July 16, 2008

ADDENDUM NUMBER TWO
Supplemental Specifications and Clarifications

RE: PACKARD DRIVE NORTH PARKING STRUCTURE

Request For Qualifications (RFQ) No. DP(CMAR) 2007-23553

Total pages this addendum: Six (6)

PLEASE NOTE: THE TIME AND DUE DATE FOR SUBMITTALS REMAINS UNCHANGED AT 3:00 P.M. M.S.T., THURSDAY, 7/24/08.

SUPPLEMENTAL SPECIFICATIONS AND CLARIFICATIONS

1. **Page 6, Division II, INSTRUCTIONS TO PROPOSERS, GENERAL, the following words are deleted from Sentence 1:**

   "…in the Content of Submittal section…"

2. **Page 48, Attachment M – Past Performance Information, Performance Survey – (Design/Engineering Services), last sentence, change "…no later than 3:00 p.m. MST Monday July 24, 2008…" to read "…no later than 3:00 p.m. MST Thursday, July 24, 2008…"**

3. **Page 49, Attachment N – Proposal Form, First Sentence, the words "…and Base Scope…" are deleted.**

4. **Page 49, Attachment N – Proposal Form, under the section entitled "PPI Checklist", the second sentence next to the first checkbox is revised to read: "(There should be 5 separate Excel files submitted.)"**

THE FOLLOWING QUESTIONS RECEIVED AND ANSWERS PROVIDED ARE INCLUDED FOR CLARIFICATION PURPOSES ONLY:

1. **Question: "The project schedule references August 5, 2008 as the date for interviews. Recognizing the importance of schedule to this project, we would respectfully request if there is some flexibility in the scheduling of interviews if a key person is on vacation at that time."**

   Answer: The August 5 schedule is not cast in stone, for a number of reasons. First of all, we have no idea at this point how many submittals we will receive. A large response (and this is likely) will potentially delay the schedule preceding the interviews...meaning that we would have to potentially delay the interviews date. Also, we have no way of knowing at this point in time how many firms will be selected for interviews. Since this could be as many as 5, we may have to have interviews on 2 days, since 5 in one day is generally not possible or advisable.

   To the extent possible, we will maintain flexibility in scheduling the interviews. This would probably amount to a few days, but not a week or weeks. If you are asking if we would postpone interviews for a week or more to accommodate someone's vacation schedule, the answer is probably no...unless we are able to somehow compress the schedule before the August 5 date. We will do our best to advise selected firms at least a week in advance of the interview date(s).

2. **Question: "Because attachment "F" is a "Supplier Profile", is this a form that is submitted after the initial Proposal form has been submitted and the potential proposers have been shortlisted? If not, could we have further clarification as to who the "Supplier" is?"**

   Answer: The "Supplier" is the general purchasing term that we use for a firm supplying goods or services. In the context of this RFQ, it means the firm responding to the RFQ, i.e., the proposer or submitting firm, since they potentially will become a supplier of A/E services. Attachment F is a form that relates to the Green Purchasing Requirements/Specifications listed on Page 11, and is in fact referenced at the top of Page 12. This is to be submitted with your initial submittal package, not if and when you are shortlisted for interviews.

3. **Question: "Attachment "J", the W-9 form is a Vendor Authorization form. We are somewhat confused as to whether or not this form pertains to our firm or a to a potential sub contracted firm that would be used in the future by the firms that are shortlisted."**

   Answer: Attachment J, the Substitute W-9 and Vendor Authorization Form, is required to be completed by the A/E firm directly responding to the RFQ, not a subcontracted firm. This is required so that if you are subsequently awarded the contract, we are able to load your company information into our financial system and set you up as a supplier. Without this information, we would be unable to issue you a purchase order that relates to your contract with ASU. One of the key pieces of information in this regard is your Taxpayer ID Number, or Employer ID Number or Social Security Number, depending on what kind of business you are. There are also fields for other data we track, such as business type (Small Business, Minority or Woman Owned, etc.)

   Essentially, all of the forms that are attached to the RFQ are required to be completed by the firm directly responding to the RFQ, not a subcontracted or subconsultant firm. We assume this to be the Design firm.

4. **Question: "Another question came up about the submittal for the ASU parking garage RFQ. Looking at attachment "N", we note the items in that checklist are to be stapled together and submitted with the attachment "N" form. How are we to submit the remaining forms with our (W-9, Debarred list, Anti-lobbying, etc) package? Is this to be sent separately from the above mentioned forms? Please advise."**

   Answer: Attachments M-Q are the attachments that directly relate to the Best Value PIPS process. These are the attachments that have been added to our previous CMAR RFQ template. Any of these requiring completion are to be sent separately from the other forms. You submit them as part of your total package, but separately from the non-Best Value attachments.

