

**New Nursing Facility  
NAU Project #09.340.261  
December 23, 2025**

**ADDENDUM #1**

**PART 1 – GENERAL**

- A. Date of Issue: December 23, 2025.
- B. The following Addendum shall be incorporated in the Contract Documents of the above-named job, and all requirements herein are fully a part of the Contract Documents as if included therein.
- C. Offerors shall acknowledge receipt of all Addenda in their Response to the Request for Qualifications, on *Attachment A: RFQ Submittal Certification Form*. Failure to do so may subject the Offeror to disqualification.

**PART 2 – CLARIFICATIONS**

1. **Question:** Cost Consultant: Is the design professional only providing a preliminary cost estimate and budget for the programming phase and the CMAR providing the cost estimate at all other phases or is the design team to provide a cost estimate at all phases.

**Response:** *Please refer to the RFQ, Division II, pages 7 and 8, which mention the expected cost estimating tasks to be addressed by the Design Professional (DP). The DP is expected to provide their own ROM costs as well as review cost estimates provided by the CM@Risk. The University may also contract directly with a firm to provide a third-party cost estimate.*

2. **Question:** Prime Firm: In many sections in the RFQ, it calls out 'Prime Firm' and what the requirements are for the 'Prime Firm'. If two Architectural firms are teaming up to pursue this project, are they allowed to provide documents from each firm in the sections that call out requirements for the 'Prime Firm' or is the firm that will not be holding the main contract be considered a consultant and their information will have to be in the consultant section of the proposal.

**Response:** *The Prime Firm is the company that will hold the contract with the University. If two firms are entering a formal teaming arrangement such as a joint venture or legal partnership, then those firms together are considered to be the Prime Firm (see Division IV, A. 2). If firms are planning to work together on the project where one firm holds the contract with the University and the other firm(s) hold subconsultant contracts with the firm, the firms that are not contracting directly with the University are considered to be subconsultants. (Refer to Division IV – Selection Criteria, Section (A) Introduction).*

3. **Question:** Are photos with labels on tabs considered "submittal information?" If so, would photos without labels be allowed and not count towards the overall page limit?
- Response:** *Photos with labels or identifying information (project, location, firm's role on the project, etc.) on the section tabs are considered as submittal information and are counted in the page count. Photos on section tabs without any identifying information are not considered as submittal information, and will not be included in the overall page limit.*

### **PART 3 – ADDENDUM**

1. The entire RFQ is reissued with this Addendum #1 to correct some typographical and formatting errors. In addition to these corrections, the following items have been revised.
  - a. Division II, Scope of Services section, paragraph 3 (Page 6): The word “Silver” has been added to identify the minimum LEED certification standard for the project.
  - b. Division II, Construction Manager at Risk (“CM@Risk”) section (page 7): The original RFQ stated that the DP will be a non-voting participant in the CM@Risk selection. However, this paragraph has been modified to state that the DP will participate in the selection of a construction manager at risk for the project. At this stage it is not known what role the DP will fill with regard to the CM@Risk selection committee.
  - c. Division VI, Schedule of Deadlines (Page 18) – The month for “Begin Contract Period” has been revised to March 2026 to be consistent with Division I.

**END OF ADDENDUM #1**



**THE ARIZONA BOARD OF REGENTS**

for and on behalf of

**NORTHERN ARIZONA UNIVERSITY**

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

**NEW NURSING FACILITY  
Project No. 09.340.261**

**DUE DATE/TIME: 2:00 PM on Thursday, January 15, 2026**

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**ARIZONA BOARD OF REGENTS TRI UNIVERSITY MASTER CONTRACTS  
STANDARD FORM 2025 EDITION**

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Time and Date of Pre-Submittal Conference

