



**REQUEST FOR QUALIFICATIONS
DESIGN PROFESSIONAL SERVICES**

DATE ISSUED: MAY 13, 2010

THE ARIZONA BOARD OF REGENTS

for and on behalf of

ARIZONA STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS FOR:

ASU RFQ DP: 2010-22470

ASU CAMPUS INFRASTRUCTURE/SAFETY SYSTEMS 2010, ALL CAMPUSES

DUE DATE/ TIME: 3:00PM, MST, THURSDAY, JUNE 3, 2010

APRIL 2010 EDITION

Time and Date of Pre-Submittal Conference

1:30 PM MST, 5/20/10

Deadline for Inquiries

5:00 PM, MST, 5/26/10

Time and Date Set for Submittal

3:00 PM, MST, 6/3/10

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The Attachments 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

ARIZONA BOARD OF REGENTS REQUEST FOR QUALIFICATIONS (RFQ)

Arizona State University (ASU) extends an invitation to interested and qualified firms or individuals to submit formal sealed qualifications to provide **design services for infrastructure design support** as described herein.

Proposals shall be marked as follows:

Proposal for Performance of Construction Manager at Risk Construction Services:

Submitting Firm:

Project Name: ASU Campus Infrastructure/Safety Systems 2010, All Campuses

RFQ Project Number: DP-2010-22470

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

Time/Date Due: 3:00 P.M., M.S.T., 6/3/10

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

Express delivery:

Attention: Douglas E. Boyer, C.P.M., CPPB, Purchasing Construction Manager
Arizona State University,
c/o Purchasing and Business Services
1551 S. Rural Road
Tempe, Arizona 85281

Or, if mailed:

Attention: Douglas E. Boyer, C.P.M., CPPB, Purchasing Construction Manager
Arizona State University
c/o Purchasing and Business Services
PO Box 875212
Tempe, Arizona 85287-5212

Telegraphic, telephonic or telecopy (FAX) submittals or modifications of submittals will not be considered. **PROPOSALS RECEIVED AFTER THE TIME AND DATE SET FOR SUBMITTAL WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE SENDER.** Each Proposer is solely responsible for the delivery of its Proposal to the above location by the time and date specified. If a Proposer elects to submit its Proposal by mail, the Proposal must be received in ASU Purchasing and Business Services offices in the University Services Building by the time and date due. ASU is not responsible if U.S. Mail or ASU Mail Services fails to make a delivery on time.

This proposal is open until 3:00 PM, MST, TUESDAY, JUNE 3, 2010 at which time a representative of Purchasing and Business Services will announce publicly only the names of those firms or individuals submitting qualifications. No other public disclosure will be made until after the award and execution of the contract.

RETURN OF PROPOSALS

ASU will return any proposals that are left at the front desk after the scheduled opening date and time.

ARIZONA STATE UNIVERSITY

Doug Boyer

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

LEGAL ADVERTISEMENT
DP 2010-22470
ASU Campus Infrastructure/Safety Systems 2010, All Campuses

Arizona State University (ASU) extends an invitation to interested Design Professional Firms to submit in writing their qualifications for Design Services for the proposed project: **ASU Campus Infrastructure/Safety Systems 2010, All Campuses, ASU PROJECT NUMBER DP 2010-22470.**

Project Description

Design services are being solicited for the **ASU Campus Infrastructure/Safety Systems 2010, All Campuses**. The University is experiencing a tremendous amount of growth at all locations and is in need of infrastructure design services. We are looking for a few firms that can provide the design and construction administration services for infrastructure projects. We need firms with experience in infrastructure projects similar to ASU's systems. We have direct buried as well as vault and tunnel systems for our utility distribution. The selected firms will be expected to provide services to all of the ASU campuses. We are requesting proposals for infrastructure services which are to include meetings with potential customers, including a detailed scope of work and associated construction estimate. Some investigation of building conditions, utility capacities and code requirements will be required and estimate services.

It is the intent of ASU to select a minimum of three firms and a maximum of five for the above described services. There is no minimum/maximum number of projects that will be guaranteed to any one or the total selected firms for the period of the contracts. It is estimated that the contracts will be issued for a term of one year with four one year extensions up to 5 years.

There is no estimated construction budget associated with this RFQ. All projects are subject to ABOR approval and funding.

Formal sealed qualifications are to be delivered to the main Reception desk of the University Services Building, 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; Attn: Douglas E. Boyer, C.P.M., CPPB, Purchasing Construction Manager, until 3:00 P.M., M.S.T., JUNE 3, 2010** at which time a representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting formal sealed qualifications. No other public disclosure will be made until after award of the contract for the furnishing of all labor, material, transportation and services required for **ASU Project No. DP-2010-22470.**

Pre-Submittal Conference

A RECOMMENDED Pre-Submittal Conference is scheduled for 1:30 PM, MST, Thursday, May 20, 2010, in Room 1302, in the University Services Building, 1551 S. Rural Rd, Tempe, AZ 85281.

