



THE ARIZONA BOARD OF REGENTS

for and on behalf of,

NORTHERN ARIZONA UNIVERSITY

**REQUEST FOR QUALIFICATIONS
for
ARCHITECTURAL AND ENGINEERING DESIGN PROFESSIONAL SERVICES**

**MULTI-DISCIPLINE ACADEMIC RESEARCH SCIENCE TECHNOLOGY
ENGINEERING & MATH (STEM) BUILDING PROJECT PHASE 1
Project No. 09.221.181**

DUE DATE/TIME: 2:00 PM Local Time; Friday, February 15, 2019

**ARIZONA BOARD OF REGENTS TRI UNIVERSITY MASTER CONTRACTS
STANDARD FORM 2015 EDITION**

Time and Date of Pre-Submittal Conference:

Friday, February 1, 2019 at 2:00 PM

Deadline for Inquiries:

Friday, February 8, 2019 at 2:00 PM

Time and Date Set for Submittal:

Friday, February 15, 2019 at 2:00 PM

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This Request for Qualifications is separated in two parts: Part I - General Requirements, and Part II - Attachments. The Attachments of Part II are part of the Request for Qualifications and the terms, conditions, and criteria therein must be met by any Offeror.

DIVISION I - ADVERTISEMENT

Northern Arizona University ("NAU", "University" or "Owner") extends an invitation to interested **DESIGN PROFESSIONAL ("DP")** firms to submit in writing their qualifications to provide programming design services for the **Multi-Discipline Academic/Research Science Technology Engineering & Math (STEM) Building Project Phase 1, NAU Project #: 09.221.181** on the NAU Flagstaff Campus.

This project is initially the programming of a new building, approximately 160,000 – 180,000 GSF, which is identified to be located at the site of an existing building, Peterson (Building #22). Square footage is to be determined in the programming phase. The building will be dedicated to multiple disciplines within the STEM programs. A new multi-discipline science building is needed to provide adequate space to support growth in enrollment and research over the last several years as NAU continues to elevate its academic and research profiles. Exact programs to locate in this space are not yet determined. If the project is approved to move into the design and construction phase, the selected design professional may continue work throughout the entire project duration, or, the Owner, at its sole discretion, may solicit for a new design professional for the design and construction phase. The construction budget is not yet determined, but the total project budget is estimated at one hundred thirty million dollars and zero cents (\$130,000,000), which includes all enabling projects such as the demolition of the existing Peterson Building and relocation of its current occupants.

NAU is seeking a Design Professional with experience in higher-education science and technology buildings and academic research labs. Additionally, experience in programming and early design of projects is required. Firms submitting a Statement of Qualifications must demonstrate comparable project-type experience.

Any individual(s) or firm(s) proposing to perform architectural or engineering services must be appropriately licensed / registered in the State of Arizona at the time of submission of the Qualifications.

A Pre-submittal Conference will be hosted on February 1, 2019 at 2:00 PM, Arizona time, as a virtual meeting via Zoom. Details on how to join the Zoom meeting are located in Division III of this RFQ.

Individuals or firms who wish to visit campus may do so on their own, but NAU will not entertain any conversation outside of the process outlined in this document. All vehicles parking on campus must have a permit. Parking permits for the pre-submittal meeting are available at the parking kiosks at the entrances to campus. See <http://nau.edu/parking-shuttle-services/> for more information.

SCHEDULE OF DEADLINES

Advertise for Services:	January 24, 2019
Pre-Submittal Conference:	2:00 PM, local time, February 1, 2019
Qualifications Due:	2:00 PM, local time, February 15, 2019
Interviews with Shortlisted Firms (Optional):	March 2019 – Date TBD
Begin Contract Period:	April 2019

Request for Qualification packages may be obtained from the Planning Design and Construction Bids and RFQ website page, <https://in.nau.edu/facility-services/bids-rfq/>, after 3:00 p.m., local time January 24, 2019

Qualifications are due no later than 2:00 PM, local time, February 15, 2019. Deliver qualifications to Facility Services, Building No. 77, Work Control Office, Room 108, Flagstaff, Arizona (Southwest corner of Pine Knoll Drive and San Francisco Drive) or Northern Arizona University, Box 6016, Flagstaff, Arizona, 86011. **Attention: Stephanie Bauer**

The Board of Regents reserves the right to reject any or all Statements of Qualifications, to waive or decline, to waive irregularities in any Statement of Qualifications, or to withhold the award for any reason it may determine. Women owned and minority owned firms are encouraged to apply. Persons with a disability may request a reasonable accommodation.

Address project correspondence to:

NAU Facility Services
Attention: **Stephanie Bauer**
PO Box 5637
Northern Arizona University
Flagstaff, Arizona 86011
Phone: (928) 523-4227
Email address: Stephanie.bauer@nau.edu

DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES

Northern Arizona University (“NAU”, “University” or “Owner”) extends an invitation to interested and qualified firms or individuals (“Offeror”) to submit a Statement of Qualifications (“SOQ” or “Qualifications”) to provide detailed project programming with supporting cost estimates, and potential engineering design and construction administration services for the **Multi-Discipline Academic Research STEM Building** under the design professional services agreement described herein.

Any individual(s) or firm(s) proposing to perform architectural and engineering services, pre-construction and construction services must be appropriately licensed / registered in the State of Arizona at the time of submission of the Qualifications.

NAU is seeking a Design Professional with experience in higher-education science and technology buildings and labs. Additionally, experience in programming and early design of projects is required. Firms submitting a Statement of Qualifications must demonstrate comparable project-type experience.

