



THE ARIZONA BOARD OF REGENTS

for and on behalf of

NORTHERN ARIZONA UNIVERSITY

**REQUEST FOR QUALIFICATIONS
for
DESIGN-BUILD SERVICES**

**BURY HALL RENOVATIONS
Project No. 09.080.241**

DUE DATE/TIME: Friday, November 3, 2023, at 2:00PM

**ARIZONA BOARD OF REGENTS TRI UNIVERSITY MASTER CONTRACTS
STANDARD FORM 2023 EDITION**

Pre-Qualifications Meeting by ZOOM (Optional)

Tuesday, October 16, 2023, at 9:30AM

Deadline for Inquiries

Thursday, October 26, 2023, at 4:00PM

Time and Date Set for Submittal

Friday, November 3, 2023, at 2:00PM

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DIVISION I - ADVERTISEMENT

Arizona Board of Regents (ABOR) for and on behalf of Northern Arizona University (“Owner” or “University”) requests interested Design-Build Teams to submit, in writing, their qualifications to provide Design-Build Services relating to the **Bury Hall Renovations - Project #09.080.241** on the NAU Flagstaff Mountain Campus. This solicitation follows the methodology prescribed by Section 3-804 of the University Procurement Code.

This project scope of work includes all design (architecture and engineering) services, provision of construction documentation, construction management, bidding, construction, and related services to address significant issues with Bury Hall (Building 8) on the Flagstaff Mountain Campus. The Design-Builder shall investigate, propose and construct solutions for:

1. Mitigation of water intrusion in the building, mainly flooding of the basement;
2. Bringing outside air into the building through the HVAC system;
3. Bringing the building up to current ADA building code; and
4. Any structural alterations to the building required in order to address points 1-3 above.

The total project budget is approximately \$7 million dollars, of which roughly \$6 million dollars is for construction. The project site is located at 610 S. Knoles Drive, Flagstaff, AZ 86011.

For this Request for Qualifications (RFQ), The University is seeking a Design-Build Team with experience in construction of similar projects. Teams submitting Qualifications in response to this RFQ must demonstrate comparable project-type experience and capability utilizing the Design-Build project delivery method, or comparable capability. The successful firm awarded a contract may be awarded additional work at NAU’s discretion for any other modifications or renovations at the project site through the warranty period of the project.

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

SCHEDULE OF DEADLINES

Advertise for Services:	Thursday, October 12, 2023
Pre-Qualifications ZOOM Meeting (Optional):	Tuesday, October 17, 2023, 9:30AM
Deadline for Inquiries:	Thursday, October 26, 2023, 4:00PM
Qualifications Due:	Friday, November 3, 2023, 2:00PM
Interviews with Shortlisted Firms (Optional):	Wednesday, December 6, 2023 and/or Thursday, December 7, 2023 (Tentative)
Begin Contract Period:	January 2024

The Offeror’s Request for Qualification packages and any published addenda may be obtained from the University Planning, Design and Construction website at <https://in.nau.edu/facility-services/bids-rfq/> after 3:00PM Arizona Local Time on Thursday, October 12, 2023. It is the sole responsibility of the Respondent to obtain, review, and acknowledge any addenda that may be published on the website.

A pre-qualifications meeting will be held on Tuesday, October 17, 2023, at 9:30AM 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, November 3, 2023, at 2:00PM. Responses to the RFQ shall be received in Facility Services, Building #77, at the Front Reception Desk, 501 E. Pine Knoll Drive, Flagstaff, Arizona 86011 (<https://nau.edu/legacy/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.

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

The Board of Regents reserves the right to reject any or all Statements of Qualifications, to waive or decline, to waive irregularities in any Statement of Qualifications, or to withhold the award for any reason it may determine. Women owned and minority owned firms are encouraged to apply. Persons with a disability may request a reasonable accommodation.

