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.

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.

END ADDENDUM #1