



### **Initial project information**

**FAQ: Where are your projects listed? Where are your projects advertised?**

[www.maricopa.edu/vendors](http://www.maricopa.edu/vendors) for Purchasing. Facilities Planning and Development's web site, at [www.dist.maricopa.edu/facilitiesplanning](http://www.dist.maricopa.edu/facilitiesplanning), also has a link to Purchasing's listing.

*A number of local and national information firms also gather data on our projects and publish upcoming work and recent awards.*

**FAQ: How do I get on a bid or proposal list?**

*The quickest and easiest way is to go to the Purchasing Department's website and download the Vendor Registration Form (<http://www.maricopa.edu/purchasing/vrf.pdf>). Fill it out and return it to Purchasing as noted in their instructions.*

**FAQ: What are the rules for contacting folks on campus regarding projects? Regarding selection of firms?**

*There is a unique selection committee formed for each project. In most cases, these are not formed until shortly before the selection process begins. Until the RFP is issued, you are free to contact whoever you would like to or tour the campus or potential facility.*

*Once the RFP or bid is issued, there is no contact or conversation allowed between proposing firms and individuals on the selection committee. Many times, the college president or Vice President of Administration are not on a selection committee nor would they know a lot of details or critical items for any particular project at this point in the program.*

*All questions regarding the project or RFP should be sent to the Facilities Planning project manager or Purchasing Department buyer listed in the RFP. The only exception is the college contact provided to arrange for tours of the project site.*

*Our project manager will gather questions and provide responses in the form of an addenda so that all proposers have the benefit of equal knowledge. **Any attempt to directly contact or influence any Maricopa Community Colleges employees or his/her representatives, from the issuing of the RFP until final award, or any deviation from this policy or attempt to directly contact or influence any Maricopa Community Colleges employees or his/her representatives, may result in disqualification of the Respondent.** Any oral communications with MCCD's assigned representative will be considered unofficial and non-binding on MCCD.*

### **Evaluation and Selection of Consultants and CMAR's**

**FAQ: How are consultants and Construction Managers at Risk (CMAR) selected? What do you look for in these firms?**

*Maricopa is a strongly qualifications based selection organization. We try to find the best-qualified firm for each project. "Best qualified" is a combination of the firm's experience, the individuals proposed for the specific project and their related experience, the team's understanding of the project's needs and opportunities, etc. Simply, it's what you have done*



*lately, most like our project, with the same individuals being proposed for our project. A firm's general project experience is not very relevant if few or none of the individuals being proposed worked on the project offered as similar experience.*

*It is more important that the individual has the relevant project experience than that he or she obtained that work experience at the current firm. Similarly we do not place a lot of weight on having a project team (within the firm or between firms) having a great deal of project experience together prior to our project.*

**FAQ: What is the process used in the qualifications based selection?**

*Our first step internally is to produce an Education Specification, which is a detailed listing and description of the project. This document is about a 90% of a complete programming document. Once this is complete and our Governing Board approves the project and its budget, Requests for Proposals are issued. Generally, we allow three to four weeks for a response. A selection committee made up of the project's users, college administration and support areas, and a representative from Facilities Planning, screens the responses. The Committee screens the responses against a list of both subjective and objective criteria developed uniquely for the project. A short list of three to six top qualified firms is created and invited to participate in an interview. Following interviews, the Committee again ranks the firms, agrees upon which firm they feel is the best qualified firm for the project, and makes a recommendation to our Governing Board for award. Facilities Planning will attempt to reach agreement on fee, scope of services. A sample of a typical RFQ screening is at the end of this paper.*

**FAQ: What do you consider to be examples of "similar work experience"?**

*Due to increasing instances of exaggerated or less than honest claims of experience for personnel proposed for our projects, we feel that a higher standard should be required for "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 applicable 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" are insufficient to meet this requirement.*

*This experience shall be clearly noted if the individuals were 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. The only projects that should be listed without attribution to another firm are those projects actually produced by your own 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 our project*

