REQUEST FOR QUALIFICATIONS
for
ENGINEERING AND ARCHITECTURAL DESIGN PROFESSIONAL SERVICES

SOUTH DINING RENOVATION
Project No. 09.630.161

DUE DATE/TIME: 3:00 PM Local Time; September 11, 2015

Time and Date of Pre-Submittal Conference  
10:00 A.M., September 2, 2015
Deadline for Inquiries  
3:00 P.M., September 7, 2015
Time and Date Set for Submittal  
3:00 P.M., September 11, 2015
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This Request for Qualifications is separated in two parts: Part I - General Requirements, and Part II - Attachments. The Attachments of Part II are part of the Request for Qualifications and the terms, conditions, and criteria therein must be met by any proposer.
DIVISION I - ADVERTISEMENT

Northern Arizona University extends an invitation to interested DESIGN PROFESSIONAL firms to submit in writing their qualifications to provide design services for the South Dining Renovation and Expansion, NAU Project #09.630.151 on the NAU Flagstaff Campus.

The current South Dining facility (Building #63) is no longer large enough to adequately service the Flagstaff campus, due to its recent growth in both enrollment and on-campus residents. This project will initially be an assessment to determine the appropriate action of either a renovation of the South Dining facility or an alternative. The initial programming of this project shall identify how to expand the existing space in the most efficient way while offering needed space for the current enrollment and 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.

NAU is seeking a Design Professional 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.

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 2, 2015 at 10:00 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
Advertise for Services: August 28, 2015
Pre-Submittal Conference: 10:00 a.m., local time, September 2, 2015
Qualifications Due: 3:00 p.m., local time, September 11, 2015
Interviews with Shortlisted Firms (Optional): Week of September 21, 2015 - Tentative
Begin Contract Period: September 28, 2015

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 August 28, 2015.

Qualifications are due no later than 3:00 p.m., local time on September 11 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 Division V of the 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
DIVISION II – PROJECT DESCRIPTION AND SCOPE OF SERVICES

ARIZONA BOARD OF REGENTS
REQUEST FOR QUALIFICATIONS (RFQ)

Northern Arizona University (“Owner”) extends an invitation to interested and qualified firms or individuals to submit a Statement of Qualifications (“SOQ” or “Proposal”) to provide professional programming, engineering design and construction administration services for South Dining Renovation under the design professional services agreement described herein.

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

PROJECT DESCRIPTION AND SCOPE OF SERVICES

The current South Dining facility (Building #63) is no longer adequately servicing the Flagstaff campus, due to its continued growth in both enrollment and on-campus residents. This project is initially for the needs assessment and programming of a revamped South Dining facility, which may entail a renovation of the existing South Dining or a partial or complete tear-down of the existing facility and construction of a new facility in its place. The initial assessment and programming of this project shall identify how to improve efficiency and renovate or potentially rebuild the existing space in the most effective way while offering needed space for the current enrollment and future growth.

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 Design Professional with experience in higher education residential dining facilities. Experience in renovation of existing facilities is highly desirable. Firms submitting a Statement of Qualifications must demonstrate comparable project-type experience.

DRAFT PROJECT SCHEDULE

Final Feasibility Study/ Programming Package (including some elevations and renderings): November 13, 2015

Construction Drawings: March 31, 2015
Start Construction: July 17, 2016
Substantial Completion: July 21, 2017
Final Completion: August 25, 2017

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
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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. There is an average of 288 days of sunshine per year and an average 100 inches of annual snowfall. The mountain campus includes approximately 115 buildings with 6.6 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.

DIVISION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on Wednesday, September 2, 2015, at 10:00 a.m. at Facility Services, Building 77, Conference Room A, located at the intersection of Pine Knoll Drive and San Francisco. Parking permits are available for purchase at the Parking Kiosks at the entrances to campus, and at the Walkup Skydome. A permit should be purchased for parking lot P64. Further information on parking on campus is available at Parking Services’ website: http://nau.edu/Parking-Shuttle-Services/Guest-Parking/.

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 Proposal.

DIVISION IV – SELECTION CRITERIA

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 Proposer’s (A) introduction, (B) prime firm project experience, (C) prime team member experience, (D) subconsultant experience, (E) understanding of the project/additional firm experience, (F) project management controls and team approach, (G) work location, (H) overall evaluation of the firm, (I) Submittal Certification, and (J) Resumes. For those firms shortlisted, the evaluation may also 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. Also indicate the following information for the primary point(s)-of-contact of the prime firm:
   a. Name
   b. Telephone number
   c. Facsimile number
   d. 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.

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. Teams that are arranged as a single Prime Firm with multiple Subconsultant firms (as needed) contracted directly under the Prime, are preferred.
3. Provide an organization chart that represents the intended roles, responsibilities, authorities, and relationships. Please include all key sub-consultant members of the team.

(B) PRIME FIRM PROJECT EXPERIENCE (50 pts max)

Describe a **minimum of three and a maximum of five projects** similar in terms of project type, size, complexity, budget, and schedule where the Proposer’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 as required for this project, and more specifically demonstrate that the firm has experience with university residential dining projects.

