

REQUEST FOR QUALIFICATIONS
DESIGN PROFESSIONAL SERVICES



DATE ISSUED: OCTOBER 24, 2008

THE ARIZONA BOARD OF REGENTS

for and on behalf of the

ARIZONA STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS FOR:

**SCHOOL OF HUMAN EVOLUTION AND SOCIAL CHANGE (SHESC) EXPANSION
DP (CMAR) 2009-12965**

DUE DATE/TIME: 3:00PM, MST, FRIDAY, NOVEMBER 14, 2008

RFQ for DESIGN PROFESSIONAL SERVICES
CONSTRUCTION MANAGER AT RISK SERVICES
ARIZONA BOARD OF REGENTS TRI UNIVERSITY MASTER
MARCH 2006 EDITION

Time and Date of Pre-Submittal Conference

1:30 PM, MST, 10/31/2008

Deadline for Inquiries

5:00 PM, MST, 11/7/2008

Time and Date Set for Submittal

3:00 PM, MST, 11/14/2008

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This Request for Qualifications is separated in two parts: Part I - General Requirements, and Part II -Attachments. The Attachments of Part II are part of the Request for Qualifications and the terms, conditions, and criteria therein must be met by any proposer.

PART I:

REQUEST FOR QUALIFICATIONS INFORMATION

ARIZONA BOARD OF REGENTS
REQUEST FOR QUALIFICATIONS (RFQ)

Arizona State University ("Owner") extends an invitation to interested and qualified firms or individuals to submit formal sealed qualifications to provide the design professional services portion for this project under the delivery method of construction management at risk services as described herein.

Formal sealed qualifications are to be addressed and delivered to Purchasing and Business Services, University Services Building, Reception Desk in the Main Lobby, and addressed to **Arizona State University, c/o Purchasing and Business Services, 1551 S. Rural Road, Tempe, Arizona 85281** or, if mailed, addressed to **Arizona State University, c/o Purchasing and Business Services, PO Box 875212, Tempe, Arizona 85287-5212 UNTIL 3:00 P.M., MST, ON (FRIDAY), 11/14/08** 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 agreement.

ARIZONA STATE UNIVERSITY

Douglas E. Boyer, C.P.M., CPPB
Purchasing Construction Manager
Purchasing and Business Services
Construction Group

DIVISION I
LEGAL ADVERTISEMENT

School of Human Evolution (SHESC) Renovations
DP(CMAR) #2009-12965
LEGAL ADVERTISEMENT

Arizona State University (**ASU**) extends an invitation to qualified and interested construction services firms and individuals to submit in writing their qualifications for the Design Professional Services for **ASU Project: DP(CMAR) 2009-12965, School of Human Evolution SHESC Expansion**. ASU intends to use the Construction Manager at Risk project delivery method. Firms and individuals submitting a response to this RFQ must demonstrate comparable project-type experience and the capability to work successfully using the Construction Manager at Risk project delivery method.

Scope Of Services

ASU requires a Design Professional to develop the program for ASU's School of Human Evolution and Social Change (SHESC) and to propose a detailed expansion plan that starts with the SHESC Building, Matthews Hall, and Matthews Center, but will inevitably involve other campus buildings. Note that a Historic Architect is needed to evaluate the SHESC Building, Matt Hall, and Matt Center and to work throughout the design process to ensure compliance with Secretary of the Interior Standards and SHPO requirements. The anticipated program includes relocating/renovating spaces to accommodate new offices, classrooms, wet & dry labs, collections, and student spaces. In addition to interior renovations required for SHESC's expansion the DP/CMAR will evaluate and propose needed exterior and building system renovations. Note that this project is not merely a programming/feasibility study. The DP/CMAR hired under this RFQ will design and construct the full project when it moves forward, pending ASU Administration and ABOR approval.

Project Description

SHESC requires expansion on the Tempe Campus. The University would like to consolidate and expand this program into adjacent buildings to accommodate their space needs and anticipated growth. The size and scope of SHESC's expansion has not been determined.

The estimated project budget, subject to ABOR approval and funding, is anticipated to be **-\$12,000,000.00**.

Pre-Submittal Conference

A **RECOMMENDED** Pre-Submittal Conference is scheduled for **1:30 PM, MST, Friday, October 31, 2008**, in the University Services Building Room **2105** at 1551 South Rural Road, just north of the railroad tracks on the east side of Rural Road. **If there are too many for the meeting at 1:30, a second pre-submittal conference will be held at 3:00 PM.** Visitor Pay-for-Parking is available at the USB. **Attendance is strongly recommended for those who desire to submit a Proposal.** The ASU Project Manager will be available to discuss the Project.

Obtain a Copy of RFQ

A Request for Qualifications including, among other items, instructions, a description of requested services, information on the Project and a description of the proposal and selection process is available from the Purchasing Department, Arizona State University bid board at www.asu.edu/purchasing/bids. Requests should be made in writing via fax (480)-965-2234 or via email to Pamela.Thompson2@asu.edu and Purchasing will mail or email to you the RFQ or the RFQ may be picked up at 1551 S. Rural, Tempe, AZ 85281. Ask for (Pamela or Riki at the Front Desk.

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
RFQ should be addressed to:

Purchasing and Business Services
Attention: Douglas E. Boyer, C.P.M., CPPB
Purchasing Construction Manager

ARIZONA BOARD OF REGENTS

By Bob Bulla
Title: President

Arizona State University
PO Box 875212
Tempe, Arizona 85287-5212
Telephone: (480) 965-2217
Facsimile: (480) 965-2234
Email: douglas.boyer@asu.edu

By Jack Jewett
Title: Secretary

Publication Date: 10/24/08

DIVISION II

INSTRUCTIONS TO PROPOSERS

GENERAL. All responses to the Request for Qualifications (RFQ) should follow the format and order described in the "Content Of Submittal"™ section below; this will allow a standard basis for evaluation. Failure to follow the instructions regarding format and order may result in rejection of the submittal.

DEFINITION OF "PROPOSER AND "PROPOSAL". Wherever the word "proposer" is used in this Request for Qualifications, it shall mean each or any of the individuals, firms, partnerships, or corporations, submitting their qualifications relative to performance of the architectural and engineering services described in this RFQ.

Wherever the word "proposal" is used in this Request for Qualifications, it shall mean the statement of qualifications submitted by a Proposer.

ACCEPTANCE OF AGREEMENT TERMS AND CONDITIONS:

A copy of the current form of agreement can be viewed at http://uabf.asu.edu/ubs_forms, if you do not have access to the internet, please contact, **Pamela Thompson Lefkowitz, 480-965-3665**, and a copy can be mailed to you, or you may pick one up as stated in **Attachment E**. The form is subject to change by the University before it is presented to the successful Proposer. The successful Proposer will be required to execute the then current form of agreement prepared by the University.

If a Proposer objects to any terms or conditions in the attached agreement, Proposer must include a list of terms and conditions to which the Proposer is opposed in its Proposal. Failure to do so will be waiver of any right to object to any terms or conditions. Proposals that object to terms or conditions in the agreement may be deemed non-responsive and rejected by Owner.

DELIVERY OF THE PROPOSAL IN RESPONSE TO THIS RFQ. The submitted proposal shall be addressed and delivered to the University on or before the day and hour set for receipt of proposals and marked as follows:

Proposal in response to RFQ for performance of Architectural and Engineering Services for:

Submitting Firm:

Title of Proposal: SCHOOL OF HUMAN EVOLUTION AND SOCIAL CHANGE (SHESC) EXPANSION

RFQ Number: DP(CMAR) 2009-12965

Time/Date Due: **3:00 PM, MST, (FRIDAY) 11/14/08**

Telegraphic, telephonic or telecopy (FAX) submittals or modifications of submittals will not be considered. Proposals submitted after the time set for receiving them will not be considered and will be returned to the sender. Proposers are solely responsible for the delivery of their submittals to the above location by the time and date specified.

WITHDRAWAL OF PROPOSAL. Proposals may be withdrawn either personally or by written request any time before the scheduled date and time set for receipt.

THE REQUEST FOR QUALIFICATIONS (RFQ)

GENERAL. The Proposal should display clearly and accurately the capability, knowledge, experience and capacity of the proposer to meet the requirements of this RFQ. Submittal should consist of **one original and seven (7) copies, and each marked as the original or copy respectively. Submittal size must be no larger than 8.5' x 11' either portrait or landscape for filing media in the hard copy.**

NOTE: DESIGN PROFESSIONAL (DP) SHALL NOT SUBMIT OR COMMUNICATE IN ANY FORM TO ASU ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER ASSOCIATED COST INFORMATION. ARIZONA LAW PROHIBITS ASU FROM CONSIDERING ANY INFORMATION ON

FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER COST INFORMATION DURING THE REQUEST FOR QUALIFICATIONS (RFQ) COMPETITION. Accordingly, any sealed formal qualifications that contain any information of this type will be deemed non-responsive, will not be considered, and will be returned to the DP. This exclusion of information applies to the DP's formal sealed qualifications, to any discussion/interview and to all other aspects of the RFQ competition.

SELECTION PROCESS. A Selection Committee will evaluate and score each submitted Proposal to arrive at a short-list of no less than three (3) and no more than five (5) Proposers to participate in interviews. Prior to the interview, the Selection Committee may, at its discretion, verify references. Following the interview, the Selection Committee may secure additional information and additional reference checks or visit completed projects.

EVALUATION CRITERIA. A Selection Committee will evaluate the Proposals submitted in response to this RFQ based on the qualifications of each Proposer. The general evaluation criteria will be the qualifications of the Proposer to perform the services under this RFQ for a Construction Manager at Risk delivery method project based on the following specific evaluation criteria, which are listed in the order of relative priority to **Owner**:

NOTE: In doing the evaluations the Owner high-priority areas, if any, listed in Content for Submittal below will be important factors.

- (a) Proposer's prior experience.
- (b) Proposer's project team,
- (c) Proposer's project management controls,
- (d) Proposer's team approach capability,
- (e) Proposer's interview (for those on Final short list only),
- (f) **OPTIONAL PROVISION FOR LARGE PROJECTS (\$2M AND OVER):**
Proposer will need to comply with Supplemental Reporting Requirements when a project budget is \$2,000,000 or over, and when one of the Multiple Projects is \$2,000,000 or over. and
- (g) Proposer's additional information received or obtained by the Committee along with any client references obtained by the committee or given by the Design Professional.
- (h) Proposer must have the required professional license or registration.
- (i) Proposer must have or be committed to establish an Arizona office as provided below.

