DATE Issued: 8/05/19

THE ARIZONA BOARD OF REGENTS

for and on behalf of

ARIZONA STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS FOR:

CMAR 101339

_____________________________________

PSF 2nd Floor Renovation

_____________________________________

DUE DATE/ TIME: 3:00 PM, MST, 9/03/19

JANUARY 2018 EDITION

Time and Date of Pre-Submittal Conference 8:00 AM, MST, 8/12/19
Deadline for Inquiries 5:00 PM, MST, 8/20/19
Time and Date Set for Submittal 3:00 PM, MST, 9/03/19
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The Attachments, Forms, Acknowledgements, and General Information and Instructions are part of the Request for Qualifications and the terms, conditions and criteria therein must be met by any Proposer. To find these items, go to: http://cfo.asu.edu/purchasing-forms.
PART I: REQUEST FOR QUALIFICATIONS

ARIZONA BOARD OF REGENTS
REQUEST FOR QUALIFICATIONS (RFQ)

Arizona State University (ASU) extends an invitation to interested and qualified firms or individuals to submit formal sealed qualifications to provide Construction Manager at Risk construction phase services as described herein.

Proposals shall be marked as follows:

Proposal for Performance of Construction Manager at Risk Construction Services:

Submitting Firm:
Project Name: PSF 2nd Floor Renovation
RFQ Project Number: CMAR 101339
Attention: Joan Stockmaster
Time/Date Due: 3:00 PM, 9/03/19

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

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

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

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

This proposal is open until 3:00 PM, MST, 9/03/19 at which time a representative of Purchasing and Business Services will announce publicly only the names of those firms or individuals
submitting qualifications. No other public disclosure will be made until after the award and execution of the contract.

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

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

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

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

**ARIZONA STATE UNIVERSITY**

Joan M. Stockmaster

Joan M. Stockmaster, CPSM  
Sr. Buyer  
Purchasing and Business Services  
Construction Group  
Joan.Stockmaster@asu.edu
Project Description
This project entails the renovation and modernization of existing laboratory space in Physical Sciences Center F-Wing, 2nd Floor for the School of Earth and Space Exploration. This includes all building systems, walls and finishes.

Formal sealed qualifications are due on or before 3:00 PM, MST, 9/03/19.

Pre-Submittal Conference and Site Visit
A RECOMMENDED Pre-Submittal Conference is scheduled for 8:00 AM, MST, 8/12/19 in the PSF 501 classroom at Physical Sciences F-Wing of Arizona State University Tempe Campus. A site visit will immediately follow. We recommend you park in the Fulton Center Parking Garage, located at College Avenue and University Drive. Cross University Drive and continue south on Cady Mall to Tyler Mall. Turn left/East on Tyler Mall and continue to Physical Sciences F-Wing. Reference the ASU Parking Map at http://www.asu.edu/map. Attendance is strongly recommended for those who desire to submit a Proposal. The ASU Project Manager will be available to discuss the Project. Make sure to bring your business card for streamlined sign-in.

Obtain a Copy of RFQ
The Request for Qualifications instructions, a description of requested services, information on the Project and a description of the proposal and selection process is available at the Arizona State University Bid Board at https://cfo.asu.edu/construction-facilities-bid-board. Requests may be made in writing via fax (480) 965-2234 or email to Joan Stockmaster at joan.stockmaster@asu.edu and Purchasing will email or mail you the RFQ. You may also pick up a copy at the University Services Building, 1551 S. Rural Rd., Tempe, AZ, 85281. Please ask for the Buyer at the lobby desk.