All correspondence relating to this Request for Qualifications should be addressed to:

NAU Facility Services – Planning, Design and Construction
Attention: Judith Scholar Winfield
PO Box 6016
Northern Arizona University
Flagstaff, Arizona 86011
Email address: judith.scholarwinfield@nau.edu

ARIZONA BOARD OF REGENTS

By: Bjorn Flugstad

SVP, University Finance and 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 Design-Build (“DB”) teams (“Offeror”) to submit in writing a Statement of Qualifications (“SOQ” or “Qualifications”) for Design-Build services pertaining to the **Bury Hall Renovations Project - #09.080.241**, on the NAU Flagstaff Mountain Campus. The project will be built using a Design-Build delivery method.

The Arizona Revised Statutes require that each entity proposing to perform professional design services is properly registered to perform such services in the State of Arizona, as required by the Board of Technical Registration. Arizona requires professional registration of Individuals, as well as Firms. Included among the disciplines registered by the Board in Arizona, and generally pertinent to design and construction projects are architects, engineers, and landscape architects.

The Arizona Revised Statutes also require that each entity proposing to perform construction services and construction is properly licensed to perform such services in the State of Arizona, as required by the Registrar of Contractors. Any individual(s) or firm(s) proposing to perform Design-Build services must be appropriately licensed/registered in the State of Arizona by the Registrar of Contractors at the time of submission of the Qualifications.

Project Description

This project scope of work includes all design (architecture and engineering) services, provision of construction documentation, construction management, bidding, construction, and related services to address significant issues with Bury Hall (Building 8) on the Flagstaff Mountain Campus. The Design-Builder shall investigate, propose and construct solutions for:

1. Mitigation of water intrusion in the building, mainly flooding of the basement;
2. Bringing outside air into the building through the HVAC system;
3. Bringing the building up to current ADA building code; and
4. Any structural alterations to the building required in order to address points 1-3 above.

The total project budget is approximately \$7 million dollars, of which roughly \$6 million dollars is for construction. The project site is located at 610 S. Knoles Drive, Flagstaff, AZ 86011.

Project Goals and Objectives

This project is an enabling project to advance other projects identified in the campus master plan. The above scope of work are base requirements of the project. The ultimate project goal is to bring an underutilized building to a more modern, functioning space better suited for NAU’s programmatic needs. The building currently houses approximately 30 faculty and staff members. Successful completion of this project will increase the building’s capacity to close to 200 people, including faculty and staff offices, open office space, as well as classrooms. The project shall utilize updated space standards from the recent Campus Master Plan.

The project must consider a recent Facility Condition Assessment performed by McKinstry Essention, LLC (included in Attachment E) to reduce the deferred maintenance as much as the budget will allow while meeting programmatic objectives, as well advance the university’s carbon neutrality goals by modernizing the HVAC system, including bringing in outside air, and meeting current ADA building code. The project should be intentionally designed for flexibility and durability.

While this building is not on the historic register, it is located in the historic north quad on the Flagstaff Mountain Campus. Designs for updating this building should reflect its presence in the north quad and the building’s history. Changes to the building should encompass NAU’s desire for the campus and buildings to focus on inclusivity, equity, and representation of indigenous cultures and designs in order to reflect the University’s diverse student, faculty and staff population and to enable these goals on a greater scale.

Scope of Services

The Scope of Services to be provided by the successful Offeror shall include those services as required to complete the project. The successful Offeror shall provide all design and construction services necessary to complete the requirements outlined under the project. The Offeror may deem it necessary to include consultants as part of Offeror's Design-Build Team in order to provide all services.

1) DESIGN SERVICES:

- a) Participate in program development and/or refinement of existing programming and making recommendations for various solutions to meet Owner's needs.
 - i) Advise the University of ways to gain efficiencies in all aspects of the project.
 - ii) Innovation in design.
- b) Provide schematic and design development drawings, including compliance requirements for all state and local building codes. The design drawings shall consider Owner Design Guidelines and Technical Standards.
 - i) Advise the team on choosing sustainable building materials and suppliers in an effort to meet University's commitment to its Climate Action Plan;
 - ii) Provide alternate systems evaluation and constructability studies;
 - iii) Provide long-lead procurement studies and initiate procurement of long-lead items.
 - iv) Provide energy modeling.
- c) Prepare construction documents, including detailed specifications and drawings.
- d) Provide detailed cost estimating and knowledge of marketplace conditions.
- e) Determine construction phasing and scheduling to minimize interruption to University operations.
- f) Provide project planning and scheduling.
- g) Assist with the development of budgets and schedules.
- h) Assist with pre-construction conferences.
- i) Develop guaranteed maximum price for the project.
- j) Participate with the Owner in a process to set goals and prequalification meetings for subcontractor participation.
 - i) Attendance at proposal openings, analysis of proposal documents and preparation of results.
 - ii) Bid award, and manage all construction related contracts while meeting the University bid requirements including Subcontractor participation goals.
- k) Protect the Owner's expectations of quality and safety, and sensitivity to environmental factors.
- l) Obtain all required Owner, State and Federal permits prior to construction starting.
- m) Any other services as required by contract or NAU Design Guidelines and Technical Standards

2) CONSTRUCTION SERVICES:

- a) Construct the project on schedule and within budget.
- b) Bond and insure the construction.
- c) Arrange for timely procurement of materials and equipment.
- d) Schedule and manage site operations.
- e) Provide quality control.
- f) Observation of the construction, as required, in conjunction with Owner Project Manager.
- g) Work in a cooperative manner to address any changes that might arise during construction.
- h) Provide all required closeout materials to Owner.
- i) Provide warranty evaluations.
- j) Prepare meeting minutes and maintain records in a timely fashion.
- k) Maintain a safe work site for all project participants.
- l) Any other services as required by contract or NAU Design Guidelines and Technical Standards

Site Description

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

Draft Project Schedule

Start Design	January/February 2024
Conceptual & Schematic Design Complete	March 2024
Design Documents Complete	June 2024
Construction	July 2024
Substantial Completion:	October 2025
Final Completion:	December 2025

DIVISION III – PRE-QUALIFICATIONS CONFERENCE (OPTIONAL)

An optional pre-qualifications conference to be held at:

DATE:	Tuesday, October 17, 2023
TIME:	9:30AM Arizona Local Time
LOCATION:	ZOOM Video Conference Advanced registration is not required. Please log in to the meeting using the link below https://nau.zoom.us/j/81051195919?pwd=SHhhODhQSU42bTdObThNOHluQklyQT09 After registering, you will receive a confirmation email containing information about joining the meeting.

The University’s ZOOM platform will allow up to 300 participants per meeting session.

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

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

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

DIVISION IV – SELECTION CRITERIA

The Owner intends to utilize a Design-Build design and construction delivery process for this project. In this delivery method, the Design-Build Team is selected using a qualifications-based selection process. The Owner is seeking the most responsive, and best qualified Design Build Team to collaborate with in achieving the successful realization of this project. Such Teams should be multi-faceted and should be assembled to address the unique requirements of this project as outlined in the Project Description published elsewhere in this RFQ.

Upon selection of the most-qualified Design-Build Team, the Owner will negotiate a fixed-fee for Pre-Construction Phase services. During the Pre-Construction Phase a Guaranteed Maximum Price (GMP) will be prepared and negotiated.

In addition to the Design Professional and the General Contractor, the Design-Build Team should include entities who Offerors identify as bringing relevant expertise in the following pertinent areas:

- 1) All required Design and Engineering Subconsultants
- 2) Any specialty consultants included in the Design Build Team to address design issues raised by the requirements of this particular project.

