REQUEST FOR QUALIFICATIONS
DESIGN BUILD SERVICES

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

REQUEST FOR QUALIFICATIONS FOR:
DESIGN BUILD DB 101283

ASU INFRASTRUCTURE UTILITY MASTER PLAN
FOR TEMPE CAMPUS AND POLYTECHNIC CAMPUSES

DUE DATE/ TIME:  3:00 PM, MST, 10/08/18

SEPTEMBER 2010 EDITION

Time and Date of Pre-Submittal Conference  10:00 AM, MST, 09/17/18
Deadline for Inquiries  5:00 PM, MST, 09/24/18
Time and Date Set for Submittal  3:00 PM, MST, 10/08/18
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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](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 Design Build services as described herein.

Proposals shall be marked as follows:

Proposal for Performance of Design Professional Services:

Submitting Firm:
Project Name: ASU Infrastructure Utility Master Plan for Tempe Campus and Polytechnic Campuses
RFQ Project Number: DB 101283
Attention: Joan M. Stockmaster, Sr. Buyer
Time/Date Due: 3:00 PM, MST, 10/08/18

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

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

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

This proposal is open until 3:00 PM, MST, 10/08/18, 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.

For information on the interview process and ASU regulations, go to the CMAR General Information and Instructions document, located in the Miscellaneous Construction Documents section on the ASU Purchasing Forms Page at http://cfo.asu.edu/purchasing-forms.

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 (debit or credit card only). 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 or 20 minute loading spaces.. If your vehicle is ticketed or towed, you will be responsible for your vehicle.

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

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

ARIZONA STATE UNIVERSITY

Joan M. Stockmaster

Joan M. Stockmaster CPSM, Sr. Buyer
Purchasing and Business Services
Construction Group
Joan.stockmaster@asu.edu
LEGAL ADVERTISEMENT

Project DB 101283
ASU Infrastructure Utility Master Plan for
Tempe Campus and Polytechnic Campuses

Project Description
Arizona State University will hire a design build team for the team to develop a comprehensive infrastructure utility evaluation and master plan for ASU’s Tempe and Polytechnic campuses.

Formal sealed qualifications are due on or before 3:00 PM, MST, 10/08/18.

Pre-Submittal Conference
A RECOMMENDED Pre-Submittal Conference is scheduled for 10:00 AM, MST, 9/17/18 the Room MU 230 (Pima Auditorium) 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://cfo.asu.edu/licensing-bidboard. Click on Construction/Facilities Bid Board on right side under Related Links. Requests may be made emailed to Procurement Specialist Erik.Villescaz@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
Attention: Joan M. 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 News Sun on 9/14/18
PART II: PROJECT INFORMATION AND SCOPE OF SERVICES

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

1) SITE DESCRIPTION

Arizona State University Tempe and Polytechnic campuses have been identified for development of an infrastructure utility master plan. Existing utility infrastructure on each campus will be located and assessed by the Design Build (DB) Team. A condition assessment, comprehensive geographic information system (GIS) data, and a utilities master plan for each campus will be delivered as detailed below.

2) PROJECT/SCOPE DESCRIPTION

A. Develop a comprehensive utility assessment and master plan for each campus that supports the goals and projected growth of the Tempe and Polytechnic campuses. All work to be completed in compliance with ASU’s sustainability and climate neutrality goals. Goals will be made available to short-listed vendors.

B. Area parameters to be included in this assessment are attached as Attachment A (Tempe Campus) and Attachment B (Polytechnic Campus). Tempe Campus should be considered the primary scope (and highest priority) for development of a utility master plan.

C. The DB team hired for this project will remain eligible to submit qualifications for future design, engineering, and construction services for projects identified under this project.

D. In assessment, address all existing utility systems on campus including:

- Steam and condensate
- Chilled water
- Hot water
- Soft water
- Domestic water
- Reverse osmosis water
- Fire protection
- Data communications
- Electrical distribution
- Sanitary sewer
- Storm water
- City water
- Natural gas

E. Provide an as-built inventory and location of all utilities including at-grade and below-grade items such as manholes, access hatches, covers and tunnel ventilation openings, vaults, transmission lines, piping, valves and steam traps both within tunnels and direct-bury. All mapping to be 3D GIS based and be compatible with ESRI ArcGIS format and current ASU reference datum. 2D GIS will not be considered.
F. Provide location services according to standard definitions below. Location services to be provided at Quality level “A” wherever possible, and Quality level “B” if conditions do not permit level “A”. Awardee will determine where level “B” is needed and will discuss with an ASU representative for approval prior to work. In all cases, it is ASU’s desire to limit potholing as much as practical so as not to disrupt campus operations.