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

All correspondence relating to this Project should be addressed to:

Purchasing and Business Services
Attention: Joan Stockmaster
Title: Sr. Buyer
Arizona State University
PO Box 875212
Tempe, Arizona 85287-5212
Phone: 480-965-0822
Email address: joan.stockmaster@asu.edu

ARIZONA BOARD OF REGENTS
By ___ Jay Heiler ___
Chair
By ___ Ram Krishna ___
Secretary

Publication Date: Daily Sun News on 8/7/19
PART II: PROJECT INFORMATION AND SCOPE OF SERVICES

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

The successful CMAR in this selection will be able to provide services at ASU’s discretion for renovation/ modification projects, related to this Project, for the duration of the warranty period of two years after Substantial Completion.

1) SITE DESCRIPTION

The proposed renovation will be constructed in Tempe, Arizona on the site bounded by Palm Walk on the west, E. University Drive to the north, McAllister Mall on the east, and Tyler Mall to the south. The project will be implemented in one phase. The address for the Physical Sciences Center F-Wing is 550 E. Tyler Mall, Tempe, AZ 85281.

The PSF 2nd Floor Renovation will be built in accordance with ASU Project Guidelines located at https://cfo.asu.edu/design-professionals, and applicable state and local codes.

2) PROJECT DESCRIPTION

The Bateman Complex, often referred to as the Physical Sciences buildings, includes eight wings that were constructed between the 1960s and the 1990s. This project is located on the 2nd floor of the F-Wing. The scope includes the renovation of approximately 4,000 SF of existing laboratory space to accommodate the research needs of the School of Earth and Space Exploration. The work will include demolition and replacement of
existing walls, ceilings, lighting, plumbing systems and the replacement of an existing air handler and modification of the existing exhaust system to accommodate eight (8) new fume hoods.

Work includes the replacement of existing tile finishes, counters and plumbing fixtures in both of the existing men’s and women’s restrooms on the second floor only.

The renovation work will also include removal and replacement of the existing windows along the west, south and east side of the building on the second floor only.

**Sustainability**

This project will not be required to meet ASU Sustainability Guidelines for submittal to USGB for LEED Certification, however it will be constructed in compliance with ASU Design Guidelines.

**Historic Preservation**

The F Wing is not on the Historic Preservation List. ASU will coordinate with Arizona’s State Historic Preservation Office (SHPO) should any issues arise.

3) **ESTIMATED PROJECT BUDGET**

Estimated Construction Budget: $2.2 Million  
Estimated Total Project Budget: $3.5 Million

4) **ESTIMATED PROJECT SCHEDULE**

ASU’s goal is to open the renovated facilities for use during Spring Semester of 2021.

- DP Selection 07/15/2019  
- CMAR Selection Late September 2019

The remainder of the schedule is TBD.

5) **SCOPE OF SERVICES**

Proposed services include preconstruction phase services under a preconstruction phase services contract. Under the conditions described below, CMAR and ASU will enter into a separate construction phase services contract for the Project.

Preconstruction phase services are projected to begin during the Schematic Design Phase for this Project.

Preconstruction phase services will include, among others:

- Milestone conceptual estimating and dynamic conceptual estimating of construction
costs during the design process to prepare cost estimates that accurately forecast the Guaranteed Maximum Price (GMP)

- Milestone and Detailed Project Scheduling. This includes assessing the building systems and making recommendations to the Owner regarding phasing of the proposed work to maintain ongoing classroom activities, minimize disruption to the building occupants, sequence the work to complete the work as expeditiously as reasonably possible, and minimize the adverse effects of construction such as noise, dust and restricted access. This also includes cooperating with and incorporating the work of the Owner’s Contractors such as for hazardous material abatement and third party commissioning.

- Constructability reviews, systems reviews and value engineering
- Development of Quality Control Procedures.
- Active participation in all meetings and other CMAR designated activities.
- Communicating information on a timely basis to ASU, the design professional, the design professional’s consultants and any early selected subcontractors
- Interacting with ASU, the design professional, the design professional’s consultants and any early selected subcontractors on a “team” or “win-win-win” basis
- Pre-selection of subcontractors using a qualifications-based selection process, as applicable.
- Preparing a proposed GMP and required accompanying information and negotiating a mutually-satisfactory final GMP

If ASU and the CMAR agree on a GMP, and ASU receives the required approvals, ASU and CMAR will enter into an agreement that will cover construction, commissioning, and warranty services for the Project.

