



**Pre-Proposal Meeting  
Incubator Building  
GateWay Community College  
Request for Proposal Number 2950-7  
Project #080061**

If you have not picked up a copy of the Request for Proposal already, they are available at our Purchasing Department at the District Support Services Center, 2411 W. 14th St., Tempe, located between Broadway and University Drive, west of 52nd St. Also, please consider filling out a vendor registration form with Purchasing. This will provide a written notice of any project being issued for bid or RFP in all of the areas of interest that you indicate.

**Welcome and Introductions**

- A. Project Manager: **Joseph Bartlett**, AIA, Facilities Planning and Development (480) 731-8983
- B. College Vice President of Administration: **Janet Langley**
- C. College Director of Facilities: **Charles Poure** (602) 286-8241
- D. Assist. Director, Building and Grounds, **Ray Laehu**, (602) 286-824
- E. Director Institutional Advancement & Entrepreneurial Programs/College Contact: **Susie Pulido**
- F. Purchasing Buyer: **Len Wonsey** (480) 731-8550

Please be sure to sign in on the sheets located on the table as you entered. This is NOT a mandatory pre-proposal meeting but we do like to keep track of who has attended. The sign sheets will be posted on the Purchasing website following this meeting.

Look for **FAQ**: (Frequently Asked Questions) as we go through this meeting for added information.

**Purchasing Web Site (for electronic copies of RFP and copies of the proposed contract forms):**  
**<http://www.maricopa.edu/purchasing>**

**Please be sure to fill out the Acknowledgement of Receipt cover page on the RFP and fax it back to Purchasing if you are interested in this project. This is needed so that if any addenda or other information is distributed, we will know who has picked up the RFP.**

Many questions about the process used to select consultants and contractors, along with Maricopa's approach, can be found at the Facilities Planning and Development website under For Contractors or Consultants, ***How to Work for Maricopa***, our answers to frequently asked questions. You can find this document at **<http://www.dist.maricopa.edu/facilitiesplanning/docs/how2work4mcccd.pdf>**

**Project Description and Scope:**

The purpose of the project is to build an incubator to house start-up companies in the bioscience and other emerging technology fields. Tenants will rent space in this facility to conduct research in their respective area. There will be opportunities for collaboration with GateWay faculty and academic programs, as well as learning opportunities for students through internship and entrepreneurial education programs. The project is envisioned as a single story building situated near the center of campus, location as noted in the Master Plan. Reference the Ed. Specifications for program information. The College has decided to pursue LEED Silver Certification for this Building. Construction of new parking to replace displaced parking will need to proceed the building construction.

All projects will be awarded to a single consulting firm to be designed and packaged as a package for costing.

*A full copy of the Education Specification, which we try to create as a comprehensive pre-programming document, is available at our office or the Purchasing website. Feel free to come down to look at it and read it. We don't feel that it is necessary to provide a copy for each proposer.*

The construction delivery method proposed for this project is CMAR pending final approval. RFP's for the CMAR have not been issued to date but if approved will be issued in early November, 2009.

The District will provide all materials testing, hazardous materials testing and abatement and system commissioning through direct contracts to the District as required.

### **Proposed Construction Budget**

The combined construction budget for the buildings portion of this project (proposed GMP value) of **\$3,900,000.00**, with a proposed award date of about **September, 2010**. The construction budget includes all of the "bricks and mortar", site utilities and site development and all CMAR fees, profit, overhead and mark-up for the construction work. Funding for the Total Budget includes a \$3,000,000 Federal EDA Grant and a \$792,000 City of Phoenix Grant. Design fees and the CMAR pre-construction phase fees are NOT included in the construction budget.