- **Quality Level D.** QL-D is the most basic level of information for utility locations. It comes solely from existing utility records or verbal recollections, both typically unreliable sources. It may provide an overall "feel" for the congestion of utilities, but is often highly limited in terms of comprehensiveness and accuracy. QL-D is useful primarily for project planning and route selection activities.

- **Quality Level C.** QL-C is probably the most commonly used level of information. It involves surveying visible utility facilities (e.g., manholes, valve boxes, etc.) and correlating this information with existing utility records (QL-D information). When using this information, it is not unusual to find that many underground utilities have been either omitted or erroneously plotted. Its usefulness, therefore, is primarily on rural projects where utilities are not prevalent, or are not too expensive to repair or relocate.

- **Quality Level B.** QL-B involves the application of appropriate surface geophysical methods to determine the existence and horizontal position of virtually all utilities within the project limits. This activity is called "designating". The information obtained in this manner is surveyed to project control. It addresses problems caused by inaccurate utility records, abandoned or unrecorded facilities, and lost references. The proper selection and application of surface geophysical techniques for achieving QL-B data is critical. Information provided by QL-B can enable the accomplishment of preliminary engineering goals. Decisions regarding location of storm drainage systems, footers, foundations and other design features can be made to successfully avoid conflicts with existing utilities. Slight adjustments in design can produce substantial cost savings by eliminating utility relocations.

- **Quality Level A.** QL-A, also known as "locating", is the highest level of accuracy presently available and involves the full use of the subsurface utility engineering services. It provides information for the precise plan and profile mapping of underground utilities through the nondestructive exposure of underground utilities, and also provides the type, size, condition, material and other characteristics of underground features.

G. Utilities infrastructure is to be evaluated from point of origin (i.e. Central Plant, or where outside utilities enter ASU property) through the building service entrance section or main building shut-off valve, as applicable.

H. Analyze the capacity, distribution, production and assess the condition of all utility systems, based on age and observed field conditions.

I. Assess each system and make recommendations for improvements to reliability and/or redundancy.

J. Identify and locate all system valves, switches, traps, and other significant components.

K. Identify and prioritize capital projects based on system capacities, conditions, risk to campus operations, and expected campus growth. Develop a methodology to rank projects.
L. Provide an assessment and recommendations for all concrete utility tunnels and vaults including structural integrity, piping supports and structures, pipe insulation, ventilation, and ingress/egress points. ASU will provide the previously completed Utility Tunnel System Evaluation, completed by Stanley Consultants, Inc. dated May 2014 for reference.

M. Provide an assessment of piping systems including descriptions of current physical conditions, and prioritized and phased recommendations for replacement, segregated by campus.

N. Locate all buildings (four corners) using GIS technology.

O. Analyze the capacity of the utility tunnel and vault structures and ability to accommodate future expansion.

P. Develop a long range plan for future growth that includes replacements, modifications and upgrades to campus utility systems.

Q. Provide a list of existing utility and/or structure deficiencies requiring immediate attention. Include a cost/benefits analysis for short-term repairs vs. long-term infrastructure replacement.

R. Reference and provide updates for previous infrastructure evaluations and master plan reports, including the Utility Tunnel System Evaluation, performed by Stanley Consultants, Inc. dated May, 2014. The Stanley Evaluation will be made available to short-listed firms.

S. Provide an estimate of the probable costs of construction for each separate utility as part of the study.

**Project Requirements**

A. The master plan will include an assessment of existing conditions, an analysis of additional capacities needed to support future campus growth and recommendations for utility repairs, replacements or upgrades. An implementation strategy should be included that identifies utility project priorities, estimated costs, and implementation timeframes. A separate document is required for each campus master plan (Tempe campus; Polytechnic campus)

- Project vision, goals and objectives;
- Programmatic scope assumptions;
- Analysis of existing facilities;
- Site constraints and stacking diagrams, if needed;
- Summary of applicable code requirements;
- Existing and required utility capacity and distribution diagrams;
- Incorporation of strategic sustainable guidelines

B. Personnel working within any tunnel must comply with all ASU safety protocols and requirements and have all appropriate certifications and/or training.