CONTENT FOR SUBMITTAL

The submittal should be fully self-contained and include the information requested below in the listed in order and index tabbed the same.

- (a) **PRIOR EXPERIENCE:** List a minimum of three completed projects equal or similar in terms of project type, size, complexity, budget, and schedule where the Proposer's firm was Architect of Record. (Refer to **Division III, Architectural Program**.) 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.

In addition, each Proposer must address its successful prior experience in the following Owner high-priority areas:

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Note: If the Proposer submits information on contract delivery method experience that Proposer considers to be comparable to the CMAR project delivery method, Proposer must describe why Proposer considers the experience comparable to the CMAR project delivery method. Among other items Owner will be looking at in evaluating prior CMAR experience and in evaluating experience that you consider comparable to CMAR are the following: during the design phase interacting with the construction manager at risk and the owner in a productive manner in working on the design, including, interacting on constructability reviews and value engineering; during the process of setting the GMP, assisting the construction manager at risk by preparing

bid packages; and during the construction phase performing design professional construction administration services as described in the attached pro forma DP agreement, CMAR agreement and CMAR general conditions using a proactive team approach in working with the construction manager at risk and the owner.

REFERENCES: For each project listed in **Item “a”** above, provide the name and current phone number of the Owner's Project Manager. A higher evaluation weighting will apply to those Proposers providing letters of recommendations for the listed projects.

- (b) **PROJECT TEAM — PRIME:** Provide the staffing plan of the Proposer's individuals who will be assigned to the project, together with their resumes. This listing should detail each individual's specific qualifications and experience on projects of this type and with projects utilizing a Construction Manager at Risk project delivery method or a comparable project delivery method. Describe the CMAR experience or experience that you consider comparable and cover the comparability evaluation elements described in item “a” above.

In addition, each Proposer must address the following Owner project team - prime high-priority areas:

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- (c) **PROJECT TEAM — SUB-CONSULTANTS:** Describe the qualifications and experience of the Proposer's consultants on comparable projects. Indicate those comparable projects that have utilized a Construction Manager at Risk project delivery method or experience that you consider comparable. Describe the CMAR experience or experience that you consider comparable and cover the comparability evaluation elements describe in item “a” above.

In addition, each Proposer must address the following Owner project team - sub-consultants high-priority areas:

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-

- (d) **PROPOSER CAPABILITIES:** Substantiate how your team can most effectively undertake the responsibilities associated with this project and your proposed team's understanding of this project by:

1. Clearly identifying the lines of authority, coordination, and limits of capacity for each member of the team. Identify essential management functions and how these functions are effectively integrated during each phase of the project. Delineate the role of the Sub-consultants. Organizational charts and graphs may be included.
2. Describing your current workload and availability of designated staff to handle the project. Substantiate this response with time management staffing plans on existing projects, pending projects, and this proposed project.

- (e) **PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH CAPABILITY:**

1. Budget Methodology/Cost Control: Define how estimates of probable construction cost are established and maintained with respect to the Owner's project budget; **how constructability and other recommendations by the Construction Manager at Risk**, value engineering and other design phase cost controls will be utilized; and how Change Orders and other potential add-costs during the Construction Phase will be controlled. For each project listed in **Item “a”** above, list original construction cost budget per consultants the agreement, actual bid amount (including accepted additive alternates), and the final construction agreement amount. If final construction agreement amount is greater than bid amount, differentiate between Owner-requested Change Orders and those attributable to construction documentation.
2. Quality Control Methodology: For the projects listed in **Item “a”** above, define how the projects were designed for durability and maintainability. Define whether and how these projects actually benefited by improved energy efficiency through use of an integrated design process, life cycle costing, and the

specification of energy efficient materials, systems, and equipment.

3. **Schedule Control:** Demonstrated ability to complete similar projects within established schedules. For each project listed in **Item “a”** above, define original the agreement schedule by listing Design Start Date, Bid Date, Construction Start Date, Substantial Completion Date, and Final Completion Date. Compare these *contractual* dates with *actual* respective dates. Explain any differentials between original and actual project schedule milestones. Summarize your firm’s Schedule Control process, as it would apply to this project.
4. **Team Approach:** The Owner intends to form a team (consisting of the Owner, the Construction Manager at Risk and the Design Professional) that will work well together in a cooperative and mutually supportive manner for the benefit of all the members of the team. The desire is a “win-win-win” arrangement. Team members will focus on this over-all objective and the not on protecting their own individual interests.

ASU considers a team approach to be a critical qualification for the design professional.

ASU is looking specifically for a Proposer with the demonstrated ability to operate as a team member in a Construction Manager at Risk project delivery method arrangement, **which may include a formal partnering arrangement**. The essence of a CMAR arrangement is that ASU, the design professional, and the Construction Manager at Risk all operate as a cooperative team.

Accordingly, each Proposer must provide the following information:

- Describe the experience of the Proposer and its team members in interacting on a “team”, a “win-win-win” or a “partnering” basis with owner’s project personnel and the construction manager at risk’s or other contractor’s project personnel. Give examples of successful experiences that your firm and your team members have had with a “team”, a “win-win-win” or a “partnering” approach.
- Describe what practices and procedures you propose for this project so that owner’s personnel, the construction manager at risk’s personnel and your personnel interact on a “team”, a “win-win-win” or a “partnering” basis.

In addition to items 1-4 above, each Proposer must address the following Owner project management controls and team approach capability high-priority areas:

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-

- (f) **SUPPLEMENTAL PROVISION:** Proposer will need to comply with the supplemental requirements for projects with a budget over **\$2,000,000**. Reporting forms, a detailed description and contract documents are on the ASU Purchasing website at http://uabf.asu.edu/ubs_forms. See **Section 8** of the Operating Manual included in the ASU contract document.
- (g) **WORK LOCATION:** Indicate the proximity of the Proposer’s (and Sub-consultants’) office to the Arizona State University Main campus in Tempe, Arizona and your related ability to efficiently respond to all issues associated with the project. Define the team’s familiarity of the project area and its knowledge of the local labor and materials markets. Refer to the “Arizona Office” requirement.
- (h) **OTHER:** Any other pertinent/additional information at a maximum of ten (10) pages.
- (i) **SUBMITTAL CERTIFICATION:** Include this form (**Attachment D**) as the last item in this section.

INTERVIEWS. A Selection Committee will evaluate the written responses and arrive at a short-list of no less than three (3) and no more than five (5) Proposers to be interviewed by the Selection Committee. It is anticipated that the interviews will last not more than one hour with fifteen minutes of the interview being allocated for questions from the Committee. Time limits will be strictly enforced. No more than **six representatives** from a firm’s team may be present + one person to operate the computer/projector equipment. The prospective Project Manager

who will be the responsible day-to-day contact with the University, the Project's Lead Designer, and the individual responsible for Construction Phase. The agreement administration must actively lead and participate in the presentation. Proposers will appear before the Selection Committee in an order determined by lot. A projection screen will be available; any additional equipment shall be the responsibility of the Proposer. The format of the Presentation is entirely at the discretion of the Proposer, but must address **DESCRIBE THE MOST CRITICAL PORTION OF THE PROJECT** and each of the evaluation criteria listed above and any additional information given should explain how the organization of the Proposer and the Proposer's sub-consultants, the experience, and expertise of the assigned individuals in completing comparable projects as a team, the Proposers concepts of a "team" interaction with ASU and the Construction Manager at Risk, and how the overall project management controls will best respond to the University and this project's requirements.

It is not the desire of the Committee to receive, at this stage, design solutions to the project, but rather to learn how the Proposer's prospective team, based on experience with previously completed comparable projects, will provide exceptional design services, design professional construction administration services, schedule and budget management controls and "team" interaction with ASU and the Construction Manager at Risk in support of this project.

RANKING. After evaluation of the interviews by the Selection Committee, the three (3) – five (5) Proposers deemed to be the most qualified would be selected by the Committee and ranked in order of preference ("**Final Short List**"). Before a decision is reached, the Selection Committee may choose to visit examples of any individual Proposer's work or consult with additional references.

SOLICITATION OF PROPOSALS ONLY BY PURCHASING. No department, school, or office at ASU has the authority to solicit or receive Proposals other than Purchasing and Business Services. All solicitations are performed in accordance with ASU's policies and procedures.

INFORMAL QUESTIONS. If you have informal questions about technical information regarding this Request for Qualifications or if you have informal questions about the purchasing process, please contact:

Douglas E. Boyer, C.P.M., CPPB
Purchasing Construction Manager
Purchasing and Business Services
E-mail Address: douglas.boyer@asu.edu

Tel: 480-965-**2217**
Fax: 480-965-**2234**

Note: ASU will answer informal questions orally. ASU makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this RFQ. Proposers shall not rely on any verbal responses from ASU. If you have formal questions about any part of this Request for Qualifications, which could result in a material issue or a formal amendment to this RFQ, see **INTERPRETATIONS AND ADDENDA** below.

INTERPRETATIONS AND ADDENDA. Should a Proposer find any ambiguity, inconsistency or error in the Request for Qualifications, or should the Proposer be in doubt as to their meaning, he shall at once notify the Buyer, in writing, who will send a written addendum either by facsimile or US mail to all Proposers who are on record with the Buyer as having requested a copy of the RFQ. Neither ASU nor its representatives will be responsible for oral instructions or information. Interpretation or correction of the RFQ will be made only by written addendum, which will be mailed or delivered to each Proposer of record. The University is not responsible for any other explanations or interpretations of the RFQ.

If a Proposer on the Final Short List fails to receive any addendum, or should fail to acknowledge receipt of same, the Proposer shall have the option of staying on the Final Short List under the terms of the Request for Qualifications or of withdrawing from the Final Short List in which event the next most qualified Proposer will be added to the Final Short List. The Owner is not responsible for assuring delivery of addenda to any Proposer. Failure to receive addenda or failure to acknowledge receipt shall not constitute a basis for claim, protest, or reissue of the Request for Qualifications.

This RFQ, the Proposal of the successful Proposer and any addenda issued by the Owner during the RFQ period are to be included in and will become a part of the agreement when awarded. **The Proposers shall**

acknowledge receipt of addenda on the Proposal form in the space provided, on the RFQ Submittal Certification, see Attachment C.

