REQUEST FOR QUALIFICATIONS
for
CONSTRUCTION MANAGER AT RISK SERVICES

SOUTH DINING RENOVATION
Project No. 09.630.161

DUE DATE/TIME: 3:00 PM, SEPTEMBER 21, 2015

Time and Date of Pre-Submittal Conference
10:30 AM, September 9, 2015
Deadline for Inquiries
4:00 PM, September 16, 2015
Time and Date Set for Submittal
3:00 PM, September 21, 2015
TABLE OF CONTENTS

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: CMAR AGREEMENT

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.
Northern Arizona University extends an invitation to interested CONSTRUCTION MANAGER AT RISK (CM@RISK) firms to submit in writing their qualifications to provide design services for the South Dining Renovation, NAU Project #09.630.161 on the NAU Flagstaff Campus.

The current South Dining facility (Building #63) is no longer adequately servicing the Flagstaff campus, due to recent growth in both enrollment and on-campus residents. This project will initially consist of an assessment performed by a design professional to determine the appropriate action of either a renovation of the South Dining facility or an alternative. Then a subsequent programming effort will identify how to increase efficiency in the space way while also planning for future growth. Additionally, the programming shall assess the possibility of adding student-centered space outside of the dining area, like study space or student life activity space. The CM@Risk will provide pre-construction and construction services for this effort.

NAU is seeking a CM@Risk with experience in higher education dining facilities. Experience in renovation of existing facilities is preferred. Firms submitting a Statement of Qualifications must demonstrate comparable project-type experience. The successful firm awarded a contract may be awarded additional work at NAU’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.

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

An optional pre-submittal conference will be held on September 9, 2015 at 10:30 AM in the Facility Services Conference Room A. Facility Services (Building #77) is located at the intersection of Pine Knoll and S. San Francisco, Flagstaff, Arizona 86011.

All vehicles parking on campus must have a permit. Parking permits for the pre-submittal meeting are available at the parking kiosks at the entrances to campus. See http://nau.edu/parking-shuttle-services/ for more information.

SCHEDULE OF DEADLINES

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise for Services</td>
<td>September 3, 2015</td>
</tr>
<tr>
<td>Optional Pre-Submittal Conference</td>
<td>10:30 a.m., local time, September 9, 2015</td>
</tr>
<tr>
<td>Qualifications Due</td>
<td>3:00 p.m., local time, September 21, 2015</td>
</tr>
<tr>
<td>Interviews with Shortlisted Firms (Optional)</td>
<td>Week of October 5, 2015 - Tentative</td>
</tr>
<tr>
<td>Begin Contract Period</td>
<td>October 12, 2015</td>
</tr>
<tr>
<td>Construction Start</td>
<td>July 17, 2016</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>July 21, 2017</td>
</tr>
</tbody>
</table>

Request for Qualification packages may be obtained from NAU’s website at: http://nau.edu/Facility-Services/Bids_RFQ/ after 3:00 p.m., local time September 3, 2015.

Qualifications are due no later than 3:00 p.m., local time on September 21, 2015. Deliver qualifications to Facility Services, Building No. 77, Work Control Office, Room 108, Flagstaff, Arizona (Southwest corner of Pine Knoll Drive and San Francisco Drive) or Northern Arizona University, Box 6016, Flagstaff, Arizona, 86011. Attention: Stephanie Bauer. Refer to RFQ for specific submission requirements.

The Board of Regents reserves the right to reject any or all proposals, to waive or decline, to waive irregularities in any proposal, 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 Project should be addressed to:

NAU Facility Services
Attention: Stephanie Bauer
PO Box 5637
Northern Arizona University
Flagstaff, Arizona 86011
Phone: (928) 523-4227
Email address: stephanie.bauer@nau.edu

ARIZONA BOARD OF REGENTS

By  Jennus Burton
VP of Finance & Administration
Northern Arizona University (“Owner”) extends an invitation to interested and qualified Construction Manager at Risk firms (“CM@Risk” or “Proposer”) to submit a Statement of Qualifications (“SOQ” or “Proposal”) for design phase assistance and complete construction services for the South Dining Renovation. The estimated project budget for this project is $15 - 20 Million.