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. The Statement of Qualifications submitted in response to this RFQ should be fully self-contained and include the information requested below in order and index tabbed the same. The evaluation will be based on the criteria outlined in points 1) to 10) on pages 10 through 14 of this RFQ. The maximum point values for each of the Evaluation Criteria are as follows:

1) Introduction	0
2) Firm Project Experience	20
3) Additional Project Experience	5
4) Key Individuals' Experience	25
5) Design-Build Project Management Approach	20
6) Understanding of the Project	20
7) Work Location	5
8) Overall Evaluation of the Team	5
9) Additional Required Information	0
10) Resumes	0
TOTAL POINTS VALUE	100

1) Introduction – 0 Points (excluded from page count)

- a) Please provide an introductory one-page cover letter highlighting the composition of the Design-Build team.
 - i) Outline which firm will be the contract holder with the University.
 - ii) Additionally, provide a highlight of qualifications for this particular project.
 - iii) Provide a general description of the firm that is proposing to provide construction management services and general construction services.
 - iv) Also indicate the name, telephone number and **direct e-mail** address for the primary point(s)-of-contact of the prime firm. If your firm is teaming with another firm, the relationship shall be clearly identified in this letter.
- b) Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships. Please include all key subconsultant and subcontractor members of the team. If the sub firms are not yet determined, please state as such, but list the key discipline for each.
- c) Provide the following information:
 - i) 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.
 - ii) 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.
- d) Provide a statement on surety letterhead from an A- or better surety company describing the Company's bonding capacity

2) Firm Project Experience – 20 Points

- a) Identify a minimum of three (3) and maximum of five (5) comparable projects in which the firms, the general contractor and the architect, either as a team or separately, served as the Design-Builder. Special consideration will be given to firms that have provided Design-Build services on similar successful projects that include Higher Education construction of similar sized and programmed buildings in a similar climate. The listed projects must demonstrate, through previously completed work, that the firm has developed expertise to provide design phase (pre-construction) and construction services as required for this project.
- b) For each project listed, please provide:
 - i. A description of the project and photographs.
 - ii. The role of the firms on the project. Identify the percent of work self-performed (if any). Also specify services provided during design phase, i.e., cost estimating, scheduling, value engineering, etc.)
 - iii. 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.
 - iv. Identify how this project was innovative.
 - v. 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.
 - vi. The name and role of individuals from the proposed team who worked on each project listed in this section.
 - vii. The name and current phone number of the Owner's Project Manager or other representative for the project.

3) **Additional Project Experience – 5 Points**

- a) List all Design-Build projects awarded to your firm by Northern Arizona University, Arizona State University and / or 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.
- b) List all Design-Build projects awarded to your firm by other entities 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.
- c) As part of our selection process, the University has the responsibility of considering the size and complexity of the project under consideration, the resource investment of the firm in current work, and the amount or quality of previous work recently performed for the University, in order to extend opportunities to a broad representation of qualified firms.

4) **Key Individuals Experience - 25 points**

Be sure to address the experience of **both** the design and construction elements of the Design-Build Firm/Team.

Identify the specific key individuals from the Design, Construction Management, and Construction members of the Design-Build Firm/Team, who are proposed to be assigned and contractually obligated to this project, during the pre-construction and construction phases. Include those individuals who will be assigned to the project to help provide responsiveness and knowledge of local conditions. The University values the increased levels of responsiveness and local conditions knowledge typically provided by Northern Arizona Firms, and desires to maximize local business participation using local workforces, thereby improving economic and employment conditions in Northern Arizona. Please provide a short narrative of how your Firm/Team will maximize local participation, including a description of local team member roles and responsibilities that will be included in your local teaming agreement.

Utilizing comparable projects, clearly demonstrate the special expertise, qualifications, and experience, of those individuals, relevant to the specific requirements of this project as enumerated in this RFQ.

Identify how long each individual has been employed by the responding Firm/Team in the capacity of responsibility proposed for this project, and location where each individual currently resides. Provide resumes in an Appendix of all the identified individuals focusing on special expertise, qualifications, and experience relevant to the specific requirements of this project.

Clarify whether this special expertise, qualifications, and experience is through projects completed with the current proposed Firm/Team, or if not, by properly identifying the individual's specific responsibilities with other Firms/Teams by listing those Firm's name, the project name, and a reference point-of-contact with those other Firms.

