



**REQUEST FOR
STATEMENT OF QUALIFICATIONS**

**FOR
PROFESSIONAL
SERVICES**

**DESIGN AND CONSTRUCTION
MANAGEMENT SERVICES FOR THE
APPLIED TECHNOLOGY BUILDING AND
BUSINESS PARK INFRASTRUCTURE**

PROJECT NUMBER: 07-01-06187

May, 2009

TABLE OF CONTENTS

Part	Page
I. PUBLIC NOTICE	3
II. INSTRUCTIONS TO RESPONDENTS.....	5
General.....	5
Arizona Registration.....	5
Content of SOQ	5
Delivery of SOQs	5
III. STATEMENT OF QUALIFICATIONS ORGANIZATION and FORMAT	5
Section 1 – Qualifications/Expertise of Firms on the Team	6
Section 2 – Project Approach and Creativity	6
Section 3 – Ability to meet Schedule Commitments	7
Section 4 – Ability Manage Scope of Work	7
Section 5 – Project Delivery System.....	7
Section 6 – Meaningful Local Participation.....	8
IV. EVALUATION CRITERIA.....	8
ATTACHMENT A – Scope of Work	9
ATTACHMENT B – EDA Checklist for Architect/Engineer Contracts	12
ATTACHMENT C – Preliminary Site Plan	13
ATTACHMENT D – Master Plan	14

I. PUBLIC NOTICE

Embry-Riddle Aeronautical University Notice of Request for Statement of Qualifications (RSOQ)

APPLIED TECHNOLOGY AND ACCELERATOR BUILDING Design, Project # 07-01-06187

Embry-Riddle Aeronautical University will construct a 10,000 square foot accelerator building in the Business/Technology Park project. The architectural lexicon of the Park is one of sustainability, conservation, technology and healthy living. Serving as a paradigm for the region, this building will be LEED certified with the goal of Platinum. The building will operate as an accelerator to assist new, startup businesses expand and grow in a technology environment. The building as well as the Park will promote and sustain:

- **Skilled jobs creation**
- **Technology development**
- **Economic growth**

The Business Office for and on behalf of, Embry-Riddle Aeronautical University, is seeking Statements of Qualifications (SOQs) from Arizona licensed LEED Qualified Architectural and Engineering Professionals for Professional Services to provide Architectural and Engineering Services including:

- **Provide final design of a 10,000 Square Foot LEED Core and Shell building that will be used as an Applied Technology Building and Business Accelerator including all design, engineering (including geotechnical) including using best practices for energy management and LEED Core and Shell Platinum certification.**
- **Develop site (including landscaping), utilities, parking and roadway plans in tandem with LEED/Green Sustainable practices.**
- **Provide completed technical and construction bid documents for the project.**
- **Coordinate with regulator agencies to assure compliance with Federal and local requirements. Including Design Review Board submittals and attendance at all ERAU review meetings.**
- **Provide Value Engineering services including cost estimates based on real, Prescott, Arizona construction and material costs and LEED options.**
- **Establish design and construction schedules.**
- **Submit and obtain necessary building permits.**
- **Provide necessary on-site supervision and inspection to insure contract design and specification compliance.**
- **Provide Section 106 Environmental oversight during excavation.**
- **Prepare punch list of sub-standard work and ensure appropriate inspections are completed.**

SCHEDULE OF STATEMENT DEADLINES

Advertise Request for Statements of Qualifications: May 17, 2009

Information available for download from: <http://www.embryriddletechnology.com>

Statements of Qualifications Due: 3:00 p.m. MST June 16, 2009

Invitation to Bid: (Pending EDA approval) July 1, 2009

Pre-Bid Conference: July 8, 2009

Bids Due: August 7, 2009

Award of Professional Services Contract: August 14, 2009

SOQs may be **mailed** to: Embry-Riddle Aeronautical University, Attn: Korina Payne, Business Office, 3700 Willow Creek Road, Prescott, AZ 86301 or SOQs may be **hand delivered** to: Embry-Riddle

Applied Technology and Accelerator Building

Aeronautical University, Business Office, Building 78, 3700 Willow Creek Road, Prescott, AZ 86301, with the understanding that materials must be in hand by 3:00 p.m. MST, June 16, 2009.

Statements received after that time and date will be considered non-responsive and will be returned unopened.

Additional information and/or Request for Statement of Qualifications information packets are also available for download from: <http://www.embryriddletechnology.com>

Embry-Riddle Aeronautical University reserves the right to reject any or all Statements, to waive or decline to waive irregularities in any Statement, or to withhold the award for any reason it may determine.

