DATE ISSUED: January 8, 2018

THE ARIZONA BOARD OF REGENTS

for and on behalf of

ARIZONA STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS FOR:

ASU PROJECT DESIGN PROFESSIONAL DP(CMAR) 11720

_____________________________________

DP (CMAR) Durham Language and Literature Building Renovation

_____________________________________

DUE DATE/ TIME: February 7, 2018 3:00 PM MST

SEPTEMBER 2010 EDITION

| Time and Date of Pre-Submittal Conference | 7:45 AM, MST, 1/16/18 |
| Deadline for Inquiries | 5:00 PM, MST, 1/23/18 |
| Time and Date Set for Submittal | 3:00 PM, MST, 2/07/18 |
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Part I: Request for Qualifications</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTIONS TO USB VISITOR PARKING AND BUILDING PROTOCOL</td>
<td>4</td>
</tr>
<tr>
<td>Part II: Project Information and Scope of Services</td>
<td>6</td>
</tr>
<tr>
<td>1) SITE DESCRIPTION (Project Location and Site Map)</td>
<td>6</td>
</tr>
<tr>
<td>2) PROJECT DESCRIPTION</td>
<td>6</td>
</tr>
<tr>
<td>3) CONSTRUCTION BUDGET</td>
<td>8</td>
</tr>
<tr>
<td>4) ESTIMATED PROJECT SCHEDULE</td>
<td>8</td>
</tr>
<tr>
<td>5) SCOPE OF SERVICES</td>
<td>9</td>
</tr>
<tr>
<td>Part III: Proposal Format and Contents</td>
<td>10</td>
</tr>
<tr>
<td>SECTION 1) PRIOR EXPERIENCE &amp; QUALIFICATIONS</td>
<td>10</td>
</tr>
<tr>
<td>SECTION 2) PROJECT TEAM</td>
<td>11</td>
</tr>
<tr>
<td>SECTION 3) EXPEDITED COMPLETION OF PROJECT (TIME SAVINGS)</td>
<td>12</td>
</tr>
<tr>
<td>SECTION 4) ATTACHMENTS AND FORMS W/ ACKNOWLEDGEMENTS (REQUIRED)</td>
<td>13</td>
</tr>
</tbody>
</table>

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:

Submiting Firm:
Project Name: DP(CMAR) Durham Language and Literature Building Renovation
RFQ Project Number: 11720
Attention: Joan M. Stockmaster, Senior Buyer
Time/Date Due: 3:00 PM. MST, 2/07/18

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

Or, if mailed:
Attention: Joan M. Stockmaster, 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, Wednesday, 2/07/18, 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 DP(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 (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. 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

Joan M. Stockmaster, CPSM
Senior Buyer
Purchasing and Business Services
Construction Group
Design Professional services for ASU DP(CMAR) 11720-Durham Language and Literature Building Renovation.

**Project Description**

Improvements to the existing Durham Language and Literature Building on the Tempe Campus.

**Submittal Due Date**

 Formal sealed qualifications are due on or before 3:00 PM, MST, Wednesday, February 7, 2018.

**Pre-Submittal Conference**

A RECOMMENDED Pre-Submittal Conference is scheduled for 7:45 AM, MST, January 16, 2018 in Durham Language and Literature Basement Classroom LL2 with a brief site visit immediately following. Durham Language and Literature is just south of the intersection of University Drive and College Ave., across from the Fulton Center. The ASU Parking Map is located 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. 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. Requests may be made in writing via fax (480) 965-2234 or email to Office Specialist at 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**

Attention: Joan M. Stockmaster
Senior Buyer
Arizona State University
PO Box 875212
Tempe, Arizona 85287-5212
Phone: (480) 965-0822
Fax: (480) 965-2234
Email address: joan.stockmaster@asu.edu

**ARIZONA BOARD OF REGENTS**

By ____ Mark Killian
Chair

By ____ Greg Patterson
Secretary

Publication Date: Daily News Sun on 1/09/18
PART II: PROJECT INFORMATION AND SCOPE OF SERVICES

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

The successful DP 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, 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, including replacement of existing mechanical, electrical and plumbing systems as required. 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 façades, to achieve a stronger architectural compatibility with this area. In addition, the design team will evaluate connectivity from the historic area to the campus mall on the western side of the building.

ASU intends to award this contract to a single design team. However, the design and planning process will be comprised of two consecutive phases. In the first phase, the design team will be required to lead a comprehensive Project Definition process with the goal of assessing the building systems and working with the ASU user groups and leadership to create a comprehensive programming document, which includes:

- Detailed facilities existing condition report including MEP, fire protection, life safety, elevators, structure, exterior envelope condition, fenestration, curtain walls and storefront systems.

