



**Notice of Request for Qualifications RFQ No. P21/10043L  
Construction Services**

**Project: Renovation and Expansion West Campus Buildings H, J & D Center of Excellence for Allied Health**

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Pima County Community College District ("College" or "District") is conducting a competitive Two-Step solicitation process to select a qualified construction manager/general contractor to provide design phase assistance for complete construction services as the Construction Manager at Risk for the Project: Renovation and Expansion West Campus Buildings H, J & D Allied Health Center for Excellence located at 2202 West Anklam Rd., Tucson, AZ. The estimated construction cost is approximately \$15 - \$19 Million Dollars.

**DUE IN:** The deadline for receipt of sealed Statements is: **August 23, 2021 at 3:00 P.M. (MST)**. Statement Packets must be electronically submitted by this deadline to the following location: EMAIL: [do-bids-proposals@pima.edu](mailto:do-bids-proposals@pima.edu) **\*\*ELECTRONIC SUBMITTALS REQUIRED\*\***

Any packet received after the DUE IN and OPENS date and time listed above will be returned and not considered.

**PRE-SUBMITTAL CONFERENCE** is **MANDATORY** and will be held virtually online. The purpose of this conference is to discuss requirements and review solicitation documents.

Date **August 10, 2021 10:00 AM** (Tucson Time) at the following link: Pre-Bid  
Meeting Link: [meet.google.com/eiu-vrbf-qes](https://meet.google.com/eiu-vrbf-qes)  
Call In Phone #: (US) +1 857-302-4994  
Conference ID: PIN: 998 081 200#

**QUESTIONS** pertaining to this Request for Qualifications (RFQ) must be communicated in writing and be received via email by **August 11, 2021 at 3:00 P.M. (MST)**. Additional questions received after this date may not be answered. Questions must be sent to the email address below and should include the specified Procurement Analyst's name and SOQ number. Question(s) should include a reference to the appropriate page and section number of the RFQ. **QUESTIONS AND ANSWERS** will be posted on the Pima Community College webpage listed below by **August 14, 2021 at 5:00 P.M. (MST)**:

**Jennifer Moore, Senior Procurement Analyst**  
[do-bids-proposals@pima.edu](mailto:do-bids-proposals@pima.edu)

**Copies of the Request for Qualifications (RFQ)**, possible future addenda, questions and answers, and any related solicitation documents are available on the Pima Community College Website: <https://www.pima.edu/administration/contracts-purchasing/index.html>. It is the responsibility of all respondents to check the Website periodically for addenda and/or updates to the solicitation and to obtain this information in a timely manner. Failure to include acknowledgement of all addenda may be cause for rejection of the SOQ.

Terry Robinson, CPPO, CPPB, MBA  
Director of Procurement and Payment Services  
Pima County Community College District  
District Finance Office-Purchasing  
4905 East Broadway, Room D-232  
Tucson, Arizona 85709-1420

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## Section 1: Introduction

Pima County Community College District (“College”) is seeking Statements of Qualifications from firms for Construction Services in accordance with the Scope of Work described herein.

This RFQ and the evaluation of Statements of Qualifications is the first phase in a two-step process.

**Step One** is intended to qualify, rank and potentially shortlist general contractors who would move on to step-two of the solicitation process. Evaluation of qualifications will be based on the Contractor’s qualifications, size, and availability to perform the required services, past representative projects, experience, and qualifications of the contractor’s team.

**Step Two:** Interviews and Contract Negotiations: PCC reserves the right to interview the top ranked construction firms; and select the highest ranked (most qualified) construction services firm to enter into negotiations with for potential award of a Guaranteed Maximum Price CMAR contract.

**Entity Submitting RFQ.** The terms “vendor,” “offeror,” “firm,” “consultant,” “company,” or “contractor” used in this RFQ or any subsequent documents or communications related to this RFQ are interchangeable and mean the entity submitting a statement of qualifications and seeking to enter into a contract for the goods and/or services requested in this RFQ.

## Section 2: Scope of the Project

General outline of Project provides an understanding of the professional services required.

1. **Location:** West Campus 2202 West Anklam Rd.
2. **Description:** Multi-phased construction project. Three phases of construction and renovation starting with building H, J and last building D. A description is provided in the attached **Appendix 1: Project Executive Summary**.
3. **Budget:** The project budget allocation range is \$20 to \$23 million. This range represents the total amount available for project development including: new construction, site work, utilities, furniture and equipment and fees. The construction budget range the architect shall use for planning the facilities is \$15 to \$19 million.
4. **Services:**  
**Construction Manager at Risk Delivery Method:**  
The General Contractor/CM@R will provide pre-construction management services during the design phase of the project and may serve as the General Contractor for the construction of the project. At some point prior to construction, the CM@Risk will assume the risk of delivering the project through a Guaranteed Maximum Price (GMP) contract.

GMP means the sum of the maximum cost of the Work; the CM@Risk’s construction fee; general conditions fee; taxes, bonds, insurance costs; and bid contingency as proposed and approved. The approved GMP will be made part of the Construction Services Agreement by executing an amendment or additional amendments for phased construction. The CM@Risk will be responsible for construction means and methods, and may be required to solicit bids from pre-qualified subcontractors to perform the work. The CM@Risk may also decide for the firm to perform specific work packages.

- A. Pre-construction Phase Services by the CM@Risk may include the following:
- Team building/partnering
  - Analyze construction market and promote project
  - Management plans
  - Value analysis/engineering
  - Constructability reviews including identification of plan/specification conflicts, errors and omissions
  - Cost Model/Budget

- Phasing Analysis/Sequencing/Construction Schedules
  - Estimating/Price/GMP • Building code/permitting analyses
  - Utility coordination with providers and existing infrastructure
  - Identification of specialized materials and ordering of long lead-time materials
  - Integration of means, methods and materials in relation to general, sustainable development
- B. Construction Phase Services by the CM@Risk may include the following:
- Team management/coordination
  - Underground utility location
  - Critical Path Scheduling
  - Provide Construction Management Software
  - Submittal processes/coordination/management
  - Cost controls/change order management
  - Subcontract QC
  - Field management

5. **Client:** Pima County Community College District Facilities Operations & Architect will be the Contractor's clients. +-\*-

6. **Schedule Summary by Delivery Method**

<b>CM@R Construction Manager at Risk</b>	
Board of Governors	<i>Sept/Oct 2021</i>
Notice to Proceed	<i>Oct/Nov 2021</i>
Design Development Complete	<i>February 2022</i>
Construction Documents Complete	<i>May 2022</i>
Construction Completion	<i>November 2024</i>
Project Completion	<i>December 2024</i>
Occupancy	<i>January 2025</i>

### Section 3: Solicitation Terms and Conditions

1. **Statement of Qualifications Opening.** SOQs are opened publicly by the office of Procurement and Payment Services. The College is not responsible for the pre-opening of, late opening of, or the failure to open, an offer not properly addressed or identified. No other information will be released until time of award. Proposal (SOQ) results will not be given in response to telephone inquiries.
2. **Effective period of proposals/SOQ.** In order to allow for an adequate time for evaluation, approval, and award of a contract, the College requires a proposal in response to this RFQ to be valid and irrevocable for ninety (90) days after the Opening Due Date and Time. Any firm who does not agree to this condition must specifically communicate such disagreement in its response to the College, along with any proposed alternatives as an exception. The College may accept or reject such proposed alternatives without further notification or explanation.
3. **Withdrawal.** Statements of Qualifications may be withdrawn until the date and time of the Opening. SOQs may not be withdrawn for ninety (90) days after the Opening.
4. **Inquiries/Questions.** Only questions answered by a formal written amendment to the solicitation will be binding. Firms may only submit written questions via e-mail as noted on the Cover page. Oral interpretations or clarifications will be without legal effect.

