THE ARIZONA BOARD OF REGENTS

for and on behalf of

NORTHERN ARIZONA UNIVERSITY

REQUEST FOR QUALIFICATIONS
for
CONSTRUCTION MANAGER AT RISK SERVICES

SECHRIST FLS AND MECHANICAL RENOVATIONS
Project No. 09.420.221

DUE DATE/TIME: December 15, 2021 by 2:00PM Arizona Local Time

ARIZONA BOARD OF REGENTS TRI UNIVERSITY MASTER CONTRACTS
STANDARD FORM 2021 EDITION

Time and Date of Pre-Submittal Conference by ZOOM	**November 23, 2021 at 11:00 AM Arizona Local Time**
Deadline for Inquiries	**December 9, 2021 by 4:00PM Arizona Local Time**
Time and Date for Return of Submittals	**December 15, 2021 by 2:00PM Arizona Local Time**

Table of Contents

DIVISION I - ADVERTISEMENT 3
DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES 5
DIVISION III – PRE-SUBMITTAL CONFERENCE 8
DIVISION IV – SELECTION CRITERIA 10
DIVISION V – STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS 16
DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE 17
DIVISION VII – GENERAL INFORMATION 18
ATTACHMENT A: RFQ SUBMITTAL CERTIFICATION 23
ATTACHMENT B: FS113 PARTICIPATION IN BOYCOTT OF ISRAEL FORM 24
ATTACHMENT C: SUBMITTAL INQUIRY FORM 25
ATTACHMENT D: CONSTRUCTION MANAGER AT RISK AGREEMENT 26

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 **Sechrist Fire Life Safety (FLS) and Mechanical Renovations - Project #09.420.221** on the University's Flagstaff Mountain Campus.

This Request for Qualifications (RFQ) is for the CM@R's pre-construction and construction services for work within the Sechrist Residence Hall to include the extension of the existing fire alarm system so that it meets NAU Technical Standards and fire safety code; the repair and/or replacement of mechanical equipment belonging to the basement mechanical systems and building ventilation system as deemed necessary following further investigation by Owner; replacement of hallway carpet; replacement of shower valves throughout the building; installation of water bottle filling stations; and work that may arise following an evaluation of the building's egress doors and door hardware. Additional elements to the scope may be identified during the design/pre-construction phase of the project.

Owner is seeking a CM@R with experience in construction of similar projects in a higher education environment. Firms submitting a Statement of Qualifications (SOQ) in response to this 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, November 23, 2021, at 11am 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 – All times are Arizona Local Time

Advertise for Services:	November 18, 2021
Pre-Submittal Conference:	November 23, 2021, at 11:00AM Zoom Video Conference
Qualifications Due:	December 15, 2021, by 2:00PM Facility Services Building (Building #77) Main Reception Desk, Northern Arizona University Flagstaff, Arizona 86011
Interviews with Shortlisted Firms (Optional):	January 20, 2022 (Tentative)
Begin Contract Period:	February 2022

Offeror's Request for Qualification packages may be obtained from the University Planning, Design and Construction website at https://in.nau.edu/facility-services/bids-rfq/ after 3:00 p.m. Arizona local time on Thursday, November 18, 2021.

Qualifications are due no later than 2:00PM on December 15, 2021. Responses to the RFQ shall be received in Facility Services, Building No. 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, Contracts Analyst, 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:

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

ARIZONA BOARD OF REGENTS

By: Bjorn Flugstad
VP, University Finance & Business Services

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 and construction services for the **Sechrist FLS and Mechanical Renovations – Project #09.420.221**. The estimated construction budget for this project is $2.2 million.

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 at the time of submission of the Qualifications.

This project will be delivered using Construction Management at Risk (CM@R) 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. 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.

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;
- 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 Request for Qualifications (RFQ) is for the CM@R's pre-construction and construction services for work within the Sechrist Residence Hall to include the extension of the existing fire alarm system so that it meets NAU Technical Standards and fire safety code; the repair and/or replacement of mechanical equipment belonging to the basement mechanical systems and building ventilation system as deemed necessary following further investigation by Owner; replacement of hallway carpet; replacement of shower valves throughout the building; installation of water bottle filling stations; and work that may arise following an evaluation of the building's egress doors and door hardware. Additional elements to the scope may be identified during the design/pre-construction phase of the project.

