DATE ISSUED: 3/06/19

THE ARIZONA BOARD OF REGENTS

for and on behalf of

ARIZONA STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS

for

DESIGN-BUILD SERVICES

PROJECT 101408

____________________________________
RECREATION AND SPORTS FIELDS

____________________________________

DUE DATE/TIME: 3:00 PM MST 4/03/19

Time and Date of Pre-Submittal Conference 1:00 PM MST 3/13/19
Deadline for Inquiries 5:00 PM MST 3/20/19
Time and Date Set for Submittal 3:00 PM MST 4/03/19
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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.
Project Description
Arizona State University extends an invitation to interested and qualified Design-Build Teams to submit in writing their qualifications to provide Design-Build Services relating to the construction of the Tempe Recreation and Sports Fields. This project will use a Design-Build delivery method. The project will consist of taking the existing site from rough graded to four (4) NCAA Division One fields including a new lacrosse field, a new soccer and lacrosse practice field, a replacement of the existing soccer field, and one new full size football field for Sun Devil Athletics. The development will also include one large field for Educational Outreach and Student Services (EOSS)/intramural competition that can be configured into a minimum of four (4) fields. The fields will be equipped with either natural or artificial turf. All fields will be irrigated. A restroom building befitting an upscale community park will be required as well.

Formal sealed qualifications are due on or before 3:00 PM MST 4/03/19

Pre-Submittal Conference
A RECOMMENDED Pre-Submittal Conference is scheduled for 1:00 PM, MST, Wednesday, March 13, 2019 in Room MU241C, Ventana C. The Memorial Union is located on the Tempe Campus of Arizona State University. 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 Design Manager and Project Manager will be available to discuss the Project. Please 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 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, 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 must be addressed to:

Purchasing and Business Services
Attention: Joan Stockmaster, CPSM
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 Friday, 03/08/19
PART I: REQUEST FOR QUALIFICATIONS

ARIZONA BOARD OF REGENTS
REQUEST FOR QUALIFICATIONS (RFQ)

Arizona State University (ASU) extends an invitation to interested and qualified Design-Build Teams to submit formal sealed qualifications to provide qualifications for Design-Build services as described herein.

Proposals shall be marked as follows:

**Submitting Firm:**
- Project Name: Recreation and Sports Fields
- RFQ Project Number: DB 101408
- Attention: Joan Stockmaster
- Time/Date Due: 3:00 PM MST 04/03/19

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
- Arizona State University,
  c/o Purchasing and Business Services
  1551 S. Rural Road
  Tempe, Arizona 85281

**Or, if mailed:**
- Attention: Joan Stockmaster
- 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 04/03/19** 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 machine (must know license plate number).** The machine 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. 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, Sr. Buyer
Purchasing and Business Services
Construction Group
joan.stockmaster@asu.edu
PART II: PROJECT INFORMATION AND SCOPE OF SERVICES

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

The successful Design-Build Team 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 Recreation and Sports Fields will be constructed in Tempe, Arizona, east of the existing Sun Devil Soccer Stadium and the Alberta B. Farrington Softball Stadium. The existing Karsten Golf Course land will be rough graded for development of the new Recreation and Sports Fields.

Existing utility infrastructure on the project site will be assessed by the design professional with respect to capacities required to serve the needs of the new fields.

The Recreation and Sports Fields project will be built in accordance with:

- ASU Project Guidelines (March 2018) https://cfo.asu.edu/design-professionals
- Applicable state and local codes

2) PROJECT DESCRIPTION

Sun Devil Athletic NCAA competition fields for soccer and lacrosse:

1. Design and construction of a suitable base material for natural turf and placement of artificial turf field atop existing rough grading material
2. Base to meet or exceed NCAA turf requirements
3. Turf will consist of natural and artificial grass

Competition Fields for Educational Outreach and Student Services (EOSS)/Intramural:

1. Design and construction of a suitable base material for natural turf atop existing rough grading material
2. Base to meet or exceed USGA turf requirements
3. Student fields will consist of natural turf

All fields:

1. Design and construction of irrigation for all fields, perimeter and parking lot landscaping, including replacement of existing irrigation on existing soccer field; shall be consistent with existing athletic field equipment. Irrigation shall include cooling irrigation of artificial turf field. Basis of design to meet Hunter I-40 opposing nozzle for full turn heads, half turn heads I-20 pressure regulated, all heads to be stainless steel. Rainbird valves, pressure tank and pumps are to be the ASU standard. Calsense CS300 irrigation controllers to be used and expandable for future development.
2. New potable water source at perimeter of site will be provided by Catellus (developer). Irrigation to be supplied by awarded contractor.
3. Design and construction of field drainage to accommodate field use within 8 hours of a monsoon rain event for competition fields (4) and the synthetic turf field. The NCAA fields to be gravity drained to a subsurface system with the outfall to be determined. Provide design and construction pricing options for onsite storm water retention, connection into the existing storm water system on the east perimeter and other design and cost methods for consideration.

4. Design and construction of lighting and power at all fields to be consistent with broadcast level lighting (100 foot candles) at NCAA competition and practice fields. The artificial turf field (75 foot candles), and the EOSS turf field lighting level (50 foot candles). Lighting to be equipped with after-hours lighting as a vandalism deterrent. Coordinate with APS on the transformer locations and access.

5. Design and construction of perimeter fencing to prevent vandalism to finished project for the entire site. Additional fencing to create separate controlled access to (2) competition fields, (1) athletic practice field and (1) artificial turf field to be priced. Access to be manually lockable. Access to accommodate turf management and event vehicle access.

6. Design and construction of a parking lot (at the east boundary of the site) including concrete curbs, asphalt parking lot, painted spaces, signage, lighting, accessibility, landscape development and electric vehicle (EV) charging

7. Design and construction of a centrally located men’s/women’s restroom facility to serve the fields including lighting, sewer, and a separate potable water source. The facility should provide his and her facilities with five (5) stalls in each restroom. The structure should be resistant to vandalism with security fixtures and finishes.

8. Provide enclosed yard area for electrical equipment, pumps and timers as needed for lighting and irrigation systems adjacent to, or part of, rest room facilities. Maintenance yard to be conflated with Sun Devil Athletics (SDA).

9. Schedule to provide for coordination of competition soccer field with soccer season, and coordination of sod establishment with growing seasons. Design and price the installation of stolons as an alternative to sod.

10. All testing and installation inspections will be completed by ASU. Design / Build team to allow for viewing of installed work prior to burial of any underground utilities in all instances.

11. Design and provide emergency response fixtures and WIFI coverage for the entire area.

**Design Stages**

The design portion shall follow a schematic design, design development, and construction document process. This design portion shall be provided for ASU review and written approval. The design shall be inclusive and will require architectural, civil, structural, MEP systems, and fire protection.

Refer to ASU’s master plan for direction regarding the location of the fields and tentative layout, located at [https://cfo.asu.edu/campus-planning#abor-presentation](https://cfo.asu.edu/campus-planning#abor-presentation)

**System Design**

Comply with ASU Project Guidelines (March 2018) [https://cfo.asu.edu/design-professionals](https://cfo.asu.edu/design-professionals).
LEED qualified – Energy Star compliance

This project is not known to require LEED Certification, however best practices are applicable to the project.

Final Documents

CAD files of the as-built installation shall be provided to ASU at time of project completion. Accurate location of underground utilities will be provided to ASU (depth, position, routing) from a fixed landmark.

Schedule

The Recreation and Sports Fields are to begin construction by September of 2019. Work will begin upon completion of mass grading (mass grading will be completed by Catellus). Substantial completion is anticipated by Spring 2020, with fields ready for use by Summer 2020.

The Design-Build Team shall prepare a complete project schedule including all phases of design, pre-construction, material acquisition, mobilization, installation and contingencies for potential delays.

Scope of Services

The Design-Build Team shall provide all design and construction services necessary to complete the requirements outlined under the project. The Design-Builder may deem it necessary to bring consultants into the organization in order to provide all services.