5. **Addenda.** Any change to the solicitation SOQ will be in the form of a numbered addendum issued by the Procurement and Payment Services Department. Any addendum will be posted on the College's webpage listed on the Cover page of this SOQ. Other than official numbered addenda issued by the office of the Procurement and Payment Services, oral or written advice or instructions made by any employees, officers, contracted consultants or agents of the College in regard to this solicitation are not binding on the College. The College will not be responsible for firms adjusting their offer based on oral or written instructions.
6. **Cancellation.** The College may cancel a solicitation in whole or in part if it is determined to be in the best interest of the College.
7. **Acceptance or Rejection of Statements.** The College reserves the right to waive any formalities and to reject any or all SOQs or any part(s) thereof, and/or to accept any SOQs or any part thereof and/or to cancel the request for SOQs. The College also reserves the right to reject the SOQs of any firm who has previously failed to perform adequately in furnishing materials, services or equipment to the College. The College reserves the right to negotiate any and all provisions presented in the SOQs.
8. **Waiver of Minor Imperfections.** The College reserves the right to waive minor imperfections, irregularities, technicalities, informalities, or apparent clerical mistakes in a SOQs.
9. **Public Information.** The College is obligated to abide by all public information laws. All vendor information regarding the proposal may become public information. All copies and contents of any proposal, attachment, and explanation submitted in response to this RFQ will become the property of the College, except any materials that both the vendor and College agree to classify as confidential, proprietary or trade secrets. These materials must be clearly marked by the vendor.
10. **Confidential Proprietary Information.** If the vendor includes in the proposal any information deemed confidential, proprietary, or protected, such information must be clearly marked as to any confidential/proprietary claim.

The College discourages the submission of such information considered to be protected and undertakes to provide no more than reasonable efforts to protect the confidential/proprietary nature of such information. The College, as a public entity, cannot and does not warrant that confidential/proprietary information will not be disclosed. The College will have the right to use any and all information included in the proposals submitted unless the firm expressly restricts the information. The College, as a public entity subject to Arizona public records law.
11. **Right to Use College Name Denied.** The firm is specifically denied the right of using in any form or media the name of the College for public advertising unless express permission is granted in writing by the College.
12. **Pre-Submittal Conference.** If scheduled, the date and time of a Pre-Submittal Conference is indicated on Cover Page of this document. Attendance at this conference, is optional unless mandatory, is so noted on the Cover page of this solicitation. The purpose of this conference will be to clarify the contents of this solicitation in order to prevent any misunderstandings. Any doubt as to the requirements of this solicitation or any apparent omission or discrepancy should be presented to the College at this conference. The College will then determine the appropriate action necessary, if any, and may issue a written amendment to the solicitation. Oral statements or instructions will not constitute an amendment to this solicitation. Written minutes and/or notes will not be available. If a firm is unable to attend a non-mandatory pre-proposal Conference, questions may be submitted in writing via e-mail as noted on the Cover page.

**13. Proposal, General Provisions.**

- a. Offer and Acceptance.** A response to the solicitation is an offer to contract with the College based on the provisions contained in the solicitation. An authorized signature on the cover letter accompanying the RFQ submittal and required documents will constitute an irrevocable offer to sell the goods or services specified and accept the terms of the subsequent contract, which will incorporate this solicitation.
  - b. Cost of Preparation of SOQ.** Any and all costs associated with the preparation, presentation, demonstration, or submission of responses to this Request for Qualifications will be entirely the responsibility of the contractor and does not commit Pima County Community College District to pay or reimburse any costs in any manner. These costs may include but are not limited to: time for interviewing or selecting any contractor(s) who responds, site visits, presentations, return of proposal, proposal materials, reproductions, copyright infringements, and any other costs.
  - c. Accuracy.** It is the responsibility of all firms to examine the entire RFQ solicitation documents and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting an Offer in the form of Statement of Qualifications. Negligence in preparing a an Offer confers no right of withdrawal after due date and time. Firms are responsible for errors and omissions in their proposals/offers. Failure to include all requested information will have a negative impact on the evaluation of the firm's proposal/offer and may result in rejection.
- 14. Waiver of Damage Claim.** Each firm, in submitting a proposal/offer, is deemed to have waived any claims for damages by reason of the selection of another proposal/offer and/or the rejection of his/her proposal/offer.
- 15. Protests** are filed with the Procurement Director, Pima County Community College District (College), within 10 calendar days of the date that the Protester knows or should have known the basis of the protest or the award date, whichever is earlier. Failure to protest within the period shall be deemed a waiver of all rights to protest.

## Section 4 Instructions

**STATEMENT OF QUALIFICATIONS (SOQ) PREPARATION:** Before submitting a SOQ, each firm shall familiarize itself with the entire RFQ, including the Scope of Work, and all laws, regulations and other factors affecting the firm's performance.

SOQs must conform to all requirements stated below. **Disregarding these requirements will result in disqualification of the SOQ.**

The College is currently **NOT** accepting "hardcopy" solicitation responses via mail or drop-off at District Office. District Office has been temporarily closed to the public. The College will only accept solicitation responses electronically via submission to the following email address and must be received at [do-bids-proposals@pima.edu](mailto:do-bids-proposals@pima.edu) by the original date and time identified on the Cover page or as changed by the issuance of an Addendum.

All SOQ materials must be sent electronically and clearly marked in the subject line with the Company Name, solicitation title, solicitation number, and calling for the attention of the assigned Procurement Analyst.

It is the responsibility of the firm to ensure that SOQ(s) is received electronically by the Due Date and Time stated on the Cover Page of this solicitation or as amended by a solicitation Addendum.

- A.** The SOQ packet must consist of one (1) original copy of the SOQ in **PDF** format, clearly marked "Original". The firm's SOQ packet must be one combined PDF document with all required documentation. Do not submit your response as separate files.



- B. SOQ must be typewritten on standard paper size (8½ x 11 inches), and include page numbers.
- C. The SOQ will incorporate the **Forms** provided in this RFQ solicitation. It is permissible to copy these forms as required. The authorized person signing the SOQ will initial erasures, interlineations or other modifications on the SOQ forms.
- D. Responses are to be provided on the **Forms included in this solicitation**. Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format used in this RFQ. Supporting documents must be clearly titled and reference the applicable form.
- E. The SOQ should be organized in sections with Tabs as outlined below.

#### Tab 1: Cover Letter

All SOQ responses must include the following:

- a. Cover letter submitted under the firm's name on the firm's letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the College;
- b. The cover letter must also identify the primary contact for this SOQ and include the College's RFQ number found within this solicitation;
- c. The cover letter should express the firm's interest and serve as an executive summary of the Statement of Qualifications.

The cover letter should be addressed to the assigned Procurement Analyst; The SOQ Table of Contents should be a maximum of two (2) pages (this item is not scored).

#### Tab 2: Required Submittal Forms

SOQ must include all Required Submittal Forms, which are provided in this solicitation. Required submittal forms should be completed and signed by a person or an official authorized to commit the firm to a contract with the College.

