



THE ARIZONA BOARD OF REGENTS

for and on behalf of

NORTHERN ARIZONA UNIVERSITY

**REQUEST FOR QUALIFICATIONS
for
ARCHITECTURAL AND ENGINEERING DESIGN PROFESSIONAL
SERVICES**

**McCONNELL HALL RENOVATION & LANDSCAPE UPGRADE
Project No. 09.620.251**

**DUE DATE/TIME: Tuesday, May 13, 2025, at 2:00PM Arizona Local
Time**

**ARIZONA BOARD OF REGENTS TRI UNIVERSITY MASTER CONTRACTS
STANDARD FORM 2015 EDITION**

Time and Date of Pre-Submittal Conference	<u>Tuesday, April 29, 2025, at 11:00AM Arizona Local Time</u>
Deadline for Inquiries	<u>Thursday, May 8, 2025, at 12:00PM Arizona Local Time</u>
Time and Date Set for Submittal	<u>Tuesday, May 13, 2025, at 2:00PM Arizona Local Time</u>

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This Request for Qualifications is separated in two parts: Part I - General Requirements, and Part II - Attachments. The Attachments of Part II are part of the Request for Qualifications and the terms, conditions, and criteria therein must be met by any proposer.

DIVISION I - ADVERTISEMENT

Arizona Board of Regents (“ABOR”), for and on behalf of Northern Arizona University (“University” and/or “Owner”) extends an invitation to interested design professional firms to submit in writing their qualifications to provide design services for the **McConnell Hall Renovation & Landscape Upgrade, NAU Project #09.620.251** on the NAU Flagstaff Campus. This solicitation follows the methodology prescribed by Section 3-804 of the University Procurement Code.

The project involves the interior renovation of and exterior improvements to McConnell Hall, a Campus Living Community on the NAU Flagstaff Mountain Campus. The interior renovation will include upgrades to lighting, flooring, and the vanities within the bedrooms, as well as updates to the communal bathroom and shower areas to enhance privacy. The project also considers the potential installation of an elevator to boost accessibility within the building. Additionally, the design shall assess the building’s electrical, plumbing, and domestic hot water systems for a potential update to address deferred maintenance issues. An electrical load study will be conducted to identify necessary infrastructure improvements.

Exterior enhancements will focus on creating an ADA-compliant sidewalk to ensure accessibility to/from the building.

The University is seeking a design team with experience in architecture and engineering for similar projects related to Campus Living Communities (residence halls) on a university campus. Firms submitting a Statement of Qualifications (SOQ) must demonstrate relevant experience for projects of this nature.

The proposed budget for construction and design is expected to be in the region of \$9,000,000.

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

A pre-qualifications conference will be held on Tuesday, April 29, 2025 at 11:00 AM, Arizona Local Time, as a virtual meeting via Teams. Details on how to join the Teams meeting are located in Division III of this RFQ.

Individuals or firms who wish to visit campus may do so on their own, but NAU will not entertain any conversation outside of the process outlined in this document. All vehicles parking on campus must have a permit. See <https://in.nau.edu/university-transit-services/> for more information and to purchase a parking permit.

SCHEDULE OF DEADLINES

Advertise for Services:	Thursday, April 24, 2025
Pre-Submittal Conference:	Tuesday, April 29, 2025, at 11:00AM Arizona Local Time
Qualifications Due:	Tuesday, May 13, 2025, at 2:00PM Arizona Local Time
Interviews with Shortlisted Firms (Optional):	Thursday, June 5, 2025 (tentative)
Begin Contract Period:	June 2025

Offeror’s Request for Qualifications packages may be obtained from the University Planning, Design and Construction website at <https://in.nau.edu/facility-services/pdc/bids-rfqs/> after 3:00PM, Arizona Local Time, on Thursday, April 24, 2025.

Sealed Qualifications are due no later than Tuesday, May 13, 2025. At 2:00PM Arizona Local Time. 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://in.nau.edu/university-transit-services/maps/>) or mail to Northern Arizona University, Box 6016, Flagstaff, Arizona, 86011. **Attention: Judith Scholar**

Winfield, Contract Analyst, Sr.; PD&C. If mailing the Qualification by courier (ex. FedEx, UPS) please use the street address noted above.

Received sealed qualifications will be opened immediately following the 2:00 PM deadline and Planning, Design and Construction shall publicly announce the names of those firms submitting a response to this RFQ on Teams Meeting Link provided below. In person attendance shall not be permitted.

