REQUEST FOR QUALIFICATIONS
DESIGN PROFESSIONAL SERVICES

DATE ISSUED: 02/05/16

THE ARIZONA BOARD OF REGENTS
for and on behalf of
ARIZONA STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS FOR:
ASU PROJECT DESIGN PROFESSIONAL DP(CMAR) 11495

MEMORIAL UNION DEFERRED MAINTENANCE

DUE DATE/ TIME: 2:00 PM, MST, 02/26/16

Time and Date of Pre-Submittal Conference  2:00 PM, MST, 02/10/16
Deadline for Inquiries 5:00 PM, MST, 02/17/16
Time and Date Set for Submittal 2:00 PM, MST, 02/26/16
TABLE OF CONTENTS

PART I: REQUEST FOR QUALIFICATIONS .............................................................................. 3
    DIRECTIONS TO USB VISITOR PARKING AND BUILDING PROTOCOL .......................... 4
PART II: PROJECT INFORMATION AND SCOPE OF SERVICES ............................................ 6
    1) SITE DESCRIPTION (Project Location and Site Map) ................................................... 6
    2) PROJECT DESCRIPTION ............................................................................................. 6
    3) CONSTRUCTION BUDGET .......................................................................................... 8
    4) ESTIMATED PROJECT SCHEDULE ............................................................................. 8
    5) SCOPE OF SERVICES ................................................................................................. 8
PART III: PROPOSAL FORMAT AND CONTENTS ................................................................. 10
    SECTION 1) PRIOR EXPERIENCE & QUALIFICATIONS .................................................. 11
    SECTION 2) PROJECT TEAM ........................................................................................... 11
    SECTION 3) EXPEDITED COMPLETION OF PROJECT (TIME SAVINGS) ...................... 12
    SECTION 5) ATTACHMENTS AND FORMS W/ ACKNOWLEDGEMENTS (REQUIRED) 13

The Attachments, Forms, Acknowledgements, and General Information and Instructions are part of the Request for Qualifications and the terms, conditions and criteria therein must be met by any Proposer. To find these items, go to: http://cfo.asu.edu/purchasing-forms.
PART I: REQUEST FOR QUALIFICATIONS

ARIZONA BOARD OF REGENTS
REQUEST FOR QUALIFICATIONS (RFQ)

Arizona State University (ASU) extends an invitation to interested and qualified firms or individuals to submit formal sealed qualifications to provide Design Professional services as described herein.

Proposals shall be marked as follows:

Proposal for Performance of Design Professional Services:

Submitting Firm:
Project Name: MU Deferred Maintenance
RFQ Project Number: DP(CMAR) 11495
Attention: Gail Horney, Sr. Buyer
Time/Date Due: 2:00 PM. MST, 02/26/2016

Formal sealed qualifications need to be either hand delivered or express mailed and addressed and delivered to Purchasing and Business Services, University Services Building, Reception Desk in the Main Lobby to:

Express delivery:
Attention: Gail Horney, Sr. Buyer
Arizona State University,
c/o Purchasing and Business Services
1551 S. Rural Road
Tempe, Arizona 85281

Or, if mailed:
Attention: Gail Horney, Sr. Buyer
Arizona State University
c/o Purchasing and Business Services
PO Box 875212
Tempe, Arizona 85287-5212

Telegraphic, telephonic or telexcopy (FAX) submittals or modifications of submittals will not be considered at this time. PROPOSALS RECEIVED AFTER THE TIME AND DATE SET FOR SUBMITTAL WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE SENDER. Each Proposer is solely responsible for the delivery of its Proposal to the above location by the time and date specified. If a Proposer elects to submit its Proposal by mail, the Proposal must be received in ASU Purchasing and Business Services offices in the University Services Building by the time and date due. ASU is not responsible if U.S. Mail or ASU Mail Services fails to make a delivery on time.

This proposal is open until 2:00 PM, MST, 02/26/16, at which time a representative of Purchasing and Business Services will announce publicly only the names of those firms or
individuals submitting qualifications. No other public disclosure will be made until after the
award and execution of the contract.