**FAQ:** **What do we consider FF&E and what would be included in the construction budget?**  
*FF&E is in addition to this amount and will be selected and ordered by the College. Things that we do not consider as FF&E that would be in the construction budget would be items like built-in counters and casework, window blinds, white boards, etc. The FF&E is intended to be loose furniture, specialized equipment for the program, etc.*

### **Proposed Schedule (completed by):**

Select A/E Consultant/Execute Agreement	January 2010	-
Select CMAR/Execute Agreement	February 2010	
Program Verification	February 2010	
Design & Construction Documents	March/Oct. 2010	
Governing Board approval of GMP* and		
Notice To Proceed	September 2010	
GMP Pricing (Complete Documents)	November 2010	
New Construction	Oct. 2010/Dec. 2011	
Probable Occupancy	January 2012	

#### **Open for Spring Semester 2012**

**Keeping to the schedule is vital because of starting dates for classes, etc. Our Board meets on the fourth Tuesday of each month and consequently can only award contracts once a month**

### **Request for Proposals Response Requirements**

- A. Date: **Thursday, November 12, 2009** with Interviews preliminarily scheduled for December, 2009.
- B. Time: Proposal responses need to be received no later than **3:00 p.m.**

C. Location: Entry Lobby Reception Desk, at the District Support Services Center, 2411 West 14th St., Tempe, AZ. This is located between University and Broadway Rd., west of 52nd St.

D. Form/format: One (1) original and **six (6)** copies, placed in a sealed envelope.

E. Number of pages: Please keep your proposals to a maximum of **30** pages.

**FAQ: Do you count the pages? Your RFP's show a page limit on the submittal. What is included in the page limitation and how strict are you?**

*Our intent with the page limit requirement is to have firms provide sufficient information, but get to the point with concise editing. Our selection committees often have 20-25 submittals to read and rank, and page limitation is a matter of survival as well as fairness. We do not necessarily count the pages and being a page or so over will not disqualify the submission, unlike some other agencies. We will count each page that has text, graphics or photographs, including resumes (because we don't want ten page resumes per person stacked one after another in the appendix!) and the cover letter. If material is on both sides of the page, we will count that as two pages. We will NOT count the following as pages: front and back cover of the submittal, dividing tabs, table of contents if one is provided and other required Attachments including the non-collusion affidavit and signature/MBE-WBE page. If you write and edit concisely and get to the point, using good graphics and supporting photographs, the page limitation should be adequate.*

F. Special requirements/requests:

1. Attachment A: The non-collusion affidavit
2. Please note any special Proposal response requirements shown in the RFP.
3. Please address each item requested, as well providing information for all of the areas that we will be using in evaluating the proposals.
4. **No fee or price proposal is requested with the response. We will negotiate a fee following selection and full discussion of the requested scope of services**

**FAQ: Do we want a form 254 or 330?**

*A 254 or 330 form contributes little specific information for this proposal. The critical information could be continued within 1-2 paragraphs elsewhere in the RFP response.*

## **Contract Form**

The proposed draft contracts for design services and CMAR can be found on the Purchasing website. The design services contract is a custom contract. CMAR is an edited version of the AIA A121 Owner-CMAR contract, using the AIA A201 General Conditions of the Contract. Please open and read through these documents and send questions to us as they come up.

Copies of the proposed contracts can be found on Purchasing's and/or FP&D's web site.

## **Proposed Scope of Services**

The proposed scope of design services is described generally within the RFP. The exact services for this project will be negotiated with the selected firm.

## **Evaluation Criteria**

A system using both a range of values and a weighting factor for each factor will be used. *Please remember to respond to each area requested!!! The area that most firms lose points in is by NOT responding to an item.....*

The following areas will be used in evaluating the RFP responses:

---

## **FOR A/E CONSULTANTS**

## **A. Experience in similar type projects**

Please provide specific project references where you have successfully designed Incubator spaces to house start-up companies in the bioscience and other emerging technology fields. Indicate if project is LEED Certified or designed to these standards.

Projects used as examples of similar work shall be clearly noted if individuals while employed by other firms did the work. The only projects that you may claim without attribution are those projects actually produced by your firm.

