



**ANNUAL REQUEST FOR QUALIFICATIONS  
DESIGN PROFESSIONAL SERVICES**

Date Issued: September 29, 2009

**THE ARIZONA BOARD OF REGENTS**

for and on behalf of the

**ARIZONA STATE UNIVERSITY**

**REQUEST FOR QUALIFICATIONS FOR:  
2010 Annual RFQ Revised 9/29/09**

**DUE DATE/TIME: 2:00 PM, M.S.T., Tuesday, October 20, 2009**

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***ANNUAL RFQ FOR DESIGN PROFESSIONAL SERVICES FOR PROJECTS UNDER \$250,000 AND FOR  
ENGINEERING SERVICES AND OTHER PROFESSIONAL SERVICES UNDER \$500,000***  
**ARIZONA BOARD OF REGENTS**  
**September Edition, revised 9/29/09**

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**Time and Date of Pre-Submittal Conference** **9:00 AM, MST, Wednesday, 9/23/2009**  
**Deadline for Inquiries** **5:00 PM, MST, Friday, 10/9/2009**  
**Time and Date Set for Submittal** **2:00 PM, MST, Tuesday, 10/20/2009**

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This Request for Qualifications is separated in two parts: Part I - General Requirements, and Part II -Attachments. The Attachments of Part II are part of the Request for Qualifications and the terms, conditions, and criteria therein must be met by any proposer.

**PART I: REQUEST FOR QUALIFICATIONS INFORMATION**

**Division I: LEGAL ADVERTISEMENT**

**2010 Annual RFQ for Design Services  
Annual Request for Qualifications (ARFQ)  
For Design, Professional and Engineering Services  
Arizona Board of Regents**

The following is Arizona State University's request for consultant qualifications for facility related design services, , including **Professional Architectural Design (DP) Services, Pre-Construction Services, Cost-Estimating Services, Facility Project Programming Services, Assayer Services, Geologist Services, Land Surveying Services, Landscape Architect Services, Archaeological and Other Professional Services, and Engineering Services**. The information may be submitted, amended, or withdrawn at any time and will be maintained on file in the Purchasing and Business Services Department on the Tempe campus and distributed for use to include ASU's Downtown Phoenix, Polytechnic and West campuses. The RFQ you submit will be valid from **January 2, 2010 through December 31, 2010**. *Please note: January 2, 2010 or shortly thereafter is the tentative date scheduled for the automation of the Annual RFQ process.*

**Purpose**

1. To provide the prospective consultants with the opportunity to indicate interest in being considered for University work and to establish areas of interest, expertise and experience UNDER Arizona Board of Regents (ABOR) Policy.
2. To provide the University with a refined list of consultants (by interest and qualification) that will form the basis for the development of a **"short list"** with no further legal advertisement for projects with **professional architectural services fees under \$250,000.00 and engineering services or other professional services fees under \$500,000.00**.

Professional architectural services **with fees over \$250,000.00** or engineering or other professional services **with fees over \$500,000.00** will be procured by a **separately advertised Request for Qualifications (RFQ)** pertaining to that particular project.

Note: It is ASU's intent to have the option under this RFQ to do projects with design professional services fees up to the maximum amount permitted from time to time under Arizona Board of Regents (ABOR) Policy. At present under ABOR Policy the maximum fee for a single project for professional architectural services under the annual RFQ selection process is \$250,000 and \$500,000 for engineering services and other professional services.

**A RECOMMENDED Pre-Submittal Conference is scheduled for 9:00 AM, M.S.T., Wednesday, September 23, 2009 in the ASU Tempe Campus Memorial Union, Room 220 (Turquoise). Go to <http://www.asu.edu/map/> to locate current visitor parking on the Tempe campus. Attendance is highly recommended this year for those who desire to submit a qualification package. Although this RFQ will initially involve a manual process, we are transitioning to electronic submission in January 2010 or shortly thereafter, and the forms will be different this year. We ask you to bring your administrative team member who will be completing the forms to eliminate as many potential errors and possible rejections as possible.**

The University reserves the right to reject any or all proposals for any reason it may determine, and waive any irregularities therein.

Formal sealed qualifications are **due 2:00 PM, M.S.T., Tuesday, October 20, 2009**, to the main Reception desk of the University Services Building, in the Main Lobby, at which time a representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting formal sealed qualifications.

An Annual Request for Consultant Qualifications package (printed hard copy) with instructions and submittal forms may be obtained from: the On-Line Bid Board at <http://www.asu.edu/purchasing/bids>, or via an email request to: [pamela.thompson-lefkowitz@asu.edu](mailto:pamela.thompson-lefkowitz@asu.edu) or [Bonita.Power@asu.edu](mailto:Bonita.Power@asu.edu).

All correspondence relating to this  
Project should be addressed to:

ASU Purchasing and Business Services  
Attention: **Douglas E. Boyer, C.P.M., CPPB**  
**Purchasing Construction Manager**  
PO Box 875212  
Arizona State University  
Tempe, Arizona 85287-5212  
**Phone: (480) - 965-2217**  
**Facsimile: (480) - 965-2234**  
**Email address: [Douglas.Boyer@asu.edu](mailto:Douglas.Boyer@asu.edu)**

ARIZONA BOARD OF REGENTS

By Ernest Calderón  
President

By Bob McLendon  
Secretary

Publication Dates: September 16, 2009 (The Daily Sun-News) and  
September 18, 2009 (The East Valley Tribune)

## SECTION I

### **ANNUAL REQUEST FOR QUALIFICATIONS (RFQ),** **FISCAL YEAR 2010 (January 1, 2010 – December 31, 2010)**

The following is Arizona State University's request for consultant qualifications for facility related design services, , including **Professional Architectural Design (DP) Services, Pre-Construction Services, Cost-Estimating, Facility Project Programming, Assayer Services, Geologist Services, Land Surveying Services, Landscape Architect Services, Archaeological and Other Professional Services, and Engineering Services.** The information may be submitted, amended, or withdrawn at any time and will be maintained on file in the Department of Purchasing and Business Services on the Tempe campus and distributed for use to include ASU's Downtown Phoenix, Polytechnic and West campuses. The RFQ you submit will be valid from **January 1, 2010 through December 31, 2010.** *Please note: January 2, 2010 or shortly thereafter is a tentative date due to the automation of the Annual RFQ process.*

#### **Purpose**

2. To provide the prospective consultants with the opportunity to indicate interest in being considered for University work and to establish areas of interest, expertise and experience UNDER Arizona Board of Regents (ABOR) Policy.
2. To provide the University with a refined list of consultants (by interest and qualification) that will form the basis for the development of a **"short list"** with no further legal advertisement for projects with **professional architectural services under \$250,000.00 and engineering services or other professional services fees under \$500,000.00.**

Professional architectural services **with fees over \$250,000.00** or engineering services or other professional services **with fees over \$500,000.00** will be procured by a **separately advertised Request for Qualifications (RFQ)** pertaining to that particular project.

Note: It is ASU's intent to have the option under this RFQ to do projects with design professional services fees up to the maximum amount permitted from time to time under Arizona Board of Regents (ABOR) Policy. At present under ABOR Policy the maximum fee for a single project for professional architectural services under the annual RFQ selection process is \$250,000, and \$500,000 for engineering and other professional services.

This RFQ is a means of establishing **qualifications only.** The respondent is responsible for the accuracy of the information submitted but incurs no further obligation to enter into a contract as a result of the submittal. The University will utilize the material submitted as an aid in the selection of prospective consultant. Only **project specific agreements** will be binding on either the consultant or the University for all Arizona State University campuses, including the Tempe Campus, Downtown Phoenix campus, Polytechnic campus, and West campus and other campuses as they are developed. To be eligible for consideration, applicant must be registered in the State of Arizona if such registration is normally required.

**NOTE: DESIGN PROFESSIONAL (DP) SHALL NOT SUBMIT OR COMMUNICATE IN ANY FORM TO ASU ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER ASSOCIATED COST INFORMATION. ARIZONA LAW PROHIBITS ASU FROM CONSIDERING ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER COST INFORMATION DURING THE REQUEST FOR QUALIFICATIONS (RFQ) COMPETITION.**

The University reserves the right to reject any or all proposals for any reason it may determine, and to waive any irregularities therein.

**A RECOMMENDED Pre-Submittal Conference is scheduled for 9:00 AM, M.S.T., Wednesday, September 23, 2009 in the ASU Tempe Campus Memorial Union, Room 220 (Turquoise). Go to <http://www.asu.edu/map/> to locate current visitor parking on the Tempe campus. Attendance is highly recommended this year for those who desire to submit a qualification package. Although this RFQ will initially involve a manual process, we are transitioning to electronic submission in January 2010 or shortly thereafter, and the forms will be different this year. We ask you to bring your administrative team member who will be completing the forms to eliminate as many potential errors and rejections as possible.**

SECTION II

**INSTRUCTIONS TO PROFESSIONAL CONSULTANTS**

**General**

All submittals should follow the format and sequence described in the paragraph below to allow a standard basis for data collection. Failure to follow the instructions regarding format will result in rejection of the submittal.

**Submittal should consist of:**

- One (1) hardcopy marked as “original” (on the outside cover) and
- **One CD that each contains** one (1) PDF file of the proposal.
- The Proposal shall have a **41 page (double-sided)** limit excluding resumes and letters of recommendation.
- The one (1) hardcopy marked “original” in 8.5”x11” must be double-sided, non-binding form. No metal or plastic binding – may use binder, folder, or clip for easy removal from proposal.
- The one (1) additional copy will be on CD in PDF format, PC readable, and not larger than 10 MB. Please check and play the CD before submitting (Company marketing materials are not recommended. Compress photos, etc. in smallest size format possible.)
  - **One** document for main submittal on your disk.
  - **One** separate document on **the disk** for “confidential financials” if provided
- Check and play all CD’s before submitting. (Company marketing materials not recommended and compress photos, etc. in smaller size formats as necessary)

**The CD needs to be labeled per the sample below.**

2008-2009 Annual Request For Qualifications (RFQ) Firm Name: Contact: Phone: Buyer: Doug Boyer
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**Please 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 they are printed on recycled content (minimum 30% post-consumer waste paper).