Successful design teams will have acted as the responsible prime Design Professional (DP) from programming, design through completion and closeout of a post-baccalaureate higher education science research project that has externally funded, PHD-level research of at least \$50 million in construction value, or 85,000 GSF. In addition, well-qualified teams will also have either the prime consultant or subconsultant with specific design experience within the last 10 years that includes the following:

- State of the Art STEM buildings
- Highly changeable, interdisciplinary research laboratories
- An educational component, including academic auditoriums, classroom, and seminar rooms
- Vivarium
- Business development and technology transfer components
- Building Information Modeling, Object Based Design and 3-D coordination technical capabilities
- Computer and numerical modeling facilities
- Activated atriums and public areas that serve as functional spaces , including street level retail spaces

Higher education science research facility is defined as a facility for a post-baccalaureate research university, or National Institute of Health (NIH) or other federal research laboratory, or a private research institute whose primary purpose is research and development. Non-research instructional facilities, K-12 schools or technical colleges do not meet this requirement.

Background

Northern Arizona University is located on a volcanic plateau at the base of the San Francisco Peaks, the highest mountains in Arizona. The 683-acre main campus is located in Flagstaff, Arizona. Flagstaff is a four season city located at an elevation of 7,000 feet. Because the campus is at an elevation of 7000 feet, the climate is vigorous, with cold winters and mild summers. Diurnal temperature changes are considerable, resulting in average first and last occurrences of 32° F. in September and June. Temperature extremes range from -32° F. to 97° F., with average minimums in January of 14° F. The mountain campus includes more than 150 buildings with 6.8million square feet, including buildings in the Arizona Normal School Historic District which exceeds 90 years of age. The University is governed by the Arizona Board of Regents (ABOR) and is a fully accredited institution of higher learning supported by the State of Arizona.

Project Description:

The proposed building is a multi-disciplined academic and research building dedicated to STEM programs. The exact program occupants are not yet identified by the university. The target is 160,000 – 180,000 GSF, with a better estimated gross square feet, net assignable square feet. An efficiency target will be established in the programming phase. The proposed building site is the current site of an existing building, Peterson Hall (Building #22). The building will be dedicated to multiple disciplines within the STEM programs. A new multi-discipline science building is needed to provide adequate space for departments that have increased enrollments over the last several years,

as well as to support growing University research activity. The construction budget is not yet established, but the project budget is estimated to be one hundred thirty million dollars and zero cents (\$130,000,000).

This solicitation is for selecting a Design Professional (“DP”) for Programming services. The selected Design Professional may continue work through the entire project duration for design and construction administration services, or, at Owner’s discretion, the Owner may issue a new solicitation for a new Design Professional for the design and construction phase.

Scope of Work:

This project includes programming, design and construction phase services for STEM building project with a total of approximately 160,000 to 180,000 GSF, but this initial phase is for programming only. The site for the building consists of approximately 1.80 acres, and is bordered by Beaver Street on the east, McCreary Drive on the south, Building 23 (Babbitt Academic Annex) adjacent to the North Pedway on the west, and Buildings 18 (Liberal Arts) and 21B (Bioscience Annex) on the north. The property is within campus boundary, and not restricted by city zoning. The site is currently improved with surface parking lots and a former residence hall (Peterson), which is now used as an office building. A brief history on Peterson is available online at:

http://library.nau.edu/speccoll/exhibits/louies_legacy/peterson.html.

All areas described above are owned by the Arizona Board of Regents. The existing structures have been identified to contain asbestos and asbestos abatement must be completed prior to demolition. The scope of work includes all enabling projects such as the demolition of the existing Peterson Building and relocation of its current occupants.

The Research Laboratories contained in this facility must be sufficiently changeable to accommodate the necessary reconfiguration associated with research advances. The degree of changeability may vary for different portions of the facility. Options for accommodating this will be developed and evaluated by the design team, based on information obtained during programming and in consideration of the budget.

Major space components are envisioned as follows:

Categories	ASF	GSF
Research – core labs and support spaces, research admin, offices	TBD	TBD
Teaching – teaching labs and classrooms	TBD	TBD
Other specialized uses determined during programming	TBD	TBD
Possible retail or other “draws”		TBD
TOTAL	TBD	160,000-180,000

The planning, design and construction of the facility will include evaluation of the full range of sustainability options. It is intended that the facility, at a minimum, be capable of LEED certification. Options beyond this minimum will be developed and evaluated by the design team and construction manager.

Programming

The DP team, working with user representatives, the Executive Steering Committee and campus facilities staff, will provide a complete program statement, including room data sheets and building system descriptions. The completed program shall include priorities for various components as well as preliminary cost estimates and budget. The deliverables will be in form of a detailed report including an executive summary. The final form of this report shall be discussed and agreed upon between the University and the DP.

Construction Manager at Risk (“CM@R”)

A CM@R will be selected during programming, and their participation will begin early in programming. The DP will be a non-voting participant in the selection of a construction manager at risk for the project, including review of the final RFP. DP will fully coordinate with the CM@R process, including cost estimate review, cost control strategies,

schedule development, constructability and construction document content and multiple bid packaging.

Partnering Facilitation

An independent partnering facilitator will be hired to work with the University, the DP, CM@R and construction contractors to facilitate partnering throughout the project's construction. The deliverable will be a partnering plan and the initial partnering session. Coordination of subsequent follow-up meetings is the responsibility of DP.

Design Expectations

The new STEM building is the first phase of a two-phase project, and will serve as the principal node for the north-campus science corridor. Therefore, it should connect to all the facilities in the science corridor physically and/or symbolically in a way that demonstrates the unity of the place. The initial concept plan will consider the entire building block including phase two of the STEM building project and how the project will enhance the overall sense of place of the north-campus science corridor. Of particular importance is a study of the patterns of movements in this area of campus, and how this project facilitates and enhances these patterns. Service access and parking for this development should be carefully considered and coordinated with the significant pedestrian volumes expected to cut through the site.

NAU is committed to design excellence, and expects the design of the new building to be aesthetically pleasing to the senses, function well for its purpose today yet be adaptable to future needs, fit for its place, and sustainable. The design team shall consistently balance these design expectations with the budget.