5. **Question: "Do the consultants (structural engineers) have to submit all of the "PIPS" required documents for this submittal as well as the architect?"**

   Answer: No. Only the Design firm submits the PIPS required documents. They may in fact submit your information for you, but I am told by the PBSRG at the Del Webb School of Construction that it is likely that they will not be submitting information about sub consultants in the initial PIPS information.

6. **Question: "Given that you are interviewing our teams as individuals, is there any chance you will choice pick consultants/combine proposing teams? In other words, will you take the best architect and best parking consultant to create your own team?"**

   Answer: The team that we choose will not be chosen as a "hybrid", that is to say, we will not create a team from different submittals. The team will be based upon the individual design professional's submittal and who they choose as subconsultants . Since we are contracting with the DP firm that responds to the RFQ, I believe that there would be a legal issue in requiring a DP to work with a team of consultants not of their own choosing, since they could argue, in the case of a performance issue, that ASU chose the team and not them.

7. **Question: "May we have a copy of the "sign-in" sheet for the pre-proposal meeting held on 6/26/08?"**

   Answer: The list of attendees from the Pre-Submittal Conference held on 6/26/08 is on our web site at http://uabf.asu.edu/buying_products_services. Go to the Relevant Links box on the upper right hand part of our main web page, then click on Bid Board. The list of attendees will appear in a column next to the RFQ documents link.

8. **Question: "On the bottom of the Performance Survey form the due date/time is listed as "no later than 3:00 p.m. MST Monday July 24, 2008. Please clarify as to whether they are due on Monday (July 21st) or on July 24, 2008."**

   Answer: It should say, "3:00 p.m. MST Thursday, July 24, 2008" since that is the due date and time for submittals. This was formally corrected above in the Supplemental Specifications and Clarifications section of this Addendum.

9. **Question: Instruction to bidders : "As I understand as a bidder we are to supply 3 to 5 projects with photos, performance information that demonstrate their design capability per team, is this correct?"**

   Answer: Please refer to page 8 of the RFQ. Each proposing team is to submit photographs with accompanying information (as outlined on page 8 and on the second page of Attachment P) for anywhere between 3 and 5 past projects that have been completed through construction. The projects/photos submitted must display design excellence in the items listed in bold text on page 8 of the RFQ (Parking Structure Design, Campus Planning and Urban Design, Institutional Office Planning and Design, Landscape Design, and Way-Finding Design).

10. **Question: "Creating and Submitting a reference list: Under the key components for these projects we are to include a minimum and maximum number of surveys based on the various key components. I am somewhat unclear if these surveys are the Performance Surveys, and if they are should they not be tied to the 3 to 5 projects and photos requested, or are they from other project sources of similar projects?"**

    Answer: Each key component will submit anywhere between the minimum and maximum number of surveys. That is anywhere between 1 and 25 surveys for the firm (Lead Design Firm), and anywhere between 1 and 10 surveys for each individual (Project, Managing Architect, Design Architect, Structural Engineer, or Landscape Architect). <u>Not a minimum and maximum</u> – which I don't understand.

    Yes, the survey being referred to is the Performance Survey, which can be found in Attachment M – Past Performance Information. The projects chosen to be surveyed do not have to be the same projects submitted for the Photo criterion (the projects used for the Photo criterion can be included in the projects surveyed for the Past Performance Information (PPI) criterion, but do not have to). The projects surveyed for the PPI criterion can be any project as long as the project is completed through construction – it does not even have to be a similar project.

11. **Question: Attachment N: "In the first sentence you mention the form must be stapled to the Risk Assessment, Value Added Plan, Milestone Schedule, Photographic Evidence of Design Excellence, and the Base Scope as part of your submittal. Are you looking for us to develop the base scope area as part of our submittal or is there a direction you want us to follow?"**

    Answer: The inclusion of "base scope" in the first sentence of Attachment N is a typo. There is no base scope criterion included in this selection and the only documents that need to be stapled to the

Proposal Form are the RAVA plan, Milestone Schedule, and Photographic Evidence of Design Excellence.

12. **Question: "Under the project Information of Attachment N, can we add our additional key team members to the existing list of five key team members or would you like us to remain with the existing key positions?"**

    Answer: Please <u>do not</u> add any team member positions to the Project Information table in Attachment N.

13. **Question: "ASU Accessibility Standards: Under item 4.30 on page 16 you note that ASU will provide their own signage and compliance. I understand that this only pertains to ADA signage for this project is this correct?"**

    Answer: DP and CMAR scope includes all code related signage. This includes ADA signage.

14. **Question: "Does ASU have an overall signage standards that would be encourage during this project?"**

    Answer: ASU does have signage standards (for code signage) that will be provided to the selected DP and CMAR.

15. **Question: "Will we be required to provide signage to the surrounding area around the new structures or just to the structures themselves?"**

    Answer: ASU will separately fund and design all interior and exterior way finding signage, with design and installation to be coordinated with the DP and CMAR. Exterior way finding includes any building signage or site directional signage.