You also need to note projects that were done by other branches of your firm or by personnel who are no longer with your firm or NOT available to work on this project. We prefer to see examples of work done by the people proposed for this project

***Improper or misleading credit for projects, in our view, is an adverse reflection on a firm's integrity***

### **FAQ: What do consider work “being done by the firm” or by individuals at the firm?**

*Our emphasis is not WHERE the individual obtained the knowledge and experience but WHETHER the people who will be assigned to our project have the experience. The best situation for us is the individual who has direct and first hand experience doing these types of projects, whether at your firm or while employed by another firm. Next is the individual who has been a project manager but not doing the direct design/CA work for these types of projects. Other relevant situations are similar projects done by your firm HERE IN TOWN but by other individuals in your firm. Situations which cause some problems for our evaluation are similar projects done by other out-of-town branches of your firm when none of the individuals who did that project will be on our project; projects that may have been done by your firm years ago and no one who had an ACTIVE role in that project is still with your firm; work done by sub-consultants to you on which you may have the legal liability for and be project manager for, but the actual design/calculations/evaluations/study/recommendations are not done by individuals employed directly by your firm. If you are claiming credit for a particular project type or experience, be very honest about how it came about. It may make no different if everyone else has the same level of experience.*

## **B. Qualifications of the firm's proposed personnel and proposed consultants**

### **FAQ: What do you consider to be examples of “similar work”?**

Due to increasing instances of exaggerated or excessive claims for experience for personnel proposed for our projects, we feel that a higher standard should be required to claim “related and relevant project experience”. Projects used as examples of “similar, relevant” work experience by an individual will need to meet the following minimum requirements:

- ❖ The individual must have been assigned at least 33% full time to the project for an entire phase of the work indicated
- ❖ The individual must have had a substantive role or experience with the project. Occasional “exposure to”, “support of” or “I put together some details/studies for it” will be insufficient to meet this requirement.

This experience shall be clearly noted if the individuals where employed by other firms while doing the work. The District will spot check claims of experience done at other firms to assure the integrity of this information.

### **FAQ: Do you have a favorite list of consultants that you use, or that you would like us to use or some that you do not want to use?**

*We want the prime consultant to propose their own team, using consultants that you know, that you are familiar with, that you may have worked with before, that you are comfortable with. If you are selected, we will let you know if there are any team members that we would like to have a substitution made, and you will be given the chance to make this chance, with no reflection on your own selection.*

**FAQ:** Do we have to list all of the consultants that we will use in the RFP or is it all right to indicate that a consultant “will be selected by the College staff” or “will be selected in consultation with the library staff” or “to be named”?

*We are only able to gauge the qualifications of your team via the RFP for the first screening/ranking. If you do not list a particular consultant within the RFP and the College evaluation committee feels that your team lacks expertise or experience in that particular area (and this consultant would be a key asset to the team, such as an acoustical consultant for a theater), that is how your team will be graded. We want to see the entire team at the time of proposal. If you do not make the short list, you will not have the opportunity to propose or select this important team member. (Please, also see the previous FAQ!) However, awards have been made with this approach, but we consider it a risk and would rather be able to evaluate the entire team at the time of the RFP response.*

**FAQ:** Do you recommend the use of a big, out-of-town design firm to associate with? Do you recommend the use of a specialty consultant for labs or other areas?

*While we don't discourage or prohibit this, we usually don't expect to see an association with a separate design firm. Frankly, there probably isn't enough fee to support this type of arrangement nor do the results often created seem to justify this arrangement and added cost (editorial comment). For other specialty consultants, you tell us what you think is required for these projects. You know your team capabilities best. Evaluate them and fill in the weaknesses with whatever consulting help that you think that you need. We will look at the proposed team's capabilities and experience as a whole when we evaluate the RFP responses*

**FAQ:** Maricopa has a different attitude regarding firm principals in the RFP response, at the interviews by and what role they have in the projects. Can you elaborate?