While the design may serve as a metaphor for the forward-looking ideals of the STEM program at NAU, it must do so within the context of the larger goal to achieve visual coherence for the entire science corridor. No particular architectural style is prescribed. It is expected, however, that through proper orchestration of certain physical attributes and values such as form, open space structure, material, texture and color, this project will contribute to giving this precinct of the campus appropriate visual uniqueness. In addition, interior aesthetic treatments should help create an atmosphere for discovery, breakthrough thinking and collaboration. It is expected that these qualities would be achieved with floor plan/room designs, art/visual treatments, color schemes, unique casual and open space design.

The university will create a design review committee to assist with the review of this project. The focus of the design review committee will be centered on the "civic" rather than private mission of the project. In reviewing the appropriateness of the design, emphasis will be placed on:

- The quality of the open space, landscape, architectural form and exterior appearance.
- The quality of the primary interior public spaces and their relationships to the larger campus context particularly the open space structure and circulation patterns.

The design expectations outlined above should not be interpreted as a request for a solution in either the qualifications or the interview.

Cost Modeling and Estimating

The University will prepare a project budget. A cost model will be prepared by the CM@R based on the budget. This model will be adjusted and updated through estimates as the project is developed. It is the responsibility of the DP to consider the cost impacts of all design decisions on a continuous basis, and guide the team accordingly so as to minimize variances between budget and cost at milestones.

It will be the responsibility of the CM@R to prepare project cost estimates to confirm conformance of the project cost to the budget at milestones, and to assist the team with cost evaluations for options as the project is developed. It is also anticipated that specific strategies and measures may need to be implemented by the design team to respond to escalating costs for construction materials.

Design Review

University Design Review Committee: The DP will be required to meet with the University's Design Review Committee prior to design initiation to discuss design expectations. The DP will also prepare an informal report documenting the current project status at a minimum of three milestones. The report shall include all supporting documents and graphics, which help illustrate the basis of the design and adherence to the Campus Master Plan, and campus aesthetic standards. Meetings with the Design Review Committee, will be held to answer any

questions and discuss issues. Each review will conclude with a summary sheet documenting the resolution of all issues. The deliverables will be a minimum of three design presentations before the Design Review Committee for approval by that Committee.

Executive Steering Committee: At each milestone, upon resolution of any design issues by the University's Design Review Committee, the DP will also present informal reports documenting the current project status to the Executive Steering Committee.

Schematic Design Report

The DP will develop a Schematic Design Report including functional analysis of the immediate site and building areas; site utility locations, capacities, required new services and relocated services; schematic plans and sections; narrative descriptions of proposed building systems; a thorough CM@R cost estimate review; and schedule for the complete work. Identify options including budget and schedule impacts.

Provide presentation drawings suitable for use in Arizona Board of Regents meetings, Executive Steering Committee meetings, public meetings with campus groups and the community.

Assess the site and its relationship to the existing campus. Issues that must be addressed include, but are not limited to, pedestrian patterns, service accessibility, site drainage, and creation of the adjacent open spaces.

Design Development Report

The DP will develop a Design Development Report that includes complete set of design development documents for all disciplines, narratives, detailed design development budget/cost estimates and schedule.

The DP will provide interior design services including the planning and specification of all new equipment and furnishings, and any existing to be relocated; interior signage; telecommunications and audio visual design services; and, security access plans and specifications. The DP will also work with the appropriate campus staff (Facilities Services, Environmental Health and Safety Department, University Transit Services, NAU Police) to review the Design Development and 100% documents.

Deliverables will consist of a demolition plan, design development documentation, interior section models and renderings, a thorough CM@R cost estimate review, and schedule. The DP will incorporate a separately prepared hazardous materials action plan with the demolition plan.

Construction Documents

The DP will be responsible for the coordination of all design professionals and the development of construction documentation for the project. The deliverables will be complete, correct and coordinated construction documentation, a thorough CM@R cost estimate review, and project schedule.

Construction Administration

The DP will be required to provide a minimum level of on-site project representation. This will include hours as required by engineering personnel. The full-time equivalent, on-site representation will be familiar with the design of the project, and have a proven track record of construction observation. The field personnel are in addition to the normal in-office architects and engineers who will provide home office construction support services. These personnel are to work cooperatively with the construction manager, contractors and commissioning agent.

Warranty Period and Post Occupancy Evaluation

The DP will work with the CM@R to resolve problems discovered during the two-year warranty period, and contacting the appropriate contractor for correction. Follow-up site visits to observe completed warranty work will be included. The DP will conduct a post occupancy evaluation at the six month and one year milestones, using a format to be provided.

The deliverable will be monthly check-ins with the Executive Steering Committee, and key facilities staff to cover warranty items and written reports to summarize the data gathered at the milestones.

BUDGET INFORMATION:

Estimated Total Project Cost: \$130,000,000
Estimated Construction Cost: TBD

The design professional's fee will include all primary and secondary services listed above and below, all special consultants, any and all approved reimbursables, special permits, plan approval, all printing of documents, including all necessary review set required by the University, distribution of documents for bidders, and a minimum level of on-site construction administration, not including travel time or home office activities.

PROFESSIONAL DESIGN SERVICES REQUIRED:

Primary: Architectural

Secondary: Structural, Civil, Mechanical, Plumbing, Electrical & Acoustical Engineering, Urban Designer/Planner, Interior Design, Landscape Architecture, Signage, Laboratory Design, Vivarium Design, Sustainability Consultant, Information Technology Specialty Design, and Conceptual/Numerical Modeling

Separately hired (within project funding): HazMat/Asbestos Removal Documentation, Commissioning Agent, Cost Control and Constructability review Consultant, CM@R, Environmental Impact, and Partnering Consultant

Separately hired (within project funding): Third party auditor

SCHEDULE:

Selection of DP Team	March 2019
Selection of CM@R	April 2019
Final Programming Package	TBD
Start of Demolition	June 2020
Start of Construction	June 2021
Completion of Construction	June 2023
Occupancy	August 2023

DIVISION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be hosted as a virtual meeting via Zoom on Friday, February 1, 2019 at 2:00 PM, local Arizona times. Information on how to join the video conference is located below.