**ATTENTION: FIRMS SUBMITTING AFTER THE INITIAL DUE DATE OF 10/20/09:**  
**We are in the process of converting from a manual to an electronic submittal process. Early in 2010 we will go to a web interface-based submission. If you are submitting to the 2010 Annual RFQ for Design Services after the initial due date of 10/20/09, you MUST contact Pamela Thompson Lefkowitz at [Pamela.thompson2@asu.edu](mailto:Pamela.thompson2@asu.edu) to learn which process you will use to submit.**

**Content of Materials:**

The submittal shall not exceed forty-one (41) pages (excluding resumes and letters of recommendation) based on the content described below:

<b><u>No. Pages</u></b>	<b><u>Required Item</u></b>
1	Letter of Introduction on company letterhead (cover sheet), which includes the name and address of the consultant, phone and facsimile, and email address for the main contact.
2	<b>Attachment A, Proposal Certification Form</b>
1	<b>Attachment B, Addendum Acknowledgement</b>
5	<b>Attachment C, RFQ Consultant Data Sheet</b> Respondents are encouraged to include items that are within scope, size, experience, and ability of the firm. <b><u>As the respondent's qualifications change, updated information can be submitted at any time.</u></b>
Up to 10	<b>Attachment D, RFQ Supplemental Information (<i>Letters of Recommendation are not included in the page count</i>)</b>
2	<b>Attachment E, Consultant Data Sheet – Professional Licenses and Proposed Team</b>
N/A	<b>Attachment F, Sample Resume Format</b>
1	<b>Attachment G, RFQ Consultant Data Sheet for Insurance</b>
1	<b>Attachment H, RFQ Business Information Guidelines</b>
2	<b>Attachment I, Substitute W-9 and Vendor Authorization Form</b>
5	<b>Attachment J, Supplier Sustainability Questionnaire</b>
1	<b>Attachment K, Conflict of Interest Certification</b>
2	<b>Attachment L, Federal Debarred List Certification</b>
2	<b>Attachment M, Anti-Lobbying Certification</b>
1	<b>Attachment N, Legal Worker Certification</b>
1	<b>Attachment O, Sudan or Iran Business Operations Certification</b>
2	<b>Attachment P, Veteran's Preference Certification</b>
2	<b>Attachment Q, Service Provider Acknowledgement</b>
<hr/> <b>41</b>	<b>Total Number of Pages (Excluding Resumes and letters of recommendation)</b>

## **Delivery of Qualifications**

**The initial due date for submittals is Tuesday, October 20, 2009. Any submittals received after that date will be processed after those received on October 20, 2009.** Qualifications may be mailed or delivered to the University at any time during the current fiscal year. We cannot accept emailed submittals. They may also be amended or withdrawn at any time.

Formal sealed qualifications are to be delivered to the main Reception desk of the University Services Building, in the Main Lobby, and addressed as shown below. The initial due date is **2:00 PM, MST, Tuesday, 10/20/2009**, at which time a representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting formal sealed qualifications. Each submittal shall be enclosed in a sealed envelope marked as follows:

**Attn: Douglas E. Boyer, C.P.M., CPPB  
Purchasing Construction Manager  
Construction Group  
Purchasing and Business Services  
Arizona State University**

**For Fed-X, UPS, or Hand Delivery:**

**University Services Building  
1551 S. Rural Road  
Tempe, AZ 85281**

**To Mail:**

**P.O. Box 875212  
Tempe, AZ. 85287-5212**

The RFQ Supplemental Information may include 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**, as indicated on the RFQ Consultant Data Sheet (**Attachment C**). For each project, cover the list of questions in **Attachment C**. This material is to assist the University in its evaluation of the firm's capabilities in the subject area. **Letters of Recommendation are not included in the page count.**

## **Interpretation of Documents**

Questions relating to the **interpretation, additional information or described business processes** should be directed to the University in writing via facsimile or email to:

**Douglas.Boyer@asu.edu  
Purchasing Construction Manager  
Construction Group  
Purchasing and Business Services**

**Tel: (480) 965-2217  
Fax: (480) 965-2234**

**Non-Disclosure of Data:** Respondent's submittals in response to this RFQ may contain data that the respondent does not want disclosed for any purpose other than evaluation of the submittal. If so, the respondent shall clearly identify those pages of the submittal that are to be restricted, **or marked as "Confidential" or "Proprietary" in a separate sealed envelope. The Director of Purchasing will make any such determinations. The information submitted is for the University's internal use only.** The University assumes no liability for disclosure or use of unmarked data. Unless identified, disclosure shall be pursuant to the Freedom of Information Act applicable to the Arizona Revised Statutes.

**Obligations: This RFQ does not obligate the University to pay any costs incurred in the preparation of a response nor to enter into an agreement with any respondent.**

**Fees:** Your RFQ submittal **shall not** include a fee proposal or pricing. The University will use either the single negotiated fee or the fee proposal method on a project- specific basis.

**Regulations:** Should a agreement result from this RFQ, the terms, clauses, and conditions required by the Arizona Board of Regents Procurement Regulations shall apply.

## SECTION III

### IMPLEMENTATION PROCEDURE SAMPLE EVALUATION CRITERIA

- A. PROJECTS WITH FEES ESTIMATED TO BE LESS THAN \$250,000.00 for Architectural Services or less than \$500,000.00 for Engineering Services and other professional services.**
- 1. Annual RFQ Database of Participating Firms:** The University will maintain an RFQ Database of firms or individuals interested in doing design and construction consultation work for the university.
  - 2. Search Query:** A search will be made of the data base compiled as a result of this RFQ to identify firms whose qualifications and interests match the project or service profile.
  - 3. Short List:** A committee will evaluate the qualifications identified for a particular project using the RFQ Database to develop a **“short list” of at least three firms** that are best qualified for the particular project. If possible, one of the firms should be a Small Business or Small Disadvantaged Business (SB or SDB), if discipline for the project matches the matrix data output. If possible, discussions will be conducted with each firm regarding the project, contract and the relative methods of furnishing the required services. The committee will select and rank the order of at least three firms by reviewing their statements of qualification and experience by applying the established criteria for the project, and conducting discussions (if possible).
  - 4. The Selection Committee, utilizing project specific criteria provided in Step 3, will evaluate the firms response. Sample criteria are listed below under items 5 - 13.**
  - 5. PRIOR EXPERIENCE:** List various completed project types, include size, complexity, budget, and schedule where the Proposer’s firm was Architect of Record. The listed projects must demonstrate that the firm, through previously completed work, has developed expertise to provide design through construction administration phase services as required for this project.
  - 6. PROJECT TEAM: PRIME:** Provide the staffing plan of the Proposer’s individuals who will be assigned to potential projects, together with their resumes (This list may be updated as needed). This listing should detail each individual’s specific qualifications and experience on project type. A higher evaluation weighting will apply to those Proposers who can substantiate a staffing plan with assigned individuals who have worked together previously as a team in successfully completing projects listed in **item "5"** above.
    - a. PROJECT TEAM — SUB-CONSULTANTS:** Describe the qualifications and experience of the Proposer’s consultants on comparable projects. Indicate those comparable projects that you consider comparable. A higher evaluation weighting will apply to those Proposers who can provide a Consultant Team that has a history of working with the Architectural Team in successfully completing the projects listed in **Item "5" (Prior Experience)** above.
  - 7. PROPOSER CAPABILITIES:** Substantiate how your team can most effectively undertake responsibilities associated with a potential project:
    - a.** Clearly identifying the lines of authority, coordination, and limits of capacity for each member of the team. Identify essential management functions and how these functions are effectively integrated during each phase of the project. Delineate the role of the Sub-consultants. Organizational charts and graphs may be included.
  - 8. PROJECT MANAGEMENT CONTROLS:** Budget Methodology/Cost Control: Define how estimates of probable construction cost are established and maintained with respect to the Owner’s original budget; how constructability, other recommendations, value engineering, and other design phase cost controls will be utilized; and how Change Orders and other potential add-costs during the Construction will be controlled. For each project listed in **Item “5”** above, list original construction cost budget per the consultants’ agreement, actual bid amount (including accepted additive alternates),

and the final construction amount.

- a. **Quality Control Methodology:** For the projects listed in **Item “5”** above, define how the projects were designed for durability and maintainability. Define whether and how these projects actually benefited by improved energy efficiency through use of an integrated design process, life cycle costing, and the specification of energy efficient materials, systems, and equipment.
  - b. **Schedule Control:** Demonstrated ability to complete projects within established schedules. For each project listed in **Item “5”** above, define the original agreement schedule by listing Design Start Date, Bid Date, Construction Start Date, Substantial Completion Date, Final Completion Date. Compare these *contractual* dates with *actual* respective dates. Explain any differentials between original and actual project schedule milestones. Summarize your firm's Schedule Control process.
- 9. CLIENT REFERENCES:** For each project listed in **Item “5”** above, provide the name and current phone number of the Owner's Project Manager. A higher evaluation weighting will apply to those Proposers providing letters of recommendations for the listed projects. **(Letters of Recommendation are excluded from the page count.)**
- 10. GREEN PURCHASING REQUIREMENTS/SPECIFICATIONS:** The Supplier Profile Questionnaire must be completed and returned with your Bid/Proposal. This information will be used as part of the evaluation criteria for Supplier/Proposer Sustainability efforts. (11/06/07)
- 11. WORK LOCATION:** Indicate the proximity of the Proposer's (and Sub-consultants') office to the Arizona State University project campus and your related ability to efficiently respond to all issues associated with a potential project. Define the team's familiarity of the project area and it's knowledge of the local labor and materials markets. Refer to the “Arizona Office” requirement listed below:
- ARIZONA OFFICE:** The successful Proposer will be required to establish an office, if one does not already exist, in the State of Arizona. Compliance with this requirement can be satisfied in either of two ways.
- Before the Proposer submits a Proposal in response to this Request, it may associate with a firm having an office within the state of Arizona, which shall be evidenced by a written association agreement and included with your RFQ response
  - After a Proposer is selected and prior to execution of the Agreement, the Proposer shall have established an office in Arizona. An office within the state is evidenced by a mailing address, telephone number, payment of utilities, registration with the Corporation Commission, and possession of appropriate business licenses.
- 12. OTHER:** Any other pertinent/additional information.
- 13. INTERVIEWS:** Applicants may be requested to participate in an interview with university representatives. Additional information or a review of the site conditions may be required. (for those on short list only)
- 14. FEES:** The University will contract with the selected firm at compensation that the University determines to be fair and reasonable utilizing the negotiated fee method as applicable for a specific job, which must fall within the guidelines established by ABOR for Constructions Cost Control and Professional Fee Guidelines (see Attachment C for a sample). [http://www.abor.asu.edu/1\\_the\\_regents/cost\\_control/cost\\_index.html](http://www.abor.asu.edu/1_the_regents/cost_control/cost_index.html)
- 15. Any other additional information received or obtained by the Committee.**

## SECTION IV

### GENERAL INFORMATION

**Form of Agreement** Standard agreements, which may be used for consulting services and design professional services are available for review in the Department of Purchasing and Business Services on the Tempe campus of Arizona State University. By making a submittal in response to this RFQ, the consultant or design professional will be deemed to have certified that it has read, understood and agreed to the provisions of the agreement. The Standard agreement's example can be viewed at <http://www.asu.edu/purchasing/admin/forms.html>. **NOTE: IF THE DESIGN OR ENGINEERING FEE WILL BE UNDER \$50,000, THEN IN MOST CASES NO CONTRACT WILL BE REQUIRED.**

**Delivery of Documents** The firm to whom the University awards the project agreement **shall, no later than ten (10) calendar days after receiving the notice of award** (or sooner if required by the University), sign, and deliver to the University signed copies of the agreement and the required policies of insurance or certificates of insurance. All certificates of insurance shall be reviewed and approved by the University before the successful respondent may proceed with the services. Failure or refusal to furnish the required insurance policies or insurance certificates shall result in rejection of the agreement.