**10:00 AM, December 15, 2025**

Deadline for Inquiries

**12:00 PM, January 9, 2026**

Time and Date Set for Submittal

**2:00 PM, January 15, 2026**

**PART I: REQUEST FOR QUALIFICATION INFORMATION**

DIVISION I – PUBLIC ADVERTISEMENT

DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES

DIVISION III – PRE-SUBMITTAL CONFERENCE INFORMATION

DIVISION IV – SELECTION CRITERIA

DIVISION V – SUBMITTAL REQUIREMENTS

DIVISION VI – PROJECT SCHEDULE

DIVISION VII - GENERAL INFORMATION

**PART II: ATTACHMENTS**

ATTACHMENT A: SITE LOCATION MAP

ATTACHMENT B: RFQ SUBMITTAL CERTIFICATION

ATTACHMENT C: SUBMITTAL INQUIRY FORM

ATTACHMENT D: WEBLINKS TO NAU STANDARD FORM AGREEMENTS FOR DP AND CM@RISK

ATTACHMENT E: NAU AND CON BRAND SHOWCASE (Abridged Version)

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This Request for Qualifications is separated in two parts: Part I – Request for Qualifications Information and Part II – Attachments. These are all part of the Request for Qualifications and the terms, conditions, and criteria therein must be met by any proposer.

## PART I: GENERAL REQUIREMENTS

### DIVISION I - ADVERTISEMENT

Arizona Board of Regents (“ABOR”), for and on behalf of Northern Arizona University (“NAU” or “Owner” or “University”) extends an invitation to interested **DESIGN PROFESSIONAL** firms to submit in writing their qualifications to provide design professional services for the **New Nursing Facility, NAU Project #09.340.261** on the NAU Flagstaff Mountain Campus. This solicitation follows the methodology prescribed by Section 3-804 of the University Procurement Code.

This project is for construction of a new 40,000ft<sup>2</sup> building with a maximum construction budget of \$38,000,000. The new building will be situated in the center of the NAU Flagstaff campus in the area currently occupied by the Peterson Hall, Academic Annex, and Babbitt Academic Annex buildings, which will be demolished as part of this project prior to the start of construction. The location of the new building is to the south of the campus science corridor and sits at a busy intersection of the north-south pedway and east-west routeway to/from the Health & Learning Center. This new building will contain state of the art classrooms, simulation labs, skills labs, teaching labs, offices, and gathering spaces to support a total student cohort of 1200 (projected growth from current cohort of 480) and associated College of Nursing faculty and staff.

The University is seeking a Design Professional with experience in design of similar new construction academic nursing buildings in a higher education environment. Firms submitting a Statement of Qualifications in response to this Request for Qualifications (RFQ) must demonstrate comparable project-type experience and capability utilizing the Construction Manager at Risk project delivery method, or comparable capability. 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.

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

### SCHEDULE OF DEADLINES

|                                                  |                                               |
|--------------------------------------------------|-----------------------------------------------|
| Advertise for Services                           | December 11, 2025                             |
| Pre-Submittal Conference (Optional via MS Teams) | <u>10:00 AM, December 15, 2025</u>            |
| Qualifications Due:                              | <u>2:00 PM, January 15, 2026</u>              |
| Interviews with Shortlisted Firms (Optional):    | week commencing February 16, 2026 (Tentative) |
| Begin Contract Period:                           | March 2026                                    |

Request for Qualification packages may be obtained from the University Planning, Design & Construction website at <https://in.nau.edu/facility-services/pdc/bids-rfqs/> after 3:00 p.m., local time on December 11, 2025. A pre-qualifications conference will be held on Monday, December 15, 2025, at 10:00AM as a virtual meeting via MS Teams. Details on how to join the Teams meeting are located in Division III of this RFQ.

**Sealed Qualifications are due no later than Thursday, January 15, 2026, at 2:00 PM.** Responses to the RFQ shall be received in Facility Services, Building No. 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 SOQ by courier (FedEx, UPS, etc.) please use the street address noted above.

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

**[Join the meeting now](#)**

Meeting ID: 274 822 687 619 91

Passcode: G7ZQ9NY9

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**Dial in by phone**

**[+1 928-331-0022,,97833080#](#)** United States, Gila Bend

**[Find a local number](#)**

Phone conference ID: 978 330 80#

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](mailto: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 **New Nursing Facility, NAU Project #09.340.261**, 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.

