



**THE ARIZONA BOARD OF REGENTS**

for and on behalf of

**NORTHERN ARIZONA UNIVERSITY**

**REQUEST FOR QUALIFICATIONS  
for  
CONSTRUCTION MANAGER AT RISK SERVICES**

**South Village Electrical and Gas Lines Replacement**

**Project No. 10.010.193**

**DUE DATE/TIME: Thursday, February 20, 2020, at 4:00 PM, Arizona Local Time**

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**ARIZONA BOARD OF REGENTS TRI UNIVERSITY MASTER CONTRACTS  
STANDARD FORM 2015 EDITION**

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Pre-Qualifications Conference by Zoom

**Tuesday, February 11, 2020, at 2:00PM Arizona Local Time**

Deadline for Inquiries

**Friday, February 14, 2020, at 5:00 PM Arizona Local Time**

Deadline for Receipt of Qualifications

**Thursday, February 20, 2020, 4:00 PM, Arizona Local Time**

## Table of Contents

DIVISION I - ADVERTISEMENT .....	3
DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES .....	5
DIVISION III – OPTIONAL PRE-SUBMITTAL CONFERENCE.....	8
DIVISION IV – SELECTION CRITERIA.....	9
DIVISION V – STATEMENT OF QUALIFICATIONS REQUIREMENTS .....	10
DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE .....	18
DIVISION VII – GENERAL INFORMATION .....	19
ATTACHMENT A: RFQ SUBMITTAL CERTIFICATION.....	24
ATTACHMENT B: FS 113 PARTICIPATION IN BOYCOTT OF ISRAEL FORM .....	25
ATTACHMENT C: SUBMITTAL INQUIRY FORM .....	26
ATTACHMENT D: CONSTRUCTION MANAGER AT RISK AGREEMENT.....	27
ATTACHMENT E: DP RFQ FOR PROJECT #10.010.193 .....	28

## **DIVISION I - ADVERTISEMENT**

Northern Arizona University ("Owner" or "University") extends an invitation to interested **CONSTRUCTION MANAGER AT RISK (CM@R)** firms to submit in writing their qualifications to provide pre-construction and construction services for the **South Village Electrical and Gas Lines Replacement – Project #10.010.193** on the University's Flagstaff Mountain Campus.

This Request for Qualifications is for the CM@R's pre-construction and construction services.

This project is for the replacement of the electrical and natural gas lines servicing the South Village Apartments (Building 71) on the Flagstaff Mountain Campus. Due to recent failures, NAU intends to replace the electrical system from the main SES to each of the individual buildings in the South Village Apartments. The gas system will be replaced from the distribution pressure regulator to the regulator/riser for each building. In addition, all apartments will have existing bathtubs removed and replaced with shower inserts. All carpeting will be removed from apartments and replaced with LVP.

During the construction work, all apartments will be vacated. The construction work will start on/around May 18, 2020 and must reach Substantial Completion on or before August 14, 2020. For NAU to meet this schedule, design work must commence in early March 2020.

The address for the South Village Apartments is 2500 S. Huffer Lane (Building 71). The construction budget for this project is three million four hundred thousand dollars and zero cents (\$3,400,000.00).

Owner is seeking a CM@R with experience in construction of similar projects in a higher education environment. Firms submitting a Statement of Qualifications in response to this Request for Qualifications (RFQ) must demonstrate comparable project-type experience and capability utilizing the Construction Manager at Risk delivery method, or comparable capability. The successful firm awarded a contract may be awarded additional work at Owner's discretion for any other modifications or renovations at the project site through the warranty period of the project.

Any Offeror proposing to perform pre-construction and construction services must be appropriately licensed and registered, or in the process of obtaining licensure and registration, in the State of Arizona at the time of submission of the Qualifications.

A pre-submittal conference will be held on Tuesday, February 11, 2020 at 2:00 PM Arizona Local Time, via Zoom video conference. Information on how to join the video conference is located in Division III of the RFQ.

### **SCHEDULE OF DEADLINES**

Advertise for Services:	Thursday, February 06, 2020
Pre-Qualifications Zoom Meeting (Optional):	Tuesday, February 11, 2020, at 2:00PM Arizona Local Time
Deadline for Enquiries:	Friday, February 14, 2020, at 5:00 PM Arizona Local Time
Qualifications Due:	Thursday, February 20, 2020, at 4:00 PM Local Time
Interviews with Shortlisted Firms (Optional):	Friday, March 13, 2020 (Tentative)
Begin Contract Period:	March-April 2020

Offeror's Request for Qualification packages may be obtained from the University Planning, Design and Construction website at [http://nau.edu/Facility-Services/Bids\\_RFQ/](http://nau.edu/Facility-Services/Bids_RFQ/) after 3:00PM Arizona Local Time, on Thursday, February 6, 2020.

**Qualifications are due no later than Thursday, February 20, 2020, by 4:00PM Arizona Local Time.** Responses to the RFQ 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 Statement 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  
Project should be addressed to:

ARIZONA BOARD OF REGENTS

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

By: Daniel Okoli  
VP of Capital Assets and Campus Operations

## **DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES**

### **ARIZONA BOARD OF REGENTS NORTHERN ARIZONA UNIVERSITY REQUEST FOR QUALIFICATIONS (RFQ)**

Northern Arizona University (“Owner” or “University”) extends an invitation to interested and qualified Construction Manager at Risk (“CM@R”) firms (“Offeror”) to submit a Statement of Qualifications (“SOQ” or “Qualifications”) for pre-construction services for programming for the **South Village Electrical and Gas Lines Replacement – Project 10.010.193**. The construction budget for this project is three million four hundred thousand dollars and zero cents (\$3,400,000.00).

Any Offeror proposing to perform Construction Manager at Risk services must be appropriately licensed - and registered in the State of Arizona by the Registrar of Contractors, or in the process of obtaining licensure and registration, at the time of submission of the Qualifications.

This project will be built using Construction Management at Risk services. The Owner intends to form a team (consisting of the Owner, the Design Professional, and the contracted Construction Manager at Risk firm “CM@R”) that will work together in a cooperative and mutually supportive manner for the benefit of all the members of the team. The RFQ for DP (see Attachment F) is already advertised.

Owner is looking specifically for an Offeror with the demonstrated ability to operate as a team member in a Construction Manager at Risk project delivery method arrangement, which may include a formal partnering arrangement, as well as experience in higher-education utilities design and installation and residence life tenant improvement projects.

Well qualified CM@R teams will also have specific pre-construction and construction experience within the last ten (10) years that includes the following:

- Successfully completing projects on a University Campus with similar scopes of work
- Electrical distribution installations from a main SES to individual buildings
- Natural Gas distribution installations
- Residence Hall tenant improvement including shower and flooring modifications
- FAST-TRACK projects where acquiring scheduled completion dates is critical to overall project success

### **PROJECT DESCRIPTION**

This project is for the removal and replacement of the existing electrical and natural gas lines servicing the South Village Apartments (Building 71) on the Flagstaff Mountain Campus. Due to recent failures, NAU intends to replace the electrical system from the main SES to each of the individual buildings in the South Village Apartments. The gas system will be replaced from the distribution pressure regulator to the regulator/riser for each building. In addition, all apartments will have existing bathtubs removed and replaced with shower inserts. All carpeting will be removed from apartments and replaced with LVP. Landscaping and asphalt repairs scopes of work will include at a minimum returning all disturbed areas to the previous condition.

During the construction work, all apartments will be vacated. The construction work will start on/around May 18, 2020 and must reach Substantial Completion on or before August 14, 2020. For NAU to meet this schedule, design work must commence in early March 2020.

The address for the South Village Apartments is 2500 S. Huffer Lane (Building 71). The construction budget for this project is three million four hundred thousand dollars and zero cents (\$3,400,000.00).

## **DRAFT PROJECT SCHEDULE**

### **SCHEDULE OF DEADLINES**

Advertise for Services:	Thursday, February 06, 2020
Pre-Qualifications Zoom Meeting:	Tuesday, February 11, 2020, at 2:00PM Arizona Local Time
Deadline for Enquiries:	Friday, February 14, 2020, at 5:00 PM Arizona Local Time
Qualifications Due:	Thursday, February 20, 2020, at 4:00 PM Local Time
Interviews with Shortlisted Firms (Optional):	Friday, March 13, 2020 (Tentative)
Begin Contract Period:	March-April 2020

### **SITE DESCRIPTION**

Northern Arizona University is located on a volcanic plateau at the base of the San Francisco Peaks, the highest mountains in Arizona. The 805-acre main campus is located in Flagstaff, Arizona. Flagstaff is a four season city located at an elevation of 7,000 feet. Because the campus is at an elevation of 7000 feet, the climate is vigorous, with cold winters and mild summers. Diurnal temperature changes are considerable, resulting in average first and last occurrences of 32° F. in September and June. Temperature extremes range from -32° F. to 97° F., with average minimums in January of 14° F. The mountain campus includes more than 150 buildings with 6.8million square feet, including buildings in the Arizona Normal School Historic District which exceeds 90 years of age. The University is governed by the Arizona Board of Regents (ABOR) and is a fully accredited institution of higher learning supported by the State of Arizona.

### **SCOPE OF SERVICES**

Proposed services for this project include pre-construction and construction services. Upon selection of the successful Offer, NAU will request a proposal from the CM@R to provide pre-construction services through design and construction services via a guaranteed maximum price (GMP) for the total project.

After agreement on the GMP, the contract agreement shall become a contract for construction and warranty services. The University may terminate the contract if the GMP is not agreed by Owner and CM@R. The CM@R will be responsible for construction means and methods, and will be required to solicit bids from prequalified subcontractors to perform the work using the Owner's subcontractor selection process. The CM@R may also compete to self-perform limited amounts of work. Complete construction services include all labor and materials to provide a complete project.

Details of the scope of the required services will be furnished to the selected firm at the time of selection. Listed below are a sample of services that may be required under this project.

#### **A. Preconstruction/Programming phase services by the CM@R may include the following:**

- incorporate University design guidelines and technical standards;
- provide detailed cost estimating and knowledge of marketplace conditions;
- provide for construction phasing and scheduling that will minimize interruption to Owner operations;
- provide project planning and scheduling;
- advise the team on choosing sustainable building materials in an effort to meet Owner's commitment to our Sustainability Action Plan: <https://Owner.edu/green-Owner/sap-home/>
- provide alternate systems evaluation and constructability studies;

- advise the Owner of ways to gain efficiencies in project delivery;
- provide long-lead procurement studies if/as applicable
- participate with the Owner in a process to set goals and prequalification meetings for subcontractor participation;
- protect the Owner's expectations of quality and safety, and sensitivity to environmental factors.

