



THE ARIZONA BOARD OF REGENTS

for and on behalf of

NORTHERN ARIZONA UNIVERSITY

**REQUEST FOR QUALIFICATIONS
for
JOB ORDER CONTRACTING SERVICES**

Project Number: 11.160.231

DUE DATE/TIME:

Friday, December 2, 2022, at 2:00PM Arizona Local Time

Time and Date of Pre-Submittal ZOOM Conference	<u>Tuesday, November 15, 2022, at 11:30AM</u>
Deadline for Inquiries	<u>Monday, November 28, 2022, at 12:00PM</u>
Time and Date Set for Submittal	<u>Friday, December 2, 2022, at 2:00PM</u>

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This Request for Qualifications is separated in two parts: Part I – Request for Qualifications Information and Part II – Attachments. These are all part of the Request for Qualifications and the terms, conditions, and criteria therein must be met by any proposer.

PART I – REQUEST FOR QUALIFICATIONS INFORMATION

DIVISION I –PROJECT DESCRIPTION AND ADVERTISEMENT

Arizona Board of Regents (“ABOR”), for and on behalf of Northern Arizona University (“Owner” or “University”), requests interested contractors to submit, in writing, their qualifications to provide services as a Northern Arizona University designated Job Order Contractor - NAU Project #11.160.231. This solicitation follows the methodology prescribed by Section 3-804 of the University Procurement Code.

This Job Order Contract procurement is a two (2) step process. The first step is this Request For Qualifications (“RFQ”). The second step for shortlisted firms will be a Request For Proposal (“RFP”).

Upon completion of the two-step procurement, the Owner intends to award multiple Job Order Contracts for each of the following classes of work: General Construction, Mechanical, Electrical, Fire Life Safety, Civil/Utility and Information Technology Services. Potential Offerors are advised that the Owner does not guarantee that any minimum amount of work will be authorized under any contract resulting from this solicitation.

The submitting Offeror shall be responsible for furnishing all labor, materials, transportation and services required for General, Electrical, Mechanical, Fire Life Safety, Civil/Utility and/or Information Technology Services work on construction projects less than four million dollars (\$4,000,000.00) in construction cost, to be done under Job Order Contracts on the Northern Arizona University Flagstaff campus and other Northern Arizona University sites located within the State, in accordance with plans and specifications to be issued on a project by project basis.

RFQ/RFP SCHEDULE – All times are Arizona Local Time

Advertise for Services: Thursday, November 10, 2022

Pre-Qualifications ZOOM Meeting: Tuesday, November 15, 2022, at 11:30AM

Deadline for Inquiries: Monday, November 28, 2022, at 12:00PM

Qualifications Due: Friday, December 2, 2022, at 2:00PM
Facility Services – Building #77
Front of Building Reception
501 E. Pine Knoll Drive
Flagstaff, Arizona 86011

Request for Pricing for Shortlisted Firms Due: January 2023

Begin Job Order Contract Period: January/February 2023

Offeror’s Request for Qualifications packages may be obtained from <https://in.nau.edu/facility-services/bids-rfq/> after 3:00PM, Arizona, Local Time on Thursday, November 10, 2022.

A pre-qualifications meeting will be held on Tuesday, November 15, 2022, at 11:30AM, 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 Friday, December 2, 2022, by 2:00PM Arizona Local Time.

Responses to the Request for Qualifications shall be received in Facility Services, Building #77, at the Front Reception Desk, 501 E. Pine Knoll Drive, Flagstaff, Arizona 86011 (<https://in.nau.edu/facility-services/bids-rfq/>) 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. Offer 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**
Northern Arizona University
PO Box 6016
Flagstaff, Arizona 86011
Phone: (928) 523-4468
Email address: judith.scholarwinfield@nau.edu

By: Bjorn Flugstad
SVP University Finance and Business Services

DIVISION II –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 contractors to submit a Statement of Qualifications (“SOQ” or “Qualifications”) for Job Order Contracting (“JOC”) services. This Request for Qualifications (“RFQ”) is the first step of a multi-step, procurement process.

Overview of Job Order Contracting

Job Order Contracting is a method to procure design-phase (pre-construction) and construction services, which include small to medium size maintenance and repair projects, and minor new construction projects under four (4) million dollars (\$4,000,000). JOC is a competitively procured, fixed priced, indefinite delivery, indefinite quantity, long-term contract for multiple design and construction projects delivered on an on-call basis through job orders. Under the JOC, the Contractor provides the management, labor, materials and equipment needed to complete work.