**Scope of Services** The scope of the service will be provided to the "**short listed firms**" for projects with fees estimated to be **less than \$250,000.00 for Architectural Services or less than \$500,000.00 for Engineering Services and other professional services.**

**Examination of Available Materials and Site** Firms identified for the "**short list**" on projects with fees estimated to be **less than \$250,000.00 for Architectural Services or less than \$500,000.00 for Engineering Services and other professional services** may be requested to visit the site prior to submittal of their fee proposal.

**Insurance** For all projects involving construction, the University requires Professional Liability Insurance Certificates in the minimum amounts as shown in **Attachment G**, from all professional consultants. Each respondent will indicate their insurance coverage on Page 30 of **Attachment G or proof of insurance**. Also required from each consultant is comprehensive liability and automobile insurance (whether company owned, leased, or private) with minimum limits of **\$1,000,000.00** along with workman's compensation insurance. Insurance policies or certificates, in a form satisfactory to the University, must support all of the Agreement for professional services.

Without limiting any liabilities or any other obligation of the consultant, the consultant shall purchase and maintain, **in a company or companies lawfully authorized to conduct business in the State of Arizona, and rated at least A VII minus in the current issue of A.M. Best** and shall name the additional insured as: Arizona State University, Arizona Board of Regents, and the State of Arizona, under the policy during the term of the agreement and the insurance afforded shall be primary and non-contributory with reference to the Arizona State University Project Number for commercial liability and automobile coverage. **A fully executed Certificate of Insurance is only required of the firm with which the University contracts.**

**Business Registration Forms (Substitute W-9 and Vendor Authorization)** These forms are used to update the information we currently have on file for your firm **on the University's financial system**. If your firm has not done business with the University, then these documents are used to establish your vendor records. **THESE FORMS MUST BE INCLUDED IN YOUR FIRM'S RETURN RFQ PACKET AND IN YOUR DOCUMENT ON THE CD.**

## **ASU WEAPONS POLICY**

ASU prohibits the use, possession, display or storage of any weapon, explosive device or fireworks on all land and buildings owned, leased, or under the control of ASU or its affiliated or related entities, in all ASU residential facilities (whether managed by ASU or another entity), in all ASU vehicles, and at all ASU or ASU affiliate sponsored events and activities. Notification by Contractor to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees or licensees of Contractor ("Contractor Parties") of this policy is a condition and requirement of this Contract. Contractor further agrees to enforce this contractual requirement against all Contractor Parties. ASU's policy may be accessed through the following web page: <http://www.asu.edu/aad/manuals/pdp/pdp201-05.html>.

## **SUSTAINABILITY**

Arizona State University is dedicated to acquiring products and services that meet Sustainability requirements for the purpose of judging Sustainability the following description applies:

A process of current or developing business practices and technologies that restore and enhance the environment by supplying products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

## **GREEN PURCHASING REQUIREMENTS/SPECIFICATIONS**

In order to reduce the adverse environmental impact of our purchasing decisions we are committed to buy goods and services from manufacturers and suppliers who share our environmental concern and commitment. Green purchasing is the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that we use to make purchasing decisions.

Proposer/Bidder shall use environmentally preferable products, materials and companies where economically feasible. Environmentally preferable products have a less or reduced effect on human health and the environment when compared to other products and companies that serve the same purpose. If two products are equal in performance characteristics and the pricing is within 5%, the university will favor the more environmentally preferable product and company.

If you are citing environmentally preferred product claims, you must provide proper certification or detailed information on environmental benefits, durability and recyclable properties.

The university and the supplier may negotiate during the contract term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products are readily available at a competitive cost and satisfy the university's performance needs.

Unless otherwise specified, bidders/proposers and contractors shall use recycled paper and double-sided copying for the production of all printed and photocopied documents. Furthermore, the documents shall be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste) paper.

Proposer/Bidder shall provide packaging/packing materials that meet at least one of, and preferably, all of the following criteria:

- Made from 100% post-consumer recycled materials;
- Be recyclable;
- Reusable;
- Non-toxic;
- Bio-degradable.

The Supplier Sustainability Questionnaire must be completed and returned with your Bid/Proposal. This information will be used as part of the evaluation criteria for Supplier/Proposer Sustainability efforts. (11/06/07)

## **ASU SUSTAINABILITY MANDATES**

The university believes colleges and universities must exercise leadership in their communities and throughout society by modeling ways to minimize global warming emissions ASU further believes that colleges and universities that exert leadership in addressing climate change will stabilize and reduce their long-term energy

costs, attract excellent students and faculty, attract new sources of funding, and increase the support of alumni and local communities.

### **ASU Sustainable Facility Policies**

Since President Michael Crow became president in 2002, ASU has instituted the following environmentally-friendly policies affecting university facilities:

1. All new campus construction will be built to at least the U.S. Green Building Council's LEED Silver standard or equivalent.
2. Adopt an energy-efficient appliance purchasing policy requiring purchase of ENERGY STAR certified products in all areas for which such ratings exist.
3. Begin purchasing or producing at least 15% of the institution's electricity consumption from renewable sources.
4. Adopt measures to reduce waste.

### **Arizona State Sustainable Facility Policies**

ASU is also subject to mandates from legislative, gubernatorial, and other state entities. Arizona Governor Janet Napolitano has issued three executive orders since 2004, each of which requires specific actions by ASU facilities managers.

1. Executive Order 2004-28: *Implementation of 5% Water Use Reduction Plan*. The order required state agencies to reduce water use by 5% between FY 04 and FY 05. This executive order also reiterates HB 2276, which requires state agencies to install, when reasonable to do so, water free urinals when constructing new buildings.
2. Executive Order 2005-05: *Implementing Renewable Energy and Energy Efficiency in New State Buildings*. Requires that new, state-funded facilities be designed and constructed to derive at least 10% of their energy from renewable resources and; that all new buildings include new energy-efficient standards and; that all new state-funded buildings meet or exceed LEED Silver certification.
3. Executive Order 2007-03: *Improving Air Quality*. Requires that all state agencies: cease the use of leaf blowers, gasoline powered lawn mowers, and all other pollution causing landscape maintenance equipment; use only low emission gas cans; to require buyers of state agency lands to mitigate pollutants; to mitigate construction pollutants and suppress construction dust; to give incentives to bidders that use equipment retrofitted with diesel retrofit kits, newer clean diesel technologies, biodiesel, or other fuels known to be cleaner than petroleum diesel.

The Arizona Corporation Commission voted Oct. 31, 2006, to require that 15 percent of the state's energy production will come from renewable energy resources by 2025.

### **REGULATIONS**

Should fee negotiations result in a Then agreement, the Then agreement will be subject to all the provisions of the University Procurement Code as issued by the Arizona Board of Regents, and will include all the terms, clauses, and conditions required by the University Procurement Code.

### **OWNERSHIP OF DOCUMENTS**

The Proposer's attention is directed to **Section 10** of the Agreement Between Owner and Design Professional, concerning ownership and use of the Design Professional's documents.

### **RETURN OF PROPOSALS**

ASU will return any Proposals that are incomplete when submitted, or when the service area is not covered by the Solicitation.

### **AIR POLLUTION**

In accordance with an executive order titled 'Air Pollution Emergency Proclamation' modified by the Governor of Arizona on July 16, 1996, the Owner requests that all products used in the performance of any Then agreement that results from this solicitation be of low- or no-content of reactive organic compounds, to the maximum extent possible.

### **SMALL AND SMALL DISADVANTAGED BUSINESS**

ASU is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting is necessary, the successful Proposer will make every effort to use SB & SDB in the performance of any contract resulting from this Request for Qualifications. Include a statement within your firm's Proposal as to whether or not any of your sub-consultant's falls under into either of these categories.

### **LEGAL WORKER REQUIREMENTS FOR SERVICE AND CONSTRUCTION CONTRACTS**

As required by Arizona Revised Statutes §41-4401, the University is prohibited after September 30, 2008 from awarding a contract to any service or construction contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The Contractor warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the Contractor. The Contractor acknowledges that a breach of this warranty by Contractor or by any subcontractor or sub-subcontractor under this Contract shall be deemed a material breach of this Contract, and is grounds for penalties, including termination of this Contract, by the University. The University retains the right to inspect the records of any Contractor, subcontractor and sub-subcontractor employee who performs work under this Contract, and to conduct random verification of the employment records of the Contractor and any subcontractor and sub-subcontractor who works on this Contract, to ensure that the Contractor and each subcontractor and sub-subcontractor is complying with the warranties set forth above. Contractor shall be responsible for all costs associated with compliance with this requirement.

### **SUDAN AND IRAN**

Pursuant to Arizona Revised Statutes § 35-397, Contractor certifies that it does not have a scrutinized business operation in either Sudan or Iran.

### **VETERAN'S PREFERENCE**

Contractor agrees to provide preference in initial employment for U. S. veterans by:

- Adding points to the raw score of a numerically scored screening instrument, or
- Hiring a veteran if, at the conclusion of the search process, a veteran is one of a number of comparably qualified candidates.

For purposes of this section, "veteran" means: an honorably separated person (honorable or general discharge) who served on active duty (not active duty for training) in the Armed Forces:

- during any war declared by Congress
- during the period April 28, 1952, through July 1, 1955;
- for more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
- during the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
- for more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty, must have served continuously for 24 months or the full period called or ordered to active duty. Effective on October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they

qualify as disabled veterans.

