



November 22, 2013

#### ADDENDUM 4

#### REQUEST FOR PROPOSAL NO. 2014-TRI U ARQ

#### 2014 ANNUAL REQUEST FOR QUALIFICATIONS for DESIGN-RELATED CONSULTING & SUPPORT SERVICES

Total pages in this addendum: 3

#### **NOTE THE FOLLOWING DATE AND TIME**

DEADLINE FOR INQUIRES IS EXTENDED TO 5:00 P.M. 11/26/2013

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

#### **PLEASE CHANGE THE FOLLOWING:**

NOTE: PLEASE ADD THE FOLLOWING TO THE RFQ DOCUMENT:

#### **1. PART III , REGULATORY INFORMATION, PAGE 11 COOPERATIVE PURCHASING**

#### **ADD THE FOLLOWING PARAGRAPHS BETWEEN “ASU IS TOBACCO FREE AND GREEN PURCHASING REQUIREMENTS/ SPECIFICATIONS**

- a) The University of Arizona, Northern Arizona University, and Arizona State University are all state universities governed by the Arizona Board of Regents. **Unless reasonable objection is made in writing as part of your response to this solicitation, the Board or either of the other two Universities may purchase goods and/or services from any agreement resulting from this solicitation.**
  
- b) The University has entered into Cooperative Purchasing Agreements with The Maricopa County Community College District and with Maricopa County, in accordance with A.R.S. Sections 11-952 and 41-2632. Under these Cooperative Purchasing Agreements, and with the concurrence of the successful proposer,

the Community College District and/or Maricopa County may access an Agreement resulting from a solicitation done by the University. If you do not want to grant such access to the Maricopa County Community College District and or Maricopa County, **please so state** in your proposal. In the absence of a statement to the contrary, the University will assume that you do wish to grant access to any Agreement that may result from this Request for Proposal.

- c) Arizona State University is also a member of the Strategic Alliance for Volume Expenditures (\$AVE) cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful contractor under this solicitation, a member of \$AVE may access an Agreement resulting from a solicitation done by the University. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the University will assume that you do wish to grant access to any Agreement that may result from this Request for Proposal.
- d) Any agency utilizing this process will be responsible for their own contracts with any firms selected off the ASU 2014 Annual RFQ.

## **2. Technology Issues:**

- a. Please note: you may not be able to access the SharePoint OpenID Site from a forwarded Email. You may be able to receive forwarded emails. However you need to use the specially set-up email to access the site.
- b. If you are having difficulty entering the site after you have been authenticated, then retype the link and then save it as a favorite. (<https://arfq-openid.sp10.asu.edu>).

## **3. Q: Can we put our letters of recommendations in section (Attachment E), after the list of credit references? Or, do they have to go in section (Attachment B) after the projects?**

A: Yes, letters of recommendation would go after your list of client references in Attachment E. The number of pages is not counted in this section.

**4. Q: Do we have to have page numbering at the bottom of the pages, as in the template document?**

A: Yes, you do need to include page numbering. However, you can determine the location of the page numbers.

**5. Q: Do we have to use the template for Attachment D?**

A: Yes, as stated on page 25 of the RFQ document. ASU needs the resumes to be in a standard format so that firms are evaluated on an equal basis.

Note: All addendums to the RFP 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).

*Pollie Carter* \_\_\_\_\_

Pollie Carter  
Purchasing Construction Manager  
Construction Group  
ASU Purchasing

cc: File