



**NOTICE OF REQUEST FOR QUALIFICATIONS - SOLITICATION NO. RN2016-11-14  
CONSTRUCTION MANAGER AT RISK (CM@RISK) FOR  
CATERPILLAR SURFACE MINING AND TECHNOLOGY OFFICE**

Notice is hereby given that the Rio Nuevo Multipurpose Facility District, hereinafter referred to as "District", desires to select a qualified construction manager/general contractor to provide design phase assistance and complete construction services as the Construction Manager at Risk (CM@Risk) for the Caterpillar Surface Mining and Technology Office Building, located at The project is located on District owned property located near the S.E. corner of Cushing Street and the Santa Cruz River, Tucson, AZ 85745 (the "Property"). The estimated construction cost is approximately \$39,000,000.00.

The District invites interested firms to submit written Statements of Qualifications relating to these services. An Evaluation Committee will be convened to evaluate firms' qualifications and experience with similar projects. Up to SIX (6) firms will then be invited to participate in a presentation / interview with the top rated firm entering into negotiations with the District.

Firms interested in a complete copy of this RFQ may acquire a copy at [www.rionuevo.org](http://www.rionuevo.org).

Respondents are invited to review the information and to submit their Statements of Qualifications in accordance with the instructions and criteria established within this RFQ. Written questions regarding this RFQ must be received by the Project Manager no later than five days prior to the submittal due date. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the RFQ.

Firms interested in this project should submit a Statement of Qualifications (SOQ) which includes a cover letter plus responses to address the SOQ criteria.

Submittals for the specified service shall be received by the District, 400 W. Congress, Suite 152, Tucson, Arizona 85701, until the time and date cited. Submittals must be in the actual possession of the District at the location indicated, on or prior to the exact time and date indicated above. Any response received after the due date and time specified will be returned unopened. The prevailing clock shall be the District clock. Submittals must be presented in a sealed envelope with the Request for Qualifications number and the offeror's name and address clearly indicated on the envelope. All submittals must be completed in ink or typewritten. Questions must be addressed to the Project Manager listed below. The District reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all submittals are rejected.

SUBMITTAL DUE DATE:	December 9, 2016 at 4:00 PM (AZ Time)
SUBMITTAL LOCATION:	Rio Nuevo Multipurpose Facilities District 400 West Congress, Suite 152 Tucson, AZ 85701
PRE-SUBMITTAL CONFERENCE DATE:	None
QUESTIONS SHALL BE DIRECTED TO:	Phil Swaim Project Manager 520-326-3700 <a href="mailto:pswaim@swaimaia.com">pswaim@swaimaia.com</a> Swaim Associates LTD.
PUBLISH DATES:	11/15/16 and 11/22/16

# SCOPE OF WORK

## I. INTRODUCTION

It is the District's intention to solicit SOQ's for a CM@Risk for the pre-construction and construction phase services for the Caterpillar Surface Mining and Technology Office to be built on District owned property located near the S.E. corner of Cushing Street and the Santa Cruz River, of approximately 8 acres.

The CM@Risk team will be required to closely work together with the Project Manager, Design Professional, End-user and Owner. The design and construction teams will be responsible to define, monitor and stay within the project budget and schedule. The budget is set for this project and additional funds are not available. The CM@Risk contractor for the project will ensure the team is adhering to the project schedule and will be responsible to provide continuous cost and constructability alternatives throughout the design and construction process.

The CM@Risk firm will engage in an active role during the pre-construction services and may serve as the General Contractor for the construction of the project. If, after a successful negotiation on a contract / amendment for construction phase services, and approval by the District Board of Directors, 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. The approved GMP will be incorporated into the Pre-Construction Phase 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 and suppliers 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
- Contractor staffing management plans
- Attend weekly design meetings
- Construction phasing strategies
- Constructability reviews
- Generate construction schedule with phasing
- Value analysis / engineering
- Estimating / Price / GMP
- Bid package
- Ordering of long lead-time materials and equipment
- Set-up and management of online based project communication tool for construction (drawings, specifications, submittals, RFIs, ASIs, Proposal Requests, etc.)

B. Construction Phase Services by the CM@Risk may include the following:

- Team management / coordination
- Construction per Contract Documents
- Critical Path Scheduling
- Processes submittals
- Manage Requests for Information (RFI)
- Cost controls / change order management
- Subcontracting
- Field management
- Safety / QC programs
- Project close out / warranty period services
- Generate, distribute and review with Project team weekly construction schedules
- Generate, distribute and review with Project team weekly phasing plans
- Change management / ASI / FB / RFP / CO

## **II. PROJECT DESCRIPTION**

Project Location: The project is located on District owned property located near the S.E. corner of Cushing Street and the Santa Cruz River.

150,000 square foot, four to five story office building for end-user / tenant Caterpillar Surface Mining and Technology Division Office, to be built on District owned property located near the S.E. corner of Cushing Street and the Santa Cruz River, of approximately 8 acres.

Project scope and budget have been approved by the District Board.

The preliminary project program is attached as Exhibit A.

## **III. PROJECT SCHEDULE:**

Selection of the Construction Manager at Risk is to be completed in January 2017.

Construction Documents are to be completed to allow for phased construction to begin in June 2017.

Construction is to be completed first quarter of 2019.

It is the District's intention to initiate RFQ's for one Architectural team for the design and one CM at Risk for construction of this project.

The design and construction team will be required to closely work together as it will be the teams responsibility to define, monitor and stay within the project scope, budget and schedule.

Contracts for the Design Services and Construction Services will be executed separately. However, the Consultant will be working jointly with the selected Contractor to:

- Ensure constructability prior to the negotiated GMP,
- Conduct Value Engineering,
- Maintain Budget controls,
- Maintain Schedule controls,
- Manage Scope changes.

## **IV. PROJECT BUDGET:**

Construction Budget has been established at approximately \$39,000,000.

The Architectural Program Statement, as submitted by the District and confirmed by the Architect will provide a more accurate measure to determine probable construction cost. Construction Documents and Project Building will reflect site improvements that can be completed for the budgeted amount.

Total Project Budget is all-inclusive and is to include but not limited to site improvements, construction costs, design, administration, furniture, equipment, overhead and profit. The sewer relocation, landfill remediation and road are not in the project budget.

All parties understand that the District has limited funds for the Design and Construction. Consequently, this project is to be designed and constructed so that the completed facilities represent quality consistent with wise budget management.

## **V. SPECIAL SECURITY REQUIREMENTS**

- A. It is the responsibility of the CM@Risk to maintain the security of all drawings, plans, etc. in order to protect the safety and security of the facilities and ongoing operations impacted by this project.
- B. The Contractor agrees that any and all Contractor employees and subcontractors who will perform services at the designated facility are responsible for complying with the District security requirements and further, that the District reserves the right to bar access to the site, at its sole discretion, to individuals whom the District deems security risks.