The Offer will complete each of the below five (5) **Required Submittal Forms**, and organize the forms in the following order:

1. SOQ Certification Form
2. Offeror's Proprietary/Confidential Information Form
3. Mandatory Certifications Form
  - a. Relatives Substantial Interest
  - b. Boycott of Israel
  - c. Legal Worker Verification Requirement
  - d. Status With Regard To Debarment, Or Suspension By Any Governmental Entity
  - e. anti-lobbying certification and disclosure
4. Appendix Form
  - a. Litigation
  - b. Cancelled, Debarred or Suspended
  - c. Prior Use
  - d. Cooperative Agreement
  - e. Subcontract, Third Party
5. Non-Collusion Affidavit Form

#### Tab 3: Statement of Qualifications (SOQ) Forms

The content of the Statement of Qualifications (response to the evaluation criteria) must describe the firm's qualifications to provide the services using the SOQ Forms contained herein.

This solicitation includes five (5) forms that will comprise the SOQ to be prepared by the Offeror. The Offeror will complete the forms as per the guidance and questions contained therein. Each form included in this RFQ

solicitation, along with any supporting documentation, the Offeror will submit such detailed responses together with its original SOQ packet.

- 1) Firm's Qualifications and Experience Form
- 2) Project Team's Qualifications and Experience Form
- 3) Past Representative Projects Form
- 4) Understanding of the Scope of Work Form
- 5) Management of the Scope of Work & Project Schedule

**STATEMENT OF QUALIFICATION (SOQ) SUBMITTAL:** SOQ must conform to all requirements stated below. *Disregarding these requirements may have a negative impact on the evaluated score or result in the Offer (SOQ) being determined non-responsive and therefore not eligible for award of contract.*

1. All SOQ materials must be clearly marked with the Request for Qualifications (RFQ) title, solicitation number, and the firm's name.
2. It is the responsibility of the firm to ensure that complete SOQ submittals are received at [do-bids-proposals@pima.edu](mailto:do-bids-proposals@pima.edu) by the Due Date and Time (deadline) stated on Cover Page of this RFQ solicitation or as changed by a solicitation addendum.
3. The firm is responsible for delivery of their SOQ packet by the Due Date and Time (deadline) notwithstanding any claims of error or failure to perform by email transmission.
4. No Statement of Qualifications or SOQ modifications may be submitted orally, or via telephone, facsimile, or telegraph.
5. OFFER AND ACCEPTANCE PERIOD: In order to allow for an adequate evaluation, the College requires an offer submitted in the form of a SOQ in response to this solicitation to be valid and irrevocable for ninety (90) days after the solicitation Due Date and Time.
6. SOQ Packet must be compiled in the following order:

**Tab 1: Cover Letter**

**Tab 2: Required Submittal Forms**

**Tab 3: Statement of Qualifications (SOQ) Forms**

## Section 5 Selection Process, Evaluation Criteria, Interviews, Negotiations

### **Types of Selection Processes**

The selection process may entail a two-step process.

Under a Two-Step process, a qualified selection committee will short-list the Offerors based on the evaluation scores of the SOQs. The short-listed Offerors may be invited to participate in a Presentation/Interview with the intent of selecting the most qualified firm to enter into negotiations for a contract.

### **Overview of the Selection Process**

1. A qualified selection committee will evaluate and score responses based on the selection criteria and relative weight of the selection criteria stated in this Request for Qualifications.
2. The selection committee will determine the firms to be on the short list by evaluating the Statements of Qualifications that are submitted in response to this request for qualifications. Following the evaluation and ranking of SOQs, the College may, at its discretion, interview the top ranking firms.
3. The College reserves the right to conduct interviews with some or all of the Offerors at any point during the evaluation process. However, the College may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process will be taken into consideration when evaluating the stated criteria.
4. The College will short-list firms based only on the scores resulting from the evaluation of the SOQs, and interviews (as deemed necessary).



**Phase two of the selection process for Construction services:**

5. The College will enter into negotiations with top ranked firm to execute a CM@R contract at a gross maximum price.
6. Additional Investigations: The College reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any Offeror submitting a Statement of Qualifications.

Statements of Qualifications will be evaluated and rank ordered, by an evaluation committee. It is the responsibility of the responding firm to provide CLEAR AND CONCISE information specifically addressing all of the Evaluation Criteria.

A Selection Committee (SC) will evaluate statements of qualifications and score based on the following evaluation criteria, which are listed in descending order of importance:

Evaluation Criteria	Maximum Points
<b>A. Firm’s Qualifications and Experience</b>	20
<b>B. Project Team’s Qualifications and Experience</b>	20
<b>C. Past Representative Projects</b>	20
<b>D. Understanding of the Scope of Work</b>	20
<b>E. Management of the Scope of Work &amp; Project Schedule</b>	20
<b>Total Possible Points – Phase One</b>	<b>100</b>

**Interviews:** Following the evaluation, scoring and ranking of the Statements of Qualifications, the College may, at its discretion, interview the top ranking firms.

Selected Offeror(s) may be required to make virtual oral and visual presentations or demonstrations at the request of the College. The College will schedule the time and location for any presentation (which may be virtually). Costs and equipment for such presentations are the responsibility of the Offeror.

**Section 6: Contract Award and Execution**

**A. GENERAL**

1. Phase (2) two of this solicitation process will consist of the issuance of a sample CM@R Construction Contract including applicable Facilities Guidelines and Capital Project Management Administrative Procedure
2. Upon execution of the contract, a copy of this RFQ will be attached to the contract and all conditions of this RFQ will become conditions of the contract unless specific conditions of the RFQ are deleted by other terms of the contract.

**B. FINANCIAL STABILITY**

If requested, prior to contract negotiation and award, furnish appropriate documentation to substantiate the financial stability of the firm to undertake this project.

## Required RFQ Submittal Forms

### Offer Form

TO: Pima County Community College

FROM: \_\_\_\_\_

The Undersigned hereby agrees this Statement of Qualifications is submitted in good faith and may not be withdrawn.

The undersigned, understands participation in the second phase of this solicitation processes is required, if SOQ is shortlisted during phase one.

The undersigned will participate in a solicitation process for the Delivery Method Construction Manager at Risk.

The second phase solicitation will contain a sample contract, standard terms and conditions and further documents to govern the *relationship* by and between the College and Contractor.

Contractor may be granted the opportunity to enter into negotiations with the College to provide the required service in compliance with all terms, scope of work, conditions, specifications, and amendments in the solicitation.

**Authorized Signature/Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Title** \_\_\_\_\_

## Certification Form

In response to RFQ No. P21/10043L Title: General Contractor/CM@R Services this Statement of Qualifications is submitted by: \_\_\_\_\_,

(Company Name)

- a corporation organized and existing under the laws of the State of \_\_\_\_\_;
- a partnership, registered in the State of \_\_\_\_\_, and consisting of \_\_\_\_\_;
- an individual trading as \_\_\_\_\_,
- located at \_\_\_\_\_

Federal Tax Id No. \_\_\_\_\_

The undersigned, as a duly authorized officer, hereby agrees to be bound by the content of this Proposal/SOQ and agrees to comply with the terms, conditions and provisions of the referenced RFQ and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFQ. The proposal/SOQ will remain in effect for a period of ninety (90) calendar days as of the Due Date for SOQs to the RFQ.

The undersigned understands that the College reserves the right to reject any or all Proposals/SOQs or to waive any formality or technicality, as determined by the College in its sole discretion, in any Proposal/SOQ in the interest of the College.

The undersigned hereby acknowledges receipt of the following Addenda, if any:

Addendum No.	Date:	Addendum No.	Date:

The undersigned hereby certifies that this Statement of Qualifications is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other Offeror to put in a sham proposal/SOQ, or any other person or entity to refrain from submitting proposals, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

The undersigned further certifies that your firm (check the appropriate areas):

- women-owned business;  minority-owned business;  labor surplus area firm
- does **or**  does not meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102). If it does, please "CHECK" one of the following:
- small business;  veteran-owned small business;  service-disabled veteran-owned small business;
- HUB Zone small business;  small disadvantaged business; or  women-owned small business.