**B. Remaining preconstruction phase services by the CM@R may include the following:**

- initiate procurement of long-lead items if appropriate;
- prepare GMP package(s);
- assist in the permitting processes;
- select subcontractors/suppliers for this project that have recently worked on installation projects and are familiar with the requirements of the Arizona Corporation Commission and their requirements;

**C. Construction phase services by the CM@R shall include at a minimum, but are not limited to:**

- incorporate University design guidelines and technical standards;
- construct the project on schedule and within budget;
- bond and insure the construction;
- coordinate with various Owner departments, other agencies, utility companies, etc.;
- arrange for procurement of materials and equipment;
- schedule and manage site operations;
- bid, award, and manage all construction related contracts while meeting the Owner bid requirements including subcontractor participation goals;
- provide quality controls;
- prepare meeting minutes and maintain records up-to-date;
- address all Owner, state, and federal permitting requirements;
- work in a cooperative manner to address any changes that may arise during construction;
- provide all required close-out documents, and;
- maintain a safe work site for all project participants.

### **DIVISION III – OPTIONAL PRE-SUBMITTAL CONFERENCE**

An optional Pre-Qualifications Conference to be held via ZOOM on:

DATE:	Tuesday, February 11, 2020
TIME:	2:00PM Arizona Local Time
LOCATION:	<p>ZOOM Video Conference</p> <p>Advanced registration is required. Register using the link below:</p> <p><a href="https://nau.zoom.us/meeting/register/upAoc-CuqD4ot8gguOgmVknz8BmgSHHikg">https://nau.zoom.us/meeting/register/upAoc-CuqD4ot8gguOgmVknz8BmgSHHikg</a></p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>

The ZOOM platform will allow up to 100 participants per conference.

The conference may be recorded and may be posted following the conference on the following webpage:  
<https://in.nau.edu/facility-services/bids-rfq/> .

At this pre-submittal conference, University staff will discuss the scope of work, general contract issues, and respond to questions from the attendees. As University staff will not be available to respond to individual inquiries regarding the project outside of this pre-submittal conference, it is strongly recommended that interested firms attend the pre-submittal conference.

Neither Offerors, nor members of their team, shall communicate concerning this project with selection committee members, students, and employees of the University, except as stipulated above. **Failure to abide by this requirement may result in rejection of the Offeror's Statement of Qualifications.**



## **DIVISION IV – SELECTION CRITERIA**

The Owner intends to utilize a Construction Manager at Risk project delivery method for this project. In this delivery method, the CM@R team is selected using a qualifications-based selection process. It is the Owner's intent to select the Offeror, which is most favorable in all respects, as assessed through the following selection criteria, to achieve the successful realization of this project.

Upon ranking of the most-qualified Offeror, the Owner will negotiate a fee for Pre-Construction Phase services for programming.

A selection committee will evaluate the Statement of Qualifications submitted in response to this RFQ.

The evaluation criteria will relate to the qualifications of the Offeror to perform the services under this RFQ. This evaluation will be based on the following:

(A)	Introduction	5 points
(B)	Prime Firm Project Experience	20 points
(C)	Additional Project Experience	5 points
(D)	Prime Team Member Experience	15 points
(E)	Understanding of the Project	20 points
(F)	Project management controls and team approach	20 points
(G)	Location	5 points
(H)	Overall Evaluation of the Firm	10 points
(I)	Submittal Certification	0 points
(J)	Resumes	<u>0 points</u>
Total points available for Offeror's RFQ response		100 points

For those Offerors shortlisted based on items A - J, the evaluation may include an interview.

The Statement of Qualifications submitted should be fully self-contained and include the information requested in Division V Statement of Qualifications Requirements, **listed in order and index tabbed** the same. Additional response formatting requirements are outlined in Division V.

**Deviations and Exceptions:** Deviations from the stated requirements or exceptions stipulated by an Offeror in their SOQ may result in disqualification. Language to the effect that Offeror does not consider this solicitation part of the contract may result in rejection of the Offeror's SOQ. Further qualification requirements are outlined in Division V – Statement of Qualifications Requirements.

## **DIVISION V – STATEMENT OF QUALIFICATIONS REQUIREMENTS**

Submit RFQ response using the below format, listed in order and index tabbed to match. Failure to follow instructions regarding format may result in rejection of Offer.

RFQ responses to be submitted as:

- One (1) complete SOQ in an 8.5" x 11" format, using double-sided printing, spiral bound, and clearly marked as original and two (2) copies clearly marked as copies for a total of three (3).
- One (1) digital copy of the complete SOQ in a single PDF file on a USB flash drive.
- Use a font size no less than 10 points.
- Limit SOQ to twenty-five (25) pages for Division V Items A through G. Item H – Overall Evaluation of the Firm does not require a response. Item I – Submittal Certification and Item J – Resumes are excluded in the twenty-five (25) page count. A page is defined as any side of the paper that has content (i.e. a piece of paper printed with information on both sides is considered two pages). **Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project pictures or general firm information.**
- On the outside of the submittal package display the Offeror's name, project title and project number.

### **RFQ responses to be sent or delivered to:**

Facility Services Building, Building No. 77  
Front Reception Desk  
Flagstaff, Arizona (southwest corner of Pine Knoll Drive and San Francisco Drive)

- or -

NAU Facility Services  
PO Box 6016  
Flagstaff, Arizona, 86011

- or for FedEx/UPS/Other Courier -

NAU Facility Services  
501 E. Pine Knoll Dr.  
Building 77, Main Entrance Reception Desk  
Flagstaff, Arizona, 86011

**Attention: Judith Scholar Winfield, Contract Administrator, Planning, Design & Construction**

## **Statement of Qualifications Format**

### **(A) INTRODUCTION (5 points max)**

- 1) Please provide an introduction 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. Firms identified as "partners", where that partnership will not be formalized in a legal agreement, should be listed as subcontractors.
  - b) 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 (do not submit as part of the Qualifications package).
- 2) 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 Owner's primary form of communication with the firm so ensure accuracy.***
- 3) List the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
- 4) Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships. Please include all key members of the team and note firm affiliation, where appropriate.
- 5) Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
- 6) Provide a statement on surety letterhead from an A- or better surety company describing the Company's bonding capacity, as a separate page to the introduction section.

### **(B) PRIME FIRM PROJECT EXPERIENCE (20 pts max)**

Reference Item (A)1) above for who the Prime Firm is.

- 1) Identify a minimum of three (3) and a maximum of five (5) comparable projects in which the firm served as the CM@R during design and construction.

The listed projects must demonstrate, through previously completed work, that the firm has developed expertise to provide pre-construction and construction services.

**For each project listed, please provide:**

- a) A description of the project, including the name of the owner, the architect, the project square footage, the project location, the year it was built, and at least one picture.
- b) The role of the firm on the project, specifying services provided during pre-construction phase, (i.e. cost estimating, scheduling, value engineering, etc.)

- c) The original construction budget per the construction agreement, actual bid or GMP amount, and the final construction amount. If final construction amount is greater than bid/GMP amount, differentiate between owner-requested change orders and those attributable to construction costs. Also indicate the amount of all contractor's contingency (including both design and construction contingencies) used on the project.
- d) The original project schedule by listing design phase start date, construction start date, and Substantial Completion date. Compare the *contractual* dates with *actual* respective dates. Explain any differences between original and actual project schedule milestones.
- e) The name and role of individuals from the proposed team who worked on each project listed in this section.
- f) The name and current phone number of the owner's project manager or other owner representative for the project.

A higher evaluation weighting will be applied to those firms who can substantiate successful demonstrated experience on:

- Comparable projects utilizing a CM@R project delivery method.
- Comparable projects that were sustainably constructed.
- Comparable projects with institutions of higher education.
- Comparable projects at similar climates and elevations.
- Comparable projects which were completed **5** or fewer years ago.
- Comparable projects which were of a similar size and programming.

#### **(C) ADDITIONAL PROJECT EXPERIENCE (5 points)**

- 1) List all CM@R project delivery method projects awarded to your firm by Northern Arizona University, Arizona State University and the University of Arizona during the last two years, all projects currently ongoing, and/or all projects for which your firm has been selected but are not yet under contract. For each project provide the project description, award date (note if pending), construction cost, status of completion, and estimated completion date. As part of the selection process, the University has the responsibility of taking into account the size and complexity of the project under consideration, the resource investment of the Offeror in current work, and the amount or quality of previous work recently performed for the University, in order to extend CM@R project delivery method opportunities to a broad representation of qualified firms.

#### **(D) PRIME TEAM MEMBER EXPERIENCE (15 pts max):**

- 1) Identify the specific individuals from the prime construction firm who are proposed to be assigned to this project. Clearly identify the following specific individual(s) responsible for the following roles and why they were selected for this project:
  - a) the person who will be responsible for day-to-day management of the project, and coordination and communication with the University during all phases of design and construction;
  - b) the person(s) who will lead the pre-construction phase;
  - c) the person(s) who will lead the construction phase;
  - d) the superintendent;
  - e) the person(s) who will lead the project documentation efforts;
  - f) the LEED® Accredited Professional who will champion sustainability.

- 2) For each key person identified, list their length of time with the firm and at least three comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm in Section B above, provide just the project name and the role of the key person.

For other projects provide the following:

- a) Description of project
  - b) Role of the person
  - c) Contractor method (i.e. General Contractor, Construction Manager @ Risk, Design-Build)
  - d) Project's original contracted construction cost and final construction cost
  - e) Construction start and completion dates
  - f) Project owner
  - g) Reference information (current name with telephone number for each project listed)
- 3) Describe the current workload and availability of key staff to service the project (include existing projects, pending projects, and this proposed project). Also, complete the following chart for a visual depiction of the workload. Expand as necessary.

Team Member	Role	Preconstruction	Construction
Name	Project Director	xx%	xx%
Name	Preconstruction Manager	xx%	xx%
Name	Construction Project Manager	xx%	xx%
Name	Superintendent	xx%	xx%
Name	Other Roles	xx%	xx%

Note that your firm will need to notify Owner of any substantial change in anticipated workload. Further, substituting different team members at any point in the project will require both notification and approval of Owner.

- 4) Describe the experience this proposed team has working together on previous projects. Include the following chart for a visual depiction of the past experience. Expand as necessary.

