REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER AT RISK CONSTRUCTION SERVICES

DATE ISSUED: 12/13/17

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

REQUEST FOR QUALIFICATIONS FOR:
CMAR 100991

____________________________________
Tech Chiller Replacement

____________________________________

DUE DATE/ TIME: 3:00 PM, MST, 1/18/18

JUNE 2010 EDITION

Time and Date of Pre-Submittal Conference 8:00 AM, MST, 12/19/17
Deadline for Inquiries 5:00 PM, MST, 1/05/18
Time and Date Set for Submittal 3:00 PM, MST, 1/18/18
TABLE OF CONTENTS

PART I: REQUEST FOR QUALIFICATIONS ................................................................. 3
   DIRECTIONS TO USB VISITOR PARKING AND BUILDING PROTOCOL .......... 3

PART II: PROJECT INFORMATION AND SCOPE OF SERVICES ...................... 6
   1) SITE DESCRIPTION ....................................................................................... 6
   2) PROJECT DESCRIPTION ............................................................................. 6
   3) CONSTRUCTION BUDGET ......................................................................... 7
   4) ESTIMATED PROJECT SCHEDULE ............................................................ 7
   5) SCOPE OF SERVICES ................................................................................ 7

PART III: PROPOSAL FORMAT AND CONTENTS ................................................. 9
   SECTION 1) PROJECT APPROACH & QUALIFICATIONS .............................. 9
   SECTION 2) PROJECT TEAM ......................................................................... 10
   SECTION 3) EXPEDITED COMPLETION OF PROJECT (TIME SAVINGS) ....... 11
   SECTION 4) PROCEDURES TO IMPLEMENT ASU SUBCONTRACTOR SELECTION PLAN ........................................................................................................ 12

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: Tech Chiller Replacement
- RFQ Project Number: CMAR 100991
- Attention: Joan Stockmaster
- Time/Date Due: 3:00 PM, 1/18/18

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, 1/18/18** 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** (bring credit/debit card
or a few dollars). 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, Human Resources 20 min parking, or Financial Services reserved spaces, etc. If your vehicle is ticketed or towed, you will be responsible for your vehicle.

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

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

ARIZONA STATE UNIVERSITY

__Joan M. Stockmaster, CPSM__

-----------------------------------
Joan M. Stockmaster, CPSM  
Senior Buyer  
Purchasing and Business Services  
Construction Group  
Joan.Stockmaster@asu.edu
LEGAL ADVERTISEMENT
CMAR 100991
Tech Chiller Replacement

Project Description
Installation of two 600-ton chillers and all associated appurtenances including controls, piping, pumps, valves and electrical work.

Formal sealed qualifications are due on or before 3:00 PM, MST, 1/18/18.

Pre-Submittal Conference
A RECOMMENDED Pre-Submittal Conference is scheduled for 8:00 AM, MST, 12/19/17 in Room MU 236 (Mohave Room) at the Memorial Union of Arizona State University Tempe Campus. It is recommended that you park in the Fulton Center Parking, located at College Avenue and University Drive. Cross University Drive and walk south to the Memorial Union. Reference the ASU Parking Map at http://www.asu.edu/map. Attendance is strongly recommended for those who desire to submit a Proposal. The ASU Project Manager will be available to discuss the Project. Make sure to bring your business card for streamlined sign-in.

Obtain a Copy of RFQ
The Request for Qualifications instructions, a description of requested services, information on the Project and a description of the proposal and selection process is available at the Arizona State University Bid Board at http://asu.edu/purchasing/bids/construction_bids.html. Click on Construction/Facilities Bid Board on right side under Related Links. Requests may be made in writing via fax (480) 965-2234 or email to Sr. Office Specialist ann.provencio@asu.edu and Purchasing will email or mail you the RFQ. You may also pick up a copy at the University Services Building, 1551 S. Rural Rd., Tempe, AZ, 85281. Please ask for the Office Specialist 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 12/14/17
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 Project Site is located at Arizona State University’s Polytechnic Campus. The Project address is: 6075 Innovation Way, Mesa, AZ 85212.

2) PROJECT DESCRIPTION

The Tech Chiller Replacement project scope of work includes replacement of two existing chillers with two new 600-ton chillers. The work inside the Tech Building will require new piping layout, electrical upgrades to the existing electrical equipment, new controls, and potentially new pumps/valves. The project will also replace approximately 1,500 ft. of chilled water supply and chilled water return piping. The new chilled water piping will be direct-bury throughout the Polytechnic Campus. Landscaping affected by the construction shall be restored to pre-construction appearance. The new control system will require the two existing chillers to operate with the new chillers/pumps in a primary/secondary setup with a control sequence to optimize their operations to provide N+1 redundancy.
Project Objectives
a. Install two new chillers  
b. Install new piping/electrical/controls  
c. Overlay new controls sequence  
d. Install new chilled water piping

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 Team and CM@RISK will meet with this committee to address compliance to the guidelines. In addition, this project will achieve LEED Silver certification at a minimum.