This project will be built using Construction Management at Risk (CM@RISK) services. The Owner intends to form a team (consisting of the Owner, the Design Professional, and the Construction Manager at Risk) that will work well together in a cooperative and mutually supportive manner for the benefit of all the members of the team. The University is looking specifically for a Proposer with the demonstrated ability to operate as a team member in a CM@RISK project delivery method arrangement, which may include a formal partnering arrangement.

### **PROJECT DESCRIPTION**

This project is for construction of a new 40,000ft<sup>2</sup> building with a maximum construction budget of \$38,000,000. The new building will be situated in the center of the NAU Flagstaff campus in the area currently occupied by the Peterson Hall, Academic Annex, and Babbitt Academic Annex buildings, which will be demolished as part of this project prior to the start of construction. The location of the new building is to the south of the campus science corridor and sits at a busy intersection of the north-south pedway and east-west routeway to/from the Health & Learning Center. This new building will contain state of the art classrooms, simulation labs, skills labs, teaching labs, offices, and gathering spaces to support a total student cohort of 1200 (projected growth from current cohort of 480) and associated College of Nursing faculty and staff.

The University is seeking a Design Professional with experience in design of similar new construction academic nursing buildings in a higher education environment. Firms submitting a Statement of Qualifications in response to this Request for Qualifications (RFQ) must demonstrate comparable project-type experience and capability utilizing the Construction Manager at Risk project delivery method, or comparable capability. 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.

### **DRAFT PROJECT SCHEDULE**

|                          |                |
|--------------------------|----------------|
| Programming Phase        | April 2026     |
| Concept Design           | April/May 2026 |
| ABOR Approval of Project | June 2026      |
| Schematic Design         | July 2026      |
| Design Development       | October 2026   |
| Construction Drawings    | January 2027   |

|                                             |                       |
|---------------------------------------------|-----------------------|
| Construction of Underground/Utility Package | Spring 2027           |
| Construction of Vertical Construction begin | August/September 2027 |
| Substantial Completion                      | December 2028         |
| Move-in/Grand Opening                       | January 2029          |
| Final Completion                            | June 2029             |

The University anticipates using an accelerated construction delivery process utilizing a Construction Manager at Risk approach for project delivery. Firms submitting a response to this Request for Qualifications (RFQ) must demonstrate comparable project-type experience and capability utilizing the Construction Manager at Risk project delivery method or comparable capability.

### **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 480-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 100 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.

The New Nursing Facility will be located on the site currently occupied by the Peterson (Building 22) and Babbitt Academic Complex (Building 23) buildings bordered by the campus north-south pedway, McCreary Drive and Beaver Street. The building location on the site is to be reviewed and designed as part of this project and should encompass an appropriate size to accommodate future projects on this site. The property is within the campus boundary, and not restricted by city zoning.

All areas described above are owned by the Arizona Board of Regents. The existing structures have been identified to contain asbestos and asbestos abatement must be completed prior to demolition. The scope of work does not include relocation of the occupants of Babbitt Academic Annex, but does include the demolition of the three buildings and associated site work. Areas of the site adjacent to the new building should be designed for replacement parking and green space.

### **SCOPE OF SERVICES**

Proposed services for this project include design phase architecture and engineering services and construction phase services (Construction Administration).

The Design Professional will provide Programming services to assist in determining the academic programmatic requirements of the new building. This will require outreach to and coordination with the project Steering Group, students and other stakeholders to ensure a comprehensive approach to the building design is achieved.

Further design services will encompass all phases of Design as well as Construction phase services. The planning, design and construction of the facility will include evaluation of the full range of sustainability options. It is intended that the facility, at a minimum, be capable of LEED Silver certification. Options beyond this minimum will be developed and evaluated by the design team and construction manager.

