DATE ISSUED:  February 2, 2018

THE ARIZONA BOARD OF REGENTS

for and on behalf of

ARIZONA STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS FOR:

ASU RFQ – CMAR 11720

____________________________________

DURHAM LANGUAGE AND LITERATURE BUILDING RENOVATION

____________________________________

DUE DATE/ TIME:  3:00 MST, 3/06/18


JUNE 2010 EDITION

Time and Date of Pre-Submittal Conference  7:45 AM, MST, 2/13/18
Deadline for Inquiries 5:00 PM, MST, 2/20/18
Time and Date Set for Submittal 3:00 PM, MST, 3/06/18
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The Attachments, Forms, Acknowledgements, and General Information and Instructions are part of the Request for Qualifications and the terms, conditions and criteria therein must be met by any Proposer. To find these items, go to: http://cfo.asu.edu/purchasing-forms.
PART I: REQUEST FOR QUALIFICATIONS

Arizona Board of Regents
REQUEST FOR QUALIFICATIONS (RFQ)

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

Proposals shall be marked as follows:

Proposal for Performance of Construction Manager at Risk Construction Services:

**Submitting Firm:**
- Project Name: Durham Language and Literature Building Renovation
- RFQ Project Number: CMAR 11720
- Attention: Joan Stockmaster
- Time/Date Due: 3:00 PM MST, 3/06/18

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

**Or, if mailed:**
- Attention: Joan M. 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, 3/06/18** 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 a few dollars). The meter will be located near the main entry to USB to allow visitors to park their vehicles and easily...
access the machine on their way into the building.

Warning: If you are attending a pre-submittal meeting, interviews, or similar meeting, please **do not** park in any reserved spaces or 20 min loading 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 Stockmaster, Sr. Buyer
Purchasing and Business Services
Construction Group
joan.stockmaster@asu.edu
LEGAL ADVERTISEMENT  
Project # CMAR 11720  
Durham Language and Literature Building Renovation

**Project Description**  
Improvements to the 137,065 G.S.F. classroom and office facility including comprehensive interior tenant improvements, replacement of existing mechanical, electrical and plumbing systems and upgrade of life-safety, security and data infrastructure.

Formal sealed qualifications are due on or before **3:00 PM, MST, 3/06/18**.

**Pre-Submittal Conference**  
A RECOMMENDED Pre-Submittal Conference is scheduled for **7:45 AM, MST, February 13, 2018 in Durham Language and Literature Basement Classroom LL2**. Durham Language and Literature is just south of the intersection of University Drive and College Ave., across from the Fulton Center on Arizona State University's Tempe Campus. The ASU Parking Map is located at [http://www.asu.edu/map](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. 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](https://cfo.asu.edu/construction-facilities-bid-board). Requests may be made in writing via fax (480) 965-2234 or email to Office Specialist Sr. [ann.provencio@asu.edu](mailto: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.

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**  
Arizona State University  
PO Box 875212  
Tempe, Arizona 85287-5212  
Phone: (480) 965-0822  
Fax: (480) 965-2234  
Email address: [joan.stockmaster@asu.edu](mailto:joan.stockmaster@asu.edu)

**ARIZONA BOARD OF REGENTS**  
By [Mark Killian](mailto:mark.killian@asu.edu)  
Chair  
By [Greg Patterson](mailto:greg.patterson@asu.edu)  
Secretary

Publication Date: Daily News Sun on 2/06/18
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

Durham Language and Literature Building
851 S. Cady Mall
Tempe Campus
Tempe, AZ 85281

Durham Language and Literature Building is labelled “LL” on the map below.

2) PROJECT DESCRIPTION

Improvements to the 137,065 G.S.F. classroom and office facility will include comprehensive interior tenant improvements and building system updates, including replacement of existing mechanical, electrical and plumbing systems as required and upgrade of life-safety, security and data infrastructure systems. The fifty-year old facility is located in what has come to be known as the historic core of the campus. There is
a desire to replace a portion of the exterior envelope on the eastern and northern facing facades to achieve a stronger architectural compatibility with this area, and to strengthen the connectivity from the historic area to the campus mall on the western side of the building.

