REQUEST FOR QUALIFICATIONS
for
DESIGN-BUILD SERVICES

PROJECT 102367

TEMPE NEW ACADEMIC BUILDING

DUE DATE/TIME: 3:00 PM, MST, 09/29/2020

Time and Date of Pre-Submittal Conference 10:00 AM, MST, August 20, 2020
Deadline for Inquiries 5:00 PM, MST, August 31, 2020
Time and Date Set for Submittal 3:00 PM, MST, September 29, 2020
# TABLE OF CONTENTS

Publication Date: Daily News Sun on 8/16/2020 ............................................................................. 4

PART I: REQUEST FOR QUALIFICATIONS ................................................................................. 5

PART II: PROJECT INFORMATION AND SCOPE OF SERVICES ........................................... 6

1) SITE DESCRIPTION ........................................................................................................ 6

3) PROJECT DESCRIPTION ............................................................................................... 7

4) ESTIMATED PROJECT BUDGET ................................................................................... 8

5) ESTIMATED PROJECT SCHEDULE ............................................................................... 8

PART III: DESIGN-BUILD PROCUREMENT PROCESS, SELECTION CRITERIA AND SOQ FORMAT/CONTENTS ......................................................................................... 9

1) Introduction ..................................................................................................................... 14

2) Minimum Qualifications (Yes/No ) .................................................................................. 14

3) Design-Build Project Experience ..................................................................................... 15

4) Additional Project Experience .......................................................................................... 16

5) Design-Build Individual Team Member Experience ......................................................... 16

6) Design Management and Design Excellence .................................................................... 17

7) Project Management Controls and Team Approach ......................................................... 17

8) Work Location .................................................................................................................. 18

ATTACHMENTS AND FORMS W/ ACKNOWLEDGEMENTS (REQUIRED) .......................... 19

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.
LEGAL ADVERTISEMENT
DB 102367
TEMPE NEW ACADEMIC BUILDING

Project Description

The Arizona Board of Regents for and on behalf of 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 a new academic building. Included in the scope of this project is the demolition and removal of the existing Wilson Hall facility, surrounding improvements, and the construction of a new academic building using a Design-Build delivery method. The project area is located on the Tempe Campus.

Formal sealed qualifications are due on or before 3:00 PM, MST, 09/29/2020.

Mandatory Pre-Submittal Conference

A mandatory Pre-Submittal Conference is scheduled for 10:00 AM, MST, 08/20/2020 via Zoom Meeting. All attendees must register their attendance by sending an email with the firm name and the name and email address of the individual(s) attending to Joan Stockmaster. The buyer will reply with the Zoom Meeting link. Attendance is strongly recommended for those who desire to submit a Proposal. The ASU University Architect will be available to discuss the Project using the Zoom chat feature.

On 8/25/2020 a total of four (4) walking tours of the project site will be limited to 15 persons maximum on a first come-first serve basis. Participation will require a reservation and are limited to one representative per firm. The 30 minute tours will be conducted following CDC Guidelines at all times. To request a walking tour reservation, email Joan Stockmaster. We recommend you park in the Fulton Center Parking Structure, located at College Avenue and University Drive. Cross University Drive and walk south to the existing Wilson Hall site, reference the ASU Parking Map. Attendance is strongly recommended for those who desire to submit a Proposal. The ASU University Architect, Design and Project Managers will be available to discuss the Project.

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.

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 must be addressed to:

Purchasing and Business Services
Attention: Joan Stockmaster, CPSM
Title: Senior 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 News Sun on 8/16/2020
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:

Proposal for Design-Build Services:

**Submitting Firm:**
- Project Name: Tempe New Academic Building
- RFQ Project Number: DB 102367
- Attention: Joan Stockmaster, CPSM
- Time/Date Due: 3:00 PM, MST, 09/29/2020

Formal sealed qualifications must be submitted electronically via the [DB 102367 Tempe New Academic Building SharePoint Site](#) no later than **3:00 PM, MST, on 09/29/2020**. The site will close at 3:00 PM, MST, and no proposals will be accepted after this time.

At 3:00 PM, a representative of Purchasing and Business Services will announce publicly the name of those firms or individuals submitting proposals via [Zoom video-conference](#). All times noted are Mountain Standard Time (MST); Daylight Savings Time is NOT observed. No hard copy, telephone, or facsimile proposals will be considered.