Any individual(s) or firm(s) proposing to perform CM@Risk services must be appropriately licensed / registered in the State of Arizona by the Registrar of Contractors at the time of submission of the Qualifications.

This project will be built using Construction Management at 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. NAU is looking specifically for a Proposer with the demonstrated ability to operate as a team member in a Construction Manager at Risk project delivery method arrangement, which may include a formal partnering arrangement.

PROJECT DESCRIPTION
The current South Dining facility is no longer adequately servicing the Flagstaff campus. The kitchen is outdated and inefficient as it is all electric and lacks chilled air. The purpose of this project is to design and construct a facility that engages students and operates more efficiently. The selected Design Professional will perform an assessment to determine if a renovation or a complete tear-down and rebuild of the building is best.

Currently, an estimated 1,000 to 1,250 meals are served a day in the residential dining facility. The renovated facility should be able to handle at least 1,250 to 1,500 meals a day. Additionally, the programming shall assess the possibility of adding student-centered space outside of the dining area, such as supplemental instruction and tutoring space. The total project budget is $15,000,000 for the dining portion and a potential additional $5,000,000 for the supplemental instructional and tutoring space for a total maximum project budget of $20,000,000 (depending of final program). The project cost includes all design, construction, and FF&E. The project shall achieve LEED Gold.

NAU is seeking a CM@Risk with experience in higher education, residential dining facilities. Experience in renovation of existing facilities is preferred. Firms submitting a Statement of Qualifications must demonstrate comparable project-type experience.

DRAFT PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Period</td>
<td>October 2015 – May 2016</td>
</tr>
<tr>
<td>ABOR Approval</td>
<td>June 8, 2016</td>
</tr>
<tr>
<td>Start Construction</td>
<td>July 17, 2016</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>July 14, 2017</td>
</tr>
<tr>
<td>Final Completion</td>
<td>August 25, 2017</td>
</tr>
</tbody>
</table>

NAU anticipates using an accelerated, construction delivery process utilizing a Construction Manager at Risk approach for project delivery. Firms submitting a response to this RFQ must demonstrate comparable project-type experience and capability utilizing the Construction Manager at Risk project delivery method or comparable capability.
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 738-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 32º F. in September and June. Temperature extremes range from -32º F. to 97º F., with average minimums in January of 14º F. The mountain campus includes approximately 100 buildings with 4.5 million square feet, including buildings in the Arizona Normal School Historic District which exceed 80 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.

SCOPE OF SERVICES
Proposed services for this project include design phase construction management (pre-construction) and construction services.

The Construction Manager at Risk will be in an engaged and actively participating support role for design phase services. At some point prior to construction, the CM@Risk will assume the risk of delivering the project through a guaranteed maximum price (GMP) contract.

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, following the contract provisions. Complete construction services include all labor and materials to provide a complete project.

Listed below are a sample of services that may be required under this project. Refer to CM@Risk Agreement for additional requirements.

A. Design/Pre-Construction phase services by the CM@Risk may include the following:
- incorporate NAU design guidelines and technical standards;
- provide detailed and real-time cost estimating and knowledge of marketplace conditions;
- provide for construction phasing and scheduling that will minimize interruption to University operations;
- provide project planning and scheduling;
- advise the team on choosing sustainable building materials in an effort to meet University’s commitment to our Climate Action Plan;
- provide data/info related to calculations of Total Cost of Ownership;
- provide alternate systems evaluation and constructability studies;
- advise the University of ways to gain efficiencies in project delivery;
- provide long-lead procurement studies and initiate procurement of long-lead items;
- prepare Guaranteed Maximum Price (GMP) package(s);
- assist in the permitting processes;
- participate with the University in a process to set goals and prequalification meetings for Subcontractor participation;
- select subcontractors/suppliers for this project;
- protect the Owner’s expectations of quality and safety, and sensitivity to environmental factors.