ASU reserves the right to cancel the agreement at any time with the selected CMAR.

NOTE: The above description of the proposed services is, for purposes of brevity, not intended to be a full description of the Project scope of work. Prospective proposers are encouraged to attend the scheduled Pre-Submittal Conference to obtain more detailed information, including questions and answers. (See Legal Advertisement, Part I, Pre-Submittal Conference, for further information.)
PART III: PROPOSAL FORMAT AND CONTENTS

The total length of Sections 1-4 below should not exceed 20 pages total (10 double-sided sheets) of text and graphics in single column format with a font size of no less than 10 points. Section dividers or blank pages don’t count toward the page limitations. This limit excludes AIA documentation and mandatory ASU Certifications and Forms. Submit the following:

- One (1) clearly marked hardcopy “original” in 8.5” x 11”, non-binding form. No metal or plastic binding – may use folder or clip for easy removal of proposal.
- One (1) additional copy on FLASH drive in PDF format, PC readable, no passwords, labeled with vendor name and project number and less than 5 MB
  - One document for complete submittal on FLASH DRIVE. All required signed Certification Forms and documents are to be included in your PDF document.
  - Check and play all FLASH drive’s before submitting. (Company marketing materials not recommended. Compress photos, etc. in smaller size formats as necessary.)

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

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

ASU is seeking a firm with Construction Manager at Risk construction phase skills and experience as specified in this RFQ. ASU will be evaluating prior CMAR experience that is relevant to the project Scope of Services listed in Part II. ALL OF THE FOLLOWING SELECTION CRITERIA ARE IMPORTANT TO ASU. THE CRITERIA ARE LISTED IN ORDER OF THEIR RELATIVE IMPORTANCE WITH THE MORE IMPORTANT CRITERIA BEING LISTED FIRST.

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

SECTION 1) PROJECT APPROACH & QUALIFICATIONS

Representative Project History

Provide a project synopsis for three projects for which your firm provided CMAR preconstruction and construction phase services within the last five years, and that best illustrate your firm’s experience and ability to successfully perform the work required for this project. If you have not had CMAR project delivery method experience on similar projects, but your firm has performed similar projects that you believe are comparable to the CMAR project delivery method, provide an explanation of why you believe the experience is comparable to the CMAR project delivery method in your synopsis.
Each project description shall include, at a minimum, the following:

- Project name, images, location, contract delivery method, the firm’s role on the project, and a brief description. Highlight aspects of the project that are comparable to this renovation of a research laboratories/teaching laboratories/higher education building in a dense, urban campus environment.
- Final project size in gross square feet.
- Project type (new, renovation or addition).
- The Owner's original budget estimate, the initial GMP contract amount and the final construction contract amount. Provide an explanation for the value and classification of the change orders that impacted the final construction cost.
- State the original scheduled completion date of the project and the actual completion date (or the anticipated completion date, if not yet completed.). State the total days of schedule extension on the project, and provide an explanation.
- The names of any project personnel who were involved with the project and who are also being proposed for this project. Include the job titles for each individual that describes their main responsibility on the representative project.
- The firm name of the Design Professional (DP) and the name of the DP representative who served as the day-to-day contact during the design and construction phase of the project. Include CURRENT email address and telephone number(s).
- Owner reference and contact information. Include name, title, and CURRENT email address and telephone number(s).
- ASU's selection committee may contact references during any part of this process. ASU reserves the right to contact any other references at any time during the RFQ process.