*Again, our greatest interest is in the personnel that will spend the most DIRECT TIME on our project: the designers, the project manager, etc., the people that I will be calling if we have a daily problem on the project. In our interviews, we will ask that these individuals make the presentations. Firm principals, unless they will play a significant role in the design and project management process are invited, but we expect to hear mostly from the project manager or prime designer. If the project manager or prime designer also is a firm's principal, that is o.k.*

*IF the principal expects to be ACTIVELY involved in the project beyond weekly meetings, periodic design reviews, etc., the principal's role should be clearly spelled out in the RFP response (by proposed hours or percent of time by each phase) and will be questioned in the interview to clarify the role. We are not interested in seeing the principal listed in a primary role, only to see them only at the contract signing and then the project grand opening. We appreciate and welcome the principal's involvement in the project.*

**FAQ:** Do you prefer that all of the team members have educational project experience?

*Certainly, experience in educational projects, or the particular project type is more critical for some sub-consultants and specialty consultants than others. For example, experience in classroom design is much more critical for the architect than the mechanical engineer, and both are probably more critical than a civil, structural engineer or landscape architect.*

### **C. Availability of competent, adequate staff and current project workload that may impact the project**

Include the total number of technical staff and registrants in your local office, by discipline.

Please provide a list of projects currently underway in your office, including construction budget/value, and what stage they are in. IN ADDITION, BUT NOT AS A SUBSTITUTE for this listing, you also may provide a listing of available versus committed man-hours.

### **D. Approach that you might take for a project like this one**

You don't have to provide solutions or suggested recommendations but at least highlight these issues based upon your experience from other projects, insight or training. You need not discuss your normal design process.

**For this project specifically, please consider and address the following:**

- a) Your approach in general towards creating a successful environment containing varied and diverse user groups in a single building

- b) *Current trends in the design of these Incubator spaces as described in the Education Specifications for this project.\**
- c) *Issues and approach required related to building location (Site), access, service, security, LEED Silver Certification, etc as anticipated by this project.\**  
*(\*limit discussion of each area to two or three paragraphs)*

You do not have to include a description that your firm will provide design services, then help us to bid the work, then observe the construction. We assume that these are common elements from all firms. Use this part of the RFP to show us the value added that your firm brings to this project, in recognizing opportunities and challenges presented by this particular project, based upon your past experience. What are the issues, opportunities and challenges you perceive in this project and how do they impact the designs?

Avoid using professional jargon or technical terms that the Committee members may not be familiar with. You may include reproduction of drawings, copies of photos or other means of showing your past work which you feel best express the firm's capabilities and approach as it relates to this work and the identified issues.

**E. Project and team experience with construction manager at risk project delivery**

This District believes that both the design team and contractor should have prior experience with CMAR if that is the proposed project delivery method.

**Again, please confirm all contact names and phone numbers for these firms**

**F. Other Selection Criteria: Project experience with the District, firm size and quality of prior work**

List all Maricopa Community College projects awarded to your firm in the past five years. The list shall include projects that currently are on-going, completed or those which your firm has been selected but are not yet under contract. As part of our selection process, the District has the responsibility of taking into account the size and complexity of the project under consideration and the resource investment of the firm in current District work in order to extend consulting opportunities to a broad representation of qualified firms by matching firm size and capabilities to the proposed project.

***FAQ: If the consultant has no prior experience with MCCD how is this scored and do you leave this section blank?***

*If the person doing the ranking has no first hand experience with the proposing firm, they would leave the line blank or give 0 points. For any of us who have first hand past experience with the firm, it provides us with the opportunity to provide some additional points if that experience was good, or deduct some points if that experience was not, but it might only occur on my single ranking sheet, for an example.*

The District also wishes to recognize the quality of the work provided by the consultant and their team on prior work (evaluation only by those on the selection committee with first-hand experience with the proposing team).

**G. References**

**Please verify that all information provided is current!**

Please provide a list of at least four references. Include name, title and current contact phone number. Please reconfirm the phone number before listing. At least two of the references should be for two different projects that you have included as examples under Experience in Similar Projects.

**H. Minority Business Enterprise/Women-owned Business Enterprise**

Please show the MBE/WBE status of your own firm and that of any proposed major sub-consultants. There are no set-asides, minimum percentage award or mandatory use of MBE/WBE firms on Maricopa work- our effort is purely voluntary. The District will accept the status classification that any other public organization has approved for the firms

proposed. Veteran-Owned, Disadvantaged or Small Business Enterprise rating is not eligible for the additional points.