Clearly identify the following specific individuals / roles:

- the one person responsible for day-to-day coordination and communication with the University, during all phases of design and construction, with decision-making authority for the Design-Build Firm/Team
- the person or persons who will lead the Design Professional design effort
- the person or persons who will lead the Specialty and Engineering design efforts

- the person or persons who will lead the project documentation effort
- the person or persons who will lead the project estimating effort
- the person or persons who will lead the project scheduling effort
- the site construction superintendent
- the one person who will represent the Design Professional Firm/Team on-site during the construction phase, with decision-making authority for the Design Professional Firm/Team
- the one person who will represent the Construction Firm/Team on-site during the construction phase, with decision-making authority for the Construction Firm/Team

Describe the anticipated leadership responsibilities of each identified individual, and how they will monitor the process to assure the University receives complete, thorough, highest quality professional services.

These individuals should relate back to the organizational chart provided in the introduction.

Provide a graphic indicating the percentage of time each of the identified individuals will be dedicated to this project, for each phase of the project

Please note that Team Members proposed for this project, and the percentage of time to be dedicated to the project, may not be changed during the life of the project without approval of the University.

5) Design-Build Project Management Approach - 20 points

This project will utilize the Design-Build project delivery method. The success of the project is contingent upon a functional and effective working relationship between the Design Professional and the Construction Contractor.

- Describe both the Design Firm's/Team's and the Construction Firm's/Team's understanding of their responsibilities under, and preparedness to work within, the Design-Build project delivery process.
- Describe your Firm's/Team's approach to a project of this type, size and complexity.
- Describe the Design-Build Firm's/Team's approach to project team-building, and local responsiveness to needs and requests of the University. Describe how you can successfully lead the Firm/Team and manage communications among all members of the D-B Firm/Team, from both interpersonal and technological perspectives. If multiple Firms or Team Members will share responsibilities for aspects of the project, describe the roles and responsibilities of each entity, and how they will work together in a cohesive and effective manner.
- Describe, and if possible, provide examples of, successful working relationships among the Design and Construction Firms/Teams during the design and construction phases of previous Design-Build projects.
- In accordance with ABOR Policy Manual section 3-804(B)(4)(a), Offerors selected to perform Construction Services, must select Subcontractors based on qualifications alone or on a combination of qualifications and price, and not solely on price. In support of this, describe your Subcontractor selection plan for the construction phase of the project.
- Maintaining the project within the established budget is a fundamental responsibility of the Design-Builder. Describe your Firm's/Team's budget management and cost control processes, including how you perform conceptual estimating, and how you develop and maintain early design phase cost models and contingency allowances. Describe how the Design Firm/Team and the Construction Firm/Team will work together to manage project costs throughout the design phase. Describe how your Firm/Team ensures that the evolving design is one which the University can afford; that cost estimates are complete, accurate, and in compliance with the established budget at all points during

the design process; how you transition from cost estimates to the final Guaranteed Maximum Price; and how you ensure that the final GMP is acceptable and comes with “no surprises”.

- g) Summarize your quality control process as it will apply to this project. During the design phase, clearly describe how University design review comments will be addressed and incorporated into each subsequent phase of design evolution, and how you will incorporate the review comments into the evolving construction cost and schedule projections. Also, clearly describe how your quality control process ensures that at each phase of the design, the document deliverables are completely coordinated between the Design Firm/Team and the Construction Firm/Team, and across all design disciplines.
- h) During the construction administration phase, clearly describe how your quality control process minimizes RFIs and Change Orders, and how clear, succinct and accurate communications are implemented and maintained between the Design Firm/Team, the Construction Firm/Team, and the University.

6) Understanding of the project – 20 Points

- a) Describe your understanding of the goals of this project and what steps your firm will do to achieve them.
- b) Discuss the major opportunities and challenges your team has identified on this project describe how you intend to address those issues.
- c) Discuss the approach your team uses to ensure the most efficient use of budget.

7) Work location – 5 Points

- a) Each Offeror must have or be committed to establish an Arizona office.
- b) 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.
- c) Define the team’s familiarity of the project area and its knowledge of the local labor and materials markets.