## **VI. SELECTION PROCESS AND SCHEDULE**

In this RFQ process, an Evaluation Committee will evaluate each Statement of Qualifications according to the stated evaluation criteria. The Committee will select up to six finalists that will be shortlisted and invited to take part in a presentation / interview. A final list of three firms will be ranked after interviews. The top-ranked firm will then be invited to enter into negotiations with the District and execute a contract upon completion of negotiation of fees and contract terms. If the District is unsuccessful in negotiating a contract with the best-qualified team, the District may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

## INSTRUCTIONS TO OFFERORS

1. **PRE-SUBMITTAL CONFERENCE:** [INTENTIONALLY OMITTED].
2. **SUBMITTAL FORMAT:** Original and Six (6) copies (7 total) and a digital copy in pdf format of each submittal should be addressed to the District, on any required forms and in the format specified in the solicitation. The original copy of the submittal should be clearly labeled "Original" and shall be unbound and single-sided. The material should be in sequence and related to the solicitation. **The sections of the submittal should be tabbed and clearly identifiable.** The District will not provide any reimbursement for the cost of developing or presenting the submittals in response to this solicitation. Failure to include any requested information may have a negative impact on the evaluation and/or may result in the rejection of the submittal.
3. **WHERE TO SEND SUBMITTALS:** In order to be considered, the submittal must be sent to the Rio Nuevo Multipurpose Facility District, 400 W. Congress, Suite 152, Tucson, Arizona 85701, by no later than the specified opening date and time. The submittal shall be presented in a sealed envelope. The words "SEALED SUBMITTAL" with FIRM NAME, SERVICE DESCRIPTION, SOLICITATION NUMBER, DATE, AND TIME of SUBMITTAL OPENING shall be written on the envelope.
4. **INQUIRIES:** Any question related to this solicitation shall be directed to the Project Manager whose name appears on the front side of this document. Interested parties shall not contact or ask questions of the District or Caterpillar for whom the requirement is being procured. Questions should be submitted in writing when time permits. The Project Manager may require any and all questions to be submitted in writing at the Project Manager's sole discretion. Any correspondence related to a solicitation should refer to the appropriate Solicitation number, page and paragraph number. However, do not place the number on the outside of an envelope containing questions since such an envelope may be identified as a sealed submittal and may not be opened until after the official submittal due time and date. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding.

At any point throughout this solicitation, interested parties shall not have contact with or ask questions of Caterpillar Administration / staff and the District Board Members / staff.

NOTE: It is the responsibility of all interested parties to examine the entire Request for Qualifications package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a response. Negligence in preparing a submittal confers no right of withdrawal after due time and date.
5. **OFFER AND ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, the District requires an offer in response to this solicitation to be valid and irrevocable for one hundred and twenty (120) days after the opening time and date.
6. **RIGHT TO NEGOTIATE:** Notwithstanding any other provision of the solicitation, the District reserves the right to:
  - A. Waive any immaterial defect or informality; or
  - B. Reject any or all offers, or portions thereof; or
  - C. Reissue the solicitation.
8. **LATE PROPOSALS:** Late submittals shall not be considered.
9. **WITHDRAWAL OF SUBMITTAL:** At any time prior to a specified solicitation due time and date an offeror (or designated representative) may withdraw the proposal by submitting a written request stating the reason for withdrawal.
10. **AMENDMENT OF SOLICITATION:** The Offeror shall acknowledge receipt of a solicitation amendment by signing and returning the document by the specified due time and date.
11. **CONFIDENTIAL INFORMATION:** If a person believes that any portion of a submittal, offer, specification, protest, or correspondence contains information that should be withheld, then the Project Manager should be so advised in writing. The District shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision.
12. **UPON NOTICE OF INTENT TO AWARD:** The apparent successful offeror shall sign and file with the District, within ten (10) days after Notice of Intent to Award, all documents necessary to the successful execution of the contract, including but not limited to, bonds, the construction agreement and certificates of insurance.

**13. EVALUATION PROCESS:** All submittals shall be evaluated in accordance with Arizona Revised Statutes Title 34 Chapter 6 and the evaluation criteria stated herein. The evaluation process and contract award shall include:

**A. REQUEST FOR QUALIFICATION:**

- (i) An appropriately qualified selection committee shall evaluate the statements of qualifications and performance data that are submitted in response to the District's request for qualifications for the proposed contract.
- (ii) If determined by the District and included by the District in the request for qualifications, conduct discussions with at least the number of persons or firms to be included on the short list as stated in the request for qualifications but not more than the number of persons or firms to be included on the short list plus two as specified in the request for qualifications regarding the contract and the relative methods of approach for furnishing the required professional services or pre-construction services.
- (iii) In order of preference, based on criteria established and published by the selection committee and included in the request for qualifications, select a short list of persons or firms the selection committee deems to be the most qualified to provide the professional services or pre-construction services. The number of persons or firms on the short list shall be the number of persons or firms specified in the request for qualifications. Those firms may then be asked to provide Presentations / Interviews with the selection committee. Criteria for the Presentation / Interviews may be different than those listed in the RFQ with the Interviewees being provided the criteria and weighting prior to the Presentations / Interviews.
- (iv) The District shall enter into negotiations for a contract with the highest qualified person or firm for the professional services or for the pre-construction services. The negotiations shall include consideration of compensation and other contract terms that the District determines to be fair and reasonable to the District. In making this decision, the District shall take into account the estimated value, the scope, the complexity and the nature of the professional services or pre-construction services to be rendered. If the District is not able to negotiate a satisfactory contract with the person or firm considered to be the most qualified at compensation and other contract terms the District determines to be fair and reasonable, the District shall formally terminate negotiations with that person or firm. The District may undertake negotiations with the next most qualified person or firm in sequence until an agreement is reached or a determination is made to reject all persons or firms on the short list. If a contract for pre-construction services is entered into pursuant to this subsection, work shall not commence until the District and contractor agree in writing on a fixed price for the pre-construction services to commence.
- (v) The contract file shall contain the basis on which the award is made.

**B. EVALUATION REQUIREMENTS:** The evaluation will be conducted in accordance with the following plan:

**1) Step 1 Screening Phase:** The criteria for screening firms in phase are as follows:

- Qualifications of the Firm / Team (30 Points)
- Relevant Experience (40 Points)
- Project Approach to Performing the Pre-Construction and Construction Services (30 Points)

Points shall be assigned according to the above listed criteria. The Offerors will then be ranked accordingly and up to 6 of the top ranked firms will then be invited to participate in Step 2 Presentations/Interviews.