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 CMAR 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) CONSTRUCTION BUDGET

Estimated Construction Budget: $31,500,000.00
Total Project Budget: $45,000,000.00

4) ESTIMATED PROJECT SCHEDULE

MILESTONE PROJECT SCHEDULE:

- DP Selection 04/23/18
- CMAR Selection 05/23/18
- Program Definition Phase 07/23/18
- 100% Schematic Design 10/23/18
- 100% Design Development and GMP 01/23/19
- CDs/Final GMP – (Phase 1 or 3) 03/23/19
- Const. Docs./Permitting 04/23/19
- Construction Start – CMAR – (Phase 1 of 3) 04/23/19
- Construction Complete – (Phase 1 of 3) 05/01/20
- Construction Start – CMAR – (Phase 2 of 3) 05/02/20
- Construction Complete – (Phase 2 of 3) 01/07/21
- Construction Start – CMAR – (Phase 3 of 3) 01/08/21
- Construction Complete – (Phase 3 of 3) 08/01/21

5) SCOPE OF SERVICES

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

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

Preconstruction phase services will include, among others:

- Milestone conceptual estimating and dynamic conceptual estimating of construction costs during the design process to prepare cost estimates that accurately forecast the Guaranteed Maximum Price (GMP)
- Milestone and Detailed Project Scheduling. This includes assessing the building systems and making recommendations to the Owner regarding phasing of the proposed work to maintain ongoing classroom activities, minimize disruption to the building occupants, sequence the work
to complete the work as expeditiously as reasonably possible, and minimize the adverse effects of construction such as noise, dust and access. This also includes cooperating with and incorporating the work of the Owner’s Contractors such as for hazardous material abatement and third party commissioning.

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

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

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

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

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

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

- One (1) additional copy on FLASH drive in PDF format, PC readable, no passwords, labeled with vendor name and project number and less than 5 MB.

- One document for complete submittal on 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 CMAR experience that is relevant to the Project Scope of Services listed in Part II. ALL OF THE FOLLOWING SELECTION CRITERIA ARE IMPORTANT TO ASU. THE CRITERIA ARE LISTED IN ORDER OF THEIR RELATIVE IMPORTANCE WITH THE MORE IMPORTANT CRITERIA BEING LISTED FIRST.

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

SECTION 1) PROJECT APPROACH & QUALIFICATIONS

Representative Project History

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

Each project description shall include, at a minimum, the following:

- Project name, images, location, contract delivery method, the firm’s role on the project, and a brief description. Highlight aspects of the project that are comparable to this renovation of a classroom/office/higher education building in a dense, urban campus environment.
- Final project size in gross square feet.
- Project type (new, renovation or addition).
• The Owner’s original budget estimate, the initial DMP contract amount and the final construction contract amount. Provide an explanation for the value and classification of the change orders that impact the final construction cost.

• State the original scheduled completion date of the project and the actual completion date (or the anticipated completion date, if not yet completed.). State the total days of schedule extension on the project, and provide an explanation.

• The names of any project personnel who were involved with the project and who are also being proposed for this project. Include the job titles for each individual that describes their main responsibility on the representative project.

• The firm name of the Design Professional (DP) and the name of the DP representative who served as the day-to-day contact during the design and construction phase of the project. Include CURRENT email address and telephone number(s).

• Owner reference and contact information. Include name, title, and CURRENT email address and telephone number(s).

• ASU’s selection committee may contact references during any part of this process. ASU reserves the right to contact any other references at any time during the RFQ process.

Project Approach

Project Approach – Preconstruction

• Describe your methodology for working with the Project Architect/Engineer, their consultants, ASU and the End Users to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the design and construction process.

• Summarize your firm’s approach to delivering the Scope of Work contained in the ASU Standard Form of Agreement Between Owner and CMAR; the strength of your team as it relates to the scope of the project; what makes your firm stand out above your peers; and why your firm should be selected as the most qualified CMAR for the project.

• Identify work or services anticipated to be subcontracted and describe how your firm will involve subcontractors in the Preconstruction phase.

• Describe one specific and similar example of your firm’s previous project experience, and proposed approach for working with the Owner and Design Professional during the preconstruction services phase to reconcile project cost estimates and deliver project(s) within the approved budget.