Limited Visitor Pay-for-Parking is available in the University Services Building (USB) Visitor Parking Lot.

Reference the ASU Parking Map at <http://www.asu.edu/map> for additional parking. **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

The Request for Qualifications instructions, a description of requested services, information on the Project and a description of the proposal and selection process is available at the Arizona State University Bid Board at http://uabf.asu.edu/buying_products_services. Click on Construction/Facilities Bid Board on right side under Related Links. Requests may be made in writing via fax (480) 965-2234 or email to Pamela Thompson Lefkowitz, pamela.thompson2@asu.edu and Purchasing will email or mail you the RFQ. You may also pick up a copy at the University Services Building, 1551 S. Rural Rd., Tempe, AZ, 85281. Please ask for the Office Specialist at the lobby 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
Project should be addressed to:

Purchasing and Business Services
Attention: Douglas E. Boyer, C.P.M., CPPB
Purchasing Construction Manager
Construction Group
Arizona State University
PO Box 875212
Tempe, Arizona 85287-5212
Phone: (480) 965-2217
Facsimile: (480) 965-2234
Email address: douglas.boyer@asu.edu

ARIZONA BOARD OF REGENTS

By Ernest Calderon
President

By Bob McLendon
Secretary

Publication Date: East Valley Tribune 5/14/10, and Daily Sun News on 5/13/10

PART II: SCOPE OF SERVICES

SCOPE OF SERVICES

Design services are being solicited for the **ASU Campus Infrastructure/Safety Systems 2010, All Campuses**. The University is experiencing a tremendous amount of growth at all locations and is in need of infrastructure design services. We are looking for a few firms that can provide the design and construction administration services for infrastructure projects. We need firms with experience in infrastructure projects similar to ASU's systems. We have direct buried as well as vault and tunnel systems for our utility distribution.

The selected firms will be expected to provide services to all of the ASU campuses. We are requesting proposals for infrastructure services which are to include meetings with potential customers, including a detailed scope of work and associated construction estimate. Some investigation of building conditions, utility capacities and code requirements will be required and estimate services.

NOTE: The above description of the proposed services is, for purposes of brevity, not intended to be a full description of the project scope of work. Prospective proposers are encouraged to attend the scheduled Pre-Submittal Conference to obtain more detailed information, including questions and answers. (Please see Legal Advertisement, Pre-Submittal Conference, for further information.)

PART III: PROPOSAL CONTENTS AND OUTLINE

ASU is seeking a firm with design and construction administration services (for infrastructure projects) skills and experience as specified in this RFQ. ASU will be evaluating prior experience that is relevant to the project Scope of Services listed in Part II. **ALL OF THE FOLLOWING SELECTION CRITERIA ARE IMPORTANT TO ASU. THE CRITERIA ARE LISTED IN ORDER OF THEIR RELATIVE IMPORTANCE WITH THE MORE IMPORTANT CRITERIA BEING LISTED FIRST.**

The Proposal must include a response to each of the following items starting at Section 1 below. The information and outline below shows how your proposal should be organized and index tabbed.

The total length of Sections 1-8 should not exceed 30 pages of text and graphics in single column format (one sheet of paper = two pages) with a font size of no less than 10 points. Section dividers or blank pages don't count toward the page limitations. This limit excludes AIA documentation and mandatory ASU Certifications and Forms.

- **One** (1) clearly marked hardcopy "original" in 8.5" x 11" double-sided, non-binding form. No metal or plastic binding – may use binder, folder, or clip for easy removal of proposal.
- Two (2) Additional copies will be on CD in PDF format, PC readable, labeled and less than 10 MB.
- **One document** for main submittal on each disk.
- **One separate** document on **one separate** disk for "confidential financials" only if requested within proposal. (Label appropriately)
- **Check** and play all CD's before submitting. (Company marketing materials not recommended and compress photos, etc. in smaller size formats as necessary)

Note: Proposer should use recycled paper and double-sided copying for the production of all printed and photocopied proposal documents. Furthermore, the documents should be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste paper).

Proposals must be delivered so as to be actually received by ASU on or before the day and hour set for receipt of Proposals.