**Be sure to fill in the MBE/WBE certification/identification shown on Exhibit B provided in the RFP.**

**FAQ: Do you have a separate qualifying system for MBE/WBE vendors?**

*No. We accept the status of any vendor that has been accepted by any other public agency, like the County, State, City of Phoenix, etc.*

**FAQ: Do have a minimum percentage or number of MBE or WBE consultants that we need to include?**

*No. The Maricopa Community Colleges have a voluntary program in place which encourages the inclusion and partnerships with MBE/WBE vendors and consultants. We have no set asides or mandatory percentages inclusions.*

**FAQ: Do we have to include an MBE/WBE on our team?**

*No. Again, this is a voluntary program. When evaluating proposals, additional points are given for having MBE/WBE members of the team. However, we select our consultants based upon the best relevant experience and capabilities as the most important factors. An unqualified proposer who is an MBE/WBE would not be awarded a contact over a well qualified non-MBE/WBE.*

**FAQ: Does “Small Business Enterprise” or “Veteran Owned” business count as WBE/MBE?**

*Sorry, no. Only minority or women-owned business firms are counted. “DBE”, Disadvantage Business Enterprise, is another name for MBE/DBE qualification.*

**FAQ: Does having minority team members on an otherwise non-MBE/non-WBE team count?**

*Not as much as a full MBE/WBE firm holding a portion of the contract. However, this would be taken into account and we encourage the participation and inclusion of QUALIFIED minority team members in every role and at every level of participation.*

**FAQ: If utilized as sub consultants how are points awarded?**

*If the prime firm is MBE/WBE, it's worth 5 points. We will award 1/2 or 1 point for each MBE/WBE firm, up to a total of 2 points. The 1/2 versus 1 point will depend upon whether the MBE/WBE firm is a significant sub-consultant (structural, MPE, civil, maybe landscape if there is a large portion of landscape work), or minor (like cost estimating, acoustics, etc.). It's more a measure of \$\$\$ placement to MBE/WBE sub-contract firms that would make the distinction.*

**I. Principal office location of prime firm and consultants, and local participation to provide the services**

Managing out of town staff is both more difficult and more expensive (reimbursibles). While the internet, video conferencing, etc. all are ways to minimize these issues, there's nothing like a face to face conversation or the ability to go out to a site and observe a situation without having to send photos or wait for the plane trip the next day.

The District desires strong local participation in this project

The qualifications of the firm are far more important than the firm's or personnel location

Picking the best-qualified team is paramount.

Note any proposed prime firm and sub-consultant staff who are not based in your Phoenix office 100% of the time, and explain their role in this project.

If these are important/prime personnel for this project, it's probably good to spend a paragraph discussing how you will overcome the distance and separation of this staff from our project location.

**FAQ: Can we list that all consultants will work out of the prime consultant's office during the project if they are based out of town?**

*Unless the firm is located here in the Phoenix area or will be relocating the proposed employee to the Phoenix area for their portion of the project, we want to see where the employee and home office is based. It is probably wise to discuss in the RFP how the management of and coordination with the out-of-town consultant will be handled during each phase of the work.*

***FAQ: If a branch office, but not the principal office of the prime firm, is located in the Phoenix area what is the basis for award of points?***

*Dealing with out of town firms, personnel or subcontractors or sub-consultants makes communications more difficult, makes our project management more difficult and increases the cost of the consultant to us, generally through travel time and higher reimbursable expenses. That said, we're still trying to pick the best qualified firm, so if that firm is out of town and they are the best one, we'll make it work. The points depend on who is out of town- the main design firm, a significant sub-consultant, a minor sub-consultant, or maybe the main personnel are here but the designer is out of town. You have the obligation within the RFQ to explain who is out of town and how you overcome those issues to provide similar services to us as someone entirely local may.*

## **Short list and Interviews**

This process is intended as a one-step selection process. Once the RFQ's are received and evaluated, a short list is created based upon the paper-based qualifications. Typically, three to five or six firms are interviewed. From that interview, the best qualified firm is selected and recommended for award of contract. Actual award is subject to agreement to contract and successful negotiations of the fees and scope of work, then all subject to Board approval.