For information on the interview process and ASU regulations, go to the DP(CMAR) General
Information and Instructions document, located in the Miscellaneous Construction Documents
section on the ASU Purchasing Forms Page at http://cfo.asu.edu/purchasing-forms.

DIRECTIONS TO USB VISITOR PARKING AND BUILDING PROTOCOL
Purchasing and Business Services is in the University Services Building, (1551 S. Rural Road,
Tempe AZ, 85281) located on the east side of Rural between Broadway Ave. and Apache Blvd.
Visitors may park in USB Lot 45, located directly behind the building using the Pay by Space
machine (bring a few dollars). The meter will be located near the main entry to USB to allow
visitors to park their vehicles and easily access the machine on their way into the building.

Warning: If you are attending a pre-submittal meeting, interviews, or similar meeting,
please do not park in any reserved spaces. For example, 20 min loading, Human
Resources 20 min parking, or Financial Services reserved spaces, etc. If your vehicle is
ticketed or towed, you will be responsible for your vehicle.

If you are visiting USB anywhere other than the Front Lobby, check in and obtain a visitor’s
badge from the USB Reception Desk to wear while in the building. The receptionist will call to
have you escorted to your meeting.

RETURN OF PROPOSALS
ASU will return any proposals that are left at the front desk after the scheduled opening date
and time.

ARIZONA STATE UNIVERSITY

Gail Horney

Gail Horney, Sr.
Purchasing and Business Services
Construction Group
gail.horney@asu.edu
LEGAL ADVERTISEMENT

Project # DP- 11495
MU DEFERRED MAINTENANCE

Project Description
Arizona State University (ASU) hereby invites interested and qualified design teams to submit a written statement of qualifications to provide design services for Memorial Union Deferred Maintenance projects.

Formal sealed qualifications are due on or before 2:00 PM, MST, 02/26/16.

Pre-Submittal Conference
A RECOMMENDED Pre-Submittal Conference is scheduled for 2:00 PM, MST, 02/10/16 in Room MU 220, (Turquoise Room) at the Memorial Union of Arizona State University Tempe Campus. It is recommended that you park in the Fulton Center Parking, located at College Avenue and University Drive. Cross University Drive and walk south to the Memorial Union. Reference the ASU Parking Map at http://www.asu.edu/map. Attendance is strongly recommended for those who desire to submit a Proposal. The ASU Project Manager will be available to discuss the Project. Make sure to bring your business card for streamlined sign-in.

Obtain a Copy of RFQ
The Request for Qualifications instructions, a description of requested services, information on the Project and a description of the proposal and selection process is available at the Arizona State University Bid Board at http://cfo.asu.edu/licensing-bidboard. Click on Construction/Facilities Bid Board on right side under Related Links. Requests may be made in writing via fax (480) 965-2234 or email to Office Specialist Senior ann.provencio@asu.edu and Purchasing will email or mail you the RFQ. You may also pick up a copy at the University Services Building, 1551 S. Rural Rd., Tempe, AZ, 85281.

ASU reserves the right to cancel this Request for Qualifications, to reject any or all Proposals, and to waive or decline to waive any irregularities in any submitted Proposals, or to withhold the award for any reason ASU may determine to be in ASU’s best interest. ASU also reserves the right to hold open any or all Proposals for a period of ninety (90) days after the date of opening thereof and the right to accept a Proposal not withdrawn before the scheduled opening date.

All correspondence relating to this Project should be addressed to:
Purchasing and Business Services
Attention:  Gail Horney
Title: Sr. Buyer
Arizona State University
PO Box 875212
Tempe, Arizona 85287-5212
Phone: (480) 727-2439
Email address: gail.horney@asu.edu

ARIZONA BOARD OF REGENTS
By ____ Jay Heiler_____
Chair
By ____ Ram Krishna_____
Secretary

Publication Date:  East Valley Tribune 2/7/16, and Daily News Sun on 2/9/16
PART II: PROJECT INFORMATION AND SCOPE OF SERVICES

1) SITE DESCRIPTION

The proposed projects all exist within the ASU Memorial Union building on the Tempe campus.