DRAFT PROJECT SCHEDULE

Advertise for Services:	Thursday, November 18, 2021
Pre-Qualifications Zoom Meeting (Optional):	Tuesday, November 23, 2021 23, 2021, at 11:00AM Arizona Local Time
Deadline for Enquiries:	Thursday, December 9, 2021, at 4:00PM Arizona Local Time
Qualifications Due:	Wednesday, December 15, 2021, at 2:00PM Local Time
Interviews with Shortlisted Firms (Optional):	Thursday, January 20, 2022 (Tentative)
Begin Contract Period:	March 2021

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 829-acre main campus is located in Flagstaff, Arizona, with another 143 undeveloped acres in the region. Additionally, in 2021, NAU was gifted the historic Hat Ranch, a 300-acre property outside of Williams. 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 32º F. in September and June. Temperature extremes range from -32º F. to 97º F., with average minimums in January of 14º 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.

SCOPE OF SERVICES

Proposed services for this project include design phase construction management (pre-construction) and construction services.

The contracted Construction Manager at Risk will begin in an agency support role for design phase services. At some point prior to construction, the CM@R will assume the risk of delivering the project through a guaranteed maximum price (GMP) contract.

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 a fee proposal/GMP is requested. However, listed below are a sample of services that may be required under this project.

A. Preconstruction/Design 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 and initiate procurement of long-lead items;
- prepare GMP package(s);
- assist in the permitting processes;
- participate with the Owner in a process to set goals and prequalification meetings for subcontractor participation;
- select subcontractors/suppliers for this project;
- protect the Owner's expectations of quality and safety, and sensitivity to environmental factors.

B. 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 in 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, which will include, among other things, addressing Owner's policies with regards to Coronavirus.

DIVISION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference for the Sechrist FLS and Mechanical Renovations, Project #: 09.420.221, for a Construction Manager at Risk, will be held on Tuesday, November 23, 2021, at 11:00AM Arizona local time, via Zoom video conference. Information on how to join the video conference is listed below.

Owner will discuss the scope of work, general contract issues, and respond to questions from the attendees. **Owner, including any agents or representatives, 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, although is not mandatory.**

Offerors shall not communicate, concerning this project, with selection committee members, students, or 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.**

Zoom Meeting Information
Judith Michelle Scholar Winfield is inviting you to a scheduled Zoom meeting.

Topic: 09.420.221 - Sechrist FLS & Mech Renovations CM@R Pre-Submittal Meeting
Time: Nov 23, 2021 11:00 AM Arizona

Join Zoom Meeting
https://nau.zoom.us/j/82969750612?pwd=V1llS1ZVcUduV2U2aExUQ1Y0OTJ0QT09

Meeting ID: 829 6975 0612
Password: Sechrist

Dial by your location

*Please only use Toll-Free Numbers if necessary. NAU has a limited number of Toll-Free minutes available.

+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
877 853 5247 US Toll-free
888 788 0099 US Toll-free
Meeting ID: 829 6975 0612
Find your local number: https://nau.zoom.us/u/kynhWHvTW

Join by SIP
82969750612@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (Amsterdam Netherlands)
213.244.140.110 (Germany)
103.122.166.55 (Australia Sydney)
103.122.167.55 (Australia Melbourne)
149.137.40.110 (Singapore)
64.211.144.160 (Brazil)
149.137.68.253 (Mexico)
69.174.57.160 (Canada Toronto)
65.39.152.160 (Canada Vancouver)
207.226.132.110 (Japan Tokyo)
149.137.24.110 (Japan Osaka)
Meeting ID: 829 6975 0612
Password: 56859177

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. During the Pre-Construction Phase, a Guaranteed Maximum Price (GMP) will be prepared and negotiated.

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,
(B) Prime Firm Project Experience,
(C) Additional Project Experience
(D) Prime Team Member Experience,
(E) Understanding of the Project,
(F) Project management controls and team approach,
(G) Work Location,
(H) Overall Evaluation of the Firm,
(I) Submittal Certification,
(J) Resumes
(K) 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 below, ***listed in order and index tabbed*** the same. Additional response formatting requirements are outlined in Division V – Submittal Requirements.