## **PROTESTS**

ASU believes that it can best maintain its reputation for treating contractors and/or suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Arizona Board of Regents procurement procedures, Section 3-809, in particular Section 3-809C. This paragraph does not include all of the provisions of the Regents procedures, but it does tell you what you have to do to initiate a protest. First, you have to be an "interested party." An interested party is an actual or prospective contractor submitting a Proposal whose direct economic interest may be affected by the issuance of a solicitation, the award of a Then agreement, or by the failure to award a Then agreement. Whether an actual prospective contractor has a *direct* economic interest will depend upon the circumstances in each case. At a minimum, the interest must be substantial and must be tangibly affected by the administrative action or proposed action concerned in the case. Second, you must submit the protest in a timely manner. In procurements requesting qualifications/Proposals, protests based upon alleged errors, irregularities or improprieties in a solicitation that are apparent before the closing date for receipt of initial qualifications/Proposals shall be filed before the closing date for receipt of initial qualifications/Proposals. Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated into the solicitation, shall be filed by the next closing date for receipt of qualifications/Proposals following the incorporation. In cases other than those just covered, protests shall be filed no later than ten (10) days after a Then agreement is awarded in connection with the procurement action. Failure to file a protest in a timely manner shall be deemed a waiver of all rights. Third, and finally, your protest shall be in writing and shall include the following information: (1) The name, address, area code, telephone number, and fax number of the protestor; (2) The signature of the protestor or its representative; (3) Identification of the solicitation or Then agreement number; (4) Detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) The response or relief requested. Protests should be directed to:

John F. Riley, C.P.M., Executive Director  
Purchasing and Business Services  
Arizona State University  
PO Box 875212  
Tempe AZ 85287-5212

Tel: 480-965-3271  
Fax: 480-965-2234

Email address: [john.riley@asu.edu](mailto:john.riley@asu.edu)

Please note that as ASU takes protests very seriously, we expect you to do so as well. Frivolous protests will not result in gain for your firm.

## **OTHER OPPORTUNITIES WITH ASU NOT RELATED TO THIS SOLICITATION**

### **The ASU Alumni Advantage**

Connect your business with an affluent, educated audience through a business partnership with the ASU Alumni Association. The Association is the touchstone for ASU's 300,000 alumni and provides valuable connections between them and a wide variety of businesses. By doing business with ASU, the largest university in the United States, your company can stand above the competition.

ASU alumni represent a responsive target market for your product or service.

- Alumni live worldwide.
- 70 percent of alumni reside in Arizona.
- More than 160,000 alumni live in Maricopa County.
- 11 percent of alumni reside in California.
- 75% of ASU alumni are under the age of 45.
- More than 64% of ASU alums graduated since 1984.
- More than one-third hold post-graduate degrees.
- More than 70 percent of ASU alumni are actively employed.
- 30 percent of alumni earn between \$60,000 and \$90,000 annually.
- 25 percent of ASU alumni earn more than \$90,000 annually.

Specific partnership opportunities exist in a variety of areas.

- Advertise in the quarterly ASU Magazine, mailed to more than 260,000 homes around the world. ASU Magazine is the largest circulation magazine in the Southwest. Our [rate card](#) is available for download at [www.asu.edu/alumni](http://www.asu.edu/alumni).
- Sponsor one of the Association's many programs and events and receive recognition and access to targeted audiences. Events include: Founder's Day in March, Senior Send off in April, Homecoming in the Fall, Travel shows, Career Fairs and many more! Costs from \$500 to \$2500.
- Create a unique partnership with us to suit your needs.
- Establish benefits for ASU alumni by offering targeted discounts and services.
- Advertise on this Web site or on our 55 Chapter/Club websites or in our electronic newsletters, sent out to more than 80,000 people monthly. Cost is \$1000 per mo per each advertising venue.

Your business partnership contact is **Rhonda McClintock**. Contact her today to start doing business with the Sun Devil nation. (480) 965-5051.

### **Sun Devil Sports Marketing**

Sun Devil Sports Marketing is the exclusive marketing and corporate sponsorship partner for Arizona State University Athletics and manages all corporate marketing opportunities surrounding Sun Devil Athletics, including on-premise signage, TV, radio, print, internet, premium hospitality, event marketing and promotions. If you are interested in partnering with ASU Athletics, please contact Steve Hank at 480-727-0104 or at [steven.hank@asu.edu](mailto:steven.hank@asu.edu).

### **Arizona PBS Delivers...**

Eight, Arizona PBS, delivers award-winning, educational, cultural and current events programming to approximately 1.5 million viewers each week. Become an Eight sponsor.

- **Eight delivers – reach.** Comparable to other TV channels, well beyond cable channels and way beyond the top local radio stations and print media. Eight / KAET reaches 85 percent of the people of Arizona.
- **Eight delivers – quality audience.** Business leaders, decision makers, high income households, educated citizens & boomers and spenders with disposable income.
- **Eight delivers – marketing benefits:**
  - Build brand awareness by linking your business with high-quality programs
  - Generate community goodwill through support of public television
  - Promote your offerings to a broad audience at an affordable price
  - Market your brand in an environment free of commercial clutter
- **Eight delivers – multiple media platforms:**
  - TV – Channel 8 and DTV 8.1, 8.2 & 8.3
  - Eight Magazine – 50,000 households each month
  - Web views – [www.azpbs.org](http://www.azpbs.org) (100,000 unique visitors a month)
  - E-Marketing – 40,000 email addresses ... and more.

Contact: Morrie Puzzi, Corporate Support Manager at 602-496-8550 or [mpuzzi@asu.edu](mailto:mpuzzi@asu.edu).

## **Forms and Attachments**

## **Attachments**

### **(Attachments are to be completed and submitted)**

Attachment A:	RFQ Proposal Certification Form
Attachment B:	Addendum Acknowledgement
Attachment C:	RFQ Consultant Data Sheet
Attachment D:	RFQ Supplemental Information
Attachment E:	Consultant Data Sheet - Professional Licenses and Proposed Team
Attachment F:	Sample Resume Format
Attachment G:	RFQ Consultant Data Sheet for Insurance
Attachment H:	RFQ Business Information Guidelines
Attachment I:	Substitute W-9 and Vendor Authorization Form
Attachment J:	Supplier Sustainability Questionnaire
Attachment K:	Conflict of Interest Certification
Attachment L:	Federal Debarred List Certification
Attachment M:	Anti-Lobbying Certification
Attachment N:	Legal Worker Certification
Attachment O:	Sudan or Iran Business Operations Certification
Attachment P:	Veterans Preference Certification
Attachment Q:	Service Provider Acknowledgement
Attachment R:	Submittal Inquiry Form

### **Reference Documents (Do Not Include These With Your Submittal)**

Appendix 1:	Sample Request For Fee (To be Completed for each Project as assigned)
Appendix 2:	Planning Principles and Concept Plan
Appendix 3:	List of Documents located on ASU Purchasing Forms Page
Appendix 4:	Directions to University Services Building (USB)

1. Fed Tax Id/ Social Security Number:

2. Firm Name:

3. Order Address:

City:  State:  Zip Code:

4. Remit Address

City:  State:  Zip Code:

5. Contact:

6. Contact's Email Address:

7. Owner/Manager

8. Owner/Manager Email Address:

9. Phone:  Fax:

The undersigned further agrees that their firm or individual warrants to the University, that they have completed an internal manpower loading plan and their firm has the personnel and resources to complete a project, should their firm or an individual be awarded a project.

**ATTACHMENT A**  
**Services Proposal Certification Form (Continued)**

**FORM OF AGREEMENT:** The undersigned certifies that the undersigned has read Owner's current Consultant Agreement, JOC Design Agreement, and the pro forma of Agreement Between Owner and Design Professional (Construction Manager at Risk) found at <http://www.asu.edu/purchasing/admin/forms.html>, and, which contain provisions applicable to the design professional, all of which are attached to the RFQ. If selected as the design professional for this project, the undersigned agrees to execute any agreement signed with Arizona State University under this solicitation, **subject only to the exceptions listed in the space below. The undersigned understands that any exceptions taken to the agreement that are not accepted and/or approved by the Owner may be a basis for rejection of the undersigned's Proposal as non-responsive.** The undersigned also understands that Owner may make changes in the standard form of agreement and that therefore the form of agreement presented to the successful Proposer may be different from the agreement attached to the RFQ, in which case the successful Proposer will be given the opportunity to review the changes.

**List any objections to agreement here or attach a separate sheet behind this certification:**

List Objections:
------------------

Signature Block

Firm Name:

Signature:

Print Name:  Title:

Email Address:

Street Address:

City:  State:  Zip Code:

**ATTACHMENT B**

**ADDENDUM ACKNOWLEDGEMENT**

**THE FOLLOWING ADDENDA ARE HEREBY ACKNOWLEDGED AS FOLLOWS:**

ADDENDUM NUMBER: 1

DATED: 9/29/09

Initials:

ADDENDUM NUMBER:

DATED:

Initials:

ADDENDUM NUMBER:

DATED:

Initials:

ADDENDUM NUMBER:

DATED:

Initials:

RFQ CONSULTANT DATA SHEET

Date:

Firm Name:

\*\*\*\*\* PLACE A "X" BESIDE THE BLANKS UNDER EACH COLUMN HEADING TO INDICATE AREAS OF EXPERTISE \*\*\*\*\*

**LEED CERTIFICATION (Place a "X" in box if certified)**

LEED Accredited Architect:

LEED Accredited Engineer:

LEED Accredited Professional:

**List Firm's Specialty/Major Focus(es) Within Your Discipline:**

**OWNERSHIP AND ORGANIZATION CLASSIFICATION**

(Place a "X" beside each item that is applicable. Size of firm must be designated.)