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



**FAQ: What if we don't have project experience in college classrooms? Is there be any chance of our firm being selected for a project?**

*For each project Request for Proposal, we expect to receive responses from design and construction teams. Typically, a number of these responding firms will be pretty well qualified on paper to do the project, but there is no guarantee. Each firm has to decide whether they believe that they can be competitive for the selection against other firms that may be responding, and whether you want to make the investment to prepare the Request. We will never tell a firm not to respond.*

*Certainly, having post-secondary education experience in similar projects will make a firm more competitive for projects with those components. Having high school design experience may be sufficient, and having K-8 experience relevant to the specific features of our project is better than not having any education project experience at all. There also are projects that will not be typical classrooms and labs, or that may have relevant experience from private industry project: student unions, gymnasiums, vocational/occupational settings, etc. Similar, non-education project experience may make a firm very competitive for these types of projects.*

**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” of “will be selected in consultation with the college’s staff” or “to be named”?**

*We are only able to evaluate the qualifications of your team via the RFP for the initial 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), your team will be evaluated lacking an important component. 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.*

**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?**

**FAQ: I'm an <engineer> and would like to do work for Maricopa. Do you have a list of favorite architects that you use? (or, I'm an architect and would like to work for Maricopa. Do you have a list of favorite sub-consultants that you prefer?)**

*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, and that you are comfortable with. We will let you know during RFP review if there is an objection to any firm proposed and ask that you make a substitution, which we will then evaluate as part of the proposed team. You will not be disqualified based upon proposing a sub-consultant who we prefer not to work with. Generally, these firms know in advance Maricopa's position on their work.*

*If your firm is new to the Phoenix area or is considering a joint effort with other local firms, we would be happy to provide a list of firms who have responded (but not necessarily been selected) for past District projects. You are free to contact and evaluate any of these firms and make your own decisions. Generally, these are firms that provide institutional, governmental or educational work for other clients in our area and most, at some point, will provide work for our District.*

**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 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. We are not looking for design awards for our project, though we gladly accept them if they are the result of a well planned, well designed project. We feel that local firms have adequate design and technical skills for our work, and we should be supporting local industry who, in turn, support us through your tax dollars.*

*For specialty consultants, you will need to evaluate the project scope and 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. If you feel that your own firm or a local firm has adequate experience and technical competence in a specialty area, propose them. If you feel that the best specialty individual or firm for this project is based out of town, propose them. We will look at the proposed team's capabilities and experience as a whole when we evaluate the RFP responses.*

**FAQ: How are contractors selected? Will you be using traditional bid? CMAR? Design/Build? Job Order Contracting?**

*We intend to solicit construction services in a number of ways. We will make a determination whether to use design-bid-build or CMAR on a project-by-project basis, looking at the costs versus the benefits that we will see under each delivery system, and then try to select the delivery method that best suits the project, budget and situation.*

*We will be bidding some of our work. In this case, the award is made to the lowest responsible, responsive bidder. Bidding is publicly advertised and is open to everyone who can meet bonding, licensing and any other minimum qualifying criteria. Generally, work between \$1 million and \$5-\$8 million (adjusted as the economy changes) that is simpler, represents smaller risk, has fewer potential complications and requires a reasonably common level of experience and expertise will be bid.*

*We may use Construction Manager at Risk for some of our projects, where we determine that the higher cost associated with the CMAR process brings benefit and value to the project. If CMAR is used, the selection process will be a qualification based selection process, similar to that used for design consultants. Generally, work above \$5-\$8 million (adjusted as the economy changes) that is more complicated, represents greater risks, has more potential complications, may have a tight time frame that would benefit by fast tracked work, or work that requires a specialized skill, experience or expertise will be offered as CMAR.*

*We don't foresee using design/build for many projects at this time. The process' advantages often don't mesh with the deliberate, slower, multiple-user, all inclusive process found in higher education work, but each project has its own circumstances. If Design/Build is used, it may be a one step, purely qualifications based process, similar to CMAR, or may be a two step, qualifications followed by price, as allowed by statute.*