Each Proposer is solely responsible for the submittal of its Proposal to the above SharePoint Site by the time and date specified. ASU is not responsible for internet outages that may prevent you from sending your submittal on time.

---

ARIZONA STATE UNIVERSITY

Joan M. Stockmaster, CPSM

Joan M. Stockmaster, CPSM
Senior Buyer, Construction
Purchasing and Business Services
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 academic building will replace the existing Wilson Hall building highlighted in the illustration.

The New Academic Building project will be built in accordance with:

- ASU Project Guidelines (August 31, 2020)
- Applicable state and local codes

2) PROJECT VISION, MISSION AND GOALS

The new academic building is located proximate to one of the University’s largest public spaces, Hayden Lawn, which is integral to the public realm and future, proposed modifications to the campus fabric. This location houses a significant amount of buildings designed in a Mid-Century Modern vocabulary. Of particular importance, is the recently renovated Hayden Library which was restored to its original architectural Mid-Century Modern design. The materiality of existing buildings is mostly comprised of clay masonry and precast architectural concrete.
The new academic building must affirm the existing design language and contribute to the public realm of the campus. Exterior materials shall be limited to clay masonry, cementitious panels, no more than 10-15% metal panels, precast or cast-n-place integral-colored architectural concrete (no grey colored concrete or visible to the eye construction grade concrete shall be acceptable), glazed aluminum curtain walls, aluminum storefront systems and premanufactured water proofing systems such as copings, metal covered expansion joints, etc. The Office of the University Architect in conjunction with University leadership will scrutinize the design approach carefully.

The new academic building will create space for existing tenants at Wilson Hall as well as other university departments. The building will also provide needed learning environment areas in multiple configurations to be determined in the ongoing programming process. The expectation is to create a building with a high level of efficiency with limited unassigned public spaces.

3) PROJECT DESCRIPTION

The proposed academic building project is located in the heart of the Tempe Campus, just west of the Hayden Library. This project will include the demolition/removal of the existing Wilson Hall building including adjacent existing site improvements as required. The new facility will be approximately 143,000 gross square feet and comprised of academic office space, computer labs/instruction/learning studios, seminar spaces and ancillary support areas. There are two campus utility tunnels that run both east-to-west and north-to-south in the proximity of the building site. 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 project. A separate project for utility repairs and enhancements within these tunnels will be awarded under a separate contract. The successful Design-Build Team will be required to coordinate new building construction activities with the aforementioned.

The project site is located in one of the busiest sections of the campus. Hence, the successful Design-Build Team will be required to accommodate day-to-day campus activities with a particular focus on safety.

System Design

Comply with ASU Project Guidelines (August 31, 2020)

LEED Certification – Energy Star Compliance

Sustainability is a very important aspect of the program and this project is expected to comply with the new sustainability guidelines that have been incorporated into ASU's design guidelines. In addition, ASU has its own Sustainable Advisory Committee and the Design-Build Team will meet with this committee to address compliance with sustainability guidelines. In addition, this project will achieve LEED Silver certification at a minimum. All mechanical and electrical equipment shall meet Energy Star compliance.
Commissioning

The successful Design-Build Team shall work closely with the Owner’s Commissioning Agent (CxA) to provide systems commissioning. The Owner’s CxA does not relieve the professional services contractor from providing a fully functional and complete system. The Owner intends that the CxA be involved in the design review, submittal review, construction (startup and commissioning) and final checkout. The Design-Build Team shall cooperate with the CxA to make changes needed to perform at those conditions and consistently throughout the year into the foreseeable future. Follow up by the team and CxA shall take place one year after the last checkout and adjustment, anticipated at two years after construction completion.

Final Documents

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

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.

4) ESTIMATED PROJECT BUDGET

Estimated Construction Budget: $58,000,000.00
Estimated Project Budget: TBD

5) ESTIMATED PROJECT SCHEDULE

RFQ:
- Issue RFQ August 12, 2020
- Pre-Submittal Meeting (Mandatory) August 20, 2020
- Site Tours by Reservation only August 25, 2020
- Last Date to Submit Written Questions regarding this RFQ August 31, 2020
- Last Date for University to Issue Addenda September 11, 2020
- RFQ Submittals Due Date September 29, 2020
  - Notice of Shortlist and Invited Participation to Design/Construction Excellence Interview October 9, 2020
  - Interview: Design/Construction Excellence Presentations October 22-23, 2020
  - Notice of Final Shortlisted Proposers Late October

RFP:
- Issue RFP to Shortlisted Teams Early November
  - RFP Design and Collaboration Process Nov/Dec 2020
  - Notice of Intent to Award to Design-Build Team December 15, 2020
  - GMP Development Period Dec 15 – Mar 16, 2020
- Project Execution Period Apr 2020-June 1, 2023
PART III: DESIGN-BUILD PROCUREMENT PROCESS, SELECTION CRITERIA AND SOQ FORMAT/CONTENTS

Design-Build Procurement Phases:

Phase One: Request for Qualifications (RFQ), Statement of Qualifications (SOQ), and Interview: Design/Construction Excellence Presentation.