**2) Step 2 Interview Phase:**

Experiences with the District, entities that evaluation committee members represent, and any other owner may be taken into consideration when evaluating qualifications and experience. Experience in other forms of contracting may also be considered by the committee in determining competence. The District reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any party submitting a proposal.

**14. OFFER & EXECUTION:** Offerors shall submit the Offer page located in this RFQ with their submittal, acknowledging (i.e. signature) their intent to enter into negotiations on this solicitation. In addition, Offerors are reminded that if awarded a contract they will be required to agree to the CM@Risk Terms and Conditions and the General Conditions of the Contract as outlined in the Pre-Construction Services Agreement.

**15. EXCEPTIONS TO CONTRACT PROVISIONS:** A response to any Request for Qualifications is an offer to contract with the District based upon the contract provisions contained in the District's Request for Qualifications, including but not limited to, the

specifications, scope of services and any special terms and conditions. Offerors who wish to propose modifications to the contract provisions must clearly identify the proposed deviations and any proposed substitute language in their submittal. However, the provisions of the Request for Qualifications cannot be modified without the express written approval of the District. Proposed modifications or exception to the indemnification language herein shall not be considered. If an offer is returned with modifications to the contract provisions that are not expressly approved in writing by the District, the contract provisions contained in the District's Request for Qualifications shall prevail.

**16. SELECTION CRITERIA:** The Construction Manager at Risk (CM@Risk) will be selected through a qualifications-based selection process. Firms interested in providing Construction Manager at Risk services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

Firms will be screened based on evaluation of the following criteria.

Please provide the following information in the order described below:

**COVER LETTER**

**A. QUALIFICATIONS OF THE FIRM / TEAM (30 points)**

1. Firm
  - Firm Name
  - Mailing Address
  - Prime Contract
  - Phone Number
  - Email Address
  - Website
2. Provide a general description and history of the firm including date established, size and where the firm is located.
3. Provide a listing of the proposed project team that the firm is proposing to provide pre-construction, construction management and general construction services and their resumes. Include proposed project team office location. Identify the role that each team member is expected to take and provide up to three (3) similar examples of projects where they assumed that role. Include points of contacts for each project with phone and email addresses.
4. Provide a listing of the Arizona professional and contractor licenses held by each member firm/individual of the team.
5. List any proposed consultants and/or subcontractors and assigned staff expected to assist on this project. Identify their team members and the roles they will play.
6. Describe your firm's current workload. Include a list of current on-going projects including construction budget and completion date. In addition, indicate what percentage of proposed team member's time will be committed to this project?
7. Provide the managing firm's gross volume of CM and GC business each year for calendar years 2010-2015. If this proposed project would be executed by a firm's specific office, region, or division, that entity's business volume must also be specified.
8. Identify any claims arising from a contract which resulted in litigation, OSHA citation, arbitration or administrative hearing within the last three years. Briefly describe the circumstances and outcome.
9. Provide verification from surety as to the firms bonding capacity and rating.
10. Provide Safety Ratings as follows:
  - BROWZ or registry with another equivalent safety monitoring program registration.
  - EMR (2010-2015)
  - RIF (2010-2015)

11. References (minimum of 4, maximum of 8)
  - Clients
  - Architects
  - Company, Name, Title, Role, Contact Information, Address

**B. RELEVANT EXPERIENCE (40 points)**

1. Identify at least three (3) relevant and comparable projects, in which the firm served as CM@Risk, Agency CM and/or General Contractor. For each project please provide the following:
  - Description and location of project
  - How does your selected project relate to the Caterpillar Surface Mining and Technology office building Project including climate, schedule, budget, commissioning, sustainable design, FM Global and use?
  - Role of the Firm (include pre-construction services provided, if any)
  - Project's original contracted construction cost and final construction cost
  - Construction dates: Start and end
  - Phases of project and description of phases
  - Owner
  - Client references for each project, not associated with the District or City of Tucson. Provide telephone numbers and email addresses.
2. List and describe scope of work of other relevant projects in which the firm served as CM@Risk, Agency CM and/or General Contractor.

**C. PROJECT APPROACH TO PERFORMING THE PRE-CONSTRUCTION AND CONSTRUCTION SERVICES (30 points)**

1. Describe your firm's proposed project management approach and team organization during pre-construction and construction phase services. Include organization charts, proposed team individuals by name, position, responsibilities and authority levels.
2. Describe approach to developing and managing project schedules, including fast track, phased construction.
3. Provide approach and experience working with A/E firms to develop the project budget and scope during the programming and schematic design phases, and accuracy of adhering to the approved budget through construction documents. Include your approach to providing a GMP or multiple GMP's for fast track, phased construction.
4. Experience assisting with the selection of building systems including structure, exterior skin, HVAC, raised floor, and parking.
5. Describe your subcontractor selection process, including your knowledge and experience with the local market.
6. Describe your approach to managing construction including quality control and safety.
7. Discuss any issues, challenges and opportunities your firm has identified on this project and how those will be addressed.
8. It is important to Caterpillar that only CAT equipment be used on site. Discuss your response to this issue.
9. Provide your approach and experience in working with the local jurisdictions and utilities.

**III. GENERAL**

**A. ADDITIONAL INVESTIGATIONS**

The District reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any firm submitting a proposal.



**B. DEMONSTRATED COMPETENCE**

Documented experiences with the District and entities which evaluation committee members represent shall be taken into consideration when evaluating qualifications and experience.

# SPECIAL TERMS AND CONDITIONS

## 1. DEFINITION OF KEY WORDS USED IN THIS SOLICITATION:

**Shall, Will, Must:** Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of submittal as non-responsive.

**Should:** Indicates something that is recommended but not mandatory. If the offeror fails to provide recommended information, the District may, at its sole option, ask the offeror to provide the information or evaluate the submittal without the information.

**May:** Indicates something that is not mandatory but permissible.

**For purposes of this solicitation, the following definitions shall apply:**

- A. **District** - The Rio Nuevo Multipurpose Facility District, Arizona, 400 W. Congress, Suite 152, Tucson, Arizona 85701.
- B. **Contractor or Firm** – Used interchangeably in referring to the person, firm or corporation with whom the District has entered into the Contract.
- C. **Evaluation Committee** – The committee established to formally evaluate Statements of Qualifications according to the evaluation criteria listed herein.
- D. **Joint Venture** – Two or more persons or entities combining their property, money, skills, and knowledge to form a distinct legal entity to carry out a single business enterprise for profit, pursuant to a written agreement.
- E. **Contract** - The legal agreement executed between the District and the Consultant/Firm.
- F. **District Project Manager** - The person specifically designated as responsible for monitoring and overseeing the performance under this Contract, also referred to as District Designated Contract Representative or Project Manager.