After agreement on the GMP, the contract Agreement shall become a contract for construction and warranty services. The University may terminate the contract if the Guaranteed Maximum Price is not agreed by Owner and contractor. The CM@Risk will be responsible for construction means and methods, and will be required to solicit bids from prequalified subcontractors to perform the work using the University's subcontractor selection process. The CM@Risk may also compete to self-perform limited amounts of work. Complete construction services include all labor and materials to provide a complete project.

Details of the scope of the required services will be furnished to the selected firm at the time a fee proposal is requested. However, listed below are a sample of services that may be required under this project.

#### Programming

The DP team, working with user representatives, the Steering Committee and campus facilities staff, will provide a complete program statement, including room data sheets and building system descriptions. The completed program shall include priorities for various components as well as preliminary cost estimates and budget. The deliverables will be in form of a detailed report including an executive summary. The final form of this report shall be discussed and agreed upon between the University and the DP.

#### Construction Manager at Risk ("CM@Risk")

A CM@Risk will be selected during programming, and their participation will begin early in programming. The DP will participate in the selection of a construction manager at risk for the project, including review of the final RFQ. DP will fully coordinate with the CM@Risk process, including cost estimate review, cost control strategies, schedule development, constructability and construction document content and multiple bid packaging.

#### Design Expectations

This Nursing Building is located amongst both modern and traditional architecture. It will be a highly visible building to the University Union and Pedway which sees tens of thousands of students and staff travel through each day. Of particular importance is a study of the patterns of movements in this area of campus, and how this project facilitates and enhances these patterns. Service access and parking for this development should be carefully considered and coordinated with the significant pedestrian volumes expected to cut through the site.

This building must be budget conscious and consider a design that will represent College of Nursing's integrated brand pillars, while integrating seamlessly into its surroundings:

- **Pillar 1 – Student Experience:**  
Design a facility that nurtures a culture of care—spaces that ensure students feel known, supported, and connected, with environments that prepare them to serve diverse communities with empathy and readiness.
- **Pillar 2 – Learning Environment:**  
Create a dynamic, immersive, hands-on learning ecosystem; integrate flexible simulation labs, interdisciplinary collaboration zones, and mentor-friendly spaces that support real-world, future-focused education.
- **Pillar 3 – Career Readiness:**  
Ensure graduates emerge prepared as practitioners, leaders, and educators through intentional spaces that elevate clinical confidence, communication, innovation, and statewide healthcare impact.

#### Cost Modeling and Estimating

The University will prepare a project budget. A cost model will be prepared by the CM@Risk based on the budget. This model will be adjusted and updated through estimates as the project is developed. It is the responsibility of the DP to

consider the cost impacts of all design decisions on a continuous basis, and guide the team accordingly so as to minimize variances between budget and cost at milestones.

It will be the responsibility of the CM@Risk to prepare project cost estimates to confirm conformance of the project cost to the budget at milestones, and to assist the team with cost evaluations for options as the project is developed. It is also anticipated that specific strategies and measures may need to be implemented by the design team to respond to escalating costs for construction materials.

#### Design Review

The DP will be required to meet with the Steering Committee prior to design initiation to discuss design expectations. The DP will also prepare an informal report documenting the current project status at a minimum of three milestones. The report shall include all supporting documents and graphics, which help illustrate the basis of the design and adherence to the Campus Master Plan, and campus aesthetic standards. Meetings with the Steering Committee will be held to answer any questions and discuss issues. Each review will conclude with a summary sheet documenting the resolution of all issues. The deliverables will be a minimum of three design presentations before the Design Review Committee for approval by that Committee. Early concepts are necessary for NAU's fundraising efforts.

#### Schematic Design Report

The DP will develop a Schematic Design Report including functional analysis of the immediate site and building areas; site utility locations, capacities, required new services and relocated services; schematic plans and sections; narrative descriptions of proposed building systems; a thorough CM@Risk cost estimate review; and schedule for the complete work. Identify options including budget and schedule impacts.

Provide presentation drawings suitable for use in Arizona Board of Regents meetings, fundraising, Steering Committee meetings, public meetings with campus groups and the community.