***FAQ: Will you be doing interviews for the projects following a short list?***

*We reserve the right to select a consultant from the written response to the RFP alone, so make sure that this is a good effort. Except for the really large projects, we try to be respectful of the time and cost a consultant undertakes getting ready for an interview. We will be doing interviews for this project. If we do interviews, we will try to keep it to a minimum of time, and keep it informal. We are NOT looking for the dog and pony show unless we ask for one. We also will want to talk to personnel proposed for the project.*

***FAQ: Will it work against us if we do not respond to this RFP after picking one up or showing interest?***

No. The only time something will work against you is if you get a contract and do a miserable job. We want you to evaluate each project and if you have the time and manpower, and if you have the interest, and if you have the ability to do it profitably, please respond. We expect that those who respond are truly interested in the work and prepared and staffed to do the project if selected.

## **Other Issues**

A. Partnering Concept. This is at the top of the list for a reason: everyone- contractor, consultant and owner- will be expected to do what's right for the project, not what may be right for only themselves. The District strongly supports the concepts of teamwork and *Partnering*. Your voluntary participation in this effort will promote teamwork, minimize confrontation and hopefully eliminate the need for litigation or claims, with all stakeholders finishing the jobs a winner. We will ask for the support and commitment of all top management and team members. The process will reward parties for bringing problems and information to light, for discussion and resolution, not for stonewalling or hiding problems, hoping to escape responsibility.

"Partnering is more than a series of formal meetings between teammates; it is an attitude based on trust, open communications and a shared vision."

B. Contract form: The Community College District has its own contract form for professional consulting services. A copy is on our website and you are encouraged to look at it ahead of time.

C. We have lots of reviews and approvals!! User groups, CDAC (Capital Development Advisory Council), the District Governing Board, etc.

D. "Post Mortem" reviews: Following award of the design contract, Facilities Planning will be happy to sit down with you to review your proposals and those of others, show you the rankings and the selection committee's comments. Through this process, we can provide information of what you did well, how you compared to other

firms, and what we think the shortcomings of your RFP response or interview may have been. We encourage you to take the time to do this; the firms that have done it already show improvement in their RFP responses and, in some cases, have moved up from an also-ran to the short list. In any case, all RFP and selection information are public records and are available for your viewing and review. Please contact me following award for this opportunity.

E. Legal Worker Requirement: Contractors, consultants and any proposing firm is reminded that as mandated by Arizona Revised Statutes § 41-4401, Maricopa is prohibited from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with the requirements to verify the employment eligibility of their employees through the Federal E-verify system. Note that this also applies to all subcontractors and sub-consultants that you may use for this work. See Maricopa agreements for this proposed work for additional detail.

## **XI. Questions**

A. All questions about this Request for Proposal (RFP) must be submitted in writing and delivered to M CCD's assigned representative, Joe Bartlett, ([joe.bartlett@domail.maricopa.edu](mailto:joe.bartlett@domail.maricopa.edu)), phone no. (480) 731-8983 a minimum of five (5) working days before the required due date. Answers to the questions will be provided by written addenda to all holders of the RFP in accordance with the RFP schedule of events in fairness to everyone involved, so that everyone has the benefit of the same information and knowledge.

**Any deviation from this policy or attempt to directly contact or influence any Maricopa Community Colleges employees or his/her representatives, from the issue of this RFP until final award, may result in disqualification of the Respondent. Any oral communications with M CCD's assigned representative will be considered unofficial and non-binding on M CCD.**

B. Questions/Clarifications given from previous Pre-Proposal meeting:

- \* It was noted that a Parking Garage was not a part of this work but would be a separate project, if funded. This project does contain site development money that may be used to provide new surface parking to replace that lost in the site layout of the new building.
- \* It was noted that the use of B.I.M. in the documentation process was not required but it is good to have.
- \* The Central Plant is under design to modify it to handle the capacity of this new construction, so that work is not part of this project.
- \* The selection Committee will be made up of Janet Langley, Susie Pulido, Joe Bartlett and several Faculty User Group members.

## **XII. Visits to the existing facility or site**

Classes and building operations are in session. If you want to visit the proposed site, please be sure to check in with Ray Laehu and not disturb classes, etc., in operation.