The procurement process will consist of two phases. The first phase is this Request for Qualifications wherein proposing teams will outline their qualifications and experience with the project type and project delivery method. The University will evaluate the SOQ information submitted by each Proposer to 1) determine whether the Proposer meets the mandatory minimum requirements and 2) evaluate the SOQ provided by each Proposer pursuant to the weighted evaluation criteria described below. Any Proposer who fails to meet the mandatory minimum requirements set forth in this SOQ will be deemed non-responsive and will not be considered further by the University in this Procurement. The University will perform an initial evaluation of the SOQs and prepare a short list of Proposers.

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 as needed:

- All required Design and Engineering Subconsultants, including architects, civil engineers, structural engineers, mechanical engineers, plumbing engineers, fire protection engineers, electrical engineers, telecommunications engineers, landscape architects, and cost estimating consultants;

- Any specialty consultants included in the Design-Build Team to address design issues raised by this particular project’s requirements.

The University will invite these Proposers to participate in an RFQ interview titled the Design/Construction Excellence Presentation, an interview during which the Proposers present examples of previous comparable projects that demonstrate Design/Construction Excellence and reflect the type and/or style of design that the University can expect from the Design-Build Team for this project. In addition, the previous projects presented should also demonstrate how they might have achieved the project goals put forth above. The Design/Construction Excellence Presentation will be scheduled for approximately 1.5 hours. Design-Build Teams selected for the Design/Construction Excellence Presentation will receive additional information regarding the logistics for the Presentation upon selection.

The University will evaluate the Proposers participating in the RFQ Interview Design/Construction Excellence Presentation and select no more than three (3) responsive and responsible firms as Final List Proposers. Only those firms that have been selected on the Final List will be invited to participate in the second step this process, an RFP for Conceptual Design and Collaboration Exercise, and submit a Technical Proposal and Fee Proposal in response to the RFP.

Design-Build Team Members and individual Key Team Members will be used as a basis for selection. Once final listed, neither the Proposer nor Team Members that are submitted to the
University as part of the SOQ or Proposal may substitute a listed consultant, sub-consultant or subcontractor, or any individual listed as a Key Team Member without the University’s prior written agreement. Even if such a substitution is allowed, a change to any submitted Team Member or Key Team Member will result in re-evaluation and may result in a change to the evaluation and ranking of the Proposer.

**Phase Two: Request for Proposal (RFP) and Design and Collaboration Process**

In the RFP phase, selected teams will be provided with a hyperlink to ASU design guidelines, and a project scope in the form of a program outline including room type data sheets and building performance requirements. A series of independent sessions will be scheduled with each team to discuss the following: a) scope clarification and resolution, b) program scope/budget compatibility, c) clarification of any inquiries pertaining to design approach, design guidelines, performance requirements, proposed building systems, constructability, sustainability and maintainability and d) schedule, and discussion of acceptable exceptions to the Guaranteed Maximum Price (GMP).

a. No more than three (3) RFQ final listed teams will be invited to compete in the RFP process which will include a Conceptual Design and Collaboration Exercise and the submission of a Technical Proposal and a Price Proposal.
b. Further details and requirements for these will be described in the RFP which will only be issued to the invited teams and is anticipated for release at the end of October.
c. In addition, it is important to note that:
   • The RFP process will require each team to provide expertise in both Design Excellence and Design-Build Process Management services.
   • The RFP process will take place over a period of approximately 8 weeks and ASU will pay a stipend to the non-selected teams.
   • RFP deliverables will include a solution for a Design and Collaboration Exercise (to be defined in the RFP), and a Technical Proposal that will include a Design-Build Process Management Plan and a Fee Proposal.
   • The Design and Collaboration Exercise will be an interactive process that will capture the essence of the design approach and give the University an opportunity to experience working collaboratively with each Design-Build Team. Further details will be provided in the RFP.