All formal inquiries or requests for significant or material clarification or interpretation, or notification to ASU of errors or omissions relating to this Request for Qualifications must be directed, in writing, email, or by facsimile, to:

Douglas E. Boyer, C.P.M., CPPB
Purchasing Construction Manager
Purchasing and Business Services
University Services Bldg.
Arizona State University
PO Box 875212, 1551 S. Rural Road
Tempe, AZ 85287-5212
Phone: 480-965-2217 Fax: 480-965-2234
Email address: douglas.boyer@asu.edu

Requests must be submitted on a copy of the Submittal Inquiry Form in **Attachment C** to this RFQ. All formal inquiries must be submitted at least seven (7) calendar days before the time and date set for closing this RFQ. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

RESTRICTION ON COMMUNICATIONS. Neither Proposers nor members of their team shall communicate concerning this Project with Selection Committee members, students, and employees of ASU, except as stipulated above. **Failure to abide by this requirement may result in rejection of the Proposer's Proposal.**

PROPRIETARY INFORMATION. If you are submitting any information you consider proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Director of Purchasing and Business Services concurs, this information will not be considered public information. The Director of Purchasing and Business Services is the final authority as to the extent to which material is considered proprietary or confidential. The Owner assumes no liability for disclosure or use of unmarked data. Unless identified, information submitted in response to this RFQ may be disclosed pursuant to the applicable Arizona Public Records Law and applicable Arizona Revised Statutes.

PROFESSIONAL LICENSE/REGISTRATION IN ARIZONA. Any individual or firm that is proposing to perform architectural or engineering services must be appropriately licensed/registered in the State of Arizona at the time of submission of the QUALIFICATIONS.

ASU WEAPONS POLICY

ASU prohibits the use, possession, display or storage of any weapon, explosive device or fireworks on all land and buildings owned, leased, or under the control of ASU or its affiliated or related entities, in all ASU residential facilities (whether managed by ASU or another entity), in all ASU vehicles, and at all ASU or ASU affiliate sponsored events and activities. Notification by Contractor to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees or licensees of Contractor ("Contractor Parties") of this policy is a condition and requirement of this Contract. Contractor further agrees to enforce this contractual requirement against all Contractor Parties. ASU's policy may be accessed through the following web page: <http://www.asu.edu/aad/manuals/pdp/pdp201-05.html>.

SUSTAINABILITY

Arizona State University is dedicated to acquiring products and services that meet Sustainability requirements for the purpose of judging Sustainability the following description applies:

A process of current or developing business practices and technologies that restore and enhance the environment by supplying products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

GREEN PURCHASING REQUIREMENTS/SPECIFICATIONS

In order to reduce the adverse environmental impact of our purchasing decisions we are committed to buy goods and services from manufacturers and suppliers who share our environmental concern and commitment. Green purchasing is the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that we use to make purchasing decisions.

Proposer/Bidder shall use environmentally preferable products and materials where economically feasible. Environmentally preferable products have a less or reduced effect on human health and the environment when compared to other products that serve the same purpose. If two products are equal in performance characteristics and the pricing is within 5%, the university will favor the more environmentally preferable product.

If you are citing environmentally preferred product claims, you must provide proper certification or detailed information on environmental benefits, durability and recyclable properties.

The university and the supplier may negotiate during the contract term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products are readily available at a competitive cost and satisfy the university's performance needs.

Unless otherwise specified, bidders/proposers and contractors shall use recycled paper and double-sided copying for the production of all printed and photocopied documents. Furthermore, the documents shall be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste) paper.

Proposer/Bidder shall provide packaging/packing materials that meet at least one of, and preferably, all of the following criteria:

- Made from 100% post-consumer recycled materials;
- Be recyclable;
- Reusable;
- Non-toxic;
- Bio-degradable.

The Supplier Sustainability Questionnaire must be completed and returned with your Bid/Proposal. This information will be used as part of the evaluation criteria for Supplier/Proposer Sustainability efforts. (11/06/07)

ASU SUSTAINABILITY MANDATES

The university believes colleges and universities must exercise leadership in their communities and throughout society by modeling ways to minimize global warming emissions ASU further believes that colleges and universities that exert leadership in addressing climate change will stabilize and reduce their long-term energy costs, attract excellent students and faculty, attract new sources of funding, and increase the support of alumni and local communities.

ASU Sustainable Facility Policies

Since President Michael Crow became president in 2002, ASU has instituted the following environmentally-friendly policies affecting university facilities:

1. All new campus construction will be built to at least the U.S. Green Building Council's LEED Silver standard or equivalent.
2. Adopt an energy-efficient appliance purchasing policy requiring purchase of ENERGY STAR certified products in all areas for which such ratings exist.
3. Begin purchasing or producing at least 15% of the institution's electricity consumption from renewable sources.
4. Adopt measures to reduce waste.

Arizona State Sustainable Facility Policies

ASU is also subject to mandates from legislative, gubernatorial, and other state entities. Arizona Governor Janet Napolitano has issued three executive orders since 2004, each of which requires specific actions by ASU facilities managers.

1. Executive Order 2004-28: *Implementation of 5% Water Use Reduction Plan*. The order required state agencies to reduce water use by 5% between FY 04 and FY 05. This executive order also reiterates HB 2276, which requires state agencies to install, when reasonable to do so, water free urinals when constructing new buildings.
2. Executive Order 2005-05: *Implementing Renewable Energy and Energy Efficiency in New State Buildings*. Requires that new, state-funded facilities be designed and constructed to derive at least 10% of their energy from renewable resources and; that all new buildings include new energy-efficient standards and; that all new state-funded buildings meet or exceed LEED Silver certification.
3. Executive Order 2007-03: *Improving Air Quality*. Requires that all state agencies: cease the use of leaf blowers, gasoline powered lawn mowers, and all other pollution causing landscape maintenance equipment; use only low emission gas cans; to require buyers of state agency lands to mitigate pollutants; to mitigate construction pollutants and suppress construction dust; to give incentives to bidders that use equipment retrofitted with diesel retrofit kits, newer clean diesel technologies, biodiesel, or other fuels known to be cleaner than petroleum diesel.

The Arizona Corporation Commission voted Oct. 31, 2006, to require that 15 percent of the state's energy production will come from renewable energy resources by 2025.

ASU ACCESSIBILITY STANDARDS – REVISED JUNE 18, 2004

Italic's indicate that this section is from the ADAAG and is listed for clarity and/or emphasis. Where ADAAG gives a range of sizes or dimensions, the size or dimension for ASU standards is given below.

4.1.1 Application

- *All areas of newly designed or newly constructed buildings and facilities required to be accessible by ADAAG 4.1.2 and 4.1.3, and altered portions of existing buildings and facilities required to be accessible by 4.1.6 shall comply with the revised ADAAG guidelines, 4.1. through 4.35.*

4.2 Space Allowance and Reach Ranges

- Forward reach and side reach allowances shall be the same dimensions.
 - Maximum height shall be 48".
 - Minimum height off finished floor shall be 15".
 - These dimensions apply to all operable parts of fixtures and equipment on the wall or elsewhere.
- *Maximum reach heights over a counter or obstacle more than a depth of 20", please refer to the chart in ADAAG 4.34.3 (b).*

4.3 Accessible Routes (including construction and landscape)

- **Construction Site**
 - Fencing shall enclose all construction areas. Warning tape is not acceptable as the blind and visually impaired are unable to see the tape.
 - Transition strips are required on all temporary ramps during construction.
 - Ramps to sidewalks or buildings shall not be blocked by vehicles or equipment.
- *The main path and entrances to a building shall be completely accessible with no steps - ADAAG 4.14.1.*
 - *Surface texture must be stable, firm and slip resistant – especially ramps - ADAAG 4.5.1.*
- Sidewalks shall slope no more than 1:50. Consult ASU's Accessibility Compliance Coordinator if more slope is needed.
- Exterior steps as landscape are not desirable.
- Accessible gathering areas in the landscape plan are desirable.
- Sidewalks shall support aggregate borders on both sides of the walk. These borders are used by the blind and visually impaired to give direction to the malls and buildings.
- Flare sidewalks (a radius edge) where all sidewalks intersect another sidewalk. This prevents wheelchairs from falling off a sidewalk when making a 90 degree turn.

- Decomposed granite shall not be used on pathways. Wheelchairs users find this difficult to travel on.
- Blue Light Emergency telephones
 - Maximum 48" height.
 - Accessible from front or side (concrete pad 48" X 36" where needed for access).

4.8 Ramps

- Ideal slope on ramp is 1:16 (1 inch rise for each 16 feet of run).
 - Maximum slope shall be 1:12.
- Provide level landings for every 30' of ramp run (or 30" maximum rise for a ramp run).
- Handrails are required where ramp run is greater than 6' (72").
 - Top of handrails at 34" height.
 - Handrail clearance to be exactly 1 ½" from wall.
 - Handrail size to be 1 ½" .

4.13 Doors

- Signage shall be provided at inaccessible doors indicating where nearest accessible door is located.
- Automatic Door Openers on all accessible entrances shall comply with ADAAG 4.13.12. See section 4.13.12 of this standard.
- *Door hardware - ADAAG 4.13.9.*
 - Lever handles, pull bars and push plates are acceptable. All per ASU standards.
 - *Thresholds shall be ½" maximum height (1/4" vertical, ¼" sloping @ 1:2 maximum) - ADAAG 4.13.8.*
 - Closer sweep from 70 degree, should take 3 seconds to come to 3" from closed position, hesitate, then close completely.
 - *Closer force at exterior doors shall be 8.5 lbs. maximum where Automatic door closer is not required - ADAAG 4.13.11.*
 - *Closer force at interior doors shall be 5 lbs. Maximum – ADAAG 4.13.11.*
- A textured shall be installed on all push bar hardware at all fire exit doors.
- All interior doors to be accessible (36" wide door is required with levers).
- All openings shall be a minimum of 32" clear.
- A passageway shall be 32" clear width if not longer than 24", otherwise requires 36" clearance.
- Clear wall space on pull side of door shall be no less than 18" for each door.
 - *All exterior doors to open outward to allow exit in case of power failure – ADAAG 4.13.*

4.13.12 Automatic Door Openers

- Automatic Door Openers are required on all exterior doors, restrooms, unisex restrooms, accessible dorm rooms and classrooms/labs with exterior entrances.
 - Push pad 4 ½" square or round brushed stainless steel push pad 6 ¼" diameter (example of a manufacturer would be Horton.)
 - Remote is not hard-wired opener pads.
 - Height of door opener pads is 32" on center.
 - Location of opener pads determined by ASU – not the architect.
- Electric Strikes where needed.
- Maintain a minimum of 8" clearance above the door frame for opener housing.
 - Door opener housing must be inside the room.
 - Outlet for opener housing installed on latch side of door.