**For each project listed, please provide:**

a) A description of the project, including the name of the institution and the size of the institution (number of buildings and campus student population). 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.

c) The name and role of all the sub-consultants you used on the project.

d) 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.

e) A description of how your firm developed the initial project feasibility study/programming and how it transitioned into the design phase.

f) The name of individuals from the proposed team who worked on the projects listed in this section, and what their role was on these past projects.

g) The name and current phone number of the Owner’s Project Manager or other representative from the Facilities Management/Construction Department for the project.

h) The name and current phone number of the Owner’s Dining Services representative or other representative from the user group that actively uses the facility.

i) How did your firm engaged the Student Body during design phase? During construction phase?

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

- Projects on University/College campuses.
- Projects that were a renovation of a similar facility.
- Projects that took place in buildings or on sites that remained partially operational during construction
- Projects at similar climates and elevations.
- Projects which were designed/completed 10 or fewer years ago.
- Projects that were completed by the proposed team for this project (including prime firm and subconsultants team members).
Projects that included elements of Universal Design.
Projects that included elements of Sustainability and/or LEED certified.
Firms that can provide continuous project oversight from Programming through Project Closeout.

(C) PRIME TEAM MEMBER EXPERIENCE (50 pts max):

1. Identify the specific individuals from the prime firm who are proposed to be assigned to this project, including their expertise in similar projects. Resumes are to be included under Item J’s requirement and are to provide detailed information on past projects experience of each proposed prime team member, including title of the proposed member during each project.

   Clearly identify the following specific individual(s) responsible for the following roles:
   • the person who will lead the programming and conceptual design effort;
   • the person who will be responsible for day-to-day management of the project, and coordination and communication with the University during all project phases;
   • the person(s) who will lead the specialty and other engineering design efforts;
   • the person(s) who will lead the project documentation efforts;
   • the person(s) who will lead the USGBC LEED efforts.
   • the person(s) who will lead the Universal Design efforts.

2. For each key person identified, list their length of time with the firm and up to three 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. Project owner
   d. Reference information (current name with telephone number for each project listed)

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

   A higher evaluation weighting will apply to those Proposers who can provide a Project Team that has experience with comparable projects (University residential dining projects; projects on University/College campuses; projects that were a renovation of a similar facility; projects at similar climates and elevations; projects which were designed/completed 10 or fewer years ago; projects that included elements of Universal Design and elements of Sustainability and/or LEED certified) and a history working together on past projects.

(D) SUBCONSULTANT EXPERIENCE (40 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 Item J’s requirement. For each firm identified, list up to three 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 just 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, energy efficiency, budget constraints, etc…

3. Describe each key subconsultant’s experience working with the prime firm.

A higher evaluation weighting will apply to those Proposers who can provide a Subconsultant Team that has experience with comparable projects (University residential dining projects; projects on University/College campuses; projects that were a renovation of a similar facility; projects at similar climates and elevations; projects which were designed/completed 10 or fewer years ago; projects that included elements of Universal Design and elements of Sustainability and/or LEED certified) and a history working with the Prime Firm in successfully completing the projects listed in Section (B).

(E) UNDERSTANDING OF THE PROJECT/ADDITIONAL FIRM EXPERIENCE (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 address this through design or other solutions to allow the retail and residential dining programs to continue in close proximity to the existing site during construction?

2. Discuss the major opportunities and challenges your team has identified on this project, and describe how you intend to address those issues. Provide examples of how you addressed similar issues on other projects.

3. Describe how you will engage the Student Body during the Design phase and Construction phase.

(F) PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH (50 pts 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. 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 constructability, recommendations by the Construction Manager at Risk, 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.

2. 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.

   c. The university governs all design and construction with the Design Guidelines and Technical
Standards. Describe how these will be leveraged to design the best facility possible.

3. Schedule Control
   a. Provide a project schedule, illustrating how your firm will meet the schedule deadlines. Include key milestones.

   b. Provide list of important items to consider to adequately schedule the renovation of such facility, including how you will work with university to potentially keep some of the existing facility during construction.

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

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

4. Sustainability
   a. Summarize your firm’s approach to sustainability.

   b. Explain how this project will be designed for durability and maintainability.

   c. Describe how your team will incorporate life cycle planning, energy efficiency, durability, water conservation, and other sustainable design aspects into this project.

5. 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 (10 points max):

1. Indicate the proximity of the Proposer’s (and Subconsultants’) 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 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 site.

(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 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 subconsultants, shall contain employee information only and no additional company information. Resumes should include the individual’s project experience, including projects’ size 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 submitting qualifications for this project should submit a Statement of Qualifications which **has a maximum length of twenty (20) pages** for 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 thirty-page page count. **Please provide an original plus 7 copies (total of 8) 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, Friday, September 11, 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, please display: the firm name, project title, and project number.

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.