Assess the site and its relationship to the existing campus. Issues that must be addressed include, but are not limited to, pedestrian patterns, service accessibility, site drainage, and creation of the adjacent open spaces.

#### Design Development Report

The DP will develop a Design Development Report that includes complete set of design development documents for all disciplines, narratives, detailed design development budget/cost estimates and schedule.

The DP will provide interior design services including the planning and specification of all new equipment and furnishings, and any existing to be relocated; interior signage; telecommunications and audio visual design services; and security access plans and specifications. The DP will also work with the appropriate campus staff (Facilities Services, Environmental Health and Safety Department, University Transit Services, NAU Police) to review the Design Development and 100% documents.

Deliverables will consist of a demolition plan, design development documentation, interior section models and renderings, a thorough CM@Risk cost estimate review, and schedule. The DP will incorporate a separately prepared hazardous materials action plan with the demolition plan.

#### Construction Documents

The DP will be responsible for the coordination of all design professionals and the development of construction documentation for the project. The deliverables will be complete, correct and coordinated construction documentation, a thorough CM@Risk cost estimate review, and project schedule.

#### Construction Administration

The DP will be required to provide a minimum level of on-site project representation. This will include hours as required by engineering personnel. The full-time equivalent, on-site representation will be familiar with the design of the project,

and have a proven track record of construction observation. The field personnel are in addition to the normal in-office architects and engineers who will provide home office construction support services. These personnel are to work cooperatively with the construction manager, contractors and commissioning agent.

#### Warranty Period and Post Occupancy Evaluation

The DP will work with the CM@Risk to resolve problems discovered during the two-year warranty period, and contacting the appropriate contractor for correction. Follow-up site visits to observe completed warranty work will be included. The DP will conduct a post occupancy evaluation

The Design Professional shall consider the following when conducting their services:

- University Design Guidelines and Technical Standards;
- University's commitment to our Climate Action Plan and sustainability goals.

### **DIVISION III – PRE-SUBMITTAL CONFERENCE**

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

|           |                                                                                                                                                                                                                                                     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE:     | Monday, December 15, 2025                                                                                                                                                                                                                           |
| TIME:     | 10:00AM Arizona Local Time                                                                                                                                                                                                                          |
| LOCATION: | <a href="https://events.teams.microsoft.com/event/714a3884-2e16-457f-b33a-4dcecd6e04b1@27d49e9f-89e1-4aa0-99a3-d35b57b2ba03">https://events.teams.microsoft.com/event/714a3884-2e16-457f-b33a-4dcecd6e04b1@27d49e9f-89e1-4aa0-99a3-d35b57b2ba03</a> |

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 in this Request for Qualifications. **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:**

| <b><u>Criteria</u></b>                                                         | <b><u>Maximum Points</u></b> |
|--------------------------------------------------------------------------------|------------------------------|
| (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                            |
| (K) For those firms shortlisted, the evaluation may also include an interview. |                              |
| <b>Total</b>                                                                   | <b>150</b>                   |

**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.

The Statement of Qualifications submitted should be fully self-contained and include the information requested below, **listed in order and index tabbed** the same. Additional response formatting requirements are outlined in Division V – Submittal Requirements.

### **(A) INTRODUCTION (5points 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 during this procurement process:
  - 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 during the procurement process.**
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. **Indicate who will be the primary point of contact during the delivery of the project and include their name, telephone number and email address.**

**(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 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 **CM@RISK 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 **design of new construction for academic nursing facilities**.
- 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 academic nursing facilities.
- Projects at similar climates and elevations
- Projects that were completed by the proposed team for this project (including prime firm and subconsultants team members).