B. Construction phase services by the CM@Risk shall include at a minimum, but are not limited to:
- obtain construction permit;
- construct the project on schedule and in budget;
- bond and insure the construction;
- coordinate with various University departments, other agencies, utility companies, etc.;
• arrange for procurement of materials and equipment;
• schedule and manage site operations;
• bid, award, and manage all construction related contracts while meeting the University bid requirements including Subcontractor participation goals;
• provide quality controls;
• prepare meeting minutes and maintain records up-to-date;
• address all University, state, and federal permitting requirements;
• work in a cooperative manner to address any changes that might arise during construction;
• working within hours permitted due to adjacency to residence halls;
• provide all required close-out documents; and,
• maintain a safe work site for all project participants.

DIVISION III – PRE-SUBMITTAL CONFERENCE
An optional pre-submittal conference for this project for a Construction Manager at Risk will be held at 10:30 AM, September 9, 2015 at Facility Services Conference Room A, located at the intersection of Pine Knoll Drive and San Francisco. Parking permits for the pre-submittal meeting are available at the parking kiosks at the entrances to campus, and should be purchased for lot P64. The closest kiosk to Parking Lot P64 is located in the parking lot just south of the Skydome. Facility Services will not have parking permits available to attendees of the pre-submittal meeting, so please purchase a permit ahead of time. See http://nau.edu/parking-shuttle-services/ for more information.

At this pre-submittal conference, University staff will discuss the scope of work, general contract issues, and respond to questions from the attendees. As NAU 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 send a representative to the pre-submittal conference.

Neither Proposers 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 Proposer’s statement of qualifications.

DIVISION IV – SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS
The Owner intends to utilize a CM@Risk delivery method for this project. In this delivery method, the CM@Risk team is selected using a qualifications-based selection process. The Owner is seeking the most responsive and best qualified CM@Risk team to collaborate with in achieving the successful realization of this project.

Upon ranking of the most-qualified CM@Risk team, the Owner will negotiate a fee for Pre-Construction Phase services. During the Pre-Construction Phase a Guaranteed Maximum Price (GMP) will be prepared and negotiated.

A Selection Committee will evaluate the Statement of Qualifications submitted in response to this RFQ.

The evaluation criteria will relate to the qualifications of the Proposer to perform the services under this RFQ. This evaluation will be based on the following:

(A) Introduction,
(B) Prime Firm Project Experience,
(C) Additional Project Experience
(D) Prime Team Member Experience,
(E) Understanding of the Project,
(F) Project management controls and team approach,
(G) Work Location,
(H) Overall Evaluation of the Firm,
(I) Submittal Certification,
(J) Resumes
For those firms shortlisted, the evaluation may include an interview.

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 (10 points 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. Provide a general description of the firm that is proposing to provide construction management services and general construction services. Also indicate the following information for the primary point(s)-of-contract of the prime firm:
   a. Name
   b. Telephone number
   c. Direct e-mail address – e-mail with this point-of-contact will be NAU’s primary form of communication with the firm so ensure accuracy.

   If your firm is teaming with another firm, the relationship needs to be identified in this letter. Teams that are arranged as a single Prime Firm are preferred.

2. Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships. Please include all key subcontractor members of the team.

3. Additionally, provide the following information:
   a) List the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.

   b) Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

   c) Provide a statement on surety letterhead from an A- or better surety company describing the Company’s bonding capacity.

(B) PRIME FIRM PROJECT EXPERIENCE (30 pts max)

Describe at least three comparable projects in which the firm served as either CM@Risk, agency Construction Manager during design and construction phases (without providing construction services), or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk services on similar successful projects that include Higher Education construction of similar sized and programmed buildings in a similar climate.

The listed projects must demonstrate, through previously completed work, that the firm has developed expertise to provide design phase (pre-construction) and construction services as required for this project.

For each project listed, please provide:
   a) A description of the project and photographs. The description should include the name of the Owner and how many seats are in the dining facility as to assist the selection committee in assessing the size of the project. In the case of a renovation project, include description/reference to any special accommodations done to maintain operations during project renovation.

   b) The role of the firm on the project (specify whether Construction Manager at Risk, Construction Manager or General Contractor. If CM@Risk or General Contractor, identify the percent of work
self-performed. Also specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.)

c) The original construction budget per the CM@Risk's agreement, actual bid or GMP amount, and the final construction amount. If final construction amount is greater than bid/GMP amount, differentiate between Owner-requested Change Orders and those attributable to construction costs.

d) The original project schedule by listing Design Phase Start Date, Construction Start Date, and Substantial Completion Date. Compare the contractual dates with actual respective dates. Explain any differences between original and actual project schedule milestones.

e) The name and role of individuals from the proposed team who worked on each project listed in this section.

f) The name and current phone number of the Owner's Project Manager or other representative for the project.