**Expenses of Proposer and Payment of Stipend**

With the exception of the payment of the stipend as noted below, the University accepts no liability for the costs and expenses incurred by firms in responding to this Procurement. Each Proposer that enters into the Procurement process shall prepare the required materials, the SOQ, and the Proposal at its own expense and with the express understanding that the Proposer cannot make any claims whatsoever for reimbursement from the University for the costs and expenses associated with the process even in the event the University cancels this project or rejects all Proposals. The University will pay a stipend (to be defined in the RFP) to the responsible Final List Proposers submitting responsive Proposals to the RFP that remain in competition until the point of Contract award but who are not awarded the Design-Build Contract.

Proposer agrees that, in exchange for the money paid by the University for the Request for Proposal preparation, all material prepared by Proposer in conjunction therewith, shall become the property of the University. The University shall have unlimited rights, for the benefit of the
University, in all documentation prepared in conjunction with the Proposal, including the right to use the details of the Proposal on any other University work at no additional cost to the University.

Public Disclosure Public Records Act

Once submitted, all documentation and submittals provided to the University in response to the RFQ and RFP will be considered public documents, shall become the property of the University, may not be returned to Proposers, and are subject to the Public Records Act ("PRA"). Proposers are encouraged to familiarize themselves with the PRA. In the event a Proposer submits any documents which it believes is to contain information that is not subject to disclosure pursuant to the PRA, it must (i) conspicuously mark each document “CONFIDENTIAL” in the header or footer of each such page affected; and (ii) clearly identify which portion(s) of such page(s) are confidential. Blanket designations that do not identify the specific information shall not be acceptable and may be cause for the University to treat the entire submittal as public information.

Such confidential designations will not necessarily be conclusive, and Proposers may be required to justify why such material should not, upon written request, be disclosed by the University under the PRA. The University will endeavor to provide at least two (2) Business Days’ notice of a PRA request for material submitted pursuant to this Procurement. Proposers must respond to the notice in writing with any objection to the production of the documents within two (2) Business Days of receipt of the notice. All costs incurred by Proposers associated with any PRA request are the responsibility of the Proposers.

The University will not advise Proposers as to the nature or content of documents entitled to protection from disclosure under the PRA or other applicable laws, as to the interpretation of such laws, or as to definition of trade secret. Nothing contained in this provision shall modify or amend requirements and obligations imposed on the University by the PRA or other applicable law. The University reserves the right to disagree with Proposer’s assessment regarding the confidential nature of information in the interest of complying with the PRA. The provisions of the PRA or other laws shall control in the event of a conflict between the procedures described above and the applicable law.

In the event of any proceeding or litigation concerning the confidentiality of any material submitted by a Proposer, the Regents will abide by any order or directive of a court or such other authority having jurisdiction with respect thereto, and the Proposer will be responsible for otherwise prosecuting or defending any action concerning the materials at its sole expense and risk; provided, however, that the University reserves the right, in its sole discretion, to intervene or participate in the litigation in such manner as it deems necessary or desirable. All costs and fees (including attorneys’ fees and costs) incurred by the University in connection with any litigation, proceeding, or request for disclosure shall be reimbursed and paid by Proposer objecting to disclosure. Each Proposer shall be responsible for all of its own costs in connection with any litigation, proceeding, or request for disclosure. In no event shall the University, or any of its agents, representatives, consultants, directors, officers or employees, be liable to a Proposer or Proposer Team member for the disclosure of all or a portion of any documentation or submittals provided to the University in response to the RFQ or RFP for this procurement.
University Rights and Procurement Conditions

The University reserves without limitation and may exercise at its sole discretion, the following rights and conditions with regard to this Procurement process:

a. To cancel the Procurement process and reject any and all SOQs and/or Proposals;
b. To waive any immaterial informality or irregularity;
c. To waive deficiencies, nonconformities, irregularities, and apparent clerical mistakes in SOQ, accept and review a non-conforming SOQ or permit clarifications or supplements to SOQ;
d. To develop some or all of the project;
e. To issue a new RFQ after withdrawal of this RFQ or a subsequent RFP;
f. To not issue an RFP;
g. To revise the Procurement Documents and schedule via an addendum, supplements, or modifications to this RFQ;
h. To reject any Proposer that submits an incomplete or inadequate response or is not responsive to the requirements of this RFQ;
i. To reject any and all submittals, responses and SOQ’s received at any time;
j. To disqualify any Proposer under this RFQ, the RFP or during the period between the RFQ or RFP for violating any rules or requirements of the Procurement set forth in the RFQ, the RFP or in any other communication from the University;
k. Terminate evaluations of responses received at any time;
l. To not shortlist any Proposer responding to this RFQ;
m. To require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its SOQ or Proposal and require additional evidence of qualifications to perform the work described in this RFQ or a subsequent RFP;
n. To provide clarifications or conduct discussions, at any time, with one or more Proposers;
o. To contact references that are not listed in the Proposer’s SOQs and investigate statements on the SOQs and/or qualification of the Proposer and any firms or individuals identified in the SOQ;
p. To seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ;
q. Suspend and terminate efforts to award a Design-Build Contract at any time, elect not to commence efforts to award a Design-Build Contract with any Shortlisted Proposer, and engage in efforts to award a Design-Build Contract with other than the Shortlisted Proposer with the highest overall score;
r. To cancel this RFQ or the subsequent RFP in whole or in part at any time prior to the execution by the University of a Design-Build Contract, without incurring any costs obligations or liabilities, except as otherwise provided in Section 4.2.3;
s. To take any action affecting the RFQ process, the RFP process, or the project that is determined to be in the University’s best interests;
t. To approve or disapprove of the use of particular Subconsultants, Subcontractors, or Key Team Members and/or substitutions and/or changes to Subconsultants, Subcontractors, or Key Team Members from those identified in the SOQ or Proposal, such approval or disapproval shall not be unreasonably exercised; and
u. To exercise any other right reserved or afforded the University under this RFQ or applicable laws and regulations.

This RFQ does not commit or bind the University to enter into a contract or proceed with the
Procurement described herein. Except as expressly set forth in the above section Expenses of Proposer and Payment of Stipend, the University assumes no obligations, responsibilities, liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by parties considering a response to or responding to this RFQ, or any subsequent RFP. All such costs shall be borne by each Proposer.

SOQ Format and Contents

The total length of Sections 1 through 6 below should not exceed 24 single sided pages total (12 double-sided sheets) of text and graphics in single column format with a font size of no less than 10 points. An introductory letter (two pages maximum), a statement of surety regarding your firm’s bonding capacity, section dividers, blank pages, mandatory ASU Certifications and Forms do not count toward the page limit. Submit the following as attachments to a single email:

- **One (1) attachment** in PDF format, PC readable, no passwords, labeled with Project Number, Project Name and Vendor Name. Attachment must be less than 5 MB. All required signed Certification Forms and documents are to be included in this one PDF document.

Do not include Company marketing materials with your proposal. Compress photos, etc. in smaller size formats as necessary.

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 the design/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. 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 architect.

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.**

RFQ
• Design-Build Project Experience and Additional Project Experience
• Project Management Controls and Team Approach
• Team Organization
• Design Management and Excellence
• Introduction

**RFP**

- Evaluation Criteria will be provided to the short listed teams

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.

1) **Introduction**
   a) Please provide an introductory cover letter (two pages maximum) highlighting the team’s qualifications for this particular project. Provide a general description of the team’s experience that is proposing to include design experience, construction management services and cost control. Also indicate the name, phone number and email address for the primary point(s)-of-contact of the team;
   b) Statement of Proposer’s Ability to Provide a Proposal (Bid) Bond, or Performance and Payment Bonds;
   c) Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships. Please include all key subcontractor members of the team;
   d) Cover pages, shall not count towards page limitation provided that they not contain any substantive content: Divider tabs, shall not count towards page limitation provided that they not contain and substantive content;
   e) 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;
      iii) 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) **Minimum Qualifications (Yes/No)**
   a) Statement of Proposer’s Ability to Provide Performance and Payment Bonds.
      (Exhibit A) As a mandatory minimum requirement, the Proposer must have the ability to obtain performance and payment bonds in the amount of $58,000,000. Proposer shall
provide a letter signed by an authorized representative of Proposer’s surety company (or agent) confirming that the Proposer can meet this minimum requirement as set forth in Exhibit A. Any Proposer who fails to meet this mandatory minimum requirement will be considered non-responsive and will not be considered further by Arizona State University in this Procurement process. The surety shall be a company authorized by the Insurance Commissioner to transact business in the State of Arizona as an admitted surety insurer (as defined in the Arizona Code of Civil Procedure) with a minimum of A.M. Best rating of A+ or better and with a financial classification of X. Letters indicating “unlimited” bonding capability are not acceptable.

