMPHASIS Do we assume design of when the item doesn't specifically state design or say planning or studies? Such as, Auditorium/Theatre if we provide engineering services for auditoriums or theaters, should we indicate our years experience for this item even though it doesn't specifically say **design of** auditorium/theater?

Answer: Areas of expertise are strictly that. In what areas do individuals in your firm have experience? The types of experience that your firm has should be described in Attachment 4 Supplemental Information. You would also indicate your specific Engineering Discipline on Attachment 3, Page 23.

18. **Question:** Does the size of the firm have a correlation to the size of a project award? Meaning will small firms be awarded only small projects or vice versa?

Answer: The size of the firm would normally have no relevance to the size of the project award, since selection is based on most qualified. In addition, projects are generally smaller, since budgeted design fees cannot exceed \$250,000 and engineering fees cannot exceed \$500,000. Size of firm could possibly come into play, if ASU were aware that a particular firm was already resource-challenged with existing projects. However, if they were selected as most qualified, they may be asked to clarify how they would support the new project in light of their existing projects.

19. **Question:** Does the Structural Discipline primarily include vertical structures such as buildings or will it include parking structures?

Answer: Structural Discipline could include parking structures, though more commonly it would involve vertical structures such as buildings.

20. **Question:** If a firm is selected for a discipline does it preclude them or lessen their chances of being selected in a different discipline?

Answer: Being selected for a discipline does not preclude them or lessen their chances of being selected for a different discipline. It all comes down to the corroborating documentation (project histories, resumes) and whether they support the areas of expertise and experience being claimed.

21. **Question:** *Our understanding was ASU would select all qualified applicants then form a short list per project. During the pre-proposal meeting, it was said that ASU will select a minimum of 3 but no more than 5 consultants per discipline. Can you clarify?*

Answer: After the pool or list of Annual RFQ firms is approved, and when a project is identified, ASU is required to select the most qualified firm, per Arizona Board of Regents (ABOR) rules. If the project budget is between \$50,000 and \$250,000, then a selection committee must be formed to review qualifications. A query is run against the list of Annual RFQ firms, based on specific expertise required, which is further driven by the scope of work. Once firms with the required experience are identified, ABOR rules require that they be narrowed and ranked to at least 3 but not more than 5 firms. The top-ranked firm is then contacted to negotiate a fee and schedule. If unsuccessful, the second-ranked firm is contacted, and so forth, until a fee and schedule is successfully negotiated. Once we start down the list, however, ABOR rules prohibit us from going back up the list.

22. **Question:** *I did not see any requirement for letters of recommendation, only that they should be included and do not count towards the page limit. Are there any specific requirements regarding letters of recommendation, and is there a template you like to see?*

Answer: We do not specify the format for letters of recommendation. You can include them if you wish. We only state that they do not count toward the page count. Firms usually place the letters of recommendation after Attachment 4 Supplemental Information.

23. **Question:** *One of our specializations is the design of Data Centers and other mission critical environments. Which expertise category would you like to have us submit this under? Would it be information technology?*

Answer: I would list your design of Data Centers under Information Technology. You would then describe your expertise in the project design examples in the Supplemental Information.

24. **Question:** *On page 6 of the RFQ, paragraph 6 refers to “firms submitting after the initial due date of 10/18/11.” Does this mean that the deadline is not fixed (with late submitters being disqualified from consideration), but is rather a priority deadline? If the latter is true, would there be any repercussions for a firm that submitted a few days after the priority deadline?*

Answer: The original/initial due date of 10/18/11 is a priority deadline. We will accept proposals after this date, but we will first prioritize review of proposals received by 10/18/11 before we review proposals received after this date. Because it typically takes 2 ½ months to review the initial group of submittals, we may not begin review of submittals received after the priority deadline until January at the earliest.
(PLEASE NOTE: THE DUE DATE OF 10/18/11 WAS EXTENDED TO 10/28/11 PER ADDENDUM #1.)