[Join the meeting now](#)

Meeting ID: 264 156 211 818 6

Passcode: ZB6nf2UL

Dial in by phone

[+1 928-331-0022,,741746446#](#) United States, Gila Bend

[Find a local number](#)

Phone conference ID: 741 746 446#

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

Attention: Judith Scholar Winfield

PO Box 5637

Northern Arizona University

Flagstaff, Arizona 86011

Email address: judith.scholarwinfield@nau.edu

ARIZONA BOARD OF REGENTS

By: Jeff McKay

VP of Capital Planning and Campus Operations

DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES

ARIZONA BOARD OF REGENTS REQUEST FOR QUALIFICATIONS (RFQ)

Arizona Board of Regents (“ABOR”), for and on behalf of Northern Arizona University (“University” and/or “Owner”) extends an invitation to interested design professional firms to submit in writing their qualifications to provide design services for the **McConnell Hall Renovation & Landscape Upgrade, NAU Project #09.620.251** on the NAU Flagstaff Campus. This solicitation follows the methodology prescribed by Section 3-804 of the University Procurement Code.

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

PROJECT DESCRIPTION AND SCOPE OF SERVICES

The project involves the interior renovation of and exterior improvements to McConnell Hall, a Campus Living Community on the NAU Flagstaff Mountain Campus. The interior renovation will include upgrades to lighting, flooring, and the vanities within the bedrooms, as well as updates to the communal bathroom and shower areas to enhance privacy. The project also considers the potential installation of an elevator to boost accessibility within the building. Additionally, the design shall assess the building's electrical, plumbing, and domestic hot water systems for a potential update to address deferred maintenance issues. An electrical load study will be conducted to identify necessary infrastructure improvements.

Exterior enhancements will focus on creating an ADA-compliant sidewalk to ensure accessibility to/from the building.

The University is seeking a design team with experience in architecture and engineering for similar projects related to Campus Living Communities (residence halls) on a university campus. Firms submitting a Statement of Qualifications (SOQ) must demonstrate relevant experience for projects of this nature.

The proposed construction budget is likely to be in the region of \$8,000,000.

PROJECT SCHEDULE

Final Design Development Package:	Oct 2025
Construction Drawings:	Feb 2026
Substantial Completion:	Aug 2026
Final Completion:	Dec 2026

PROJECT LOCATION AND 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. 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 6.9 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-SUBMITTAL CONFERENCE

An optional Pre-Qualifications Conference to be held online at:

DATE:	Tuesday, April 29, 2025
TIME:	11:00AM Arizona Local Time
LOCATION:	https://events.teams.microsoft.com/event/a91020a6-d92f-4957-aff7-85b5528b09ef@27d49e9f-89e1-4aa0-99a3-d35b57b2ba03

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

At this pre-submittal 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 inquiries regarding the project outside of this pre-submittal conference, it is strongly recommended that interested firms attend the pre-submittal conference.

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

A selection committee will evaluate the Statement of Qualifications submitted in response to this RFQ.

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 design professional services will be short-listed and may be sent an invitation to attend an interview. Interviews, if held, will be conducted in accordance with the requirements set out in Section 3-804 of the University Procurement Code and may be held by Teams video conference or in person.

Evaluation Criteria:

<u>Criteria</u>	<u>Maximum Points</u>
(A) Introduction	10
(B) Prime Firm Project Experience	20
(C) Prime Team Member Experience	20
(D) Subconsultant Experience	20
(E) Understanding of the Project/Additional Firm Experience	40
(F) Project Management Controls and Team Approach	20
(G) Work Location	5
(H) Overall Evaluation of the Firm	15
(I) Submittal Certification	0
(J) Resumes	0
Total	150

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.

(A) INTRODUCTION (10 points max)

1. Please provide an introductory cover letter highlighting the prime firm's or (if a legal joint venture) prime team's qualifications for this particular project. Ensure that it is clear with which firm the University will be contracting. Also, indicate the following information for the **primary point(s)-of-contact** of the prime firm:
 - a. Name
 - b. Telephone number
 - c. **Direct e-mail address – e-mail with this point-of-contact will be the University's primary form of communication with the firm.**
2. Additionally, the license number(s) of the prime architect or engineer for this project must be included. Please note, any firms that are submitting as a joint venture or another legal partnering agreement must submit the contract for the formal arrangement before an interview, if shortlisted.
3. Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships of your team. Please include all key sub-consultant members of the team.