## 2. CERTIFICATION: By signature in the offer section of the Offer page, your firm certifies:

- A. The submission of the offer did not involve collusion or other anti-competitive practices.
- B. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
- C. The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.
- D. The Offeror submitting the offer hereby certifies that the individual signing the offer is an authorized agent for the Consultant and has the authority to bind their firm to a Contract.
- E. Acknowledgement of Addendums, if applicable.

## 3. [INTENTIONALLY OMITTED].

## 4. AMERICANS WITH DISABILITIES ACT: The Offeror agrees to comply with all applicable provisions of the Americans with Disabilities Act, Public Law 101-336, 42 U.S.C. 12101-12213, and applicable federal regulations under the Act.

## 5. CONFIDENTIALITY OF RECORDS: The Offeror shall establish and maintain procedures and controls that are acceptable to the District for the purpose of assuring that no information contained in its records or obtained from the District or from others in carrying out its functions under the RFQ shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties of Evaluating Statements of Qualifications. Persons requesting such information should be referred to the District. Offeror also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Consultant as needed under the RFQ, unless otherwise agreed to in writing by the District.

## 6. GRATUITIES: The District may, by written notice to the Consultant, cancel this solicitation if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant, to any officer or employee of the District amending. In the event this solicitation is canceled by the District pursuant to this provision,

the District shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Consultant the amount of the gratuity.

7. **APPLICABLE LAW:** This RFQ shall be governed by the law of the State of Arizona, and suits pertaining to this RFQ shall be brought only in Federal or State courts in the State of Arizona.
8. **LEGAL REMEDIES:** All claims and controversies shall be subject to the District Procurement Code and laws of the State of Arizona.
9. **CONTRACT AMENDMENTS:** The contract shall only be modified with the approval of the authorized persons or entity under the District Procurement Code and approved matrix. Except in the case of documented emergency, approval must be granted prior to performance. Any contract modification not explicitly approved by the authorized persons or entity through a written contract amendment or change order is performed at the sole risk of the Contractor and may not be eligible for payment by the District.
10. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the RFQ shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the RFQ shall forthwith be physically amended to make such insertion or correction.
11. **ADVERTISING:** Consultant shall not advertise or publish information concerning this selection process without the prior written consent of the District.
12. **RIGHT TO INSPECT:** The District may, at reasonable times, and at the District's expense, inspect the place of a Consultant/Contractor or sub-consultant/subcontractor which is related to the performance of any contract to be awarded.
13. **COST OF PROPOSAL PREPARATION:** The District shall not reimburse the cost of developing, presenting, or providing any response to the RFQ.
14. **PUBLIC RECORD:** All Statements of Qualifications submitted in response to this request shall become the property of the District and shall become a matter of public record available for review subsequent to the award notification.
15. **SUBSEQUENT EMPLOYMENT:** The District may cancel this solicitation without penalty or further obligation pursuant to A.R.S. Section 38-511 if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract, on behalf of the District is or becomes, at any time while the RFQ or any extension of the RFQ is in progress, an employee of, or a Consultant to any other party to this solicitation with respect to the subject matter of the RFQ.
16. **PROJECT COMPLIANCE:** At a minimum, the Consultant should be aware that any of the following may apply to this project. Compliance with these is required and it shall be the responsibility of the CM@Risk to alert the District of any deviation from this requirement. **(Note: It is the CM@Risk's sole responsibility to ensure that they comply with all applicable Federal, State and Local regulations. The inclusion of this list is for informational purposes only and is not intended to be all inclusive).**
17. **CITY OF TUCSON BUSINESS LICENSE:** It is the responsibility of the Contractor to have a City of Tucson Business License throughout the life of this contract or a written determination from the City's Business License Section that a license is not required. At any time during the contract, the District may request the Contractor to provide a valid copy of the business license or a written determination that a business license is not required. Application for a City Business License can be completed at <http://www.tucsonaz.gov/etax>. For questions contact the City's Business License Section at (520) 791-4566 or email at [tax-license@tucsonaz.gov](mailto:tax-license@tucsonaz.gov).
18. **SEE ALSO:** Attached CM@Risk Terms and Conditions and incorporated General Conditions-Construction Services Agreement.
19. **E-VERIFY REQUIREMENTS:** To the extent applicable under ARIZ. REV. STAT. § 41-4401, the CM@R and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). CM@R's or its subcontractor's failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the District.
20. **INSURANCE PROVISIONS:** See Construction Services Agreement Section 4.13, attached hereto as Exhibit "A".

21. **BONDING:** CM@Risk will be required to provide payment and performance bond equal to 100% of the value of the negotiated value(s) of construction. The bonds shall be in conformity with A.R.S. Title 34 requirements and in the form as set forth in Exhibit "B".

**OFFER**

**TO THE DISTRICT:**

The Undersigned hereby agrees to enter into negotiations with the District to provide the required service in compliance with all terms, scope of work, conditions, specifications, and amendments in the solicitation.

For clarification, contact:

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

Name: \_\_\_\_\_

\_\_\_\_\_  
Address

Phone: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign

E-mail \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Acknowledgement of Addenda

Addendum One

\_\_\_\_\_  
Signature of Person Authorized to Sign Date

Addendum Two

\_\_\_\_\_  
Signature of Person Authorized to Sign Date

Addendum Three

\_\_\_\_\_  
Signature of Person Authorized to Sign Date



**EXHIBIT "A"**  
**ARCHITECTURAL PROGRAM REQUIREMENTS**

# **EXHIBIT A**

## **ARCHITECTURAL PROGRAM REQUIREMENTS**

### **CATERPILLAR SURFACE MINING & TECHNOLOGY DIVISION**

#### **NEW TUCSON FACILITY**

## **ABOUT CATERPILLAR SURFACE MINING AND TECHNOLOGY:**

The Tucson Caterpillar Surface Mining & Technology Facility will be home to four engineering product groups accounting for a total of 500 engineers. In addition to engineering departments, the facility will be home to approximately 135 Administrative staff.

## **SECTION 1: CATERPILLAR WORKSTYLE**

For the SM&T Facility, the majority of employees are actively engaged in engineering and require a desktop computer and multi-monitor set-up. These employees will typically have a dedicated, assigned workstation; they may move occasionally as teams evolve and shift to different projects.

The administrative employees within the facility will not have assigned seating, and will select a workstation or collaborative work area at the beginning of each day based upon their work tasks for that day. These employees typically work from a laptop computer which travels with them. Since these employees may be using collaboration spaces or working off-site on a given day, the areas designated for them should have a minimum of a 1:1.2 mobility ratio to support this increased movement as well as reduce the requirement for usable square feet per person.

Any employee may make use of a variety of spaces tailored for collaboration. These spaces can be divided into two broad categories:

“ME” Spaces: These spaces support intense concentration on a given task. “ME” spaces are identified with light and medium colored carpet and a light blue wall paint color.