Team Member	Role	Project 1	Project 2	Project 3	Additional projects as needed
Name	Project Director	Indicate what percentage of time was spent on project and in what role			
Name	Preconstruction Manager				
Name	Construction Project Manager				
Name	Superintendent				
Name	Other Roles				

A higher evaluation weighting will be applied to those firms who can substantiate the proposed team has experience working together on past similar projects.

- 5) Describe the value this team brings to pre-construction and how the team could transition into further phases of the project.

**(E) UNDERSTANDING OF THE PROJECT (20 pts max):**

- 1) Discuss the major opportunities and challenges your team has identified on this project describe how you intend to address those issues.
- 2) Describe your methodology for providing reliable pricing at the programming stage of design. How do you determine what to carry for contingency at this phase?
- 3) Discuss the approach your team uses to ensure the most efficient use of budget.
- 4) Describe the type of collaboration needed between the designer and the CM@R in the pre-construction phase.
- 5) Describe how principles of integrated project delivery could be applied to this project, and what role your team would have?

**(F) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH (20 pts max):**

- 1) Attached to this Request for Qualifications is the link to the Northern Arizona University Construction Manager at Risk Contract, which contains requirements on subcontractor selection (General Conditions Section 2).
  - a) Describe how you intend to implement this subcontractor selection plan including your recommendations for subcontractor trades to be selected by qualifications only vs. qualifications and bids; and discuss the benefit that your subcontractor selection plan provides to the project.
  - b) Which subcontractors would you intend to select during the pre-construction phase and why?
- 3) Budget Methodology and Cost Control
  - a) Define how estimates of probable construction cost are established and maintained with respect to the Owner's project budget; Describe how estimates are calculated and updated in real-time;
  - b) Describe the estimating process during programming, and how your firm is different than others with this process.
  - c) Explain how constructability reviews, value engineering, and other design phase cost controls will be utilized;
  - d) Define how change orders and other potential add-costs during the construction phase will be avoided and controlled. Describe how change order requests from subcontractors will be reviewed and processed quickly.
- 4) Quality Control
  - a) How does your team minimize the knowledge gap from preconstruction to construction between team members?
  - b) Explain how your firm will ensure necessary communication to the entire team and assist the team in producing properly executed drawings for this project.
  - c) Summarize your approach to quality control and quality assurance during construction of the project, especially as it relates to design and construction under Flagstaff's climate conditions.
- 5) Schedule Control
  - a) Summarize your firm's schedule control process to be used in order to meet the owner's project schedule.
  - b) The attached schedule options illustrate the critical nature of the Schematic Design and Design Documents. How does your firm ensure fast and accurate estimates for each design phase?
  - c) Provide information on your data management, including RFI, ASI and submittal reviews, in order to stay on schedule.
  - d) Provide information on how to maintain the schedule in working within the guidelines of OWNER's Technical Standards, Permit Process, and general construction procedures.
- 6) Sustainability
  - a) Explain how your firm can assist the project team in designing a project that is durable and maintainable.
  - b) Describe how your team can assist in incorporating life cycle planning, energy efficiency, durability, water conservation, and other sustainable design aspects into this project.
- 7) Site Logistics
  - a) Explain how your firm will ensure safety on this project, particularly if external project work is ongoing when the campus is occupied in August 2020?
  - b) Highlight any other logistical concerns with regards to the project site and how your firm will address them.

- c) Describe your experience delivering construction material to the site through a congested area (i.e. a busy campus, busy city, etc.)

8) Describe your firm's program for Veteran employment.

9) Describe what makes your firm stand out above your peers, and why your firm should be chosen as the most qualified Offeror for this project.

**(G) WORK LOCATION (5 points max):**

1) Indicate the proximity of the Offeror's office to the Northern Arizona University campus in Flagstaff, Arizona and the home office location of key staff on this project. Include any logistical challenges your current location presents as related to the project location and how those challenges would be addressed.

2) Define the team's familiarity of the project area and its knowledge of the local labor and materials markets.

3) What are the specific challenges of building in Flagstaff, AZ?

**(H) OVERALL EVALUATION OF THE FIRM (10 points max):** This is the overall evaluation of the firm/team and its perceived ability to provide the required services, as determined by the selection panel members along with any client references obtained by the committee or given by the Design Professional. No submittal response is required.

**(I) SUBMITTAL CERTIFICATION. (0 points – not included in maximum page count)**

Include **Attachment B – RFQ Submittal Certification** and **Attachment C – Boycott of Israel Certification** found in Part II of this Request for Qualifications as the last item in this section.

**(J) RESUMES (no separate points – points to be attributed to project team scores):**

Resumes will help determine the level of skills and qualifications of each proposed individual related to this specific type of project. Resumes for each key team member, shall contain employee information only and no additional company information. Resumes should include the individual's project experience, including projects' size, brief description, and cost. **Resumes shall be limited to a maximum length of two (2) pages per person.** Resumes should not include project pictures or general firm information.

Note: **THE OFFEROR SHALL NOT SUBMIT OR COMMUNICATE IN ANY FORM TO THE UNIVERSITY ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER ASSOCIATED COST INFORMATION. ARIZONA LAW PROHIBITS OWNER FROM CONSIDERING ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER COST INFORMATION DURING THE REQUEST FOR QUALIFICATIONS (RFQ) COMPETITION.** Accordingly, any Statement of Qualifications that contains any information of this type will be deemed non-responsive, and will not be considered, and will be returned to the Offeror. This exclusion of information applies to the Offeror's formal Statement of Qualifications, to any discussion/interview and to all other aspects of the selection competition.

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- The number of originals and/or copies of the RFQ response specified.
- Adherence to the maximum page requirement for the SOQ.



- Deposit of qualifications in correct location.
- Submitting pricing information, which is not allowed at the RFQ stage.
- Failure to provide required information
- Provision of company profiles in attached resumes
- Inappropriate communication (see Division VII – Restriction on Communications)

## **DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE**

**SELECTION PROCESS.** This is a one-step competition. A Selection Committee will evaluate and score each submitted Statement of Qualifications to arrive at a shortlist of no less than three (3) and no more than five (5) Offerors to participate in interviews. The University reserves the right to determine the interview process an optional component and proceed, at its discretion, to verify references. If an interview is held, the Selection Committee may secure additional information and additional reference checks or visit completed projects following the interview.

The following are tentative project schedule dates and may be modified as required by the University:

### **SCHEDULE OF DEADLINES**

Advertise for Services:	Thursday, February 06, 2020
Pre-Qualifications Zoom Meeting:	Tuesday, February 11, 2020, at 2:00PM Arizona Local Time
Deadline for Enquiries:	Friday, February 14, 2020, at 5:00 PM Arizona Local Time
Qualifications Due:	Thursday, February 20, 2020, at 4:00 PM Local Time
Interviews with Shortlisted Firms (Optional):	Friday, March 13, 2020 (Tentative)
Begin Contract Period:	March-April 2020

## **DIVISION VII – GENERAL INFORMATION**

**DEFINITIONS.** All definitions are per ABOR Policy, the Construction Agreement, and NAU's Design Guidelines and Technical Standards, unless otherwise defined within.

**SOLICITATION OF QUALIFICATIONS BY FACILITY SERVICES.** All solicitations are performed in accordance with University policies and procedures.

**COOPERATIVE PROCUREMENT:** Strategic Alliance for Volume Expenditures (S.A.V.E) is a group of schools/public entities who have signed a cooperative purchasing agreement to obtain economies of scale. This solicitation and subsequent agreement allow those entities to purchase their requirements under the Terms and Conditions identified herein.

**INFORMAL QUESTIONS.** If you have informal questions about technical formatting regarding your Request for Qualifications or if you have informal questions about the purchasing process, please contact:

Judith Scholar Winfield

Tel: (928) 523-4468

NAU will answer informal questions verbally. NAU makes no warranty of any kind as to the correctness of any verbal answers and uses this process solely to provide minor clarifications rapidly. Verbal statements or instructions shall not constitute an amendment to this RFQ. Offerors shall not rely on any verbal responses from NAU. If you have formal questions about any part of this Request for Qualifications, which could result in a material issue or a formal amendment to this RFQ, see INTERPRETATIONS AND ADDENDA below.

**INTERPRETATIONS AND ADDENDA.** Should an Offeror find any ambiguity, inconsistency or error in the Request for Qualifications, or should the Offeror be in doubt as to its meaning, he/she shall at once notify the Contract Administrator, in writing, who will send a written addendum by email to all Offerors who are on record with Facility Services as having requested to be on the NAU Design Professional or Contractor Listserv, as appropriate for this RFQ. . All addenda will also be posted on NAU's website <https://in.nau.edu/facility-services/bids-rfq/> Neither NAU nor its representatives will be responsible for verbal instructions or information. Interpretation or correction of the RFQ will be made only by written addendum. The University is not responsible for any other explanations or interpretations of the RFQ.

If an Offeror on the Final Shortlist fails to receive any addendum, or should fail to acknowledge receipt of same, the Offeror shall have the option of staying on the Final Shortlist under the terms of the Request for Qualifications or of withdrawing from the Final Shortlist in which event the next most qualified Offeror may be added to the Final Shortlist. The Owner is not responsible for assuring delivery of addenda to any Offeror. Failure to receive addenda or failure to acknowledge receipt shall not constitute a basis for claim, protest, or reissue of the Request for Qualifications.

This RFQ, the Qualifications of the successful Offeror(s) and any addenda issued by the Owner during the RFQ period are to be included in and will become a part of the agreement when awarded. Offeror to acknowledge receipt of addenda on the Certification form in the space provided, on the RFQ Qualifications Certification, see Attachment A.

All formal inquiries or requests for significant or material clarification or interpretation, or notification to NAU of errors or omissions relating to this RFQ must be directed, in writing, email or by facsimile, to:

Judith Scholar Winfield, Contract Administrator  
Planning, Design and Construction  
Facility Services  
Northern Arizona University  
P.O. Box 6016  
Flagstaff, AZ 86011  
Phone: (928) 523-4468 Fax: (928) 523-9441  
Email address: [judith.scholarwinfield@nau.edu](mailto:judith.scholarwinfield@nau.edu)

Such requests must be submitted on a copy of the Qualifications Inquiry Form in Attachment C of this RFQ. All formal inquiries must be submitted before the time and date set for this RFQ. Failure to submit inquiries by the deadline may result in the inquiry not being answered.