**(C) PRIME TEAM MEMBER EXPERIENCE (15 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 programming effort;
  - 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 any specialty design and engineering design efforts;
  - The person(s) who will lead the project documentation efforts.
  - The person(s) who will lead the efforts to achieve minimum of LEED Silver.
  - Team members' experience on projects involving **new construction of nursing facilities**, 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, sustainability, LEED, 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 with academic nursing facilities
- a history working with the Prime Firm successfully completing the projects listed in Section (B).
- Projects at similar climates and elevations
- Projects which were designed/completed ten (10) or fewer years ago
- Projects that included elements of Universal Design and elements of Sustainability and/or LEED certified

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

1. Outline what your team sees as important factors influencing the design of academic nursing facilities. Are there any factors that you feel deserve to be elevated as part of the design of NAU's New Nursing Facility?
2. Discuss what you have identified as the major opportunities and challenges of this project. How will your team address these during delivery of the project?
3. How would your firm give this project its own identity while keeping it cohesive to the rest of campus?
4. What elements of the *NAU & CON Brand Showcase*, included as Attachment E in this RFQ, do you find most compelling and what will you do to ensure these are incorporated into the design?
5. Achieving the WELL Building Standard for this project is important to the University, if budget allows. Describe the key elements of this standard and how you intend to integrate these into the design.
6. Provide a few examples of lessons learned on similar design efforts that you feel are applicable to this project.

**(F) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH (30pts 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, manage cost, and assist with fundraising.
  - b. Describe how you engage with stakeholders and steering committees to garner consensus for a project.
  - c. Describe the firm's **experience in collaborating effectively with a CM@RISK** throughout the design and pre-construction phases, including how they ensure seamless communication and integration of the CM@RISK's input.
2. Budget Methodology and Cost Control
  - a. Define how estimates of probable construction cost are established and maintained with respect to the Owner's project budget;
  - b. Explain how the programming will be developed to set the project's construction budget up for success in future design phases.
  - c. Explain how constructability, recommendations by the Construction Manager at Risk, value engineering, and other design phase cost controls will be utilized;
  - d. Define how change orders and other potential add-costs during the construction phase will be avoided and controlled.
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. This RFQ outlines a draft schedule. Provide a proposed design project schedule with recommended phasing for GMP and construction packages. The move of occupants out of Babbitt Academic Annex

cannot happen until May 2027..

- 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.
- c. Discuss what it will take to make this facility a net zero building, and if it is a feasible option.

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):** Indicate the proximity of the Offeror's (and subconsultant's) 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 linked to your current location in relation 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.

The following are tentative project schedules and may be modified as required by the University:

### **SCHEDULE OF DEADLINES**

|                                                |                                               |
|------------------------------------------------|-----------------------------------------------|
| Advertise for Services:                        | Thursday, December 11, 2025                   |
| Pre-SOQ Meeting (optional):                    | Monday, December 15, 2025, at 10:00 AM        |
| Deadline for Inquiries:                        | Friday, January 9, 2026, at 12:00 PM          |
| Qualifications Due:                            | Thursday, January 15, 2026, at 2:00 PM        |
| Interviews with Short-listed Firms (optional): | Week Commencing February 16, 2026 (Tentative) |
| Begin Contract Period:                         | March 2026                                    |

## **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](mailto: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.

- 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
- 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.mcgough@nau.edu](mailto:becky.mcgough@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.

TIME. All time shall be assumed to be Arizona local time.