**Diversity Business Owner Designation**

Woman Owned:

Minority:

Not a Diversity Business:

Woman Owned Minority:

Disabled Business Owner:

Certified by State of Arizona:

Disabled Veteran:

Disadvantaged:

Federally Certified:

Non-Profit Government Education:

Certified by City of Phoenix:

AZ Unified Certification Program:

**Organization Size**

Individual:

Small – AZ Business (Per A.R.S. 1-1001.8)

Large Business:

Small – Federal Business (P.L. 95-507)

*Diversity firms can be either Certified through the City of Phoenix or Self-certified. For self-certification they must have Arizona or Federal Small business status, plus 51% ownership by the diversity owner.*

*Definition of Small Arizona Business – Has less than \$4,000,000 in revenues or less than 100 employees. Definition of Small Federal Business – Has revenues of less than \$8,000,000.*

**(NOTE: Please see Attachment G, RFQ Business Information, Page 26, for additional information regarding the definitions for a Small Arizona Business and Small Federal Business.)**

ATTACHMENT C (CONTINUED)

<u>DISCIPLINES</u>	<u>IN-HOUSE</u>	<u>DISCIPLINES</u>	<u>IN-HOUSE</u>
<u>Design Disciplines</u>		<u>Other Disciplines</u>	
Architecture	<input type="checkbox"/>	Planning	<input type="checkbox"/>
Landscape Architecture	<input type="checkbox"/>	Surveying	<input type="checkbox"/>
JOC Design Services	<input type="checkbox"/>	Archaeology	<input type="checkbox"/>
Commissioning	<input type="checkbox"/>	Cost Estimating	<input type="checkbox"/>
Geologist	<input type="checkbox"/>	Scheduling	<input type="checkbox"/>
Interior Design	<input type="checkbox"/>	General Design	<input type="checkbox"/>
		Acoustic Design	<input type="checkbox"/>
		Noise Design	<input type="checkbox"/>
		Vibration Control Design	<input type="checkbox"/>
		Telecommunications Design	<input type="checkbox"/>
		Audiovisual Design	<input type="checkbox"/>
		Security Systems Design	<input type="checkbox"/>
<u>Engineering Disciplines</u>			
Civil Engineering	<input type="checkbox"/>		
Electrical Engineering	<input type="checkbox"/>		
Mechanical Engineering	<input type="checkbox"/>		
Structural Engineering	<input type="checkbox"/>		
Geotechnical Engineering	<input type="checkbox"/>		
Environmental Engineering	<input type="checkbox"/>		
General Engineering	<input type="checkbox"/>		

**PROJECT COST RANGE CAPABILITIES**

What size projects does your firm do? **Check all applicable boxes.**

	<b>NEW CONSTRUCTION</b>	<b>REMODEL/ RENOVATE</b>
Under 50K	<input type="checkbox"/>	<input type="checkbox"/>
50K - 99K	<input type="checkbox"/>	<input type="checkbox"/>
100K – 399K	<input type="checkbox"/>	<input type="checkbox"/>
400K – 999,999K	<input type="checkbox"/>	<input type="checkbox"/>
1 M – 1,999,999 M	<input type="checkbox"/>	<input type="checkbox"/>
2 M – 4,999,999 M	<input type="checkbox"/>	<input type="checkbox"/>
5 M – 24,999,999 M	<input type="checkbox"/>	<input type="checkbox"/>
25 M – 49,999,999 M	<input type="checkbox"/>	<input type="checkbox"/>
50 M – 99,999,999 M	<input type="checkbox"/>	<input type="checkbox"/>
100 M – 199,999,999 M	<input type="checkbox"/>	<input type="checkbox"/>
200 M – 500 M +	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT C (CONTINUED)**

**EXPERIENCE EMPHASIS (TO REFLECT ONLY THE EXPERIENCE IN YOUR FIRM):**

<u>Years of Expertise</u>		<u>Years of Expertise</u>	
Acoustical	<input type="text"/>	Campus Site Plan	<input type="text"/>
Activity Centers	<input type="text"/>	Central Plant	<input type="text"/>
ADA Surveys & Studies	<input type="text"/>	Clean Room	<input type="text"/>
ADA Regulatory Compliance	<input type="text"/>	Commissioning Agent	<input type="text"/>
ADOT Approved Signage	<input type="text"/>	Computer-aided Facilities	<input type="text"/>
Archaeological services	<input type="text"/>	Construction Administration	<input type="text"/>
Architectural programming	<input type="text"/>	Construction Management	<input type="text"/>
Area Master Planning	<input type="text"/>	Constructability Rev.	<input type="text"/>
Audio/Visual Services	<input type="text"/>	Construction Materials Testing	<input type="text"/>
Auditorium/Theatre	<input type="text"/>	Continuity/Disaster Recovery	<input type="text"/>
Biological Investigation	<input type="text"/>	Cost Estimating	<input type="text"/>
Bookstore Consultant	<input type="text"/>	Design & Planning Structured Parking	<input type="text"/>
BioSafety Level Design - 1	<input type="text"/>	Design & Planning Student Housing	<input type="text"/>
BioSafety Level Design - 2	<input type="text"/>	Device Characterization	<input type="text"/>
BioSafety Level Design - 3	<input type="text"/>	Dormitories	<input type="text"/>
BioSafety Level Design - 4	<input type="text"/>	Dormitories - Bathrooms	<input type="text"/>
Biotechnology	<input type="text"/>	Elevators & Escalators	<input type="text"/>
Bridge Design	<input type="text"/>	EMI Building	<input type="text"/>
Campus Master Planning	<input type="text"/>	Engineering Buildings	<input type="text"/>

Years of Expertise

Environmental Assessment	<input type="text"/>
Environmental Engineering Preservation, Restoration	<input type="text"/>
Environmental Graphics & signage	<input type="text"/>
Environmental Planning	<input type="text"/>
Ergonomics	<input type="text"/>
Facilities Programming	<input type="text"/>
Feasibility Studies	<input type="text"/>
Feasibility Studies – Facilities	<input type="text"/>
Fine Arts	<input type="text"/>
Fire Alarm Design	<input type="text"/>
Fire Protection Consultant	<input type="text"/>
Food Service	<input type="text"/>
Forensic Expert Witness	<input type="text"/>
General Classroom	<input type="text"/>
Geotechnical Engineering	<input type="text"/>
Graphics & Design	<input type="text"/>
Historic Preservation	<input type="text"/>
Historic Renovation	<input type="text"/>
Hospitality	<input type="text"/>
Hydrology	<input type="text"/>
Imaging	<input type="text"/>

Years of Expertise

Information Technology	<input type="text"/>
Infrastructure	<input type="text"/>
Interiors	<input type="text"/>
Investigation/Reports	<input type="text"/>
JOC Estimating Services	<input type="text"/>
Labs - Research Wet	<input type="text"/>
Labs - Research Dry	<input type="text"/>
Labs - Teaching	<input type="text"/>
Landscape Design	<input type="text"/>
Libraries	<input type="text"/>
Lighting Consultant - General	<input type="text"/>
Lighting Consultant -	<input type="text"/>
Lighting Consultant - low	<input type="text"/>
Maintenance	<input type="text"/>
Masonry	<input type="text"/>
Materials Testing	<input type="text"/>
Measure & Verify Energy	<input type="text"/>
Med. Patient Care	<input type="text"/>
Medical Related Facilities	<input type="text"/>
Metrocology	<input type="text"/>
Museums	<input type="text"/>
NCAA Certification/ Athletic Facilities	<input type="text"/>

Years of Expertise

Office Facilities - ASU	<input type="text"/>
Office Facilities - Commercial	<input type="text"/>
Outdoor Recreation	<input type="text"/>
Parking Structures	<input type="text"/>
Pedestrian/Bicycle thoroughfare	<input type="text"/>
Physical Education	<input type="text"/>
Planning	<input type="text"/>
Pre-construction Services	<input type="text"/>
Project Cost Estimating	<input type="text"/>
Project Estimating	<input type="text"/>
Project Scheduling	<input type="text"/>
Public Art	<input type="text"/>
Retail – Convenience Stores	<input type="text"/>
Retail - Restaurants	<input type="text"/>
Retail - Shops	<input type="text"/>
Re-roofing Consultant	<input type="text"/>
Roofing Consultant	<input type="text"/>
Security Consulting	<input type="text"/>
Signage/Graphics	<input type="text"/>
Smoke Control Design	<input type="text"/>
Soils Investigation-Geo-	<input type="text"/>
Solar Energy Consultant	<input type="text"/>

Years of Expertise

Space Programming	<input type="text"/>
Specifications	<input type="text"/>
Stadiums	<input type="text"/>
Streets	<input type="text"/>
Streets - Paving	<input type="text"/>
Structural Load Path	<input type="text"/>
Sustainable Design	<input type="text"/>
Swimming Pools	<input type="text"/>
Swimming Facilities	<input type="text"/>
Tenant Improvements	<input type="text"/>
Testing & Balance	<input type="text"/>
Testing	<input type="text"/>
Traffic Studies	<input type="text"/>
Underground Utility Locator	<input type="text"/>
Value Engineering	<input type="text"/>
Vibration Consultant	<input type="text"/>
Water Systems – Hot	<input type="text"/>
Water Systems – Cold	<input type="text"/>
Water Systems - Storm	<input type="text"/>
Water Systems - Wastewater	<input type="text"/>

DATE :

**SUPPLEMENTAL INFORMATION**  
**EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S**  
**QUALIFICATIONS FOR THIS CONTRACT**

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 in addition to the consultant data forms to illustrate **specific experience and or emphasis on projects or other service specialties**, as indicated on the RFQ Consultant Data Sheet (Attachment B). Each page is to utilize the format illustrated below. **Projects are to have been begun or completed in the last five (5) years.** The information requested below can put on/or next to photos.

**Supplemental Information Re:**

- A. Project Title and Location (*City and State*):
- B. Year Completed – Professional Services:
- C. Year Completed – Construction:
- D. Project Owner's Information – Project Owner:
- E. Project Owner's Information – Point of Contact Name:
- F. Project Owner's information – Point of contact E-mail Address:
- G. Project Owner's Information – Point of contact Telephone Number: ( ) -
- H. Project Owner's Information – Point of contact Fax Number: ( ) -
- I. Brief description of project and relevance to this contract (Include scope, size, and cost):
- J. Firms/branches from section involved with this project

(Insert Photo if applicable)

(1) FIRM NAME	Personnel	(2) FIRM LOCATION ( <i>City and State</i> )	(3) ROLE

**This material may be revised or withdrawn by the Consultant at any time.**  
**Please limit material for Supplemental information to one page on one side only per project as supplemental information or service specialty.**

**ATTACHMENT E**  
**PROFESSIONAL LICENSES & PROPOSED TEAM**

(List only Arizona Professional License for Firm)

<b>Firm Name</b>	<b>Arizona Firm Board of Technical Registration License Number</b>

**List your firm's current individual Arizona Professional Licenses Only:**

<b><u>Branch</u></b> (For work in Phoenix)	<b><u>Individual</u></b>	<b><u>Discipline</u></b>	<b><u>Arizona Licenses Only</u></b> (Board of Technical Registration)

**PROPOSED TEAM**

Include an organizational chart of proposed team and complete *this section as a sample of what your proposed team for projects at Arizona State University. Include sub-consultants with whom you work.*

<b><i>Branch</i></b>	<b><i>Joint Venture Partner</i></b>	<b><i>Sub-consultant</i></b>	<b><i>Firm</i></b>	<b><i>Address</i></b>	<b><i>Role in Contract</i></b>

**RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Provide Information below for each key person.)*

1. NAME:
2. ROLE IN THIS CONTRACT:
3. YEARS EXPERIENCE - TOTAL:
4. YEARS EXPERIENCE - WITH CURRENT FIRM:
5. FIRM NAME AND LOCATION *(City and State)*:
6. EDUCATION *(DEGREE AND SPECIALIZATION)*:
7. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*:
8. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*:

For each project, include the following information.