Published four times: 5/17, 5/27, 5/31, 6/7 The Daily Courier
5/21, 5/28, 6/4, 6/44 The Arizona Republic

II. INSTRUCTIONS TO RESPONDENTS

GENERAL

All SOQs should follow the format and sequence described in the paragraphs below; this will allow a standard basis for evaluation by a designated Evaluation Committee. Failure to follow the instructions regarding format may result in rejection of the SOQ.

This RSOQ does not obligate the Embry-Riddle Aeronautical University to pay any costs incurred in the preparation and/or submission of any SOQs or any subsequent presentations or interviews, nor to enter into a contract with any of the Respondents.

For the purposes of this Request for SOQs (RSOQ), Embry-Riddle Aeronautical University is hereinafter referred to as 'ERAU'.

ARIZONA REGISTRATION

SOQs will only be considered from firms with the primary responsible party duly registered in the State of Arizona with the State Board of Technical Registration.

CONTENT OF SOQ

The SOQ should display clearly and accurately the experience, knowledge, and capability of the respondent to meet the requirements of this RSOQ. **Four (4) hard copies of the SOQ are required.**

The SOQ should be fully self-contained, without addenda, and should follow the format outlined in Part III of this RSOQ. Presentations within the SOQ should reflect consideration for the specific evaluation criteria included in Part IV of this RSOQ.

DELIVERY OF SOQs

SOQs may be **mailed** to: Embry-Riddle Aeronautical University, Attn: Korina Payne, Business Office, 3700 Willow Creek Road, Prescott, AZ 86301, or SOQs may be **hand delivered** to: Embry-Riddle Aeronautical University, Business Office, Building 78, Prescott, AZ 86301, with the understanding that materials must be in hand by 3:00 p.m. MST, June 16, 2009. **Statements received after that time and date will be considered non-responsive and will be returned unopened.**

No electronically transmitted SOQs or electronically transmitted modifications of SOQs will be considered. SOQs received after the designated submittal deadline will be considered non-responsive and will be returned unopened.

III. STATEMENT OF QUALIFICATIONS ORGANIZATION and FORMAT

The Evaluation Committee will evaluate firms submitting responses to this RSOQ based on the information provided in the SOQ and interviews as necessary. To allow for a standard basis of evaluation, all SOQs are requested to follow a similar format. SOQs shall not exceed eighteen (18) pages **total** in length including title and front and back cover pages. Total allowable pages shall be single-sided 8 ½" x 11" with the exception that up to three pages may consist of 11" x 17" fold-outs. SOQs should be organized with sections/dividers as follows:

Cover:

The cover should contain the following relevant data as a minimum:

- Statement indicating response to: SOQ for the Business Technology Park Infrastructure
- Project # 07-01-06187
- Submittal date
- Company name (and logo if desired)
- Other information/graphics as desired

Title Page:

Include Firm's name, address, e-mail/website address(es), phone and FAX numbers and name(s) of principals.

Executive Summary:

Address issues of experience, key team members with discipline noted, ability and commitment to respond completely to the project scope, ability to keep design on schedule and within budget and local availability of resources.

SECTION 1- Qualifications/Expertise of Firms on the Team

Minimum 0 points – Maximum 35 points

This section provides information demonstrating the qualifications, expertise, and physical proximity of the firms included on the team. Please provide the following information:

A. Team Composition:

To successfully complete the scope of work the team must include a licensed Arizona architect, civil engineer and construction manager and have experience with similar projects including EDA grant funding and LEED certification.

Describe the team composition and provide a list the following information:

- All firms on your team
- Expertise that each firm on your team will provide
- Number of employees (and their roles) for each firm on your proposed team within the State of Arizona

B. Organization Chart:

Provide an organization chart of the proposed project team and include the respective roles that each firm will provide.

C. Experience as a Team:

Has the prime consultant worked with the proposed sub-consultants on similar projects in the last three years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm.

D. Similar Project Experience:

Provide a list of up to five similar projects and general scope of each project that each firm on your project team has completed within the last three years. The projects must demonstrate the required expertise needed for this project. Include the work/services provided on the projects and approximate consultant fee on each project.

SECTION 2 - Project Approach

Minimum 0 points – Maximum 10 points

This section illustrates the team's project approach.

A. Describe your approach to this project in terms of:

- Coordinating work effort for gathering, evaluating, and presenting data from mixed sources.
- Clearly defining and evaluating potential relationships between interested project partners.
- Evaluating regulatory impacts to site development.
- Evaluating technical issues relating to site development.
- Evaluating LEED opportunities relating to Platinum certification for the project.
- Identifying stakeholders.
- Developing plans to communicate and receive input from stakeholders.