**Project Approach – Preconstruction**

- Describe your methodology for working with the Project Architect/Engineer, their consultants, ASU and the End Users to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the design and construction process.
- Summarize your firm’s approach to delivering the Scope of Work contained in the ASU Standard Form of Agreement Between Owner and CMAR; the strength of your team as it relates to the scope of the project; what makes your firm stand out above your peers; and why your firm should be selected as the most qualified CMAR for the project.
- Identify work or services anticipated to be subcontracted and describe how your firm will involve subcontractors in the Preconstruction phase.
- Describe one specific and similar example of your firm’s previous project experience, and proposed approach for working with the Owner and Design Professional during the preconstruction services phase to reconcile project cost estimates and deliver project(s) within the approved budget.
- Describe the specific methods for cost estimating and GMP development and refinement to be used by your firm. Clearly describe how this process will be presented to the Owner during the Preconstruction Services period to collaborate and assist the Owner in making final project scope and budget decisions.
- Describe your firm’s proposed approach to actively identify and reconcile potential discrepancies between the design documents and actual field conditions to minimize “unforeseen conditions” that could impact construction.
- Describe how the CMAR will assist in developing a realistic project schedule that meets the Owner’s objectives. Describe how your firm will contribute to the project by developing
construction phasing that will minimize disruption of classroom utilization and to the building occupants. Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary.

- Describe your firm’s approach to and organization of comprehensive quality control programs to include the description of programs successfully implemented by your firm. Drawing from a previous project, provide some examples of “quality” issues encountered and successfully resolved that best illustrates what makes your firm’s Quality Control Programs superior.
- Provide a brief overview of your firm’s current safety program, lost time or incident statistics, and detail any OSHA citations in the last three (3) years. Provide a letter from your firm’s workers compensation carrier(s) setting out your firm’s current Experience Rating or Multiplier and Experience Rating or Multiplier for the three (3) prior years.

Project Approach – Construction

- Describe how your firm will ensure a smooth transition from the Preconstruction Services phase to the Construction Services phase. Describe how your firm will ensure continuity of a proactive team approach to identifying and quickly rectifying potential problems that could have an effect on the project schedule and/or approved budget. Identify any Team Members that may be directly involved in both the Preconstruction and Construction Phases of the project.
- Briefly describe your firm’s previous experience performing laboratory type renovation projects including a succinct summary of scenarios required to deliver this type of project while maintaining continued operation within the building. Relative to the Physical Sciences Center F-Wing 2nd Floor Renovation, explain how your firm will plan and react to varying Owner and/or User needs expressed during the Construction phase. Provide and elaborate on one specific project example from your firm’s Proposal that best represents the types of challenges that will be encountered during construction in an active facility, with multiple stakeholders. Show how your firm proposes to remain flexible to the needs of the Owner and Users during construction.
- Describe the internal procedures used by your firm for developing, monitoring, and maintaining the project schedule. Among other items, specifically address submittals, sub-contractor management, and critical path aspects of project and material availability.
- Describe your firm’s philosophy and approach to resolving conflicts with the Owner, Design Professional, Consultants and Subcontractors.
- Describe your firm’s approach to achieving close-out, such as commissioning (including cooperating with the Owner’s commissioning agent), punch list and warranty work. Identify the individual who will be responsible for these activities.

SECTION 2) PROJECT TEAM

Project Team High-priority areas.

- Emphasis should be placed on the assigned Project Manager (Preconstruction and Construction), Project Superintendent, and the specific members of Construction Team who will work on this project
- Prior experience on similar research laboratories/teaching laboratories/higher education renovation projects
- Have the individuals in Proposer's project team for this project worked together previously
in successfully completing the projects described under Prior Experience above?

- Proven successful experience in the CMAR process and partnering with both the Design Professional and the Owner

Provide a graphical organization tree with photos of proposed staff.

