

DIVISION I –PROJECT DESCRIPTION AND ADVERTISEMENT – NAU JOC SERVICES FOR MECHANICAL AND CONTROLS

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 Mechanical and Controls services as a Northern Arizona University designated Job Order Contractor - NAU Project #11.160.241. 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 the provision of Mechanical and Controls 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 Mechanical and Controls 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, December 14, 2023

Pre-Qualifications ZOOM Meeting: Tuesday, December 19, 2023, at 10:00AM

Deadline for Inquiries: Wednesday, January 10, 2024, at 12:00PM

Qualifications Due: Wednesday, January 17, 2024, 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: February 2024

Begin Job Order Contract Period: March 2024

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, December 14, 2023.

A non-mandatory pre-qualifications meeting will be held on Tuesday, December 19, 2023, at 10:00AM, 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 Wednesday, January 17, 2024, 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