A higher evaluation weighting will be applied to those firms who can substantiate successful demonstrated experience on:

- Comparable projects utilizing a CM@Risk delivery method.
- Comparable projects that were completed by the proposed team for this project
- Comparable projects that were sustainably constructed.
- Comparable projects with institutions of higher education.
- Comparable projects that took place in buildings or on sites that remained partially operational during construction.
- Comparable projects at similar climates and elevations.
- Comparable projects which were completed 5 or fewer years ago.

(C) ADDITIONAL PROJECT EXPERIENCE (5 points)

List all CM@Risk projects awarded to your firm by Northern Arizona University, Arizona State University and/or the University of Arizona during the last two years, all projects currently ongoing, and/or all projects for which your firm has been selected but are not yet under contract. For each project provide the project description, award date (note if pending), construction cost, status of completion, and estimated completion date. As part of our selection process, the University has the responsibility of taking into account the size and complexity of the project under consideration, the resource investment of the firm in current work, and the amount or quality of previous work recently performed for the University, in order to extend CM@Risk opportunities to a broad representation of qualified CM@Risk firms.

(D) PRIME TEAM MEMBER EXPERIENCE (30 pts max):

1. Identify the specific individuals from the prime construction firm who are proposed to be assigned to this project. Clearly identify the following specific individual(s) responsible for the following roles:

   - the person who will be responsible for day-to-day management of the project, and coordination and communication with the University during all phases of design and construction;
   - the person(s) who will lead the design phase (pre-construction) effort;
   - the persons who will lead the construction phase the person who will manage the project on-site during the construction phase;
   - the person(s) who will lead the project documentation efforts;
   - the LEED® Accredited Professional who will champion sustainable construction.
A higher evaluation weighting will be applied to those firms who can substantiate and ensure:

a) that the same person will lead the design and construction phase.

2. For each key person identified, list their length of time with the firm and at least two 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 just 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. Contractor method (i.e. General Contractor, CM@Risk, Design-Build)
d. Project’s original contracted construction cost and final construction cost
e. Construction start and completion dates
f. Project owner
g. Reference information (current name with telephone number for each project listed)

3. Describe the current workload and availability of key staff to service the project (include existing projects, pending projects, and this proposed project).

4. List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

(E) UNDERSTANDING OF THE PROJECT (50 pts max):

1. The existing Food Service areas in the South Union facility will not be able to be taken completely offline during the construction needed for this project. How will your team minimize disruptions to the campus during the construction phase?

2. Discuss other major opportunities and challenges your team has identified on this project describe how you intend to address those issues.

3. Discuss the approach your team uses to ensure the most efficient use of budget.

4. Describe the type of collaboration needed between the designer and the CM@Risk in the pre-construction phase.

(F) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH (40 pts max):

1. Attached to this Request for Qualifications is the link to the Northern Arizona University CMAR Contract, which contains requirements on subcontractor selection (General Conditions Section 2).
   a) Describe how you intend to implement this subcontractor selection plan including your recommendations for subcontractor trades to be selected by qualifications only vs. qualifications and bids; and discuss the benefit that your subcontractor selection plan provides to the project.
   b) Which subcontractors would you intend to select during the pre-construction phase and why?

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; Describe how estimates are calculated and updated in real-time;
   b) Explain how constructability reviews, value engineering, and other design phase cost controls will be utilized;
   c) Define how change orders and other potential add-costs during the construction phase will be avoided and controlled. Describe how change order requests from subcontractors will be reviewed and processed quickly.
3. Quality Control

- Explain how your firm will ensure necessary communication to the entire team and assist the team in producing properly executed drawings for this project.
- Summarize your approach to quality control and quality assurance during construction of the project, especially as it relates to design and construction under Flagstaff’s climate conditions.