*We use Job Order Contracting (JOC) for smaller work at the District, through a JOC open agreement that is issued by the District. Projects under \$1 million are contracted using JOC.*

**FAQ: Are outside architects, engineers or contractors able to participate in the selection process?**

*By statute, we are required to place a licensed design professional on each selection committee of another design professional. Similarly, we are required to place someone from a licensed contracting firm on any selection committee awarding a CMAR or design/build contract. Our project managers all are licensed architects and generally have served that role in the past. However, we are open to having outside design professionals join us. We need the help of construction professionals for our CMAR and design/build selections. If you are interested and want to see how a public agency selection process works from the inside, please send an e-mail to:*

[Arlen.Solochek@domail.maricopa.edu](mailto:Arlen.Solochek@domail.maricopa.edu)

*with your name, phone number and indication of interest. You will not be able to participate in a selection committee when your own firm is applying or under consideration. Our selection processes generally will take about four to six hours to review RFP's, another hour or so to rank them with the selection committee, and from half to a full day for interviews and final selection. Further, all of our interviews are open to the public if anyone from your firm wants to see the good, the bad and sometimes the very ugly of what an interview looks like.*

**FAQ: Do firms that have done work for the District before have an advantage in being selected for new work?**

*Again, we try to match the best firm for the particular project, with no firm having a particular advantage over any other firm. Firms with prior experience- if that experience was positive for both our users and the firm! - may have a slight advantage in that they are more familiar with our selection process and may be more familiar with the campus or personnel on that campus. Each project has a different selection committee and most committee members are doing this for the first time. They generally will not have first hand knowledge or experience with any of the firms competing and thus would not provide any advantage to a firm, but news about poor work spreads pretty quickly.*

*Often, the personnel at a firm change and the people that did the prior work are no longer there. Since we try to match experience and personal chemistry as a priority, this turnover often prevents any automatic favoritism of prior firms.*



**FAQ: What services do you generally contract for through your consultant team and what do you generally provide directly?**

*Typically, our consultant team provides all the usual specialty subconsultant areas: civil, structural, mechanical, electrical engineering; landscape design; and specialty designers or technical consultants for a particular project, like food service, lab design, library, acoustic, etc. We generally ask that the civil engineer for each project provide the survey work for that particular site.*

*The District provides geo-technical and materials testing services, roofing (through a standard set of details and roofing assembly), and hazardous materials consulting and abatement through firms under direct contract with the District. We occasionally also have direct contracts for test and balance or commissioning services, or may ask the consultant team to provide this. Audio/visual systems designs may be provided by the college or the consultant and are determined prior to the RFP by the college.*

**FAQ: Do you have standard agreements for design and construction services?**

*The District has standard agreements for design services, traditional bid construction and CMAR. The design contracts currently are a custom written documents for Maricopa but will be moving to a version of the AIA B103 in 2014. Construction contracts for both traditional bid and CMAR are edited versions of standard AIA Owner-Contractor and General Conditions for Construction documents. We advise firms to review the contracts prior to offering proposals and state any objections within their proposal. Once proposals are submitted, if no objections are found within the proposal, we assume that the offered terms and conditions are reasonable and acceptable to you. Standard draft contracts may be seen on the Facilities Planning web site at [www.maricopa.edu/facilitiesplanning](http://www.maricopa.edu/facilitiesplanning) under the "For Contractors and Consultants" button. These draft contracts will be modified to reflect the specific services and scopes for each project, but typically the terms and conditions remain as shown.*

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

*We reserve the right to select a consultant solely from the written response to the RFP alone, so make sure that this is a good effort. Except for the very largest projects, we try to be respectful of the time and cost that it takes for an interview. We generally do three to six interviews for all projects and want to talk directly with the personnel proposed for the project.*

**Submittal Information**

**FAQ: 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 15-25 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. 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, required letters from insurance companies/surety or financial institutions for CMAR's, the A305 Contractor Qualifications form (including a reasonable number of well edited supplemental pages for the Maricopa additions to the standard A305 form), 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.*