2) PROJECT DESCRIPTION

The Memorial Union management team wishes to address a number of prioritized deferred maintenance items such as; waste/potable water lines, miscellaneous roof and exterior envelope repairs along with restrooms that need to be renovated/replaced. In addition, there are other opportunities to enhance the building thereby providing the opportunity for increased student accessibility and experience. Due to the demand on the Memorial Union facilities, the desired timeline is three (3) years in length for all maintenance and upgrade projects. The intent is for the majority of the work to be performed May 1st through August 1st time period of each year. This will allow for minimal disruption to the Union and the University.

The deferred maintenance in the building presents both a maintenance challenge as well as a destination challenge. Certain restrooms need to be updated to meet both the demand as well as the sustainability goals of the institution. The potable water/waste lines need to be updated/replaced where identified to mitigate disruption. The Union Stage and Sparky's Den Recreation Center are also in need of renovation to meet current student demand and expectations.

3) PROJECT SCOPE

The project scope is currently divided into three (3) phases. The phases have been initially identified in order of priority but more importantly, as scopes of work which are cohesive. It will be the responsibility of the selected design professional to review this proposed phased list along with client input to identify the most efficient and least disruptive course of action.

The design professional is submitting for all three (3) phases as a single project.

The scope of services includes preparation of design and contract documents for the construction of the proposed facility. The following professional services will be required to fulfill the contractual obligations for this project: civil engineering, landscape architecture, structural engineering, architecture, interior design (incl. FF&E), mechanical engineering, electrical engineering, energy modeling consulting, daylight modeling and simulation, life safety/building code/ADA consulting if not available in-house, fire-protection system engineering, audio-visual and telecommunications design, acoustical engineering, cost estimating services, sustainability consulting services, environmental graphics design, computer graphics professional to prepare high-quality renderings for ASU-led promotional initiatives.
Estimated Timeline:

Phase 1 – Beginning Summer 2016:

- **North side main & lower level restroom renovations:**
  North restrooms (main level, lower level) 2 men’s and 2 women’s restrooms – low water-use sinks, urinals & toilets, hand dryers, updated flooring, counters and fixtures.

- **Potable water & waste lines zones 2/3:**
  Replace all drain lines servicing the north side of the MU.

- **Main hallway re-flooring:**

- **Kitchen hoods zones 3/5:**

- **Raised patio union plaza:**
  Demo existing tiered patio on north plaza seating area and install 3'-0” high raised patio to match plaza with potential skylight to lower level. New exterior staircase and ramp access.

- **Lower level flooring:**
  Lower level floor tile replacement

- **Stairways:**
  Construct three new stairways on main level to provide increased vertical circulation within building. Stairwell from Union Plaza to lower level, modified stairwell/ramp in Chick-Fil-A area, new stairwell from main level to lower level dining area. The design will need to accommodate and include new foundations, floor construction, partitions, finishes, sprinkler modifications and demolition.

Phase 2 – Beginning Summer 2017:

- **South main & lower level restroom renovations:**
  South restrooms (main level, lower level) low water use sinks, urinals & toilets, hand dryers, updated flooring, counters and fixtures.

- **Potable water & waste lines zones 1/4:**
- **New elevator**
- **Media wall – main level**
- **Main level circulation**
- **New student meeting space (Sparky’s Den)**
- **Lower level circulation**

Phase 3 – Beginning Summer 2018:

- **Potable water & waste lines all other zones**
- **Roofs zone 6**
- **Bay windows at main level**
- **Shade structure**
- **Union Stage renovation**
Deliverables
The first set of deliverables is a comprehensive design package that incorporates the items in each phase as they relate to one another at each phase. This may include sketches, diagrams, 3D computer models and other means to communicate the design intent to the user and stakeholders.

The second set of deliverables is complete construction documents for the build-out of that phase of work as described in the program. Each phase will be its own separate deliverable. This will include all architectural, structural, mechanical, electrical and plumbing as well as calculations and reports as necessary and required.

NOTE: ASU reserves the right to cancel all agreements at its discretion.

Sustainability
Sustainability is a very important aspect of the program and this project is expected to comply with the new sustainability guidelines that have been incorporated into ASU’s design guidelines. ASU is a global leader in sustainability initiatives and members of the Facilities Development & Management team will actively engage the design team throughout the design process in this endeavor.