The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this RFQ.

### Authorized Signature/Date

**Print Name**

**Title**

## Confidential and/or Proprietary Declaration Form

Company Name \_\_\_\_\_

In the event the Offeror elects to include in its SOQ any information deemed "proprietary" or "protected," it will clearly mark the information as to any proprietary/confidential claim. Indicate in the space below specific reference to the requirement, specification including the page number, paragraph, and sentence and section number that which is deemed confidential or proprietary by the Respondent.

The College discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The College, as a public entity subject to Arizona public records law, cannot and does not warrant that proprietary information will not be disclosed.

The College will have the right to use any and all information included in the SOQs submitted unless the information is expressly restricted by the Offeror.

If the SOQ contains **NO** confidential/proprietary information, a statement to that effect must be provided.  
\_\_\_\_\_ **(initial)** Contractor certifies this SOQ contains NO confidential and/or proprietary information.

**Confidential/Proprietary Information.** Contractor as indicated in the space below certifies the following pages, sections, paragraphs contain confidential and/or proprietary information. **If additional space is required, provide information on a separate page and submit as an attachment to this form.**

Authorized Signature/Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

## Mandatory Certifications Form

**Company Name** \_\_\_\_\_

### A. Conflict of Interest Certification

\_\_\_\_\_ (*initial*) The Offeror certifies that to the best of his/her knowledge there is **NO** officer or employee of College who has, or whose relative has, a substantial interest in any contract resulting from this Statement of Qualifications.

\_\_\_\_\_ (*initial*) The names of all public officers or employees of College who have, or whose relative has, a substantial interest in any contract resulting from this Statement of Qualifications, and the nature of the substantial interest, are included below or as an attachment to this certification form.

First, Last Names	Title

### B. Boycott of Israel Certification

As required by the Arizona Revised Statutes § 35-393.01, College is prohibited from awarding a contract to any Contractor for delivery of services, supplies, information technology or construction unless the contract includes a written certification that the Contractor is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel.

A breach of the forgoing warranty certification will be deemed a material breach of the resulting contract. In addition to the legal rights and remedies available to College under the law. In the event of such breach, College will have the right to terminate the resulting agreement with the Offeror.

\_\_\_\_\_ (*initial*) Accordingly, the Offeror by initialing certifies Offeror is not currently engaged in boycott of Israel, and will not for the duration of the resulting contract with College under this RFP engage in a boycott of Israel.

### C. Worker Eligibility Verification

As required by the Arizona Revised Statutes § 41-4401, College is prohibited from awarding a contract to any Contractor who fails, or whose subcontracts/subrecipients fail, to comply with A.R.S § 23-214 governing the employee verification requirements through the federal e-Verify program.

\_\_\_\_\_ (*initial*) Accordingly, by initialing certifies that Offeror (1) complies fully with all applicable federal immigration laws and regulations that relate to its employees; that it will, as applicable or required under A.R.S § 23-214, verify, through the e-Verify program as jointly administered by the U.S. Department of Homeland Security and Social Security Administration or any of its successor programs, the employment eligibility of each employee hired to work on the resulting agreement with College; and (2) that it will, as applicable or required under A.R.S § 23-214, require its subcontractor and subrecipients to provide the same warranties to the Offeror.

A breach of the forgoing warranty certification will be deemed a material breach of the resulting contract. In addition to the legal rights and remedies available to College under the law. In the event of such breach, College will have the right to terminate the resulting agreement with the Offeror.

Upon request, the College will have the right to inspect the papers of each Contractor, subcontractor or any employee of either who performs work hereunder for the purposes of ensuring that the Contractor or subcontractor is in compliance with the warranty certification set forth herein.

### Authorized Signature/Date

Print Name	Title

## Appendix Form

Company Name \_\_\_\_\_

In each space provided below, provide a detailed answer or indicate Not Applicable (N/A). If additional space is needed, answers may be provided on a separate document and be attached to this form.

- a. **Litigation:** Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five (5) years related to the performance of services provided by your firm.

- b. **Canceled, debarred, suspended:** If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this section.

- c. **Prior Use:** If any customer has stopped using the product(s) or service(s) you are proposing, provide details including customer name, date when product was installed, date when product was discontinued (usage) and reason for discontinuation, including contact details of the customer.

- d. **Cooperative:** If the firm intends to use any cooperative, for the purposes of this SOQ, the firm must submit a copy of the Cooperative Contract.

- e. **Subcontract, third party agreement,** or the like to perform under their SOQ:, the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. **The services provided under the Scope of Work proposed, in part or in whole, shall not be subcontracted without prior written permission of the College.**

Authorized Signature/Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_





## Statement of Qualifications (SOQ) Forms

### Instructions:

Each firm will be limited in the total number of pages submitted as part of their Statement of Qualifications (SOQ) packet.

Due to the offeror's time and cost in preparing this document, along with the challenge of thoroughly reading and evaluating these documents, the College will limit the total number of content pages to (single sided using minimum 11 point font). **A "page" is limited to one side of an 8-1/2 by 11 inch sheet of paper:**

Documents that will not be considered in this total number of content pages will be resumes, financial statements, letters from financial/insurance institutions, cover page, index, offer acceptance form, insurance certificates, non-collusion affidavit, and tab pages.

The tab pages will be used to reference each section and can be used for pictures or art work. Appendices may be attached as back up information; 254 & 255 forms are **not** required.

The College has attempted to streamline the amount of required information as noted on each Form. Firms are strongly encouraged to present their offers in strict accordance with the noted outline.

**The SOQ must adhere to the order and response length indicated per each Criteria Response.**

**Note: Additional copies of forms may be made as necessary to provide a complete response.**

**Copies of forms in Word format are available for download from the webpage under the heading for this solicitation.**

## (1) Firm's Qualifications and Experience Form

This evaluation criteria is twenty (20) points maximum.

**Company Name** \_\_\_\_\_

- A.** How many years has this business been in existence under its present ownership? \_\_\_\_\_
- B.** What was the total amount of Construction Manager at Risk (CM@R) Project-related/Prime General Contractor work your firm has completed in the following calendar years?  
 2020: Number of contracts \_\_\_\_\_ Total contract values\$: \_\_\_\_\_  
 2019: Number of contracts \_\_\_\_\_ Total contract values\$: \_\_\_\_\_  
 2018: Number of contracts \_\_\_\_\_ Total contract values\$: \_\_\_\_\_  
 2017: Number of contracts \_\_\_\_\_ Total contract values\$: \_\_\_\_\_
- C.** By dollar value, approximately what percentage of work is:  
 Educational \_\_\_\_ %, Commercial \_\_\_\_ % Government \_\_\_\_ %
- D.** List the licenses held by the firm issued by the Arizona Registrar of Contractors:  
 License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Expiration date: \_\_\_\_\_  
 License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Expiration date: \_\_\_\_\_  
 License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Expiration date: \_\_\_\_\_  
 License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Expiration date: \_\_\_\_\_  
 License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Expiration date: \_\_\_\_\_
- E. Historical Preservation:** Describe the firm's qualifications and experience constructing and renovating historical preservation sites. (Response should not exceed one (1) page. Attach response to this form, title response: E. Historical Preservation)
- F. Estimating Complex Phased Projects:** Describe the firm's qualification and experience with estimating large-scale, complex projects constructed in multiple, substantial phases. (Response should not exceed one (1) page. Attach response to this form, title response F. Estimating, Complex Phased Projects.)
- G. LEED.** Describe the firm's experience and list projects with LEED Certifications (Response should not exceed one (1) page. Attach response to this form, title response G. LEED).
- H. Unique Attributes:** Describe why the firm is especially qualified to perform the requested services. Include any unique qualifications, experience, equipment and/or resources of the firm that would be highly beneficial to this project. (Response should not exceed two (2) pages. Attach response to this form, title response H. Unique Attributes).