(B) PRIME FIRM PROJECT EXPERIENCE (20 pts max)

Describe a **minimum of five (5) and a maximum of seven (7) projects** similar in terms of project type, size, complexity, budget, and schedule where the Offeror's firm was Engineer of Record or Architect of Record.

The listed projects must demonstrate, through previously completed work, that the firm has developed expertise to provide the services as required for this project.

For each project listed, please provide:

- a) A description of the project, including the name and the size of the institution for whom the project was completed (number of buildings and acreage).
- b) Indicate if the project was delivered using the **CMAR method** and describe the firm's experience in that delivery model.
- c) The role of the firm on the project.
- d) The name and role of all the sub-consultants you used on the project.
- e) Highlight examples where the firm was responsible for **significant building system upgrades** (HVAC, electrical, plumbing), particularly in occupied buildings.
- f) Features of the design that showcase your firm's unique perspective.
- g) The original agreement schedule by listing Start Date and Completion Date, and the actual start and completion dates, along with an explanation of any differences.
- h) The name of individuals from the proposed team who worked on each project listed in this section, and what their role was on these past projects.
- i) The name and current phone number of the Owner's Project Manager or other representative from the Facilities Management/Construction Department for the project.

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

- Projects that have included residence halls.
- Projects at similar climates and elevations
- Projects that were completed by the proposed team for this project (including prime firm and subconsultants team members).
- **Projects that have included significant accessibility upgrades (e.g., elevator additions, ADA compliance)**

(C) PRIME TEAM MEMBER EXPERIENCE (20 pts max):

1. Identify the specific individuals from the prime firm who are proposed to be assigned to this project, including their expertise working on similar projects. Resumes are to be included under Section (J). Clearly identify the specific individual(s) responsible for the following roles:

- The person who will lead the design development effort;

- The person who will be responsible for day-to-day management of the project, and coordination and communication with the University and its partners during all project phases;
 - The person(s) who will lead the specialty and other engineering design efforts;
 - The person(s) who will lead the project documentation efforts.
 - The person(s) who will lead the design and implementation of the accessibility improvements.
 - Team members' experience on projects involving **similar building system replacements and upgrades**, emphasizing their specific roles and responsibilities in these aspects.
2. For each key person identified above, provide their length of time with the firm and at least two (2) 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 Section (B) above, provide only the project name and the role of the key person.

For other projects provide the following:

- a. Description of project
 - b. Role of the person
 - c. Project owner
 - d. Reference information (current name with telephone number for each project listed)
3. Describe the current workload and availability of the designated prime team to service the project (include existing projects, pending projects, and this proposed project).

(D) SUBCONSULTANT EXPERIENCE (20 pts max):

1. Identify the key subconsultant firms, and their primary personnel, who are proposed to be on the team for this project. Resumes are to be included under Section (J). For each firm identified, list **up to five (5) comparable projects** in which they have played a comparable subconsultant role. If a project selected is the same as one selected for the prime firm in Section (B) above, provide only the project name and the role of the firm, along with a more detailed role of the subconsultant scope.

For other projects provide the following:

- a. Description of project
 - b. Role of the firm and team member names
 - c. Project owner name
 - d. Reference information (current name with telephone number for each project listed)
2. Describe each key subconsultant's team member's experience with comparable projects, and clarify how these team members contributed to the success of these projects. For example, by managing Owner's requirements, energy efficiency, budget constraints, etc....
3. Describe each key subconsultant's experience working with the prime firm.

A higher evaluation weighting will apply to those Offerors who can provide a subconsultant team that has comparable experience and a history working with the Prime Firm successfully completing the projects listed in Section (B).

(E) UNDERSTANDING OF THE PROJECT/ADDITIONAL FIRM EXPERIENCE (40 pts max):

1. Discuss the major opportunities and challenges your team has identified on this project, and describe how you intend to address those issues.
2. How would your firm give this project its own identity while keeping it cohesive to the rest of campus?
3. Other than projects previously listed, describe in detail the team's experience and approach to identifying, assessing, and resolving deferred maintenance issues in comparable buildings

(F) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH (20 pts max):

The success of a project is defined by the engaged participation of every single team member, from both the prime firm and its subconsultants. When answering the questions below, please make sure to consider every team member's contribution.

