



HARD BID PROCUREMENT FOR CONSTRUCTION SERVICES MANDATORY PRE-SUBMITTAL MEETING

NAU Project No. 09.300.251
Fieldhouse HVAC Replacement
Pre-Submittal Conference
Tuesday, April 21, 2026, at 11:00 AM

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

[T.C. Eberly](#)

Associate Vice President, Campus Operations

[Gabriel Gurrola](#)

Project Manager, NAU Planning, Design & Construction

[Judith Scholar Winfield](#)

Contracts Analyst, Sr., 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



IMPORTANT DATES:

Pre-Submittal Conference & Site Walk:	Tuesday, April 21, 2026, 11:00AM
Deadline for Inquiries:	Friday, May 1, 2026, 12:00PM
Bids Due:	Thursday, May 7, 2026, 11:00AM
Construction Start:	Monday, July 6, 2026
Substantial Completion:	Friday, September 25, 2026
Final Completion:	Friday, December 4, 2026

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SCOPE OF WORK

- Selective demolition and removal of existing mechanical units and platforms;
- Fabrication/purchase and installation of new reinforced mechanical platform frames;
- Installation of Owner-provided new air handling units (AHUs);
- Purchase and installation of comprehensive ductwork and piping associated with the new AHUs;
- Associated electrical power and control systems for the proper functioning of the new AHUs.

BID INFORMATION

- Documents Required at Bid
 - **Form of Bid (FS#1)**
 - **Contractor Statement of Qualifications (FS#2)**
 - **Subcontractor List (FS#3)**
 - **Bid Bond (FS#9)**
 - **Worksite Hazard Inspection (FS#13)**
 - **No Boycott of Goods or Services From Israel (FS#113)**
- Liquidated Damages – S/C \$100/day; F/C \$50/day.
- Submission location and delivery via hand carry, FedEx, USPS, or UPS
Facility Services, Building 77
Main Reception Desk
- Hard Bid Submittals are due no later than Thursday, May 7, 2026, by 11:00AM. Submissions that arrive after this time will not be accepted.
- Disqualification Criteria – missing forms/information; late submittal; improper communications.

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SPECIAL CONSIDERATIONS

- Occupied Building/Worker Access
- Staging/Laydown Area
- Fencing
- Cleaning
- Restrooms/Welfare Facilities
- Parking During Construction – location and passes
- Technical Specifications for Procedures
 - **Utility Shutdown**
 - **Inspections**
 - **Hot Work Permits**

ADDITIONAL PERTINENT ITEMS

- The selected Bidder shall be responsible to familiarize themselves with the University's Hard Bid contract, which can be found on the NAU website.
- The selected Bidder will also need to make themselves familiar with the University's current Design Guidelines and Technical Standards (DGTS), 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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