

## **DIVISION I –PROJECT DESCRIPTION AND ADVERTISEMENT**

Arizona Board of Regents, for and on behalf of Northern Arizona University (“Owner” or “University”), requests interested contractors to submit, in writing, their qualifications to provide services as a Northern Arizona University designated Job Order Contractor - NAU Project #11.160.201. This solicitation will use the methodology prescribed by Section 3-804 of the University Procurement Code.

This Job Order Contract procurement is a two (2) step process. The first step is this Request For Qualifications (“RFQ”). The second step for shortlisted firms will be a Request For Proposal (“RFP”).

Upon completion of the two-step procurement, the Owner intends to award multiple Job Order Contracts for each of the following classes of work: General Construction, Mechanical, Electrical, Fire Life Safety, Civil/Utility and Information Technology Services. Potential Offerors are advised that the Owner does not guarantee that any minimum amount of work will be authorized under any contract resulting from this solicitation.

Offerors shall be responsible for furnishing all labor, materials, transportation and services required for General, Electrical, Mechanical, Fire Life Safety, Civil/Utility and/or Information Technology Services work on construction projects less than two million dollars (\$2,000,000.00) in construction cost, to be done under Job Order Contracts on the Northern Arizona University Flagstaff campus and other Northern Arizona University sites located within the State, in accordance with plans and specifications to be issued on a project by project basis.

### **RFQ/RFP SCHEDULE**

Advertise for Services: Thursday, December 5, 2019

Pre-Qualifications ZOOM Meeting: Tuesday, December 10, 2019, at 9:30AM Arizona Local Time

Qualifications Due: Monday, December 16, 2019, at 2:00PM Arizona Local Time  
Facility Services – Building #77  
Front of Building Reception  
501 E. Pine Knoll Drive  
Flagstaff, Arizona 86011

Request for Pricing for Shortlisted Firms Due: January 2020

Begin Job Order Contract Period: January/February 2020

Offeror’s Request for Qualifications packages may be obtained [http://nau.edu/Facility-Services/Bids RFQ/](http://nau.edu/Facility-Services/Bids_RFQ/) after 3:00PM, Arizona, Local Time on Thursday, December 5, 2019.

A pre-qualifications meeting will be held on Tuesday, December 10, 2019, at 9:30AM, Arizona Local Time, via Zoom video conference. Information on how to join the video conference is located in Division III of the RFQ.

**Qualifications are due no later than Monday, December 16, 2019, by 2:00PM Arizona Local Time.** Responses to the Request for Qualifications shall be received in Facility Services, Building

#77, at the Front Reception Desk, 501 E. Pine Knoll Drive, Flagstaff, Arizona 86011 (<https://nau.edu/maps>) or mail to: Northern Arizona University, Box 6016, Flagstaff, Arizona, 86011. **Attention: Judith Scholar Winfield, Contract Administrator, PDC.** If mailing the Qualification by courier (ex. FedEx, UPS) please use the street address noted above.

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.

All correspondence relating to this Request for Qualifications should be addressed to:

NAU Facility Services - Planning, Design & Construction  
Attention: **Judith Scholar Winfield**  
Northern Arizona University  
PO Box 6016  
Flagstaff, Arizona 86011  
**Phone: (928) 523-4468**  
**Email address: [judith.scholarwinfield@nau.edu](mailto:judith.scholarwinfield@nau.edu)**