- 1) **PRIOR EXPERIENCE:** Prior Experience: List a minimum of three completed infrastructure design projects. Identify each project's complexity, budget, and schedule where the Proposer's firm was Architect of Record. A higher evaluation weighting will be applied to those firms who can substantiate that they have successfully completed comparable type projects with accurate cost, schedule and content information.
- 2) **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.
- 3) **PROJECT TEAM — PRIME:** Project Team: Provide a list of the Proposer's individuals who will be assigned to the type of projects needed, together with their resumes. This listing should detail each individual's specific qualifications and experience on projects of this type. A higher evaluation weighting will apply to those who can substantiate a staffing plan with assigned individuals who have worked together previously as a team in successfully completing project listed in the Content of Submittal, Item "a" above.
- 4) **PROJECT TEAM — SUB-CONSULTANTS:** Project Team - Sub-Consultants: Describe the qualifications and experience of the Proposer's consultants on comparable projects. A higher evaluation weighting will apply to those Proposer's who can provide a Consultant Team that has a history of working with the Architectural Team in successfully completing the projects listed in Item "a" above.

5) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH CAPABILITY:

- a. Budget Methodology/Cost Control: Define how estimates of probable construction cost are established and maintained with respect to the Owner's project
- b. Quality Control Methodology: For the projects listed in **Item "a"** above, define how the projects were described 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.
- c. Schedule Control: Demonstrated ability to complete similar projects within established schedules. For each project listed in **Item "a"** above, define the original agreement schedule by listing Program Start Date and 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.
- d. The Owner intends to form a team (consisting of the Owner, CMAR 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" 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.

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" or a "partnering" basis with owner's project personnel or other project personnel. Give examples of successful experiences that your firm and your team members have had with a "team", a "win-win" or a "partnering" approach.
 - Describe what practices and procedures you propose for this project so that owner's personnel and your personnel interact on a "team", a "win-win" or a "partnering" basis.
- 6) 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.

7) OTHER: Any other pertinent/additional information.

8) ATTACHMENTS/FORMS

You will need to sign, date and return attachments/forms listed below with your proposal, which appear at the end of this document.

1) ADDENDUM, GENERAL INSTRUCTIONS AND REGULATORY INFORMATION
ACKNOWLEDGEMENT

2) PRE-SUBMITTAL INQUIRY FORM

3) REFERENCES

4) PROPOSAL CERTIFICATION FORM

SUPPLEMENTAL REQUIREMENTS

OPTIONAL PROVISION FOR LARGE PROJECTS (\$2M AND OVER): Supplemental requirements apply to ASU's Capital Projects in excess of \$2,000,000.00. The DP(CMAR) will comply with the Owner's requirements as they apply to DP(CMAR) and Sub-consultants. DP(CMAR) and Sub-consultants are required to complete ASU Certification Forms to be submitted with each invoice. Please reference http://uabf.asu.edu/ubs_forms .

- 5) ANTI-LOBBYING CERTIFICATION
- 6) CONFLICT OF INTEREST CERTIFICATION
- 7) FEDERAL DEBARRED LIST CERTIFICATION
- 8) LEGAL WORKER CERTIFICATION
- 9) SUDAN OR IRAN BUSINESS OPERATIONS CERTIFICATION
- 10) VETERAN'S PREFERENCE CERTIFICATION
- 11) SUPPLIER SUSTAINABILITY QUESTIONNAIRE
- 12) SERVICE PROVIDER ACKNOWLEDGEMENT
- 13) ARIZONA STATE UNIVERSITY SUB W-9 (**NOTE: ONLY APPLICABLE IF YOU ARE AWARDED A CONTRACT AND ARE A NEW SUPPLIER TO ASU**)
- 14) ASU STANDARD FORM OF DESIGN PROFESSIONAL CONTRACT DOCUMENTS
- 15) ASU DESIGN GUIDELINES AND COMPREHENSIVE PLAN
- 16) DIRECTIONS TO USB VISITOR PARKING

PART IV: SELECTION PROCESS

A Selection Committee will evaluate the Proposals submitted in response to this RFQ. The evaluation will be to determine the qualifications of the Proposer to perform the design and construction administration services for infrastructure projects under this RFQ based on the selection criteria listed above.

In making its determination, the Selection Committee will evaluate the Proposals, information from client references, interviews (for Proposers on the short-list only), and additional information received or obtained by the Selection Committee. The Committee may request or obtain additional information at any time during the selection process through interviews, presentations, correspondence, and visitation of completed projects or otherwise.

SHORT LIST

After receipt of the Proposals, the Selection Committee will use the selection criteria listed above to perform an initial review of all Proposals and will select a short-list of no less than three (3) Proposers and no more than five (5) Proposers, unless there are less than three (3) Proposers.

PROJECT SITE VISIT

In advance of negotiating an agreement for an individual project, the Proposer(s) may 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.

INTERVIEWS

It is the desire of the Selection Committee to learn more about the Proposers, especially their ability to provide design and construction administration services for infrastructure projects of exceptional quality to an institutional client. The Selection Committee will interview each Proposer on the short-list so that they may present their credentials, comparable past work and any ideas they wish to share with the Selection Committee.