1. Design Management
 - a. Describe how your firm uses virtual design to provide certainty of project outcomes, communicate the design to stakeholders, and manage cost.
 - b. Explain how your firm handles a situation where the Owner's Design Guidelines or Technical Standards may not be suited to the project's goals?
 - c. Describe the firm's **experience in collaborating effectively with a CMAR** throughout the design and pre-construction phases, including how they ensure seamless communication and integration of the CMAR's input.
2. Budget Methodology and Cost Control
 - a. Explain how constructability, recommendations by the Construction Manager at Risk, value engineering, and other design phase cost controls will be utilized; Note that a Construction Manager at Risk will not be involved in this phase.
3. Quality Control
 - a. Summarize your approach to quality control and quality assurance during planning, design, and construction administration.
 - b. Explain how your firm will ensure necessary communication to the entire team and produce properly executed drawings for this project.
4. Schedule Control
 - a. Provide a proposed design project schedule with recommended phasing for GMP and construction packages (site/foundations and building/systems).
 - b. Provide information on how to manage the schedule in working within the guidelines of University's design guidelines and technical standards, permit process, and general construction procedures.
5. Sustainability
 - a. Summarize your firm's approach to sustainability.
 - b. Describe how your team will incorporate life cycle planning and other sustainable design

aspects into this project.

6. Universal Design

- a. Summarize your firm's approach to universal design.
- b. Describe how this project will address accessibility and universal applications.

(G) WORK LOCATION (5 points max):

1. Indicate the proximity of the Offeror's (and subconsultants') office to the Northern Arizona University campus in Flagstaff, Arizona and your related ability to efficiently respond to all issues associated with the project. Include any logistical challenges and solutions to your current location to the project location.

(H) OVERALL EVALUATION OF THE FIRM (15 points max): 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.

(I) SUBMITTAL CERTIFICATION (no points): Include completed Attachment A and Attachment B (RFQ Submittal Certification and No Participation in Boycott of Israel Certification) found in Part II of this Request for Qualifications.

(J) RESUMES (no points): Resumes will help us determine the level of skills and qualifications of each proposed individual related to this specific type of project. Resumes for each key team member, including both prime firm and subconsultants, shall contain employee information only and no additional company information. Resumes shall be limited to a maximum length of one page per person.

DIVISION V – SUBMITTAL REQUIREMENTS

Submit RFQ response using the format, listed in Division IV, 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. Included in the page count are Cover Letter and responses to Division IV Items A through G. Item H – Overall Evaluation of the Firm does not require a response. Item I – Submittal Certification and Item J – Resumes are excluded from 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 sealed 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, Sr., Planning, Design & Construction

Note: **THE DESIGN PROFESSIONAL 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 DP. This exclusion of information applies to the DP'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 University reserves the right to determine the interview process an optional component and proceed, at its discretion, to verify references. If an interview is held, the Selection Committee may secure additional information and additional reference checks or visit completed projects following the interview.

SCHEDULE OF DEADLINES

Advertise for Services:	Thursday, April 24, 2025
Pre-SOQ Meeting:	Tuesday, April 29, 2025, at 11:00AM Arizona Local Time
Deadline for Inquiries:	Thursday, May 8, 2025, at 12:00PM Arizona Local Time
Qualifications Due:	Tuesday, May 13, 2025, at 2:00PM Arizona Local Time
Interviews with Short-listed Firms (optional):	Thursday, June 5, 2025 (tentative)
DP Selection	June 2025
Begin Contract Period:	June/July 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 your 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 Analyst, Sr., 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/pdc/bids-rfqs/>. 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, by email, to:

Judith Scholar Winfield, Contracts Analyst, Sr.
Planning, Design and Construction
Facility Services
Northern Arizona University
P.O. Box 6016
Flagstaff, AZ 86011
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. 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 architectural or engineering 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.

- 1) 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 the RFQ response
- 2) 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 an agreement with any of the applicants.

SITE VISIT. In advance of negotiating an agreement for design professional 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.