25. **Question:** *So if we provided both mechanical and electrical engineering design for a project, would we be able to list 3 projects maximum?*

Answer: You would be able to list up to 3 projects for Mechanical and 3 projects for Electrical design, i.e., you might have a project in which mechanical was the main service that you provided, but you also provided some electrical. One needs to be primary.

26. **Question:** *How could I obtain more information on Small Business Enterprises that ASU works with, as mentioned during the pre-proposal meeting?*

Answer: Contact Chet Yancy at 480-965-6778, Chester.Yancy@asu.edu. If you are looking for a particular discipline, on a project, let us know. We can run a query on the Annual RFQ database. For your submission, we want you to list the sub consultant firms that you tend to work with on the bottom of Attachment 5.

27. **Question:** Attachment 15, question #12 – the answer to this question doesn't fit in the space given – can we attach an additional page or what is the best way to go about this?

Answer: Be as concise as possible, however you can go an extra page if needed.

28. **Question:** My contract department has done a thorough review of the standard contracts, and if selected for a project we did find a few changes that we would request. Specifically, our insurance only covers errors and omissions to the extent that they are performed in a negligent manner so we would add the word "negligent" throughout the agreements. Similarly, our insurance does not cover the duty to defend for any claims, suits, damages, etc. that may arise from our firm's negligent performance on the project (even if only alleged) so we would want to strike the "defend" statement where found.

The commentary as part of attachment 1 to the RFQ seems to indicate that ASU may accept modifications to the contracts. Please let me know if these may be items that could be negotiable upon our firm being selected for a project, or if we will have to adhere to your contracts as they are. If necessary, I can meet with any required parties to discuss this in further detail or send you the requested changes in full.

Answer: Attachment 1 states the following:

"The undersigned understands that any exceptions taken to the form of contract documents that are not accepted and/or approved by ASU may be a basis for rejection of the undersigned's Proposal as non-responsive"

While ASU has some limited ability to modify language, this is generally confined to minor issues, and not material or substantive areas of the contract. From a practical standpoint, ASU does not have the legal resources and time to negotiate large

numbers of contracts, particularly given the number of respondents to the Annual Request for Qualifications, which typically numbers approximately 200 firms and individuals. Respondents should assume a very limited ability to negotiate language, and make a business decision as to whether they wish to submit a proposal on that basis.

29. Question: *Do you prefer numbered tabs for the attachments or no tabs? For the hard copy, do you want just a metal clip? On the hard copy can you put a title page or do you just want the cover letter to be the start of the RFQ?*

Answer: Tabs are not needed. We request that you fasten your paper copy with a metal binder clip.

30. Question: *With respect to Attachment 6, does that EXACT form need to be used, or can a resume with all of the information in the order you requested be provided?*

Answer: We request that you use the resume format provided.

31. Question: *On Attachment 8, should this be initialed with the firm name or individual's initials?*

Answer: We received many questions regarding the inclusion of Attachment 8 (the RFQ Business Form). It needs to be included in your document. We added the place for the authorizing individual to initial to eliminate these questions. You can if you wish, though the instructions state that, by including this attachment with your other attachments, you acknowledge the information.

32. Question: *On Attachment 5, does the chart that is given suffice as the org chart or are you looking for something more visual/graphic? Also, if we use a number of consultants can we list more than one per discipline?*

Answer: The chart suffices as the org chart. You may list more than one consultant per discipline.

33. Question: *On Attachment 5, what types of firms would you like to see listed for JV's? If this contract is for less than \$250,000, wouldn't the firm expect to be single sourced? If our firm has other locations should we list them here even if all work will be done by the local office?*

Answer: For Joint Ventures, the types of firms listed are up to you, based on who you would typically use to support the projects at ASU. If by single-sourced, you mean one A/E firm with no sub-consultants, then this is possible, but the project might require support by firms in addition to the primary firm. Other locations should only be listed if you potentially could utilize resources from those offices.

34. Question: *Can we delete the areas of expertise that do not apply on Attachment 3?*

Answer: Please do not. It will make it incredibly more difficult for us to upload into the database.

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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