The interviews will usually last forty-five minutes, but not more than one hour, including thirty minutes for the interview, and fifteen minutes for questions from the Committee. This time limit will be strictly enforced. No more than six representatives of the Proposer's team + one computer/presentation equipment operator may be present. The prospective Project Manager, who will be responsible for the project day-to-day and serve as the main contact with ASU; the Project's Lead Designer; and the individual responsible for the Construction Phase must all attend.

The format of the presentation is at the discretion of the Proposer but must address the organization and experience of the team, experience of individuals assigned to the project, describe comparable projects by the team members and/or the firm and address any questions that may be asked by Selection Committee members during the interview.

The order in which the Proposers appear before the Selection Committee will be determined by lot. A projection screen may be available; any additional equipment shall be the responsibility of the Proposer. Check with **Pamela Thompson Lefkowitz at 480-965-3665 or pamela.thompson2@asu.edu**.

RANKING

After the interviews the Selection Committee will use the selection criteria listed above to pick the three (3) Proposers deemed to be the most qualified to provide the design and construction administration services for infrastructure projects in this RFQ and will rank the three (3) selected Proposers in order of preference.

NOTICE OF INTENT TO AWARD OR REJECTION OF PROPOSALS

The next step will be for ASU to issue a notice of intent to award. 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 it may determine in the best interest of ASU. Unless ASU gives written notice otherwise, all Proposals will be held open for a period of ninety (90) days after the date of opening thereof, and ASU will have the right during this ninety (90) day period to accept any Proposal not withdrawn before the scheduled opening date.

After interviews, the selection committee may make the determination to enter into contract negotiations with some or all of the firms if deemed in the best interest of the University. If negotiations are successful, the University may enter into a contract with some or all of the short listed firms.

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 (s), at 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 agreement with the Proposer(s) 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(s) will be formally terminated. The Procurement Officer may then undertake negotiations with the next most qualified Proposer(s) in sequence until an agreement is reached or a determination is made to reject all Proposals.

REGULATIONS

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

DELIVERY OF INSURANCE POLICIES OR CERTIFICATES AND EXECUTION OF CONTRACT DOCUMENTS

Within ten (10) days of receipt of notice of intent to award, the successful Proposer shall deliver to ASU the required insurance policies or certificates in a form satisfactory to ASU. Policies or Certificates must reference the ASU RFQ Project Number and the ASU Project Name. Failure to do so may result in rejection of the successful Proposer's Proposal and withdrawal of the notice of intent to award. Promptly after ASU receives satisfactory insurance policies or certificates ASU will deliver to the successful Proposer two copies of the form of contract documents to be executed by the successful Proposer. This form of contract documents will be the form in Attachment 16 or ASU's then current form of contract documents. The successful Proposer shall execute and return to ASU two copies of the contract documents within ten (10) days after receipt of the contract documents. Failure to return the executed copies of the contract documents may result in rejection of the successful Proposer's Proposal and withdrawal of the notice of intent to award.

PROPOSAL 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 formal sealed qualifications whose direct economic interest may be affected by the issuance of a solicitation, the award of a contract, or by the failure to award a contract. 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 contract 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 contract 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: 480-965-6532
Fax: 480-965-2234

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

PART V: GENERAL INSTRUCTIONS

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

If the Proposer is a corporation or other legal entity, the Proposal must be signed by the legal name of the corporation followed by the name of the state of incorporation or organization and the legal signature of an officer or other person authorized to bind the corporation or other legal entity to a contract.

DEFINITION OF "PROPOSER AND "PROPOSAL"

Wherever the word "Proposer" is used in this RFQ, it shall mean each or any of the individuals, firms, partnerships, joint ventures, corporations or other legal entities, submitting their qualifications under this RFQ. Wherever the word "Proposal" is used in this Request for Qualifications, it shall mean the statement of qualifications submitted by a Proposer.

LICENSED IN ARIZONA.

All individuals or firms engaged in ASU architectural or engineering services shall be licensed by the Board of Technical Registration in the State of Arizona for the types of work included in the project. Each Proposer must hold a current license of the appropriate category issued by the Arizona Board of Technical Registration at the time the Proposer submits its Proposal.

ARIZONA OFFICE

The successful Proposer will be required to have an office in the State of Arizona. If one does not already exist, the selected firm shall establish an office in Arizona within 30 days after the date of Owner's letter of intent to award contract. 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.

ACCEPTANCE OF CONTRACT DOCUMENTS

A copy of the current ASU standard forms of contract documents can be accessed at the Internet addresses below. If you do not have access to the Internet, please contact **Pamela Thompson Lefkowitz, Office Specialist Sr., at (480) 965-3665 or pamela.thompson2@asu.edu** and a copy can be mailed to you or you may pick one up.

http://uabf.asu.edu/ubs_forms

Contract forms for this project are:

2006 Single Project Operating Manual

2006 Single Project Design Professional Agreement

If selected as the Design Professional for this project, the undersigned agrees to execute this form of contract documents. The Proposer understands that any exceptions taken to the form of contract documents that are not accepted and/or approved by ASU may be a basis for rejection of the Proposer's Proposal as non-responsive. The Proposer also understands that ASU may make changes in the standard form of contract documents and that therefore the form of contract documents presented to the successful Proposer may be different from the form of contract documents referred to above, in which case the successful Proposer will be given the opportunity to review the changes.