• Describe the specific methods for cost estimating and GMP development and refinement to be used by your firm. Clearly describe how this process will be presented to the Owner during the Preconstruction Services period to collaborate and assist the Owner in making final project scope and budget decisions.

• Describe your firm’s proposed approach to actively identify and reconcile potential discrepancies between the design documents and actual field conditions to minimize “unforeseen conditions” that could impact construction.

• Discuss your firm’s strategy to address innovative sustainability on this project.

• Provide a brief overview of your firm’s current safety program, lost time or incident statistics, and detail any OSHA citations in the last three (3) years. Provide a letter from your firm’s workers compensation carrier(s) setting out your firm’s current Experience Rating or Multiplier and Experience Rating or Multiplier for the three (3) prior years.
Project Approach – Construction

- Describe how your firm will ensure a smooth transition from the Preconstruction Services phase to the Construction Services phase. Describe how your firm will ensure continuity of a proactive team approach to identifying and quickly rectifying potential problems that could have an effect on the project schedule and/or approved budget. Identify any Team Members that may be directly involved in both the Preconstruction and Construction Phases of the project.

- Briefly describe your firm’s previous experience performing phased and highly coordinated construction activities. Relative to the Durham Language and Literature Building Renovation, explain how your firm will plan and react to varying Owner and/or User needs expressed during the Construction phase. Provide and elaborate on one specific project example from your firm’s Proposal that best represents the types of challenges that will be encountered during construction in an active facility, with multiple stakeholders. Show how your firm proposes to remain flexible to the needs of the Owner and Users during construction.

- Describe the internal procedures used by your firm for developing, monitoring, and maintaining the project schedule. Among other items, specifically address submittals, sub-contractor management, and critical path aspects of project and material availability.

- Describe your firm’s philosophy and approach to resolving conflicts with the Owner, Design Professional, Consultants and Subcontractors.

- Describe your firm’s approach to achieving close-out, such as commissioning (including cooperating with the Owner’s commissioning agent), punch list and warranty work. Identify the individual who will be responsible for these activities.

SECTION 2) PROJECT TEAM

Project Team High-priority areas.

- Emphasis should be placed on the assigned Project Manager (Preconstruction and Construction), Project Superintendent, and the specific members of Construction Team who would work on this project.

- Prior experience on similar classroom/office/higher education renovation projects.

- Have the individuals in Proposer’s project team for this project worked together previously in successfully completing the projects described under Prior Experience above?

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

Provide a graphical organization tree with photos of proposed staff.

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

<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>Name</td>
<td>Project Superintendent</td>
<td>xx%</td>
<td>xx%</td>
</tr>
</tbody>
</table>
List the primary individuals to be assigned to the Project and identify their positions on the Project Team. Include a resume (1/2 page maximum per person) describing the applicable qualifications and experience of each individual. Primary personnel are the 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 below)

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

Provide a concise definition of your job as a CMAR.

Provide a brief overview of the pre-construction services your firm offers.

Indicate proximity of your office to Arizona State University and related ability to support the Project.

List proposed major subcontractors.

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

Address the following Project Team high-priority areas:

- Emphasis should be placed on the assigned Pre-Construction, Project Manager and Project Superintendent capabilities and experience.
- Prior experience of construction firm’s design assist role on similar projects.
- Have the individuals in Proposer’s Project Team for this Project worked together previously in successfully completing the projects described under Prior Experience above?
- Proven successful experience in the CMAR process and partnering with both the Design Professional and the Owner.

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 your firm’s strategy to balance the quality, schedule, and budget 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.

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-LOBBYING CERTIFICATION
Attachment 6:  CONFLICT OF INTEREST CERTIFICATION
Attachment 7:  FEDERAL DEBARRED LIST CERTIFICATION
Attachment 8:  LEGAL WORKER CERTIFICATION
Attachment 9:  VETERAN’S PREFERENCE CERTIFICATION
Attachment 10: SUPPLIER SUSTAINABILITY QUESTIONNAIRE
Attachment 11: SERVICE PROVIDER ACKNOWLEDGEMENT
Attachment 12: 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