“WE” Spaces: These spaces are designed to foster collaboration of different types and scales. “WE” spaces are identified by dark colored carpet and light green wall paint color.

The use of built-in visual cues to indicate the appropriate sound level within a space is important given the variety of different types of spaces making up a typical work zone.

## **SECTION 2: WELCOME TO THE NEIGHBORHOOD**

Caterpillar facilities are designed using the concept of work neighborhoods. A neighborhood is a scalable dedicated area for employees that supports various workstyles with a mix of open and enclosed spaces with a zone of shared support and resource services connecting multiple neighborhoods. Neighborhoods can vary in size depending upon the work tasks of the employees, but are generally designed for approximately 30-40 employees in 7,000 to 10,000 SF. Multiple

Neighborhoods can share resources at the core. As an example, premium Tea and coffee may be available on one side and standard on the other. Access to natural light should be provided to each neighborhood. Long and narrow floor plates are preferred for this reason. The neighborhood layout applies to both engineering and administrative employee work areas.

## **SECTION 3: VISITOR'S CENTER**

The facility will showcase Caterpillar's products and services to a variety of different types of visitors. Perspective equipment buyers, dealers, and suppliers will visit this facility in small groups of 10 to 15 to learn more about Caterpillars products and services. It is estimated that the facility will receive between 4,000 and 5,000 visitors per year, but that the number could greatly exceed that over time. These spaces are separated from employee workspaces.

### **LOBBY**

Main entry for visitors to the facility. Upgraded finishes. Integrate Caterpillar products into this space.

**Square Footage: 2,000 SF.**

**Critical Adjacencies: Main entrance, Reception.**

**Acoustical Considerations: No special considerations.**

**Security Considerations: Main entry point for visitors to the facility.**

### **RECEPTION AREA**

Desk permanently staffed with employees to greet visitors to the facility.

**Typical Square Footages: 1,000 SF.**

**Critical Adjacencies: Directly connected to Lobby.**

**Acoustical Considerations: No special considerations.**

**Security Considerations: Panic button at desk, CCTV coverage of entry.**

### **VALUE THEATER**

Small theater with comfortable seating for 20-30 individuals.

**Square Footage: 500 SF.**

**Critical Adjacencies: Lobby**

**Acoustical Considerations: Acoustically isolated from lobby and adjacent space.**

**Security Considerations: Lockable door.**

### **VALUE THEATER SUPPORT ROOM**

Closet with AV equipment serving the value theater.

**Square Footage: 25 SF.**

**Critical Adjacencies: Directly adjacent to Value Theater.**

**Acoustical Considerations: None**

**Security Considerations: Lockable door.**



## **CUSTOMER AND HERITAGE CORRIDOR**

8-10 foot wide corridor showcasing Caterpillar products and services. (2) rows of (10) +/-42" LCD monitors on each side of corridor.

**Square Footage: 1000 SF.**

**Critical Adjacencies: Lobby**

**Acoustical Considerations: May be a noise generator.**

## **VALUE THEATER SUPPORT ROOM**

Closet with AV equipment serving the Heritage Corridor.

**Square Footage: 25 SF.**

**Critical Adjacencies: Directly adjacent to Heritage Corridor.**

**Acoustical Considerations: None**

**Security Considerations: Lockable door.**

## **MERCHANDISE CENTER**

Gift shop with Caterpillar branded merchandise available for purchase by visitors to the facility.

**Typical Square Footages: 400 SF.**

**Critical Adjacencies: Lobby**

**Acoustical Considerations: No special considerations.**

**Security Considerations: Needs locking door.**

## **COFFEE BAR**

Coffee, espresso and light snacks available to visitors to the facility. Roll-up window and serving area with kitchenette.

**Square Footage: 200 SF.**

**Critical Adjacencies: Lobby**

**Acoustical Considerations: No special considerations.**

**Security Considerations: No special considerations.**

## **CAVE**

3d visualization room with (4) 10'x10' display screens (Two walls, floor and ceiling) used for testing and training.

Operation station includes furniture for operator to drive system, plenty of microphones.

Two tables with microphones built in, 30' wide by 40' long. 12 to 20 people. Large 65"-72" monitor or 8' screen for projection with projector,

**Square Footage: 1,200 SF**

**Critical Adjacencies: First floor – this space is used in the course of engineering, and by visitors.**

**Acoustical Considerations: Decoustic wall panels/ceiling tiles.**

**Security Considerations: Badge access control.**

## **CAVE SUPPORT ROOM**

Closet with AV and network equipment serving the CAVE. Assume one full IT rack.

**Square Footage: 64 SF.**

**Critical Adjacencies: Directly adjacent to CAVE.**

**Acoustical Considerations: None**

**Security Considerations: Lockable door.**

## **SECTION 4: SPECIAL REQUIREMENTS FOR TYPICAL SPACES WITHIN EACH NEIGHBORHOOD**

Neighborhoods are composed of a variety of open and closed work spaces forming a kit of parts which can be arrayed in a variety of configurations and types. The spaces below are found within each neighborhood:

### **OPEN FOCUS**

The Open Work Zone supports both focus and light collaboration by providing a primary seat for an individual and collaboration opportunities for teams in the open plan. This zone is central to the Work Neighborhood and within close proximity to the Collaboration and Shared Zones.

Open focus areas are comprised of the following sub-elements:

#### **Standard Workstations:**

Used by administrative staff, non-reservable or assignable.

**Spatial Considerations: 5'-6" x 6'-0" work surface (56 SF)**

#### **Engineering Workstations:**

Assigned to an individual employee for long periods of time.

**Spatial Considerations: 8'-0" x 11'-0" work surface (88 SF)**

#### **Supervisor Workstations:**

Used by administrative staff, non-reservable or assignable.

**Spatial Considerations: 8'-0" x 11'-0" work surface (88 SF)**

#### **Collaboration Stations:**

Large open work areas where multiple employees can collaborate in an open setting.

**Spatial Considerations: 10'-0" x 14'-0" work surface (140 SF)**

#### **Filing Area:**

Filing cabinets distributed throughout each neighborhood. Need not be concentrated in a single location.

**Spatial Considerations: 88 SF needed, configuration can vary.**

#### **Technology Monitoring and Support:**

Assignable, acoustically enclosed work area.

**Spatial Considerations: 8'-0" x 11'-0" work surface (88 SF)**

## **TELEPHONE ROOM**

Shared, non-reservable room with a 2-hour time limit to provide private space for confidential phone calls. Comfortable chair, no docking station, no wall monitor, seat for 1 person. Glass elevation to borrow light and connect visually to open focus area.

