

November 26, 2013

**ADDENDUM 5**

**REQUEST FOR PROPOSAL NO. 2014-TRI U ARQ  
2014 ANNUAL REQUEST FOR QUALIFICATIONS for  
DESIGN-RELATED CONSULTING & SUPPORT SERVICES**

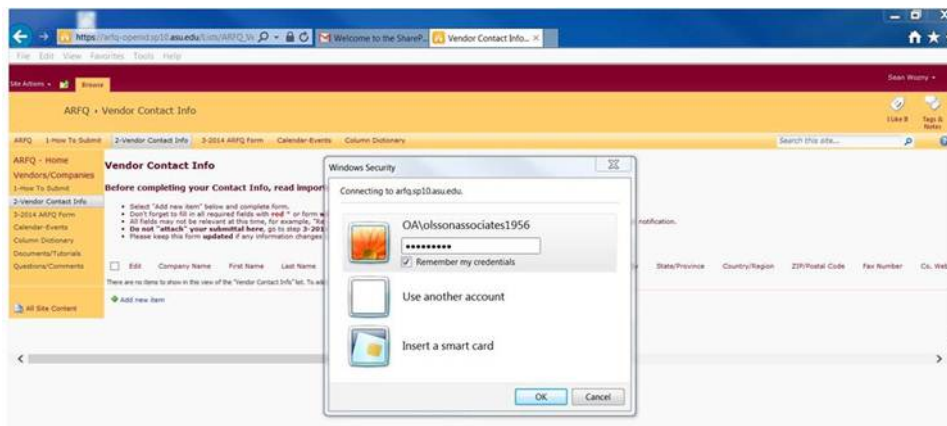
Total pages in this addendum: 4

**NOTE THE FOLLOWING DATE AND TIME**

**DUE DATE IS 2:00 P.M. MST, 12/10/2013**

**FOLLOWING ARE QUESTIONS (Q), ISSUES (I) AND ANSWERS (A):**

1. Q; I have created our open id name and password and requested access to the ASU Open ID. We received an email back from ASU, see below.



My question is am I logging in correctly or since the box pops up every time did I do something incorrect? It takes three enters to get rid of the username / password box.

A. It is possible that pop-up box may be coming from your system side trying to open, but because of password/firewalls from OA\, it wants those passwords.

Please try when you get this Security box, "Use another account," and then enter your username and/or password from your direct system. Your system is likely wondering, what is this other system that you are trying to enter.

2. I. Verisign does not work as an email address for MS SharePoint OpenId.

ASU Employees Only

Sign In with **ASURITE Authentication**

You can also use one of these accounts to sign in here!

Do Not Use if red "x"

Set up Company Email with Gmail, Yahoo, AOL, Hyves, Verisign

Or, manually enter your OpenID:

Sign In

3. Q: I would like to confirm that I am understanding the ARFQ correctly with regard to consultants.

In Section II, Part B Content of Submittals, it does not appear that we need to provide information regarding our engineering or other subconsultants, and that you are only interested in the information pertaining to our single firm (Line and Space Architects). Is this correct? If so, what will the process be for approving our selection of subconsultants for a given project if we are selected as the architect?

A. Since project requirements vary, firms will be asked by the ASU Project Manager for a list of sub-consultants for specific projects. ASU will be making their selection based on your firms expertise, with the knowledge that you can hire any sub-consultants that are needed.

4. Q. If we have already submitted our RFQ, do we need to resubmit stating that we have acknowledged this most recent addendum. Also, how long does it take to get the “approved” or “rejected” email regarding our RFQ?
  - A. **Keeping up with Addendums: If you load your ARFQ Form prior to the official ARFQ Due Date, you may need to make updates/corrections related to Addendums and need to reload your .pdf doc. Keep the name the same, "Add document", and if it is not after the ARFQ Due Date, you may submit as "1. 1st Submittal" Status, again. Add a note in "Submittal/Changes Comments", "Submitting again due to Addendum changes". You may want to wait to upload your initial ARFQ Form until after the "Questions" deadline has passed, 11/26/13, and before the Due Date, 12/10/13. See Calendar-Events for dates.**
  
5. I. **Do not bookmark the URL on the “Setting up Your OpenID Email Guide. Type in the address and save it as a favorite. The URL in the Document is not interacting correctly with SharePoint.**
  
6. Q. Attachment B – Comparable Projects, it asks for “Year Completed – Professional Services” – Typically we provide Construction Administration, so the Year Completed for both Professional Services and Construction would be the same. Is that acceptable?
  - A. **Yes, this is acceptable.**
  
7. Q. Attachment B – Under personnel – Should we include all current staff that worked on the project even if their resume is NOT included in Attachment D?
  - A. **No**
  
8. Q. Attachment D – Under relevant projects – can we list projects that are NOT included as part of Attachment B?
  - A. **You can show them in the resumes of the individual if they are not included in the project listing.**
  
9. Q. Regarding page numbering: I understand from your Addendum 4; number 4; we have to include page numbering, but do we number pages of ASU template only or number all pages in our submittal including our project pages, letters of recommendations, etc., items not in ASU template?

A. Pagination is set on the MSWord Document, located on the Purchasing Forms Page - <https://cfo.asu.edu/purchasing-forms>. When you insert pages, the page numbering should re-paginate for you. Even though you have page numbers on the resumes and letters of recommendation, the buyers will not include them in the overall count.

10.Q. How long does it take to get the “approved” or “rejected” email regarding our RFQ

**A. The Construction Buyer Team will not begin evaluating the submittals until after the initial due date and time – 2 PM on 12/10/13. Your next email will come from the Buyer evaluating your submittal.**

11.Q. Can we put our letters of recommendations in section: Attachment E, after list of credit references or do they have to go in section: Attachment B after projects?

**A. Yes. You can put them after either Attachment E or Attachment B.**

12.Q. Do we have to have page numbering at the bottom of the pages ( as in the template word docs)?

**A. Yes, it makes the documents easier for the Project Managers when they review the submittals.**

13.Q. Do we have to use the template for Attachment D? (and use the A. B. C. letter system to answer the questions or can we just list the information for the Resume page?

**A. Yes, the format must be used.**

Note: All addendums to the RFQ will be available at: <http://asu.edu/purchasing/bids/>

If you have any questions regarding this notice, please contact me at 480.965.3849 or [pollie.carter@asu.edu](mailto:pollie.carter@asu.edu).

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