

April 3, 2020

**RFP 222001
Owner's Representative Services for
Herald Examiner Tenant Improvement Project
Addendum #2**

This Addendum #2 is in response to the following inquiries.

- Q:** In Section VIII Evaluation Criteria, it states that Response Specifications/Scope of Work is rated at 55%. In Section X Form of Proposal, item 2 refers to Section V Specifications/Scope of Work. What exactly are respondents required to complete or provide regarding Section V? Our interpretation is that Section V only lists out the scope of services required by ASU.
- A:** Your response in Section V must provide information on whether or not you have the ability to provide the services needed; a simple yes or no; or a detailed explanation may be more applicable based on the requirement.
- Q:** One question we have on the Owner's Rep RFP is regarding Section V Specification / Scope of Work. It's stated that this needs to be part of our response and will form a large percentage of the selection criteria. I read the scope as these are the requirements that the OR has to fulfill, and we can certainly do that. Our proposal, team and fee will reflect completing that scope but essentially our response to the scope section is, yes, we will comply / complete as specified. Am I missing something in terms of a more detailed response for this section?
- A:** Your response in Section V must provide information on whether or not you have the ability to provide the services needed; a simple yes or no; or a detailed explanation may be more applicable based on the requirement.
- Q:** Section V, Specifications/Scope of Services: The Scope of services includes Pre-Construction Phase, but this phase is not listed in the Pricing Schedule. Does ASU wish to have these services priced? If yes, what is the anticipated duration of the Pre-Construction Phase?
- A:** Yes, include Pre-Construction Phase pricing. The Pre-Construction phase is scheduled through September 1, 2020.

Q: Section V, Specifications/Scope of Services: Item No. 6: Construction Quality: Does the University intend to hire a DSA Inspector? If no, is the University requiring the OR to provide a Certified Quality Manager to inspect the work?

A: No, the University does not intend to hire a DSA Inspector. No, we will not require the OR to provide a CQM to inspect the work.

Q: Section V - Scope of Services: Item 9. On Page 17, we request that this be revised to read: "The OR, upon completion of the project, will assist the ASU PM / DM in certifying that, to the best of his/her knowledge, the project conforms to the approved plans, specifications, and shop drawings."

Our explanation for this change request is as follows:

The term "Certify" is vague and typically, it would mean that a licensed professional Architect or Engineer would be required to stamp the final As-Built plans. While we will assist in making sure the project is built per plans and specifications, the Architect or Engineer of record that is part of the project should be the party that would stamp the final As-Built drawings, certifying that the project was built per plans. Please confirm that this change is acceptable.

A: Section V - Scope of Services: Item 9 is hereby revised to read: The OR, upon completion of the project, will assist the ASU PM / DM in certifying that, to the best of his/her knowledge, the project conforms to the approved plans, specifications, and shop drawings.

Q: Can you please also clarify this statement in Section VII Item 1? "The proposer shall present evidence that the firm or its officers have been engaged for at least the past five (5) years in providing services as listed in this Request for Proposal." Does ASU have a preference for what is considered "evidence"?

A: A company bio of the firm or its officers that includes the required information is sufficient.

Q: Is it sufficient to prove engagement in the last 5 years by providing services as listed in RFP via the Project Experience samples? Please advise. If this is not sufficient and you need additional proof of engagement, in what form would you like this proven?

A: Yes, it is sufficient to prove engagement in the last 5 years by providing services as listed in RFP via the Project Experience sample.

Q: Page 19, Section VII 4: RFP states that "Proposer may provide the following desired qualifications: CCM, LEED AP, PMP, OSHA, Historic renovations. Are these items that you want included on individual team resumes?"

- A:** Yes, if any of these desired qualifications are applicable they must be included in the individual team resumes.
- Q:** Proposer Qualifications: Do you want firms to include resumes for individuals who will work on this project or just firm qualifications?
- A:** Proposer must provide the resume of the individual who would work on the project.
- Q:** Are respondents expected to include resumes for team members proposed to serve as ASU's Owner's Representative? If so, please confirm if resumes should be included under the "Proposer Qualifications" section of the response.
- A:** Proposer must provide the resume of the individual who would work on the project. Yes, the resume must be provided in Proposer Qualifications.
- Q:** Page 21, Section IX: – Pricing Schedule, do you have an approximate schedule for each of the Phases?
1. Construction documents
 2. GMP Development
 3. Permitting
 4. Construction
 5. Close Out
- A:** The schedules are located in this Dropbox link. If you are unable to access it with a click, please copy and paste:
<https://www.dropbox.com/sh/3oaok89ejzsy3cy/AAAZxEMBnI6KEe-cADkJqID5a?dl=0>
- Q:** Section IX – Pricing Schedule: please provide durations for the listed services so all proposers are pricing to the same schedule
- Construction Documents –
 - Duration for preparation
 - Duration for design & Constructability Reviews
 - Duration for VE is required
 - Duration for Permitting
 - Duration for Construction
 - Duration for Closeout
- A:** The schedules are located in this Dropbox link. If you are unable to access it with a click, please copy and paste:
<https://www.dropbox.com/sh/3oaok89ejzsy3cy/AAAZxEMBnI6KEe-cADkJqID5a?dl=0>
- Q:** Section IX Pricing Schedule: Is DSA review required? If yes, please provide duration for pricing.