Historic Preservation
The Memorial Union is a historic building on the ASU campus and the design professional will need to coordinate with Arizona’s State Historic Preservation Office (SHPO) during design.

4) CONSTRUCTION COST BUDGET
The total estimated construction budget for all 3 phases is $15,000,000.

5) ESTIMATED RFQ SCHEDULE

Pre-submittal conference: 02/10/16
Questions Due: 02/17/16
RFQ’s Due: 02/26/16
Shortlist: 03/03/16
Interviews: 03/17/16
Initial meeting to discuss project scope: TBD
Anticipated Notice to Proceed: TBD

6) SCOPE OF SERVICES
Design services will include the following project phases as well as other services:

- Programming
- Design
  - Renderings and sketches as required
- Design Development
  - To define the scope in relation to the user’s needs
- Construction Documents
  - Including all structural, mechanical, plumbing & electrical
  - Including all sustainability measures
- Construction Administration
NOTE: The above description of the proposed services is, for purposes of brevity, not intended to be a full description of the project scope of work. Prospective proposers are encouraged to attend the scheduled Pre-Submittal Conference to obtain more detailed information, including questions and answers. (See Legal Advertisement, Part I, Pre-Submittal Conference, for further information.)
PART III: PROPOSAL FORMAT AND CONTENTS

The total length of Sections 1 through 3 below should not exceed 20 pages total (10 double-sided sheets) of text and graphics in single column format with a font size of no less than 10 points. Section dividers or blank pages do not count toward the page limitations. This limit excludes AIA documentation and mandatory ASU Certifications and Forms. Submit the following:

One (1) clearly marked hardcopy “original” in 8.5” x 11”, non-binding form. No metal or plastic binding – may use folder, or clip for easy removal of proposal.

Two (2) additional copies on CD in PDF format, PC readable, no passwords, labeled with vendor name and project number and less than 5 MB.

- One document for complete submittal on each disk. All required signed Certification Forms and documents are to be included in your PDF document.

- One separate document on one separate disk for “confidential financials” only if requested within proposal. (Label appropriately)

- Check and play all CD’s before submitting. (Company marketing materials not recommended. Compress photos, etc. in smaller size formats as necessary. For assistance in compressing your document size to 5 MB or less, refer to the document, Tips to Reduce Document Size for Submittals, located in Miscellaneous Construction Documents on the Purchasing Forms Page at http://cfo.asu.edu/purchasing-forms.) We prefer that you use paper sleeves for the CDs, instead of the plastic covers.

Note: Proposer should use recycled paper and double-sided copying for the production of all printed and photocopied proposal documents. Furthermore, the documents should be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste paper).

Proposals must be received by ASU on or before the day and hour set for receipt of Proposals.

ASU is seeking a firm with Design Professional design experience as specified in this RFQ. ASU will be evaluating prior DP experience that is relevant to the project scope.

The Proposal must include a response to each of the following items starting at Section 1 below. The information and outline below shows how your proposal should be organized and index tabbed.
SECTION 1) PRIOR EXPERIENCE & QUALIFICATIONS

The design team must possess prior experience in the design and development of projects that are similar in scale and complexity with a high level of design oriented detail. List a minimum of three (3) completed projects similar in terms of project type, size and complexity. The listed projects must demonstrate that the firm, through previously completed work, has developed specific expertise to provide design services as required for this project that include University work as well as spaces for student engagement.

Describe what makes your firm stand out above your peers and why your firm should be chosen as the most qualified DP Team for this project.

Client References – Provide client references for each project described under Prior Experience.

Address the following high-priority areas:

- Prior experience in the development of campus projects.
- Experience designing truly innovative, sustainable facilities that also achieve LEED certification
- Prior experience with utility and infrastructure challenges on a large existing and historical building.
- Prior experience designing spaces that encourage student engagement.

SECTION 2) PROJECT TEAM

Provide a graphical organization tree with photos of proposed staff.

