



NORTHERN ARIZONA UNIVERSITY

THE ARIZONA BOARD OF REGENTS

For,
and on behalf of,

NORTHERN ARIZONA UNIVERSITY

REQUEST FOR QUALIFICATIONS for DESIGN PROFESSIONAL SERVICES (ARCHITECTURAL / ENGINEERING SERVICES)

NEW HEALTH PROFESSIONS BUILDING
Project No. #09.900.091

DUE DATE/TIME: 4:00 PM, THURSDAY, JULY 31, 2008

ARIZONA BOARD OF REGENTS TRI UNIVERSITY MASTER
MARCH 2001 EDITION

Time and Date of **Mandatory** Pre-Submittal Conference

10:30 AM, 07/21/2008

Deadline for Inquiries

2:00 PM, 07/25/2008

Time and Date Set for Submittal

4:00 PM, 07/31/2008

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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.

PART I: REQUEST FOR QUALIFICATIONS INFORMATION

ARIZONA BOARD OF REGENTS REQUEST FOR QUALIFICATIONS (RFQ)

Northern Arizona University ("Owner") extends an invitation to interested and qualified firms or individuals to submit formal sealed qualifications to provide the design professional services portion for this project under the delivery method of construction management at risk services as described herein.

Formal sealed qualifications are to be addressed and delivered to Capital Assets and Services, Building #77, Administrative Services, Room 108, Flagstaff, Arizona. (Southwest corner of Pine Knoll Drive and San Francisco Drive), or Northern Arizona University, Box 6016, Flagstaff, Arizona, 86011 **UNTIL 4:00 P.M., THURSDAY, JULY 31, 2008** at which time a representative of Capital Assets and Services will announce publicly only the names of those firms or individuals submitting qualifications. No other public disclosure will be made until after the award and execution of the agreement.

Paul Davila, Director

Planning and Development
Northern Arizona University

DIVISION I

Northern Arizona University extends an invitation to interested **DESIGN PROFESSIONAL (DP) and CONSTRUCTION MANAGEMENT AT RISK (CMAR)** Firms to submit in writing their qualifications for Architectural, Engineering, and Pre-construction Services and Construction for the proposed project: **NEW HEALTH PROFESSIONS BUILDING, NAU PROJECT #09.900.091** on the NAU Flagstaff Campus.

NAU is seeking Design and Construction professionals with experience in integrated health care education facilities. The university anticipates using an accelerated, construction delivery method 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. Additionally, the university is seeking a firm with the resources necessary to fast track this project and deliver the design documents in an accelerated fashion. The university is prepared to facilitate the design process to allow for construction to begin as quickly as possible. NAU intends to occupy the facility no later than fall 2011.

The university envisions this project as approximately 100,000 to 120,000 square foot, a multi-story facility with classrooms, clinic space, offices, etc. The primary purpose of this facility is to consolidate new and existing health care education programs for transdisciplinary program delivery. Program examples include: Nursing, Physical Therapy, Dental Hygiene, Health Sciences, Communication Sciences and Disorders, Occupational Therapy and Physicians Assistant. DP programming and design efforts will locate these multiple programs into a cohesive, collaborative environment to enhance integrated program delivery to students, faculty and staff.

Northern Arizona University is committed to a leadership role in creating a healthy, thriving, and sustainable world and will require, at a minimum, a Silver LEED certification for this new facility. Design and Construction firms with experience in universal design, sustainable design, interior design, and furniture and equipment selection in health professions projects are encouraged to submit qualifications.

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.

SCHEDULE OF DEADLINES

Advertise for Services: July 11 and July 17, 2008

Pre-Proposal Meeting (MANDATORY): 10:30a.m., July 21, 2008
Gardner Lecture Hall, Franke College of Business
Building #81, Northern Arizona University
Flagstaff, Arizona 86011
Parking Available P-40, McConnell Drive

Qualifications Due: 4:00p.m., July 31, 2008
Capital Assets and Services
Building #77, Room 108, Northern Arizona University
Flagstaff, Arizona 86011

Interviews with Short-listed Firms (optional): August 12, 2008 (tentative)

Begin Contract Period: August 2008

Request for Qualification packages may be obtained from Administrative Services, Room 108, Building 77, Northern Arizona University, Flagstaff, AZ 86011 or <http://www4.nau.edu/cas/Plan-Dev/RFP-RFQ-Home.htm> July 11, 2008 after 1:00 p.m.

Qualifications are due no later than 4:00 p.m., Thursday July 31, 2008. Deliver qualifications to Capital Assets and Services Building, Building No. 77, Administrative Services 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: Paul Davila, Director, Planning and Development.