A. Design Services

1. Refinement of existing programming and making recommendations for various solutions to meet ASU’s needs
   a. Review ASU’s existing program and master plan, and validate the cost and project size assumptions
   b. Advise ASU of ways to gain efficiencies in project delivery
2. Schematic and design development drawings, including compliance requirements for all state and local building codes and ASU Project Guidelines
   a. Advise ASU on choosing sustainable building materials in an effort to meet ASU’s commitment to our Climate Action Plan
   b. Provide alternate systems evaluation and constructability studies
   c. Provide long-lead procurement studies and initiate procurement of long-lead items
3. Preparation of construction documents, including detail specifications and drawings
4. Proved detailed cost estimating and knowledge of marketplace conditions
5. Provide for construction phasing and scheduling that will minimize interruption to ASU’s operations and Sun Devil Athletic Programs
6. Provide project planning and scheduling
7. Assist with the development of budgets and schedules
8. Assist with pre-construction conferences
9. Development of guaranteed maximum prices for the project
10. Participate with ASU in a process to set goals and prequalification meetings for Subcontractor participation
   a. Attendance at proposal openings, analysis of proposal documents and preparation of results
b. Bid award, and manage all construction related contracts while meeting the ASU bid requirements including Subcontractor participation goals
11. Protect ASU’s expectations of quality and safety, and sensitivity to environmental factors
12. Obtain all required ASU, state and federal permits and utility interconnection approvals prior to starting construction

B. Construction Services:

1. Construct the project on schedule and within budget
2. Bond and insure the construction
3. Coordinate with various ASU departments, other agencies, utility companies, etc.
4. Arrange for timely procurement of materials and equipment
5. Schedule and manage site operations
6. Provide quality control
7. Supervision of the construction, as required, in conjunction with ASU Project Manager
8. Work in a cooperative manner to address any changes that might arise during construction
9. Provide all required closeout materials to ASU, including an auto-CAD as-built construction disk. Failure to provide auto CAD as-builts will result in disqualification from further projects.
10. Provide warranty evaluations on an annual basis
11. Prepare meeting minutes and maintain records up-to-date
12. Maintain a safe work site for all project participants

Sustainability
Sustainability is a very important aspect of the program and this project is expected to comply with the new sustainability guidelines that have been incorporated into ASU's Project Guidelines. In addition, ASU has its own Sustainable Advisory Committee and the Design-Build Team will meet with this committee to address compliance to the guidelines.

Historic Preservation
No Historic Preservation issues are anticipated on this project. ASU will coordinate with Arizona’s State Historic Preservation Office (SHPO) should any issues arise.

3) CONSTRUCTION BUDGET

Estimated Project Budget: $10,500,000

4) ESTIMATED PROJECT SCHEDULE

- Design-Build Selection: April 2019
- Design to Begin: April 2019
- Construction Start – DB: 09/01/19
- Construction Complete: 03/01/20
- Beneficial Occupancy: 07/01/20

5) SELECTION CRITERIA

ASU intends to utilize a Design-Build design and construction delivery process for this project. In this delivery method, the Design-Build Team is selected using a qualifications-based selection process. ASU is seeking the most creative, responsive, and best qualified Design-Build Team to collaborate with in achieving the successful realization of this project. Such
Teams’ should be multi-faceted, include a broad range of disciplines, and should be assembled to address the unique requirements of this project as outlined in the Project Description published elsewhere in this RFQ.

This is a one-step design build selection process. The Selection Committee will evaluate and score each submitted proposal to arrive at a shortlist of no more than five Proposers to participate in interviews. ASU reserves the right to determine the interview process, an optional component, and proceed at its discretion, to verify references. If an interview is held, the Selection Committee may secure additional information and additional reference checks or visit completed projects following the interview.

Upon issuing a Notice of Intent to Award to the most-qualified Design Build Team, at ASU’s discretion, has the option to negotiate a multiple phased Guaranteed Maximum Price (GMP) with a final GMP incorporated for all the Work.

In addition to the Design Professional and the General Contractor, Proposers should include entities who bring to the Design-Build Team expertise in the following pertinent areas:

A. All required Design and Engineering Subconsultants, including surveyors, geotechnical investigation and engineers, civil engineers, structural engineers, mechanical engineers, plumbing engineers, fire protection engineers, electrical engineers, telecommunications engineers, landscape architects, and cost estimators
B. Any specialty consultants included in the Design-Build Team to address design issues raised by this particular project’s requirements
PART III: PROPOSAL FORMAT AND CONTENTS

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

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

- 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. The complete submittal must be uploaded onto the flash drive as one document. All required signed Certification Forms and documents are to be included in your PDF document.

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

Check all flash drives before submitting. (Submitting company marketing materials is not recommended. Compress photos, etc. in smaller size formats as necessary. For assistance in compressing your document size to 5 MB or less, refer to the document, Tips to Reduce Document Size for Submittals, located in Miscellaneous Construction Documents on the Purchasing Forms Page at http://cfo.asu.edu/purchasing-forms.)