This Request for Qualifications, any addenda to this RFQ issued by ASU and the Proposal of the successful Proposer are included in the contract documents.

TEAM APPROACH

ASU intends to form a team (consisting of the ASU as the owner, the CMAR, the design professional, the CMAR's subcontractors and the design professional's consultants) 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 "team" or "win-win-win" arrangement. Team members will focus on this over-all objective and not on protecting their own individual interests. The following will be the team goal:

ASU has set the goal for the Project as completion of a quality Project meeting ASU's needs, within ASU's budget, within ASU's time schedule at a reasonable and appropriate cost to ASU and with a reasonable and appropriate fee for the design professional, the CMAR, each subcontractor and each design professional consultant.

ASU considers a team approach to be a critical qualification for the CMAR. The team approach may include a formal "partnering" arrangement.

The Proposal should display clearly and accurately the capability, knowledge, experience and capacity of the Proposer to meet the requirements of this RFQ.

RESTRICTION ON COMMUNICATIONS

Proposers and members of their teams shall not communicate concerning this RFQ with the Design Professional for this project, the ASU Project Manager, Selection Committee members, students, or employees of ASU, except as stipulated in INFORMAL INQUIRIES and in INTERPRETATIONS AND ADDENDA above. **Failure to abide by this requirement may result in rejection of the Proposer's Proposal.**

PROPOSERS SHALL NOT SUBMIT OR COMMUNICATE IN ANY WAY TO ASU ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER 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 COMPETITION. Accordingly, any Proposal that contains any information of this type will be deemed non-responsive, will not be considered and will be returned to the Proposer. This exclusion of information applies to the Proposal, to any interview and to all other aspects of the RFQ competition.

DELIVERY OF PROPOSAL IN RESPONSE TO THIS RFQ

See Part III for more details and how to outline your proposal.

Proposal must be delivered so as to be actually received by ASU **on or before** the day and hour set for receipt of Proposals.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn either personally or by written request any time before the scheduled opening date and time, but not after.

PROPOSERS INTERESTED IN MORE THAN ONE PROPOSAL

No Proposer shall be permitted to submit more than one (1) Proposal for the same project. A proposer that has submitted a sub-consultant proposal to another Proposer is disqualified from submitting a Proposal for the Project as a Proposer directly to ASU. A proposer shall be allowed to submit a sub-consultant proposal to more than one (1) Proposer.

NO ASU OBLIGATION

This RFQ does not obligate ASU to pay any costs incurred in the preparation and submission of Proposals or in negotiating a contract with any Proposer.

INTERPRETATION OF RFQ DOCUMENTS BEFORE SUBMISSION

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 the Buyer listed in Part I.

FORMAL QUESTIONS: All formal inquiries or requests for significant or material clarification or interpretation, or notification to the Owner of errors or omissions relating to this Request for Qualifications must be on the Pre-Submittal Inquiry Form in Attachment 1, directed by email, in writing, or facsimile, to the Buyer list in Part I.

Note: ASU may 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 RFQ or should the Proposer be in doubt as to its meaning, he or she shall at once notify the Buyer, in writing, who will send a written addendum either by facsimile or E-mail to all Proposers who are on record with the Buyer as having been sent 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. ASU is not responsible for any other explanations or interpretations of the RFQ.

If a Proposer on the *Final List* at the end of the competition should fail to receive any addendum or should fail to acknowledge receipt of same, the Proposer shall have the option of staying on the Final List under the terms of the RFQ including the addendum or of withdrawing from the Final List in which event the next most qualified Proposer will be added to the Final List. ASU is not responsible for assuring delivery of addenda to any Proposer. Addenda are always posted on the ASU Bid Board at www.asu.edu/purchasing/bids. Failure to receive addenda or failure to acknowledge receipt shall not constitute a basis for claim, protest or reissue of the Request for Qualifications.

The Proposers shall acknowledge receipt of addenda in the space provided on the Proposal Certification Form (see Attachment 4).

Requests must be submitted on a copy of the Pre-Submittal Inquiry Form in Attachment 1 to this RFQ. All formal inquiries must be received by ASU at least seven (7) calendar days before the time and date set for submission of Proposals and closing this RFQ. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

PROPRIETARY INFORMATION

If a Proposer is submitting any information it considers proprietary, the Proposer must place it in a separate envelope and mark it "Proprietary Information". If the Director of ASU Purchasing and Business Services concurs, this information will not be considered public information. The Director of ASU Purchasing and Business Services is the final authority as to the extent to which material is considered proprietary or confidential. ASU shall have no liability for disclosure or use of unmarked data. Unless identified, information submitted in a Proposal may be disclosed pursuant to applicable Arizona Public Records Law and other applicable Arizona Revised Statutes.