16. **Question: "For Office Bldg. Is FF&E included in CMAR contract amount? Will FF&E be specified by DP or ASU?"**

    Answer: FFE is not included in CMAR contract amount. ASU will fund separately, and ASU will take the lead in specifying. The DP will be expected to do preliminary layouts during the design phase to efficiently fit workstations and other programmatic requirements into the proposed space. DP will also be required to design required infrastructure (conduits, etc. – not including actual pulling of cables) to support FFE, and that infrastructure is included in the CMAR contract amount. IT and A/V cables and equipment is also funded separately by ASU, but requires coordination with the DP and CMAR.

17. **Question: "Future Facilities – Assume prelim design of future office will be part of base fee, not additional service – correct?"**

    Answer: Preliminary design of a future office building is not required. A building concept plan / stacking plan is required, for the purpose of assuring that sufficient site area is left available for the possible future construction of an office building at that location.

18. **Question: "Part I, Division II under the header "Instructions to Proposers", sub heading "General" (RFQ page 6) it states "...format and order described in the 'Content Of Submittal' section below..." There is no section titled "Content of Submittal", is this in another document?"**

    Answer: Regarding the "Content of Submittal" section, this section was deleted when we revised our standard RFQ document to include the Best Value selection process and the associated information required for it. So this reference should be disregarded. This was corrected in this addendum in the Supplemental Specifications and Clarifications section above.

19. **Question: "Part II, Attachments - several of the attachments included in this section are not referenced in the RFQ (including Attachment G, H, I and J) - are they required to be submitted with the RFQ response, and if so where in the response do you wish they appear?"**

    Answer: Regarding Part II, Attachments, those are standard attachments required in response to all our solicitations and should be submitted separately from the Best Value information, but in the same submittal package, directly to ASU Purchasing.

20. **Question: "Could we form a joint venture with the other design firm in question below that we are trying to submit with?"**

    Answer: There is no problem. If it is a true JV, then we will just average the two firms' scores for the PPI. They will need to submit a letter showing they are a JV for this project. Two reference lists (excel spreadsheets) will need to be submitted, one for each firm.

21. **Question: "Regarding the Performance Survey: Does a study, master planning, or needs assessment count as a project, assuming that it was completed, or do you want only construction projects? Would a study, master planning, or needs assessment be regarded less favorably than a construction project?"**

    Answer: Completed construction projects only. <u>No</u> studies, master plans, or need assessments. We are interested in learning about the value of the design services during/after construction.

22. **Question: "Regarding the Performance Survey: Are there criteria for factoring in the relevance and scale of a project for which the firm or individual is being evaluated?"**

    Answer: No. We simply want to see that the designer has done good work in the past, regardless of the type or scale of the project. This criterion is only one of the filters and is not intended to capture information regarding the details of the project at hand. The details of the project at hand will be captured via the RAVA, Interviews, and Pre Award period.

23. **Question: "We are a pre-qualified consultant for ASU and will be submitting as Prime & Lead Project Manager. Can we have a separate firm as lead design firm based on their design portfolio excellence?"**

    Answer: You will be the firm that submits a reference list/surveys (and who, if selected, will be held accountable for the design). The design firm you subcontract will not submit a reference list/surveys. None of the key component individuals should be affected/changed. Whoever signs the contract with ASU is the lead design firm. That is the only firm we want.

24. **Question: " Has the geotechnical work been completed? Will the A/E firm be responsible for the geotechnical investigation or will the University solicit directly with one of the qualified geotechnical consultants?"**

    Answer: ASU will be responsible for 3rd party special inspections (such as welding, concrete…) and archeological study. Any other geotechnical work will be the responsibility of the DP.

25. **Question: "If our firm reference list (excel file) lists a client and project and our proposed team member's 'individual reference list' (excel file) lists the same client and project should we send two performance surveys to said client (one to rate the firms experience and one to rate the individual)?"**

    Answer: It is up to you whether you want to send one or two surveys. It is suggested that you send one because it is less work for your references.

26. **Question: “If we are to send just one survey should the “Survey ID / Code” number be the same on both the firm reference list as well as the individuals reference list to ensure credit is give to both?”**

    Answer: The answer is yes. The code on the survey must be the same on all reference lists for which credit is desired.

27. **Question: “Are forms that are required to be completed & included in the proposal available in Word format so we can just “fill in the blanks”?”**

    Answer: Yes. If you are on our normal e-mail distribution list of A/E firms, we e-mail the Request for Qualifications form and its associated attachments to you in Word format. The document is then posted on our website in PDF format. If you are not on our e-mail distribution list, please contact us, provide us your e-mail address, and we will put you on the distribution list and send you the RFQ and its attachments in Word.

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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