**Typical Square Footages: 50-75 SF Each.**

**Critical Adjacencies: Open focus area.**

**Acoustical Considerations: Acoustically isolated from open focus area and adjacent closed areas.**

**Security Considerations: None.**

## **CLOSED FOCUS ROOM & EXECUTIVE FOCUS ROOM**

Shared, non-reservable with a 2-hour time limit to provide private space for confidential phone calls or hosting a teleconference. Desk phone optional, docking station, no wall monitor. Seats 1-2 people. Glass elevation to borrow light and connect visually to open focus area. Writable and/or tackable surface on one interior wall. Plastic chair rail and painted walls.

*Executive focus room is configured per the above but can be reserved by certain employees and has upgraded wall coverings and a wood chair rail.*

**Typical Square Footages: 140 SF, (225 SF Executive).**

**Critical Adjacencies: Open focus area.**

**Acoustical Considerations: Acoustically isolated from open focus area and adjacent closed areas.**

**Security Considerations: None.**

## **HUDDLE ROOM**

Shared, non-reservable with a 2-hour time limit for use. Huddle rooms are a private space for small quick meetings and confidential group phone calls. Desk phone and wall monitor, no docking station. Seats 6 people. Writable and/or tackable surface on one interior wall.

*Approximately 15% of Huddle rooms will be designated as telepresence rooms with upgraded AV, furnishings, and finishes.*

**Typical Square Footages: 225 SF**

**Critical Adjacencies: Directly adjacent to open focus area.**

**Acoustical Considerations: Acoustically isolated from open focus area and adjacent closed areas.**

**Security Considerations: None.**

## **TEAM ROOM**

Shared, reservable, private space for hosting a meeting or teleconference. Conference phone and wall monitor, conference table with phone power, data, and monitor cable. Option for Telepresence in select rooms. Seats 10 people. Glass elevation to borrow light and connect visually to open focus area. Whiteboard and/or tackable surface on a minimum of one wall.

*Approximately 15% of Team rooms will be designated as telepresence rooms with upgraded AV, furnishings, and finishes.*

**Typical Square Footages: 320 SF.**

**Critical Adjacencies: Directly adjacent to open focus area.**

**Acoustical Considerations: Acoustically isolated from open focus area and adjacent closed areas.**

**Security Considerations: None.**

## **MEETING ROOM & EXECUTIVE MEETING ROOM**

Shared, reservable, private space for or hosting a meeting or teleconference. Conference phone and projector screen. Conference table with phone power, data, and monitor cable. Option for wall monitor(s). Seats 18-40. Dimmable lighting. Glass elevation to borrow light and connect visually to open focus area. Whiteboard and/or tackable surface on a minimum of one interior wall. Special considerations are required for wall and table finishes in this space if used for telepresence.

*Executive Meeting room is configured per the above but can only be reserved by certain employees and has upgraded wall coverings and a wood chair rail..*

**Typical Square Footages: 640 SF.**

**Critical Adjacencies: Directly adjacent to open focus area.**

**Acoustical Considerations: Acoustically isolated from open focus area and adjacent closed areas.**

**Security Considerations: None.**

## **CORE SERVICES**

Space within each neighborhood for copiers and plotters. Power and data required.

**Typical Square Footages: Distributed throughout each neighborhood, within gross space.**

**Acoustical Considerations: None.**

**Security Considerations: None.**

## **OBEYA (LARGE CONFERENCE) ROOM**

Large conference room. Bulletin boards around outside, two 70" monitors on one wall, maybe a table. Glass elevation to borrow light and connect visually to open focus area.

**Typical Square Footages: 1,280 SF.**

**Critical Adjacencies: Open Focus area.**

**Acoustical Considerations: Acoustically isolated from open focus and adjacent spaces.**

**Security Considerations: Lockable door.**

## **TRAINING ROOM**

Rows of desks with desktop computers and multiple monitor setups. Provide power and data for each station.

**Typical Square Footages: 1,000 SF**

**Acoustical Considerations: Acoustically isolated from open focus and adjacent spaces.**

**Security Considerations: Lockable door.**

## **TRAINING ROOM STORAGE**

Storage room directly connected to training room with lockable double door.

**Square Footage: 250 SF**

**Critical Adjacencies: Direct connection to Training Room.**

**Acoustical Considerations: None**

**Security Considerations: Lockable double doors.**

## **TECH TRAINING ROOM**

Training room for electronic projects. Soldering and other specialized tasks may take place in this room.

**Typical Square Footages: 400 SF**

**Critical Adjacencies: Training Room.**

**Acoustical Considerations: Acoustically isolated from open focus and adjacent spaces.**

**Security Considerations: Lockable door.**

## **TECHNOLOGY LAB**

Work room for electronic projects. Soldering and other specialized tasks may take place in this room.

**Typical Square Footages: 250 SF**

**Critical Adjacencies: Tech Training Room.**

**Acoustical Considerations: Acoustically isolated from open focus and adjacent spaces.**

**Security Considerations: Lockable door.**

## **CPPD ROOM**

Large open collaboration area with tables around the outside, have some tables with dry erase top, solid 3D printers, and other tools. Need to have access to bring large material into this room from the loading dock.

**Typical Square Footages: 1,200 SF**

**Critical Adjacencies: ICIDO**

**Acoustical Considerations: Acoustically isolated from open focus and adjacent spaces.**

**Security Considerations: Lockable door.**

## **ICIDO (I SEE, I DO)**

3d visualization space with one or two 8'x8' or 10'x10' display screens on walls. Two (2) required couple of tables with microphones built in, 16' to 20' wide by 30' to 40' long. 12 to 20 people. Large 65"-72" monitor or 8' screen for projection with projector, operation station includes furniture for operator to drive system, plenty of microphones. Locate in Engineering areas.

**Typical Square Footages: 700 SF.**

**Critical Adjacencies: Position for easy access by engineering employees.**

**Acoustical Considerations: Decoustic wall panels/ceiling tiles.**

**Security Considerations: Badge access control.**

## **ICIDO SUPPORT ROOM**

Closet with AV and network equipment serving the ICIDO Room. Assume one half of a full IT rack.

**Square Footage: 25 SF.**

**Critical Adjacencies: Directly adjacent to ICIDO.**

**Acoustical Considerations: None**

**Security Considerations: Lockable door.**

## **SECTION 5: OFFICE SUPPORT SPACES**

The facility supports a number of uses and spaces which do not fall within the repetitious neighborhood. The following is a listing of each of the unique spaces within the building.

### **LOADING AND RECEIVING AREA**

Interior portion of loading dock.

**Typical Square Footages: 1,200 SF**

**Critical Adjacencies: Kitchen.**

**Acoustical Considerations: No special considerations.**

**Security Considerations: Card access to exterior doors.**

### **HOUSEKEEPING**

Storage area for maintenance and janitorial supplies and equipment.

**Typical Square Footage: 800 SF.**

**Critical Adjacencies: None**

**Acoustical Considerations: None.**

**Security Considerations: Lockable Door.**

### **FILE STORAGE**

Secure centralized storage for sensitive files.