As work under the Job Order Contract is identified, a Contractor will be issued with a request for a Job Order proposal and will be required to develop an estimate for the work required. The Contractor will submit their Job Order proposal to the Owner for review by the Owner Project Manager and Contracts Analyst. If the Contractor’s proposal is found reasonable, a project specific Job Order may be issued for an agreed upon fixed price.

Under the NAU Job Order Contract, there are three (3) recognized methods for pricing of each specific project to be contracted as a job order under the JOC. The Owner, in discussion with the selected Contractor, will determine which method will be used for a particular Job Order. The Owner approved pricing methods are:

- 1) Pricing using a Unit Price Book (UPB) with a coefficient. This method utilizes the RS Means Online Facilities and Commercial Renovation Cost Data book as published quarterly by the Gordian Group.
- 2) Non-pre-priced work with an overhead and profit factor (Open Book). This method of pricing consists of obtaining bids from subcontractors for each trade, selecting the lowest appropriate bid(s), then applying the JOC contractor’s overhead and profit factor. Additionally, attaching a detailed cost breakdown of labor, materials, applied percentages and sales taxes (if applicable), etc. for all of the subcontractor bids to the cost proposal which results in an agreed upon fixed price for the work. For work under each trade estimated to be \$5,000.00 or less, only one subcontractor bid is required. For work under each trade estimated to be more than \$5,000.00, a minimum of three bids is required. Contractors should provide the Owner with evidence of their communications with subcontractors to secure the required number of bids. Suitable evidence may include a printout from the contractor’s bidding software and/or copies of email communications with subcontractors.
- 3) Pricing which consists of a method which is a combination of the two methods noted above.

Award of a JOC contract to an Offeror will not preclude that Offeror from bidding on and being awarded other construction contracts with the Owner.

Offerors may self-perform any or all work. Any self-performed work shall be clearly identified in the cost proposal and requires a detailed cost breakdown of labor, materials, etc. and is subject to the same level of review as work to be subcontracted.

OFFERORS SHALL NOT SUBMIT OR COMMUNICATE IN ANY FORM ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER ASSOCIATED COST INFORMATION. ARIZONA LAW PROHIBITS NAU 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 SOQ that contains any information of this type will be deemed non-responsive and will not be considered. This exclusion of information applies to the Offeror's SOQ, to any discussion/interview and to all other aspects of the selection competition.

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 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.

DIVISION III – OPTIONAL PRE-QUALIFICATIONS CONFERENCE

An optional Pre-Qualifications Conference to be held at:

DATE:	Tuesday, November 15, 2022
TIME:	11:30AM, Arizona Local Time
LOCATION:	ZOOM Video Conference Register in advance for this meeting: https://nau.zoom.us/meeting/register/tZcvcOqgqDlvHdEM4yTiofdlkx2RZvMTFVyt After registering, you will receive a confirmation email containing information about joining the meeting.

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

A link to a recording of the conference shall be provided upon request.

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 construction services will be short-listed and sent an invitation to respond to the Request for Proposal. Multiple firms in each class of work may be on the final list.

Classes of work include: General Construction, Mechanical, Electrical, Fire Life Safety, Civil/Utility and Information Technology Services. The University intends to award contracts to a minimum of five (5) contractors for each class of work. Offerors of varying sizes and experience are encouraged to submit their SOQ. Offerors interested in being considered for more than one class of work shall submit a separate SOQ for each class. For example, an Offeror who would like to be considered for both General Construction and Civil/Utility shall submit two SOQs to showcase their qualifications for each of these separate disciplines.

Evaluation Criteria:

<u>Criteria</u>	<u>Maximum Points</u>
(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

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-nine (29) pages, excluding the cover sheet, table of contents and tabs. 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).

RFQ responses to be sent or delivered to:

Facility Services Building, Building No. 77
Main Entrance 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

Total SOQ submittal shall not exceed 29 pages as identified above.

Cover Sheet (excluded from page count)

Table of Contents (excluded from page count)

- 1) Provide a Table of Contents for your SOQ.
- 2) Place each major section after an indexed tab.

Tab 1: Letter of Introduction

- 1) Provide a brief introduction of your firm and its interest in this contract.
- 2) Provide an organization chart for your firm.
- 3) Identify who will be the single point of contact at your firm for this RFQ process and include name, email address and phone number.

