REQUEST FOR QUALIFICATIONS
DESIGN PROFESSIONAL SERVICES

DATE ISSUED: 4/05/18

THE ARIZONA BOARD OF REGENTS

for and on behalf of

ARIZONA STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS FOR:
ASU PROJECT DESIGN PROFESSIONAL DP(CMAR) 11353

_____________________________________
WELLS FARGO RENOVATIONS AND NEW MULTI-PURPOSE ARENA

_____________________________________

DUE TIME/ DATE: 3:00 PM MST, 4/30/18

SEPTEMBER 2010 EDITION

Time and Date of Pre-Submittal Conference TBD
Deadline for Inquiries 5:00 PM, MST, 04/23/18
Time and Date Set for Submittal 3:00 PM, MST, 04/30/18
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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. Find these documents at: [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: Wells Fargo Renovations and New Multi-Purpose Arena
RFQ Project Number: 11353
Attention: Karina Adum, Buyer
Time/Date Due: 3:00 PM. MST, 05/07/18

Formal sealed qualifications need to be either hand delivered, mailed, or express mailed to Purchasing and Business Services, University Services Building, Reception Desk in the Main Lobby to:

Express delivery:
Attention: Karina Adum, Buyer
Arizona State University,
c/o Purchasing and Business Services
1551 S. Rural Road
Tempe, Arizona 85281

Or, if mailed:
Attention: Karina Adum, 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, Monday, April 30, 2018, 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

Karina Adum
Karina Adum
Buyer
Purchasing and Business Services
Construction Group
LEGAL ADVERTISEMENT

DP(CMAR) 11353

WELLS FARGO RENOVATIONS AND NEW MULTI-PURPOSE ARENA

Project Description
Arizona State University (ASU) hereby invites interested and qualified design teams to submit a written statement of qualifications to provide design services for the renovation of Wells Fargo Arena and the construction of a new multi-purpose arena.

Submittal Due Date
Formal sealed qualifications are due on or before 3:00 PM MST, Monday, April 30, 2018.

Pre-Submittal Conference
A RECOMMENDED Pre-Submittal Conference is scheduled for TBD of Arizona State University Tempe Campus. It is recommended that you park in the Stadium Parking Structure, located on Veteran’s Way. Walk North and Cross Veterans Way and walk East to the Western Entry of Wells Fargo Arena. 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/construction-facilities-bid-board. 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: Karina Adum
Buyer
Arizona State University
PO Box 875212
Tempe, Arizona 85287-5212
Phone: (480) 727-5522
Email address: kadum@asu.edu

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

Publication Date: Daily News Sun on TBD
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

The existing Wells Fargo Arena sits within the Novus Innovation Corridor on the ASU Tempe campus.

The current parking area to the East of Wells Fargo arena will be the site for a new Multi-Purpose Sports Arena relocating existing solar structures (Lots 58 and 59).

2) PROJECT DESCRIPTION

Arizona State University, on behalf of Sun Devil Athletics, wishes to solicit for and hire a qualified architecture firm and/or joint-venture design team to provide architectural design and documentation services for two indoor sports venues.

This project shall consist of two distinct yet intertwined components.

1. Programming and design of the interior renovation of the existing Wells Fargo Arena
2. Programming and the design and documentation of a new 180,000 sf Multi-Purpose Arena

The first component of this project shall be the comprehensive interior renovation of the existing Wells Fargo Arena, included but not limited to, basketball playing surface, lower bowl seating renovation and code update, lower level concourse locker room upgrades, restroom upgrades, main concourse level re-design and upgrades as well as building system upgrades to include mechanical, electrical, plumbing and AV/IT.

In order for ASU Sun Devil Athletics men’s ice hockey program to compete in Division 1 at the national level, the second component of this project will be the extensive programming and space needs analysis, architectural design, and construction documents for an approximately 180,000 sf multi-purpose arena for ice hockey. This shall consist of a stand-alone building, most likely two stories, regulation size competition ice sheet, regulation size community and practice ice sheet, spectator stands, locker rooms, team offices, lobby, community entrance, concessions as well as provisions for building mechanical and ice making. The Multi-Purpose Arena also shall support men’s wrestling and women’s gymnastics events.

The proposed location for the Multi-Purpose Arena (MPA) shall be directly adjacent on the east side of Wells Fargo Arena (WFA), and the design shall integrate the two buildings to an extent where spectators can travel between the two buildings at the main concourse level, and the venues can share amenities such as locker rooms and training facilities, as well as storage, concessions and services such as loading and trash at the current lower concourse level of WFA.
In addition, the selected design professional will be required to prepare and extensive and comprehensive space needs program in conjunction with the selected CMAR to verify and justify the scope and associated budget, in advance of commencing with the design phase.

3) PROJECT SCOPE

The project scope is comprised of two deliverables. The first set of is the preparation of programming documents for Wells Fargo Arena and the Multi-Purpose Arena as described in the Project Description section. These comprehensive documents will be compiled by meeting with representatives from Sun Devil Athletics, user groups and university executive leadership as well as any other stakeholders ASU deems necessary in the preparation of these documents.

The second set of deliverables will be the architectural design documents and full construction documents of approved designs for both facilities. Designs shall be reviewed and approved by the Building Steering Committee, as well as an Executive Leadership Steering Committee at appropriate intervals as the project progresses through the necessary stages.

The design team will note that this project will be a phased construction project to allow for the basketball teams to play uninterrupted during their regular season. Although complete design and drawings will be provided, provisions will need to be made by the DP and the CMAR to allow for the phasing of demolition and construction work around the ASU basketball season.

The following professional services will be required to fulfill the contractual obligations for this project: civil engineering, traffic engineering, architectural and sporting facilities programming & design, structural engineering, mechanical building engineering & ice making, electrical engineering, plumbing engineering, LEED specialist, commissioning agent, interior design, landscape design, environmental graphics/signage and AV/IT and any other service professional necessary to provide a complete design package.

4) 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.

5) 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.
6) PROJECT BUDGET

The estimated total project budget range is $130,000,000 to $160,000,000

7) ESTIMATED PROJECT SCHEDULE

Pre-bid conference: Date: 04/16/18
Inquiries Due: Date: 04/23/18
Proposals Due: Date: 04/30/18
Shortlist: Date: 05/07/18
Interviews: Date: 05/14/18
Project award: Date: 05/18/18
Initial meeting to discuss project scope: Date: 05/29/18
Programming study and cost estimates: Date: 10/12/18

8) SCOPE OF SERVICES

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

- Programming
- Master Planning
- Cost estimation (in conjunction with the CMAR)
- Schematic Design
- Design Development
- Construction Documents
- Contract Administration
- Commissioning
- Post Occupancy Evaluation

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 flash drive copy 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](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**

The Design team must possess prior experience in the development of projects, which comply with NCAA guidelines, including hosting of postseason events. 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, and revenue forecasting projections.
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.

Provide client references for each project described under Prior Experience.

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

- Prior experience in the development of NCAA intercollegiate and minor league hockey arenas
- Experience designing truly innovative, sustainable facilities that also achieve LEED certification
- Prior experience with utility and infrastructure challenges on a large new building
- Prior experience designing large buildings in a dense, urban campus environment

**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>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>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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Designer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Project Architect</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>[Other Roles]</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<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 Designer, and the specific members of the DP Team (including consultants) who would work on this project
- Prior experience 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?

SECTION 3) PROJECT APPROACH

- Address your firm’s specific processes that can assist ASU to deliver this project
- 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(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.