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) PROJECT BUDGET

Estimated Total Project Cost: $4,500,000

4) ESTIMATED PROJECT SCHEDULE

Note: In order for this project to move from the currently funded level, reaching mid-point schematic design, successful Project Initiation (PI) Approval from the Board of Regents has to occur as well as success in the fundraising campaign and the ability of ASU to fund the balance. The project may be delayed if there are delays in any of these factors.

- CMAR Selection 02/05/18
- Construction Documents and GMP 03/06/18
- Construction Start-CMAR 04/04/18
- Commissioning complete 05/29/18
- Construction Complete 06/05/18
- Project Closeout 06/26/18
- Two-Year Warranty Term Complete 06/26/20

5) SCOPE OF SERVICES

Proposed services include design phase services under a design phase services contract. Under the conditions described below, CM@RISK and ASU will enter into a separate construction phase services contract for the Project.

Design phase services are projected to begin at Schematic Design Phase for this Project or in some cases sooner. Design 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.
- Scheduling.
- Constructability reviews, systems reviews and value engineering.
- Active participation in all meetings and other CM@RISK 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 qualification based selection process.
- Preparing a proposed guaranteed maximum price and required accompanying information and negotiating a mutually-satisfactory final guaranteed maximum price.

If ASU and the CM@RISK agree on a guaranteed maximum price, and ASU receives the required approvals, ASU and CM@RISK will enter into an agreement that will cover construction, commissioning, and warranty services for the Project.

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 copies 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 each 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. 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 firm with Construction Manager at Risk construction phase skills and experience as specified in this RFQ. ASU will be evaluating prior CM@RISK 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

Describe your proposed approach to constructing this Project. Provide examples of previous similar projects where you have utilized this approach. Provide information on how your Project team would apply their combined experience and qualifications to the pre-construction and construction phases of this Project. Describe the process your firm proposes to use to avoid problems during construction. Include brief examples and photos from similar projects for which you have provided CM@RISK services.

Briefly describe the technological tools with which you propose to track this Project relative to budget, schedule, team communication, change control, meeting minutes, etc. Provide short excerpts of documents you have produced through the use of these tools.

Describe what makes your firm stand out above your peers and why your firm should be chosen as the most qualified CM@RISK for this Project.

Client References/Recommendations – Place client contact information in Attachment section. Use Attachment 2 to submit client information.
Address the following Project Approach high-priority areas:

- Prior experience with central plants, utilities and infrastructure.
- Prior experience with installation/commissioning of chillers.
- Prior experience with upgrading utility and infrastructure on a large existing building.
- Prior experience renovating large buildings in a dense, urban campus environment.
- Demonstrated experience in achieving and responding to Owner’s project review processes, construction schedules and meeting project development deadlines, e.g., GMP, construction durations, achieving completion dates.
- Proven successful experience in the CMAR process and partnering with both the Design Professional as well as the customer.
- Address your firm's specific processes that can assist ASU to deliver this project.
- Address your firm's strategy to balance the quality, schedule, and budget on this project.
- 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 2) PROJECT TEAM

Provide a graphical organization tree with photos of proposed staff.

Indicate the proposed workload (as a percentage) of each team member for both the 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>Project Director</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Preconstruction Manager</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Sr. Project Manager</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Other</td>
<td>Other Roles</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List the primary individuals to be assigned to the Project and identify their positions on the Project team. Include a resume (1/2 page maximum per person) describing the applicable qualifications and experience of each individual. Primary personnel are the Pre-construction Manager, Construction 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 on following page.)
Project experience working as a team:

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Project1</th>
<th>Project2</th>
<th>Project3</th>
<th>Project4</th>
<th>Project5</th>
<th>Project6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Project Director</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Preconstruction Mgr</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Sr. Project Manager</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Other Roles</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide a concise definition of your job as a CM@RISK.

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” or “partnering” basis. Give examples of successful experiences.

Address the following Project Team high-priority areas:

- Emphasis should be placed on the assigned Pre-Construction, Project Manager and Project Superintendent who will be working on this project.
- Prior experience on similar projects.
- Have the individuals in Proposer’s project team for this Project worked together previously in successfully completing the projects described under Prior Experience above?
- Prior experience with central plants, utilities and infrastructure.
- Prior experience with installation/commissioning of chillers.
- Prior experience working with compressed schedules and limited budgets.
- Proven successful experience in the CMAR process and partnering with both the Design Professional as well as the customer.

SECTION 3) EXPEDITED COMPLETION OF PROJECT (TIME SAVINGS)

Describe what practices, procedures and resources you propose for this Project to save time and/or dollars in completing this project, and how you have demonstrated this in the past.

Address the Expedited Completion Time high-priority areas (Add Examples).

- Address your firm's specific processes that can assist ASU to deliver this Project.
- Address your firm's strategy to balance the quality, schedule, and budget on this Project.
- 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-performing 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: http://cfo.asu.edu/purchasing-forms. You will also need to acknowledge the areas referenced on Attachment 1 and submit with your proposal.

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

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

CM@Risk Tri-University Agreement
CM@Risk General Conditions
CM@Risk Attachments and Forms
CM@Risk 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 Design Professional (CMAR Edition).

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.

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