4. Schedule Control

a) Summarize your firm’s schedule control process to be used in order to meet the owner’s project schedule.

b) Provide information on your data management, including RFI, ASI and submittal reviews, in order to stay on schedule.

c) Provide information on how to maintain the schedule in working within the guidelines of NAU’s Technical Standards, Permit Process, and general construction procedures.

5. Sustainability

a) Explain how your firm can assist the project team in designing a project that is durable and maintainable.

b) Describe how your team can assist in incorporating life cycle planning, energy efficiency, durability, water conservation, and other sustainable design aspects into this project.

6. Site Logistics

a) Explain how your firm will maintain access (including ADA) to the DuBois center and other adjacent facilities.

7. Address the Company program for Veteran employment

(G) WORK LOCATION (10 points max):

1. Indicate the proximity of the Proposer’s office to the Northern Arizona University campus in Flagstaff, Arizona and the home office location of key staff on this project. Include any logistical challenges and solutions to your current location to the project location. Describe how your team will be available to meet with Owner stakeholders on campus within a two hour response time.

2. Define the team’s familiarity of the project area and its knowledge of the local labor and materials markets.

(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 along with any client references obtained by the committee or given by the Design Professional. No submittal response is required.

(I) SUBMITTAL CERTIFICATION (no points): Include Attachment A found in Part II of this Request for Qualifications.

(J) RESUMES (no points): Resumes will help 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 subcontractors, shall contain employee information only and no additional company information. Resumes should include the individual’s project experience, including projects’ size, brief description, and cost. **Resumes shall be limited to a maximum length of two pages per person. Resumes should not include project pictures or general firm information.**
DIVISION V – SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications which has a maximum length of twenty pages to address 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 in the twenty-page page count. Please provide an original plus 8 copies (total of 9) of the Statement of Qualifications each marked as the original or copy respectively AND one copy on CD or other portable storage medium. Statements of Qualification must be received by 3:00 P.M., local time, September 21, 2015. Delivered or hand-carried submittals must be delivered to the Work Control Center Office receptionist at the location listed below. On the submittal package, firms must display the firm name, project title, project number, and “CMAR”.

All submittals should be sent or delivered to:

Facility Services, Building No. 77
Work Control Center Office, Room 108
Flagstaff, Arizona (Southwest corner of Pine Knoll Drive and San Francisco Drive)

or

Northern Arizona University
Box 6016
Flagstaff, Arizona, 86011

Attention: Stephanie Bauer, Assistant Director Administrative Services for PDC

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.
- Providing company profiles in attached resumes.
- Contacting any NAU employees regarding this project, other than in the mediums detailed in this RFQ.

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2” x 11”) with criteria information will be counted. Font size may not be less than 10 point. Please use paper made out of recycled materials where possible. Pages that have project photos, charts, and graphs will be counted towards the maximum number of 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.

Note: THE PROPOSER SHALL NOT SUBMIT OR COMMUNICATE IN ANY FORM TO NAU ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER ASSOCIATED COST INFORMATION. ARIZONA LAW PROHIBITS NAU 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 Statement of Qualifications that contain any information of this type will be deemed non-responsive, and will not be considered. This exclusion of information applies to the Proposer’s Statement of Qualifications, to any discussion/interview and to all other aspects of the selection competition.
DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE

SELECTION PROCESS. This is a one-step competition. A Selection Committee will evaluate and score each submitted Statement of Qualifications to arrive at a shortlist of no less than three and no more than five Proposers 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: September 4, 2015
Pre-Submittal Meeting: September 9, 2015
Qualifications Due: September 21, 2015
Interviews with Short-listed Firms (optional): October 7, 2015 (tentative date)
Begin Contract Period: October 8, 2015
Construction Start: July 17, 2016
Construction Complete: July 14, 2017
DIVISION VII – GENERAL INFORMATION

SOLICITATION OF PROPOSALS BY FACILITY SERVICES. All solicitations are performed in accordance with NAU policies and procedures.

INFORMAL QUESTIONS. If you have informal questions about technical information regarding this Request for Qualifications or if you have informal questions about the purchasing process, please contact:

Stephanie Bauer, Assistant Director               Tel:   (928) 523-4227
Fax:   (928) 523-9441                             E-mail Address:  stephanie.bauer@nau.edu

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. Proposers 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 a Proposer find any ambiguity, inconsistency or error in the Request for Qualifications, or should the Proposer be in doubt as to their meaning, he shall at once notify the Director of Planning and Development, in writing, who will send a written addendum either by e-mail to all Proposers who are on record with Planning and Development as having requested a copy of the RFQ. 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, which will be e-mailed to each Proposer of record. The University is not responsible for any other explanations or interpretations of the RFQ.

