REQUEST FOR QUALIFICATIONS
DESIGN PROFESSIONAL SERVICES

DATE ISSUED: 07/12/18

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

REQUEST FOR QUALIFICATIONS FOR:
ASU PROJECT DESIGN PROFESSIONAL 101286

INTERDISCIPLINARY SCIENCE AND TECHNOLOGY BUILDING 7
(ISTB 7) ARCHAEOLOGY SERVICES

DUE DATE/ TIME: 3:00 PM, MST, 08/01/2018

Deadline for Inquiries
5:00 PM, MST, 07/24/18

Time and Date Set for Submittal
3:00 PM, MST, 08/01/18

SEPTEMBER 2010 EDITION
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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 Professional services as described herein.

Proposals shall be marked as follows:

Proposal for Performance of Design Professional Services:

Submitting Firm:
Project Name: ISTB 7 Archaeology Services
RFQ Project Number: DP 101286
Attention: Lorana Myers, Senior Buyer
Time/Date Due: 3:00 PM. MST, 08/01/2018

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: Lorana Myers, Senior Buyer
Arizona State University,
c/o Purchasing and Business Services
1551 S. Rural Road
Tempe, Arizona 85281

Or, if mailed:
Attention: Lorana Myers, Senior 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, 08/01/18, 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 hand delivering your proposal or attending the opening 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

**Lorana J. Myers**
Lorana Myers, Senior Buyer
Purchasing and Business Services
Construction
lorana.myers@asu.edu
LEGAL ADVERTISEMENT

DP 101286
ISTB 7 ARCHAEOLOGY SERVICES

Project Description
Arizona State University will build a new Interdisciplinary Science and Technology Building, ISTB 7, on the South West corner of Rural Road and University Drive on the Tempe campus. This RFQ will identify a team of professionals to complete Archaeology Services to include monitoring and trenching as well as any services related to the archaeology plan and discovery.

Formal sealed qualifications are due on or before 3:00 PM, MST, 08/01/2018.

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/constructon-facilities-bid-board. Requests may be made in writing via fax (480) 965-2234 or email to Procurement Coordinator 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: Lorana Myers
Title: Senior Buyer
Arizona State University
PO Box 875212
Tempe, Arizona 85287-5212
Phone: (480) 727-1426
Email address: lorana.myers@asu.edu

ARIZONA BOARD OF REGENTS
By ____ Mark Killian ____
Chair
By ____ Greg Patterson ____
Secretary

Publication Date: Daily News Sun on 7/16/18
PART II: PROJECT INFORMATION AND SCOPE OF SERVICES

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

1) SITE DESCRIPTION

ISTB 7 will be constructed on ASU’s Tempe Campus in Arizona on Southwest Corner of University Drive and Rural Road. This project will be implemented in one phase but will allow for future expansion to the west by a future project.

Existing utility infrastructure for this project will be assessed by the design professional team with respect to capacities and distribution required to serve the needs of the new building.

The ISTB 7 project will be built in accordance with Arizona Board of Regents Cost, Control, Construction space guidelines, ASU Project Guidelines and applicable state and local codes.

2) PROJECT/SCOPE DESCRIPTION

Arizona State University will build a new Interdisciplinary Science and Technology Building, ISTB 7, with approximately 258,000 GSF. This RFQ will identify a team of professionals to complete Archaeology Services to include and trenching as well as any services related to the archaeology plan and discovery.

Project Objectives
- Archaeology Services
- Monitoring of Construction Work
- Additional Services if required during the construction activity
- Trenching with associated scope to include permits

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 Project 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

Historic Preservation issues are anticipated on this project. Should any issues arise ASU will coordinate with the State Historic Preservation Office as needed.

5) PROJECT BUDGET

The construction cost budget: $131,250,000.

6) ESTIMATED PROJECT SCHEDULE

- DP Selection: Completed
- CMAR Selection: Completed
- Program Definition Phase: Completed
- 100% Schematic Design and GMP: 08/15/18
- 100% Design Development: 11/30/18
- PK 1 Const. Docs/Permitting (Site/Foundation): 11/30/18
- ABOR Project Approval: 09/28/18
- PK 2 Const. Docs/Permitting: 01/25/19
• Construction Start – CMAR 01/25/19
• Construction Complete 01/10/21
• Commissioning complete 01/10/21
• Beneficial Occupancy 11/30/20
• Two-Year Warranty Term Complete 12/01/22

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:

  o **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.

  o **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.

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

  o **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 firm with Design Professional (DP) 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**

  • List a minimum of three archaeology projects similar in terms of project type, size, complexity, budget, and schedule to the project at hand. The listed projects must demonstrate that the firm, through previously completed work, has developed expertise to provide Archaeology 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 Archaeology team for this project.
• Describe your workload and expected workload as schedule is important on this project
• Describe your approach hiring subcontractors
• Describe your experience with state agencies and the ability to obtain permits and final documents required.
• Propose a schedule and availability to begin project

**Client References:** Provide client references for each project described under Prior Experience.

Describe what makes your firm stand out above your peers and why your firm should be chosen as the most qualified Archaeologist Team for this project.

**SECTION 2) PROJECT TEAM**

Provide information about your firm’s proposed project team members. List the individuals to be assigned to the project and identify their positions on the project team. Emphasis should be placed on the assigned Project Manager, Superintendent/Field Director, and Principal Investigator. Include a resume describing applicable qualifications and experience. List examples of their experience on similar projects, identifying project size, schedule and complexity, as well as their specific role.

**Include the following information:**

• Provide graphical organization of proposed staff.
• Provide graphic depicting current and projected workloads of proposed staff members.
• Indicate time that each of the assigned staff person will have to dedicate to this project.
• Include examples of projects where staff assigned to this project has worked together as a team.
• Indicate proximity of your office to Arizona State University and related ability to service the project.
• It is the Owner’s desire for the persons identified for this project satisfy many of the following criteria: Data Recovery, Field and Prefield tasks, Lab and Curation, Research and Analysis, Historical Properties Treatment, Monitoring, and Reporting

Indicate the proposed workload as a percentage of each team member at all 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.
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 assigned Project Manager, Principal Investigator, Field Manager/superintendent, and Director. 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</th>
<th>Role</th>
<th>Project1</th>
<th>Project2</th>
<th>Project3</th>
<th>Project4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Project Manager</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Principal Investigator</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Name</td>
<td>Field Manager/Superintendent</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Director</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Other Roles</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

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>Project Manager</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Principal Investigator</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Field Manager/Superintendent</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Director</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Other Roles</td>
<td>xx%</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.

SECTION 3) PROJECT APPROACH

- 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 challenges and/or findings

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:
DP Design Professional Agreement
DP (CMAR) RFQ Attachments and Forms
DP (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专业人士