**PART II:**      **ATTACHMENTS**

ATTACHMENT A: SITE LOCATION MAP

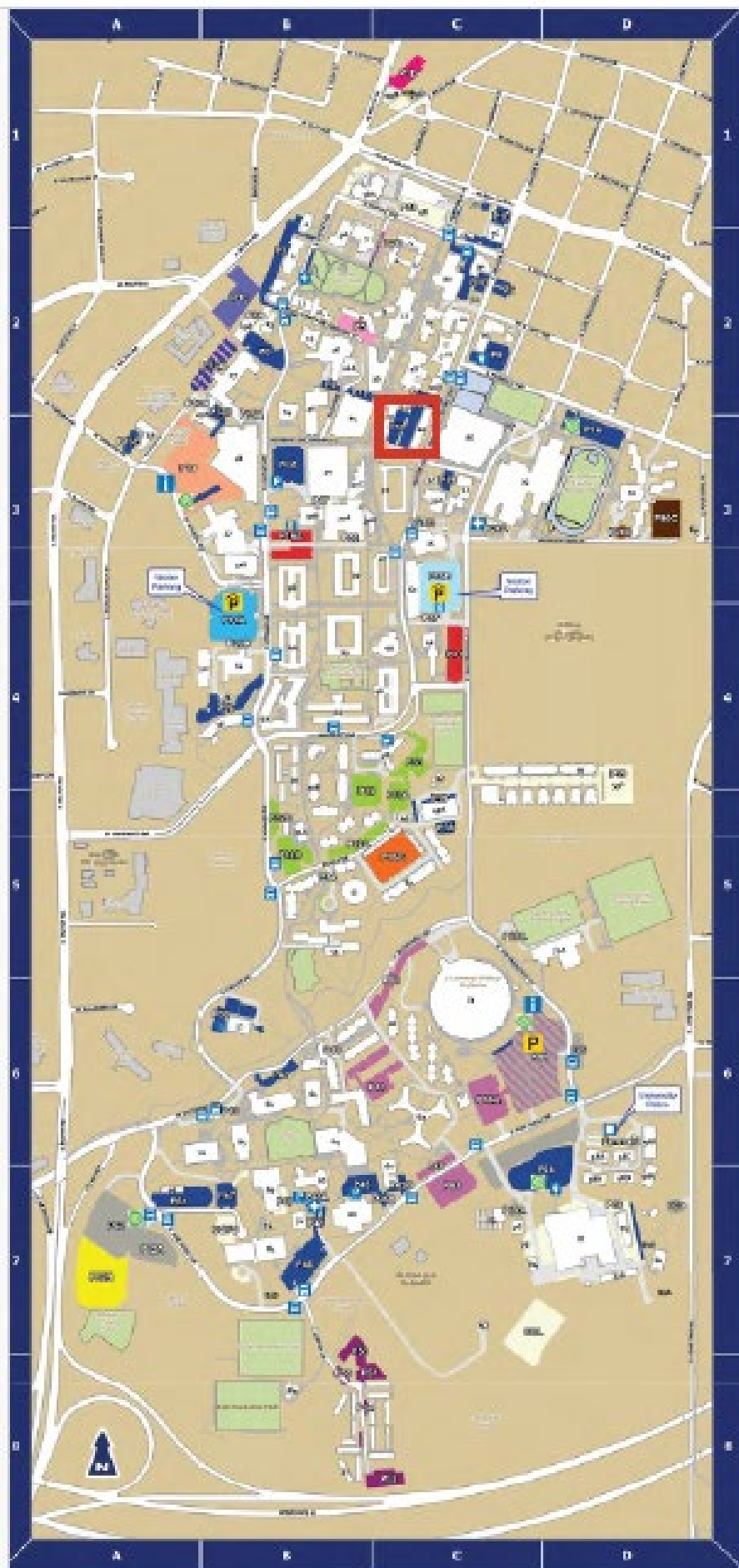
ATTACHMENT B: RFQ SUBMITTAL CERTIFICATION

ATTACHMENT C: SUBMITTAL INQUIRY FORM

ATTACHMENT D: WEBLINKS TO NAU STANDARD FORM AGREEMENTS FOR DP AND CM@RISK

ATTACHMENT E: NAU AND CON BRAND SHOWCASE (Abridged Version)

**ATTACHMENT A: SITE LOCATION MAP – site is denoted by red square**



ATTACHMENT B: 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 Then agreement award subsequent to this proposal/bid.
- \* 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 proposal/bid 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 NUMBER: 09.340.261 FOR THE New Nursing Facility** 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 Proposal 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)  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Phone no.)  
\_\_\_\_\_  
(Fax no.)  
\_\_\_\_\_  
(Fed. tax id no.)

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

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## **ATTACHMENT D: WEBLINKS TO NAU STANDARD FORM AGREEMENTS FOR DP AND CM@RISK**

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

**ATTACHMENT E: NAU AND CON BRAND SHOWCASE (Abridged Version)**