REQUEST FOR QUALIFICATIONS
DESIGN PROFESSIONAL SERVICES

DATE ISSUED: 2/26/18

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

REQUEST FOR QUALIFICATIONS FOR:
ASU PROJECT DESIGN PROFESSIONAL DP-11976

ISTB 7 - COMMISSIONING

DUE DATE/ TIME: 3:00 P.M., MST, 3/28/18

SEPTEMBER 2010 EDITION

Time and Date of Pre-Submittal Conference 1:30 PM, MST, 03/06/18
Deadline for Inquiries 5:00 PM, MST, 03/14/18
Time and Date Set for Submittal 3:00 PM, MST, 03/28/18
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 - Commissioning
RFQ Project Number: 11976
Attention: Joan Stockmaster, Sr. Buyer
Time/Date Due: 3:00 PM. MST, 03/28/18

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, 03/28/18, 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(CM@Risk) 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, CPSM*

Sr. Buyer  
Purchasing and Business Services  
Construction Group  
joan.stockmaster@asu.edu
LEGAL ADVERTISEMENT
Project #DP-11976
ISTB 7 – Commissioning

Project Description
Arizona State University will build a new facility, called ISTB 7, on the Southwest corner of Rural Road and University Drive on the Tempe campus. This RFQ will identify a team of professionals to act as a third-party commissioning agent. Formal sealed qualifications are due on or before 3:00 PM, MST, 3/28/18.

Pre-Submittal Conference
A RECOMMENDED Pre-Submittal Conference is scheduled for 1:30 PM, MST, 3/06/18 in Room MU 207, Gold, Memorial Union, on Tempe Campus. Reference the ASU Parking Map at http://www.asu.edu/map. Attendance at the pre-bid meeting, and inspection of the Construction site, is not mandatory but is highly 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 in writing via fax (480) 965-2234 or email to Office Specialist ann.provencio@asu.edu and Purchasing will email or mail you the RFQ. You may also pick up a copy at the University Services Building, 1551 S. Rural Rd., Tempe, AZ, 85281.

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, 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 Mark Killian
Chair
By Greg Patterson
Secretary

Publication Date: Daily News Sun on 2/28/18
PART II: PROJECT INFORMATION AND SCOPE OF SERVICES

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

The successful commissioning agent for this project will be able to provide commissioning services at ASU’s discretion for the duration of the Contractor’s warranty period of two years after substantial completion.

1) SITE DESCRIPTION

Arizona State University will build a new facility, hereinafter referred to as ISTB 7, on the southwest corner of Rural Road and University Drive on the Tempe campus with approximately 258,000 GSF. This RFQ will identify a team of professionals to act as a third-party commissioning agent.

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 design guidelines and applicable state and local codes.

2) PROJECT DESCRIPTION

Arizona State University will build a new facility hereinafter referred to as ISTB 7 on the Tempe Campus, southwest corner of Rural Road and University Drive. This facility will be a comprehensive addition to ASU’s growing research district on the Tempe Campus with approximately 258,000 GSF. This RFQ will identify the team of professionals who will serve as a third-party commissioning agent for the new facility. Under previous selections, ASU has retained firms to design and construct ISTB 7. The commissioning firm will have the experience and expertise to complete both basic and enhanced commissioning after weighing the costs and benefits of each approach. The design, construction, and commissioning teams will work together to ensure that success for the project is clearly defined and that the building performs as intended. The goals of the commissioning effort are to:

a. Deliver a building that meets the Owner's Project Requirements (OPR).
b. Prevent or eliminate problems inexpensively through proactive quality techniques.
c. Verify systems are installed and working correctly and benchmark that correct operation.
d. Lower overall first costs and life-cycle costs for ASU.
e. Provide documentation and records on the design, construction, and testing to facilitate operation and maintenance of the facility.
f. Implement trend logs and commissioning tools to enable O&M staffs’ ongoing commissioning.
g. Maintain facility performance for the building's entire life cycle.
Sustainability
Sustainability is a very important aspect of the program and this project is expected to comply with the sustainability guidelines that have been incorporated into ASU’s Project Guidelines. In addition, ASU has its own Sustainable Advisory Committee. The Design Team and the CMAR will meet with this committee to address compliance to the 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. The minimum goal is to achieve LEED Silver certification on this project.

Reliability Standards
Reliability Standards for research will need to be carefully designed to ensure that research data and materials are reasonably protected from utility interruptions.

Historic Preservation
No Historic Preservation issues are anticipated on this project. Should any issues arise, ASU will coordinate with the State Historic Preservation Office as needed.