Applied Technology and Accelerator Building

- Obtaining cooperation and project endorsement ERAU staff project team and the participating project partners.
- Presenting technical information to a non-technical audience for review and approval.
- Meeting the project goals and deadlines as discussed in Attachment A.

SECTION 3 - Ability to Meet Schedule Commitments

Minimum 0 points – Maximum 10 points

This section provides information about how the team is able to meet schedule commitments.

A. Provide the following items:

- Typical schedule for a project of this type.
- Two examples of similar projects (with client references) documenting the firm's ability to maintain an aggressive schedule.
- Illustration of the team's capabilities to maintain the appropriate staffing levels required for this project, include any available contingency plans.
- Explanation of how the performance of the project will be measured against an agreed upon schedule.

SECTION 4 - Ability to Manage Scope of Work

Minimum 0 points – Maximum 20 points

This section shows the team's ability to manage the tasks as described in the attached scope of work.

A. Describe the following elements:

- Key team members and their roles in the project. Describe why each key member is being proposed for the project.
- Approach to have key members understand their specific roles while keeping in mind the overall project objectives.
- Approach to resolving issues with the project team, the clients, stakeholders, public and ERAU.
- Approach to gaining support from a wide variety of stakeholders.
- Understanding of the key issues on this project.

SECTION 5 - Project Delivery System

Minimum 0 points – Maximum 10 points

Illustrate your team's understanding of a project delivery system. Identify major elements of the work plan for this project and describe and discuss how your team will:

- Develop a work plan for this project
- Identify major elements of the work plan for this project
- Fashion your work plan to address contingencies.

A. Project Roles and Responsibilities:

Describe your approach to:

- Identifying and assigning roles and responsibilities.
- Coordinating this project with ERAU staff.

B. Milestones:

Identify critical milestones activities for the project.

Applied Technology and Accelerator Building

C. Quality Assurance/Quality Control (QA/QC) process:

Describe your proposed QA/QC process.

Section 6 - Meaningful Local Participation

Minimum 0 points – Maximum 15 points

- A. Embry-Riddle Aeronautical University in an effort to attain LEED points and to maintain and honor the commitment in accepting the EDA grant elects to implement a local preference policy that applies to all consultant services contracts awarded by ERAU. Clearly identify by percentage the portion of the total services anticipated that will be provided by local firms. Specifically address resident Principal registrant's number of years at a local address, number of years a local office has been maintained, utilization of local consultants/subconsultants, or any other expected pertinent utilization of local technical or professional resources.

IV. EVALUATION CRITERIA

Responses from respondents will be ranked based on points as detailed below

<u>Section as described above:</u>	<u>Maximum Points Available:</u>
1. Qualifications/Expertise of Firms on the Team	35
2. Project Approach and Creativity	10
3. Ability to Meet Schedule Commitments	10
4. Ability to Manage Scope of Work	20
5. Project Delivery System	10
6. Meaningful Local Participation	15
Total Maximum Achievable Points:	100

ATTACHMENT A

Scope of Work

1.0 **BACKGROUND**

The project is funded by a grant from the Economic Development Administration (EDA) Grant and Embry-Riddle Aeronautical University (ERAU). All requirements for receiving an EDA grant are applicable and can be reviewed at:

http://www.eda.gov/PDF/construction_v2.html

It is the intent of ERAU for the consultant to be familiar with compliance with these requirements with regards to the design and construction of a project.

The building is being constructed with the goal of LEED (Leadership in Energy and Environmental Design) Platinum Certification.

2.0 **PROJECT DESCRIPTION**

It is planned that the building will have approximately 20% common admin space and 80% leasable office space. The office space will utilize an open space concept that can be reconfigured easily. The office space will include plumbing for a future wet lab (see Table 1.1).

- This building will be located on 5.2 acres of ERAU owned property. A "Master Plan" has already been developed and ERAU Design Review Board process has been completed for the Master Plan. The property is zoned Business General which is acceptable for this application.
- This project is receiving a grant from the Economic Development Administration (EDA) so all requirements associated with receiving the grant are applicable.
- A Preliminary Site Plan has been developed.
- Architect shall use the Master Plan and Preliminary Site Plan provided by ERAU as a starting basis for the design of the building.
- ERAU Business Technology Park Covenant, Conditions & Restrictions (CC&R's) and Design Standards and Guidelines shall apply.

