



REQUEST FOR QUALIFICATIONS FOR JOB ORDER CONTRACTING SERVICES

NAU Project No. 11.160.231
Pre-Submittal Conference
Tuesday, November 15, 2022 at 11:30 AM

TEAM INTRODUCTIONS

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PROCESS SUMMARY

- The Request for Qualifications (RFQ) is the first step of a two-step procurement process. The second step for short-listed firms will be a Request for Proposal (RFP).
 1. Offerors will be shortlisted according to their qualifications.
 2. Shortlisted firms will receive an invitation to respond to the RFP.
 3. A minimum of 5 firms will be awarded for each class of work.
- Addenda and additional updates regarding this RFQ will be made available on the PD&C webpage, 'Bids'
<https://in.nau.edu/facility-services/bids-rfq/>



PROCUREMENT DATES:

Pre-Submittal Conference:	November 15, 2022, 11:30 AM (Arizona local time)
Deadline for Inquiries:	November 28, 2022, 12:00 PM (Arizona local time)
Request for Qualifications Due:	December 2, 2022, 2:00 PM (Arizona local time)
Notifications to Shortlisted Firms:	Prior to end of December 2022
RFP Process:	January 2022
Contract Period Begins:	January/February 2022

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

PROJECT DESCRIPTION

- The Job Order Contract (JOC) is a competitively procured, fixed-price, indefinite-quantity contract.
- The University will select a minimum of five firms in each of the following classes of work:
 - General Contractor
 - Mechanical
 - Electrical
 - Fire Life Safety
 - Civil/Utility
 - Information Technology Services

PROJECT DESCRIPTION

- For each project that arises, the University will select a firm that has been contracted through this process.
- The selected firm will be asked to provide a detailed cost proposal based on one of the University approved pricing methods: Unit Price Book (RS Means), Open Book or a combination of the two.
- Open Book Method:
 - For work under each trade estimated to be at \$5,000 or less only one bid will be required. For work under each trade estimated to be more than \$5,000, a minimum of three bids for each piece of subcontracted work will be required.
 - Contractors should provide the University with evidence of their communications with subcontractors to secure the required number of bids. Contractors who cannot secure three bids must demonstrate their efforts to secure the required number of bids.

QUALIFICATIONS SUBMITTAL INFO

- Submission location and delivery via hand carry, FedEx, USPS, or UPS
 - Details can be found in the RFQ, Division V, page 9
- Facility Services, Building 77
Main Reception Desk
- RFQ Submissions are due no later than December 2, 2022 by 2:00 PM. Submissions that arrive after 2:00 PM will not be accepted.
 - Failure to abide by the below requirements may result in rejection of Offeror's Submittal – Please be sure to follow the Selection Criteria as laid out in Division IV of the RFQ.
 - Adhere to page limits, font sizes, double-sided proposal, number of document copies (1 original, 2 copies and 1 electronic copy)
 - Any communication in any form to NAU regarding fees, pricing, man-hours or any other associated cost information
 - Any communication from the Offeror or its members with the Selection Committee members, students and employees of NAU

RFQ EVALUATION CRITERIA

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

Criteria Maximum Points

(A) General Information	0
(B) Prime Firm Project Experience	20
(C) Prime Team Member Experience	20
(D) Contract Management Plan	20
(E) Quality Management Plan	10
(F) Subcontractor Management Plan	10
(G) Safety	10
(H) Financial Information, Insurance, Other Selection Criteria	<u>10</u>
Total	100

QUESTIONS

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