PART VI: REGULATORY INFORMATION

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 it may be applicable to each individual Proposer. A copy of this policy is available at: <http://www.asu.edu/aad/manuals/acd/acd204-08.html>

SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS

ASU is committed to the development of Small Business, Small Disadvantaged Business (SB & SDB) , and **Disadvantaged Business (DB)** suppliers. If subcontracting is necessary, the successful contractor will make every effort to use SB & SDB in the performance of any contract resulting from this Request for Qualifications. A report will be required **at the beginning of the project indicating the overall proposed extent of SB, SDB and DB participation**; and at the conclusion of the project indicating the overall extent of SB, SDB and DB participation.

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.

AIR POLLUTION EMERGENCY PROCLAMATION

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

WASTE CONTAINERS

Contractors using waste containers must use and order them through ASU Grounds Maintenance Department. Anytime a waste container is ordered a review will be done at that time to see if a metal recycling container would also be applicable and if so, would be provided to the project at no charge as long as this container is not contaminated with other refuse.

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.

ASU WEAPONS POLICY

The university 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 the university or its affiliated or related entities, in all university residential facilities (whether managed by the university or another entity), in all university vehicles, and at all university or university-affiliate sponsored events and activities, except as provided in §12-781 of the *Arizona Revised Statutes* or unless written permission is given by the ASU Police Department (ASU PD). Notification by vendors to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees, or licensees of vendor (Vendor Parties) of this policy is a condition and requirement of the contract. Vendor further agrees to enforce this contractual requirement against all Vendor Parties. ASU's policy may be accessed through the following web page: <http://www.asu.edu/aad/manuals/pdp/pdp201-05.html>.

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

Note: 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:

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

- 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.
- 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.

- 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.

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. 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.

PART VII: FORMS AND ATTACHMENTS

FORMS AND ATTACHMENTS

ATTACHMENT 1: ADDENDUM, GENERAL INSTRUCTIONS, AND REGULATORY INFORMATION ACKNOWLEDGMENT

If you have questions, please contact **Douglas E. Boyer, Purchasing Construction Manager, 480-965-2217 or email at douglas.boyer@asu.edu**.

ALL ADDENDA

RECEIPT BY THE UNDERSIGNED OF THE FOLLOWING ADDENDA IS HEREBY ACKNOWLEDGED:

Addendum Number: _____	Dated: _____	Acknowledged By: _____
Addendum Number: _____	Dated: _____	Acknowledged By: _____
Addendum Number: _____	Dated: _____	Acknowledged By: _____
Addendum Number: _____	Dated: _____	Acknowledged By: _____
Addendum Number: _____	Dated: _____	Acknowledged By: _____
Addendum Number: _____	Dated: _____	Acknowledged By: _____

GENERAL INSTRUCTIONS:

RECEIPT BY THE UNDERSIGNED THAT ALL GENERAL INSTRUCTIONS HAVE BEEN READ AND UNDERSTOOD IS HEREBY ACKNOWLEDGED:

Acknowledged By: _____ Dated: _____

REGULATORY INFORMATION:

RECEIPT BY THE UNDERSIGNED THAT ALL REGULATORY INFORMATION HAS BEEN READ AND UNDERSTOOD IS HEREBY ACKNOWLEDGED:

Acknowledged By: _____ Dated: _____

(Pre-Proposal Questions, General Clarifications, etc.)

PROJECT NAME: ASU CAMPUS INFRASTRUCTURE/SAFETY SYSTEMS 2010, ALL CAMPUSES

INQUIRY DEADLINE: BY NO LATER THAN 5:00 P.M., MST ON MONDAY, 5/26/10

SECTION NUMBER: _____

FAX NO. _____ **PHONE NO.** _____

DATE: _____

[illegible]

ATTACHMENT 3: REFERENCES

Arizona State University requires a minimum of THREE (3) references and or a maximum of five (5) (most recently) completed projects, which are similar in magnitude, complexity, and dollar value.