4.9 Stair/Steps

- A textured surface with a contrasting color shall be installed on the top and bottom steps of all staircases and on the floor of all landings.
- *Closed risers required on staircases - ADAAG 4.9.2.*
- Width of stair serving areas of rescue assistance shall be 48" clear between railings to facilitate evacuation.
- *Tread shall be 11" minimum and risers shall be 7" max – ADAAG 4.9.2.*
- Handrails shall be provided on BOTH sides of stairs.
 - Height of handrail 34".
 - *Rail endings extend horizontally 12" at top and extend 12" plus 1 tread at bottom – ADAAG 4.9.4 (2).*
 - *Handrail clearance shall be exactly 1 ½" clearance at a wall – ADAAG 4.9.4 (2).*
- *Provide barriers under an open staircase to prevent people from walking into the staircase. A minimum of 80" height is required for headroom - ADAAG 4.4.2.*

4.10 Elevators

- Always more than one per building.
- *Control Panel not to exceed 48" maximum height.*
 - Buttons are ¾" min. in size – ADAAG 4.10.3.
 - Buttons have raised and Braille numbers located at the left (or below) floor number.
- Automatic elevator doors shall stay open 3 seconds minimum.
- Floor numbers must be on both jambs at 60" height, 2" minimum height, be raised and Brailled and permanently attached.
- Door opening on elevator should be 36" minimum.
- Car size for one door should be 68" x 51" measured wall-to-wall.
- Car size for two bi-parting doors, should be 80" x 51" wall-to-wall.
- Elevator Telephones.
 - The brand required by ASU telecom and not as recommended by elevator manufacturer.
 - Phone or intercom panel may be located below control panel, or at side no higher than 48" ht.
- Emergency phone must be 2-way intercom.
 - 48" maximum height.

4.15 Drinking Fountains

- *50% of drinking fountains shall be accessible - ADAAG 4.1.3 (10) (B).*
- Located close to restrooms.
- Spout height shall be 34" maximum.
- *Water stream shall be 4" minimum height – ADAAG 4.15.3.*
- *Clearance under water fountain shall be 27" height and 17" – 19" deep – ADAAG 4.15.5.*
- Projection of the water fountain into the path of travel should be 4" maximum. Drinking fountains in a corridor should be set in an alcove, or otherwise screened to prevent a blind person from walking into it.

4.16 Accessible Water Closets

- Distance from centerline of toilet to nearest wall to be 18" exactly.
- From centerline of toilet to farthest wall should be a minimum of 42"; 60" of clear space around the toilet.
- Toilet seat 17" - 18" height.
- Toilet paper dispenser shall be on a continuous roll and be placed 7" – 9" in front of toilet, below grab bar at 27" maximum height to center.
- Toilet seat cover dispenser could be 0" in front of toilet and at 48" maximum height. Do not put toilet seat cover dispensers over grab bars.
- Automatic toilet flush (example of a manufacturer would be AutoFlush by Technical Concepts - stock #401187).

4.17 Accessible Toilet Stalls

- Wheelchair stall MUST be 60" clear minimum.
- Door may swing into the enlarged wheelchair stall, but not into the required minimum 60" x 60" space within the stall.
- Provide an Ambulatory stall in addition to the wheelchair stall.
 - Width to be exactly 36" wide with parallel grab bars each side.
 - Stall shall have out swinging, self-closing door that complies with ADAAG 4.26.
 - Ambulatory stall should be adjacent to wheelchair stall.
 - Every 6th stall should be ambulatory.
 - *Water closet shall comply with ADAAG 4.16.*
- Coat hook on door of accessible stalls at 48" height.
- Sliding latch on accessible stalls shall slide easily using only a fist.
- Pull handles shall be installed on BOTH sides of accessible stall doors at 36" height, near the latch.

4.17.6 Grab Bars

- Size 1 ½" diameter.

4.18 Accessible Urinals

- Automatic urinal flush (example of a manufacturer would be AutoFlush by Technical Concepts – stock #401186).

4.19 Accessible Lavatories

- Each public restroom shall have at least one (1) accessible lavatory.
- Height under lavatory should be 27" minimum if set in counter or 29" minimum if at fixture.
- Exposed pipes shall be insulated, or recessed or protected with no sharp or rough edges.
- Automatic faucet (Example of a manufacturer would be SmartSensor/ThermoSensor) at lavatory in Unisex restroom and at one (1) accessible sink in each public restroom.
- Soap dispenser at 48" height and 25" maximum measured diagonally from front/center of lavatory.
- Towel dispenser at 48" height and 36" maximum measured diagonally from front/center of lavatory. The 48" maximum height is allowed for any operable parts of the dispenser.

4.23 Bath Rooms and Shower Rooms

• Shower Rooms

- Shower stalls are not allowed in Unisex restrooms.
- All departmental shower stalls must be accessible and have an accessible dressing room (See section 4.35 below).
- A transfer shower stall is acceptable – must follow ADAAG 4.21 requirements.
 - 36" x 36" interior dimensions with an access space of 48" wide x 36" outside of shower stall.
- Dressing area must comply with ADAAG 4.35.

• Toilet Rooms

- *Each toilet room shall have a 60" turning radius and a clear space of 60" x 60" at the toilet where no lavatory, toilet, urinal, etc, impedes into this space - ADAAG 4.17.3.*
- *Doors to open outward to allow exit in case of power failure – ADAAG 4.13.*
- Automatic Door Openers are required on all public restrooms, and unisex restrooms. See 4.13.12.
- Diaper changing stations shall be installed in the public restrooms and only in those buildings where families might come to visit.
 - Diaper changing stations are not permitted in the accessible toilet stalls.
- Wrist-blade handles for all non-accessible lavatories.
- Locate Trash containers under the counters (cut hole in counter).
- *Accessible toilets in Unisex restroom and public restrooms shall have 60" of CLEAR space where no lavatory, toilet, urinal, etc, impedes into this space - ADAAG 4.17.3.*
- Top of toilet tissue holder, 1 ½" maximum UNDER the grab bars.
 - Dispensers shall have continuous paper flow - ADAAG 4.16.6.
- Nothing shall be located over the grab bars.

• Unisex Restrooms

- Unisex restroom required on each floor.
- Automatic locking devices required in all Unisex restrooms.
 - Lock cannot be activated until door is in the closed position.
 - Occupancy indicator light on corridor side of door is lit when locking device is activated.
 - Timers of Automatic locking devices set to 30 minutes.
- One floor urinal is required in each Unisex restroom.
 - CLEAR space of 30" x 48" required in front of urinal - ADAAG 4.18.3.
- Diaper Changing stations are not permitted in Unisex restrooms.
- Coat hook on door at 48" height.
- *Doors open outward to allow exit in case of power failure – ADAAG 4.13.*
- Light switch at 48" height or be automatic.

4.27 Controls/Operating Mechanisms

- Operable controls should be within reach ranges of 48" maximum and 15" minimum.
 - Thermostats at 48" maximum.
 - Pencil sharpeners at 42" maximum.
 - Vending machines highest operable part shall be 48".
- Force to operate control not to exceed 5 pounds.

4.28 Alarms

- *Height of strobes at 80" height or 6" below ceiling, whichever is lower – ADAAG 4.28.3 (6).*
- Fire alarm pull box at 48" A.F.F.

4.30 Signage

- All signage will be provided by ASU's signage shop and shall be in compliance with ADAAG 4.30.

4.31 Public Telephones

- Phone height to center of coin slot shall be 48".
- Sides of telephone enclosure shall be 27" clear height.
- Counter height is determined by underside of pay phone equipment, height required for telephone books, and required knee clearance, and TTY requirements.
- Cord length shall be 29" minimum.
- Blue grommet where cord enters handset means phone is compatible with T-switch in hearing aids.
- In a bank of phones at least one (1) phone shall be at 48" A.F.F. to coin slot.

4.32 Fixed tables, fixed seating and work stations

- 5% or at least 1 of fixed seating or table shall be accessible.
- *Knee clearance for wheelchairs is 30" wide minimum under table/desk by 27" minimum by 19" deep maximum – ADAAG 4.32.3.*
- Work benches/counters shall be between 28" and 34" high.
- Desks shall be between 29" and 30" high.
- Transaction counters in lobbies, shall have the counter a minimum of 36" wide and 34" high.
 - Locate this transaction counter closest to the entry doors.

4.33 Assembly Facilities (Classrooms, lecture halls and teaching labs)

- Automatic door openers required on doors that have an exterior entrance.
- Install wheelchair accessible signs on entrances to large classrooms to indicate which areas wheelchairs can enter safely. This is especially important in tiered classrooms.
- Fixed wheelchair locations shall be level and slip-resistant and dispersed around room. Dispersed means that wheelchair users shall be able to select whether to sit in the front, center or back of the room. Where impossible to disperse seating, they may be clustered.
- Number of wheelchair locations shall comply with table below:

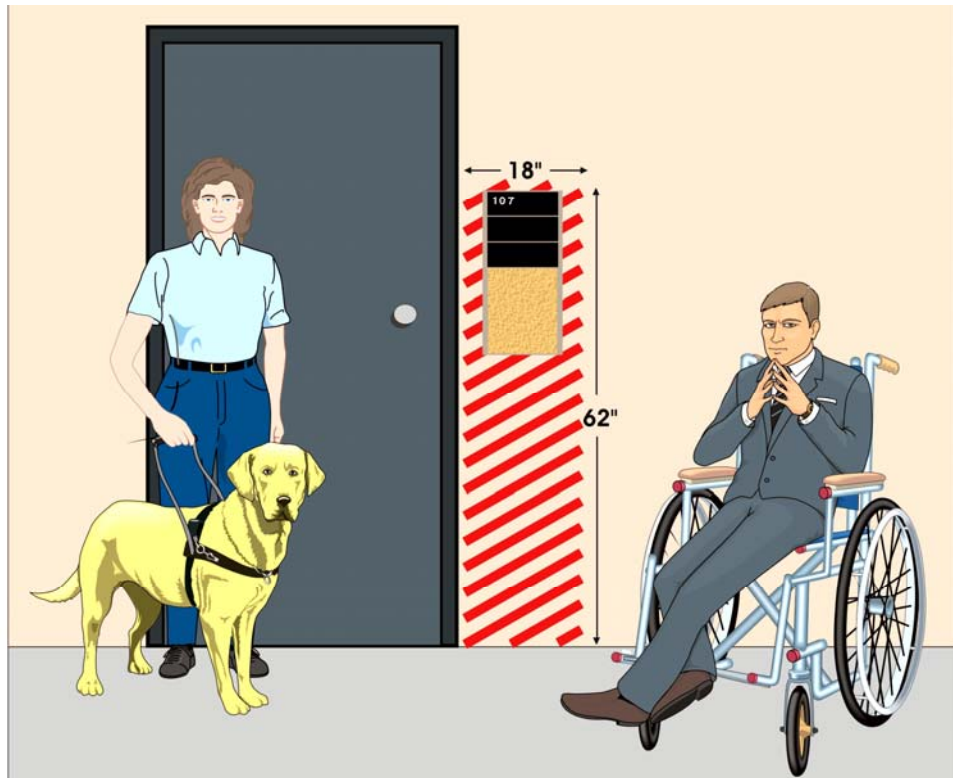
Total Seating	Wheelchair Locations
4 to 25	1
25 to 50	2
51 to 300	4
301 to 500	6
Over 500	6 plus 1 per each additional 100

