



REQUEST FOR QUALIFICATIONS FOR DESIGN PROFESSIONAL SERVICES

NAU Project No. 09.340.261

New Nursing Facility

Pre-Submittal Conference

Monday, December 15, 2025, at 10:00 AM

TEAM INTRODUCTIONS

[Jeffrey McKay](#)

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

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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:

Pre-Submittal Conference:	Monday, December 15, 2025, 10:00 AM (Arizona local time)
Deadline for Inquiries:	Friday, January 9, 2026, 12:00 PM (Arizona local time)
Request for Qualifications Due:	Thursday, January 15, 2026, 2:00PM (Arizona local time)
Shortlist Firm Interviews: (Optional)	W/C February 16, 2026 (tentative)
Contract Period Begins:	March 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 design and construction of a new Nursing building of 40,000 GSF with a maximum construction budget of \$38M to be located on the Flagstaff Mountain Campus.
- The project will use the CMAR delivery method.
- The new building will include classrooms, simulation labs, skills labs, teaching labs, offices and gathering spaces to support a total student cohort of 1200 and associated faculty and staff from the College of Nursing.

QUALIFICATIONS SUBMITTAL INFO

- Submission location and delivery via hand carry, FedEx, USPS, or UPS
 - Details can be found in the RFQ, Division V, page 16

Facility Services, Building 77
Main Reception Desk
- RFQ Submissions are due no later than Thursday, January 15, 2026, 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 11), and the maximum points for each, are as follows:

Criteria Maximum Points

• (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) Resumes	0
Total	150

ADDITIONAL PERTINENT ITEMS

- 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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