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 Capital Assets and Services
Attention: **Paul Davila, Director**
PO Box 6016
Northern Arizona University
Flagstaff, Arizona 86011
Phone: (928) 523-4227
Email address: paul.davila@nau.edu

ARIZONA BOARD OF REGENTS

By Fred Boice
President

DIVISION II

INSTRUCTIONS TO PROPOSERS

GENERAL. All responses to the Request for Qualifications (RFQ) should follow the format and order described in the "Content Of Submittal" section below; this will allow a standard basis for evaluation. Failure to follow the instructions regarding format and order may result in rejection of the submittal.

DEFINITION OF "PROPOSER AND "PROPOSAL". Wherever the word "proposer" is used in this Request for Qualifications, it shall mean each or any of the individuals, firms, partnerships, or corporations, submitting their qualifications relative to performance of the architectural and engineering services described in this RFQ.

Wherever the word proposal is used in this Request for Qualifications, it shall mean the statement of qualifications submitted by a Proposer.

ACCEPTANCE OF AGREEMENT TERMS AND CONDITIONS. A copy of the current form of agreement is attached as **Attachment E**. The form is subject to change by the University before it is presented to the successful Proposer. The successful Proposer will be required to execute the then current form of agreement prepared by the University.

If a Proposer objects to any terms or conditions in the attached agreement, Proposer must include a list of terms and conditions to which the Proposer is opposed in its Proposal. Failure to do so will be waiver of any right to object to any terms or conditions. Proposals that object to terms or conditions in the agreement may be deemed non-responsive and rejected by Owner.

DELIVERY OF THE PROPOSAL IN RESPONSE TO THIS RFQ

Sealed proposals shall be addressed and delivered to the University on or before the day and hour set for receipt of proposals and marked as follows:

Proposal in response to RFQ for performance of Architectural and Engineering Services for:

NEW HEALTH PROFESSIONS BUILDING

NAU Project No: 09.900.091
Capital Assets and Services, Building 77
Administrative Services, Room 108
PO Box 6016
Flagstaff, Arizona 86011-6016

The name of the Proposer
Time/Date Due: 4:00 PM, Thursday, July 31, 2008

Telegraphic, telephonic or telecopy (FAX) submittals or modifications of submittals will not be considered. Proposals submitted after the time set for receiving them will not be considered and will be returned to the sender. Proposers are solely responsible for the delivery of their submittals to the above location by the time and date specified.

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

THE REQUEST FOR QUALIFICATIONS (RFQ)

GENERAL. The Proposal should display clearly and accurately the capability, knowledge, experience and capacity of the proposer to meet the requirements of this RFQ. **Submittal should consist of one (1) original and seven (7) copies, each marked as the original or copy respectively AND one (1) copy on CD or other portable storage medium.**

NOTE: DESIGN PROFESSIONAL (DP) 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.

SELECTION PROCESS. A Selection Committee will evaluate and score each submitted Proposal to arrive at a short-list 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.

EVALUATION CRITERIA AND CONTENT FOR SUBMITTAL. A Selection Committee will evaluate the Proposals submitted in response to this RFQ based on the qualifications of each Proposer. The evaluation criteria will be the qualifications of the Proposer to perform the services under this RFQ for a Construction Manager at Risk delivery method project based on the Proposer's (i) prior experience, (ii) project team and sub-consultants, (iii) proposer capabilities, (iv) project management controls and team approach capability, (v) interview (for those on short list only) and (vi) additional information received or obtained by the Committee along with any client references obtained by the committee or given by the Design Professional. In addition, each Proposer must have the required professional license or registration, and must have or be committed to establish an Arizona office as provided below.

The submittal should be fully self-contained and include the information requested below in the listed in order and index tabbed the same.

- (a) **PRIOR EXPERIENCE (40 pts max):** List a minimum of three completed projects equal or similar in terms of project type, size, complexity, budget, and schedule where the Proposer's firm was Architect of Record. (Refer to **Division III, Architectural Program.**) The listed projects must demonstrate that the firm, through previously completed work, has developed expertise to provide design through construction administration phase services as required for this project. A higher evaluation weighting will be applied to those firms who can substantiate that they have successfully completed comparable projects utilizing a Construction-Manager-at-Risk (CMAR) for fast track renovation projects delivery method or a comparable project delivery method Note: If the Proposer submits information on contract delivery method experience that Proposer considers to be comparable to the CMAR project delivery method, Proposer must describe why Proposer considers the experience comparable to the CMAR project delivery method. Among other items Owner will be looking at in evaluating prior CMAR experience and in evaluating experience that you consider comparable to CMAR are the following: during the design phase interacting with the construction manager at risk and the owner in a productive manner in working on the design, including, interacting on constructability reviews and value engineering; during the process of setting the GMP, assisting the construction manager at risk by preparing bid packages; and during the construction phase performing design professional construction administration services as described in the attached pro forma DP agreement, CMAR agreement and CMAR general conditions using a proactive team approach in working with the construction manager at risk and the owner.