Tab 2: Statement of Qualifications Criteria (Prepare a statement of qualifications as outlined below. A separate statement of qualifications shall be submitted by the Offeror for each class of work for which they wish to be considered)

A. General Information

- 1) Complete and submit **Attachment A – Offeror’s General Information**, which includes:
 - a) Company Name
 - b) Address
 - c) Telephone Number
 - d) Name of Primary Contact
 - e) Email Address - Please include an active email address as the email address provided will be used for all correspondence related to the solicitation.
 - f) Number of Years in Business
 - g) License(s) Held by the Firm
 - h) Identify which class of work your firm is submitting qualifications for: General Construction, Mechanical, Fire Life Safety, Electrical, Civil/Utility and/or Information Technology services.
 - i) If the firm has more than one office, provide specific information about the parent company and administering branch office. Indicate the type of ownership (Corporation, Limited Liability Company, or Sole Proprietorship).

B. Prime Firm Project Experience

- 1) Identify at least three (3) and no more than five (5) comparable projects in which the firm served as either JOC contractor, Construction Manager at Risk, or General Contractor. The listed projects should demonstrate, through previously completed work, that the firm has developed expertise to provide design phase (pre-construction) and construction services.

For each project listed, please provide:

- i) A description of the project.
- ii) The role of the firm on the project (specify whether Job Order Contractor, Construction Manager at Risk or General Contractor. If applicable, identify the percent of work self-performed. Also specify services provided during design phase (i.e., cost estimating,

scheduling, value engineering, etc.)

- iii) The original construction budget per the Job Order, actual bid or Guaranteed Maximum Price (“GMP”) amount, and the final construction amount. If final construction amount is greater than Job Order price/bid/GMP amount, differentiate between Owner-requested Change Orders and those attributable to other factors.
- iv) The original project schedule by listing Design Phase Start Date, Construction Start Date, Substantial Completion Date, and Final Completion Date. Compare the *contractual* dates with *actual* respective dates. Explain any differences between original and actual project schedule milestones.
- v) The name and role of individuals from the proposed team who worked on each project listed in this section.
- vi) The name and current phone number of the Owner’s Project Manager or other representative for the project.

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

- Comparable projects utilizing a JOC delivery method.
 - Similar projects with institutions of higher education.
 - Projects at similar climates and elevations.
 - Comparable projects which were completed five (5) or fewer years ago.
- 2) Provide a list of your job order contracts, for the last five (5) years. Include date of contract, contracting agency, agency contact information, and total value of work performed to-date for each contract in the list. If your firm has no JOC experience, provide a description of your philosophy and experience partnering as a member of a team consisting of the owner, owner’s customers, the design professional and the contractor.

C. Prime Team Member Experience and Availability

- 1) Provide information about the firm’s personnel resources (average size of workforce, position classifications, experience, training, location(s) of personnel).
- 2) Describe your plan for personnel recruitment, particularly during periods of booming construction. Are there any major potential impacts to the availability of your personnel?
- 3) Identify the specific individuals from your firm whom you would make available to work on NAU JOC projects. You should include project managers, project superintendents, estimators, administrators and other key individuals. For each individual included, clearly identify the following:
 - a) Name, job title and length of time with the firm.
 - b) Any specific areas of expertise.
 - c) Relevant licenses or qualifications/degrees.
 - d) A list of at least five (5) 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 Item B (Prime Firm Project Experience) above, provide just the project name and the role of the key person. For other projects provide the following:
 - i. Description of project
 - ii. Role of the person
 - iii. Contractor method (i.e., Design-bid-build, CM@Risk, Design-Build, JOC)
 - iv. Project’s original contracted construction cost and final construction cost
 - v. Construction start and completion dates
 - vi. Project owner
 - vii. Reference information (current name with telephone number for each project listed)

- e) Highlight any potential impacts to the individual's availability to work on NAU JOC projects.

NOTE: A higher evaluation weighting will be given to personnel with JOC experience.

D. Contract Management Plan

Provide a statement of your plan for performing and managing the work.

- 1) What personnel do you envisage working on your JOC projects (i.e., Project Manager, Estimator, Superintendent, etc.)
- 2) How will you prepare job order cost quotations and invoices?
- 3) What is your firm's experience with RS Means for job estimating? What other cost estimating programs/software does your firm use?
- 4) How do you plan to ensure prompt responses to job order requests?
- 5) How do you ensure your firm completes the closeout process in a timely manner?
- 6) How is your warranty process managed once a project has reached substantial completion?
- 7) What is your plan for responding to and performing multiple job orders at the same time?
- 8) What limitations will you have geographically or in accepting work for a number of simultaneous job orders?
- 9) What sets your firm apart in your approach to managing the work in order to minimize change orders?
- 10) Provide other pertinent information that will help NAU evaluate your firm and its management capabilities.