At this pre-submittal conference, Owner's representatives will discuss the scope of work, general contract issues, and respond to questions from the attendees. Owner's representatives will not be available to respond to individual inquiries regarding the project outside of this pre-submittal conference, so it is strongly recommended that interested firms send a representative to the pre-submittal conference. A recording of the pre-submittal conference will be posted to Owner's website after the meeting.

Neither Offeror nor members of their team shall communicate concerning this project with selection committee members, students, and employees of NAU, except as stipulated above. **Failure to abide by this requirement may result in rejection of the Offeror's Statement of Qualifications.**

Zoom Meeting Information

You are invited to a Zoom meeting.

When: Feb 1, 2019 2:00 PM Arizona

Register in advance for this meeting:

<https://zoom.us/meeting/register/ed7276b3eff747428c34be5db4a05ad8>

After registering, you will receive a confirmation email containing information about joining the meeting.

Zoom Help: <https://support.zoom.us/hc/en-us/sections/201740096-Training>

DIVISION IV –SELECTION CRITERIA

A selection committee will evaluate the Statement of Qualifications submitted in response to this RFQ.

The evaluation criteria will relate to the qualifications of the Offeror to perform the services under this RFQ. This evaluation will be based on the following:

- (A) Introduction,
- (B) Prime Firm Project Experience,
- (C) Prime Team Member Experience,
- (D) Subconsultant Experience,
- (E) Understanding of the Project/Additional Firm Experience,
- (F) Project Management Controls and Team Approach,
- (G) Work Location,
- (H) Overall Evaluation Of The Firm,
- (I) Submittal Certification (Attachment A) & Participation in Boycott of Israel Certification (Attachment B),
- (J) Resumes,
- (K) For those firms shortlisted, the evaluation may also include an interview.

The Statement of Qualifications submitted should be fully self-contained and include the information requested below in the **listed in order and index tabbed** the same. Additional response formatting requirements are outlined in Division V – Submittal Requirements.

(A) INTRODUCTION (3 points max)

1. Please provide an introductory cover letter highlighting the prime firm's or (if a legal joint venture) prime team's qualifications for this particular project. Also indicate the following information for the primary point(s)-of-contact of the prime firm:
 - a. Name
 - b. Telephone number
 - c. Direct e-mail address – ***e-mail with this point-of-contact will be NAU's primary form of communication with the firm so ensure accuracy.***
2. Additionally, the license number(s) of the prime architect or engineer for this project must be included. Please note, any firms that are submitting as a Joint Venture or another legal partnering agreement must submit the contract for the formal arrangement before an interview, if shortlisted.
3. Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships of each prime team member and firm. Please include all key sub-consultant members of the team.

(B) PRIME FIRM PROJECT EXPERIENCE (20 pts max)

Describe a **minimum of five (5) and a maximum of seven (7) projects** similar in terms of project type, size, complexity, budget, and schedule where the *Offeror's firm was Engineer of Record or Architect of Record*.

The listed projects must demonstrate, through previously completed work, that the firm has developed expertise to provide the services as required for this project. Projects should be at least \$50 million in construction value, or 85,000 GSF.

For each project listed, please provide:

- a) A description of the project, including the name of the owner. The description must include how many instruction/lecture halls and research (wet & dry) lab the research/academic STEM building

(or equivalent-type space) has.

- b) The role of the firm on the project.
- c) The name and role of all the sub-consultants you used on these projects.
- d) The original agreement schedule by listing Start Date and Completion Date, and the actual start and completion dates, along with an explanation of any differences.
- e) A description of how your firm developed the initial project programming and how it transitioned into the design phase.
- f) The name of individuals from the proposed team who worked on the projects listed in this section, and what their role was on these past projects.
- g) The name and current phone number of the Owner's Project Manager or other representative from the Facilities Management/Construction Department for the project.
- h) The name and current phone number of the Owner's Dean for that building's program or other representative from the academic or research department that actively uses the facility.

A higher evaluation weighting will be applied to those firms who can substantiate successful demonstrated experience on:

- Projects including a fully encompassing Science Technology Engineering & Math academic and research facility;
- Projects at similar climates and elevations;
- Projects which were programmed five (5) or fewer years ago;
- Projects that were completed by the proposed team for this project (including prime firm and subconsultant team members);
- Projects that included elements of Universal Design;
- Projects that included elements of Sustainability and/or LEED certified;

(C) PRIME TEAM MEMBER EXPERIENCE (15 pts max):

1. Identify the specific individuals from the prime firm who are proposed to be assigned to this project, including their expertise in similar projects. Resumes are to be included under Item J's requirement. Clearly identify the following specific individual(s) responsible for the following roles:
 - the person who will lead the programming effort;
 - the person who will be responsible for day-to-day management of the project, and coordination and communication with the University during all project phases;
 - the person(s) who will lead the academic and research design/engineering efforts;
 - the person(s) who will lead other specialty and other engineering design efforts;
 - the person(s) who will lead the project documentation efforts;
 - the person(s) who will lead the USGBC LEED efforts;
 - the person(s) who will lead the Universal Design efforts.
2. For each key person identified, list their length of time with the firm and up to three (3) comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm in Section (B) above, provide just the project name and the role of the key person.

For other projects provide the following:

- a. Description of project
 - b. Role of the person
 - c. Project owner
 - d. Reference information (current name with telephone number for each project listed)
3. Describe the current workload and availability of designated staff to service the project (include existing projects, pending projects, and this proposed project).
 4. How do you build a winning team? What makes your team cohesive and strong?