- Size for wheelchairs is 66" x 60" plus 2 fixed companion seats if located adjacent to side aisle, or 66" x 48" plus 2 fixed companion seats if located on a cross-aisle. One of each is acceptable.
- *Access to all areas of lecture halls and stages are required - ADAAG 4.33.3.*
- Classrooms (large and small) to have accessible adjustable teaching lecterns.
 - Adjustable tables for students required in each classroom and lecture hall.
 - Switches on adjustable tables shall be on the pathway side of the table.
 - Allow space and lighting for Interpreters in the front of the room with the lecturer.
 - *Audio Equipment ADAAG 4.33.6 and 4.33.7.*
 - Assistive Listening Capabilities in each room.
 - Captioning capability.
 - For 50 or more fixed seats, 4% of all seating must have a permanent assistive listening system and be within 50 feet of stage, with complete view.
 - Types of listening systems recommended are the magnetic induction loop, infra-red or radio frequency modulation (FM). Signage about this service will be posted by ASU.
- Teaching labs shall have at least 1 adjustable lab table.
 - All gas, air, water and vacuum valves next to the adjustable table in labs shall be located in an accessible area – possibly to the side of the adjustable table.

4.35 Dressing and fitting rooms

- Door of dressing room must swing out.
- Provide a 60" turning radius (9" of radius may extend under bench).
- Provide a bench 60" long by 24" deep.

- Provide a clothes hook at 48" height.
- Install a grab bar in dressing room for those who require support.



Designated Access Zone – It's the Law!

Americans with Disabilities Act (ADA)

Congress enacted the ADA on July 26, 1990 and applies to all buildings altered or renovated after January 26, 1992. Lawmakers designed it to provide comprehensive civil rights to 43 million persons with disabilities. It is broad based and affects all businesses and institutions, large or small. This law has changed the way we make and install signs on the ASU campus.

Location Requirement

Due to the economic constraints, we cannot expect to carry out every aspect of the ADA signage program at once. However, our long range plans require us to move all existing building interior signs to the federally mandated location. Facilities Management makes the necessary changes when buildings are remodeled, painted, or when a new sign is installed. The new sign location is on the lever/knob side of the door, 62" inches from the top of the sign to the finished floor.

If a sidelight is on the lever/knob side of the door, then the signage SHALL be installed on the sidelight. The glazing of the sidelight shall be a minimum of 18" wide to accommodate the signage.

Tactile/Braille Destination Signs

On our campus, room numbers, restroom signs and stair signs designate permanent spaces. As funding becomes available, these signs will comply with the federal mandate for grade two Braille and raised characters.

Consistent sign placement throughout the campus is critical. Wall mounted door signs must be installed so that a person can approach to within three inches of the sign without encountering any protruding objects or standing within the swing of any door.

Checklist

- ☐ You must include a minimum maneuvering clearance of 18" on the lever/knob side of the door.
- ☐ You must have the federally mandated tactile/Braille room number sign at each permanent destination.
- ☐ You must leave adequate wall space on the lever/knob side of the door. The sign is placed 62" from the top of the sign to the finished floor. There can be no obstructions on the wall in the signage area (Thermostats, light switches, molding, etc.)

ARIZONA OFFICE. The successful Proposer will be required to establish an office, if one does not already exist, in the State of Arizona. Compliance with this requirement can be satisfied in either of two ways.

- Before the Proposer submits a Proposal in response to this Request, it may associate with a firm having an office within the state of Arizona which shall be evidenced by a written association agreement and included with your RFQ response
- After a Proposer is selected and prior to execution of the Agreement, the Proposer shall have established an office in Arizona. An office within the state is evidenced by a mailing address, telephone number, payment of utilities, registration with the Corporation Commission, and possession of appropriate business licenses.

PROPOSERS INTERESTED IN MORE THAN ONE RFQ RESPONSE. No person, firm, partnership, or corporation, shall be allowed to submit more than one (1) Proposal for architectural and engineering services on the same project. A person, firm, partnership, or corporation, who has submitted a sub-consultant Proposal to a Proposer, is disqualified from submitting a Proposal for the project as a Proposer. A person, firm, partnership, or corporation shall be allowed to submit a sub-consultant Proposal to more than one (1) Proposer.

CONFLICT OF INTEREST / COMMITMENT. The Proposer's attention is directed to the provisions of Arizona State University's Purchasing and Business Services, Policy and Procedures Manual, PUR 103 Conflict of Interest, Revision date, November 15, 2000, as they may be applicable to each individual Proposer. A copy of this policy is available from the University upon request.

OBLIGATIONS. This RFQ does not obligate the University to pay any costs incurred in the preparation and submission of Proposals nor to enter into a Then agreement with any of the applicants.

SITE VISIT. In advance of negotiating an agreement for design professional services, the highest ranked Proposer will be requested to participate in a site visit with representatives of the University to become familiar with the project site and to discuss the University's needs. The Proposer's principals in charge of the project, including those from each of the sub-consulting firms, shall attend the meeting. Prior to the meeting, the highest ranked Proposer will have received the project Scope of Consultant Services (Appendices A-E), CADD Drawings Requirements, any feasibility studies and independent cost estimates commissioned by the Owner, available as-built documentation, if applicable, and any other relevant information that the Owner deems appropriate.

AWARD OR REJECTION OF PROPOSALS. **ASU has 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 it may determine in the best interest of ASU and 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.**

NEGOTIATION OF THE AGREEMENT. (Single Negotiated Fee Method). The ASU Procurement Officer may proceed to negotiate an agreement for services, with the highest ranked Proposer, at a compensation and on

other terms, which the Procurement Officer determines to be fair and reasonable. In making this decision, the Procurement Officer may take into account the estimated value of the scope of services, the complexity, and the professional nature of the services to be rendered. A personnel plan will be requested as a part of the fee Proposal. If the Procurement Officer is unable to negotiate a satisfactory Then agreement with the Proposer considered to be the most qualified, at a compensation and on other terms the Procurement Officer determines to be fair and reasonable, negotiations with that Proposer will be formally terminated. The Procurement Officer may then undertake negotiations with the next most qualified Proposer in sequence until an agreement is reached or a determination is made to reject all Proposals.

DELIVER OF INSURANCE POLICIES OR CERTIFICATES AND EXECUTION OF AGREEMENT. Within ten (10) days of receipt of notice of the award, the successful Proposer shall deliver to ASU the required insurance policies or certificates in a form satisfactory to ASU. Failure to do so may result in rejection of the successful Proposer's Proposal and withdrawal of the award. Promptly after ASU receives satisfactory insurance policies or certificates ASU will deliver to the successful Proposer two copies of the form of Agreement to be executed by the successful Proposer. This form of Agreement will be the form in Attachment E or ASU's then current form of agreement. The successful Proposer shall execute and return to ASU two copies of the Agreement within ten (10) days after receipt of the Agreement. Failure to return the executed copies of the Agreement may result in rejection of the successful Proposer's Proposal and withdrawal of the award.

REGULATIONS. Should fee negotiations result in a Then agreement, the Then agreement will be subject to all the provisions of the University Procurement Code as issued by the Arizona Board of Regents, and will include all the terms, clauses, and conditions required by the University Procurement Code.

OWNERSHIP OF DOCUMENTS. The Proposer's attention is directed to **Section 10** of the Agreement Between Owner and Design Professional, concerning ownership and use of the Design Professional's documents.

RETURN OF PROPOSALS. ASU will not return any Proposals that are submitted.

AIR POLLUTION. In accordance with an executive order titled 'Air Pollution Emergency Proclamation' modified by the Governor of Arizona on July 16, 1996, the Owner requests that all products used in the performance of any Then agreement that results from this solicitation be of low- or no-content of reactive organic compounds, to the maximum extent possible.

SMALL AND SMALL DISADVANTAGED BUSINESS. ASU is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting is necessary, the successful Proposer will make every effort to use SB & SDB in the performance of any contract resulting from this Request for Qualifications. Include a statement within your firm's Proposal as to whether or not any of your sub-consultant's falls under into either of these categories.

LEGAL WORKER REQUIREMENTS FOR SERVICE AND CONSTRUCTION CONTRACTS. As required by Arizona Revised Statutes §41-4401, the University is prohibited after September 30, 2008 from awarding a contract to any service or construction contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The Contractor warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the Contractor. The Contractor acknowledges that a breach of this warranty by Contractor or by any subcontractor or sub-subcontractor under this Contract shall be deemed a material breach of this Contract, and is grounds for penalties, including termination of this Contract, by the University. The University retains the right to inspect the records of any Contractor, subcontractor and sub-subcontractor employee who performs work under this Contract, and to conduct random verification of the employment records of the Contractor and any subcontractor and sub-subcontractor who works on this Contract, to ensure that the Contractor and each subcontractor and sub-subcontractor is complying with the warranties set forth above. Contractor shall be responsible for all costs associated with compliance with this requirement.

SUDAN AND IRAN. Pursuant to Arizona Revised Statutes § 35-397, Contractor certifies that it does not have a scrutinized business operation in either Sudan or Iran.

VETERAN'S PREFERENCE. Contractor agrees to provide preference in initial employment for U. S. veterans by:

- Adding points to the raw score of a numerically scored screening instrument, or
- Hiring a veteran if, at the conclusion of the search process, a veteran is one of a number of comparably qualified candidates.

For purposes of this section, "veteran" means: an honorably separated person (honorable or general discharge) who served on active duty (not active duty for training) in the Armed Forces:

- during any war declared by Congress
- during the period April 28, 1952, through July 1, 1955;
- for more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
- during the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
- for more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty, must have served continuously for 24 months or the full period called or ordered to active duty. Effective on October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they qualify as disabled veterans.