1.	Company Name:	_____
	Address:	_____
	Phone Number:	_____
	Facsimile Number:	_____
	Person to Contact: (Email Address)	_____
	Bid # or Project # and Date of Completion	_____
	Brief Project Description: (Including Partnering Team)	_____

2.	Company Name:	_____
	Address:	_____
	Phone Number:	_____
	Facsimile Number:	_____
	Person to Contact: (Email Address)	_____
	Bid # or Project # and Date of Completion	_____
	Brief Project Description: (Including Partnering Team)	_____

REFERENCE FORMAT (continued)

3. Company Name: _____

Address: _____

Phone Number: _____

Facsimile Number: _____

Person to Contact: _____

Bid # or Project #
and Date of Completion _____

Brief Project Description:
(Including Partnering Team) _____

4. Company Name: _____

Address: _____

Phone Number: _____

Facsimile Number: _____

Person to Contact: _____

Bid # or Project #
and Date of Completion _____

Brief Project Description:
(Including Partnering Team) _____

REFERENCE FORMAT (continued)

5. Company Name: _____

Address: _____

Phone Number: _____

Facsimile Number: _____

Person to Contact: _____

Bid # or Project #
and Date of Completion _____

Brief Project Description:
(Including Partnering Team) _____

ATTACHMENT 4: PROPOSAL CERTIFICATION FORM

(Date)

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

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

- ☐ There is no officer or employee of Arizona State University (ASU) who has, or whose relative has, a substantial interest in any contract 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 contract award subsequent to this proposal/bid are identified by name as part of this submittal.

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

The undersigned represents and warrants to ASU that the firm or individual has completed an internal manpower loading plan and the firm or individual has the personnel and resources to accept an award of the contract for Construction Manager at Risk services and to prosecute the design phase services for the Project and if a separate contract is entered into for the construction phase to also prosecute construction of the Project in accordance with the applicable contract documents should the firm or individual be awarded this contract.

In compliance with **REQUEST FOR QUALIFICATIONS/ ASU PROJECT NO. DP 2010-22470 DESIGN PROFESSIONAL SERVICES** and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the requirements of the Request for Qualifications.

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://www.asu.edu/purchasing/forms.html>

Contract forms for this project are:

2006 Single Project Design Professional Agreement
2006 Single Project Operating Manual

NOTE: If you do not have access to the Internet, please contact Pamela Thompson Lefkowitz, Office Specialist Sr., at (480) 965-3665 or pamela.thompson2@asu.edu and a copy can be mailed to you or you may pick one up.

If selected as the Design Professional for this project, the undersigned agrees to execute this form of contract documents. The undersigned understands that any exceptions taken to the form of contract

documents that are not accepted and/or approved by ASU may be a basis for rejection of the undersigned's Proposal as non-responsive. The undersigned also understands that ASU may make changes in the standard form of contract documents and that therefore the form of contract documents presented to the successful Proposer may be different from the form of contract documents referred to above, in which case the successful Proposer will be given the opportunity to review the changes.

(Firm)

(Address)

(Signature required)

(Phone no.)

(Print name)

(Fax no.)

(Title)

(Fed. tax id no.)

ATTACHMENT 5: ANTI-LOBBYING CERTIFICATION

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2007)

(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)

(Purchasing 01-31-2007)

REV 04/06

ATTACHMENT 6: 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.)

ATTACHMENT 7: 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)

ATTACHMENT 8: 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.)

ATTACHMENT 9: 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)

(Purchasing 09-23-2008.)

ATTACHMENT 10: 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.)

ATTACHMENT 11: 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?

ATTACHMENT 12: SERVICE PROVIDER ACKNOWLEDGEMENT

Arizona State University is committed to protecting the health and welfare of students, faculty, staff, visitors, and to the environment. Accordingly, it is important that all members of the ASU community recognize and share this commitment and comply with the environmental, health and safety policies, rules, procedures and regulations governing ASU campus activities.

ASU is also looking to the community, including service providers, for cooperative and responsible leadership that will help the University implement a safer environment through safer practices and more sustainable solutions.

Towards this end, it is ASU's expectation that all service providers have the responsibility for environmental, health, and safety issues created or otherwise arising from or related to their work under their contract with ASU.

The service provider shall ensure that its employees are properly identified (e.g. officially issued picture ID and/or badge) and have been instructed about the boundaries of their work areas. Service providers will comply with all applicable local, state, and federal rules and regulations, including those related to the Occupational Safety and Health Act of 1970.

For all service providers, ASU is providing a few general guidelines in this document concerning conducting work on ASU Job Sites.

SERVICE PROVIDER -- refers to any individual, company, or corporation who is hired by ASU or an ASU employee to provide construction, repair or maintenance related services on ASU property or facilities.

GENERAL SITE INFORMATION

Failure on the part of the service provider to comply with the following requirements may result in termination of the contract with ASU. Prior to working in areas where site-related hazards might be present, all service providers shall consult with the Project Manager for more information

- Permission must be obtained from the Project Manager whenever it is necessary for personnel to go to the roof of any building.
- Lunch and break areas are to be coordinated through the Project Manager.
- Pedestrians should use walkways where provided. Shortcuts shall not be taken through operating areas.
- Explosives of any type are prohibited on the site with the **exception of Powder Actuated Tools**.
- Barricading of ASU streets (contacting ASU Police at 480-965-3456 is required prior to any barricades being set).