- 
- A. RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:
  - B. RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:
  - C. RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:
  - D. RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:
  - E. RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:
-

You must fill out and include this form in your ARFQ submittal package. Once a project is assigned, then CERTIFICATES MUST IDENTIFY THE SPECIFIC ASU PROJECT NUMBER AND ASU PROJECT NAME. As indicated in Attachment G, page 25, insurance requirements are set by ADOA Risk Management and are non-negotiable. **DO NOT SEND A CERTIFICATE TO COVER ANY AND ALL PROJECTS UNTIL YOU ARE HIRED TO WORK ON A PROJECT.** A Certificate of Insurance will be requested as needed when a firm is selected to work on a project.

**Professional Liability Insurance Limits:**

\$

**Carrier:**

**Submitted by (Print Name and Title):**

**Signature:**

**Date Signed:**

**Firm Name:**

**INSURANCE REQUIREMENTS ARE SET BY ADOA RISK MANAGEMENT AND ARE NON-NEGOTIABLE. THE DESIGN PROFESSIONAL (DP) OR ARCHITECT/ENGINEER, OR PROFESSIONAL CONSULTANT SHALL PROVIDE THE FOLLOWING MINIMUM INSURANCE COVERAGE FOR THE DURATION OF THE AGREEMENT:**

WORKMEN'S COMPENSATION:	STATUTORY
EMPLOYERS LIABILITY INSURANCE:	STATUTORY
*COMPREHENSIVE GENERAL LIABILITY (CONSULTANT):	\$1,000,000 MINIMUM WITH \$2,000,000 GENERAL AGGREGATE
BODILY:	\$1,000,000 EACH OCCURRENCE \$2,000,000 AGGREGATE
PROPERTY DAMAGE:	\$1,000,000 EACH OCCURRENCE \$2,000,000 AGGREGATE
PERSONAL INJURY: \$2,000,000 GENERAL AGGREGATE	\$1,000,000 EACH PERSON AGGREGATE
*AUTOMOBILE LIABILITY (INCLUDING OWNED, NON-OWNED AND HIRED):	\$1,000,000 BODILY INJURY EACH PERSON \$1,000,000 BODILY INJURY EACH OCCURRENCE \$1,000,000 PROPERTY DAMAGE EACH OCCURRENCE
PROFESSIONAL LIABILITY INSURANCE: E & O MINIMUM	\$1,000,000 (EACH CLAIM AND/OR EACH WRONGFUL ACT AND/OR EACH LOSS) AND \$1,000,000 FOR ALL OTHER TYPES OF PROFESSIONAL LIABILITY POLICIES (IF APPLICABLE TO THE SCOPE OF WORK): ERRORS AND OMISSIONS

\* **NOTE:** THE FOLLOWING STATEMENT MUST BE INCLUDED ON YOUR CERTIFICATES OF INSURANCE, INCLUDING REFERENCE TO: ASU PROJECT NUMBER AND PROJECT NAME.

**ARIZONA STATE UNIVERSITY, ARIZONA BOARD OF REGENTS, AND THE STATE OF ARIZONA SHALL BE NAMED AS ADDITIONAL INSURED UNDER THE POLICY DURING THE TERM OF THE CONTRACT. THE INSURANCE AFFORDED SHALL BE PRIMARY AND NON-CONTRIBUTORY.**

**(THE ADDITIONAL INSURED'S STATEMENT IS NOT REQUIRED FOR PROFESSIONAL LIABILITY AND WORKMEN'S COMPENSATION)**

To Individuals, Organizations, or Businesses:

Arizona State University's procurement accounting system identifies payees by their Social Security Number (SSN) or their Federal Identification Number (FEIN). Anyone doing business with Arizona State University (ASU) must complete the business forms following this letter. Additional information is required to develop reports for State and Federal governmental agencies.

The following definitions apply when answering questions about the ownership and size of your organization.

- ▶ **Minority:** Socially and economically disadvantaged individuals including Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans and handicapped individuals. (PL-95-507) (Firm must meet either Arizona Small Business Definition or the Federal Small Business Definition. Firms can be self-certified or certified by a governmental body.)
- ▶ **Women Owned Business:** A business that is at least 51% owned by a woman or women, and whose management and daily operations are controlled by a woman or women. (PL 95-507) Firms can be self-certified.)
- ▶ **Small Business - AZ:** A business, including its affiliates, which is independently owned and operated, not dominant in its field and has fewer than 100 full time employees, or which had gross annual receipts of less than \$4 million in its last fiscal year. (ARS 41-1001.8)
- ▶ **Small Business - Federal:** A business, including its affiliates, which is independently owned and operated, is not dominant in the field or operations in which it is quoting on purchases, and with its affiliates, does not exceed 500 full time employees and has annual revenues of less than \$8,000,000. (PL 95-507)

Questions concerning the above information for Organization/Business Registration Form should be addressed to Arizona State University, Coordinator, Small Business Program, P.O. Box 875212, Tempe, AZ 85287-5212, or telephone (480)-965-6778 or facsimile (480)-965-2234.

For information pertaining to Request for Qualifications (RFQ) for Professional Design Consultants, Arizona State University advertises in the following ways:

1. Emailed to ASU Distribution List for Design Professionals and to previous ARFQ participants
2. ASU On-Line Bid Board
3. Published twice one week apart in The Tribune Newspapers and/or Glendale Star

Sincerely,

*John F. Riley*

---

John F. Riley C.P.M., Director  
Purchasing and Business Services

<b>RETURN TO ASU</b>	<b>ARIZONA STATE UNIVERSITY SUBSTITUTE W-9 &amp; VENDOR AUTHORIZATION FORM</b>	<b>DO NOT SEND TO IRS</b>
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**Foreign persons who are non-residents for US Tax purposes do not complete the ASU Substitute W-9 form. Instead, complete IRS Form W-8 BEN available at <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>**

<b>► Taxpayer Identification Number (TIN)</b>		<input type="checkbox"/> Employer ID Number (EIN)	
		<input type="checkbox"/> Social Security Number (SSN)	

**► LEGAL NAME:**  
 (must match TIN above)

Are you doing business in Arizona for purposes of sales/use tax collection and remittance?  Yes  No

If "Yes" please provide Arizona License # \_\_\_\_\_ and sales/use tax rate charged \_\_\_\_\_ % DUNS# \_\_\_\_\_

**► LEGAL MAILING ADDRESS:** (Where tax information and general correspondence is to be sent)

**DBA/Branch/Location:**

**ADDRESS:**

**ADDRESS LINE 2:**

**CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**► REMIT TO ADDRESS:**  Same as Legal Mailing Address

**DBA/Branch/Location:**

**ADDRESS:**

**ADDRESS LINE 2:**

**CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**► ENTITY TYPE**

<input type="checkbox"/> Individual (not a business)	<input type="checkbox"/> Sole proprietor (individually owned business) or sole proprietor organized as LLC or PLLC	<input type="checkbox"/> Corporation (NOT providing health care, medical or legal services)	<input type="checkbox"/> Corporation (providing health care, medical or legal services)	<input type="checkbox"/> Partnership, LLP or partnership organized as LLC or PLLC
--	--	---	---	---

<input type="checkbox"/> The US or any of its political subdivisions or instrumentalities	<input type="checkbox"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities)	<input type="checkbox"/> Tax-exempt organizations under IRC §501	<input type="checkbox"/> An international organization or any of its agencies or instrumentalities	<input type="checkbox"/> State of Arizona Employee
---	--	--	--	--

**► CERTIFICATION**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me),
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me I am no longer subject to backup withholding,
- I am a U.S. person (including a resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding**

Signature of U.S. Individual	Date:
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<b>RETURN TO ASU</b>	<b>ARIZONA STATE UNIVERSITY SUBSTITUTE W-9 &amp; VENDOR AUTHORIZATION FORM</b>				<b>DO NOT SEND TO IRS</b>
<b>► Legal Name:</b>			<b>TIN:</b>		
<b>BUSINESS CLASSIFICATION:</b>	For Profit <input type="checkbox"/> Retailer <input type="checkbox"/>	Manufacture <input type="checkbox"/> Wholesaler <input type="checkbox"/>	Professional <input type="checkbox"/> Non-Profit <input type="checkbox"/>	Contractor <input type="checkbox"/> Distributor <input type="checkbox"/>	Service Firm <input type="checkbox"/>
<b>FEDERAL SUPPLIER TYPE:</b>	Does your business meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards FAR 19.102)? YES <input type="checkbox"/> NO <input type="checkbox"/>				
	<b>Please check ONE box which applies to your business:</b>				
	Large Business (LB) <input type="checkbox"/>	Service Disabled Veteran Owned (VD) <input type="checkbox"/>		Veteran Owned (VO) <input type="checkbox"/>	
	Small Disadvantaged (SD) <input type="checkbox"/>	HUB Zone (HZ) <input type="checkbox"/>	Minority Institution (MI) <input type="checkbox"/>	Women Owned (WO) <input type="checkbox"/>	
Non Profit (NP) <input type="checkbox"/>		Exempt (EX) <input type="checkbox"/>		Foreign (FN) <input type="checkbox"/>	
<b>If you are certified by a recognized entity please describe:</b>					
<b>If you are self-certified by any recognized entity please describe:</b>					
<b>Are you self-certified according to this definition?</b> "100 full-time employees or less OR \$4 million in volume or less in the last fiscal year"				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Per FAR 52.219-1 and under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall be punished by imposition of fine, imprisonment, or both; be subject to administrative remedies, including suspension and debarment; and be ineligible for participation in programs conducted under the authority of the Act.					
Print Name:					
Signature:					
<b>PHONE:</b>			<b>FAX:</b>		
<b>VENDOR – LIST PRODUCT or SERVICE PROVIDED</b>					
<b>BUYER</b>	Buyer: Douglas Boyer	Phone: 480-965-2217	Fax: 480-965-2234		

**SUPPLIER SUSTAINABILITY QUESTIONNAIRE**

Company Name:  Date:

The Supplier Sustainability Questionnaire must be completed and returned with your Bid/Proposal. This questionnaire is applicable to firms that provide only services as well as those that provide goods.