**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.*

**MBE/WBE/Minority Firm Participation in our Contracts**

*With changes in Arizona law from Proposition 107 approved by voters in November 2010, we no longer provide any additional points or evaluation for MBE/WBE firms. There is no District policy or advantage provided for small business or Veteran owned businesses. We encourage all firms, large or small, under every type of ownership, to propose on our projects.*

**Miscellaneous Issues**

**FAQ: Will you hire one design firm and/or one contractor per campus to do all of the projects for that location?**

*No. We try to provide the best match of consultants and contractors (if CMAR is used) to each project's specific, individual needs, the personality and chemistry between our user group and the hired firm, etc. While we sometimes group like projects or similar projects that are located next to each other at a site, most projects are stand-alone. A separate selection process is done for each project. It's possible that the same firm may be selected for more than one project on a campus, but has not occurred very often on past work.*

**FAQ: I'm a sales rep and I'd like to get my product into your specifications. May I, should I, contact you? Does the owner drive the product selection or specifications?**

*With very few exceptions, our design consultants select the products that go into our projects based upon their professional judgment and what is appropriate and proper for the specific application/situation. You are welcome to visit with Facilities Planning and discuss your product but we will not dictate to a design professional what he or she should use. You also should visit the firms and designers who are most likely to specify your products and familiarize them with your product lines.*



**FAQ: Will you be using a project manager/program manager?**

*No, all project and program management is provided through full time District staff in Facilities Planning.*

**FAQ: Will the District be using “Green Buildings”/LEED on design and construction? (Leadership in Energy and Environmental Design)**

*At this time, the District has not adopted a policy requiring LEED ratings or “Green Building” requirements for our projects. Each college has the option of requesting LEED certification for their own project and some have elected to do so, including funding the additional costs. We are strong supporters of sustainable, environmentally responsible design, including many of the ideas and objectives suggested by LEED. We will look at LEED and each project to determine what, if any, LEED concepts may be applicable and practical to adopt for a project. If a project is not LEED certified, the design professional still must design the project and provide a basic evaluation of the project to ascertain what level of LEED certification could be obtained. Generally, “Silver” rating is our goal.*

*All new construction projects **do** require evaluations for certain solar related issues per State statutes, and are required to be designed to meet ASHRAE 90.1 requirements.*

**FAQ: Will we be requiring building commissioning for our construction?**

*At this time, we do not intend to use a formal commissioning process for our building or building systems unless the project requires LEED certification.*

**FAQ: Do you have an annual services/on call type contract program?**

*Maricopa has an annual services/on-call program for consultant services. We solicit proposals from architects, many engineering and consulting disciplines, geo-technical services, plan review and construction inspection in lieu of formal municipal permitting, etc. We will select from one to eight firms in each area depending upon what we foresee the needs to be in the discipline. Because of the limited size of these purchase orders, annual services projects tend to be smaller maintenance and capital projects. Very few, if any, of the bond projects will be done through these contracts (except for areas like geo-technical and materials testing and plan review). These contracts are annual contracts, renewable for four years, for a maximum term of five years. These contracts limit purchase orders to \$100,000 per any single project and \$250,000 combined for all projects in any contract year. We expect to issue a new Request for Proposals for annual services contracts will be issued in early 2015 for a new series of contracts beginning July 1, 2015.*

*For construction work, Maricopa uses a Job Order Contracting (JOC) option for some of its work. Projects are limited to \$1,000,000 per project with no annual total limit. The JOC five year agreements started July 1, 2014.*



**FAQ: Do you have design standards?**

*We have produced a series of what we call “Guidelines” for general design issues and philosophies, specific instructional area guidelines. Standard specifications still are being developed. These Guidelines are requirements within the design team’s contract. These also may be seen on the Facilities Planning web site at [www.maricopa.edu/facilitiesplanning](http://www.maricopa.edu/facilitiesplanning) under the “For Contractors and Consultants” button. Look for general standards and approach, Formal and Informal Learning Spaces and a third Guide for Building Support areas.*

