



REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK (CMAR) SERVICES

NAU Project #09.620.251

McConnell Hall Renovation & Landscape Upgrade

Pre-Submittal Conference

Wednesday, July 30, 2025, at 11:00 AM (Arizona Time)

TEAM INTRODUCTIONS

[Jeffrey McKay](#)

Vice President, Capital Planning & Campus Operations

[Stephanie Bauer](#)

Associate Vice President, Facility Services

[Joshua Spear](#)

Director, Planning, Design & Construction

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[Sara Olson](#)

Director, Campus Operations

[Nicole Lyons](#)

Senior Buyer, NAU Contracts, Purchasing & Risk Management

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



PROCUREMENT DATES (all times are Arizona Local Time):

Pre-Submittal Conference:	Wednesday, July 30, 2025, 11:00 AM
Site Visits (optional):	Tuesday, August 5, 2025 (10AM-12PM, 1-3PM) (pre-registration required)
Deadline for Inquiries:	Thursday, August 7, 2025, 4:00 PM
Qualifications Due:	Thursday, August 14, 2025, 2:00PM
Interviews with Shortlisted Firms: (at Owner's discretion)	Wednesday, September 10, 2025 (tentative)
Contract Period Begins:	October 2025

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PROJECT INFORMATION

- With this RFQ, we are procuring Construction Manager at Risk (CMAR) services for renovations to McConnell Hall, a Campus Living Community on the NAU Flagstaff Mountain Campus.
- Interior renovations will include lighting, bedroom vanity units, communal bathroom and CA (RA) shower areas, and a paint and wayfinding package.
- Accessibility renovations will consider potential installation of an elevator and improvements to the exterior approach to the building.
- Landscaping improvements will also feature as part of the exterior accessibility design.
- LIGHTVOX STUDIO has been selected as the design professional for this project.

SUBMISSION OF QUALIFICATIONS

- Submission location and delivery via hand carry, FedEx, USPS, or UPS – additional details can be found in the RFQ (Division V, page 15):
Facility Services, Building 77
Main Reception Desk
- RFQ Submissions are due no later than 2:00 PM Arizona Time on Thursday, August 14, 2025. Submissions arriving after 2:00 PM on August 14th will not be accepted.
- Failure to abide by the below requirements may result in rejection of Offeror's Qualifications (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 (double-sided pages count as two (2) pages), minimum font size, and number of copies (1 original, 2 copies, and 1 electronic copy).
 - No communication in any form to NAU regarding fees, pricing, person-hours or any other associated cost information.
 - No communication from the Offeror or its members with Selection Committee members, students, and/or 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 (pp. 9-14). The maximum point values for the various criteria are as follows:

Criteria	Maximum Points
(A) Introduction	5
(B) Prime Firm Project Experience	30
(C) Additional Project Experience	15
(D) Prime Team Member Experience	25
(E) Understanding of the Project	40
(F) Project Management Controls and Team Approach	20
(G) Work Location	5
(H) Overall Evaluation of the Firm	10
(I) Submittal Certification	0
(J) Résumés	0
Total	150

ADDITIONAL PERTINENT INFORMATION

- The RFQ document available on the NAU Bids & RFQs webpage (<https://in.nau.edu/facility-services/pdc/bids-rfqs/>) includes several building-specific attachments, including Owner Project Requirements, a Topographic Survey, As-Built Drawings, and a Facility Condition Assessment Report.
- The selected CMAR firm shall be responsible for familiarizing themselves with NAU's CMAR Standard Form Agreement, which is available as a link in the RFQ, as well as on the NAU website.
- The selected firm will also need to familiarize themselves with NAU's current Design Guidelines and Technical Standards, available at: <https://in.nau.edu/facility-services/pdc/dp-contract/>.



QUESTIONS

Any questions outside of this pre-submittal meeting are required to be directed **SOLELY** to **Kevin McElwee** (kevin.mcelwee@nau.edu)

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