1. What Policies are in place to monitor and manage your supply chain regarding environmental issues? Please check the items that apply.

- We apply environmental criteria when making purchasing decisions.
- We purchase "green" (recyclable, reusable, non-toxic, bio-degradable, and made from 100% post-consumer recycled materials) supplies, products and materials.
- We specify sustainable products and or locally manufactured products
- We specify products using Electronic Products Environmental Assessment Tool (EPEAT) standards
- We partner with sustainable suppliers or utilize suppliers who share in the sustainability commitment
- Our Director of Sustainability is researching industry best procurement practices

Other – describe other ways your company monitors and manages your supply chain regarding environmental issues

2. What type of sustainable packaging/shipping materials do you use? Please check the items that apply.

- Our packaging/shipping materials are recyclable
- Our packaging/shipping materials are reusable
- Our packaging/shipping materials are bio-degradable
- Our packaging/shipping materials are made from 100% post-consumer recycled materials

Other – describe other types of sustainable packaging/shipping materials you use

3. Does your company have a Green Transportation Plan for your operation? Please check the items that apply.

- We encourage carpooling, public transportation, and using other alternative modes of transportation
- We subsidize public transportation for employees
- We are developing a Green Transportation Plan
- We have an established Green Transportation Plan (Describe below)
- We offer flexible hours, telecommuting or a compressed work week
- We utilize teleconference, video conference, WebEx or GoTo Meetings

- We purchase carbon offsets
- We own electric, hybrid, or E-85 fueled vehicles
- We rent hybrid vehicles

Other – describe your company’s Green Transportation Plan for your operation

4. What does your company do to minimize the environmental costs associated with shipping? Please check the items that apply.

- We are evaluating what the company can do to minimize the environmental costs associated with shipping
- We combine deliveries with customer visits
- We consolidate deliveries
- We use bike couriers for local delivery
- We utilize electronic communications and electronic transfer of documents. E-mail, fax and Portable Document Format (PDF)
- We use eco-friendly courier’s packaging/shipping materials that include post-consumer waste recycled materials and are recyclable
- Our packaging and shipping materials are reused until they eventually get recycled
- We have established a sustainability plan that minimizes the need for shipping (Describe below)
- We update mailing lists to minimize unwanted mailings
- We specify products that can be purchased within a 500 mile radius of the delivery location

Other – describe what your company does to minimize the environmental costs associated with shipping

5. Does your company have an environmental policy statement? Please check the items that apply.

- We are developing an environmental policy statement
- Our environmental policy statement consists of a commitment to promote environmental stewardship
- Our environmental policy statement describes our company’s Sustainability Initiative
- We have formed an oversight committee to ensure the success of our environmental policy
- Our environmental policy statement describes how our company explores opportunities to work with communities, governments and non-governmental and professional organizations to help articulate, teach and advance the principles of sustainability

Other - Provide (or supply a link) your company's environmental policy statement

6. Has your company ever been cited for non-compliance of an environmental or safety issue? Please check the item that applies.

- No, my company HAS NOT been cited for non-compliance of an environmental or safety issue
- Yes, my company HAS been cited for non-compliance of an environmental or safety issue

State the reason, date and outcome of the citation

7. What programs do you have in place, or planned for promoting resource efficiency? (i.e. an environmental or waste audit)? Please check the items that apply.

- We recycle consumables, reduce waste and practice energy reduction when possible
- We are developing a recycling program
- We utilize a formal energy management system
- We are a member of various environmental organizations
- We have formed a Sustainability Committee to identify sustainable solutions for our company
- We have a company-wide Recycling Program
- Our Director of Sustainability initiates and supports sustainability efforts
- We have performed an environmental or waste audit
- We are recognized by peers and environmental organizations for providing leadership in sustainability
- We are a carbon-neutral company

Other - what other programs do you have in place, or planned for promoting resource efficiency

8. Does your company have web-based materials available documenting your "Green" initiatives? Please check the items that apply.

- We are developing web-based documentation of "Green" initiatives (Provide link)
- Our website includes "Green" reference information (Provide link)
- Our website contains an environmental policy statement (Provide link)

- Our website includes materials that document company's "Green" initiatives (Provide link)
- Our website contains our company's Sustainability Report (Provide link)

Other – Does your company have other web-based materials available documenting your "Green" initiatives? (Provide link)

9. If you are providing a product, does the manufacturer of the product that you are bidding/proposing have an environmental policy statement? Please check the item that applies.

- No, the manufacturer of the product that I am bidding/proposing DOES NOT have an environmental policy statement
- Yes, the manufacturer of the product that I am bidding/proposing HAS an environmental policy statement

Provide Environmental Policy Statement

10. If you are providing a product, has the manufacturer of the product that you are bidding/proposing ever been cited for non-compliance of an environmental or safety issue? Please check the item that applies.

- No, the manufacturer of the product that I am bidding/proposing HAS NOT been cited for non-compliance of an environmental or safety issue
- Yes, the manufacturer of the product that I am bidding/proposing HAS been cited for non-compliance of an environmental or safety issue

Provide reason, date and outcome of the citation

11. Has an environmental life-cycle analysis of the product that you are bidding/proposing been conducted by a certified testing organization, such as Green Seal? Please check the item that applies.

- No, an environmental life-cycle analysis of the product that I am bidding/proposing HAS NOT been conducted by a certified testing organization, such as Green Seal
- Yes, an environmental life-cycle analysis of the product that I am bidding/proposing HAS been conducted by a certified testing organization, such as Green Seal.

Provide certification

12. If selected pursuant to this solicitation, what are your plans for continuing your operations and services to ASU if there is a major and/or catastrophic pandemic influenza outbreak?

**CONFLICT OF INTEREST CERTIFICATION**

Date:

Purchasing and Business Services  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

- There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract resulting from this request.
  
- The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

Firm:

Signature required:

Print name:

Title:

E-mail Address:

Street Address:

City:

State:

Zip:

Phone Number:

Fax Number:

Federal Tax ID Number:

(Purchasing 01-31-2007. Previous editions are obsolete and cannot be used.)

FEDERAL DEBARRED LIST CERTIFICATION

**Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)**

Date:

Purchasing and Business Services  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) (check one) **Are**  or **are not**  presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Non-procurement Programs) is at <http://epls.arnet.gov> on the Web.)

(B) (check one) **Have**  or **have not** , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) **Are**  or **are not**  presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror (check one) **has**  or **has not** , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(a) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(b) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.

**ATTACHMENT L (Continued)**

- (c) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (d) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

Firm:

Signature required:

Print name:

Title:

E-mail Address:

Street Address:

City:  State:  Zip:

Phone Number:  (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number:  (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Federal Tax ID Number:

(Purchasing 01-31-2007)

**ANTI-LOBBYING CERTIFICATION**

**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2005)**

Date:

Purchasing and Business Services  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

In accordance with the Federal Acquisition Regulation, 52.203-11:

- (a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- (b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989—
  - (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;
  - (2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
  - (3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
- (c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Firm:

Signature required:

Print name:

Title:

**ATTACHMENT M Continued**

E-mail Address:

Street Address:

City

State:

Zip:

Phone Number:

Fax Number:

Federal Tax ID Number:

(Purchasing 01-31-2007)

**LEGAL WORKER CERTIFICATION**

Date:

Purchasing and Business Services  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

As required by Arizona Revised Statutes §41-4401 the University is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any subcontractor or sub-subcontractor under any Contract resulting from this solicitation shall be deemed a material breach of the Contract, and is grounds for penalties, including termination of the Contract, by the University. The University retains the right to inspect the records of the below entity, subcontractor and sub-subcontractor employee who performs work under the Contract, and to conduct random verification of the employment records of the below entity and any subcontractor and sub-subcontractor who works on the Contract, to ensure that the below entity and each subcontractor and sub-subcontractor is complying with the warranties set forth above.

Firm:

Signature required:

Print name:

Title:

E-mail Address:

Street Address:

City:  State:  Zip:

Phone Number:  (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number:  (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Federal Tax ID Number:

(Purchasing 09-23-2008.)

**SUDAN OR IRAN BUSINESS OPERATIONS CERTIFICATION**

Date:

Purchasing and Business Services  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

The undersigned certifies that pursuant to Arizona Revised Statutes § 35-397, the below entity does not have a scrutinized business operation in either Sudan or Iran.

Firm:

Signature required:

Print name:

Title:

E-mail Address:

Street Address:

City:

State:

Zip:

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Federal Tax ID Number:

(Purchasing 09-23-2008.)

**VETERAN'S PREFERENCE CERTIFICATION**

Date:

Purchasing and Business Services  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

The undersigned certifies that the below entity has a Veteran's Preference program per the following:

Contractor agrees to provide preference in initial employment for U.S. veterans by:

- Adding points to the raw score of a numerically scored screening instrument, or
- Hiring a veteran if, at the conclusion of the search process, a veteran is one of a number of comparably qualified candidates.

For purposes of this certification, "veteran" means: an honorably separated person (honorable or general discharge) who served on active duty (not active duty for training) in the Armed Forces:

- During any war declared by Congress;
- During the period April 28, 1952 through July 1, 1955;
- For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
- During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
- For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- In a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty, must have served continuously for 24 months or the full period called or ordered to active duty. Effective on October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they qualify as disabled veterans.

Firm:

Signature required:

Print name:

Title:

E-mail Address:

**ATTACHMENT P Continued**

Street Address:

City

State:

Zip:

Phone Number:

Fax Number:

Federal Tax ID Number:

(Purchasing 09-23-2008.)

**SERVICE PROVIDER ACKNOWLEDGEMENT**

Arizona State University is committed to protecting the health and welfare of students, faculty, staff, visitors, and to the environment. Accordingly, it is important that all members of the ASU community recognize and share this commitment and comply with the environmental, health and safety policies, rules, procedures and regulations governing ASU campus activities.

ASU is also looking to the community, including service providers, for cooperative and responsible leadership that will help the University implement a safer environment through safer practices and more sustainable solutions.

Towards this end, it is ASU's expectation that all service providers have the responsibility for environmental, health, and safety issues created or otherwise arising from or related to their work under their contract with ASU.