**RESTRICTION ON COMMUNICATIONS.** Neither Offerors nor members of their team shall communicate concerning this Project with Selection Committee members, students, and employees of the University, except as stipulated above. **Failure to abide by this requirement may result in rejection of the Offeror's Statement of Qualifications.**

**PROPRIETARY INFORMATION.** If Offeror submits any information considered proprietary, it must be placed in a separate envelope and marked "Proprietary Information". If Owner concurs, this information will not be considered public information. Owner's Legal Counsel is the final authority as to the extent to which material is considered proprietary or confidential. The Owner assumes no liability for disclosure or use of unmarked data. Unless identified, information submitted in response to this RFQ may be disclosed pursuant to the applicable Arizona Public Records Law and applicable Arizona Revised Statutes.

**PROFESSIONAL LICENSE/REGISTRATION IN ARIZONA.** Any individual or firm that is proposing to perform pre-construction and construction services must be appropriately licensed / registered in the State of Arizona at the time of submission of the Statement of Qualifications.

**RELATED WORK.** The successful firm awarded a contract may be awarded additional work at Owner's discretion for any other modifications or renovations at the project site through the warranty period of the project, which may be authorized under a separate contract.

**OFFERORS INTERESTED IN MORE THAN ONE RFQ RESPONSE.** No person, firm, partnership, or corporation, shall be allowed to submit as a prime firm/team member on more than one (1) Statement of Qualifications for architectural and engineering services on the same project. A person, firm, partnership, or corporation, who has submitted as a sub-consultant to an Offeror, is disqualified from submitting a Statement of Qualifications for the project as a prime Offeror. A person, firm, partnership, or corporation shall be allowed to submit a sub-consultant Statement of Qualifications to more than one (1) Offeror.

**OBLIGATIONS.** This RFQ does not obligate the University to pay any costs incurred in the preparation and submission of Qualifications nor to enter into an agreement with any of the applicants.

**WITHDRAWAL OF QUALIFICATIONS.** Qualifications may be withdrawn either personally or by written request any time.

**RETURN OF STATEMENT OF QUALIFICATIONS.** The University will not return any Statement of Qualifications that are submitted.

**AWARD OR REJECTION OF QUALIFICATIONS.** Owner has the right to cancel this Request for Qualifications, to reject any or all submissions of Qualifications, and to waive or decline to waive any irregularities in any submitted Qualifications, or to withhold the award for any reason it may determine in the best interest of the University and also reserves the right to hold open any or all Statement of Qualifications for a period of ninety (90) days after the submission due date thereof and the right to accept Qualifications not withdrawn before the scheduled due date.

**DELIVERY OF INSURANCE POLICIES OR CERTIFICATES AND EXECUTION OF AGREEMENT.** Promptly after negotiation of the priced Statement of Qualifications, Owner will deliver to the successful Offeror the Construction Manager at Risk Agreement to be executed by the successful Offeror. This Agreement will be the form in Attachment D or the University's then current form of agreement. The successful Offeror shall execute and return to Owner the Agreement within ten (10) days after receipt of the

Agreement. Failure to return the executed copies of the Agreement may result in rejection of the successful Offeror's Qualifications and withdrawal of the award. Within three (3) days of issuance of the Agreement, the successful Offeror shall deliver to Owner the required insurance policies or certificates in a form satisfactory to the University. Failure to do so may result in rejection of the successful Offeror's Qualifications and withdrawal of the award.

**NEGOTIATION OF THE AGREEMENT.** The University may proceed to negotiate a contract for services at a compensation which the Owner determines to be fair and reasonable. In making this decision, the University may take into account the estimated value of the scope of services, the complexity, and the professional nature of the services to be rendered. A personnel plan will be requested as a part of the fee Statement of Qualifications. If Owner is unable to negotiate a satisfactory contract with the Offeror considered to be the most qualified, at a price determined to be fair and reasonable, negotiations with that Offeror will be formally terminated. The Owner may then undertake negotiations with the next most qualified Offeror in sequence until an agreement is reached or a determination is made to reject all Qualifications. The Owner will negotiate a fixed fee for preconstruction services. Prior to any construction, a guaranteed maximum price (GMP) and construction phase fee will be negotiated. If a GMP is successfully negotiated, the preconstruction contract will be amended to incorporate the established construction phase fee and GMP into the Agreement.

When a Guaranteed Maximum Price is agreed upon by the Owner and the Construction Manager at Risk, the contract will become a contract for construction. If negotiations for a Guaranteed Maximum Price are not successful, the Owner may terminate the contract.

**SITE VISIT.** In advance of negotiating an agreement for preconstruction services, the highest ranked Offeror will be requested to participate in a site visit with representatives of the Owner to become familiar with the project site and to discuss the Owner's needs. The Offeror's key team members for the project shall attend the meeting. Prior to the meeting, the highest ranked Offeror will have received from the Owner available project documentation, which may include estimates budgets, DP project deliverables, drawing formats and other relevant information that the Owner deems appropriate.

**REGULATIONS.** Should fee negotiations result in an agreement, the agreement will be subject to all the provisions of the University Procurement Code as issued by the Arizona Board of Regents, and will include all the terms, clauses, and conditions required by the University Procurement Code.

**AIR POLLUTION.** In accordance with an executive order titled 'Air Pollution Emergency Proclamation' modified by the Governor of Arizona on July 16, 1996, the Owner requests that all products used in the performance of any agreement that results from this solicitation be of low- or no-content reactive organic compounds, to the maximum extent possible.

**SMALL AND DISADVANTAGED BUSINESS.** The University is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting is necessary, the successful Offeror will make every effort to use SB & SDB in the performance of any contract resulting from this Request for Qualifications. Include a statement within your firm's Statement of Qualifications as to whether or not any of your sub-consultants falls under into either of these categories.

**POLICIES.** Owner's policies are listed online at: <https://nau.edu/university-policy-library/>. Offeror to abide by Owner's policies when performing work on behalf of Owner.

**PROTESTS.** Owner believes that it can best maintain its reputation for treating contractors and/or suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If Offeror feels that Owner has fallen short of these goals, Offeror may submit a protest pursuant to the Arizona Board of Regents procurement procedures, Section 3-809, in particular Section 3-809C. This paragraph does not include all of the provisions of the Regents procedures,

but it does provide the information to initiate a protest. First, the individual or group has to be an "interested party". "An interested party" is an actual or prospective contractor submitting a Statement of Qualifications whose direct economic interest may be affected by the issuance of a solicitation, the award of a Then agreement, or by the failure to award a Then agreement. Whether an actual prospective contractor has a *direct* economic interest will depend upon the circumstances in each case. At a minimum, the interest must be substantial and must be tangibly affected by the administrative action or proposed action concerned in the case. Second, the protest must be submitted in a timely manner. In procurements requesting Statements of Qualifications, protests based upon alleged errors, irregularities or improprieties in a solicitation that are apparent before the closing date for receipt of initial Statement of Qualifications shall be filed before the closing date for receipt of initial Statement of Qualifications.

Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated into the solicitation, shall be filed by the next closing date for receipt of Statement of Qualifications following the incorporation. In cases other than those just covered, protests shall be filed no later than ten (10) days after a Then agreement is awarded in connection with the procurement action. Failure to file a protest in a timely manner shall be deemed a waiver of all rights. Third, and finally, protests shall be in writing and shall include the following information: (1) The name, address, area code, telephone number, and fax number of the protestor; (2) The signature of the protestor or its representative; (3) Identification of the solicitation or Then agreement number; (4) Detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) The response or relief requested. Protests should be directed to:

Becky McGaugh

Office of the Associate Vice President of Procurement  
Northern Arizona University  
Building 98B  
Box 4124  
545 E. Pine Knoll Drive  
Flagstaff AZ 86011

Tel: (928) 523-6415  
Fax: 928) 523-9441  
Email address: [becky.mcgaugh@nau.edu](mailto:becky.mcgaugh@nau.edu)

Please note that the University takes protests very seriously, and expects Offerors to do so as well. Frivolous protests will not result in any gain for the Offeror and shall not be considered.

### **ATTACHMENT LIST**

ATTACHMENT A: ATTACHMENT B: RFQ SUBMITTAL CERTIFICATION  
ATTACHMENT B: BOYCOTT OF ISRAEL CERTIFICATION  
ATTACHMENT C: SUBMITTAL INQUIRY FORM  
ATTACHMENT D: CONSTRUCTION MANAGER AT RISK AGREEMENT  
ATTACHMENT E: DP RFQ FOR PROJECT #10.010.193

## **ATTACHMENT A: RFQ SUBMITTAL CERTIFICATION**

\_\_\_\_\_  
(Date)

Facility Services

Northern Arizona University

Flagstaff, AZ 86011

The undersigned certifies that to the best of his/her knowledge: Check one.

- ☐ There is no officer or employee of Northern Arizona University who has, or whose relative has, a substantial interest in any contract resulting from this request.
- ☐ The names of any and all public officers or employees of Northern Arizona University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certificate. \_\_\_\_\_

The undersigned further certifies that their firm ☐ IS or ☐ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

**The undersigned further agrees that their firm or individual warrants to the University, that they have completed an internal manpower loading plan and their firm has the personnel and resources to complete this project, should their firm or an individual be awarded this project.**

In compliance with **OWNER PROJECT: Project #: 10.010.193, South Village Electrical and Gas Pipelines Replacement** and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

### **THE FOLLOWING ADDENDA ARE HEREBY ACKNOWLEDGED AS FOLLOWS:**

ADDENDUM NUMBER: \_\_\_\_ DATED: \_\_\_\_\_ ADDENDUM NUMBER: \_\_\_\_ DATED: \_\_\_\_\_

ADDENDUM NUMBER: \_\_\_\_ DATED: \_\_\_\_\_ ADDENDUM NUMBER: \_\_\_\_ DATED: \_\_\_\_\_

**FORM OF AGREEMENT.** The undersigned certifies that the undersigned has read Owner's current pro forma of Agreement Between Owner and Design Professional (Construction Manager at Risk) including the contract with the construction manager at risk and general conditions, which contain provisions applicable to the design professional, all of which are attached to the RFQ. If selected as the design professional for this project, the undersigned agrees to execute this agreement, subject only to the exceptions listed in the space below. The undersigned understands that any exceptions taken to the agreement that are not accepted and/or approved by the Owner may be a basis for rejection of the undersigned's Qualifications as non-responsive. The undersigned also understands that Owner may make changes in the standard form of agreement and that therefore the form of agreement presented to the successful Offeror may be different from the agreement attached to the RFQ, in which case the successful Offeror will be given the opportunity to review the changes.