PARKING -- Park in specified areas only. The proper parking permit must be secured from ASU Parking and Transit Systems (PTS) and displayed appropriately in vehicles. Contact the Project Manager and/or at PTS at 480-965-9297. Do not block entrance ramps, trash docks, and truck doors, etc.

Web View of [Service Provider Job-Site Safety Information](#)

DISCLOSURE OF ASBESTOS, LEAD AND/OR OTHER HAZARDOUS MATERIALS

Arizona State University is informing all service providers of the potential presence of asbestos, lead and or other hazardous materials at ASU. Depending on the location(s) of your work, there may be one or more of

these materials present. It is your responsibility to discuss the full scope of your work with the CPMG Project Manager or designee so that you have the appropriate information related to asbestos, lead and/or other potentially hazardous materials. If the scope of your work changes, contact your CPMG Project Manager or designee before proceeding to determine if the change in scope may involve the potential disturbance of asbestos, lead and/or other hazardous materials.

Should there be changes to your scope of work affecting areas outside of your original contract area, or, if unforeseen or unidentified suspect materials be uncovered or discovered during your work, you are required to stop all work which would impact those materials until they can be evaluated and tested by ASU. Immediately upon discovery of any unidentified or unforeseen building material, you must notify the CPMG Project Manager to arrange for ASU to evaluate and test the materials.

Prior to your work taking place, inspections for asbestos, lead and other potentially hazardous materials must be (or have been) conducted by ASU, and identified materials (containing asbestos, lead or other hazardous materials) that would be disturbed by your current scope of work will be (or have been) removed or isolated in such a manner as to prevent potential exposure. Please contact ASU CPMG Asbestos Program Manager at 480-965-7739 to determine if, based on your current scope of work, there are any remaining materials which are or may be present in adjacent location(s), but should not be disturbed.

Your signature on this document acknowledges you received this disclosure and that you had the opportunity to review your scope of work with the CPMG Project Manager or designee.

The [Service Provider Job-Site Safety Information](#) Orientation document is meant to serve as a guide for the contractor/vendor, any and all of its supervisors, and any and all of its subcontractors during their performance within the scope of work under their contract with ASU. Although the document sets forth certain guidelines and rules of operations on ASU sites, it is not intended to address every potential safety and health issue that may arise during the scope of the contracted work. **IT DOES NOT COVER EVERY POSSIBLE SITUATION.**

While ASU retains the right to periodically review the work of any service provider, its supervisors, or its subcontractors, ASU does not assume responsibility for any issues identified outside of contract compliance.

Accordingly, ASU expects each service provider to supplement the provisions contained in the Service Provider Job-Site Information & Guideline document with proper instructions and work practices that, based on knowledge and experience, will help decrease the likelihood of injury to service provider employees, subcontractors' employees, and to others, as well and prevent damage to property and material on ASU sites.

[Service Provider Name] _____

[Street Address] _____

[City, State Zip] _____

The above service provider certifies that they, any and all of its subcontractor's, or its supervisors, prior to commencing any work on an ASU site, have reviewed and understand the contents of the Service Provider Job-Site Information & Guidelines document and/or have attended the Service Provider Job-Site Information & Guidelines orientation program produced by ASU Department of Environmental Health and Safety. By having their representative sign and date this document prior to commencing any work, the service provider accepts, and agrees to the provisions of these Acknowledgement Clauses. The service provider is required to provide the original of this signed document to EHS and a copy to CPMG.

[Name] _____

[Title] _____

Employer Representative Signature

Date

ATTACHMENT 13: ARIZONA STATE UNIVERSITY SUB W-9

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 Federal 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.

ATTACHMENT 14: ASU STANDARD FORM OF DP(CMAR) CONTRACT DOCUMENTS

CURRENT VERSION 06-23-06(SUBJECT TO CHANGE) FOR THE ASU STANDARD FORM OF CONSTRUCTION MANAGER AT RISK CONTRACT DOCUMENTS

NOTE: The current forms can be viewed on the ASU Web-site at:

http://uabf.asu.edu/ubs_forms

Contract forms for this project are:

**2006 Single Project Design Professional Agreement
2006 Single Project Operating Manual**

Supplemental Requirements Forms:

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

NOTE: 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.

ATTACHMENT 15: ASU DESIGN GUIDELINES AND COMPREHENSIVE PLAN

ASU DESIGN GUIDELINES, COMPREHENSIVE DEVELOPMENT PLAN AND TEMPE MASTER PLAN

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

ATTACHMENT 16: 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.

Warning: If you are attending a Pre-Submittal Meeting, Interviews, or similar meeting, please do not park in any reserved spaces. For example, 20 min loading, Human Resources 20 min parking, or Financial Services reserved spaces, etc. If your vehicle is ticketed or towed, you will be responsible for your vehicle.

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.