### (3) Past Representative Projects Form

This evaluation criteria is twenty (20) points maximum. This form should not exceed two (2) pages.

**Company Name** \_\_\_\_\_

**Instructions:** Provide at least four Owner/User references on projects listed in Section 1 and/or significant projects listed in Section 2. **Only** provide references for projects listed in Sections 1 and/or 2. References will be checked for short-listed firms. Provide in the form below **all** of the following information for **each** reference:

Project Name/Description	
Delivery Method (JOC, CMAR, DBB)	
Agency/Owner	
Agency/Owner Contact Information: Name, Phone, Email	
Start Date - Completion Date	
Original Contract Cost:	\$
Final Construction Cost:	\$
Design/Engineering Firm(s)	
Construction Manager Name, Contact Information	
CM Project Manager	
Names of Project Team Members identified in Form 2.	

Project Name/Description	
Delivery Method (JOC, CMAR, DBB)	
Agency/Owner	
Agency/Owner Contact Information: Name, Phone, Email	
Start Date - Completion Date	
Original Contract Cost:	\$
Final Construction Cost:	\$
Design/Engineering Firm(s)	
Construction Manager Name, Contact Information	
CM Project Manager	
Names of Project Team Members identified in Form 2.	

#### **(4) Understanding of the Scope of Work Form**

This evaluation criteria is twenty (20) points maximum. This form should not exceed three (3) pages.

**Company Name** \_\_\_\_\_

- A.** What benefits will the team bring to the project during the Pre-Construction Phase?
- B.** What benefits will the team bring to the project during the Construction Phase?
- C.** Identify the person/group that will be responsible for cost estimating, creating and maintaining the Cost Estimate/Model throughout the Project? What methods and resources are used to develop the Cost Estimate/Model and how do you propose to reconcile the costs when there are discrepancies with the design professional's cost estimate?



## (5) Management of the Scope of Work and Project Schedule Form

This evaluation criteria is twenty (20) points maximum.

### Company Name \_\_\_\_\_

- A. Process: Describe on-going processes, such as TQM, used by the firm to improve its level of service. Describe your Quality Control and Quality Management. Summarize your approach to quality control and quality assurance during construction administration.
- B. Schedule: Provide your schedule control and compliance process. Summarize your firm's schedule control process to be used in order to meet the identified schedule during design and during construction administration. Provide information on your data management, including RFI, ASI and submittal reviews.
- C. Budget: Budget method and cost control. Define how change orders and other potential additional cost during the construction phase will be avoided and controlled.
- D. Documents: Describe the methods used by the firm to check the quality and completeness of the firm's construction documents, such as coordination checklists and coordination review meetings.

## RFQ Completion Checklist

This checklist is a summary of some of the required components of the RFQ. It is provided as a convenience to vendors, but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the vendor to submit complete and compliant Statements of Qualifications.

**Cover Letter**

**Required Submittal Forms**

Offer Form

Certification Form

Confidential and/or Proprietary Declaration Form

Mandatory Certifications Form

a) Conflict of Interest

b) Boycott of Israel

c) Worker Eligibility Verification

Appendix Form

a) Litigation

b) Debarment and Suspension

c) Canceled/Terminated Contracts

d) Product/Service Discontinued Use

e) Cooperative, Subcontract, Third Party Agreement

Non- Collusion Affidavit

**Statement of Qualifications (SOQ) Forms**

A. Firm's Qualification and Experience form

B. Project Team's Qualifications and Experience Form

C. Past Representative Projects Form

D. Understanding of the Scope of Work Form

E. Management of the Scope of Work & Project Schedule Form



# West Campus CoE Allied Health Project Exec Summary



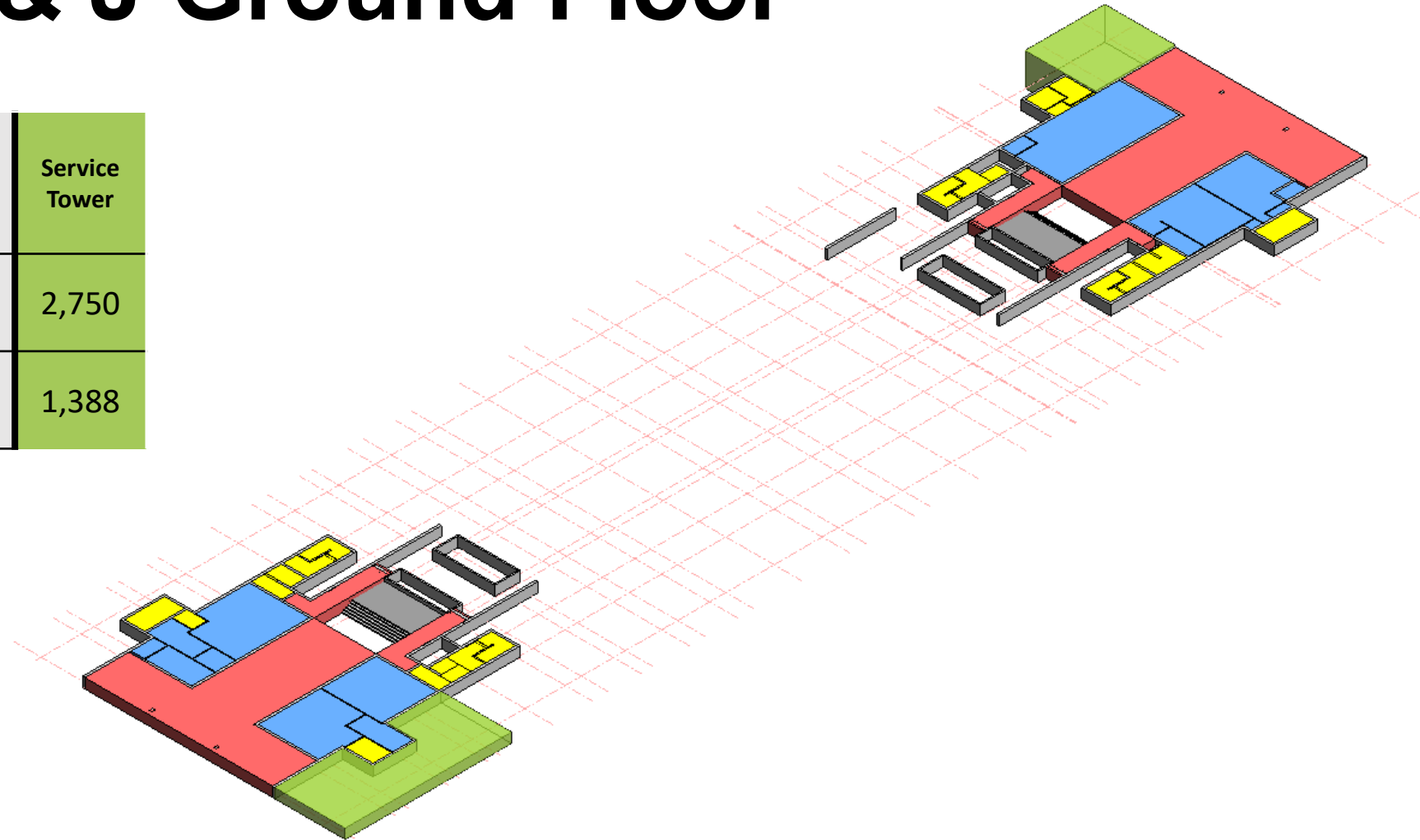
# AH CoE – Renovate H & J - and new tower space