**List any objections to agreement here or attach a separate sheet behind this certification:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature required)

\_\_\_\_\_  
(Phone no.)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Fax no.)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Fed. tax id no.)



**ATTACHMENT B: FS 113 PARTICIPATION IN BOYCOTT OF ISRAEL FORM**

Legislation has been enacted to prohibit the University from contracting with firms currently engaged in a Boycott of Israel. To ensure compliance with A.R.S. §35-393 and §35-393.01 this form to be completed and returned with Bid Package

By signing this form, Bidder certifies that it is not currently engaged in and agrees, for the duration of the Contract, to not engage in a Boycott of Israel.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address, if available
(       )       -		(       )       -
Print Name of Offeror's Authorized Agent		Signature of Offeror's Authorized Agent
Title of Offeror's Authorized Agent		Date
<b>AN AUTHORIZED AGENT OF THE OFFEROR</b>		
<b>SHALL SIGN THE PARTICIPATION IN BOYCOTT OF ISRAEL</b>		



## **ATTACHMENT D: CONSTRUCTION MANAGER AT RISK AGREEMENT**

The current Construction Manager at Risk Standard Form Agreement and General Conditions are available for review at: [http://Owner.edu/Facility-Services/DP\\_Contract/](http://Owner.edu/Facility-Services/DP_Contract/) under “Contracts”





**THE ARIZONA BOARD OF REGENTS**

for and on behalf of

**NORTHERN ARIZONA UNIVERSITY**

**REQUEST FOR QUALIFICATIONS  
for  
ARCHITECTURAL AND ENGINEERING DESIGN PROFESSIONAL SERVICES**

**South Village Electrical and Gas Lines Replacement  
Project No. 10.010.193**

**DUE DATE/TIME:  
Thursday, January 16, 2020 at 2:00PM Arizona Local Time**

Pre-Qualifications Meeting by ZOOM

**Tuesday, January 7, 2020, 10:00AM Arizona Local Time**

Deadline for Inquiries

**Friday, January 10, 2020, 2:00PM Arizona Local Time**

Deadline for Receipt of Qualifications

**Thursday, January 16, 2020, 2:00PM Arizona Local Time**

## TABLE OF CONTENTS

### **PART I: GENERAL REQUIREMENTS**

<b>PART I – GENERAL REQUIREMENTS .....</b>	<b>3</b>
<b>DIVISION I - ADVERTISEMENT .....</b>	<b>3</b>
<b>DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES .....</b>	<b>5</b>
<b>DIVISION III – OPTIONAL PRE-SUBMITTAL CONFERENCE .....</b>	<b>7</b>
<b>DIVISION IV – SELECTION CRITERIA.....</b>	<b>8</b>
<b>DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE .....</b>	<b>14</b>
<b>DIVISION VII – GENERAL INFORMATION .....</b>	<b>15</b>
<b>PART II: ATTACHMENTS .....</b>	<b>19</b>
<b>ATTACHMENT A: RFQ SUBMITTAL CERTIFICATION .....</b>	<b>20</b>
<b>ATTACHMENT B: PARTICIPATION IN BOYCOTT OF ISRAEL CERTIFICATION.....</b>	<b>21</b>
<b>ATTACHMENT C: SUBMITTAL INQUIRY FORM .....</b>	<b>22</b>
<b>ATTACHMENT D: DESIGN PROFESSIONAL AGREEMENT .....</b>	<b>23</b>

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This Request for Qualifications is separated in two parts: Part I - General Requirements, and Part II - Attachments. The Attachments of Part II are part of the Request for Qualifications and the terms, conditions, and criteria therein must be met by any proposer.

## **PART I – GENERAL REQUIREMENTS**

### **DIVISION I - ADVERTISEMENT**

Arizona Board of Regents (“ABOR”), for and on behalf of Northern Arizona University (“Owner” or “University”), requests interested design professional firms to submit, in writing, their qualifications to provide design services for the **South Village Electrical and Gas Lines Replacement, Project No. 10.010.193** on the NAU Flagstaff Mountain Campus. This solicitation follows the methodology prescribed by Section 3-804 of the University Procurement Code.

This project includes design and construction administration services for replacing the electrical and natural gas lines servicing the South Village Apartments (Building 71) on the Flagstaff Mountain Campus. Due to recent failures, NAU intends to replace the electrical system from the main SES to each of the individual buildings in the South Village Apartments. The gas system will be replaced from the distribution pressure regulator to the regulator/riser for each building. In addition, all apartments will have existing bathtubs removed and replaced with shower inserts. All carpeting will be removed from apartments and replaced with LVP.

For this Request for Qualifications (RFQ), the University is seeking a Design Professional with experience on both electrical and natural gas systems installations. Firms submitting a Statement of Qualifications (SOQ) must demonstrate comparable experience in both the type and size of the project.

During the construction work, all apartments will be vacated. The construction work will start on/around May 18, 2020 and must reach Substantial Completion on or before August 14, 2020. For NAU to meet this schedule, design work must commence in early March 2020.

The address for the South Village Apartments is 2500 S. Huffer Lane (Building 71). The construction budget for this project is three million four hundred thousand dollars and zero cents (\$3,400,000.00).

Any submitting Offeror proposing to perform engineering and/or architectural services for this project must be appropriately licensed/registered in the State of Arizona at the time of submission of the SOQ.

### **SCHEDULE OF DEADLINES**

Advertise for Services:	Thursday, December 26, 2019
Pre-Qualifications ZOOM Meeting:	Tuesday, January 7, 2020, at 10:00AM Arizona Local Time
Deadline for Inquiries:	Friday, January 10, 2020, at 2:00PM Arizona Local Time
Qualifications Due:	Thursday, January 16, 2020, at 2:00PM Arizona Local Time
Interviews with Shortlisted Firms (Optional):	Thursday, February 13, 2020 (Tentative)
Begin Contract Period:	February 2020

Offeror's Request for Qualification packages may be obtained from the University Planning, Design and Construction website at [http://nau.edu/Facility-Services/Bids\\_RFQ/](http://nau.edu/Facility-Services/Bids_RFQ/) after 3:00PM Arizona Local Time, on Thursday, December 26, 2019.

A pre-qualifications meeting will be held on Tuesday, January 7, 2020, at 10:00AM 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 Thursday, January 16, 2020, by 2:00PM Arizona Local Time.** Responses to the RFQ 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.**

No telephonic, electronic, or facsimile Offer shall be considered. Offers received after the date and time set for opening will be rejected. The University reserves the right to extend the time and date set for opening.

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  
PO Box 6016  
Northern Arizona University  
Flagstaff, Arizona 86011  
**Email address: [judith.scholarwinfield@nau.edu](mailto:judith.scholarwinfield@nau.edu)**

ARIZONA BOARD OF REGENTS  
By: Dan Okoli  
VP of Capital Projects and Campus Operations



## **DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES**

### **ARIZONA BOARD OF REGENTS FOR AND ON BEHALF OF NORTHERN ARIZONA UNIVERSITY REQUEST FOR QUALIFICATIONS (RFQ)**

Arizona Board of Regents for and on behalf of Northern Arizona University (“NAU”, “Owner” or “University”) extends an invitation to interested and qualified firms or individuals to submit a Statement of Qualifications (“SOQ” or “Qualifications”) to provide professional engineering design and construction administration services for the **South Village Electrical and Gas Lines Replacement Project** under the design professional services agreement described herein.

Any individual(s) or firm(s) proposing to perform architectural and engineering services, pre-construction and construction services must be appropriately licensed / registered in the State of Arizona at the time of submission of the Qualifications.

### **PROJECT DESCRIPTION AND SCOPE OF SERVICES**

This project includes design and construction administration services for replacing the electrical and natural gas lines servicing South Village Apartments (Building 71). Due to recent failures NAU intends to replace the electrical system from the main SES to each of the individual buildings in the South Village complex. The gas system will be replaced from the distribution pressure regulator to the regulator/riser for each building. In addition, all apartments will have existing bathtubs removed and replaced with shower inserts. All carpeting will be removed from apartments and replaced with LVP.

For this Request for Qualifications (RFQ), the University is seeking a Design Professional with experience on both electrical and natural gas systems installations. Firms submitting a Statement of Qualifications (SOQ) must demonstrate comparable experience in both the type and size of the project .

During the construction work, all apartments will be vacated. The work will start on or around May 18, 2020 and must reach Substantial Completion on or before August 14, 2020. For NAU to meet this schedule, design work must commence in February 2020.

The address for the South Village Apartments is 2500 S. Huffer Lane (Building 71). The construction budget for this project is three million four hundred thousand dollars and zero cents (\$3,400,000.00).

The selected Design Professional will participate in the selection of the Construction Manager at Risk as an advisor. The DP will work in close partnership and collaboration with the CM@R to deliver the project within a tight schedule and budget.

### **PROJECT SCHEDULE**

Schematic Design Package:	March 16, 2020
GMP Package	April 6, 2020
Construction Drawings:	April 27, 2020
Substantial Completion:	August 2020
Final Completion:	September 2020

## **SITE DESCRIPTION**

Northern Arizona University is located on a volcanic plateau at the base of the San Francisco Peaks, the highest mountains in Arizona. The 805-acre main campus is located in Flagstaff, Arizona. Flagstaff is a four-season city located at an elevation of 7,000 feet. Because the campus is at an elevation of 7000 feet, the climate is vigorous, with cold winters and mild summers. Diurnal temperature changes are considerable, resulting in average first and last occurrences of 32° F. in September and June. Temperature extremes range from -32° F. to 97° F., with average minimums in January of 14° F. The mountain campus includes approximately 170 buildings with over 6 million square feet, including buildings in the Arizona Normal School Historic District which exceeds 90 years of age. The University is governed by the Arizona Board of Regents (ABOR) and is a fully accredited institution of higher learning supported by the State of Arizona.

The project location on campus is 2500 S. Huffer Lane (Building 71). All site improvements are to be made with consideration to the Landscape Master Plan, located online at: <https://in.nau.edu/wp-content/uploads/sites/139/2018/07/2015-Landscape-Masterplan-Final-ek.pdf>.

### **DIVISION III – OPTIONAL PRE-SUBMITTAL CONFERENCE**

An optional Pre-Qualifications Conference to be held at:

DATE:	Tuesday, January 7, 2020
TIME:	10:00AM Arizona Local Time
LOCATION:	<p>ZOOM Video Conference</p> <p>Advanced registration is required. Register using the link below: <a href="https://nau.zoom.us/meeting/register/vJcrcOmurzwvepvSEjhBlfCVNhU74taW_A">https://nau.zoom.us/meeting/register/vJcrcOmurzwvepvSEjhBlfCVNhU74taW_A</a></p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>

The ZOOM platform will allow up to 100 participants per conference.