Indicate the proposed workload as a percentage of each team member for both the Design and Construction phases. Note that your firm will need to notify ASU of any substantial change in anticipated workload. Further, substituting different team members at any point in the project will require both notification and approval of ASU. See example below.

Proposed team member workload for this project:

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Design</th>
<th>Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Principal-in-Charge</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Manager</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Designer</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Architect</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>[Other Roles]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
List the primary individuals to be assigned to the project and identify their positions on the project team. Include a resume (1/2 page maximum per person) describing the applicable qualifications and experience of each individual. Primary personnel are the Principal-in-Charge, Project Manager, Project Designer, and Project Architect. List examples of their experience on similar projects and projects these individuals have worked on together, identifying project size and complexity, as well as their specific role. See example below.

### Project experience working as a team:

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Project1</th>
<th>Project2</th>
<th>Project3</th>
<th>Project4</th>
<th>Project5</th>
<th>Project6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Principal-in-Charge</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Manager</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Designer</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Name</td>
<td>Project Architect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Other Roles]</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Indicate proximity of your office to Arizona State University and related ability to support the project.

List proposed sub-consultants

Recommend practices and procedures for this project to promote interaction between the owner’s personnel, the construction manager’s personnel, the construction manager’s subcontractors, your personnel and your sub-consultant’s personnel on a “team” or “win-win-win” or “partnering” basis. Give examples of successful experiences.

Address the following Project Team high-priority areas:

- Emphasis should be placed on the assigned Project Manager, Project Designer, and the specific members of the DP Team (including consultants) who would work on this project.
- Prior experience on similar projects.
- Have the individuals in Proposer's project team for this project worked together previously in successfully completing the projects described under Prior Experience above?

### SECTION 3) PROJECT APPROACH

- Address your firm's specific processes that can assist ASU to deliver this project.
- Discuss your firm's strategy to address innovative sustainability on this project.

Reminder: Total length of Sections 1-3 should not exceed 10 double-sided pages.
SECTION 4) ATTACHMENTS AND FORMS W/ ACKNOWLEDGEMENTS (REQUIRED)

You will need to sign, date and return all attachments/forms listed below with your proposal. You can retrieve the most current forms in Construction Forms at the following site: http://cfo.asu.edu/purchasing-forms You will also need to acknowledge the areas referenced on Attachment 1 and submit with your proposal.

Attachment 1: ADDENDA, SELECTION PROCESS, GENERAL INSTRUCTIONS, REGULATORY INFORMATION AND SUPPLEMENTAL REQUIREMENTS ACKNOWLEDGMENT
Attachment 2: PRE-SUBMITTAL INQUIRY FORM
Attachment 3: REFERENCE FORMAT
Attachment 4: PROPOSAL CERTIFICATION
Attachment 5: ANTI-LOBBYING CERTIFICATION
Attachment 6: CONFLICT OF INTEREST CERTIFICATION
Attachment 7: FEDERAL DEBARRED LIST CERTIFICATION
Attachment 8: LEGAL WORKER CERTIFICATION
Attachment 9: VETERAN’S PREFERENCE CERTIFICATION
Attachment 10: SUPPLIER SUSTAINABILITY QUESTIONNAIRE
Attachment 11: SERVICE PROVIDER ACKNOWLEDGEMENT
Attachment 12: ARIZONA STATE UNIVERSITY SUB W-9 (Only Required If Awarded Contract)
Attachment 13: SMALL BUSINESS DIVERSITY FORM

Contract and Request for Qualifications (RFQ) forms for this project include:

DP(CMAR) Design Professional Agreement
DP(CMAR) Exhibit A – Operating Manual
DP(CMAR) Attachments and Forms
DP(CMAR) General Information & Instructions

Supplemental Requirements Forms:
Supplemental Requirements apply to project when the project budget is $2 Million and above. For more information, contact Jonathan Barber at jonathan.barber@asu.edu. Sample forms are available for review on the Purchasing Forms Page under Miscellaneous Documents at: http://cfo.asu.edu/purchasing-forms.

The ASU Project Guidelines, ASU Comprehensive Development Plan and Tempe Master Plan are available at: https://cfo.asu.edu/fdm-design-professionals