- Increase existing SF from 81,000 to 131,349
  - Gain of 50,349 SF
- Assignable space would be increased by:
  - capturing exterior spaces under the roofline
  - expanding the building footprint
- Total renovation of both buildings

# Building H & J Ground Floor

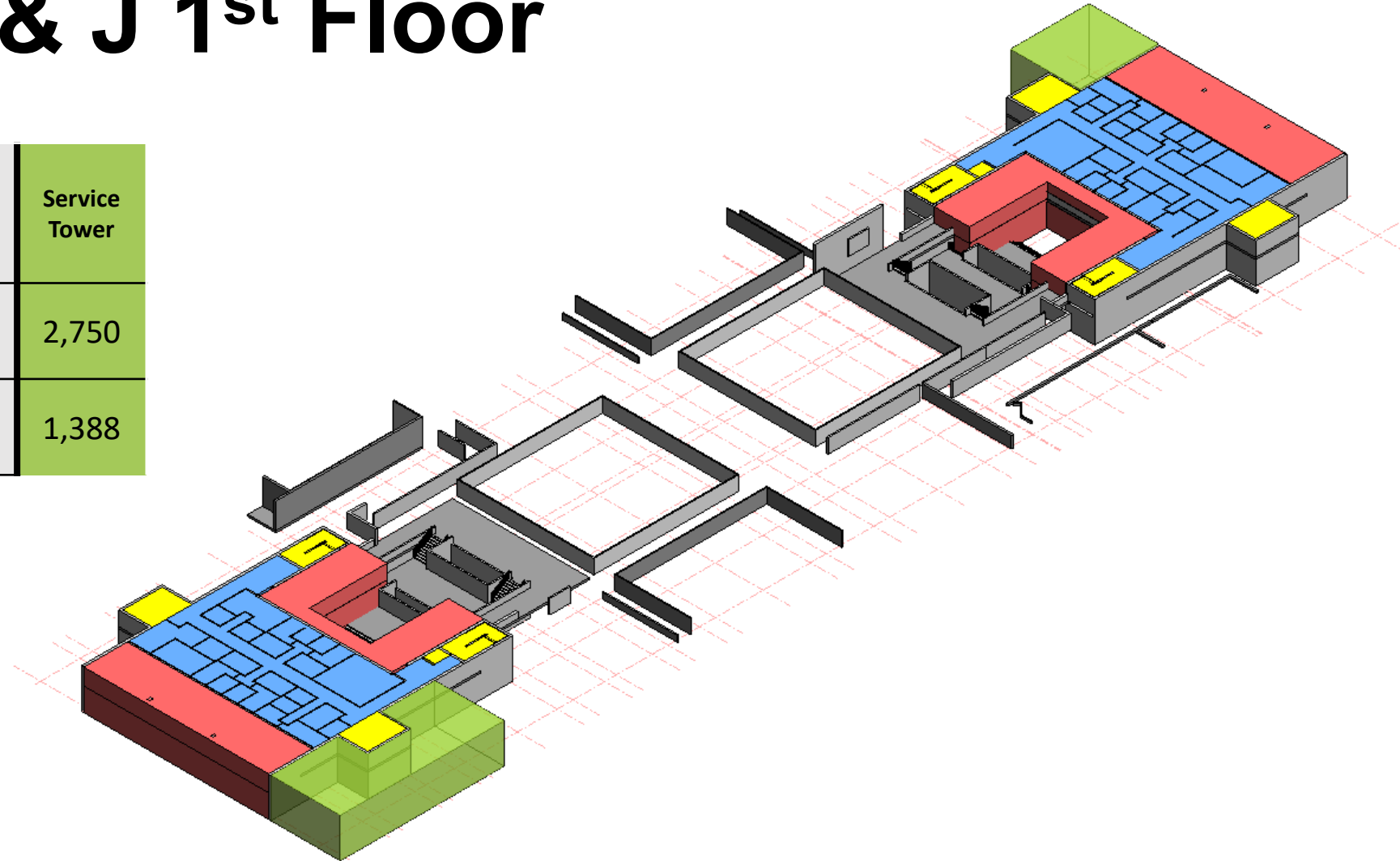
	Existing Usable Area	Expansion Area	Existing Bldg. Systems	Floor Totals	Service Tower
H Bldg	3,785	5,259	1,894	10,938	2,750
J Bldg	3,762	5,316	1,585	10,663	1,388



H & J Ground Floor has 3 offices

# Building H & J 1<sup>st</sup> Floor

	Existing Usable Area	Expansion Area	Existing Bldg. Systems	Floor Totals	Service Tower
H Bldg	5,361	4,438	1,151	10,950	2,750
J Bldg	5,306	3,938	1,151	10,395	1,388

