



REQUEST FOR QUALIFICATIONS FOR DESIGN PROFESSIONAL SERVICES

NAU Project No. 09.620.251

McConnell Hall Renovation & Landscape Upgrade

Pre-Submittal Conference

Tuesday, April 29, 2025, at 11:00 AM Arizona Local Time

TEAM INTRODUCTIONS

[Jeffrey McKay](#)

Vice President, Capital Planning & Campus Operations

[Stephanie Bauer](#)

Associate Vice President of NAU Facility Services

[Joshua Spear](#)

Director, Facilities & Maintenance, NAU Facility Services

[Gabriel Gurrola](#)

Project Manager, NAU Planning, Design & Construction

[Judith Scholar Winfield](#)

Contracts Analyst, Sr., NAU Planning, Design & Construction

[Joshua Linam](#)

Senior Buyer, NAU Contracts, Purchasing & Risk Management



PROCUREMENT DATES:

Pre-Submittal Conference:	Tuesday, April 29, 2025, 11:00 AM (Arizona local time)
Deadline for Inquiries:	Thursday, May 8, 2025, 12:00 PM (Arizona local time)
Request for Qualifications Due:	Tuesday, May 13, 2025, 2:00PM (Arizona local time)
Shortlist Firm Interviews: (tentative)	Thursday, June 5, 2025 (Optional)
Contract Period Begins:	June/July 2025

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

PROJECT INFORMATION

- With this RFQ, we are procuring services from a design professional to provide architectural and engineering services for renovations to McConnell Hall, a Campus Living Community on the NAU Flagstaff Mountain Campus.
- Interior renovation will include lighting, flooring, bedroom vanity units, and communal bathroom and shower areas.
- Accessibility renovations will consider potential installation of an elevator and improvements to the exterior approach to the building. Landscaping will also feature as part of the exterior accessibility design

QUALIFICATIONS SUBMITTAL INFO

- Submission location and delivery via hand carry, FedEx, USPS, or UPS
 - Details can be found in the RFQ, Division V, page 12
- Facility Services, Building 77
Main Reception Desk
- RFQ Submissions are due no later than Tuesday, May 13, 2025, by 2:00 PM Arizona Local Time. 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 and SOQ Requirements as laid out in Divisions IV and V 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, person-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 other than as directed in the RFQ.

RFQ EVALUATION CRITERIA

Evaluation Criteria: The evaluation criteria for this RFQ can be found under Division IV of the RFQ (page 7), and the maximum points for each, are as follows:

<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

ADDITIONAL PERTINENT ITEMS

- *Owner Project Requirements* document to be uploaded to NAU [Bids&RFQs webpage](#) as part of an addendum following this meeting.
- The selected DP Firm shall be responsible to familiarize themselves with the University's DP contract, which is available as part of the RFQ and also on NAU website.
- The selected firm will also need to make themselves familiar with the University's current Design Guidelines and Technical Standards, which can be found at:
 - <https://in.nau.edu/facility-services/dp-contract/>



QUESTIONS

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

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