(A) INTRODUCTION (10 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.
   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.

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 three 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 (40 pts max)

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 as required for this project.

For each project listed, please provide:

a) A description of the project, including the name of the owner, the project square footage, the project location, the year it was built, and at least one picture. The description must include how many seats the recital hall (or equivalent-type space) has, the project's LEED rating, and if the project site was occupied during construction or adjacent an occupied building.

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 (40 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:

   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 sustainable construction.

   A higher evaluation weighting will be applied to those firms who can substantiate and ensure that the same person will lead the design and construction phase.

2) For each key person identified, list their length of time with the firm and at least two 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.

(E) UNDERSTANDING OF THE PROJECT (50 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) What elements of the scope of work do you think will be particularly impacted by supply chain issues, which are present currently. How would your team mitigate these issues?

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.

(F) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH (40 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?

2) 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) Explain how constructability reviews, 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. Describe how change order requests from subcontractors will be reviewed and processed quickly.

3) 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.

4) Schedule Control
   a) Summarize your firm's schedule control process to be used in order to meet the owner's project schedule.
   b) Provide information on how to maintain the schedule in working within the guidelines of OWNER's Technical Standards, Permit Process, and general construction procedures.

5) 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.

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

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

8) 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.

(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 A – RFQ Submittal Certification and Attachment B – 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 ONE (1) page 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 V – STATEMENT OF QUALIFICATIONS SUBMITTAL 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

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 schedules and may be modified as required by the University. All times are Arizona local time.

SCHEDULE OF DEADLINES

Advertise for Services:	November 18, 2021
Pre-Qualifications ZOOM Meeting (Optional):	November 23, 2021, at 11:00AM
Deadline for Enquiries	December 9, 2021, by 4:00PM
Qualifications Due:	December 15, 2021, by 2:00PM
Interviews with Short-listed Firms (optional):	January 20, 2022 (Tentative)
Begin Contract Period:	February 2022
Construction Start:	May 9, 2022
Substantial Completion	July 29, 2022
Final Completion	September 30, 2022

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, by mail or email 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
Email address: 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 Statues.

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.

CORONAVIRUS. Contractors and suppliers shall be aware of Owner's policies with regards to Coronavirus. Information can be found online at: https://in.nau.edu/contracting-purchasing-services/contractors-and-suppliers/.

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**

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: RFQ SUBMITTAL CERTIFICATION
ATTACHMENT B: BOYCOTT OF ISRAEL CERTIFICATION
ATTACHMENT C: SUBMITTAL INQUIRY FORM
ATTACHMENT D: CONSTRUCTION MANAGER AT RISK AGREEMENT

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 #: 09.420.221, Sechrist FLS and Mechanical Renovations** 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: FS113 PARTICIPATION IN BOYCOTT OF ISRAEL FORM

No Boycott of Goods or Services from Israel. If the Goods/Services provided under this Agreement include the acquisition of services, supplies, information technology or construction with a value of at least $100,000 and Supplier is engaged in for-profit activity and has 10 or more full-time employees, then, to the extent required by ARS § 35-393.01, Supplier certifies it is not currently engaged in, and during the term of this Agreement will not engage in, a boycott of goods or services from Israel.

By signing this form, Offeror 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

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

PROJECT NAME: Sechrist FLS and Mechanical Renovations

PROJECT NUMBER: 09.420.221

INQUIRY DEADLINE: Thursday, December 9, 2021 at 4:00PM

QUESTIONS ON: ORIGINAL RFQ PACKET or _____ ADDENDUM NO.

SECTION NUMBER: _____

COMPANY: _____

EMAIL ADDRESS: _____

FAX NO. _____ **PHONE NO.** _____

COMPANY E-MAIL ADDRESS: _____

DATE: _____

QUESTIONS:

ATTACHMENT D: CONSTRUCTION MANAGER AT RISK AGREEMENT

The current Construction Manager at Risk Standard Form Agreement and General Conditions are available for review at: https://in.nau.edu/facility-services/dp-contract/ under “Contracts”