ACCEPTANCE OF CONTRACT DOCUMENTS. NAU has developed standard forms of Design Professional Contracts. If selected, as the Design Professional for this Project, a Respondent agrees to execute this form of Contract Documents. Provisions in a Response that conflict with, and/or exceptions to, and/or requests for changes in, NAU's contract terms, Special Conditions, Exhibits and/or other Contract Documents, may result in a Response being considered nonresponsive and rejected. By submitting a Response, Respondent also acknowledges its understanding and agreement that NAU may make changes in the standard form of contract documents and that therefore the form of contract documents presented to the successful Respondent may be different from the form of contract documents referenced above, in which case the successful Respondent will be given the opportunity to review the changes.

CONTRACT DOCUMENTS: The Contract Documents may include, without limitation, this RFQ, any addenda to this RFQ issued by NAU, the SOQ of the successful Respondent, and such other terms as NAU determines are in its best interest and appropriate for the Project.

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 Offeror, Offeror will begin creating a priced proposal based on the DP Agreement to be executed by the successful Offeror. This DP Agreement will be the form 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 after negotiation of the priced proposal. 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 DP Agreement, the successful Offeror shall 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 DP Agreement, concerning ownership and use of the Design Professional'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-consultants falls under into either of these categories.

POLICIES. Owner's policies are listed online at: <https://nau.edu/university-policy-library/>. Offeror shall 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 Offeror 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
Procurement & Stores
Contracts, Purchasing, and Risk Management
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.

COOPERATIVE PURCHASING AGREEMENTS. 15.01 An award of contract resulting from this RFQ may be extended for use to other municipalities and government agencies of the state. Any such usage by other municipalities and government agencies must be in accordance with the ordinance, charter and/or rules and regulations of the respective political entity. Any public agencies not identified within this RFQ who wish to cooperatively use the contract are subject to the approval of Proposer.

Owner is a member of S.A.V.E. (Strategic Alliance for Volume Expenditures), which consists of numerous municipalities, counties, universities, colleges, schools, cities, and other Arizona State agencies. These cooperatives are achieved through Intergovernmental Agreements (IGA) in accordance with provisions allowed by A.R.S. § 11-952 and § 41-2632. The IGAs permit purchases of material, equipment and services from proposers at the prices, terms and conditions contained in contracts originated between any and all of these agencies and a successful Respondent.

PART II: ATTACHMENTS

- Attachment A: RFQ Submittal Certification
- Attachment B: Participation in Boycott of Israel Certification
- Attachment C: Qualifications Inquiry Form
- Attachment D: DP Agreement

ATTACHMENT A: RFQ SUBMITTAL CERTIFICATION

(Date)

Facility Services
Northern Arizona University
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 whose relative has, a substantial interest in any agreement award subsequent to this Statement of Qualifications.
- ☐ 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 Statement of Qualifications 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: 09.620.251 – McConnell Hall Renovation & Landscape Upgrade** 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 Statement of Qualifications 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 Proposer may be different from the agreement attached to the RFQ, in which case the successful Proposer will be given the opportunity to review the changes.

List any objections to agreement here or attach a separate sheet behind this certification: _____

(Firm)

(Signature required)

(Print name)

(Address)

(Phone no.)

(Email)

(Title)

(Fed. tax id no.)

**ATTACHMENT B: NO BOYCOTT OF GOODS OR SERVICES FROM ISRAEL
CERTIFICATION**

No Boycott of Goods or Services from Israel. If the Goods/Services provided under this Agreement include the acquisition of services, supplies, information technology or construction with a value of at least \$100,000 and Supplier is engaged in for-profit activity and has 10 or more full-time employees, then, to the extent required by ARS § 35-393.01, Supplier certifies it is not currently engaged in, and during the term of this Agreement will not engage in, a boycott of goods or services from 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 NO PARTICIPATION IN BOYCOTT OF ISRAEL		

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

PROJECT NUMBER: 09.620.251

QUESTIONS ON: ORIGINAL RFQ PACKET or ADDENDUM NO.

WRITER:

PHONE NO.

COMPANY E-MAIL ADDRESS:

QUESTIONS:

[illegible]

ATTACHMENT D: DESIGN PROFESSIONAL AGREEMENT

DESIGN PROFESSIONAL AGREEMENT (CONSTRUCTION MANAGER AT RISK FORM)

The Design Professional Standard Form Agreement and Exhibit A are located at the following website, under "Contracts": <https://in.nau.edu/facility-services/dp-contract/>

The Construction Manager at Risk Standard Form Agreement and General Conditions are also located at the following website, under "Contracts": <https://in.nau.edu/facility-services/dp-contract/>