8) Overall evaluation of the team – 5 Points (excluded from page count)

- a) This is the overall evaluation of the firm/team and its perceived ability to provide the required services, as determined by the selection panel members. No submittal response is required.
- b) Additional information received or obtained by the Committee along with any client references obtained by the committee or given by the Design Professional.

9) Additional required information – 0 Points (excluded from page count)

- a) Provide current proof of insurance.
- b) Address your Firm’s/Team’s program for / commitment to Veteran employment.
- c) Submittal certification – Include Attachment A of this Request for Qualifications as the last item in this section.

10) Resumes – 0 Points (excluded from page count)

- a) As an appendix, provide resumes for each key team member. This shall contain only employee information and no additional company information. Resumes shall be limited to a maximum of two pages.

DIVISION V – STATEMENT OF QUALIFICATIONS REQUIREMENTS

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

RFQ responses to be submitted as:

- One (1) complete SOQ in an 8.5" x 11" format, using double-sided printing, spiral bound, and clearly marked as original and two (2) copies clearly marked as copies for a total of three (3).
- One (1) digital copy of the complete SOQ in a single PDF file on a USB flash drive.
- Use a font size no less than 10 points.
- Limit SOQ to twenty-five (25) pages for Division V Items 2 through 7. Item 8 – Overall Evaluation of the Firm does not require a response. Item 9 – Additional Required Information and Item 10 – 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, Contracts Analyst, Planning, Design and Construction

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 THE UNIVERSITY FROM CONSIDERING ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER COST INFORMATION DURING THE REQUEST FOR QUALIFICATIONS (RFQ) COMPETITION.** Accordingly, any sealed formal qualifications that contain any information of this type will be deemed non-responsive, will not be considered, and will be returned to the Offeror. This exclusion of information applies to the Offeror's formal sealed qualifications, to any discussion/interview and to all other aspects of the RFQ competition.

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

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

DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE

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

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

SCHEDULE OF DEADLINES

Advertise for Services:	Thursday, October 12, 2023
Pre-Qualifications ZOOM Meeting:	Tuesday, October 17, 2023, at 9:30AM
Deadline for Inquiries:	Thursday, October 26, 2023, at 4:00PM
Qualifications Due:	Friday, November 3, 2023, at 2:00PM Facility Services – Building 77 Front Reception Desk 501 E. Pine Knoll Drive Flagstaff, AZ 86011
Interviews with Shortlisted Firms (Optional):	Wednesday, December 6, 2023 and/or Thursday, December 7, 2023 (Tentative)
Begin Contract Period:	January 2024
Start Design	January/February 2024
Conceptual & Schematic Design Complete	March 2024
Design Documents Complete	June 2024
Construction	July 2024
Substantial Completion:	October 2025
Final Completion:	December 2025

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.

INFORMAL QUESTIONS. If you have informal questions about technical formatting regarding this 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 via email, to:

Judith Scholar Winfield, Contracts Analyst
Planning, Design and Construction
Email address: judith.scholarwinfield@nau.edu

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

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

PROPRIETARY INFORMATION. If Offeror submits any information considered proprietary, it must be placed in a separate envelope and marked "Proprietary Information". If Owner concurs, this information will not be considered public information. Owner's Legal Counsel is the final authority as to the extent to which material is considered

proprietary or confidential. The Owner assumes no liability for disclosure or use of unmarked data. Unless identified, information submitted in response to this RFQ may be disclosed pursuant to the applicable Arizona Public Records Law and applicable Arizona Revised Statutes.

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

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

- 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.

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.

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

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.

DELIVERY OF INSURANCE POLICIES OR CERTIFICATES AND EXECUTION OF AGREEMENT. **Within ten days of receipt of notice of the award, the successful Offeror shall deliver to NAU the required insurance policies or certificates in a form satisfactory to NAU. Failure to do so may result in rejection of the successful Offeror's Proposal and withdrawal of the award.**

Promptly after NAU receives satisfactory insurance policies or certificates NAU will deliver to the successful Offeror the form of Agreement to be executed by the successful Offeror. This form of Agreement will be the form in Attachment C or NAU's current form of agreement. The successful Offeror shall execute and return to NAU 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 Proposer's Proposal and withdrawal of the award.