**Typical Square Footages: 800 SF.**

**Acoustical Considerations: None.**

**Security Considerations: Card access.**

### **COPIER / OFFICE SUPPLY ROOM**

Centralized location for storage of office supplies.

**Typical Square Footages: 500 SF.**

**Acoustical Considerations: None.**

**Security Considerations: None.**

### **WAN ROOM**

Primary location for server rack space within the facility. Dedicated in rack cooling for equipment.

**Typical Square Footages: 576 SF.**  
**Critical Adjacencies: Must not be located on exterior wall**  
**Acoustical Considerations: None.**  
**Security Considerations: Card access.**

## **IT BUILD ROOM AND HELP DESK**

Room for troubleshooting of technology such as employee computers and cell phones. Users of this room are contracted third party employees.

**Typical Square Footages: 300 SF**  
**Critical Adjacencies: Adjacent to WAN Room.**  
**Acoustical Considerations: None.**  
**Security Considerations: Card access.**

## **LAN ROOM**

Estimated one per floor. Dedicated cooling.

**Typical Square Footages: 100 SF.**  
  
**Acoustical Considerations: None.**  
**Security Considerations: Card access.**

## **PANTRY**

Informal social space directly adjacent to the open work area to support quick and easy access to coffee/water. Furnished to encourage impromptu collaboration. Ice & water machines as well as coffee station, Refrigerator, and microwaves. Locate in each Neighborhood serving multiple work groups. Monitors with cable news and other programming.

**Typical Square Footage: 750 SF.**  
**Critical Adjacencies: Directly adjacent to open focus area.**  
**Acoustical Considerations: This area will be a noise generator.**  
**Security Considerations: None.**

## **MAIL ROOM**

Location for delivery and sorting of incoming and outgoing mail and parcels.

**Typical Square Footages: 400 SF.**  
**Acoustical Considerations: None.**  
**Security Considerations: Card access.**

## **SECURITY OFFICE**

Set up for viewing of CCTV footage.

**Typical Square Footages: 300 SF.**  
**Acoustical Considerations: Acoustically isolated from open focus and adjacent spaces.**  
**Security Considerations: Card access.**

## **SECTION 6: EMPLOYEE SUPPORT SPACES**

The facility supports a number of uses and spaces which do not fall within the repetitious neighborhood. The following is a listing of each of the unique spaces within the building.

### **FITNESS CENTER**

Room equipped with various fitness machines and space for yoga and stretching. Rubber flooring. Monitors with cable news and other programming.

**Square Footage: 1,600 SF.**

**Critical Adjacencies: Shower room, Locker rooms.**

**Acoustical Considerations: None.**

**Security Considerations: Lockable door.**

### **LOCKER ROOMS**

Secure storage space for clothes and personal items of employees while they use shower or fitness facilities. Consider locating with entrance to outside on main level.

**Typical Square Footages: 300 SF Each for Men's and Women's locker rooms.**

**Critical Adjacencies: Shower room, Fitness center.**

**Acoustical Considerations: None.**

**Security Considerations: Lockable door.**

### **SHOWER ROOMS**

Shower stalls should be designed with space to store clothes and towel within each stall. ADA stalls are required.

**Typical Square Footages: 300 SF Each for Men's and Women's.**

**Critical Adjacencies: Locker room, Fitness center.**

**Acoustical Considerations: None.**

**Security Considerations: Lockable door.**

### **MEDICAL ROOM**

Comprised of the following spaces: Waiting, Nurse Station, Doctor's Office, Exam Room, and Storage Room.

**Typical Square Footages: 75 SF Waiting; 225 SF Nurse Station, 225 SF Doctor's Office, 300 SF Exam Room, and 90 SF Storage Room.**

**Critical Adjacencies: Part of wellness area.**

**Acoustical Considerations: Acoustically separated from adjacent spaces.**

**Security Considerations: Lockable door.**

### **MOTHER'S ROOM**

Room used for nursing and expression of milk. Comfortable seating, Hand sink, Under-counter refrigerator. Dimmable lighting preferred.



**Typical Square Footages: 100 SF**

**Critical Adjacencies: Part of wellness area.**

**Acoustical Considerations: Acoustically separated from adjacent spaces.**

**Security Considerations: Reservable, Card access.**

## **WUDU AND PRAYER ROOMS**

WUDU rooms are used to cleanse portions of the body before daily prayers. Separate facilities are required for men and women. Specialty plumbing fixtures and seating are required for this task. Prayer room must have dimmable lighting. Prayer room may have secondary use as yoga or stretching room outside of prayer hours.

**Typical Square Footages: WUDU 2@80 SF; Prayer 225 SF.**

**Critical Adjacencies: WUDU and prayer rooms must be directly adjacent. Prayer room may be accessed via WUDU room. Part of wellness area.**

**Acoustical Considerations: Acoustically separated from adjacent spaces.**

**Security Considerations: Card access.**

## **DINING SEATING AREA**

Provide a variety of informal seating arrangements for between 200 and 300 people to facilitate casual collaboration at a variety of scales. Provide "Power Bar" bar top with high stools that have space for power and USB. Note that many engineers bring lunch and eat at their desk in lieu of in this space.

Mix of round and square or rectangular tables

Mix of chairs and booths

Mix of high and low seating

Mix of soft and firm seating

**Typical Square Footages: 3,600 SF**

**Critical Adjacencies: Kitchen, Servery**

**Acoustical Considerations: This space is a noise generator, isolate from quiet spaces.**

## **MICRO MARKET**

Self-serve market which is open 24/7. Open front refrigerators for sandwiches, salads and snacks which are prepared off site and for chilled beverages. Racks for non-perishable, non-refrigerated snacks.

Countertop coffee maker. Provide power and data for automated point of sale machine. Provide hand sink.

**Typical Square Footages: 1,000 SF.**

**Critical Adjacencies: Easily accessible by employees.**

**Acoustical Considerations: None.**

**Security Considerations: None.**

## **COMMERCIAL KITCHEN**

- Grill station: Flat grill, Fryers (double well).
- Holding area: Hot well, Cold well
- Required Equipment: Steamer, Tilt Skillet, Induction Cooker, Convection Oven (double stack), Salad Bar (single side), Dishwasher.

**Typical Square Footages: 2,200 SF.**

**Critical Adjacencies: Servery, Seating Area.**

**Acoustical Considerations: Acoustically separate from adjacent spaces.**

**Security Considerations: lockable door.**

## **SERVERY**

Location where food prepared in the commercial kitchen is distributed to employees. Serving line and POS areas.