Note: **THE DESIGN PROFESSIONAL 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 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.

DIVISION VI – THE SELECTION PROCESS AND PROJECT SCHEDULE
SELECTION PROCESS. A Selection Committee will evaluate and score each submitted Proposal to arrive at a shortlist of no less than three (3) and no more than five (5) 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.

SCHEDULE OF DEADLINES
Advertise for Services: August 28, 2015
Pre-Proposal Meeting: September 2, 2015
Deadline for Inquiries: September 7, 2015
Qualifications Due: September 11, 2015
Interviews with Short-listed Firms (optional): Week of September 21, 2015 (tentative date)
DP Selection: September 25, 2015
Begin Contract Period: September 28, 2015
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

Note: NAU will answer informal questions orally. NAU makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral 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 Assistant Director of Administrative Services for Planning, Design, & Construction, in writing, who will send a written addendum by e-mail to all Proposers who are on record with Planning, Design, & Construction as having requested a copy of the RFQ and post the addendum to the website. Neither NAU nor its representatives will be responsible for oral instructions or information. Interpretation or correction of the RFQ will be made only by written addendum, which will be emailed to each Proposer of record and posted to the NAU website. The University is not responsible for any other explanations or interpretations of the RFQ.

If a Proposer on the Final Short List fails to receive any addendum, or should fail to acknowledge receipt of same, the Proposer shall have the option of staying on the Final Short List under the terms of the Request for Qualifications or of withdrawing from the Final Short List in which event the next most qualified Proposer will be added to the Final Short List. 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 A.

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 B to this RFQ. All formal inquiries must be submitted before the time and date set for closing this RFQ. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

**PROPRIETARY INFORMATION.** If you are submitting any information you consider proprietary, you must place it in a separate envelope and mark it “Proprietary Information”. If Facility Services concurs, this information will not be considered public information. The University 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.

**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 (1) 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 (1) 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 a Then agreement with any of the applicants.

**SITE VISIT.** In advance of negotiating an agreement for design professional services, the highest ranked Proposer may 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 team members in charge of the project, including those from each of the sub-consulting firms, shall attend the meeting.

**WITHDRAWAL OF PROPOSAL.** Proposals may be withdrawn either personally or by written request any time before the scheduled date and time set for receipt.

**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 NINETY (90) DAYS after the date of opening thereof and the right to accept a Proposal not withdrawn before the scheduled opening date.

**NEGOTIATION OF THE AGREEMENT.** Facility Services (FS) may proceed to negotiate a contract for services at a compensation which the University determines to be fair and reasonable. In making this decision, FS 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 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. FS 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 fee for total services, along with a fee breakdown per each individual phase of the work. The University 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
negotiation of the priced proposal, NAU will deliver to the successful Proposer the DP Agreement to be executed by the successful Proposer. This DP Agreement will be the form in Attachment C 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 DP 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.

OWNERSHIP OF DOCUMENTS. The Proposer’s attention is directed to the DP Agreement, concerning ownership and use of the Design Professional’s documents.

RETURN OF PROPOSALS. NAU will not return any Proposals 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 Then 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. NAU is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting is necessary, the successful Proposer 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 Proposal as to whether or not any of your sub-consultants falls under into either of these categories.

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 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, 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 (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, 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 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, Director Purchasing Services Tel: (928) 523-6415 FAX: (928) 523-9441

ABOR RFQ – DP

SOUTH DINING RENOVATION
NAU PROJECT #09.630.161

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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: RFQ Submittal Certification
Attachment B: Submittal Inquiry Form
Attachment C: DP Agreement
Attachment D: Athletics Master Plan Extract
ATTACHMENT A: 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 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 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: 09.630.151 – South Dining Renovation 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) (Address)

(Signature required) (Phone no.)

(Print name) (Fax no.)

(Title) (Fed. tax id no.)
ATTACHMENT B: SUBMITTAL INQUIRY FORM
(Pre-submittal Questions, General Clarifications, etc.)

PROJECT NAME: __________________________________________

RFQ NUMBER: ____________________________________________

INQUIRY DEADLINE: 3:00 PM, September 7, 2015

QUESTIONS ON: ___ ORIGINAL RFQ PACKET or ___ ADDENDUM NO.

SECTION NUMBER: _______________________________________

WRITER: ________________________________________________

FAX NO. __________________________ PHONE NO. ____________

COMPANY: ______________________________________________

COMPANY E-MAIL ADDRESS: ______________________________

DATE: __________________________________________________

QUESTIONS:

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ATTACHMENT C: DESIGN PROFESSIONAL AGREEMENT

DESIGN PROFESSIONAL AGREEMENT
(CONSTRUCTION MANAGER AT RISK FORM)

The Design Professional Standard Form Agreement and Exhibit A are located at the following website, under “Contracts”: http://nau.edu/Facility-Services/DP_Contract/.

The Construction Manager at Risk Standard Form Agreement and General Conditions are also located at the following website, under “Contracts”: http://nau.edu/Facility-Services/DP_Contract/.