E. Quality Management Plan

- 1) If contracted for pre-construction services, how does your firm work with design professionals to ensure constructability of the design?
- 2) How do you inspect the work to ensure quality?
- 3) How do you stay on schedule? What means and methods does your company use to ensure projects are completed according to contractual dates?
- 4) Provide an example of how your company has provided value added services at little or no cost to the client on previous projects.
- 5) What is your complaint and dispute resolution procedure?
- 6) Provide a statement of your history for submitting claims and change orders. Provide specific information, i.e., type of claim, date, reason, amount, and outcome.
- 7) Provide other pertinent information that will help NAU evaluate your firm and its quality management capabilities.

F. Subcontractor Selection and Management Plan**

- 1) . Describe how you intend to implement the subcontractor selection plan, as detailed in Article 2.6.9 of the JOC Standard Form Agreement, including your recommendations for subcontractor trades to be selected by qualifications only versus qualifications and bids; and discuss the benefit that your subcontractor selection plan provides to NAU and to the project.
- 2) Explain your process for determining whether your firm self-performs work or subcontracts it out (if applicable).
- 3) Describe how your firm will manage the subcontractor selection process to ensure you are able to contract subcontractors in a timely manner for any Job Order work that may be awarded to your firm and provide a minimum of 3 bids per division of work, where costs are anticipated to be more than \$5,000 per division.

- 4) How does your company ensure financial responsibility? How does your firm hold subcontractors accountable for any mistakes? How will you ensure acceptable quality for work performed by subcontractors? How do you communicate this with the NAU Project Manager?
- 5) How will you address controversies and claims related to work performed by subcontractors?
- 6) Provide other pertinent information that will help NAU evaluate your subcontractor management capabilities.

****Note:** Some of the questions in this section may not be applicable to all trades and may only be relevant to general contractors. If your firm is likely to self-perform all/most of the work, please state this in your response to the questions in this section. The evaluation committee will take this into consideration when assessing your RFQ response.

G. Safety

- 1) Provide an overview of your firm's safety management plan.
- 2) Provide an overview of your firm's safety training program.
- 3) Provide a letter from your firm's insurance company stating the Workers' Compensation Experience Modification Rate (EMR) for the past three (3) years. The letter to be on the insurance company's letterhead and signed by an appropriate individual employed by the insurance company.

H. Financial Information, Insurance, Other Selection Criteria

- 1) Provide a letter from your financial institution indicating the range of credit available to your firm (i.e., credit in the low nine figures or credit line exceeding five figures) or your firm's latest annual financial report.
- 2) Provide a letter from your financial institution and/or officers of major suppliers, indicating confidence in your firm's stability and payment history.
- 3) Provide a letter from your bonding company indicating the ability to bond job orders under the contract, and your current bonding capacity.
- 4) Provide a letter from insurance company stating your firm's current insurance limits, including General Liability, Auto Liability, and Worker's Compensation.
- 5) Indicate whether or not these limits can be raised or adjusted.

Offerors not able to provide adequate information requested in this section may be disqualified.

I. Other Selection Criteria – zero pages maximum

- 1) This selection criteria includes:
 - a) Results from reference checks.
 - b) Past NAU performance.
 - c) Other.
- 2) Offerors are not to provide any additional information for these criteria.

Tab 3: Additional Information (limit to two pages maximum)

Include additional relevant information such as literature, slicks, pictures and other pertinent supporting printed data (if any). Firms are not required to submit anything for this section, but they may if desired.

Tab 4: Qualifications Certification (excluded from page count)

Include **Attachment B, Attachment E, Attachment F** found in Part II of this Request for Qualifications.

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: This is a multi-step competition. A Selection Committee will evaluate and score each submitted RFQ response to arrive at a shortlist for each class of work. Northern Arizona University will issue a Request for Proposal (RFP) to a final list of responsive and responsible Offerors determined to be most qualified to perform the specified construction services.