The service provider shall ensure that its employees are properly identified (e.g. officially issued picture ID and/or badge) and have been instructed about the boundaries of their work areas. Service providers will comply with all applicable local, state, and federal rules and regulations, including those related to the Occupational Safety and Health Act of 1970.

For all service providers, ASU is providing a few general guidelines in this document concerning conducting work on ASU Job Sites.

**SERVICE PROVIDER** -- refers to any individual, company, or corporation who is hired by ASU or an ASU employee to provide construction, repair or maintenance related services on ASU property or facilities.

**GENERAL SITE INFORMATION**

Failure on the part of the service provider to comply with the following requirements may result in termination of the contract with ASU. Prior to working in areas where site-related hazards might be present, all service providers shall consult with the Project Manager for more information

- Permission must be obtained from the Project Manager whenever it is necessary for personnel to go to the roof of any building.
- Lunch and break areas are to be coordinated through the Project Manager.
- Pedestrians should use walkways where provided. Shortcuts shall not be taken through operating areas.
- Explosives of any type are prohibited on the site with the **exception of Powder Actuated Tools**.
- Barricading of ASU streets (contacting ASU Police at 480-965-3456 is required prior to any barricades being set).

**PARKING -- Park in specified areas only.** The proper parking permit must be secured from ASU Parking and Transit Systems (PTS) and displayed appropriately in vehicles. Contact the Project Manager and/or at PTS at 480-965-9297. Do not block entrance ramps, trash docks, and truck doors, etc.

Web View of [Service Provider Job-Site Safety Information](#)

**DISCLOSURE OF ASBESTOS, LEAD AND/OR OTHER HAZARDOUS MATERIALS**

Arizona State University is informing all service providers of the potential presence of asbestos, lead and or other hazardous materials at ASU. Depending on the location(s) of your work, there may be one or more of these materials present. It is your responsibility to discuss the full scope of your work with the CPMG Project Manager or designee so that you have the appropriate information related to asbestos, lead and/or other potentially hazardous materials. If the scope of your work changes, contact your CPMG Project Manager or designee before proceeding to determine if the change in scope may involve the potential disturbance of asbestos, lead and/or other hazardous materials.

Should there be changes to your scope of work affecting areas outside of your original contract area, or, if unforeseen or unidentified suspect materials be uncovered or discovered during your work, you are required to stop all work which would impact those materials until they can be evaluated and tested by ASU. Immediately upon discovery of any unidentified or unforeseen building material, you must notify the CPMG Project Manager to arrange for ASU to evaluate and test the materials.

Prior to your work taking place, inspections for asbestos, lead and other potentially hazardous materials must be (or have been) conducted by ASU, and identified materials (containing asbestos, lead or other hazardous materials) that would be disturbed by your current scope of work will be (or have been) removed or isolated in such a manner as to prevent potential exposure. Please contact ASU CPMG Asbestos Program Manager at 480-965-7739 to determine if, based on your current scope of work, there any remaining materials which are or may be present in adjacent location(s), but should not be disturbed.

Your signature on this document acknowledges you received this disclosure and that you had the opportunity to review your scope of work with the CPMG Project Manager or designee.

The [Service Provider Job-Site Safety Information](#) Orientation document is meant to serve as a guide for the contractor/vendor, any and all of its supervisors, and any and all of its subcontractors during their performance within the scope of work under their contract with ASU. Although the document sets forth certain guidelines and rules of operations on ASU sites, it is not intended to address every potential safety and health issue that may arise during the scope of the contracted work. **IT DOES NOT COVER EVERY POSSIBLE SITUATION.**

While ASU retains the right to periodically review the work of any service provider, its supervisors, or its subcontractors, ASU does not assume responsibility for any issues identified outside of contract compliance.

Accordingly, ASU expects each service provider to supplement the provisions contained in the Service Provider Job-Site Information & Guideline document with proper instructions and work practices that, based on knowledge and experience, will help decrease the likelihood of injury to service provider employees, subcontractors' employees, and to others, as well and prevent damage to property and material on ASU sites.

Service Provider Name:

Street Address

City

State

Zip

The above service provider certifies that they, any and all of its subcontractor's, or its supervisors, prior to commencing any work on an ASU site, have reviewed and understand the contents of the Service Provider Job-Site Information & Guidelines document and/or have attended the Service Provider Job-Site Information & Guidelines orientation program produced by ASU Department of Environmental Health and Safety. By having their representative sign and date this document prior to commencing any work, the service provider accepts, and agrees to the provisions of these Acknowledgement Clauses. The service provider is required to provide the original of this signed document to EHS and a copy to CPMG.

Employer Representative Signature

Date

Print Name:

Title:

**SUBMITTAL INQUIRY FORM**

(Pre-submittal Questions, General Clarifications, etc.)

**PROJECT NAME:** 2010 Annual RFQ for Design Professional Services for Projects under \$250,000 for Architects and under \$500,000 for Engineers and Other Professional Services

**RFQ NUMBER:** 2010 Annual RFQ for Design Services

**INQUIRY DEADLINE:** 5:00 P.M., M.S.T., Friday October 9, 2009

QUESTIONS ON:	Yes	No
ORIGINAL RFQ PACKET or;	<input type="checkbox"/>	<input type="checkbox"/>
ADDENDUM NO. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION NUMBER:**

**COMPANY CONTACT:**

Firm:

E-mail Address:

Date

Phone Number:

Fax Number:

**QUESTIONS:**

## **Appendices A - I**

**The following Appendices are for information only. You will be required to complete the following forms if and when you are selected to work on a project.**



**APPENDIX 1**  
(To be completed for each Project as Assigned)  
**Request for Fee Proposal**  
**Design Professional Services**  
**PROJECT NAME:**  
**PROJECT NUMBER:**

Date: (faxed this date)

**Fax: (XXX)-XXX-XXXX Phone: (XXX)-XXX-XXXX Eighteen Page Transmittal**

Name of Firm

ATTN:

**RE: REQUEST FOR FEE PROPOSAL**

This letter is to acknowledge and confirm that your firm, **XXXXXXXXXXXXXXXXXX**, has been selected by Arizona State University to provide DP (A/E) services as outlined herein for the above listed project number and name, subject to a successful fee negotiation and acceptance of the pro-forma agreement to be sent under separate cover. The Agreement to be sent under separate cover is our 12-05-03 version.

The University is requesting your firm to furnish the University with your written fee proposal for the services requested for this project. **Your fee proposal is to include a detailed manpower loading plan and the fees for your services, consultants, and the hourly rate for each discipline. All fees are subject to the Arizona Board of Regents (ABOR) CONSTRUCTION COST CONTROL AND PROFESSIONAL FEE GUIDELINES.**  
[http://www.abor.asu.edu/1\\_the\\_regents/cost\\_control/cost\\_index.html](http://www.abor.asu.edu/1_the_regents/cost_control/cost_index.html)

**Fee.** The contract fee shall be divided into the following as applicable:

I	Program Development Sub-phase	___%	V	Bidding and Bid Award Phase	___%
II	Schematic Design Sub-phase	___%	VI	Construction Phase	___%
III	Design Development Sub-phase	___%	VII	Closeout and Occupancy Phase	___%
IV	Construction Documents Sub-phase	___%			

**The University reserves the right to accept the Scope of Services and fee in part by phase or in total for the entire project, and to determine at schematic design phase whether or not to continue with the design and construction delivery method of CMAR or change to change to design/bid/build.**

Please respond in writing by no later than the close of business on XXXXXXXXXXXXXXXXXXXX, if this is not possible, please contact my office to set-up another day for your written response. If you can prepare your fee submittal before this date, we will be ready to start the fee negotiations shortly thereafter the of receipt of your initial fee proposal, we will review it first, and then we will schedule a fee negotiation meeting at the Tempe campus. I've attached our CADD drawing requirements.

Please submit your fee proposal via E-mail or facsimile to: Doug Boyer, CPPB, at [Douglas.boyer@asu.edu](mailto:Douglas.boyer@asu.edu) or **480-965-2234**.

We are looking forward to hearing from you and working with you and your firm in the near future.

Sincerely,

**Doug Boyer**  
Doug Boyer, CPPB, Senior Buyer  
Purchasing and Business Services

Attachments

## PLANNING PRINCIPLES AND CONCEPT PLAN

### Purpose

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To outline the principles in guiding the development of the Arizona State University main campus

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### Source

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Main Campus Public Art and Design Review Council

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### Policy

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The university's Planning Principles and Goals will be used by everyone who is in any way responsible for the development and maintenance of the physical environment of the ASU main campus. They will be used in the development of master and area plans, as guidelines for consultant selection panels, and by architects, landscape architects, planners, other design professionals, the Main Campus Public Art and Design Review Council, Facilities Management, and all officers, staff, and members of the university.

### **ASU Design Guidelines, Comprehensive Development Plan and Tempe Master Plan**

The ASU Design Guidelines, ASU Comprehensive Development Plans and the Tempe Master Plan are available under Construction Forms at: [http://uabf.asu.edu/ubs\\_forms](http://uabf.asu.edu/ubs_forms)



The following documents are located on the Purchasing Forms Page at

[http://uabf.asu.edu/ubs\\_forms](http://uabf.asu.edu/ubs_forms),

**Current Forms of Agreement /Contracts**

**Design Guidelines**

**Comprehensive Master Plan**

**Comprehensive Master Plans for Tempe, Downtown, Polytechnic and West Campuses**

**ABOR Minimum Requirements for Program Phase**

**ABOR Minimum Requirements for Documents**

(Includes requirements for Schematic Design Development, Construction, Construction Administration, Project Close-out documents and project drawings requirements)

**Supplemental Requirements Sample Forms:**

If you do not have access to the internet, please contact (Doug Boyer, or Pamela Thompson Lefkowitz, 480-965-3655 or [Pamela.Thompson2@asu.edu](mailto:Pamela.Thompson2@asu.edu)), and a copy can be mailed to you, or you may pick one up.

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**DIRECTIONS TO USB VISITOR PARKING**

**Purchasing and Business Services is in the University Services Building, (1551 S. Rural Road, Tempe AZ, 85287) located on the east side of Rural between Broadway Ave and Apache Boulevard. Visitors may park in the USB Lot 45, located directly behind the building, using the Pay by Space machine, which has a cost of \$2.00 per hour or any portion thereof. 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.**

**All visitors to USB are to obtain a visitor's badge from the USB Reception Desk to wear while in the building, please check in at the USB Reception Desk. The receptionist will call to have you escorted to your meeting.**