

Facility Services Planning and Development 928.523.4227  
PO Box 5637 928.523.9441 fax  
Flagstaff, AZ 86011 www.nau.edu/facility-services

**2018 ANNUAL REQUEST FOR QUALIFICATIONS  
FOR FACILITY-RELATED PROFESSIONAL SERVICES  
NAU Project #11.160.181  
October 14, 2019**

**ADDENDUM #1**

**NOTICE TO DESIGN PROFESSIONAL FIRMS OF INTENT TO RECEIVE QUALIFICATIONS  
SUBMITTALS:**

**PART 1 – GENERAL**

- A. Date of Issue: October 14, 2019.
- B. The following Addendum shall be incorporated in the Contract Documents of the above-named Request for Qualifications and all requirements herein are fully a part of the Contract Documents as if included therein.
- C. Firms shall acknowledge receipt of all Addenda in their RFQ Submittals, on the Attachment A.1 – Addenda Acknowledgements. Failure to do so may subject the Firm to disqualification.

**PART 2 – ADDENDUM**

1. D. Delivery of Submittals – RFQ Page 6

- DELETE: Formal sealed qualifications must be either hand delivered or mailed in one of the following ways:
- 1. Via United States Postal Service sent to the following address **ONLY**:  
Northern Arizona University  
Facility Services  
Attn: Jessica Ott  
PO Box 5637  
Flagstaff, AZ 86011-5637
  - 2. Overnight delivery via by FedEx or UPS to the following address:  
NAU - Facility Services  
Attn: Jessica Ott  
575 E. Pine Knoll Dr.  
Bldg. 77, Room 108  
Flagstaff, AZ 86011-5637  
(928) 523-4227

ADD Formal sealed qualifications must be either hand delivered or mailed in one of the following ways:  
1. Via United States Postal Service sent to the following address **ONLY**:  
Northern Arizona University  
Facility Services  
Attn: Judith Scholar Winfield  
PO Box 5637  
Flagstaff, AZ 86011-5637

2. Overnight delivery via by FedEx or UPS to the following address:  
NAU - Facility Services  
Attn: Judith Scholar Winfield  
575 E. Pine Knoll Dr.  
Bldg. 77, Room 101  
Flagstaff, AZ 86011-5637  
(928) 523-4468

2. E. Interpretation of Documents – RFQ Page 6

DELETE: For interpretation, additional information, or Questions relating to this Annual Request for Qualifications, please refer to Jessica Ott, Contract Administrator, at (928) 523-4227

Please also see attached “Frequently Asked Questions“(FAQ) Sheet for commonly asked questions.

ADD: For interpretation, additional information, or Questions relating to this Annual Request for Qualifications, please refer to Judith Scholar Winfield, Contract Administrator, at (928) 523-4468

Please also see attached “Frequently Asked Questions“(FAQ) Sheet for commonly asked questions.

3. Exhibit 2, RFQ page 20

DELETE: 3. Q: My firm submitted a response to the ARQ this year. Can you tell me its status?

A: Respondents will be notified via email that their submittal was entered into the database. If you have not been notified within a week of your submitting your qualifications, please contact Jessica Ott at [Jessica.Ott@nau.edu](mailto:Jessica.Ott@nau.edu).

ADD: 3. Q: My firm submitted a response to the ARQ this year. Can you tell me its status?

A: Respondents will be notified via email that their submittal was entered into the database. If you have not been notified within a week of your submitting your qualifications, please contact Judith Scholar Winfield at [judith.scholarwinfield@nau.edu](mailto:judith.scholarwinfield@nau.edu).

**END ADDENDUM #1**