REQUEST FOR QUALIFICATIONS
FOR
JOB ORDER CONTRACTING SERVICES

NAU Project No. 11.160.201
Pre-Submittal Conference
Tuesday, December 10, 2019 at 9:30 AM

All questions must be submitted via Chat, and they will be answered at the end of the presentation.
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TEAM INTRODUCTIONS

Dr. Dan Okoli
Vice President of Capital Planning and Campus Operations

Stephen Vedral
Director of Planning, Design and Construction
Associate Vice President of Facility Services

Joshua Spear
Project Manager, Planning, Design & Construction

Judith Scholar Winfield
Contract Administrator, Planning, Design & Construction

Debra Cisneros
Assistant Director, Accounts Payable & Purchasing Services

Andrea McLean
Senior Buyer, Contracts, Purchasing & Risk Management
**PROCESS SUMMARY**

- The Request for Qualifications (RFQ) is the first step of a multi-step procurement process. The second step for short-listed firms will be a Request for Proposal (RFP).
  1. Offerors will be shortlisted according to their qualifications.
  2. Shortlisted firms will receive an invitation to respond to the RFP.
  3. A minimum of 5 firms will be awarded for each class of work.

- Addenda and additional updates regarding this RFQ will be made available on the PD&C webpage, ‘Bids’ [https://in.nau.edu/facility-services/bids-rfq/](https://in.nau.edu/facility-services/bids-rfq/)

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## PROCUREMENT DATES:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
<th>Time Zone</th>
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</thead>
<tbody>
<tr>
<td>Pre-Submittal Conference</td>
<td>Tuesday, December 10, 2019, 9:30 AM</td>
<td>Arizona local time</td>
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<tr>
<td>Deadline for Inquiries</td>
<td>Tuesday, December 10, 2019, 5:00 PM</td>
<td>Arizona local time</td>
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<tr>
<td>Request for Qualifications Due</td>
<td>Monday, December 16, 2019, 2:00 PM</td>
<td>Arizona local time</td>
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<tr>
<td>Notifications to Shortlisted Firms</td>
<td>On/Before Friday, January 3, 2019</td>
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<td>RFP Process</td>
<td>January 2020</td>
<td></td>
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<tr>
<td>Contract Period Begins</td>
<td>January/February 2020</td>
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The Job Order Contract (JOC) is a competitively procured, fixed-price, indefinite delivery, indefinite-quantity, long-term contract for multiple design-phase and construction projects delivered on an on-call basis through job orders.

The University intends to select a minimum of five firms in each of the following classes of work:

- General Contractor
- Mechanical
- Electrical
- Fire Life Safety
- Civil/Utility
- Information Technology Services

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PROJECT DESCRIPTION

• For each project that arises, the University will select a firm that has been contracted through this process.

• The selected firm will be asked to provide a detailed cost proposal based on one of the University-approved pricing methods: Unit Price Book (RS Means), Open Book or a combination of the two.

• Open Book Method:
  – For work under each trade estimated to be at $5,000 or less only one bid will be required. For work under each trade estimated to be more than $5,000, a minimum of three bids for each piece of subcontracted work will be required.
  – Contractors should provide the University with evidence of their communications with subcontractors to secure the required number of bids. Contractors who cannot secure three bids must demonstrate their efforts to secure the required number of bids.
QUALIFICATIONS SUBMITTAL INFO

• Submission location and delivery via hand carry, FedEx, USPS, or UPS – Details can be found in the RFQ, Division V, page 9
  Facility Services, Building 77
  Main Reception Desk

• RFQ Submissions are due no later than Monday, December 16, 2019, by 2:00 PM. Submissions that arrive after 2:00 PM will not be accepted.

• Failure to abide by the below requirements may result in rejection of Offeror’s Submittal – Please be sure to follow the Selection Criteria and SOQ Requirements as laid out in Divisions IV and V of the RFQ.
  – Adhere to page limits, font sizes, double-sided proposal, number of document copies (1 original, 2 copies and 1 electronic copy)
  – Any communication in any form to NAU regarding fees, pricing, man-hours or any other associated cost information
  – Any communication from the Offeror or its members with the Selection Committee members, students and employees of NAU

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**RFQ Evaluation Criteria**

**Evaluation Criteria:** The evaluation criteria for this RFQ, and the maximum points for each, are as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>(A) General Information</td>
<td>0</td>
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<tr>
<td>(B) Prime Firm Project Experience</td>
<td>20</td>
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<tr>
<td>(C) Prime Team Member Experience</td>
<td>20</td>
</tr>
<tr>
<td>(D) Contract Management Plan</td>
<td>20</td>
</tr>
<tr>
<td>(E) Quality Management Plan</td>
<td>10</td>
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<tr>
<td>(F) Subcontractor Management Plan</td>
<td>10</td>
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<tr>
<td>(G) Safety</td>
<td>10</td>
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<tr>
<td>(H) Financial Information, Insurance, Other</td>
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<tr>
<td>Selection Criteria</td>
<td>10</td>
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**Total** 100

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QUESTIONS

Any questions outside of this pre-submittal meeting are required to be directed **SOLELY** to Judith Scholar Winfield
judith.scholarwinfield@nau.edu