



REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL & ENGINEERING DESIGN PROFESSIONAL SERVICES

NAU Project No. 09.999.191

Bus Storage & Maintenance Facility

Pre-Submittal Conference

Thursday, April 16, 2020, at 10:00 AM Arizona Local Time



TEAM INTRODUCTIONS

[Stephen Vedral](#)

Associate Vice President of NAU Facility Services

[Andrew Iacona](#)

Project Manager, NAU Planning, Design & Construction

[Erin Stam](#)

Director, NAU Shuttle Services

[Judith Scholar Winfield](#)

Contract Administrator, Planning, Design & Construction

[Andrea McLean](#)

Senior Buyer, NAU Purchasing

[Judy Manor](#)

Assistant Director, NAU Shuttle Services

[Jon Heitzinger](#)

Associate Director, NAU Utility Services

[Anne Dunno](#)

Project Manager, Mountain Line (NAIPTA)

[Wade Forrest](#)

Facilities Manager, Mountain Line (NAIPTA)

[Heather Higgins](#)

Purchasing Specialist, Mountain Line (NAIPTA)

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



PROCUREMENT DATES:

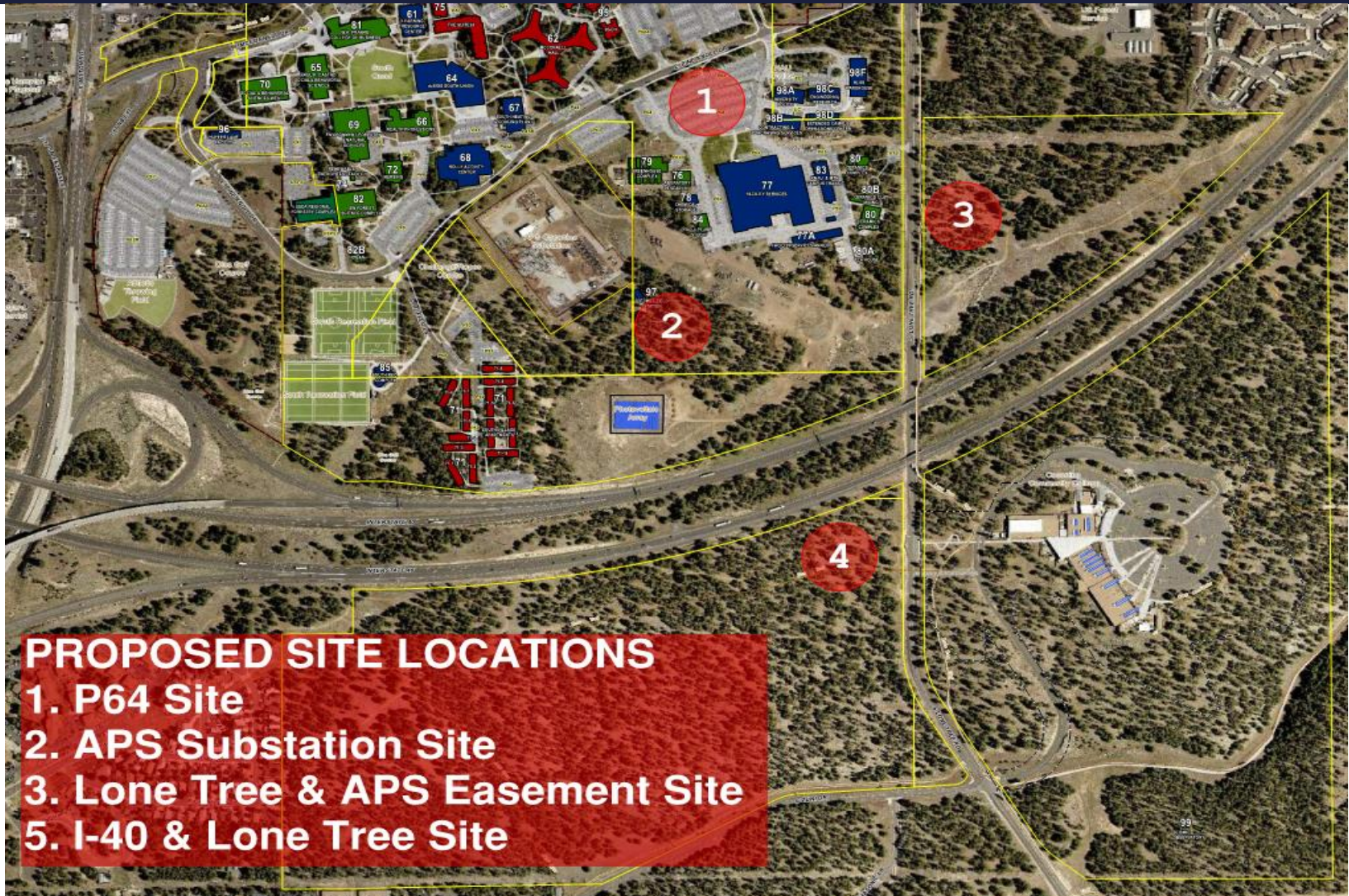
Pre-Submittal Conference:	Thursday, April 16, 2020, 10:00 AM (Arizona local time)
Deadline for Inquiries:	Friday, April 24, 2020, 2:00 PM (Arizona local time)
Request for Qualifications Due:	Tuesday, May 5, 2020, 2:00 PM (Arizona local time)
Shortlist Firm Interviews: (Optional)	Thursday, May 28, 2020 (tentative)
Contract Period Begins:	July/August 2020