A higher evaluation weighting will apply to those Proposers who have listed similar projects with institutions of higher education and demonstrated experience with construction at similar elevations.

REFERENCES: For each project listed in Item “a” above, provide the name and current phone number of the Owner’s Project Manager.

- (b) **PROJECT TEAM — PRIME (40 pts max):** Provide the staffing plan of the Proposer’s individuals who will be assigned to the project, together with their resumes. This listing should detail each individual’s specific qualifications and experience on projects of this type and with projects utilizing a Construction Manager at Risk project delivery method or a comparable project delivery method. Describe the CMAR experience or experience that you consider comparable and cover the comparability evaluation elements described in item “a” above. **A higher evaluation weighting will apply to those Proposers who can substantiate a staffing plan with assigned individuals who have worked together previously as a team in successfully completing projects listed in Content of Submittal, Item “a” above.**
- (c) **PROJECT TEAM — SUB-CONSULTANTS (25 pts max):** Describe the qualifications and experience of the Proposer’s consultants on comparable projects. Indicate those comparable projects that have utilized a Construction Manager at Risk project delivery method or experience that you consider comparable. Describe the CMAR experience or experience that you consider comparable and cover the comparability evaluation elements describe in item “a” above. **A higher evaluation weighting will apply to those Proposers who can provide a Consultant Team that has a history of working with the Architectural Team in successfully completing the projects listed in Item ‘a’ above.**
- (d) **PROPOSER CAPABILITIES (35 pts max):** Substantiate how your team can most effectively undertake the responsibilities associated with this project and your proposed teams understanding of this project by:
1. Clearly identifying the lines of authority, coordination, and limits of capacity for each member of the team. Identify essential management functions and how these functions are effectively integrated during each phase of the project. Delineate the role of the Sub-consultants. Organizational charts and graphs may be included.
 2. Describing your current workload and availability of designated staff to handle the project. Substantiate this response with time management staffing plans on existing projects, pending projects, and this proposed project.
- (e) **PROJECT MANAGEMENT CONTROLS AND TEAM APPROACH CAPABILITY (40 pts max):**
1. **Budget Methodology/Cost Control:** Define how estimates of probable construction cost are established and maintained with respect to the Owner’s project budget; how constructability and other recommendations by the Construction Manager at Risk, value engineering and other design phase cost controls will be utilized; and how Change Orders and other potential add-costs during the Construction Phase will be controlled. For each project listed in Item “a” above, list original construction cost budget per consultants the agreement, actual bid amount (including accepted additive alternates), and the final construction agreement amount. If final construction agreement amount is greater than bid amount, differentiate between Owner-requested Change Orders and those attributable to construction documentation.
 2. **Quality Control Methodology:** For the projects listed in Item “a” above, define how the projects were designed for durability and maintainability. Define whether and how these projects actually benefited by improved energy efficiency through use of an integrated design process, life cycle costing, and the specification of energy efficient materials, systems, and equipment.
 3. **Schedule Control:** Demonstrated ability to complete similar projects within established schedules. For each project listed in Item “a” above, define original the agreement schedule by listing Design Start Date, Bid Date, Construction Start Date, Substantial Completion Date, Final Completion Date. Compare these *contractual* dates with *actual* respective dates. Explain any differentials between original and actual project schedule milestones. Summarize your firm’s Schedule Control process, as it would apply to this project.
A. Identify and discuss specific requirements from Owner to facilitate the design schedule.

4. The Owner intends to form a team (consisting of the Owner, the Construction Manager at Risk and the Design Professional) that will work well together in a cooperative and mutually supportive manner for the benefit of all the members of the team. The desire is a “win-win-win” arrangement. Team members will focus on this over-all objective and the not on protecting their own individual interests.

NAU considers a team approach to be a critical qualification for the design professional.

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. The essence of a CMAR arrangement is that NAU, the Design Professional, and the Construction Manager at Risk all operate as a cooperative team.

