



**REQUEST FOR QUALIFICATIONS
FOR
JOB ORDER CONTRACTING SERVICES
FOR MECHANICAL & CONTROLS**

NAU Project No. 11.160.241
Pre-Submittal Conference
Tuesday, December 19, 2023 at 10:00 AM

TEAM INTRODUCTIONS

Stephanie Bauer

Associate Vice President of Facility Services

Joshua Spear

Manager, Planning, Design & Construction

Judith Scholar Winfield

Contracts Analyst, Planning, Design & Construction

Scott Miller

Buyer, Lead, Contracts, Purchasing & Risk Management

PROCESS SUMMARY

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



PROCUREMENT DATES:

Pre-Submittal Conference:	December 19, 2023, 10:00 AM (Arizona local time)
Deadline for Inquiries:	January 10, 2024, 12:00 PM (Arizona local time)
Request for Qualifications Due:	January 17, 2024, 2:00 PM (Arizona local time)
Notifications to Shortlisted Firms:	End of January/early February 2024
RFP Process:	February 2024
Contract Period Begins:	March 2024

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

PROJECT DESCRIPTION

- The Job Order Contract (JOC) is a competitively procured, fixed-price, indefinite-quantity contract.
- The University aims to select a minimum of five firms to perform Mechanical & Controls services.

PROJECT DESCRIPTION

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

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QUALIFICATIONS SUBMITTAL INFO

- Submission location and delivery via hand carry, FedEx, USPS, or UPS
 - Details can be found in the RFQ, Division V, page 9
- Facility Services, Building 77
Main Reception Desk
- RFQ Submissions are due no later than January 17, 2024 by 2:00 PM. Submissions that arrive after 2:00 PM will not be accepted.
 - Failure to abide by the below requirements may result in rejection of Offeror's Submittal – Please be sure to follow the Selection Criteria as laid out in Division IV of the RFQ.
 - Adhere to page limits, font sizes, double-sided proposal, number of document copies (1 original, 2 copies and 1 electronic copy)
 - Any communication in any form to NAU regarding fees, pricing, man-hours or any other associated cost information
 - Any communication from the Offeror or its members with the Selection Committee members, students and employees of NAU

RFQ EVALUATION CRITERIA

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

Criteria Maximum Points

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

QUESTIONS

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