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

**Proposed team member workload for this project:**

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Preconstruction</th>
<th>Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Preconstruction Manager</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Construction/Project Manager</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Superintendent</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Other</td>
<td>Other Roles</td>
<td>xx%</td>
<td>xx%</td>
</tr>
</tbody>
</table>

List the primary individuals to be assigned to the Project and identify their positions on the Project Team. Include a resume (1/2 page maximum per person) describing the applicable qualifications and experience of each individual. Primary personnel are the Preconstruction Manager, Construction/Project Manager and Project Superintendent. List examples of their experience on similar projects and/or projects these individuals have worked on together, identifying project size, schedule and complexity, as well as their specific role. (See example below)

**Project experience working as a team:**

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Project1</th>
<th>Project2</th>
<th>Project3</th>
<th>Project4</th>
<th>Project5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Preconstruction Manager</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Construction/Project Manager</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Superintendent</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Other Roles</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Provide a concise definition of your job as a CMAR
- Provide a brief overview of the pre-construction services your firm offers
- Indicate proximity of your office to Arizona State University and related ability to support the project
- List proposed major subcontractors

Recommend practices and procedures for this project to promote interaction between the Owner’s personnel, the Design Professional’s personnel, the Design Professional’s consultants, your
personnel and your subcontractors’ personnel on a “team” or “win-win-win” basis. Give examples of successful experiences.

Address the following Project Team high-priority areas:

- Emphasis should be placed on the assigned Pre-construction, Construction/Project Manager and Project Superintendent capabilities and experience
- Prior experience of construction firm’s design assist role on similar projects
- Have the individuals in Proposer’s project team for this Project worked together previously in successfully completing the projects described under Prior Experience above?

SECTION 3) EXPEDITED COMPLETION OF PROJECT (TIME SAVINGS)

- Outline a path for the successful delivery of this Project
- Address your firm's strategy to balance the quality, schedule, and budget on this Project. Please describe your proposed scope/budget alignment processes during the design phase.
- Describe what practices, procedures, and resources you propose for this Project to save time and/or dollars, and how you have demonstrated this in the past
- Discuss your firm's strategy to address innovative sustainability on this Project

SECTION 4) PROCEDURES TO IMPLEMENT ASU SUBCONTRACTOR SELECTION PLAN

Briefly outline your subcontractor selection plan for this project and describe how it meets the requirements of the project ensuring competition and ASU involvement in the subcontractor selection process.

- Describe qualifiers used in selecting subcontractor(s)
- Describe sub-contractor bidding format to be used
- Describe your process to replace a non-preforming subcontractor

Reminder: Total length of Sections 1-4 should not exceed 10 double-sided pages.

SECTION 5) ATTACHMENTS AND FORMS W/ ACKNOWLEDGEMENTS (REQUIRED)

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

Attachment 1: Addenda, Selection Process, General Instructions, Regulatory Information And Supplemental
Requirements Acknowledgment
Attachment 2: Intentionally Omitted
Attachment 3: Reference Format
Attachment 4: Proposal Certification
Attachment 5: Anti-Lobbying Certification
Attachment 6: Conflict Of Interest Certification
Attachment 7: Federal Debarred List Certification
Attachment 8: Legal Worker Certification
Attachment 9: Veteran’s Preference Certification
Attachment 10: Supplier Sustainability Questionnaire
Attachment 11: Service Provider Acknowledgement
Attachment 12: Intentionally Omitted
Attachment 13: Small Business Diversity Form

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

- CM@Risk Standard Form Agreement
- CM@Risk Exhibit A - General Conditions
- CM@Risk RFQ and Forms
- CM@Risk RFQ General Information & Instructions

**NOTE:** By submitting a response to this RFQ, your firm acknowledges and agrees to all terms & conditions of the Standard Form Agreement between Owner and CM@RISK.

**Supplemental Requirements Forms:**
Supplemental Requirements apply to project when the project budget is $2 Million and above. Sample forms are available for review on the Purchasing Forms Page under Miscellaneous Documents at: [https://cfo.asu.edu/purchasing-construction](https://cfo.asu.edu/purchasing-construction).

The ASU Project Guidelines, ASU Comprehensive Development Plan and Tempe Master Plan are available at: [https://www.asu.edu/planning/tempe.html](https://www.asu.edu/planning/tempe.html)