The conference will be recorded and posted as soon as possible following the conference on the following webpage: <https://in.nau.edu/facility-services/bids-rfq/>.

At this pre-submittal conference, University staff will discuss the scope of work, general contract issues, and respond to questions from the attendees. As University staff will not be available to respond to individual inquiries regarding the project outside of this pre-submittal conference, it is strongly recommended that interested firms attend the pre-submittal conference.

Neither Offerors, nor members of their team, shall communicate concerning this project with selection committee members, students, and employees of the University, except as stipulated above. **Failure to abide by this requirement may result in rejection of the Offeror's Statement of Qualifications..**

## **DIVISION IV – SELECTION CRITERIA**

**Basis of award:** A selection committee will evaluate the Statement of Qualifications submitted in response to this RFQ based on a series of criteria identified under Evaluation Criteria. Offerors determined to be most qualified to perform the specified design professional services will be short-listed and may be sent an invitation to attend an interview. Interviews, if held, will be conducted in accordance with the requirements set out in Section 3-804 of the University Procurement Code.

### **Evaluation Criteria:**

<b><u>Criteria</u></b>	<b><u>Maximum Points</u></b>
(A) Introduction	10
(B) Prime Firm Project Experience	50
(C) Prime Team Member Experience	50
(D) Subconsultant Experience	30
(E) Understanding of the Project/Additional Firm Experience	50
(F) Project Management Controls and Team Approach	50
(G) Work Location	10
(H) Overall Evaluation of the Firm	15
(I) Submittal Certification	0
(J) Resumes	0
<b>Total</b>	<b>265</b>

**Deviations and Exceptions:** Deviations from the stated requirements or exceptions stipulated by an Offeror in their SOQ may result in disqualification. Language to the effect that Offeror does not consider this solicitation part of the contract may result in rejection of the Offeror's SOQ. Further qualification requirements are outlined in Division V – Statement of Qualifications Requirements.

## **DIVISION V – STATEMENT OF QUALIFICATIONS REQUIREMENTS**

Submit RFQ response using the below format, listed in order and index tabbed to match. Failure to follow instructions regarding format may result in rejection of Offer.

RFQ responses to be submitted as:

- One (1) complete SOQ in an 8.5" x 11" format, using double-sided printing, spiral bound, and clearly marked as original and two (2) copies clearly marked as copies for a total of three (3).
- One (1) digital copy of the complete SOQ in a single PDF file on a USB flash drive.
- Use a font size no less than 10 points.
- Limit SOQ to twenty-five (25) pages for Division V Items A through G. Item H – Overall Evaluation of the Firm does not require a response. Item I – Submittal Certification and Item J – Resumes are excluded in the twenty-five (25) page count. A page is defined as any side of the paper that has content (i.e. a piece of paper printed with information on both sides is considered two pages). **Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project pictures or general firm information.**
- On the outside of the submittal package display the Offeror's name, project title and project number.

### **RFQ responses to be sent or delivered to:**

Facility Services Building, Building No. 77  
Front Reception Desk  
Flagstaff, Arizona (southwest corner of Pine Knoll Drive and San Francisco Drive)

- or -

NAU Facility Services  
PO Box 6016  
Flagstaff, Arizona, 86011

- or for FedEx/UPS/Other Courier -

NAU Facility Services  
501 E. Pine Knoll Dr.  
Building 77, Main Entrance Reception Desk  
Flagstaff, Arizona, 86011

**Attention: Judith Scholar Winfield, Contract Administrator, Planning, Design & Construction**

### **Statement of Qualifications Format**

The Statement of Qualifications submitted should be fully self-contained and include the information requested below **listed in order and index tabbed** the same. Additional response formatting requirements are outlined above.

#### **(A) INTRODUCTION (10 points max)**

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 for the firms and individuals who will be working on this project. Please include all key sub-consultant members of the team.

**(B) PRIME FIRM PROJECT EXPERIENCE (50 pts max)**

Describe a **minimum of five (5) and a maximum of seven (7) projects** similar in terms of project type, size, complexity, budget, and schedule where the Offeror's firm was Engineer of Record or Architect of Record.

The listed projects must demonstrate, through previously completed work, that the firm has developed expertise to provide the services as required for this project.

**For each project listed, please provide:**

- a) A description of the project, including the name of the institution and the size of the institution (number of buildings and acreage).
- b) The role of the firm on the project.
- c) The name and role of all the sub-consultants you used on these projects.
- d) Features of the design that showcase your firm's unique perspective.
- e) The original agreement schedule by listing Start Date and Completion Date, and the actual start and completion dates, along with an explanation of any differences.
- f) The name of individuals from the proposed team who worked on the projects listed in this section, and what their role was on these past projects.
- g) The name and current phone number of the Owner's Project Manager or other representative from the Facilities Management/Construction Department for the project.

A higher evaluation weighting will be applied to those firms who can substantiate successful demonstrated experience on:

- Projects that were for residential facilities;
- Projects at similar climates and elevations;
- Projects which were designed/completed ten (10) or fewer years ago;
- Projects that were completed by the proposed team for this project (including prime firm and subconsultants team members);
- Firms that can provide continuous project oversight from Programming through Project Closeout.

**(C) PRIME TEAM MEMBER EXPERIENCE (50 pts max):**

1. Identify the specific individuals from the prime firm who are proposed to be assigned to this project, including their expertise in similar projects. Resumes are to be included under Section (J)'s requirement. Clearly identify the following specific individual(s) responsible for the following roles:

- the person who will lead the programming and conceptual design effort;
  - the person who will be responsible for day-to-day management of the project, and coordination and communication with the University during all project phases;
  - the person(s) who will lead the specialty and other engineering design efforts;
  - the person(s) who will lead the project documentation efforts;
2. For each key person identified above, provide their length of time with the firm and at least two (2) comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm in Section (B) above, provide only the project name and the role of the key person.

For other projects provide the following:

- a. Description of project
  - b. Role of the person
  - c. Project owner
  - d. Reference information (current name with telephone number for each project listed)
3. Describe the current workload and availability of designated prime team to service the project (include existing projects, pending projects, and this proposed project).

**(D) SUBCONSULTANT EXPERIENCE (30 pts max):**

1. Identify the key subconsultant firms, and their primary personnel, who are proposed to be on the team for this project. Resumes are to be included under Section (J)'s requirement. For each firm identified, list **up to five (5) comparable projects** in which they have played a comparable subconsultant role. If a project selected is the same as one selected for the prime firm in Section (B) above, provide only the project name and the role of the firm, along with a more detailed role of the subconsultant scope.

For other projects provide the following:

- a. Description of project
  - b. Role of the firm and team member names
  - c. Project owner name
  - d. Reference information (current name with telephone number for each project listed)
2. Describe each key subconsultant team members experience with comparable projects, and clarify how these team members contributed to the success of these projects. For example, by managing Owner's requirements, energy efficiency, budget constraints, etc.
3. Describe each key subconsultant's experience working with the prime firm.

A higher evaluation weighting will apply to those Offerors who can provide a subconsultant team that has comparable experience and a history working with the Prime Firm in successfully completing the projects listed in Section (B).

**(E) UNDERSTANDING OF THE PROJECT/ADDITIONAL FIRM EXPERIENCE (50 pts max):**

1. Discuss the major opportunities and challenges your team has identified on this project, and describe how you intend to address those issues.
2. Other than projects previously listed, describe any additional experience or unique capabilities your firm/team has that is relevant to this project.

**(F) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH (50 pts max):**

The success of a project is defined by the engaged participation of every single team member, from both the prime firm and its subconsultants. When answering the questions below, please make sure to consider every team member's contribution.

1. Design Management
  - a. Describe how your firm uses virtual design to provide certainty of project outcomes, communicate the design to stakeholders, and manage cost.
  - b. Explain how your firm handles a situation where the Owner's Design Guidelines or Technical Standards may not be suited to the project's goals?
2. Budget Methodology and Cost Control
  - a. Describe how you design within the Owner's project budget. When a mid-design cost estimate determines a budget problem, how is the design schedule maintained while correcting for cost?
  - b. Explain how constructability, recommendations by the Construction Manager at Risk, value engineering, and other design phase cost controls will be utilized;
  - c. Define how change orders and other potential add-costs during the construction phase will be avoided and controlled.
3. Quality Control
  - a. Summarize your approach to quality control and quality assurance during planning, design, and construction administration.
  - b. Explain how your firm will ensure necessary communication to the entire team, and produce properly executed drawings for this project.
4. Schedule Control
  - a. Provide information on your data management, including RFI, ASI and submittal reviews, in order to stay on schedule.
  - b. Provide information on how to maintain the schedule in working within the guidelines of University's design guidelines and technical standards, permit process, and general construction procedures.
5. Sustainability
  - a. Summarize your firm's approach to sustainability.
  - b. Explain how this project will be designed for durability and maintainability.
  - c. Describe how your team will incorporate life cycle planning, energy efficiency, durability, water conservation, and other sustainable design aspects into this project.

**(G) WORK LOCATION (10 points max):**

1. Indicate the proximity of the Offeror's (and subconsultants') office to the Northern Arizona University campus in Flagstaff, Arizona and your related ability to efficiently respond to all issues associated with the project. Include any logistical challenges your current location presents as related to the project location and how those challenges would be addressed.



2. Define the team's familiarity with the project location with respect to topography, climate, regulations, codes, and other unique requirements.

- (H) **OVERALL EVALUATION OF THE FIRM (15 points max):** This is the overall evaluation of the firm/team and its perceived ability to provide the required services, as determined by the selection panel members. No submittal response is required.
- (I) **SUBMITTAL CERTIFICATION (no points):** Include Attachment A and Attachment B (Participation in Boycott of Israel Certification) found in Part II of this Request for Qualifications.
- (J) **RESUMES (no points):** Resumes will help us determine the level of skills and qualifications of each proposed individual related to this specific type of project. Submit resumes for each key team member, including both prime firm and subconsultants, containing employee information and no additional company information. Resumes are to be a maximum length of two pages per person.