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

RFQ/RFP SCHEDULE

Advertise for Services:	Thursday, November 10, 2022
Pre-Qualifications ZOOM Meeting:	Tuesday, November 15, 2022, at 11:30AM
Deadline for Inquiries:	Monday, November 28, 2022, at 12:00PM
Qualifications Due:	Friday, December 2, 2022, at 2:00PM Facility Services – Building #77 Front of Building Reception 501 E. Pine Knoll Drive Flagstaff, Arizona 86011
Request for Pricing for Shortlisted Firms Due:	January 2023
Begin Job Order Contract Period:	January/February 2023

Note: all dates are subject to change at Owner's discretion.

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 submittal or if you have informal questions about the purchasing process, please contact:

Judith Scholar Winfield

Tel: (928) 523-4468

E-mail Address: 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 Contracts Analyst, 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 B.

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 email to:

Judith Scholar Winfield, Contracts Analyst
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 and be attached to the email. 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 construction 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 to 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.

- 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
- 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 project-specific construction 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 Offerors, each Offeror will be issued the Owner Agreement in the form as shown 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. 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 JOC 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 JOC Agreement, concerning ownership and use of the Contractor'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-contractors 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
Associate Vice President, Procurement & Stores
Contracts, Purchasing & Risk Management
Northern Arizona University
Building 98B
Box 4124
545 E. Pine Knoll Drive
Flagstaff AZ 86011

Tel: (928) 523-6415

Email address: 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: OFFEROR'S GENERAL INFORMATION

ATTACHMENT B: RFQ QUALIFICATIONS CERTIFICATION

ATTACHMENT C: QUALIFICATIONS INQUIRY FORM

ATTACHMENT D: JOC CONTRACT LINK

ATTACHMENT E: FS 113 BOYCOTT OF ISRAEL

ATTACHMENT F: JOC CONTRACTOR DATA SHEET

ATTACHMENT A: OFFEROR'S GENERAL INFORMATION

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

NAME OF PRIMARY CONTACT: _____

EMAIL ADDRESS: _____

NAME OF AUTHORIZED CONTRACT SIGNER(S): _____

YEARS IN BUSINESS UNDER ABOVE NAME: _____ CONTRACTOR LICENSE NO: _____

CLASS: _____ STATE: _____

OTHER LICENSE(S) HELD BY FIRM: _____

BONDING COMPANY: _____ AGENT: _____

CHECK AREAS OF SPECIALTY:

CIVIL/UTILITY [] ELECTRICAL [] FIRE LIFE SAFETY []

GENERAL CONSTRUCTION [] MECHANICAL []

INFORMATION TECHNOLOGY []

CHECK ALL THAT APPLY:

BUSINESS TYPE

[] SOLE PROPRIETORSHIP [] PARTNERSHIP [] CORPORATION [] STATE OF INCORPORATION

DIVERSITY BUSINESS OWNER DESIGNATION

[] WOMEN-OWNED [] WOMEN-OWNED MINORITY-OWNED [] MINORITY-OWNED
[] DISABLED BUSINESS OWNER [] DISABLED VETERAN [] DISADVANTAGED
[] NON-PROFIT GOVERNMENT EDUCATION

ORGANIZATION SIZE CLASSIFICATION

[] INDIVIDUAL [] SMALL - AZ (LESS THAN \$4M GROSS/YR OR LESS THAN 100 FTE)
[] LARGE [] SMALL - FEDERAL (LESS THAN \$8M GROSS/YR)
[] NONE OF THE ABOVE

SPECIFIC PARENT COMPANY INFORMATION, NOT ALREADY LISTED ON FORM:

ATTACHMENT B: RFQ QUALIFICATIONS CERTIFICATION

(Date)

Facility Services
Northern Arizona University
PO Box 6016
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 who's relative has, a substantial interest in any agreement award subsequent to this proposal/bid.

- The names of any and all public officers or employees of Northern Arizona University who have, or who's relative has, a substantial interest in any agreement award subsequent to this proposal/bid are identified by name as part of this Qualifications.

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.

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 hereby offers a statement of qualifications with acknowledgement that the Form of Agreement is not yet complete.

(Firm Name)

(Address)

(Authorized Signor's Signature)

(Phone no.)

(Printed name)

(Email Address)

(Title)

(Fed. tax id no.)

ATTACHMENT D – JOC CONTRACT AGREEMENT

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:8aa1569f-4eae-35de-a0cd-916c63a27522>

ATTACHMENT E – 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 Submittal Package.

