McConnell Sidewalk and Multi-Modal Improvements

NAU PROJECT #08.030.176

March 1, 2019

ADDENDUM #1

NOTICE TO DESIGN PROFESSIONALS OF INTENT TO RECEIVE QUALIFICATIONS:

PART 1 - GENERAL

A. Date of Issue: March 1, 2019

B. The following Addendum shall be incorporated in the Contract Documents of the above named job, and all requirements herein are fully a part of the Contract Documents as if included therein.

C. Design Professional firms shall acknowledge receipt of all Addenda in their Qualifications, on the Attachment A: RFQ Submittal Certification. Failure to do so may subject the Design Professional to disqualification.

PART 2 – CLARIFICATION

1. QUESTION: Can you clarify what the expectations are for the design development package (in % complete)?
   RESPONSE: The percentage of design development expectation has not yet been defined. We currently have partial funding for design that should take us well into the design development phase. We plan to identify the remaining balance of what it will take to get to 100% CD within the next few months once we have a better understanding of the total cost of design of the project.

2. QUESTION: Is the box culvert extension part of the design?
   RESPONSE: Yes.

3. QUESTION: Is completion of the construction documents (100% CDs, specifications, and special provisions) part of this contract?
   RESPONSE: The contract will be negotiated based on our current budget to determine what deliverables are able to be included and how much more funding would be necessary to complete design.

4. QUESTION: Do you expect to delay CD completion for an extended period of time or will the work be continuous with the design development package?
   RESPONSE: We hope not to delay any part of CD completion for an extended period of time; however, additional project funding to support the completion of design and construction has not yet been identified. As a result, we are anticipating periods of delay.

5. QUESTION: At what point in the design does NAU anticipate bringing the CMAR on board?
   RESPONSE: This is to be determined. We will want to meet with the Project’s Design Team to assess the added value, as it relates to the design schedule, of when to bring the CMAR onboard.

6. QUESTION: Can the AutoCAD files from the preliminary design and feasibility study be made available to other proposers?
   RESPONSE: Yes. These files are currently located on NAU’s website via this link https://in.nau.edu/facility-services/bids-rfq/
7. **QUESTION:** Was Subsurface Utility Engineering or Potholing completed during the feasibility study? If not, would you like the design consultant to provide utility locating and potholing for this project?  
**RESPONSE:** No, potholing was not completed as part of the feasibility study. If potholing is determined necessary during the preliminary design phases, it will be necessary for the designer to include and coordinate.

8. **QUESTION:** Could you provide the grant application or approval from the FTA for this phase of the project?  
**RESPONSE:** Please see letter from NAIPTA included in this Addendum #1.

**PART 3 - ADDENDUM**

A. Division IV – Selection Criteria, (A) Introduction (10 points max)

**DELETE:**

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 the University’s primary form of communication with the firm.

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. Please include all key sub-consultant members of the team.

**ADD:**

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.
   a) If your firm is teaming with another firm, the relationship needs to be clearly identified in this section. Only legal teaming relationships will be recognized. Teams that are arranged as a single prime firm are preferred.
   b) Any firms that are submitting as a joint venture or another legal partnering arrangement must submit the contract for the formal arrangement before an interview, if shortlisted. You do not need to submit this as part of the qualifications package.

2. 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 the University’s primary form of communication with the firm.

3. Additionally, the license number(s) of the prime architect or engineer for this project must be included.

4. Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships. Please include all key sub-consultant members of the team. Ensure that the company affiliation is clearly denoted for each individual included in the organizational chart.
February 28, 2019

Judith Scholar Winfield  
Contract Administrator – Planning, Design, and Construction  
Northern Arizona University  
PO Box 5637  
Flagstaff, AZ 86011  

Re: Confirmation of Funding for McConnell Multimodal Improvements Project  

Dear Ms. Winfield  

I am writing to confirm that NAIPTA was notified of an award of Federal Transit Administration funding on July 31, 2018. The award was for multiple projects, including the McConnell Sidewalk and Multimodal Improvements. The total awarded federal funds for this project are $371,800 and NAIPTA is providing the local match of $92,950 for a total project value of $464,750. NAIPTA has recently signed an agreement with NAU to grant $400,000 to NAU’s procurement of services necessary to complete the design development phase of this project.  

The awarded funds will be available on or before March 31, 2019 for reimbursement.  

Please let me know if there is anything else I can provide.  

Sincerely,  
Heather Dalmolin  
Administrative Director  
NAIPTA  
928-679-8908
END OF ADDENDUM #1