PROTESTS. ASU believes that it can best maintain its reputation for treating contractors and/or suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Arizona Board of Regents procurement procedures, Section 3-809, in particular Section 3-809C. This paragraph does not include all of the provisions of the Regents procedures, but it does tell you what you have to do to initiate a protest. First, you have to be an "interested party. " An interested party" is an actual or prospective contractor submitting a Proposal whose direct economic interest may be affected by the issuance of a solicitation, the award of a Then agreement, or by the failure to award a Then agreement. Whether an actual prospective contractor has a *direct* economic interest will depend upon the circumstances in each case. At a minimum, the interest must be substantial and must be tangibly affected by the administrative action or proposed action concerned in the case. Second, you must submit the protest in a timely manner. In procurements requesting qualifications/Proposals, protests based upon alleged errors, irregularities or improprieties in a solicitation that are apparent before the closing date for receipt of initial qualifications/Proposals shall be filed before the closing date for receipt of initial qualifications/Proposals. Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated into the solicitation, shall be filed by the next closing date for receipt of qualifications/Proposals following the incorporation. In cases other than those just covered, protests shall be filed no later than ten (10) days after a Then agreement is awarded in connection with the procurement action. Failure to file a protest in a timely manner shall be deemed a waiver of all rights. Third, and finally, your protest shall be in writing and shall include the following information: (1) The name, address, area code, telephone number, and fax number of the protestor; (2) The signature of the protestor or its representative; (3) Identification of the solicitation or Then agreement number; (4) Detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) The response or relief requested. Protests should be directed to:

John F. Riley, C.P.M., Executive Director
Purchasing and Business Services
Arizona State University
PO Box 875212
Tempe AZ 85287-5212

Tel: 480-965-3271
Fax: 480-965-2234

Email address: john.riley@asu.edu

Please note that as ASU takes protests very seriously, we expect you to do so as well. Frivolous protests will not result in gain for your firm.

OTHER OPPORTUNITIES WITH ASU NOT RELATED TO THIS SOLICITATION

The ASU Alumni Advantage

Connect your business with an affluent, educated audience through a business partnership with the ASU Alumni Association. The Association is the touchstone for ASU's 300,000 alumni and provides valuable connections between them and a wide variety of businesses. By doing business with ASU, the largest university in the United States, your company can stand above the competition.

ASU alumni represent a responsive target market for your product or service.

- Alumni live worldwide.
- 70 percent of alumni reside in Arizona.
- More than 160,000 alumni live in Maricopa County.
- 11 percent of alumni reside in California.
- 75% of ASU alumni are under the age of 45.
- More than 64% of ASU alums graduated since 1984.
- More than one-third hold post-graduate degrees.
- More than 70 percent of ASU alumni are actively employed.
- 30 percent of alumni earn between \$60,000 and \$90,000 annually.
- 25 percent of ASU alumni earn more than \$90,000 annually.

Specific partnership opportunities exist in a variety of areas.

- Advertise in the quarterly ASU Magazine, mailed to more than 260,000 homes around the world. ASU Magazine is the largest circulation magazine in the Southwest. Our [rate card](#) is available for download at www.asu.edu/alumni.
- Sponsor one of the Association's many programs and events and receive recognition and access to targeted audiences. Events include: Founder's Day in March, Senior Send off in April, Homecoming in the Fall, Travel shows, Career Fairs and many more! Costs from \$500 to \$2500.
- Create a unique partnership with us to suit your needs.
- Establish benefits for ASU alumni by offering targeted discounts and services.
- Advertise on this Web site or on our 55 Chapter/Club websites or in our electronic newsletters, sent out to more than 80,000 people monthly. Cost is \$1000 per mo per each advertising venue.

Your business partnership contact is **Rhonda McClintock**. Contact her today to start doing business with the Sun Devil nation. (480) 965-5051.

Intercollegiate Athletics

Sun Devil Sports Marketing is the exclusive marketing and corporate sponsorship partner for Arizona State University Athletics and manages all corporate marketing opportunities surrounding Sun Devil Athletics, including on-premise signage, TV, radio, print, internet, premium hospitality, event marketing and promotions. If you are interested in partnering with ASU Athletics, please contact Steve Hank at 480-727-0104 or at steven.hank@asu.edu.

DIVISION III

ARCHITECTURAL PROGRAM

- ASU's School of Human Evolution and Social Change (SHESC) in the College of Liberal Arts and Sciences (CLAS) requires expansion on the Tempe Campus. This multi-disciplinary school integrates tools and knowledge from across the sciences and social sciences and defines revolutionary approaches to long-standing questions and contemporary issues challenging humankind.
- Today, SHESC is allocated 59,000 NASF in the SHESC Building (formerly Anthropology), Matthews Hall, Matthews Center, Social Sciences Building, and the Community Services Building. As the department grows and the discipline evolves these spaces have become increasingly crowded and inefficient. The University would like to consolidate and expand this program into adjacent buildings to accommodate their space needs and anticipated growth.
- The size and scope of SHESC's expansion has not been determined. ASU needs a Design Professional to develop SHESC's program and to propose a detailed expansion plan that starts with the SHESC Building, Matthews Hall, and Matthews Center, but will inevitably involve other campus buildings. The anticipated program includes relocating/renovating spaces to accommodate new offices, classrooms, wet & dry laboratories, collections, and student spaces. In addition to interior renovations required for SHESC's expansion the DP/CMAR will evaluate and propose needed exterior and building system renovations.
- Note that this project is not merely a programming/feasibility study. The DP/CMAR hired under this RFQ will design and construct the full project when it moves forward, pending ASU Administration and ABOR approval.
- The SHESC Building and Matthews Hall are both listed on the National Register of Historic Places, and Matthews Center has been determined "eligible" for the National Register. All three buildings are considered "historic properties" and shall be treated in accordance with The Arizona State Historic Preservation Act (per A.R.S. 41-861, et.al.); the Secretary of the Interior's Standards for Treatment of Historic Properties; and the National Historic Preservation Act, Section 106. The Design Team for the SHESC Expansion Project shall demonstrate qualifications and experience in working with historic buildings, and shall include a Historical Architect on the team who meets the Secretary of the Interior's Standards for Professional Qualifications (http://www.nps.gov/history/local-law/arch_stnds_9.htm).
- The Historical Architect shall perform building analyses for Matthews Center, Matthews Hall, and the SHESC Building to identify and evaluate the condition and significance of the character-defining features & spaces (both interior and exterior). He or she shall also provide treatment recommendations and guidance throughout the project to insure the preservation of the historically significant features and spaces. Note: Final determination of compliance with the Secretary of the Interior's Standards will be made in consultation with the State Historic Preservation Office through the ASU Office of the University Architect.

ANY PROJECT PHASING: Multiple Work Packages and Phasing will be critical parts of the design and construction of this expansion.

SITE DESCRIPTION: (TO BE PROVIDED LATER IN ADDENDUM).

PROJECT LOCATION MAP. (See Attachments A, for site plan)

BUILDING PROGRAM. (See Attachment B- Program Allocation) Existing utility infrastructure on the project site will be assessed by the design profession with respect to capacities required to serve the needs of the new building.

PROJECT SCHEDULE:

(Note: date indicates task completion)

DP Selection	11/17/2009
CMAR Selection	12/15/2009
Feasibility Study, Programming, and Cost Estimates	02/02/2009
Schematic Design	03/30/2009
ABOR Approval of Project Implementation Approval	05/01/2009
Design Development and Guaranteed Maximum Price	06/22/2009
ABOR Project Approval	08/13/2009
JCCR Approval (as scheduled)	by 10/05/2009?
Construction Documents and Guaranteed Max Price Estimate	10/26/2009
Construction Start – CMAR	11/02/2009
Building and Site Development	N/A
Construction Complete	TBD
Beneficial Occupancy	TBD
Project Closeout	TBD
Two-Year Warranty Term Complete	TBD

* Upon mutual agreement, ASU may request under the resulting construction phase contract that the DP(CMAR) perform additional work not covered under warranty on the project for two (2) years after completion.

PART II:

ATTACHMENTS

Attachment A: Site Plan

Attachment B: Program Allocation

Attachment C: Proposer Inquiry Form

Attachment D: RFQ Submittal Certification

Attachment E: Addendum Acknowledgement

Attachment F: Supplier Sustainability Questionnaire

Attachment G: Anti-Lobbying Certification

Attachment H: Conflict of Interest Certification

Attachment I: Federal Debarred List Certification

Attachment J: Legal Worker Certification

Attachment K: Sudan and Iran Certification

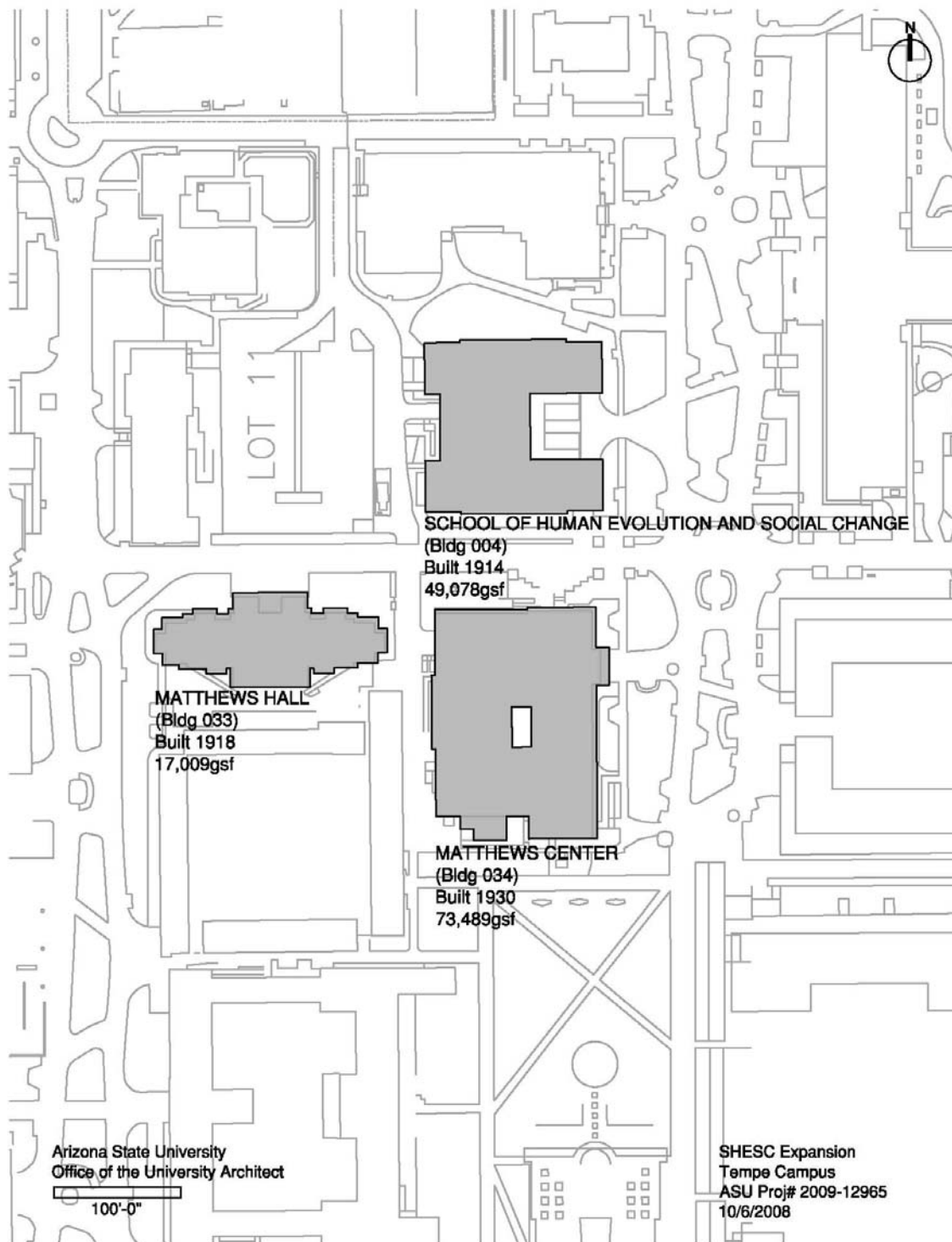
Attachment L: Veteran's Preference Certification