A: No, a DSA review is not required.

Q: As the RFP requires a lump sum price and the scope includes “warranty support”, can you clarify the duration and level of effort for warranty? Is it for the length of the warranty or just to help you get a process in place?

A: Pricing must include OR services for 6 months into the warranty period.

Q: What CMAR Pay Application format will be used?

A: Please refer to <https://cfo.asu.edu/purchasing-construction>, select tab Construction Manager, CMAR Pay Application; <https://www.asu.edu/purchasing/forms/CM@Risk-Pay-Ap-Letter-of-Transmittal.pdf>

Q: What Software Platform is used for CMAR project costing, submittals, RFI's and for schedules?

A: The contractor utilizes Procore and CMIC.

Q: Will the OR be required to pay for Owner or CMAR provided software systems access?

A: No, the OR will not be required to pay for Owner or CMAR provided software systems access.

Q: Will office expenses related to the work be billable?

A: Reimbursable expenses can be provided in a separate priced line item. No mark-up is permitted on reimbursable expenses. All supporting documentation for reimbursable expenses must be attached with payment application.

Q: Since the OR services will be Lump Sum Purchase Order, will there be any Retention held on monthly invoices?

A: No, there will not be any Retention held on monthly invoices.

Q: Project Schedule Referenced: Schedule 200217 ASU TI Prelim Sched-DD Hold.pdf is not accessible. The link provided for the dropbox (<https://dropbox.com/sh/3oaok89ejzsy3cy/AAAZxEMBn16KEe-cADkJqID5a?dl=0>) results in an error message. Please provide Prelim Schedule via updated link or other method.

A: The schedules are located in this Dropbox link. If you are unable to access this with a click, please copy and paste: <https://www.dropbox.com/sh/3oaok89ejzsy3cy/AAAZxEMBn16KEe-cADkJqID5a?dl=0>

Q: I'm curious as to the ASU procurement guidelines involving preclusion of General Contracting work on the AZ campuses if our California Office was to be awarded the OR work here in LA. Simply put, if our LA PMCM Business Unit was to win the LA work as an OR, would our AZ General Contracting office be precluded from building on the AZ campuses? Are there strict guidelines around this? Generally what we see is our team doing the OR work could not be building that same project. However, we could build another project where we are not and would not be the OR.

A: This RFP is specific to OR services in the Herald Examiner Building in Los Angeles. If ASU chooses to solicit OR services for other campuses or buildings we would issue a new RFP for that work.

Q: How will the University be handling the materials testing and special inspections scope that is required? I am interested in providing a budget for this scope.

A: ASU will hire local testing services.

Q: Do you have a conceptual Design and for Construction?

A: Conceptual Designs are located in this Dropbox link. If you are unable to access this with a click, please copy and paste:
<https://www.dropbox.com/sh/3oaok89ejzsy3cy/AAAZxEMBnl6KEe-cADkjlD5a?dl=0>

Q: Are you providing temporary office space for the Owner's Representative?

A: No, there will not be office space for the OR.

Q: Do you have a project management information system? If yes, which system do you use? If no, do you wish for the Owner's Representative to provide one?

A: No, we do not have a Project Management Information System.

Q: Will there be an onsite parking, office and access to site office equipment and internet for the OR?

A: No, these services will not be available. A parking space may be available in the future, date TBD.

Q: Will the OR have off-site access to Owners electronic project documentation and information?

A: ASU will provide needed document files to awarded OR.