3) CONSTRUCTION COST BUDGET

Estimated Construction Cost Budget: $122,500,000.00

4) ESTIMATED PROJECT SCHEDULE

- DP Selection 11/10/2017
- CMAR Selection 12/01/2017
- Program Definition Phase 02/02/2018
- 100% Schematic Design 04/06/2018
- 100% Design Development and GMP 06/29/2018
- PK 1 Constr. Docs/Permitting (Site/Foundation) 08/10/2018
- ABOR Project Approval 09/28/2018
- PK 2 Const. Docs/Permitting 01/25/2019
- Construction Start - CMAR 01/25/2019
- Construction Complete 01/10/2021
- Commissioning Complete 01/10/2021
- Beneficial Occupancy 11/30/2020
- Two-Year Warranty Term Complete 12/01/2022

5) SCOPE OF SERVICES

Commissioning activity will start at Schematic Design and continue through occupancy to point that will be determined once a top-ranked firm has been identified.

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.

Two (2) additional copies on CD in PDF format, PC readable, flash/jump drive, no passwords, labeled with vendor name and project number and less than 5 MB.

- One document for complete submittal on each disk. All required signed Certification Forms and documents are to be included in your PDF document.
- One separate document on one separate disk for “confidential financials” only if requested within proposal. (Label appropriately)
- Check and play all CD’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.) We prefer paper sleeves for the CDs, instead of plastic covers.

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 strong commissioning experience as specified in this RFQ. ASU will be evaluating prior commissioning 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 (3) commissioning 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 the expertise to provide Commissioning 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 Commissioning team for this project.
• Client References – Provide client references for each project described under Prior Experience.

Address the following Project Team high-priority areas:

• Experience commissioning truly innovative, sustainable facilities that also achieve LEED certification.
• Experience commissioning a facility that will ‘build toward’ 100% occupancy over time.
• Address your firm’s ability to test the performance of the exterior envelope to ensure compliance with the design and performance specifications.

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 Engineer, Controls, and Technician. 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:

a) Provide graphical organization of proposed staff.
b) Provide graphic depicting current and projected workloads of proposed staff members.
c) Indicate time that each of the assigned staff person will have to dedicate to this project.
d) Include examples of projects where staff assigned to this project has worked together as a team.
e) Indicate proximity of your office to Arizona State University and related ability to service the project.
f) It is the Owner’s desire for the persons identified for this project to satisfy many of the following criteria:

• Acted as the Commissioning Agent for complex projects over 150,000 GSF and laboratory projects over 120,000 GSF in the last 5 years. .
• Extensive experience in the operation and troubleshooting of HVAC systems, energy management, and control systems.
• Extensive field experience
• Knowledgeable in building operation and maintenance to include O&M training.
• Building Envelope experience; include team members and resumes.
• Knowledgeable in test and balance of both air and water systems.
• Experienced in energy-efficient equipment design and control strategy optimization.
• Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment. Proven experience with Monitoring Based Cx analytics software. Include examples of projects where MBCx is utilized.
• Excellent verbal and written communication skills. Highly organized team with the ability to work with design professionals, owner’s representatives, management team, and trade contractors.
- Experienced in writing commissioning specifications.
- A bachelor’s degree in mechanical engineering and Professional Engineer’s license in Arizona.
- Company Membership with a Building Commissioning Association.
- Certification as a Commissioning Professional by BCA, NEBB or AEE.
- Significant building commissioning experience, including technical and management expertise on projects of similar scope.
- Firms are requested to identify professional registrations, memberships and credentials including but not limited to LEED GA, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, and any other appropriate design and construction industry credentials. Identify that information on the resume.

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>
<th>Warranty Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>[Role 1]</td>
<td>xx%</td>
<td>xx%</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Role 2]</td>
<td>xx%</td>
<td>xx%</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Role 3]</td>
<td>xx%</td>
<td>xx%</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Role 4]</td>
<td>xx%</td>
<td>xx%</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Other Roles]</td>
<td></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 assigned Engineer, Controls, and Technician. 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>
<th>Project6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>[Role 1]</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Role 2]</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Role 3]</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Role 4]</td>
<td></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>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List proposed sub-consultants.

Recommend practices and procedures for this project to promote interaction between the owner,
design team, and construction manager (including subconsultants and subcontractors) with your firm on a “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 commissioning 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)
Attachment 13: SMALL BUSINESS DIVERSITY FORM

Contract and Request for Qualifications (RFQ) forms for this project include:
DP Design Professional Agreement
DP Exhibit A – Operating Manual
DP(CM@RISK) Attachments and Forms
DP(CM@RISK) General Information & Instructions, as applicable

Supplemental Requirements Forms:
Sample forms are available for review at: http://cfo.asu.edu/purchasing-forms

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