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
AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE PARTICIPATION IN BOYCOTT OF ISRAEL		

ATTACHMENT F – JOC CONTRACTOR DATA SHEET

JOC CONTRACTOR DATA SHEET

Date: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Federal Employers Tax Identification Number or Social Security Number: _____

Phone No.: _____ Fax No.: _____

Contact Person :

_____	_____	_____
Title	First Name	Last Name
_____		_____
Phone Number		Fax Number
_____		_____
E-mail Address		Cell Phone Number

Principal(s):

_____	_____	_____
Title	First Name	Last Name
_____		_____
Phone Number		Fax Number
_____		_____
E-mail Address		Cell Phone Number

License Number (if applicable)		

_____	_____	_____
Title	First Name	Last Name
_____		_____
Phone Number		Fax Number
_____		_____
E-mail Address		Cell Phone Number

License Number (if applicable)		

Ownership and Organization Classification
(Check all that apply. Size of firm must be designated.)

Diversity Business Owner Designation

- Woman Owned
- Woman Owned Minority
- Minority
- Disabled Business Owner
- Disabled Veteran
- Disadvantaged
- Non-Profit Government Education

Organization Classification

- Individual
- Small – AZ (Per A.R.S. § 1-1001.8)
- Small – Federal (Per P.L. § 95-507)
- Large
- None Of The Above

Definition of Small Arizona Business – Has less than \$4M in revenues or less than 100 employees

Definition of Small Federal Business – Has revenues less than \$8M

I. DISCIPLINES - Please check the disciplines that your firm can self-perform / provide in-house

Acoustical/Noise/Vibration Eng (AC)	_____	Framing / Drywall (FR/DW)	_____
Architecture (A) / Design	_____	Glazing (GL)	_____
Central Plant/Chiller (CH)	_____	Interior Design (INT)	_____
Civil Engineering (CE)	_____	Landscaping (LA)	_____
Concrete (CON)	_____	Mechanical (ME)	_____
Construction Administration (CA)	_____	Roofing / Re-Roofing (RFG)	_____
Construction Management (CM)	_____	Security Systems (SEC)	_____
Continuity/Disaster Recovery (DR)	_____	Structural Engineering (SE)	_____
Electrical (E)	_____	Structural Steel (SS)	_____
Environmental Eng/Plan (ENV)	_____	Telecommunications (TEL)	_____
Excavation (EX)	_____	Utilities (UTL)	_____
Finishes (Carpet, Paint, Doors, etc.) (FN)	_____	Value Engineering (VE)	_____
Fire Alarm Installation (FD)	_____	Others (OTH)	_____
Fire Sprinkler Systems (FSS)	_____		

II. EXPERIENCE EMPHASIS

For each EXPERIENCE EMPHASIS category below, where your company has performed this type of work or worked on the type of facility described, please indicate your company's number of years of experience.

	Years		Years
ADOT Approved Signage (ADT)	_____	Music Facilities (MF)	_____
Athletic Facilities / Phys Ed (ATH)	_____	NCAA Cert Athletic Facilities (NCAA)	_____
Auditorium / Theatre (AUD)	_____	Observatories (OBS)	_____
Bridges (BR)	_____	Office Facilities (OF)	_____
Central Distribution Systems (CDS)	_____	Outdoor Recreation Sites (OR)	_____
Clean Room (CL)	_____	Parking Lots / Structures (PS)	_____
Elevators and Escalators (ELV)	_____	Pedestrian/Bicycle Thoroughfare (PB)	_____
Engineering Buildings (ENG)	_____	Recreation / Activity Centers (REC)	_____
Fine Arts / Public Art (FA)	_____	Renovation / Remodeling (RR)	_____
Food Services (FS)	_____	Research Labs (RL)	_____
General Classroom (GC)	_____	Residence Halls (RH)	_____
Hazardous Waste Facilities (HW)	_____	Retail Restaurants/Shops (RT)	_____
Heating & Refrigeration (HR)	_____	Signage / Graphics (SG)	_____
Historic Conservation (HC)	_____	Solar Energy Installations (SE)	_____
Infrastructure (INF)	_____	Stadiums (STA)	_____
Libraries (LIB)	_____	Streets (STR)	_____
Lighting (LIT)	_____	Swimming Pools and Facilities (SP)	_____
Maintenance Facilities (MNT)	_____	Teaching Labs (TL)	_____
Masonry (MY)	_____	Water Systems (WS)	_____
Medical Care / Facilities (MED)	_____	Other (OTH)	_____
Museums (MUS)	_____		