3.0 **SCOPE OF WORK**

- Provide final design of a 10,000 Square Foot LEED Core and Shell building that will be used as an Applied Technology Building and Business Park Infrastructure Accelerator including all design, engineering (including geotechnical) including using best practices for energy management and LEED Core and Shell Platinum certification.
- Develop site (including landscaping), utilities, parking and roadway plans in tandem with LEED/Green Sustainable practices.
- Provide completed technical and construction bid documents for the project.
- Coordinate with regulator agencies to assure compliance with Federal and local requirements. Including Design Review Board submittals and attendance at all ERAU review meetings.
- Provide Value Engineering services including cost estimates based on real, Prescott, Arizona construction and material costs and LEED options.
- Establish design and construction schedules.
- Submit and obtain necessary building permits.
- Provide necessary on-site supervision and inspection to insure contract design and specification compliance.
- Provide Section 106 Environmental oversight during excavation.

- Prepare punch list of sub-standard work with General Contractor and ensure appropriate inspections are completed.

4.0 **DELIVERABLE ITEMS**

Deliverable items will be defined during negotiations with the consultant. The intent is for the consultant to take the lead and provide all documents required per the EDA Grant and all necessary documents for the construction of the facility and documentation of the construction and contract compliance.

5.0 **SCHEDULE**

The University anticipates that the project will be ready for occupancy in late 2010.

6.0 **ITEMS SUPPLIED BY EMBRY-RIDDLE AERONAUTICAL UNIVERSITY**

The University will provide the consultant with the following items:

- Copies of preliminary site plans for the project
- EDA Checklist for Architect/Engineer Contracts

Table 1.1

SDS No.	Space Name	No. of Spaces	No of Persons	NSF Each	TOTAL NSF
	Reconfigurable Common Area				
1	Lobby / Reception Area	1		300	300
2	Common Restrooms w/Showers	2		250	500
3	Common Conference Room	2		300 / 125	425
4	Administration Open Space	1	1	225	225
5	Janitor Closet w/Sink	1		50	50
6	Mechanical Room	1		100	100
7	I T Room	1		100	100
(8)					1,700
9	NSF Factor – 25% (1)				300
(10)	Subtotal – Support/Admin				2,000
11	Reconfigurable Leasable Area	2-16		TBD	8,000
12	(Include 250 sq ft for wet lab)			250	
	Parking Lot – Items not addressed				
	Total – Square Footage				10,000

(1) Efficiency Factor NSF to account for walls, mechanical chases, halls, etc.

ATTACHMENT B

**ECONOMIC DEVELOPMENT ADMINISTRATION
CHECKLIST FOR ARCHITECT/ENGINEER CONTRACTS**

EDA Award Number: _____ Date: _____

Recipient: _____

Recipient's Authorized Representative: _____
Name & Phone Number

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | The Recipient has written procurement procedures with which the Architect/Engineer (A/E) contract has been found to be in compliance. |
| ☐ | ☐ | ☐ | The A/E was selected competitively by sealed bids (formal advertising) or by competitive proposals. If not, attach an explanation of the selection method and the reason(s) for using that method. |
| ☐ | ☐ | ☐ | Requests for proposals were publicized and all evaluation factors and their relative importance were identified therein. Any response to publicized requests for proposals was honored to the maximum extent practical. |
| ☐ | ☐ | ☐ | Proposals were solicited from an adequate number of qualified sources (normally it is sufficient to secure at least three proposals from qualified sources). If less than 3 qualified proposals were secured, attach an explanation to this document. |
| ☐ | ☐ | ☐ | The Recipient has a method for conducting technical evaluations of proposals received and for selecting the best proposal, price and other factors considered. |
| ☐ | ☐ | ☐ | The Recipient determined the responsible firm whose proposal was most advantageous to the program, with price and other factors considered. Competitor's qualifications were evaluated and the most qualified competitor was selected, subject to negotiation of fair and reasonable compensation. |
| ☐ | ☐ | ☐ | The A/E agreement provides for all services required by the Recipient for the planning, design and construction phase of the proposed project. Appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA) may be used where the Recipient does not have standard procurement documents. |
| ☐ | ☐ | ☐ | The A/E's fee for basic services is either a fixed price or a cost reimbursement with an agreed maximum. (The amount of EDA participation will be based on a determination, subject to audit, that the fee compensation is reasonable). |

Y N N/A

--	--	--

The A/E contract compensation is not based on the use of the cost-plus-a-percentage-of-cost or percentage of construction cost form of compensation. (These forms of compensation are not eligible for EDA participation).

--	--	--

The A/E's fee covers all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as-built" drawings, arrow diagram (CPM/PERT, for example) where applicable, and incidental costs.