A higher evaluation weighting will apply to those Offerors who can provide a Project Team that has experience with:

- comparable projects (STEM projects; projects on University/College campuses; projects at similar climates and elevations;
- projects which were programmed five (5) or fewer years ago;
- projects that included elements of Universal Design and elements of Sustainability and/or LEED certified) and a history working together on past projects.

(D) SUBCONSULTANT EXPERIENCE (20 pts max):

1. Identify the key subconsultant firms and their primary personnel who are proposed to be on the team for this project. Resumes are to be included under Item J's requirement. If the academic and research design/engineering will be performed by a subconsultant, ensure to include that firm as one of the key subconsultants. For each firm identified, list up to five comparable projects in which they have played a comparable subconsultant role. If a project selected is the same as one selected for the prime firm in Section (B) above, provide just the project name and the role of the firm, along with a more detailed role of the subconsultant scope.

For other projects provide the following:

- a. Description of project
 - b. Role of the firm and team member names
 - c. Project owner name
 - d. Reference information (current name with telephone number for each project listed)
2. Describe each key subconsultant's team member's experience with comparable projects and clarify how these team members contributed to the success of these projects. For example, by managing Owner's requirements, energy efficiency, budget constraints, etc....
 3. Describe each key subconsultant's experience working with the prime firm.

A higher evaluation weighting will apply to those Offerors who can provide a Subconsultant Team that has experience with:

- comparable projects (STEM projects; projects on University/College campuses; projects that were a renovation of a similar facility;
- projects at similar climates and elevations; projects which were designed/completed ten (10) or fewer years ago;
- projects that included elements of Universal Design and elements of Sustainability and/or LEED certified) and,
- a history working with the Prime Firm in successfully completing the projects listed in Section (B).

(E) UNDERSTANDING OF THE PROJECT/ADDITIONAL FIRM EXPERIENCE (20 pts max):

1. Describe trends in this type of building and whether they are viable as a long-term solution or just a fad.
2. Discuss the major opportunities and challenges your team has identified on this project, and describe how you intend to address those issues. Provide examples of how you addressed similar issues on other projects.
3. Describe the intricacies of programming a building that has comingled areas containing academic and research space.
4. What steps does your team take to gather information when preparing programming documents?
5. Provide a complete list of deliverables that we would receive by the end of the programming effort.

(F) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH (15 pts max):

The success of a project is defined by the engaged participation of every single team member, from both the prime firm and its subconsultants. When answering the questions below, please make sure to consider every team member's contribution.

1. Budget Methodology and Cost Control
 - a. Define how estimates of probable construction cost are established and maintained with respect to the Owner's project budget;
 - b. Explain how the programming will be developed to set the project's construction budget up for success in future design phases.
 - c. Explain how constructability, recommendations by the Construction Manager at Risk, value engineering, and other design phase cost controls will be utilized;
 - d. Define how change orders and other potential add-costs during the construction phase will be avoided and controlled.
2. Quality Control
 - a. Summarize your approach to quality control and quality assurance during the programming phase, as well as during the design and construction administration phases
 - b. Explain how your firm will ensure necessary communication to the entire team and produce properly executed programming documents for this project.
 - c. The university governs all design and construction with the Design Guidelines and Technical Standards. Describe how these will be leveraged to program the best facility possible.
3. Schedule Control
 - a. Provide a project schedule for this initial programming, illustrating how your firm will meet the schedule deadlines.
4. Sustainability
 - a. Summarize your firm's approach to sustainability.
 - b. Explain how this project will be programmed for durability and maintainability.
 - c. Describe how your team will incorporate life cycle planning, energy efficiency, durability, water conservation, and other sustainable design aspects into this project.

- d. Discuss what it will take to make this STEM facility a net zero building
- 5. Universal Design
 - a. Summarize your firm's approach to universal design.
 - b. Describe how this project will address accessibility and universal applications.

(G) WORK LOCATION (3 points max):

Each Offeror must have or be committed to establish an Arizona office. See Division VII.

- 1. Indicate the proximity of the Offeror's (and Subconsultants') office to the Northern Arizona University campus in Flagstaff, Arizona and your related ability to efficiently respond to all issues associated with the project. Include any logistical challenges your current location presents as related to the project location and how those challenges would be addressed.
- 2. Define the team's familiarity of the project area and site.

(H) OVERALL EVALUATION OF THE FIRM (4 points max): This is the overall evaluation of the firm/team and its perceived ability to provide the required services, as determined by the selection panel members. No submittal response is required.

(I) SUBMITTAL CERTIFICATIONS (no points): Include **Attachment A** and **Attachment B** (Participation in Boycott of Israel Certification) found in Part II of this Request for Qualifications.

(J) RESUMES (no points): Resumes will help determine the level of skills and qualifications of each proposed individual related to this specific type of project. Resumes for each key team member, including both prime firm and subconsultants, shall contain employee information only and no additional company information. Resumes should include the individual's project experience, including projects' size and cost. **Resumes shall be limited to a maximum length of two (2) pages per person. Resumes shall not include project pictures or general firm information.**

DIVISION V – SUBMITTAL REQUIREMENTS

Firms interested in the submitting qualifications for this project shall submit a Statement of Qualifications, which **has a maximum length of twenty-five (25) pages**, for Division IV Items A through G. Item H, Overall Evaluation of the Firm, does not require a response. Item I, Submittal Certification & Participation in Boycott of Israel Certification, and Item J, Resumes, are excluded from the twenty-five (25) page count. **Please provide one (1) original plus seven (7) copies (total of eight (8))** of the Statement of Qualifications Response, each marked as the original or copy respectively **AND one (1) copy on CD or other portable storage medium. Statements of Qualification must be received by 2:00 PM, local Arizona time, Friday, February 15, 2019.** Delivered or hand-carried submittals must be delivered to Facility Services, (Building 77), Work Control Center Office (Room 108) at the location listed below. On the submittal package, please display: the firm name, project title, and project number.

