



REQUEST FOR QUALIFICATIONS FOR DESIGN PROFESSIONAL SERVICES

NAU Project #09.280.261
Cline Library Renovations
Pre-Submittal Conference
Monday, December 22, 2025, at 10:00 AM

TEAM INTRODUCTIONS

Jeffrey McKay

Vice President, NAU Capital Planning & Campus Operations

Stephanie Bauer

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Director, NAU Planning, Design & Construction

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Project Manager, NAU Planning, Design & Construction

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Contracts Analyst, NAU Planning, Design & Construction

James Seaman

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 SCHEDULE:

(all times Arizona local time)

Pre-Submittal Conference:	Monday, December 22, 2025, 10:00 AM
Deadline for Inquiries:	Friday, January 23, 2026, 12:00 PM
Statements of Qualifications Due:	Thursday, January 29, 2026, 2:00PM
Shortlist Firm Interviews: (at NAU's discretion)	week of March 2, 2026 (tentative)
Contract Period Begins:	April 2026

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PROJECT INFORMATION

- With this RFQ, we are procuring services from a design professional to provide architectural and engineering services for the renovation of Cline Library.
- The project will use the CMAR delivery method.
- The renovation will address a critical life-safety and code compliance issue by separating the building's HVAC water supply from its fire sprinkler water system, while also supporting a strategic initiative to relocate occupants of the Babbitt Academic Annex by performing a tenant improvement renovation of space in the library, consolidating academic and support services in a single, efficient, collaborative facility.

QUALIFICATIONS SUBMITTAL INFO

- Submission location and delivery via hand carry, FedEx, USPS, or UPS
 - Details can be found in the RFQ, Division V, page 15

Facility Services, Building 77
Main Reception Desk
501 E. Pine Knoll Drive
- RFQ Submissions are due no later than 2:00 PM Arizona local time on Thursday, January 29, 2026. 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).
 - 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 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 10). These criteria, and the maximum points for each, are as follows:

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

ADDITIONAL PERTINENT ITEMS

- The selected DP Firm shall be responsible for familiarizing themselves with the University's DP contract.
- The selected firm will also need to familiarize themselves with the University's current Design Guidelines and Technical Standards
- The above documents can be found at:
 - <https://in.nau.edu/facility-services/dp-contract/>



QUESTIONS

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

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