--	--	--

The basic fee does not exceed that prevailing for comparable services in the project area. If the total fee is in excess of the prevailing rate because of special services to be performed, these services are identified in the agreement. Such additional charges may be approved for grant participation by the EDA if they:

- a. Do not duplicate charges for services provided for in the basic fee;
- b. Are a proper charge against the project cost; and
- c. Are reasonable for the extra services to be rendered.

--	--	--

Regardless of who furnishes the construction inspector, the agreement requires the A/E to make sufficient visits to the project site to determine, in general, if the work is proceeding in accordance with the construction contract.

--	--	--

If the A/E contract(s) price exceeds \$100,000 (awarded under small purchase procedures), it includes a provision to the effect that the Recipient, EDA, the Comptroller General of the United States, the Inspector General of the Department of Commerce, or any of their duly authorized representatives, shall have access to any documents, books, papers, and records of the A/E (which are directly pertinent to a specific grant program) for the purpose of making an audit, examination, excerpts, and transcriptions. The Recipient shall require the A/E to maintain all required records for at least three years after the Recipient makes final payment and all pending matters are closed.

State a specific timetable in the A/E agreement for:

1. Completing preliminary plans and associated cost estimates;
2. Completing final plans, specifications, and cost estimates;
3. Securing required State and local approvals; and
4. Completing proposed contract documents sufficient for soliciting bids.

--	--	--

Provide surveillance of project construction to assure compliance with plans, specifications, and all other contract documents. If the Recipient chooses the A/E as the project inspector, the requirements for inspection services shall be clearly defined and the amount the Recipient is required to pay for such services shall be stated.

Y N N/A

☐ ☐ ☐ Be responsible for any damages arising from any defects in design or negligence in the performance of the construction inspector, if the inspector is furnished by the A/E. (EDA recommends that the A/E be required to take

☐ ☐ ☐ Supervise any required subsurface explorations such as borings, soil tests, and the like, to determine amounts of rock excavation or foundation conditions, no matter whether they are performed by the A/E or by others paid by the Recipient.

☐ ☐ ☐ Attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award.

☐ ☐ ☐ Review proof of bidder's qualifications and recommend approval or disapproval.

☐ ☐ ☐ Submit a report not less frequently than quarterly to the Recipient covering the general progress of the job and describing any problems or factors contributing to delay.

The company/firm name of the Architect/Engineer is:

The address of the A/E company/firm is:

If the Architect/Engineer will not be performing project inspection services, provide the name and address of the firm or person conducting project construction inspection services:

The contract price for basic A/E services is \$ _____

The contract price for other/extra A/E services is \$ _____

The contract price for inspection services is \$ _____

Prepared By (Signature)

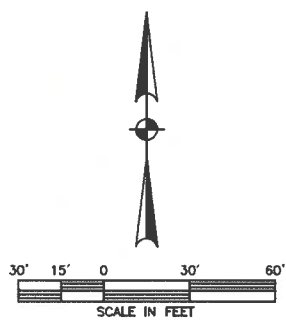
Date

ATTACHMENT C



EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY

N



EXISTING ELECTRIC
TRANSMISSION LINES

PROPOSED BOUNDARY
OF 5.2 ACRE PARCEL

APPROX. 145' ELECTRIC EASEMENT

PROPOSED EASEMENT
TO BE ACQUIRED BY
THE CITY OF PRESCOTT

TECHNOLOGY DRIVE

WILLOW CREEK ROAD

PROJECT DATA

OWNER: EMBRY RIDDLE AERONAUTICAL UNIVERSITY
3700 WILLOW CREEK ROAD
PRESCOTT, AZ. 86301

APN: 106-08-006

SITE AREA: 5.2 ACRES

BUILDING AREA: ±10,000 SQUARE FEET

PARKING: 38 9.0'x19.0' SPACES
4 ADA HANDICAP SPACES

PRELIMINARY SITE PLAN
E.R.A.U. BUSINESS / TECHNOLOGY PARK
A PORTION OF SECTION 10, T14N, R2W
PRESCOTT, ARIZONA

ATTACHMENT D



Legend

- Property Boundary
- Waters of the U.S.
- City of Prescott Trail
- Multi-Use Path
- Existing Powerline
- Power Pole
- Easement
- Existing Lift Station
- Landuse**
- Recreation / Wellness
- Open Space
- Solar
- Medium Density Residential
- Transitional Residential
- High Density Residential
- Light Industrial
- Mixed-use Commercial / Residential
- Business / Commercial
- Commercial

Sources:
Major Roads: ALRIS 2007
Project Boundary: URS 2008
Slope: URS 2008
Streams: URS 2008
Base: Arizona State Cartographer NAIP 2007