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 Design-Build Team with experience in construction of similar projects. Firms submitting Qualifications in response to this RFQ must demonstrate comparable project-type experience and capability utilizing the Design-Build project delivery method, or comparable capability. The successful firm awarded a contract may be awarded additional work at ASU’s discretion for any other modifications or renovations at the project site through the warranty period of the project.

Any Design-Build Team proposing to perform Design-Build services must be appropriately licensed/registered in the State of Arizona at the time of submission of the Qualifications. The Arizona Revised Statutes require that each entity proposing to perform professional design services is properly registered to perform such services in the State of Arizona, as required by the Board of Technical Registration. Arizona requires professional registration of Individuals, as well as Firms. Included among the disciplines registered by the Board in Arizona, and generally pertinent to design and construction projects, are: architects, engineers, and landscape architects.

The Arizona Revised Statutes also require that each entity proposing to perform construction services and construction is properly licensed to perform such services in the State of Arizona, as required by the Registrar of Contractors. Any individual(s) or firm(s) proposing to perform Design-Build services must be appropriately licensed/registered in the State of Arizona by the Registrar of Contractors at the time of submission of the Qualifications.

ASU will be evaluating prior Design-Builder 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.

A Selection Committee will evaluate the Statement of Qualifications submitted in response to this RFQ. The evaluation criteria will relate to the qualifications of the Proposer to perform the services under this RFQ. The Statement of Qualifications submitted in response to this RFQ should be fully self-contained and include the information requested below in order and index tabbed the same.

1) Introduction
   a) Please provide an introductory one-page cover letter highlighting the prime firm’s or prime team’s (if a joint venture) qualifications for this particular project. Provide a general description of the firm that is proposing to provide construction management services and general construction services. Also indicate the name, telephone number and direct e-mail address for the primary point(s)-of-contact of the prime firm. If your firm is teaming with another firm, the relationship needs to be identified in this letter. This one-page introduction letter is excluded from the maximum page count.
   b) Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships. Please include all key subcontractor members of the team.
   c) Provide the following information:
      i) List the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
      ii) Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
   d) Provide a statement on surety letterhead from an A- or better surety company describing the Company’s bonding capacity. This component of the introduction is excluded from the maximum page count.

2) Prime Firm Project Experience
   a) Identify a minimum of three (3) comparable projects in which the prime firm served as the Design-Builder. Special consideration will be given to firms that have provided Design-Build services on similar successful projects that include construction of similar sized and programmed project in a similar climate. The listed projects must demonstrate, through previously completed work, that the firm has developed expertise to provide design phase (pre-construction) and construction services as required for this project.
   b) For each project listed, please provide:
      i) A description of the project and photographs
      ii) The role of the firm on the project. Identify the percent of work self-performed (if any). Also, specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.
      iii) The original construction budget per the construction agreement, actual bid or GMP amount, and the final construction amount. If final construction amount is greater than bid/GMP amount, differentiate between Owner-requested Change Orders and those attributable to construction costs.
      iv) The original project schedule by listing Design Phase Start Date, Construction Start Date, and Substantial Completion Date. Compare the contractual dates with actual respective dates. Explain any differences between original and actual project schedule milestones.
      v) The name and role of individuals from the proposed team who worked on each project listed in this section.
      vi) The name and current phone number of the ASU’s Project Manager or other representative for the project
   c) Other Special And/Or Additional Criteria
i) Prior experience designing and building sport fields
ii) Prior experience with utility and infrastructure challenges on similar projects
iii) Prior experience designing and accommodating drainage requirements for sport fields
iv) Team member workload and availability during the duration of the project
v) Address your firm's specific processes that can assist ASU to deliver this project
vi) Address your firm's strategy to balance the quality, schedule, and budget on this project
vii) 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
viii) Discuss your firm's strategy to address innovative sustainability on this project

3) Additional Project Experience
List all CMAR or Design/Build projects awarded to your firm by Arizona State University, Northern Arizona University, and/or the University of Arizona during the last two years, all projects currently ongoing, and/or all projects for which your firm has been selected but are not yet under contract. For each project, provide University's Project Manager, project description, award date (note if pending), construction cost, status of completion, and estimated completion date.