**Square Footage: 1,000 SF.**

**Critical Adjacencies: Commercial Kitchen, Seating Area.**

**Acoustical Considerations: None.**

**Security Considerations: None.**

## **FOOD SERVICE SUPPORT SPACES**

Storage and back of house spaces serving the kitchen and it's staff.

**Typical Square Footages: 150 SF Office; 150 SF Locker Room; Single Occupancy restrooms 2 @ 50 SF ea; 100 SF Chemical Storage Area; 350 SF Storage; 200 SF Trash and recycling storage area.**

**Critical Adjacencies: Servery, Loading Dock**

**Acoustical Considerations: Acoustically separated from dining area.**

**Security Considerations: Outside of secure area, no special considerations.**

## **DAT SYSTEM ROOM**

Equipment room for Cellular service providers who will be providing antennas for their service within the building.

**Square Footage: 25 SF.**

**Critical Adjacencies: Near WAN Room.**

**Acoustical Considerations: None.**

# **SECTION 7: PARKING AND SITE CONSIDERATIONS**

## **PARKING**

- Code minimum is about 500 spaces or one parking space per 300 SF over 150,000 SF.
- This amounts to about 78% parking per employee for this phase. Investigate opportunities to reduce parking spaces.
- Estimate about ½ spaces underground (200-250) and ½ above ground (200-250). Allow approx. 10' per level.
- Space for food truck parking and service on site.

## **LANDSCAPING**

- Provide shade and seating (patio and fixed) for large and small meetings. Intent is to view exterior space in much the same way as a closed collaboration space.
- Patio for customer reception area.
- Outdoor grill
- Consider different spaces to optimize Sunset view and city view both.
- Integrate Caterpillar machine parts or factory components into construction.
- Make use of CAT Tote Box for outside planters in some locations.
- Investigate live indoor plants in conference rooms and corridors

**EXHIBIT A ARCHITECTURAL PROGRAM REQUIREMENTS - ROOM LIST AND SPACE TABULATION**

November 14, 2016							
						Subtotal - Net Area - Square Feet	Comments
				Net Area - Square Feet	Quantity		
<b>Office</b>							
	Open Office					<b>56,680</b>	
		Standard Workstations		56	100	5,600	Approximately surface (5'-6" x 6'-0") or footprint with panels (5'-10" x 6'-3")
		Engineering Workstations		88	471	41,448	Approximately (8'-0" x 11'-0")
		Supervisor Workstations		88	64	5,632	Approximately (8'-0" x 11'-0")
		Collaboration Stations		140	16	2,240	Approximately (10'-0" x 14'-0")
		Filing Area		88	20	1,760	
		Technology Monitoring and Support		88	12	1,056	Enclosed Work Area
	Enclosed Spaces					<b>33,535</b>	
1.67	1	Telephone Room		75	20	1,500	Approximately (10'-0" x 7'-6")
3.33	3	Focus Room		140	40	5,600	Approximately (10'-0" x 14'-0")
0.33	4	Focus Room (Executive)		225	4	900	Approximately (15'-0" x 15'-0")
2.08	6	Small Conference (Huddle) Room		225	25	5,625	Approximately (16'-0" x 14'-0")
1.67	10	Large Conference (Team) Room		320	20	6,400	Approximately (16'-0" x 20'-0")
0.58	20	Meeting Room		640	7	4,480	Approximately (32'-0" x 20'-0")
	20	Meeting Room (Executive)		640	1	640	Approximately (14'-0" x 20'-0")
	40	Very Large Room (Obeya)		1,280	3	3,840	Approximately (32'-0" x 40'-0")
	15	Training Room / Classroom		1,000	1	1,000	Approximately (25'-0" x 40'-0")
		Training Room Storage		250	1	250	
	4	Tech Training Lab		400	1	400	
	2	Technology Lab		250	1	250	
		CPPD Room		1,200	1	1,200	Approximately (60'-0" x 20'-0")
		ICIDO		700	2	1,400	Approximately (35'-0" x 20'-0")
		ICIDO Support Room		25	2	50	Approximately (5'-0" x 5'-0")
	Visitor, Customer, Dealer Area					<b>6,550</b>	
		Lobby		2,000	1	2,000	
		Reception Area		1,000	0	0	
		Value Theatre		500	1	500	
		Theatre Support		25	1	25	
		Customer / Heritage Corridor		1,000	1	1,000	
		Heritage Corridor Support		25	1	25	
		Customer Value Center		1,200	1	1,200	
		Merchandise Center		400	1	400	For Caterpillar branded products
		Coffee Bar		200	1	200	
		CAVE		1,200	1	1,200	Approximately (40'-0" x 30'-0")
		CAVE Support Room		64	1	64	Approximately (8'-0" x 8'-0")
	Office Support Spaces						
		Loading and Receiving		1,200	1	1,200	
		Storage Room / Housekeeping		800	1	800	
		File Storage Room		800	1	800	
		Copier/Office Supplies Room		500	1	500	
		WAN / Network Room		576	1	576	
		DAT Room		25	1	25	
		Communication Rooms @ Floor		100	5	500	
		IT/Storage/Build Room		300	1	300	
		Office Men's Restroom		400	5	2,000	
		Office Women's Restroom		400	5	2,000	
		Office Janitor Closet		75	5	375	
		Pantries (Vending/Coffee/Tea)		750	8	6,000	
		Mailroom		400	1	400	
		Security Office		300	1	300	
<b>Employee Support Spaces</b>							
	Employee Lockers and Showers					<b>3,400</b>	
	Employee Entrance Lobby						

					Net Area - Square Feet	Quantity	Subtotal - Net Area - Square Feet	Comments
				Fitness Center	1,600	1	1,600	
				Men's Locker Room	300	1	300	
				Men's Shower Room	300	1	300	
				Men's Toilets	300	1	300	
				Women's Locker Room	300	1	300	
				Women's Shower Room	300	1	300	
				Women's Toilets	300	1	300	
				Uniform Room				Do not provide laundry service.
				Medical			1,195	
				Waiting	75	1	75	
				Nurse Station	225	1	225	
				Doctor's Office	225	1	225	
				Exam	300	1	300	
				Medical Supplies	95	1	95	
				Mother's Room	100	2	200	
				Toilet	75	1	75	
				Men's WUDU Room	80	1	80	
				Women's WUDU Room	80	1	80	
				Prayer Room	225	1	225	
				Safety Room (PPE)				
				Dining Facilities			8,950	
				Kitchen	2,200	1	2,200	Food preparation will be on site.
				Servery	1,000	1	1,000	The menu will include local food offerings
				Dining	3,600	1	3,600	
				Food Service Support	1,050	1	1,050	
				Convenience Store / Micro Market	1,000	1	1,000	For employees
				<b>Subtotal</b>			127,591	
				22% Grossing Factor (net to gross)			28,070	
				<b>Total Gross Square Feet</b>			<b>155,661</b>	