All submittals shall be sent or delivered to:

Attention: Stephanie Bauer

Facility Services, Building No. 77

Work Control Center Office, Room 108

501 E. Pine Knoll Drive

Flagstaff, AZ 86011 - 5637

Flagstaff, Arizona (Southwest corner of Pine Knoll Drive and San Francisco Drive)

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.
- Providing company profiles in attached resumes.
- Contacting any NAU employees regarding this project, other than in the mediums detailed in this RFQ.

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Font size shall not be less than 10 point. Please use paper made out of recycled materials where possible. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. **Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.** Resumes shall not include project pictures or general firm information.

Note: **THE DESIGN PROFESSIONAL SHALL NOT SUBMIT OR COMMUNICATE IN ANY FORM TO OWNER, OR ITS REPRESENTATIVES, ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER ASSOCIATED COST INFORMATION. ARIZONA LAW PROHIBITS OWNER FROM CONSIDERING ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER COST INFORMATION DURING THE REQUEST FOR QUALIFICATIONS (RFQ) COMPETITION.** Accordingly, any sealed formal qualifications that contain any information of this type will be deemed non-responsive, will not be considered, and will be returned to the Offeror. This exclusion of information applies to the Offeror's formal sealed Statement of Qualifications, to any discussion/interview and to all other aspects of the RFQ competition.

DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE

SELECTION PROCESS. A selection committee will evaluate and score each submitted Statement of Qualifications to arrive at a shortlist of **no less than three (3) and no more than five (5) Offerors** to participate in interviews. The interview is optional at Owner's discretion. The selection committee may secure additional information, additional

reference checks, or visit completed projects following the interview.

SCHEDULE OF DEADLINES:

Advertise for Services:	January 24, 2019
Pre-Submittal Conference:	2:00 PM, local time, Friday, February 1, 2019
Qualifications Due:	2:00 PM, local time, Friday, February 15, 2019
Interviews with Shortlisted Firms:	March 2019 – date TBD
Begin Contract Period:	March 2019

DIVISION VII – GENERAL INFORMATION

DEFINITIONS. All definitions are per ABOR Policy, the Construction Agreement, and NAU's Design Guidelines and Technical Standards, unless otherwise defined within.

ARIZONA OFFICE. The successful Offeror is required to establish an office, if one does not already exist, in the State of Arizona. Compliance with this requirement can be satisfied in either of two ways.

- Before the Offeror submits a Statement of Qualifications in response to this RFQ, it may associate with a firm having an office within the state of Arizona, which shall be evidenced by a written association agreement and included with your RFQ response. The firm with the Arizona office is the Prime Firm and Architect or Engineer of Record for this project.
- After an Offeror is selected and prior to execution of the Agreement, the Offeror shall have established an office in Arizona. An office within the state is evidenced by a mailing address, telephone number, payment of utilities, registration with the Corporation Commission, and possession of appropriate business licenses.

SOLICITATION OF STATEMENT OF QUALIFICATIONS BY FACILITY SERVICES. All solicitations are performed in accordance with NAU policies and procedures.

INFORMAL QUESTIONS. If you have informal questions about technical information regarding this Request for Qualifications or if you have informal questions about the purchasing process, please contact:

Stephanie Bauer, Associate Director

Tel: (928) 523-3839

E-mail Address: Stephanie.bauer@nau.edu

Note: Owner will answer informal questions orally. Owner makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this RFQ. Offerors shall not rely on any verbal responses from Owner. If Offerors have formal questions about any part of this Request for Qualifications, which could result in a material issue or a formal amendment to this RFQ, see INTERPRETATIONS AND ADDENDA below.

INTERPRETATIONS AND ADDENDA. Should an Offeror find any ambiguity, inconsistency or error in the Request for Qualifications, or should the Offeror be in doubt as to their meaning, they shall at once notify the Contract Administrator for Planning, Design, & Construction, in writing. The Contract Administrator will subsequently send a written addendum, by e-mail, to all Offerors who are on record with Planning, Design, & Construction as having requested a copy of the RFQ, and post the addendum to the website. Neither Owner, nor its representatives, will be responsible for oral instructions or information. Interpretation or correction of the RFQ will be made only by written addendum, which will be emailed to each Offeror of record and posted to the Owner's website. The Owner is not responsible for any other explanations or interpretations of the RFQ.

If a Offeror on the Final Short List fails to receive any addendum, or should fail to acknowledge receipt of same, the Offeror shall have the option of staying on the Final Short List under the terms of the Request for Qualifications or of withdrawing from the Final Short List in which event the next most qualified Offeror will be added to the Final Short List. The Owner is not responsible for assuring delivery of addenda to any Offeror. Failure to receive addenda or failure to acknowledge receipt shall not constitute a basis for claim, protest, or reissue of the Request for Qualifications.

This RFQ, the Statement of Qualifications of the successful Offeror, and any addenda issued by the Owner during the RFQ period, are to be included in and will become a part of the agreement when awarded. The Offerors shall acknowledge receipt of addenda on the Statement of Qualifications form in the space provided, on the RFQ Submittal Certification, see Attachment A.