NEGOTIATION OF THE AGREEMENT. The University may proceed to negotiate a contract for services at a compensation which the University 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. If the University is unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price determined to be fair and reasonable, negotiations with that firm will be formally terminated. The University may then undertake negotiations with the next most qualified firm in sequence until an agreement is reached or a determination is made to reject all proposals. The University will negotiate a fee for preconstruction/design 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 Design Build Team, 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 University to become familiar with the project site and to discuss the University's needs. The Offeror's key team members for the project, including those from each of the sub-consulting firms, shall attend the meeting. Prior to the meeting, the highest ranked Offeror will have received from the Owner available project documentation, including estimates budgets, drawing formats and other relevant information that the Owner deems appropriate.

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

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.

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

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

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

Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated into the solicitation, shall be filed by the next closing date for receipt of Statement of Qualifications following the incorporation. In cases other than those just covered, protests shall be filed no later than ten (10) days after a Then agreement is awarded in connection with the procurement action. Failure to file a protest in a timely manner shall be

deemed a waiver of all rights. Third, and finally, protests shall be in writing and shall include the following information: (1) The name, address, area code, telephone number, and fax number of the protestor; (2) The signature of the protestor or its representative; (3) Identification of the solicitation or Then agreement number; (4) Detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) The response or relief requested. Protests should be directed to:

Becky McGaugh
Office of the Associate Vice President of Procurement and Stores
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 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.

ATTACHMENT A – RFQ SUBMITTAL CERTIFICATION

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

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

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

In compliance with **NAU PROJECT: 09.080.241 – Bury Hall Renovations** project and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

THE FOLLOWING ADDENDA ARE HEREBY ACKNOWLEDGED AS FOLLOWS:

ADDENDUM NUMBER: _____ DATED: _____ ADDENDUM NUMBER: _____ DATED: _____
 ADDENDUM NUMBER: _____ DATED: _____ ADDENDUM NUMBER: _____ DATED: _____

FORM OF AGREEMENT. The undersigned certifies that the undersigned has read Owner’s current pro forma of Agreement Between Owner and Design Professional (Construction Manager at Risk) including the contract with the construction manager at risk and general conditions, which contain provisions applicable to the design professional, all of which are attached to the RFQ. If selected as the design professional for this project, the undersigned agrees to execute this agreement, subject only to the exceptions listed in the space below. The undersigned understands that any exceptions taken to the agreement that are not accepted and/or approved by the Owner may be a basis for rejection of the undersigned’s Proposal 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.)
_____	_____
(Date certified)	(Email Address)

ATTACHMENT B – SUBMITTAL INQUIRY FORM

(Pre-submittal Questions, General Clarifications, etc.)

PROJECT NAME: Bury Hall Renovations

PROJECT NUMBER: 09.080.241

INQUIRY DEADLINE: Thursday, October 26, 2023, at 4:00PM

QUESTIONS ON: ORIGINAL RFQ PACKET or ADDENDUM NO.

SECTION NUMBER: _____

WRITER: _____

FAX NO. _____ PHONE NO. _____

COMPANY: _____

COMPANY E-MAIL ADDRESS: _____

DATE: _____

QUESTIONS:

ATTACHMENT C – FS 113 PARTICIPATION IN BOYCOTT OF ISRAEL FORM

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

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

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address, if available
() -		() -
Print Name of Offeror’s Authorized Agent		Signature of Offeror’s Authorized Agent
Title of Offeror’s Authorized Agent		Date
AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE PARTICIPATION IN BOYCOTT OF ISRAEL FORM (FS113)		

ATTACHMENT D – FORM OF AGREEMENT

The current draft of the Form of Agreement can be accessed [here](#). Northern Arizona University reserves the right to revise the form of agreement as appropriate and in accordance with project requirements.

ATTACHMENT E – FACILITY CONDITION ASSESSMENT FOR BURY HALL

The Facility Condition Assessment for Bury Hall can be accessed [here](#).