If a Proposer on the Final Shortlist fails to receive any addendum, or should fail to acknowledge receipt of same, the Proposer 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 Proposer will be added to the Final Shortlist. The Owner is not responsible for assuring delivery of addenda to any Proposer. 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 Proposal of the successful Proposer 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. The Proposers shall acknowledge receipt of addenda on the Proposal form in the space provided, on the RFQ Submittal Certification, see Attachment B.

All formal inquiries or requests for significant or material clarification or interpretation, or notification to NAU of errors or omissions relating to this Request for Qualifications must be directed, in writing, email, or by facsimile, to:

Northern Arizona University
Stephanie Bauer, Assistant Director, Administrative Services for PDC
Bldg. 77, Room #108
PO Box 6016
Flagstaff, AZ 86011
Phone:  (928) 523-4227     Fax:  (928) 523-9441
Email address:  stephanie.bauer@nau.edu

Requests must be submitted on a copy of the Submittal Inquiry Form in Attachment C to this RFQ. All formal inquiries must be submitted before the time and date set for this RFQ. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

South Dining Renovation
PROJECT NUMBER 09.630.161

NAU RFQ CMAR

- 13 -
RESTRICTION ON COMMUNICATIONS. Neither Proposers 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 Proposer’s Proposal.

PROPRIETARY INFORMATION. Firms should not include any “proprietary information” in their submittal. Information submitted in response to this RFQ may be disclosed pursuant to University policy, 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 construction services must be appropriately licensed / registered in the State of Arizona at the time of submission of the Statement of Qualifications.

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.

PROPOSERS 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 Proposal for architectural and engineering services on the same project. A person, firm, partnership, or corporation, who has submitted as a sub-consultant to a Proposer, is disqualified from submitting a Proposal for the project as a prime Proposer. A person, firm, partnership, or corporation shall be allowed to submit a sub-consultant Proposal to more than one Proposer.

OBLIGATIONS. This RFQ does not obligate the University to pay any costs incurred in the preparation and submission of Proposals nor to enter into an agreement with any of the applicants.

WITHDRAWAL OF PROPOSAL. Proposals may be withdrawn either personally or by written request any time.

RETURN OF PROPOSALS. NAU will not return any Proposals that are submitted.

AWARD OR REJECTION OF PROPOSALS. NAU has the right to cancel this Request for Qualifications, to reject any or all Proposals, and to waive or decline to waive any irregularities in any submitted Proposals, or to withhold the award for any reason it may determine in the best interest of NAU and also reserves the right to hold open any or all Proposals for a period of 90 days after the date of opening thereof and the right to accept a Proposal not withdrawn before the scheduled opening date.

DELIVERY OF INSURANCE POLICIES OR CERTIFICATES AND EXECUTION OF AGREEMENT. Promptly after negotiation of the priced proposal, NAU will deliver to the successful Proposer the CMAR Agreement to be executed by the successful Proposer. This CMAR Agreement will be the form in Attachment D or NAU’s then current form of agreement. The successful Proposer shall execute and return to NAU the Agreement within ten (10) days after receipt of the Agreement. Failure to return the executed copies of the Agreement may result in rejection of the successful Proposer’s Proposal and withdrawal of the award. Within three (3) days of issuance of the CMAR Agreement, the successful Proposer shall deliver to NAU the required insurance policies or certificates in a form satisfactory to NAU. Failure to do so may result in rejection of the successful Proposer’s Proposal and withdrawal of the award.