b) Statement of Proposer’s Ability to Meet the University’s Insurance Requirements. (Exhibit B) As a mandatory minimum requirement, the Proposer must document that it has the ability to meet the minimum insurance requirements as set forth in the attached draft Insurance Requirements (Exhibit B). Proposer shall provide a letter from Proposer’s insurance company or broker indicating that the Proposer is capable of complying with the insurance requirements specified in Exhibit B. Any Proposer who fails to meet this mandatory minimum requirement will be considered to be non-responsive and will not be considered further by the University in this Procurement. The insurer shall be a company authorized to conduct business in the state where the Project is located with a minimum rating of A.M. Best as A+ or better with a financial classification of XII or better.

3) Design-Build 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 buildings 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) Name of project;
   ii) University/Customer;
   iii) A description/location of the project include address) and photographs.
   iv) Delivery method;
   v) Name of each Design-Build Team Member and Key Team Member who is proposed for this project who played a significant role on the listed project, including a description of their project function/role;
   vi) 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. In addition, provide a construction cost and total project cost per square foot;
   vii) 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; viii) The name, e-mail address and current phone number of the Owner’s Leadership Person, and the Project Manager or other representative for the project.
4) **Additional Project Experience**

a) 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 the Owners Project Manager, project description, award date (note if pending), construction cost, status of completion, and estimated completion date.

b) As part of our selection process, ASU has the responsibility of taking into account the size and complexity of the project under consideration, the resource investment of the firm in current work, and the amount or quality of previous work recently performed for ASU, in order to extend opportunities to a broad representation of qualified firms.

5) **Design-Build Individual Team Member Experience**

a) Identify the specific individuals from the prime firms who are proposed to be assigned to this project. **Substituting different team members at any point in the project will require both notification and approval of ASU.** In addition, your firm will need to notify ASU of any substantial change in anticipated workload. 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) Architect of Record;
   
   iii) Architect Principal in Charge;
   
   iv) Project Designer;
   
   v) Person responsible for overall construction management;
   
   vi) Person responsible for preconstruction design services;
   
   vii) Person responsible for on-site field supervision, direction and construction (Superintendent);
   
   viii) Person responsible for Safety;
   
   ix) Person responsible for constructability and construction quality assurance;
   
   x) Person responsible for estimating, cost controls and budgeting;

   xi) Person responsible for scheduling,
   
   xii) Person responsible for systems testing, configuration and commissioning.
   
   xiii) 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)

b) 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.

6) Design Management and Design Excellence

a) Describe the Design-Builder’s past performance in managing the design process, construction cost control process in congruence with owner’s project budget at every submittal, collaborating with owner’s representatives, and stakeholders to achieve Design Excellence;
b) Describe instances where the Team has achieved Design Excellence, including design awards, for previous owners on projects of comparable scope and complexity;
c) Describe your prior experience designing and building in a dense urban campus environment;
d) Describe the tools and resources used by the Team for design services, including a description of the Building Information Modeling system, energy modeling software or other specialized software or processes the Team will utilize for this project.

7) 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 the Owner’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 constructability 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.

8) Work Location

a) Indicate the proximity of the Proposer’s office to the Arizona State University 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.
ATTACHMENTS AND FORMS W/ ACKNOWLEDGEMENTS (REQUIRED)

You will need to sign, date and return all attachments/forms listed below with your proposal from Purchasing Construction Forms. You will also need to acknowledge the areas referenced on Attachment 1 and submit with your proposal.

- Attachment 1: Addenda, Selection Process, General Instructions, Regulatory Information and Supplemental Requirements Acknowledgment
- Attachment 2: Reference Format
- Attachment 3: Proposal Certification
- Attachment 4: Anti-Lobbying Certification
- Attachment 5: Conflict Of Interest Certification
- Attachment 6: Federal Debarred List Certification
- Attachment 7: Supplier Sustainability Questionnaire
- Attachment 8: Service Provider Acknowledgement
- Attachment 9: Small Business Diversity Form

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

- Design-Builder Agreement
- Design-Builder Agreement - 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 projects in excess of $2,000,000.00. Sample forms are available for review in the Construction Manager at Risk tab. The DB will comply with Owner’s requirements as they apply to DB and Subcontractors. DB and Subcontractors will need to complete ASU Certification Forms and submit with each pay application.

Other Reference Information:

The ASU Project Guidelines, ASU Comprehensive Development Plan and Tempe Master Plan