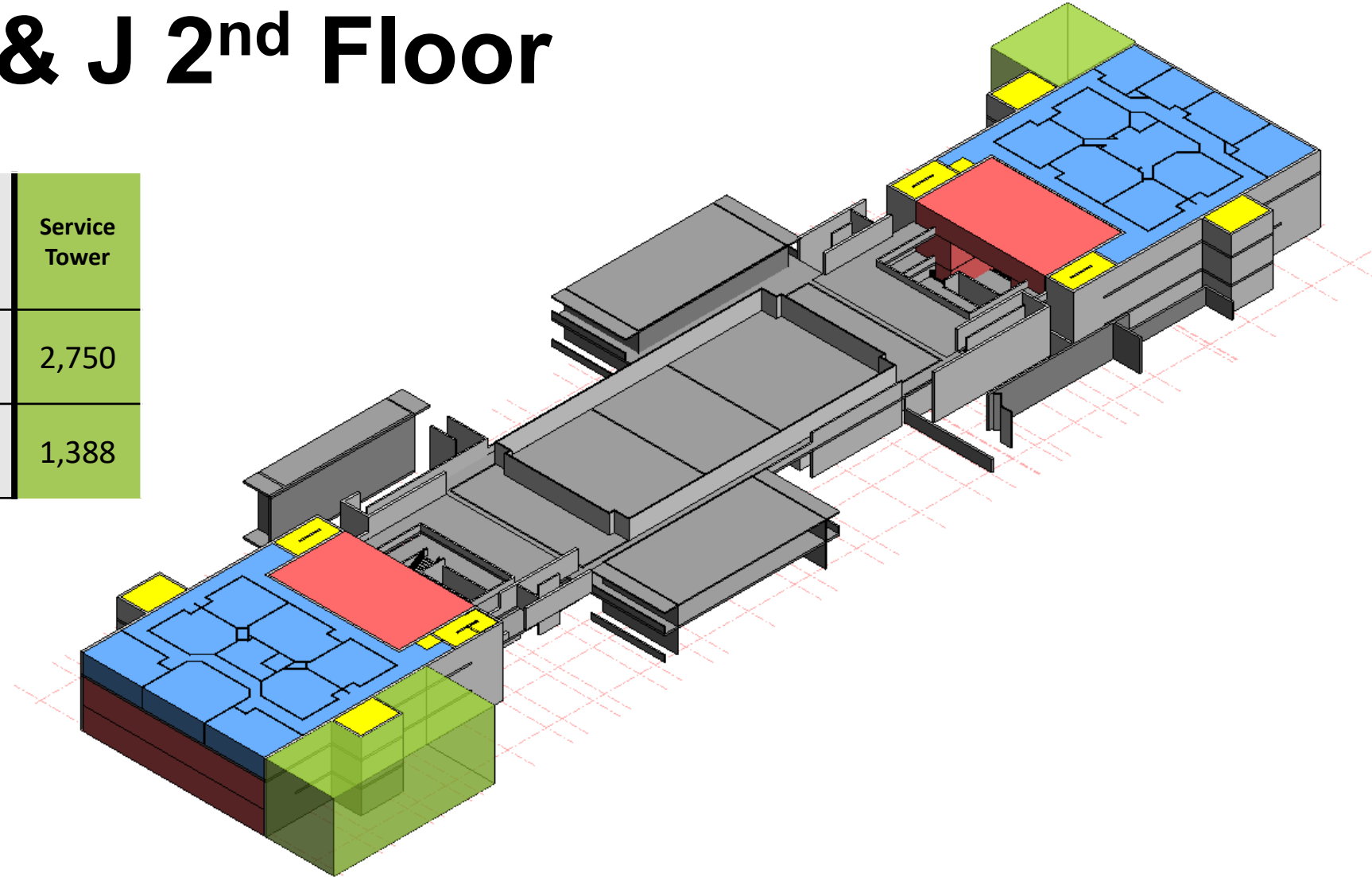


H & J 1<sup>st</sup> Floor has 50 offices



# Building H & J 2<sup>nd</sup> Floor

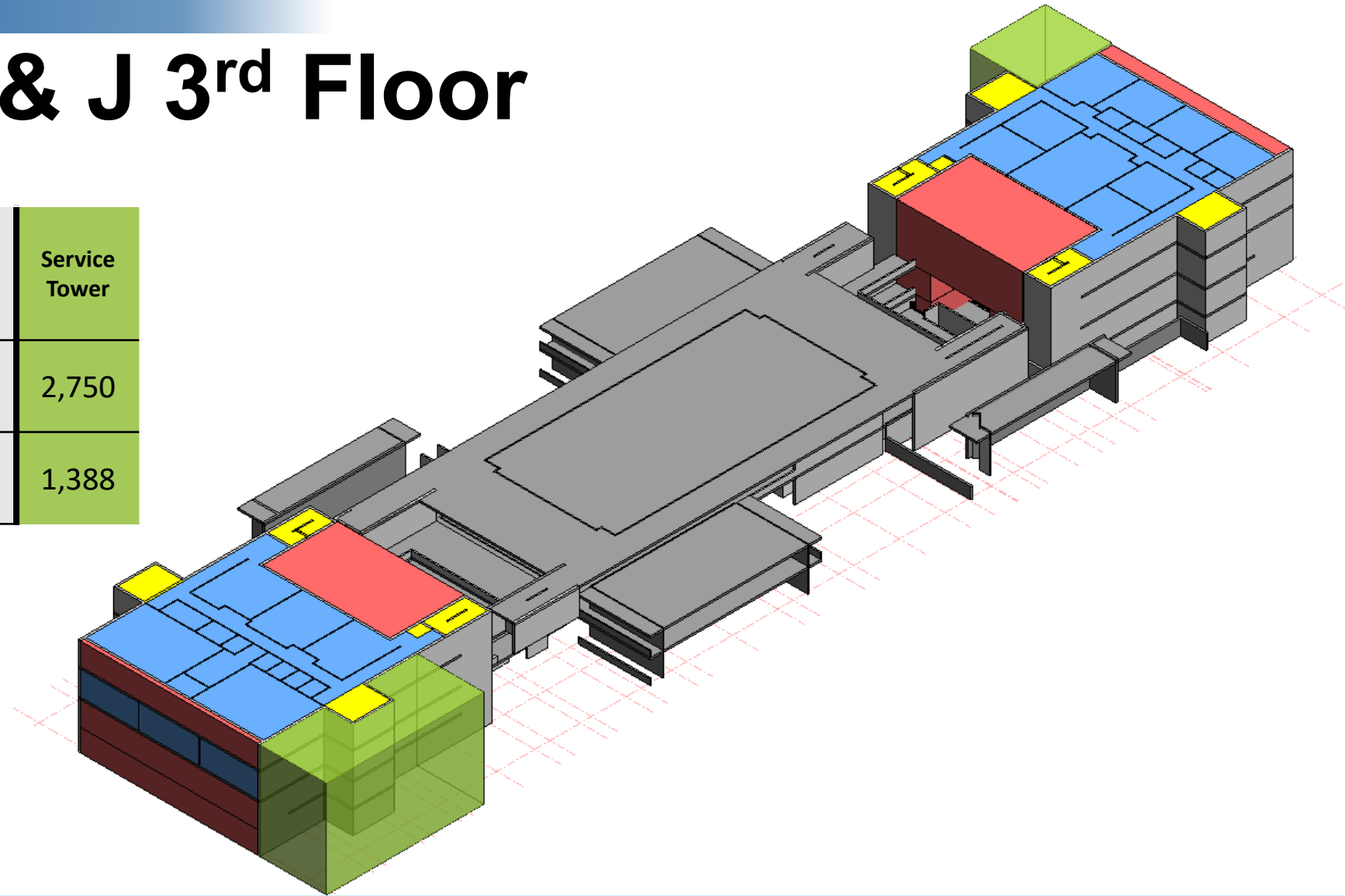
	Existing Usable Area	Expansion Area	Existing Bldg. Systems	Floor Totals	Service Tower
H Bldg	8,334	2,630	1,103	12,067	2,750
J Bldg	8,340	2,630	1,191	12,161	1,388



H & J 2<sup>nd</sup> Floor has 0 offices

# Building H & J 3<sup>rd</sup> Floor

	Existing Usable Area	Expansion Area	Existing Bldg. Systems	Floor Totals	Service Tower
H Bldg	7,708	3,253	1,103	12,064	2,750
J Bldg	7,738	3,253	1,191	12,182	1,388