Note: **THE DESIGN PROFESSIONAL SHALL NOT SUBMIT OR COMMUNICATE, IN ANY FORM TO THE UNIVERSITY, ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER ASSOCIATED COST INFORMATION. ARIZONA LAW PROHIBITS THE UNIVERSITY FROM CONSIDERING ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER COST INFORMATION DURING THE REQUEST FOR QUALIFICATIONS (RFQ) COMPETITION.** Accordingly, any sealed formal qualifications that contain any information of this type will be deemed non-responsive, will not be considered, and will be returned to the DP. This exclusion of information applies to the DP's formal sealed qualifications, to any discussion/interview and to all other aspects of the RFQ competition.

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- The number of originals and/or copies of the RFQ response specified.
- Adherence to the maximum page requirement for the SOQ.
- Deposit of qualifications in correct location.
- Submitting pricing information, which is not allowed at the RFQ stage.
- Failure to provide required information
- Inappropriate communication (see Division VII – Restriction on Communications)

## **DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE**

**SELECTION PROCESS.** A Selection Committee will evaluate and score each submitted Statement of Qualifications to arrive at a shortlist of no less than three (3) and no more than five (5) Offerors, who may be required participate in interviews. The University reserves the right to determine the interview process as an optional component and proceed, at its discretion, to verify references. If an interview is held, the Selection Committee may secure additional information and additional reference checks or visit completed projects following the interview.

### **SCHEDULE OF DEADLINES**

Advertise for Services:	Thursday, December 26, 2019
Pre-Qualifications ZOOM Meeting:	Tuesday, January 7, 2020, at 10:00AM Arizona Local Time
Deadline for Inquiries:	Friday, January 10, 2020, at 2:00PM Arizona Local Time
Qualifications Due:	Thursday, January 16, 2020, at 2:00PM Arizona Local Time Facility Services – Building 77 Front Reception Desk 501 E. Pine Knoll Drive Flagstaff, AZ 86011
Interviews with Shortlisted Firms (Optional):	Thursday, February 13, 2020 (Tentative)
Begin Contract Period:	February 2020

## **DIVISION VII – GENERAL INFORMATION**

**DEFINITIONS.** All definitions are per ABOR Policy, the Construction Agreement, and NAU's Design Guidelines and Technical Standards, unless otherwise defined within.

**SOLICITATION OF STATEMENT OF QUALIFICATIONS BY FACILITY SERVICES.** All solicitations are performed in accordance with University policies and procedures.

**COOPERATIVE PROCUREMENT:** Strategic Alliance for Volume Expenditures (S.A.V.E) is a group of schools/public entities who have signed a cooperative purchasing agreement to obtain economies of scale. This solicitation and subsequent agreement allow those entities to purchase their requirements under the Terms and Conditions identified herein.

**INFORMAL QUESTIONS.** If you have informal questions about technical formatting regarding your Request for Qualifications or if you have informal questions about the purchasing process, please contact:

Judith Scholar Winfield

Tel: (928) 523-4468

Fax: (928) 523-9441

E-mail Address: [judith.scholarwinfield@nau.edu](mailto:judith.scholarwinfield@nau.edu)

NAU will answer informal questions verbally. NAU makes no warranty of any kind as to the correctness of any verbal answers and uses this process solely to provide minor clarifications rapidly. Verbal statements or instructions shall not constitute an amendment to this RFQ. Offerors shall not rely on any verbal responses from NAU. If you have formal questions about any part of this Request for Qualifications, which could result in a material issue or a formal amendment to this RFQ, see INTERPRETATIONS AND ADDENDA below.

**INTERPRETATIONS AND ADDENDA.** Should an Offeror find any ambiguity, inconsistency or error in the Request for Qualifications, or should the Offeror be in doubt as to its meaning, he/she shall at once notify the Contract Administrator, in writing, who will send a written addendum by email to all Offerors who are on record with Facility Services as having requested to be on the NAU Design Professional or Contractor Listserv, as appropriate for this RFQ. . All addenda will also be posted on NAU's website <https://in.nau.edu/facility-services/bids-rfq/> Neither NAU nor its representatives will be responsible for verbal instructions or information. Interpretation or correction of the RFQ will be made only by written addendum. The University is not responsible for any other explanations or interpretations of the RFQ.

If an Offeror on the Final Shortlist fails to receive any addendum, or should fail to acknowledge receipt of same, the Offeror shall have the option of staying on the Final Shortlist under the terms of the Request for Qualifications or of withdrawing from the Final Shortlist in which event the next most qualified Offeror may be added to the Final Shortlist. The Owner is not responsible for assuring delivery of addenda to any Offeror. Failure to receive addenda or failure to acknowledge receipt shall not constitute a basis for claim, protest, or reissue of the Request for Qualifications.

This RFQ, the Qualifications of the successful Offeror(s) and any addenda issued by the Owner during the RFQ period are to be included in and will become a part of the agreement when awarded. Offeror to acknowledge receipt of addenda on the Certification form in the space provided, on the RFQ Qualifications Certification, see Attachment A.

All formal inquiries or requests for significant or material clarification or interpretation, or notification to NAU of errors or omissions relating to this RFQ must be directed, in writing, email or by facsimile, to:

Judith Scholar Winfield, Contract Administrator  
Planning, Design and Construction  
Facility Services  
Northern Arizona University  
P.O. Box 6016  
Flagstaff, AZ 86011  
Phone: (928) 523-4468 Fax: (928) 523-9441  
Email address: [judith.scholarwinfield@nau.edu](mailto:judith.scholarwinfield@nau.edu)

Such requests must be submitted on a copy of the Qualifications Inquiry Form in Attachment C of this RFQ. All formal inquiries must be submitted before the time and date set for this RFQ. Failure to submit inquiries by the deadline may result in the inquiry not being answered.

**RESTRICTION ON COMMUNICATIONS.** Neither Offerors nor members of their team shall communicate concerning this Project with Selection Committee members, students, and employees of NAU, except as stipulated above. **Failure to abide by this requirement may result in rejection of the Offeror's Statement of Qualifications.**

**PROPRIETARY INFORMATION.** If Offeror submits any information considered proprietary, it must be placed in a separate envelope and marked "Proprietary Information". If Owner concurs, this information will not be considered public information. Owner's Legal Counsel is the final authority as to the extent to which material is considered proprietary or confidential. The Owner assumes no liability for disclosure or use of unmarked data. Unless identified, information submitted in response to this RFQ may be disclosed pursuant to the applicable Arizona Public Records Law and applicable Arizona Revised Statutes.

**PROFESSIONAL LICENSE/REGISTRATION IN ARIZONA.** Any individual or firm that is proposing to perform architectural or engineering services must be appropriately licensed / registered in the State of Arizona at the time of submission of the qualifications.

**ARIZONA OFFICE.** The successful Offeror will be required establish an office, if one does not already exist, in the State of Arizona. Compliance with this requirement can be satisfied in either of two ways.

- 1) Before the Offeror submits a Statement of Qualifications in response to this Request, it may associate with a firm having an office within the state of Arizona, to be evidenced by a written association agreement and included with your RFQ response
- 2) After an Offeror is selected and prior to execution of the Agreement, the Offeror will have established an office in Arizona. An office within the state is evidenced by a mailing address, telephone number, payment of utilities, registration with the Corporation Commission, and possession of appropriate business licenses.

**RELATED WORK.** The successful firm awarded a contract may be awarded additional work at Owner's discretion for any other modifications or renovations at the project site through the warranty period of the project, which may be authorized under a separate contract.

**OFFERORS INTERESTED IN MORE THAN ONE RFQ RESPONSE.** No person, firm, partnership, or corporation, shall be allowed to submit as a prime firm/team member on more than one (1) Statement of Qualifications for architectural and engineering services on the same project. A person, firm, partnership, or corporation, who has submitted as a sub-consultant to an Offeror, is disqualified from submitting a Statement of Qualifications for the project as a prime Offeror. A person, firm, partnership, or corporation shall be allowed to submit a sub-consultant Statement of Qualifications to more than one (1) Offeror.

**OBLIGATIONS.** This RFQ does not obligate the Owner to pay any costs incurred in the preparation and submission of Statement of Qualifications nor to enter into a Then agreement with any of the applicants.

SITE VISIT. In advance of negotiating an agreement for design professional services, the highest ranked Offeror may be requested to participate in a site visit with representatives of the Owner to become familiar with the project site and to discuss the Owner's needs. The Offeror's team members in charge of the project, including those from each of the sub-consulting firms, shall attend the meeting.

WITHDRAWAL OF STATEMENT OF QUALIFICATIONS. Statement of Qualifications may be withdrawn either personally or by written request any time before the scheduled date and time set for receipt.

AWARD OR REJECTION OF STATEMENT OF QUALIFICATIONS. Owner has the right to cancel this Request for Qualifications, to reject any or all Statement of Qualifications, and to waive or decline to waive any irregularities in any submitted Statement of Qualifications, or to withhold the award for any reason it may determine in the best interest of Owner and also reserves the right to hold open any or all Statement of Qualifications for a period of NINETY (90) DAYS after the date of opening thereof and the right to accept a Statement of Qualifications not withdrawn before the scheduled opening date.

NEGOTIATION OF THE AGREEMENT. Owner may proceed to negotiate a contract for services at a compensation which the Owner determines to be fair and reasonable. In making this decision, Owner may take into account the estimated value of the scope of services, the complexity, and the professional nature of the services to be rendered. If Owner is unable to negotiate a satisfactory contract with the Offeror considered to be the most qualified, at a price determined to be fair and reasonable, negotiations with that Offeror will be formally terminated. Owner may then undertake negotiations with the next most qualified Offeror in sequence until an agreement is reached or a determination is made to reject all Statements of Qualifications. The Owner will negotiate a fee for total services, along with a fee break down per each individual phase of the work. The Owner will negotiate Reimbursable Expenses, along with a breakdown of each expense category per each individual phase of the work.

DELIVERY OF INSURANCE POLICIES OR CERTIFICATES AND EXECUTION OF AGREEMENT. Promptly after selection of the most responsible and responsive Offeror, Offeror will begin creating a priced proposal based on the DP Agreement to be executed by the successful Offeror. This DP Agreement will be the form in Attachment D or Owner's then current form of agreement. The successful Offeror shall execute and return to Owner the Agreement within ten (10) days after receipt of the Agreement issued after negotiation of the priced proposal. Failure to return the executed copies of the Agreement may result in rejection of the successful Offeror's Statement of Qualifications and withdrawal of the award. Within three (3) days of issuance of the DP Agreement, Offeror to deliver to Owner the required insurance policies or certificates in a form satisfactory to Owner. Failure to do so may result in rejection of the successful Offeror's Statement of Qualifications and withdrawal of the award.