- Q:** Is there a professional services agreement available for review or should we interpret that we would sign a PO with T&Cs?
- A:** The ASU Terms and Conditions will govern the Purchase Order that will be issued by Purchasing. The ASU Terms and Conditions are found in the link provided within the RFP https://www.asu.edu/purchasing/pdf/Stand_TsCs_Provisions.pdf.
- Q:** Will the selected Owner's Representative be required to sign a CMAR contract?
- A:** No, the OR will be providing services that will be governed by the ASU Terms and Conditions.
- Q:** Supplier Sustainability Questionnaire for small and large businesses on pages 31-33, are these intended for the firms servicing as Owner's Rep, or for other vendors? If intended for Owner's Rep firms, what are ASU's definitions for small and large businesses? Please clarify the requirements to be considered a small company when completing this form.
- A:** The Supplier Sustainability Questionnaire is intended for the Owner's Rep firms. The State of Arizona definition of a small business is "less than 100 full-time employees OR less than \$4 million in volume in the last fiscal year." If your firm does not meet either of those criteria, complete the Large Business version of the Questionnaire.
- Q:** Section VII.2 Option A states we may submit a copy of our confidential financial statements in a separate sealed envelope. As our firm is a privately held corporation and its financial statements are confidential, we respectfully request authorization to transmit them via Federal Express to the person who will be reviewing the two audited financial statements. Please confirm to whose attention this should be mailed to and the mailing address and phone.
- A:** Financials must be emailed with your proposal, in a separate file, labeled Confidential Financial Documents. This confidential file can be password protected. The password must be emailed directly to Kevin.Hall@asu.edu. If a Financial Analysis is deemed necessary by the Committee, confidential financial statements are only visible to the Buyer and Financial Services. Only the result of the analysis is provided to the Committee.
- Q:** Item 2 under Section VII (Proposer Qualifications) of the RFP requires, as Option A, the submission of audited financial statement and states: "If the financial statements are intended to be confidential, please submit one (1) copy in a separate sealed envelope...." Our Finance & Accounting team prefers to submit confidential audited financial statements via email. Will ASU accept this method of submission? If so, please provide the contact and email address for submission of confidential financial documents.

A: Financials must be emailed with your proposal, in a separate file, labeled Confidential Financial Documents. This confidential file can be password protected. The password must be emailed directly to Kevin.Hall@asu.edu. If a Financial Analysis is deemed necessary by the Committee, confidential financial statements are only visible to the Buyer and Financial Services. Only the result of the analysis is provided to the Committee.

Q: Regarding financial statements, the RFP states that these are to be submitted in a separate envelope via 'snail' mail, however, the proposal is due via email. Is it possible to submit these as a separate, appropriately labeled electronic file, via email instead? We would like clarification on how you would like to receive these confidential documents.

A: Financials must be emailed with your proposal, in a separate file, labeled Confidential Financial Documents. This confidential file can be password protected. The password must be emailed directly to Kevin.Hall@asu.edu. If a Financial Analysis is deemed necessary by the Committee, confidential financial statements are only visible to the Buyer and Financial Services. Only the result of the analysis is provided to the Committee.

Q: Per item 10 on page 9 in the RFP, we would like to inquire if we may label a digital file 'Proprietary confidential financial information' submitting the required financial statements via email (electronic mail) rather than 'snail' mail. Please advise.

10. If you are submitting any information you consider to be proprietary, you must include in your email a separate file labeled "Proprietary Information". If the Chief Procurement Officer concurs, this information will not be considered public information. The Chief Procurement Officer is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary. Any watermarks, footnotes, copyright or reference to Confidential and/or Proprietary throughout the submitted proposal will be disregarded as boilerplate markings."

A: Financials must be emailed with your proposal, in a separate file, labeled Confidential Financial Documents. This confidential file can be password protected. The password must be emailed directly to Kevin.Hall@asu.edu. If a Financial Analysis is deemed necessary by the Committee, confidential financial statements are only visible to the Buyer and Financial Services. Only the result of the analysis is provided to the Committee.

Q: Due to local Shelter-in-Place orders most of our employees are working remotely, may we submit Mandatory Certifications with a digital signature?

A: Yes, Adobe or DocuSign signatures are acceptable.

Q: Please advise as to what a 'Substitute W9' signifies. Will a regular W9 form suffice?

A: You do not need to submit a Sub W-9 with your proposal. The form will be required at a later time if a PO is to be issued.

Q: "Substitute W-9 as per Section XIII" - Cannot find information referencing "Substitute W9 in section XIII. Please advise.

A: You do not need to submit a Sub W-9 with your proposal. The form will be required at a later time if a PO is to be issued.

All other specifications, terms and conditions of the solicitation shall remain unchanged.

Kevin Hall

Kevin Hall, Senior Buyer

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