H & J 3<sup>rd</sup> Floor has 8 offices

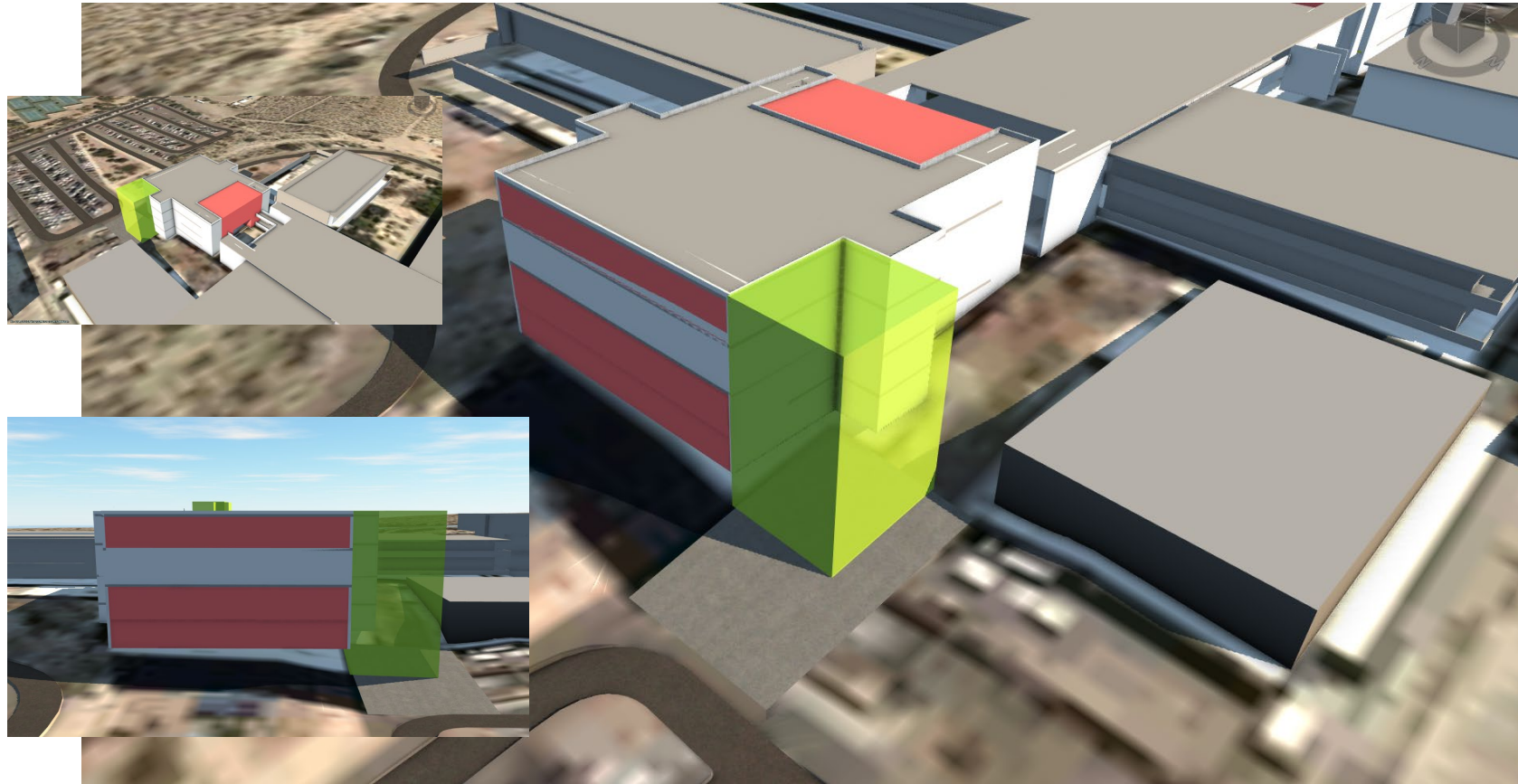
# Building H Service Tower



- New Elevator banks
  - New accessible routes to surrounding buildings
- New Restrooms
- New Mechanical Rooms
- New 4<sup>th</sup> floor " conference room
  - Comparable in size to the Amethyst Room with a Tucson view
- 14,000 SF addition

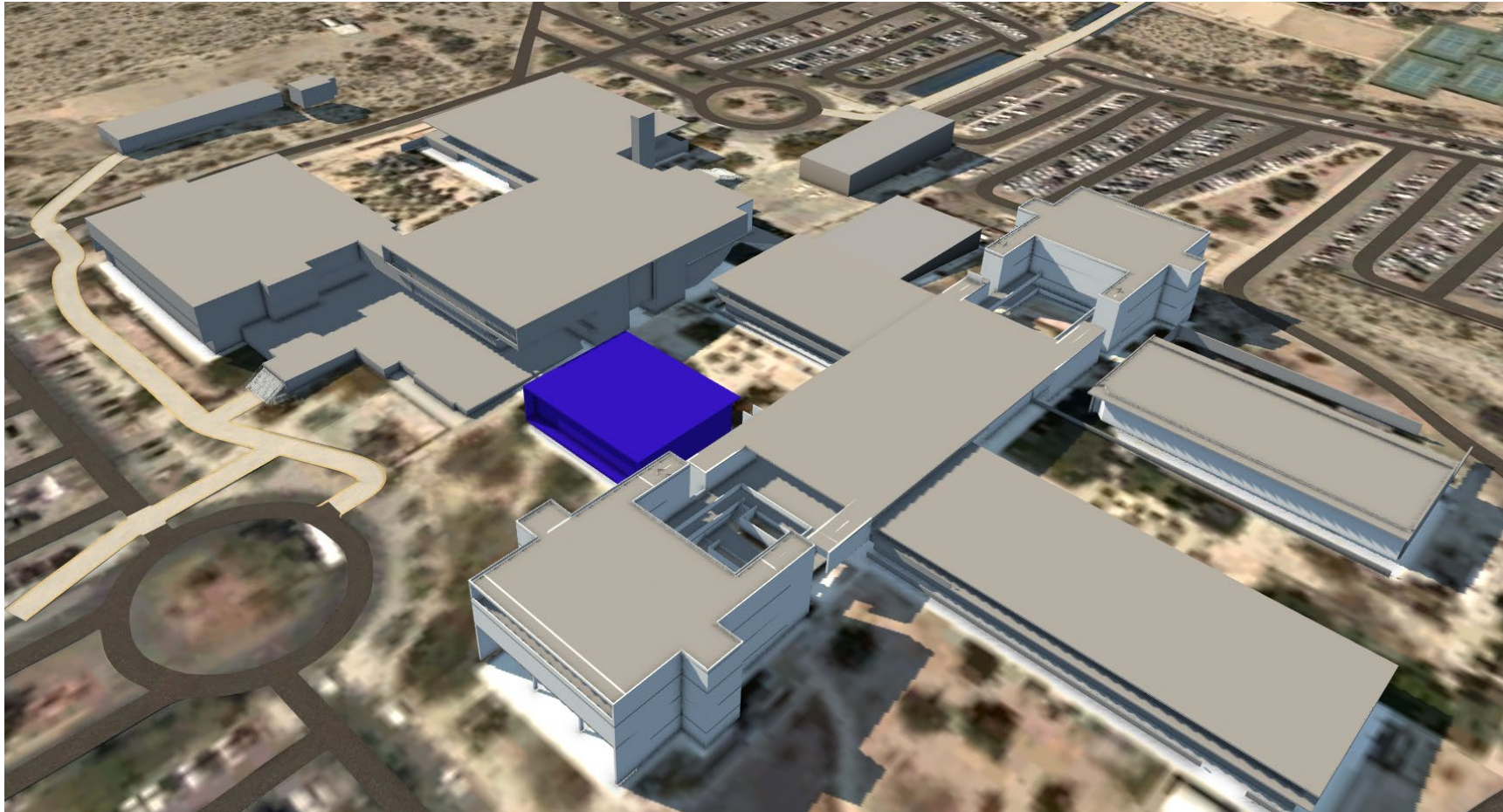


# Building J Service Tower



- New entry point for the north parking lot
- New Elevator banks
  - New accessible routes to surrounding buildings
- New Restrooms
- New Mechanical Rooms
- 7,000 SF addition

# Building D



- Nursing program will move to the newly renovated H & J buildings
- Displaced programs from H & J will be moved to the D building
- D Building
  - 8 renovated classrooms

# Building D First Floor Renovation



- Total renovation of 1<sup>st</sup> floor
- **8** new classrooms

Classrooms	New SF	Classrooms	New SF
Classroom 1	540 SF	Classroom 5	1160 SF
Classroom 2	540 SF	Classroom 6	540 SF
Classroom 3	600 SF	Classroom 7	540 SF
Classroom 4	738 SF	Classroom 8	600 SF



# Instructional Space

## Existing BLDG H & J, D 1<sup>st</sup> Floor

- 33 Classrooms totaling **21,700** SF
- 15 Labs totaling **9,400** SF

## Renovated BLDG H & J and D 1<sup>ST</sup> Floor

- 36 Classroom spaces totaling **34,700** SF
- 23 Labs spaces totaling **45,800** SF