C. Awardee will be responsible to maintain conditions on campus and any areas requiring potholing or other surface disturbance will be returned to their original condition.
D. The safety and well-being of ASU students, faculty, and staff are of the highest priority. Intrusive work must be carefully coordinated to minimize impact to campus operations and with the safety of the campus community in mind.

E. Third party utilities shall be included as part of this master plan. These include but are not limited to infrastructure owned and operated by Southwest Gas, Arizona Public Service (APS), Salt River Project (SRP), and various communications companies.

3) 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 design guidelines. ASU is a global leader in sustainability initiatives and members of the Facilities Development & Management team will actively engage the design team throughout the design process in this endeavor.

4) 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.

5) PROJECT BUDGET

The project budget for infrastructure improvements will be finalized as part of this study.

6) ESTIMATED PROJECT SCHEDULE

The project schedule for the actual renovation will be finalized as part of this study.

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

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

- **One (1)** additional copy on a flash drive in PDF format, PC readable, no passwords, labeled with vendor name and project number and **less than 5 MB**.
  - **One document** of complete submittal on each flash drive. All required signed Certification Forms and documents are to be included in your PDF document.

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

- **Check** and play all flash drives 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](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, or paper packaging, should be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste paper).

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

ASU is seeking a Design Build Team with experience as specified in this RFQ. ASU will be evaluating prior DP experience that is relevant to the project scope.

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) PRIOR EXPERIENCE & QUALIFICATIONS**

The master planning/programming team must possess prior experience in the development of similar projects. List a minimum of three completed projects similar in terms of project type, size and complexity. The listed projects must demonstrate that the firm, through previously completed work, has developed specific expertise to provide programming/master planning phase services as required for this project.

Describe what makes your firm stand out above your peers and why your firm should be chosen as the most qualified DB Team for this project.
**Client References** – Provide client references for each project described under Prior Experience.

**Address the following high-priority areas:**

- Prior experience in the development of Infrastructure Utility Master Plans
- Prior experience with utility and infrastructure challenges on large buildings

**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. 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>% Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Principal-in-Charge</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Manager</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Engineer(s)</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>GIS Specialist</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>[Other Roles]</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 Principal-in-Charge, Project Manager, Project Engineer(s), and GIS Specialist. List examples of their experience on similar projects and projects these individuals have worked on together, identifying project size and complexity, as well as their specific role.

See example below.
Project experience working as a team:

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Project1</th>
<th>Project2</th>
<th>Project3</th>
<th>Project4</th>
<th>Project5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Principal-in-Charge</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Manager</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Engineer(s)</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>GIS Specialist</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Other Roles]</td>
<td>X</td>
<td></td>
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<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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

List proposed sub-consultants.

Recommend practices and procedures for this project to promote interaction between the owner’s personnel, the construction manager’s personnel, the construction manager’s subcontractors, your personnel and your sub-consultant’s 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 Project Manager, Project Engineer, GIS Specialist and other members of the DB Team (including consultants) who would work on this project.
- Prior experience on similar projects. Describe the applicable skill sets and experience of your team in data modeling, designing data for network analytics, asset management, project planning, operational use, regulatory compliance and other integrations with various/multiple IT systems.
- Have the individuals in Proposer’s project team for this project worked together previously in successfully completing the projects described under Prior Experience above?

SECTION 3) PROJECT APPROACH

Address your firm's specific processes that can assist ASU to deliver this Study.

Discuss your firm's strategy to address the mapping and documentation of existing utilities on this project.

This section should address the following:

- What strategies have you employed for locating utilities? Specifically, given the highly dense urban nature of the Tempe campus, please outline the methods and approach you plan to use to capture the necessary information for recommendations and/or analysis.
- How do you integrate GIS data with modeling capabilities?
- How do you use existing conditions assessment data and future growth projections to prioritize capital projects?
- What methodology do you use to establish project priorities?
- Future intent at ASU for the use of the gathered data is extensive ranging from VR/AR types of applications to dynamic reporting / data mining and Smart Cities using ESRI's updated utility network functions. Describe how the approach you plan to take will cover the breadth of the future uses of this information.

Reminder: Total length of Sections 1-3 should not exceed 10 double-sided pages.
SECTION 4) 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:

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

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

Supplemental Requirements Forms:

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

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