- A comprehensive program that defines the project vision, and captures the qualitative and quantitative goals of the project.

- Assessment of utility conditions and capacities.

- Assessment of site conditions that includes landscaping, pedestrian walks, service access, and accessibility. It is the desire of the University to reconnect, through the existing building, the Alumni Lawn and Cady Mall per the latest version of the Comprehensive Master Plan which can be found at https://cfo.asu.edu/purchasing-forms.

- Proposed architectural and water management improvements to the exterior envelope.

- 3-D electronic massing model including adjacent structures.

- Preliminary cost estimate for all portions of the scope of work presented in Project Definition.

- Narrative of probable phasing scenarios for executing the project to align with the University’s desire to limit the amount of time university classrooms are not able to be used.

ASU officials reserve all rights to terminate all contractual agreements related to this project, if in their opinion; the Project Definition report is deemed an unsatisfactory work product. ASU officials also reserve all rights to contract with a different design team for the second phase of the work.

The second phase of the project is comprised of the following:

- The required scope of professional services includes: civil engineering (specifically as it pertains to site storm water management issues), structural engineering, architecture, interior design, ADA design, mechanical and electrical and plumbing
engineering, information-technology, audio-visual system design, construction cost estimates, life safety code consulting, LEED consulting services (minimum building certification goal is Silver).

- This second phase entails the preparation of contract documents, and integration with the selected CMAR partner to facilitate the construction.

**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 the 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. Note that the archeological survey for the proposed site has been conducted.

3) **CONSTRUCTION COST BUDGET**

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

An approved construction budget will be developed by ASU together with the selected DP and CMAR.

4) **ESTIMATED PROJECT SCHEDULE**

MILESTONE PROJECT SCHEDULE:

- CDP Approval 02/15/18
- 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 of 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**

Design services will include the following project phases as well as other services:

- Programming
- Schematic Design
- Design Development
- Construction Documents
- Construction Administration

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) flash drive in PDF format, PC readable, no passwords, labeled with vendor name and project number and less than 5 MB.

- 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 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.

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 Design Professional design 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 completed 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 design through construction administration 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 DP Team for this project.
**Client References** – Provide client references for each project described under Prior Experience.

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

- Proven experience in the development of comprehensive programming/project definition documents for classroom / office / higher education facilities.
  - (Provide a succinct description on how your team has addressed both the qualitative and quantitative aspects of a Basis-of-Design or Project Definition document.)
- Proven experience in the design and construction of higher-education / classroom / office facilities.
  - (Provide a succinct description on how your team has integrated successfully with a CMAR partner and focus on specific processes that have led to well defined construction cost analysis and variance reconciliation.)
  - (Provide a minimum of three examples in the Statement of Qualifications that depict experience with the renovation of existing higher education buildings or classroom / office buildings.)
- Experience with utility and infrastructure challenges on a large building.
- Experience designing truly innovative, sustainable facilities that also achieve LEED certification

**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 Design 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>Design</th>
<th>Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Principal-in-Charge</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Manager</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Designer</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</td>
<td>Project Architect</td>
<td>xx%</td>
<td>xx%</td>
</tr>
<tr>
<td>Name</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 Principal-in-Charge, Project Manager, Project Designer, and Project Architect. 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>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
<th>Project 4</th>
<th>Project 5</th>
<th>Project 6</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>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Manager</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Designer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Architect</td>
<td></td>
<td>X</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Other Roles]</td>
<td>X</td>
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</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 Designer, and the specific members of the DP Team (including consultants) who would work on this project along with a succinct description of project type related experience.
- Prior experience on similar projects
  - ✓ Provide a minimum of three examples in the Statement of Qualifications.
- Have the individuals in Proposer’s project team for this project worked together previously in successfully completing the projects described under Prior Experience above?
  - ✓ Please elaborate with a matrix.

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 innovative sustainability on this project

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)

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

- DP(CMAR) Design Professional Agreement
- DP(CMAR) Exhibit A – Operating Manual
- DP(CMAR) Attachments and Forms
- DP(CMAR) General Information & Instructions

Supplemental Requirements Forms:
Supplemental Requirements apply to project when the project budget is $2 Million and above. For more information call 480-965-2160. 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 under Construction Forms at: http://cfo.asu.edu/purchasing-forms.

NOTE: If you do not have access to the Internet, please contact the Buyer or Office Specialist listed in this RFQ document.