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PROJECT INFORMATION

- With this RFQ, we are procuring architectural and engineering design professional services for the development of a new Bus Storage & Maintenance Facility on NAU's Mountain Campus in Flagstaff, AZ.
- Notable Project Attributes:
 - The initial design scope for the project will include site selection & programming.
 - At the completion of programming, NAU may request a proposal to continue design development services through construction.
 - The project will include a shared use facility in partnership with the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) Mountain Line.
 - This project is Federally Funded through the Federal Transit Authority (FTA) Grants 5307 Small Urban & 5339 Bus Facilities.

PROPOSED PROJECT SITE LOCATIONS



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QUALIFICATIONS SUBMITTAL INFO

- Submission location and delivery via hand carry, FedEx, USPS, or UPS
 - Details can be found in the RFQ, Division V, page 14
- Facility Services, Building 77
Main Reception Desk
- RFQ Submissions are due no later than Tuesday, May 5, 2020, by 2:00 PM Arizona Local Time. Submissions that arrive after 2:00 PM will not be accepted.
 - Failure to abide by the below requirements may result in rejection of Offeror's Submittal – Please be sure to follow the Selection Criteria and SOQ Requirements as laid out in Divisions IV and V of the RFQ.
 - Adhere to page limits, font sizes, double-sided proposal, number of document copies (1 original, 3 copies and 1 electronic copy).
 - Any communication in any form to NAU regarding fees, pricing, person-hours or any other associated cost information.
 - Any communication from the Offeror or its members with the Selection Committee members, students and employees of NAU other than as directed in the RFQ.

RFQ EVALUATION CRITERIA

Evaluation Criteria: The evaluation criteria for this RFQ can be found under Division IV of the RFQ (page 9), and the maximum points for each, are as follows:

<u>Criteria</u>	<u>Maximum Points</u>
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• (A) Introduction	10
• (B) Prime Firm Project Experience	70
• (C) Prime Team Member Experience	50
• (D) Subconsultant Experience	50
• (E) Understanding of the Project/Additional Firm Experience	70
• (F) Project Management Controls and Team Approach	70
• (G) Work Location	5
• (H) Overall Evaluation of the Firm	15
• (I) Submittal Certification	0
• (J) Resumes	0
Total	340

ADDITIONAL PERTINENT ITEMS

- The selected DP Firm shall be responsible to familiarize themselves with the University's DP contract for this project and with FTA Requirements. The draft contract will be made available to Offerors prior to the RFQ submittal deadline via an addendum.
- The selected firm will also need to make themselves familiar with the University's current Design Guidelines and Technical Standards, which can be found at:
 - <https://in.nau.edu/facility-services/dp-contract/>

QUESTIONS

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



NAU NORTHERN ARIZONA UNIVERSITY

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