Attachment M: Substitute W-9

Attachment N: Pro-Forma DP Agreement

Attachment O: Planning Concepts and Comprehensive Plan

Attachment P: Direction to USB



PROGRAM ALLOCATION

(NOTE: WILL BE PROVIDED IN A FOLLOW UP ADDENDUM)

The proposed _____ will be constructed in Tempe, Arizona on the site bounded by _____
_____ on the west, _____ to the north, _____ on the east, and _____
_____ to the south. The proposed structure _____. The project
will be implemented in (Use one of the following ➤**ONE Phase OR various work packages** including _____

Existing utility infrastructure on the project site will be assessed by the design professional with respect to capacities required to serve the needs of the new building.

The **FILL IN THE NAME OF THE 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.

The construction budget is anticipated to be: \$ 12,000,000.00.

RFQ SUBMITTAL CERTIFICATION

(Date)

Purchasing and Business Services
Arizona State University
Tempe, AZ 85287-5212

The undersigned certifies that to the best of his/her knowledge: 4Check one.

- ☐ There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any Then agreement award subsequent to this proposal/bid.
- ☐ The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any Then agreement award subsequent to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm ☐ IS or ☐ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

The undersigned further agrees that their firm or individual warrants to the University, that they have completed an internal manpower loading plan and their firm has the personnel and resources to complete this project, should their firm or an individual be awarded this project.

In compliance with **ASU PROJECT NUMBER: DP-CMAR 2009-12965 FOR THE SCHOOL OF HUMAN EVOLUTION AND SOCIAL CHANGE (SHESC) EXPANSION** project and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

Supplier Type:(Check all that apply)

Diversity firms can be either Certified through the City of Phoenix or Classified or they must have Arizona or Federal Small business status, plus 51% ownership by the diversity owner.

Large Business ____ Small Business (AZ) ____ Small Business (Fed) ____ Small Disadvantaged (SD) __ Women
Owned (WO) ____ Minority Owned ____ Disabled Veteran Owned (VO) ____

Certified by City of Phoenix _____

FORMS OF CONTRACT DOCUMENTS. The undersigned certifies that the undersigned has read Owner's current forms of Construction Manager at Risk contract documents, which are available on the ASU Web-site at:

http://uabf.asu.edu/ubs_forms

Contract forms for this project are:

Single Project Design Professional Agreement
Single Project Exhibit A Operating Manual
Single Project Exhibit B General Conditions
Single Project ASU Accessibility Standards
ASU Design Guidelines
ASU Comprehensive Master Plan – Tempe Campus

NOTE: If you do not have access to the Internet, please contact Pamela Thompson Lefkowitz or Bonita Power and a copy can be mailed to you or you may pick one up.

FORM OF AGREEMENT FORM OF AGREEMENT. The undersigned certifies that the undersigned has read Owner's current pro forma of Agreement Between Owner and Design Professional (Construction Manager at Risk) http://uabf.asu.edu/ubs_forms, and, which contain provisions applicable to the design professional, all of which are attached to the RFQ. If selected as the design professional for this project, the undersigned agrees to execute this agreement. The undersigned understands that any exceptions taken to the agreement that are not accepted and/or approved by the Owner may be a basis for rejection of the undersigned's Proposal as non-responsive. The undersigned also understands that Owner may make changes in the standard form of agreement and that therefore the form of agreement presented to the successful

Proposer may be different from the agreement attached to the RFQ, in which case the successful Proposer will be given the opportunity to review the changes.

(Firm)

(Signature required)

(Print name)

(Title)

(Address)

(Phone no.)

(Fax no.)

(Fed. tax id no.)

ADDENDUM ACKNOWLEDGEMENT

THE FOLLOWING ADDENDA ARE HEREBY ACKNOWLEDGED AS FOLLOWS:

ADDENDUM NUMBER: _____ DATED: _____ ADDENDUM NUMBER: _____ DATED: _____

ADDENDUM NUMBER: _____ DATED: _____ ADDENDUM NUMBER: _____ DATED: _____

SUPPLIER SUSTAINABILITY QUESTIONNAIRE

Company Name: _____ Date: _____

The Supplier Sustainability Questionnaire must be completed and returned with your Bid/Proposal. This questionnaire is applicable to firms that provide only services as well as those that provide goods.

1. What Policies are in place to monitor and manage your supply chain regarding environmental issues? Please check the items that apply.

- ☐ We apply environmental criteria when making purchasing decisions.
- ☐ We purchase "green" (recyclable, reusable, non-toxic, bio-degradable, and made from 100% post-consumer recycled materials) supplies, products and materials.
- ☐ We specify sustainable products and or locally manufactured products
- ☐ We specify products using Electronic Products Environmental Assessment Tool (EPEAT) standards
- ☐ We partner with sustainable suppliers or utilize suppliers who share in the sustainability commitment
- ☐ Our Director of Sustainability is researching industry best procurement practices

Other – describe other ways your company monitors and manages your supply chain regarding environmental issues

2. What type of sustainable packaging/shipping materials do you use? Please check the items that apply.

- ☐ Our packaging/shipping materials are recyclable
- ☐ Our packaging/shipping materials are reusable
- ☐ Our packaging/shipping materials are bio-degradable
- ☐ Our packaging/shipping materials are made from 100% post-consumer recycled materials

Other – describe other types of sustainable packaging/shipping materials you use

3. Does your company have a Green Transportation Plan for your operation? Please check the items that apply.

- ☐ We encourage carpooling, public transportation, and using other alternative modes of transportation
- ☐ We subsidize public transportation for employees
- ☐ We are developing a Green Transportation Plan
- ☐ We have an established Green Transportation Plan (Describe below)
- ☐ We offer flexible hours, telecommuting or a compressed work week
- ☐ We utilize teleconference, video conference, WebEx or GoTo Meetings
- ☐ We purchase carbon offsets
- ☐ We own electric, hybrid, or E-85 fueled vehicles
- ☐ We rent hybrid vehicles

Other – describe your company's Green Transportation Plan for your operation

4. What does your company do to minimize the environmental costs associated with shipping? Please check the items that apply.

- ☐ We are evaluating what the company can do to minimize the environmental costs associated with shipping
- ☐ We combine deliveries with customer visits
- ☐ We consolidate deliveries
- ☐ We use bike couriers for local delivery
- ☐ We utilize electronic communications and electronic transfer of documents. E-mail, fax and Portable Document Format (PDF)
- ☐ We use eco-friendly courier's packaging/shipping materials that include post-consumer waste recycled materials and are recyclable
- ☐ Our packaging and shipping materials are reused until they eventually get recycled
- ☐ We have established a sustainability plan that minimizes the need for shipping (Describe below)
- ☐ We update mailing lists to minimize unwanted mailings
- ☐ We specify products that can be purchased within a 500 mile radius of the delivery location

Other – describe what your company does to minimize the environmental costs associated with shipping

5. Does your company have an environmental policy statement? Please check the items that apply.

- ☐ We are developing an environmental policy statement
- ☐ Our environmental policy statement consists of a commitment to promote environmental stewardship
- ☐ Our environmental policy statement describes our company's Sustainability Initiative
- ☐ We have formed an oversight committee to ensure the success of our environmental policy
- ☐ Our environmental policy statement describes how our company explores opportunities to work with communities, governments and non-governmental and professional organizations to help articulate, teach and advance the principles of sustainability

Other - Provide (or supply a link) your company's environmental policy statement

6. Has your company ever been cited for non-compliance of an environmental or safety issue? Please check the item that applies.

- ☐ No, my company HAS NOT been cited for non-compliance of an environmental or safety issue
- ☐ Yes, my company HAS been cited for non-compliance of an environmental or safety issue

State the reason, date and outcome of the citation

7. What programs do you have in place, or planned for promoting resource efficiency? (i.e. an environmental or waste audit)? Please check the items that apply.

- ☐ We recycle consumables, reduce waste and practice energy reduction when possible
- ☐ We are developing a recycling program
- ☐ We utilize a formal energy management system
- ☐ We are a member of various environmental organizations
- ☐ We have formed a Sustainability Committee to identify sustainable solutions for our company
- ☐ We have a company-wide Recycling Program
- ☐ Our Director of Sustainability initiates and supports sustainability efforts
- ☐ We have performed an environmental or waste audit
- ☐ We are recognized by peers and environmental organizations for providing leadership in sustainability
- ☐ We are a carbon-neutral company

Other - what other programs do you have in place, or planned for promoting resource efficiency

8. Does your company have web-based materials available documenting your "Green" initiatives? Please check the items that apply.

- ☐ We are developing web-based documentation of "Green" initiatives (Provide link)
- ☐ Our website includes "Green" reference information (Provide link)
- ☐ Our website contains an environmental policy statement (Provide link)
- ☐ Our website includes materials that document company's "Green" initiatives (Provide link)
- ☐ Our website contains our company's Sustainability Report (Provide link)

Other – Does your company have other web-based materials available documenting your "Green" initiatives? (Provide link)

9. If you are providing a product, does the manufacturer of the product that you are bidding/proposing have an environmental policy statement? Please check the item that applies.