All formal inquiries or requests for significant or material clarification or interpretation, or notification to NAU of errors or omissions relating to this Request for Qualifications must be directed, in writing, email, or by facsimile, to:

Northern Arizona University
Stephanie Bauer
Bldg. 77, Room #132-D
PO Box 5637
Flagstaff, AZ 86011
Phone: (928) 523-3839 Fax: (928) 523-9441
Email address: Stephanie.bauer@nau.edu

Requests must be submitted on a copy of the Submittal Inquiry Form in Attachment C to this RFQ. All formal inquiries must be submitted before the time and date set for closing this RFQ. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

PROPRIETARY INFORMATION. If Offeror submits any information considered proprietary, it must be placed in a separate envelope and marked "Proprietary Information". If Owner concurs, this information will not be considered public information. Owner's Legal Counsel is the final authority as to the extent to which material is considered proprietary or confidential. The Owner assumes no liability for disclosure or use of unmarked data. Unless identified, information submitted in response to this RFQ may be disclosed pursuant to the applicable Arizona Public Records Law and applicable Arizona Revised Statutes.

PROFESSIONAL LICENSE/REGISTRATION IN ARIZONA. Any individual or firm that is proposing to perform architectural or engineering services must be appropriately licensed / registered in the State of Arizona at the time of submission of the qualifications.

RELATED WORK. The successful firm awarded a contract may be awarded additional work at Owner's discretion for any other modifications or renovations at the project site through the warranty period of the project, which may be authorized under a separate contract.

OFFERORS INTERESTED IN MORE THAN ONE RFQ RESPONSE. No person, firm, partnership, or corporation, shall be allowed to submit as a prime firm/team member on more than one (1) Statement of Qualifications for architectural and engineering services on the same project. A person, firm, partnership, or corporation, who has submitted as a sub-consultant to an Offeror, is disqualified from submitting a Statement of Qualifications for the project as a prime Offeror. A person, firm, partnership, or corporation shall be allowed to submit a sub-consultant Statement of Qualifications to more than one (1) Offeror.

OBLIGATIONS. This RFQ does not obligate the Owner to pay any costs incurred in the preparation and submission of Statement of Qualifications nor to enter into a Then agreement with any of the applicants.

SITE VISIT. In advance of negotiating an agreement for design professional services, the highest ranked Offeror may be requested to participate in a site visit with representatives of the Owner to become familiar with the project site and to discuss the Owner's needs. The Offeror's team members in charge of the project, including those from each of the sub-consulting firms, shall attend the meeting.

WITHDRAWAL OF STATEMENT OF QUALIFICATIONS. Statement of Qualifications may be withdrawn either personally or by written request any time before the scheduled date and time set for receipt.

AWARD OR REJECTION OF STATEMENT OF QUALIFICATIONS. Owner has the right to cancel this Request for Qualifications, to reject any or all Statement of Qualifications, and to waive or decline to waive any irregularities in any submitted Statement of Qualifications, or to withhold the award for any reason it may determine in the best interest of Owner and also reserves the right to hold open any or all Statement of Qualifications for a period of NINETY (90) DAYS after the date of opening thereof and the right to accept a Statement of Qualifications not withdrawn before the scheduled opening date.

NEGOTIATION OF THE AGREEMENT. Owner may proceed to negotiate a contract for services at a compensation which the Owner determines to be fair and reasonable. In making this decision, Owner may take into account the estimated value of the scope of services, the complexity, and the professional nature of the services to be rendered. If Owner is unable to negotiate a satisfactory contract with the Offeror considered to be the most qualified, at a price determined to be fair and reasonable, negotiations with that Offeror will be formally terminated. Owner may then undertake negotiations with the next most qualified Offeror in sequence until an agreement is reached or a determination is made to reject all Statements of Qualifications. The Owner will negotiate a fee for total services, along with a fee break down per each individual phase of the work. The Owner will negotiate Reimbursable Expenses, along with a breakdown of each expense category per each individual phase of the work.

DELIVERY OF INSURANCE POLICIES OR CERTIFICATES AND EXECUTION OF AGREEMENT. Promptly after selection of the most responsible and responsive Offeror, Offeror will begin creating a priced proposal based on the DP Agreement to be executed by the successful Offeror. This DP Agreement will be the form in Attachment D or Owner's then current form of agreement. The successful Offeror shall execute and return to Owner the Agreement within ten (10) days after receipt of the Agreement issued after negotiation of the priced proposal. Failure to return the executed copies of the Agreement may result in rejection of the successful Offeror's Statement of Qualifications and withdrawal of the award. Within three (3) days of issuance of the DP Agreement, the successful Offeror shall deliver to Owner the required insurance policies or certificates in a form satisfactory to Owner. Failure to do so may result in rejection of the successful Offeror's Statement of Qualifications and withdrawal of the award.

OWNERSHIP OF DOCUMENTS. The Offeror's attention is directed to the DP Agreement, concerning ownership and use of the Design Professional's documents.

RETURN OF STATEMENT OF QUALIFICATIONS. Owner will not return any Statement of Qualifications that are submitted.

AIR POLLUTION. In accordance with an executive order titled 'Air Pollution Emergency Proclamation' modified by the Governor of Arizona on July 16, 1996, the Owner requests that all products used in the performance of any agreement that results from this solicitation be of low- or no-content reactive organic compounds, to the maximum extent possible.

SMALL AND SMALL DISADVANTAGED BUSINESS. Owner is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting is necessary, the successful Offeror will make every effort to use SB & SDB in the performance of any contract resulting from this Request for Qualifications. Include a statement within your firm's Statement of Qualifications as to whether or not any of your sub-consultants falls under into either of these categories.

PROTESTS. Owner believes that it can best maintain its reputation for treating contractors and/or suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If Offeror feels that Owner has fallen short of these goals, Offeror may submit a protest pursuant to the Arizona Board of Regents procurement procedures, Section 3-809, in particular Section 3-809C. This paragraph does not include all of the provisions of the Regents procedures, but it does provide the information to initiate a protest. First, the individual or group has to be an "interested party". "An interested party" is an actual or prospective contractor submitting a Statement of Qualifications whose direct economic interest may be affected by the issuance of a solicitation, the award of a Then agreement, or by the failure to award a Then agreement. Whether an actual prospective contractor has a *direct* economic interest will depend upon the circumstances in each case. At a minimum, the interest must be substantial and must be tangibly affected by the administrative action or proposed action concerned in the case. Second, the protest must be submitted in a timely manner. In procurements requesting Statements of Qualifications, protests based upon alleged errors, irregularities or improprieties in a solicitation that are apparent before the closing date for receipt of initial Statement of Qualifications shall be filed before the closing date for receipt of initial Statement of Qualifications.

Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated into the solicitation, shall be filed by the next closing date for receipt of Statement of Qualifications following the incorporation. In cases other than those just covered, protests shall be filed no later than ten (10) days after a Then agreement is awarded in connection with the procurement action. Failure to file a protest in a timely manner shall be deemed a waiver of all rights. Third, and finally, protests shall be in writing and shall include the following information: (1) The name, address, area code, telephone number, and fax number of the protestor; (2) The signature of the protestor or its representative; (3) Identification of the solicitation or Then agreement number; (4) Detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) The response or relief requested. Protests should be directed to:

Becky McGaugh
Contracts & Purchasing Services
Northern Arizona University
PO Box 4124
Flagstaff AZ 86011

Tel: (928) 523-6415
FAX: (928) 523-9441

Email address: **becky.mcgough@nau.edu**

Please note that Owner takes protests very seriously, and expects Offerors to do so as well. Frivolous protests will not result in gain for the Offeror's firm.

PART II: ATTACHMENTS

Attachment A: RFQ Submittal Certification

Attachment B: Participation in Boycott of Israel Certification

Attachment C: Submittal Inquiry Form

Attachment D: DP Agreement

Attachment E: Project Location

ATTACHMENT A: RFQ SUBMITTAL CERTIFICATION

(Date)

Facility Services
Northern Arizona University
Flagstaff, AZ 86011

The undersigned certifies that to the best of his/her knowledge: Check one.

- ☐ There is no officer or employee of Northern Arizona University who has, or whose relative has, a substantial interest in any agreement award subsequent to this Statement of Qualifications.
- ☐ The names of any and all public officers or employees of Northern Arizona University who have, or whose relative has, a substantial interest in any Then agreement award subsequent to this Statement of Qualifications are identified by name as part of this submittal.

The undersigned further certifies that their firm ☐ IS or ☐ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the Owner of any change in this status, should one occur, until such time as an award has been made under this procurement action.

The undersigned further agrees that their firm or individual warrants to the Owner, that they have completed an internal manpower loading plan and their firm has the personnel and resources to complete this project, should their firm or an individual be awarded this project.

In compliance with **NAU PROJECT: 09.221.181 – Multi-Discipline Academic & Research STEM Building** project and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

THE FOLLOWING ADDENDA ARE HEREBY ACKNOWLEDGED AS FOLLOWS:

ADDENDUM NUMBER: _____ DATED: _____ ADDENDUM NUMBER: _____ DATED: _____

ADDENDUM NUMBER: _____ DATED: _____ ADDENDUM NUMBER: _____ DATED: _____

FORM OF AGREEMENT. The undersigned certifies that the undersigned has read Owner's current pro forma of Agreement Between Owner and Design Professional (Construction Manager at Risk) including the contract with the construction manager at risk and general conditions, which contain provisions applicable to the design professional, all of which are attached to the RFQ. If selected as the design professional for this project, the undersigned agrees to execute this agreement, subject only to the exceptions listed in the space below. The undersigned understands that any exceptions taken to the agreement that are not accepted and/or approved by the Owner may be a basis for rejection of the undersigned's Statement of Qualifications as non-responsive. The undersigned also understands that Owner may make changes in the standard form of agreement and that therefore the form of agreement presented to the successful Offeror may be different from the agreement attached to the RFQ, in which case the successful Offeror will be given the opportunity to review the changes.

List any objections to agreement here or attach a separate sheet behind this certification: _____

(Firm)

(Address)

(Signature required)

(Phone no.)

(Print name)

(Fax no.)

(Title)

(Fed. tax id no.)

ATTACHMENT B: PARTICIPATION IN BOYCOTT OF ISRAEL CERTIFICATION

Legislation has been enacted to prohibit the University from contracting with firms currently engaged in a Boycott of Israel. To ensure compliance with A.R.S. §35-393 and §35-393.01 this form to be completed and returned with Bid Package.

By signing this form, Offeror certifies that it is not currently engaged in and agrees, for the duration of the Contract, to not engage in a Boycott of Israel.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address, if available
() -		() -
Print Name of Offerors' Authorized Agent		Signature of Offerors' Authorized Agent
Title of Offerors' Authorized Agent		Date

ATTACHMENT C: SUBMITTAL INQUIRY FORM
(Pre-submittal Questions, General Clarifications, etc.)

PROJECT NAME: Multi-Discipline Academic & Reserch STEM Building

RFQ NUMBER: 09.221.181

INQUIRY DEADLINE: Friday, February 8, 2019 at 2:00 PM

QUESTIONS ON: ORIGINAL RFQ PACKET or ADDENDUM NO.

SECTION NUMBER: _____

WRITER: _____

FAX NO. _____ PHONE NO. _____

COMPANY: _____

COMPANY E-MAIL ADDRESS: _____

DATE: _____

QUESTIONS:

ATTACHMENT D: DESIGN PROFESSIONAL AGREEMENT

**DESIGN PROFESSIONAL AGREEMENT
(CONSTRUCTION MANAGER AT RISK FORM)**

The Design Professional Standard Form Agreement and Exhibit A are located at the following website, under "Contracts": http://nau.edu/Facility-Services/DP_Contract/.

The Construction Manager at Risk Standard Form Agreement and General Conditions are also located at the following website, under "Contracts": http://nau.edu/Facility-Services/DP_Contract/.

ATTACHMENT E: PROJECT SITE