**FAQ: Who can I talk to regarding a specific project?**

*At this time, most of the information available for any specific project is provided in the Bond Program Narrative, Schedule and Descriptions available on the web sites and the Facilities Planning monthly on-line update. Not much more has been developed by the colleges. Please the contact Facilities Planning and Development office with questions.*

**FAQ: I’d still like to meet with someone to give them a chance to learn more about our firm. Who do we contact for this?**

*We always are interested in meeting firms and learning more about their potential involvement in our projects. If you would like to schedule an appointment, please send an e-mail to: [Arlen.Solochek@domail.maricopa.edu](mailto:Arlen.Solochek@domail.maricopa.edu) and someone will contact you to set up a maximum thirty minute introduction or update meeting. These are held at the convenience of the District.*

*or visit the Facilities Planning web site at [www.maricopa.edu/facilitiesplanning](http://www.maricopa.edu/facilitiesplanning)*

**Sample Consultant Selection Criteria, etc. follow on the next page**



**Sample Consultant Selection Approach and Criteria from a prior District project**

	Factor	X	Points	Design Consultant	Design Consultant
1. Past experience in similar projects (g.p. classrooms and computer labs)	7	x	0-5	= _____	_____
2. Past experience in higher education computer classroom/lab facilities	3	x	0-5	= _____	_____
3. Qualifications of proposed personnel/consultants team	10	x	0-5	= _____	_____
4. Experience as part of a CM@Risk team	5	x	0-5	= <u>25</u>	<u>25</u>
5. Method of Approach	5	x	0-5	= _____	_____
6. Availability of personnel/office work load (size of staff)	5	x	0-3	= <u>10</u>	<u>10</u>
7. Quality of work on previous District projects	5	x	from +5 to -5	= _____	_____
8. References	3	x	- 5 to + 5	= _____	(References will I
9. MBE/WBE	2	x	0-5	= <u>7</u>	<u>2</u>
10. Located outside Phoenix metro area	1	x	0 to - 5	= <u>0</u>	<u>-1</u>
11. Major/minor project with District w/in last 3 years	1	x	0 to - 5	= <u>-3</u>	<u>-3</u>
<b>TOTAL</b>	<i>total 215 points possible</i>			_____	_____
<b>RANK</b>				_____	_____

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**Sample CMAR Selection Criteria**

Criteria	Factor	X	Points	CMAR	CMAR
1. Firm Information, Organization and History	5	x	0-5	= _____	_____
2. Financial Information	4	x	0-5	_____	_____
3. Current and Projected Workload	5	x	0-5	= _____	_____
4. Past experience in similar type projects	7	x	0-5	= _____	_____
5. Manpower plan, experience of key personnel assigned to this Project	5	x	0-7	= _____	_____
6. Approach you might take for a Project like this	7	x	0-5	= _____	_____
7. References	2	x	- 5 to + 5	= _____	(References
			<i>insurance rate multiplier:</i>	0.72- 4 points	0.9- 4 points
8. Safety Program/Record	2	x	0-5	= _____	_____
9. MBE/WBE	1	x	0-5	= <u>0</u>	<u>0</u>
10. Located outside Phoenix metro area	1	x	0 to - 5	= <u>0</u>	<u>0</u>
<b>TOTAL</b>	<i>total 190 points possible</i>			_____	_____
<b>RANK</b>				_____	_____



**Sample question from A/E Interview:**

Acoustic needs will play a key role in making many of the proposed teaching spaces usable. Based on your experience and what you've read in the education specifications, tell us about any specific acoustic issues in two areas: (a) motion picture/television post production "smart "lab and (b) in normal classrooms.

*Follow up question: Are you familiar with the new ANSI standard on Classroom Acoustics. If so, what implications does it have for a projects like ours?*

**Sample question from CMAR Interview:**

As compared to college classrooms, performing arts centers are highly specialized buildings, requiring complicated coordination between many special systems and equipment. Tell us about one or two lessons that you've learned about from your previous performing art center experience that will directly apply to this project.