OWNERSHIP OF DOCUMENTS. The Offeror's attention is directed to the DP Agreement, concerning ownership and use of the Design Professional's documents.

RETURN OF STATEMENT OF QUALIFICATIONS. Owner will not return any Statement of Qualifications that are submitted.

AIR POLLUTION. In accordance with an executive order titled 'Air Pollution Emergency Proclamation' modified by the Governor of Arizona on July 16, 1996, the Owner requests that all products used in the performance of any agreement that results from this solicitation be of low- or no-content reactive organic compounds, to the maximum extent possible.

SMALL AND SMALL DISADVANTAGED BUSINESS. Owner is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting is necessary, the successful Offeror will make every effort to use SB & SDB in the performance of any contract resulting from this Request for Qualifications. Include a statement within your firm's Statement of Qualifications as to whether or not any of your sub-consultants falls under into either of these categories.

POLICIES. Owner's policies are listed online at: <https://nau.edu/university-policy-library/>. Offeror to abide by Owner's policies when performing work on behalf of Owner.

PROTESTS. Owner believes that it can best maintain its reputation for treating contractors and/or suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If Offeror feels that Owner has fallen short of these goals, Offeror may submit a protest pursuant to the Arizona Board of Regents procurement procedures, Section 3-809, in particular Section 3-809C. This paragraph does not include all of the provisions of the Regents procedures, but it does provide the information to initiate a protest. First, the individual or group has to be an "interested party". "An interested party" is an actual or prospective contractor submitting a Statement of Qualifications whose direct economic interest may be affected by the issuance of a solicitation, the award of a Then agreement, or by the failure to award a Then agreement. Whether an actual prospective contractor has a *direct* economic interest will depend upon the circumstances in each case. At a minimum, the interest must be substantial and must be tangibly affected by the administrative action or proposed action concerned in the case. Second, the protest must be submitted in a timely manner. In procurements requesting Statements of Qualifications, protests based upon alleged errors, irregularities or improprieties in a solicitation that are apparent before the closing date for receipt of initial Statement of Qualifications shall be filed before the closing date for receipt of initial Statement of Qualifications.

Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated into the solicitation, shall be filed by the next closing date for receipt of Statement of Qualifications following the incorporation. In cases other than those just covered, protests shall be filed no later than ten (10) days after a Then agreement is awarded in connection with the procurement action. Failure to file a protest in a timely manner shall be deemed a waiver of all rights. Third, and finally, protests shall be in writing and shall include the following information: (1) The name, address, area code, telephone number, and fax number of the protestor; (2) The signature of the protestor or its representative; (3) Identification of the solicitation or Then agreement number; (4) Detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) The response or relief requested. Protests should be directed to:

Becky McGaugh  
Office of the Associate Vice President of Procurement  
Northern Arizona University  
Building 98B  
Box 4124  
545 E. Pine Knoll Drive  
Flagstaff AZ 86011

Tel: (928) 523-6415  
Fax: 928) 523-9441  
Email address: [becky.mcgaugh@nau.edu](mailto:becky.mcgaugh@nau.edu)

Please note that as Owner takes protests very seriously, we expect Offerors to do so as well. Frivolous protests will not result in gain for the Offeror And shall not be considered.

## **PART II: ATTACHMENTS**

Attachment A: RFQ Submittal Certification

Attachment B: Participation in Boycott of Israel Certification

Attachment C: Submittal Inquiry Form

Attachment D: DP Agreement Link

## **ATTACHMENT A: RFQ SUBMITTAL CERTIFICATION**

\_\_\_\_\_  
(Date)

Facility Services  
Northern Arizona University  
Flagstaff, AZ 86011

The undersigned certifies that to the best of his/her knowledge: Check one.

- ☐ There is no officer or employee of Northern Arizona University who has, or whose relative has, a substantial interest in any agreement award subsequent to this Statement of Qualifications/.
- ☐ The names of any and all public officers or employees of Northern Arizona University who have, or whose relative has, a substantial interest in any Then agreement award subsequent to this Statement of Qualifications are identified by name as part of this submittal.

The undersigned further certifies that their firm ☐ IS or ☐ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

**The undersigned further agrees that their firm or individual warrants to the University, that they have completed an internal manpower loading plan and their firm has the personnel and resources to complete this project, should their firm or an individual be awarded this project.**

In compliance with **NAU PROJECT: 10.010.193 – South Village Electrical and Gas Lines Replacement** project and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

### **THE FOLLOWING ADDENDA ARE HEREBY ACKNOWLEDGED AS FOLLOWS:**

ADDENDUM NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_ ADDENDUM NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_

ADDENDUM NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_ ADDENDUM NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_

**FORM OF AGREEMENT.** The undersigned certifies that the undersigned has read Owner's current pro forma of Agreement Between Owner and Design Professional (Construction Manager at Risk) including the contract with the construction manager at risk and general conditions, which contain provisions applicable to the design professional, all of which are attached to the RFQ. If selected as the design professional for this project, the undersigned agrees to execute this agreement, subject only to the exceptions listed in the space below. The undersigned understands that any exceptions taken to the agreement that are not accepted and/or approved by the Owner may be a basis for rejection of the undersigned's Statement of Qualifications as non-responsive. The undersigned also understands that Owner may make changes in the standard form of agreement and that therefore the form of agreement presented to the successful Proposer may be different from the agreement attached to the RFQ, in which case the successful Proposer will be given the opportunity to review the changes.

**List any objections to agreement here or attach a separate sheet behind this certification:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature required)

\_\_\_\_\_  
(Phone no.)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Fax no.)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Fed. tax id no.)



**ATTACHMENT B: FS 113 PARTICIPATION IN BOYCOTT OF ISRAEL FORM**

Legislation has been enacted to prohibit the University from contracting with firms currently engaged in a Boycott of Israel. To ensure compliance with A.R.S. §35-393 and §35-393.01 this form to be completed and returned with Bid Package

By signing this form, Bidder certifies that it is not currently engaged in and agrees, for the duration of the Contract, to not engage in a Boycott of Israel.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address, if available
(     )     -		(     )     -
Print Name of Offeror's Authorized Agent		Signature of Offeror's Authorized Agent
Title of Offeror's Authorized Agent		Date
<b>AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE PARTICIPATION IN BOYCOTT OF ISRAEL</b>		

**ATTACHMENT C: SUBMITTAL INQUIRY FORM**  
(Pre-submittal Questions, General Clarifications, etc.)

**PROJECT NAME:** South Village Electrical and Gas Lines Replacement

**INQUIRY DEADLINE: Friday, January 10, 2020, at 2:00PM Arizona Local Time**

**SECTION NUMBER:** \_\_\_\_\_

**FAX NO.** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**COMPANY E-MAIL ADDRESS:** \_\_\_\_\_

[illegible]

## **ATTACHMENT D: DESIGN PROFESSIONAL AGREEMENT**

### **DESIGN PROFESSIONAL AGREEMENT (CONSTRUCTION MANAGER AT RISK FORM)**

The Design Professional Standard Form Agreement and Exhibit A are located at the following website, under "Contracts": <https://in.nau.edu/facility-services/dp-contract/>

The Construction Manager at Risk Standard Form Agreement and General Conditions are also located at the following website, under "Contracts": <https://in.nau.edu/facility-services/dp-contract/>

Facility Services Planning and Development  
PO Box 5637  
Flagstaff, AZ 86011

928.523.4227  
928.523.9441 fax  
[www.nau.edu/facility-services](http://www.nau.edu/facility-services)

**South Village Electrical and Gas Lines Replacement**  
**NAU Project #10.010.193**  
**January 13, 2020**

**ADDENDUM #1**

**PART 1 – GENERAL**

- A. Date of Issue: January 13, 2020.
- 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 Professionals shall acknowledge receipt of all Addenda in their RFQ Response, on the Attachment A: RFQ Submittal Certification. Failure to do so may subject the Bidder to disqualification.
- D. The following clarifications are for informational purposes only and are in response to questions received regarding the Design Professional Request for Qualifications, Attachment C: Submittal Inquiry Form, for Project Number: 10.010.193 – South Village Electrical and Gas Lines Replacement, whose inquiry deadline was January 10, 2020, at 2:00 PM.

**PART 2 – CLARIFICATIONS**

- A. **Question:** What is the electrical distribution voltage?

**Answer:**

- a. 12,470V feeds a stepdown transformer that feeds the South Village SES with 480/277V.
- b. 480/277V feeds each stepdown transformer at each building, which then feeds the building panel with 120/208V.
- c. We are considering replacing the existing SES with a new SES due to the age of the equipment.

- B. **Question:** Is it the University's intent to use the existing pathways?

**Answer:**

- a. Note that feeders from the SES to each building stepdown transformer are assumed to be fed with direct bury cable. We will require conduit for all feeders from the SES to the stepdown transformers. This will require trenching and backfilling to each building stepdown transformer from the SES.
- b. We assume there is conduit from each building stepdown transformer to the panels on each building. We may require new feeders from building stepdown transformers to building panels.

- c. *We assume the pathway from the 12,470V stepdown transformer to the SES is in good shape (within 20' of each other).*

C. **Question:** Will this project go through an American Campus Communities review? If so has that review time been built into the schedule?

*Answer: The South Village Apartments are NAU owned and operated buildings, which therefore, has no affiliation with the American Campus Communities. We will however involve/engage the ACC (Arizona Corporation Commission) for the natural gas related work and plan to have the design professional, NAU, and the ACC fully engaged from the project start. We therefore anticipate no schedule delays from the ACC involvement.*

D. **Question:** Given that the units will not be vacated until May, will there be a chance to do field survey prior to or at the start of the design documentation?

*Answer: Given that the South Village apartments will not be vacated until May, we will have exterior access to the site to perform any survey work necessary. Power or gas shutdowns are not anticipated; however, if deemed necessary, we may be able to schedule these with NAU Residence Life acceptance. We also anticipate that the CM@R may request access to the site and a typical apartment to evaluate current conditions prior to actual construction work commencing.*

### **PART 3 – ADDENDUM**

#### **1. Division III Optional Pre-Submittal Conference**

DELETE: The conference will be recorded and posted as soon as possible following the conference on the following webpage: <https://in.nau.edu/facility-services/bids-rfq/>

ADD: The conference may be recorded and posted as soon as possible following the conference on the following webpage: <https://in.nau.edu/facility-services/bids-rfq/>

**\*\*Note:** Unfortunately, the recording of the pre-submittal conference is unavailable due to technical difficulties. The slide presentation has been posted to the webpage noted above.

**END ADDENDUM #1**