- ☐ No, the manufacturer of the product that I am bidding/proposing DOES NOT have an environmental policy statement
- ☐ Yes, the manufacturer of the product that I am bidding/proposing HAS an environmental policy statement

Provide Environmental Policy Statement

10. If you are providing a product, has the manufacturer of the product that you are bidding/proposing ever been cited for non-compliance of an environmental or safety issue? Please check the item that applies.

- ☐ No, the manufacturer of the product that I am bidding/proposing HAS NOT been cited for non-compliance of an environmental or safety issue
- ☐ Yes, the manufacturer of the product that I am bidding/proposing HAS been cited for non-compliance of an environmental or safety issue

Provide reason, date and outcome of the citation

11. Has an environmental life-cycle analysis of the product that you are bidding/proposing been conducted by a certified testing organization, such as Green Seal? Please check the item that applies.

- ☐ No, an environmental life-cycle analysis of the product that I am bidding/proposing HAS NOT been conducted by a certified testing organization, such as Green Seal
- ☐ Yes, an environmental life-cycle analysis of the product that I am bidding/proposing HAS been conducted by a certified testing organization, such as Green Seal.

Provide certification

12. If selected pursuant to this solicitation, what are your plans for continuing your operations and services to ASU if there is a major and/or catastrophic pandemic influenza outbreak?

ANTI-LOBBYING CERTIFICATION**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2005)**

(date)

Purchasing and Business Services
Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

In accordance with the Federal Acquisition Regulation, 52.203-11:

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989—

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(Signature page follows)

(firm)

(address)

(signature required)

(Phone)

(print name)

(fax)

(print title)

(Federal Taxpayer ID Number)

REV 04/06

(Purchasing 01-31-2007)

CONFLICT OF INTEREST CERTIFICATION

(date)

Purchasing and Business Services
Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

- () There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract resulting from this request.
- () The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

(firm)

(address)

(signature required)

(Phone)

(print name)

(fax)

(print title)

(Federal Taxpayer ID Number)

(Purchasing 01-31-2007. Previous editions are obsolete and cannot be used.)

FEDERAL DEBARRED LIST CERTIFICATION**Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)**

(date)

Purchasing and Business Services
Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) (check one) **Are** (☐) or **are not** (☐) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Nonprocurement Programs) is at <http://epls.arnet.gov> on the Web.)

(B) (check one) **Have** (☐) or **have not** (☐), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) **Are** (☐) or **are not** (☐) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror (check one) **has** (☐) or **has not** (☐), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(firm)

(address)

(signature required)

(Phone)

(print name)

(fax)

(print title)

(Federal Taxpayer ID Number)

(Purchasing 01-31-2007)

LEGAL WORKER CERTIFICATION

(date)

Purchasing and Business Services
Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

As required by Arizona Revised Statutes §41-4401 the University is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any subcontractor or sub-subcontractor under any Contract resulting from this solicitation shall be deemed a material breach of the Contract, and is grounds for penalties, including termination of the Contract, by the University. The University retains the right to inspect the records of the below entity, subcontractor and sub-subcontractor employee who performs work under the Contract, and to conduct random verification of the employment records of the below entity and any subcontractor and sub-subcontractor who works on the Contract, to ensure that the below entity and each subcontractor and sub-subcontractor is complying with the warranties set forth above.

(firm)

(address)

(signature required)

(Phone)

(print name)

(fax)

(print title)

(Federal Taxpayer ID Number)

(Purchasing 09-23-2008.)

SUDAN OR IRAN BUSINESS OPERATIONS CERTIFICATION

(date)

Purchasing and Business Services
Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

The undersigned certifies that pursuant to Arizona Revised Statutes § 35-397, the below entity does not have a scrutinized business operation in either Sudan or Iran.

(firm)

(address)

(signature required)

(Phone)

(print name)

(fax)

(print title)

(Federal Taxpayer ID Number)

VETERAN'S PREFERENCE CERTIFICATION_____
(date)

Purchasing and Business Services
 Arizona State University
 PO Box 875212
 Tempe, AZ 85287-5212

The undersigned certifies that the below entity has a Veteran's Preference program per the following:

Contractor agrees to provide preference in initial employment for U.S. veterans by:

- Adding points to the raw score of a numerically scored screening instrument, or
- Hiring a veteran if, at the conclusion of the search process, a veteran is one of a number of comparably qualified candidates.

For purposes of this certification, "veteran" means: an honorably separated person (honorable or general discharge) who served on active duty (not active duty for training) in the Armed Forces:

- During any war declared by Congress;
- During the period April 28, 1952 through July 1, 1955;
- For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
- During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
- For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- In a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty, must have served continuously for 24 months or the full period called or ordered to active duty. Effective on October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they qualify as disabled veterans.

(firm)_____
(address)_____
(signature required)_____
(Phone)_____
(print name)_____
(fax)_____
(print title)_____
(Federal Taxpayer ID Number)

(Purchasing 09-23-2008.)

RETURN TO ASU	ARIZONA STATE UNIVERSITY SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM				DO NOT SEND TO IRS
Foreign persons who are non-residents for US Tax purposes do not complete the ASU Substitute W-9 form. Instead, complete IRS Form W-8 BEN available at http://www.irs.gov/pub/irs-pdf/fw8ben.pdf					
► Taxpayer Identification Number (TIN)				☐ Employer ID Number (EIN) ☐ Social Security Number (SSN)	
► LEGAL NAME: (must match TIN above)					
Are you doing business in Arizona for purposes of sales/use tax collection and remittance? ☐ Yes ☐ No If "Yes" please provide Arizona License # _____ and sales/use tax rate charged _____ % DUNS# _____					
► LEGAL MAILING ADDRESS:		(Where tax information and general correspondence is to be sent)			
DBA/Branch/Location:					
ADDRESS:					
ADDRESS LINE 2:					
CITY:		ST:		ZIP:	
► REMIT TO ADDRESS:		☐ Same as Legal Mailing Address			
DBA/Branch/Location:					
ADDRESS:					
ADDRESS LINE 2:					
CITY:		ST:		ZIP:	
► ENTITY TYPE					
☐ Individual (not a business)	☐ Sole proprietor (individually owned business) or sole proprietor organized as LLC or PLLC	☐ Corporation (NOT providing health care, medical or legal services)	☐ Corporation (providing health care, medical or legal services)	☐ Partnership, LLP or partnership organized as LLC or PLLC	
☐ The US or any of its political subdivisions or instrumentalities	☐ A state, a possession of the US, or any of their political subdivisions or instrumentalities	☐ Tax-exempt organizations under IRC §501	☐ An international organization or any of its agencies or instrumentalities	☐ State of Arizona Employee	
► CERTIFICATION					
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me I am no longer subject to backup withholding, 3. I am a U.S. person (including a resident alien). Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding					
Signature of U.S. Individual			Date:		

NOTE: IF BOTH PAGES OF THIS FORM ARE NOT COMPLETED THE FORM WILL BE RETURNED TO YOU. Arizona State University (ASU) is fulfilling a mandate associated with state agencies increasing procurements from Arizona Small and Diverse Businesses.

RETURN TO ASU	ARIZONA STATE UNIVERSITY SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM		DO NOT SEND TO IRS
Legal Name:		TIN:	
SECTION 1 - FEDERAL INFORMATION - REQUIRED			
What is the <u>Federal</u> classification type of your business? - See definitions on link below. (S.B.A. Small Business definition FAR 19.001 and size standards FAR 19.102) http://www.sba.gov/size			
LARGE Business? YES ☐ NO ☐ SMALL Business? YES ☐ NO ☐			
Please check <u>all that apply</u> to your business for Federal Supplier Type:			
Service Disabled Veteran Owned (VD) ☐	Small Disadvantaged (SD) ☐	Women Owned (WO) ☐	
Veteran Owned (VO) ☐	Minority Institution (MI) ☐	HUB Zone (HZ) ☐	
SECTION 2 - STATE OF ARIZONA SMALL BUSINESS INFORMATION - REQUIRED			
Are you self-certified according to this State of Arizona definition? <i>"100 full-time employees or less <u>OR</u> \$4 million in volume or less in the last fiscal year"</i>		YES ☐	NO ☐
Per FAR 52.219-1 and under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUB Zone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall be punished by imposition of fine, imprisonment, or both; be subject to administrative remedies, including suspension and debarment; and be ineligible for participation in programs conducted under the authority of the Act.			
Print Name:			
Signature:			
PHONE:		FAX:	
VENDOR – LIST PRODUCT or SERVICE PROVIDED			
IF BUYER NAME IS LISTED PLEASE RETURN TO BUYER	Buyer:	Phone:	Fax:

NOTE: IF BOTH PAGES OF THIS FORM ARE NOT COMPLETED THE FORM WILL BE RETURNED TO YOU. Arizona State University (ASU) is fulfilling a mandate associated with state agencies increasing procurements from Arizona Small and Diverse Businesses.

A copy of the current form of agreement can be viewed at
http://uabf.asu.edu/ubs_forms,

Supplemental Requirements Forms:
Sample forms are available for review at http://uabf.asu.edu/ubs_forms.

If you do not have access to the internet, please contact Pamela Thompson Lefkowitz, 480-965-3665 or Pamela.Thompson2@asu.edu, and a copy can be mailed to you, or you may pick one up.

PLANNING PRINCIPLES AND CONCEPT PLAN

Purpose

To outline the principles in guiding the development of the Arizona State University main campus

Source

Main Campus Public Art and Design Review Council

Policy

The university's Planning Principles and Goals will be used by everyone who is in any way responsible for the development and maintenance of the physical environment of the ASU main campus. They will be used in the development of master and area plans, as guidelines for consultant selection panels, and by architects, landscape architects, planners, other design professionals, the Main Campus Public Art and Design Review Council, Facilities Management, and all officers, staff, and members of the university.

ASU Design Guidelines, Comprehensive Development Plan and Tempe Master Plan

The ASU Design Guidelines, ASU Comprehensive Development Plans and the Tempe Master Plan are available under Construction Forms at: http://uabf.asu.edu/ubs_forms

DIRECTIONS TO USB VISITOR PARKING

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 Boulevard. Visitors may park in the USB Lot 45, located directly behind the building, using the Pay by Space machine, which has a cost of \$2.00 per hour or any portion thereof. 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.

All visitors to USB are to obtain a [visitor's badge](#) from the USB Reception Desk to wear while in the building, please check in at the USB Reception Desk. The receptionist will call to have you escorted to your meeting.