4) Prime Team Member Experience
a) Identify the specific individuals from the prime firm who are proposed to be assigned to this project. Clearly identify the following specific individual(s) responsible for the following roles:
i) the person who will be responsible for day-to-day management of the project, and coordination and communication with ASU during all phases of design and construction;
ii) the person(s) who will lead the design phase (pre-construction) effort. List both the lead person from contractor team and the lead person from the design team.
iii) the persons who will lead the construction phase, including the person who will manage the project on-site during the construction phase. List both the lead person from contractor team and the lead person from the design team.
iv) the person(s) who will lead the project documentation efforts;
b) For each key person identified provide a resume (limited to 2 pages); list their length of time with the firm and at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm in Item 2 above, provide just the project name and the role of the key person. For other projects provide the following:
i) Description of project
ii) Role of the person
iii) Contractor method (i.e. General Contractor, CMAR, Design-Build)
iv) Project's original contracted construction cost and final construction cost
v) Construction start and completion dates
vi) Project Owner
vii) Reference information (current name with telephone number for each project listed)
c) Identify if the proposed team members have prior experience working together in similar roles on successfully completed projects.
d) Describe the current workload and availability of key staff to service the project (include existing projects, pending projects, and this proposed project).
e) List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

5) Understanding of the Project and Design Requirements
a) Describe your knowledge of similar recreational and sport fields. Highlight any areas of interest or concern that you would address in the Programming Phase.
b) Discuss the major opportunities and challenges your team has identified on this project and describe how you intend to address those issues
c) Discuss the approach your team uses to ensure the most efficient use of budget
d) Describe the type of collaboration needed between the designer and the general contractor in the preconstruction phase
6) Project Management Controls and Team Approach
   a) Budget Methodology and Cost Control
      i) Define how estimates of probable construction cost are established and maintained with respect to ASU’s project budget;
      ii) Explain how constructability, recommendations by the general contractor, value engineering, and other design phase cost controls will be utilized;
      iii) Define how change orders and other potential add-costs during the construction phase will be avoided and controlled.
   b) Quality Control and Quality Management Plan
      i) Summarize your approach to quality control and quality assurance during planning, design, and construction administration.
      ii) Explain how your firm will ensure necessary communication to the entire team and produce properly executed drawings for this project.
   c) Schedule Control and Compliance
      i) Provide a project schedule, illustrating how your firm will meet the schedule deadlines. Include key milestones.
      ii) Summarize your firm’s schedule control process to be used in order to meet the identified schedule
      iii) Provide information on your data management, including RFI, ASI and submittal reviews, in order to stay on schedule
      iv) Provide information on how to maintain the schedule in working within the guidelines of ASU’s Technical Standards, Permit Process, and general construction procedures
   d) Sustainability and Universal Design
      i) Summarize your firm’s approach to sustainable and universal design
      ii) Explain how this project will be designed for durability and maintainability
      iii) Describe how your team will incorporate life cycle planning, energy efficiency, durability, water conservation, and other sustainable design aspects into this project
      iv) Describe how this project will address accessibility and universal applications
   e) Subcontractor Selection
      i) Present an outline of the plan that the Design-Build Team will use to pre-qualify and select Subcontractors for the project. This can be either an on-going process, a process developed for this specific project, or some combination which the Team proposes to utilize for this project.

7) Work location
   a) Indicate the proximity of the Proposer’s office to the ASU Tempe campus also note the home office location of key staff on this project
   b) Define the team’s familiarity of the project area and its knowledge of the local labor and materials markets

8) Client References (excluded from page count)

9) Financial Capability – Provide cash flow projections
**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: [http://cfo.asu.edu/purchasing-forms](http://cfo.asu.edu/purchasing-forms). You will also need to acknowledge the areas referenced on Attachment 1 and submit with your proposal.

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<td>13</td>
<td>Small Business Diversity Form</td>
</tr>
</tbody>
</table>

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

- Design-Builder Standard Form Agreement
- Design-Builder Exhibit A – General Conditions
- Design-Builder RFQ Attachments and Forms
- Design-Builder RFQ General Information & Instructions

**NOTE:** By submitting a response to this RFQ, your firm acknowledges and agrees to all terms & conditions of the Agreement.

**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: [http://cfo.asu.edu/purchasing-forms](http://cfo.asu.edu/purchasing-forms).

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