NEGOTIATION OF THE AGREEMENT. The University may proceed to negotiate a contract for services at a compensation which the University determines to be fair and reasonable. In making this decision, the University may take into account the estimated value of the scope of services, the complexity, and the professional nature of the services to be rendered. A personnel plan will be requested as a part of the fee proposal. If FS is unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price determined to be fair and reasonable, negotiations with that firm will be formally terminated. The University may then undertake negotiations with the next most qualified firm in sequence until an agreement is reached or a determination is made to reject all proposals. The University will negotiate a fixed fee for preconstruction services. Prior to any construction, a guaranteed maximum price (GMP) and construction phase fee will be negotiated. If a GMP is
successfully negotiated, the preconstruction contract will be amended to incorporate the established construction phase fee and GMP into the Agreement.

When a Guaranteed Maximum Price is agreed upon by the Owner and the Construction Manager at Risk, the contract will become a contract for construction. If negotiations for a Guaranteed Maximum Price are not successful, the Owner may terminate the contract.

SITE VISIT. In advance of negotiating an agreement for preconstruction services, the highest ranked Proposer will be requested to participate in a site visit with representatives of the University to become familiar with the project site and to discuss the University’s needs. The Proposer's key team members for the project, including those from each of the sub-consulting firms, shall attend the meeting. Prior to the meeting, the highest ranked Proposer will have received from the Owner available project documentation, including estimates budgets, DP project deliverables, drawing formats and other relevant information that the Owner deems appropriate.

REGULATIONS. Should fee negotiations result in an agreement, the agreement will be subject to all the provisions of the University Procurement Code as issued by the Arizona Board of Regents, and will include all the terms, clauses, and conditions required by the University Procurement Code.

PROTESTS. NAU 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 you feel that we have fallen short of these goals, you 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 tell you what you have to do to initiate a protest. First, you have to be an "interested party". "An interested party" is an actual or prospective contractor submitting a Proposal whose direct economic interest may be affected by the issuance of a solicitation, the award of an agreement, or by the failure to award an 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, you must submit the protest in a timely manner. In procurements requesting qualifications/Proposals, protests based upon alleged errors, irregularities or improprieties in a solicitation that are apparent before the closing date for receipt of initial Qualifications/Proposals shall be filed before the closing date for receipt of initial Qualifications/Proposals.

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 Qualifications/Proposals following the incorporation. In cases other than those just covered, protests shall be filed no later than ten days after an 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, your protest 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 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, Director Purchasing Services Tel: (928) 523-6415
Facility Services FAX: (928) 523-9441
Northern Arizona University Email address: becky.mcgaugh@nau.edu
PO Box 4124
Flagstaff AZ 86011

Please note that as NAU takes protests very seriously, we expect you to do so as well. Frivolous protests will not in gain for your firm.
PART II: ATTACHMENTS

ATTACHMENT A: SITE LOCATION MAP
ATTACHMENT B: RFQ SUBMITTAL CERTIFICATION
ATTACHMENT C: SUBMITTAL INQUIRY FORM
ATTACHMENT D: CMAR AGREEMENT WEB LOCATION
Attachment A: Location Map/Campus Map
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: 09.630.161 – South Dining Renovation 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)
________________________________________
(Address)
________________________________________
(Signature required)
________________________________________
(Phone no.)
________________________________________
(Print name)
________________________________________
(Fax no.)
________________________________________
(Title)
________________________________________
(Fed. tax id no.)

South Dining Renovation
PROJECT NUMBER 09.630.161

NAU RFQ CMAR - 18 -
<table>
<thead>
<tr>
<th><strong>ATTACHMENT C: SUBMITTAL INQUIRY FORM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Pre-submittal Questions, General Clarifications, etc.)</em></td>
</tr>
</tbody>
</table>

**PROJECT NAME:**  South Dining Renovation

**PROJECT NUMBER:**  09.630.161

**INQUIRY DEADLINE:**  4:00 PM, September 16, 2015

**QUESTIONS ON:**  [ ] ORIGINAL RFQ PACKET  [ ] ADDENDUM NO.

**SECTION NUMBER:**

**WRITER:**          

**FAX NO.**  ____________  **PHONE NO.**  ____________

**COMPANY:**

**COMPANY E-MAIL ADDRESS:**  

**DATE:**  ____________

**QUESTIONS:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
CONSTRUCTION MANAGER AT RISK AGREEMENT

The current Construction Manager at Risk Standard Form Agreement and General Conditions are available for review at: http://nau.edu/Facility-Services/DP_Contract/ under “Contracts”