Accordingly, each Proposer must provide the following information:

- Describe the experience of the Proposer and its team members in interacting on a “team”, a “win-win-win” or a “partnering” basis with owner’s project personnel and the construction manager at risk’s or other contractor’s project personnel. Give examples of successful experiences that your firm and your team members have had with a “team”, a “win-win-win” or a “partnering” approach.
 - Describe what practices and procedures you propose for this project so that owner’s personnel, the construction manager at risk’s personnel and your personnel interact on a “team”, a “win-win-win” or a “partnering” basis.
- (f) WORK LOCATION (10 points max): Indicate the proximity of the Proposer’s (and Sub-consultants’) office to the Northern Arizona University campus in Flagstaff, Arizona and your related ability to efficiently respond to all issues associated with the project. Define the team’s familiarity of the project area and its knowledge of the local labor and materials markets. Refer to the “Arizona Office” requirement.
- (g) OTHER: Any other pertinent/additional information at a maximum of five (5) pages. (Additional information is not scored separately, but could influence scoring in other areas up to the maximum allowable points in each category).
- (h) SUBMITTAL CERTIFICATION: Include this form (**Attachment C**) as the last item in this section.

SOLICITATION OF PROPOSALS BY CAPITAL ASSETS AND 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:

Paul Davila, Director

Tel: (928) 523-4227

Fax: (928) 523-9441

E-mail Address: Paul.Davila@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 Director of Planning and Development, in writing, who will send a written addendum either by facsimile or US 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 oral instructions or information. Interpretation or correction of the RFQ will be made only by written addendum, which will be mailed or delivered 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 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 C.**

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
Candace Awbrey, Director, Administrative Services
Bldg. 77, Room #108
PO Box 6016
Flagstaff, AZ 86011
Phone: (928) 523-4227 Fax: (928) 523-9441
Email address: candy.awbrey@nau.edu

Requests must be submitted on a copy of the Submittal Inquiry Form in **Attachment D** 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.

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. If you are submitting any information you consider proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If Capital Assets and 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.

ARIZONA OFFICE. The successful Proposer will be required to establish an office, if one does not already exist, in the State of Arizona. Compliance with this requirement can be satisfied in either of two ways.

- Before the Proposer submits a Proposal in response to this Request, it may associate with a firm having an office within the state of Arizona which shall be evidenced by a written association agreement and included with your RFQ response
- After a Proposer is selected and prior to execution of the Agreement, the Proposer shall have established an office in Arizona. An office within the state is evidenced by a mailing address, telephone number, payment of utilities, registration with the Corporation Commission, and possession of appropriate business licenses.

PROPOSERS INTERESTED IN MORE THAN ONE RFQ RESPONSE. No person, firm, partnership, or corporation, shall be allowed to submit more than one (1) Proposal for architectural and engineering services on the same project. A person, firm, partnership, or corporation, who has submitted a sub-consultant Proposal to a Proposer, is disqualified from submitting a Proposal for the project as a 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 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 principals in charge of 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 the project Scope of Consultant Services (Appendices A-E), CADD Drawings Requirements, any feasibility studies and independent cost estimates commissioned by the Owner, available as-built documentation, if applicable, and any other relevant information that the Owner deems appropriate.

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. (Single Negotiated Fee Method). Capital Assets and Services (CAS) may proceed to negotiate a contract for services at a compensation which the University determines to be fair and reasonable. In making this decision, CAS 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 CAS 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. CAS 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 break down per each individual phase of the work. The University will negotiate Reimbursable Expenses, along with a break down of each expense category per each individual phase of the work.

DELIVERY OF INSURANCE POLICIES OR CERTIFICATES AND EXECUTION OF AGREEMENT. **Within ten (10) days of receipt of notice of the award, 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.** Promptly after NAU receives satisfactory insurance policies or certificates NAU will deliver to the successful Proposer two copies of the form of Agreement to be executed by the successful Proposer. This form of Agreement will be the form in Attachment E or NAU's then current form of agreement. The successful Proposer shall execute and return to NAU two copies of 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.

REGULATIONS. Should fee negotiations result in a Then agreement, the Then 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.

OWNERSHIP OF DOCUMENTS. The Proposer's attention is directed to Section 10 of the Agreement between Owner and Design Professional, 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 of 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:

Candace Awbrey, Director
Administrative Services
Capital Assets and Services
Northern Arizona University
PO Box 6016
Flagstaff AZ 86011

Tel: (928) 523-0500
FAX: (928) 523-9441

Email address: candy.awbrey@nau.edu

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

DIVISION III

ARCHITECTURAL PROGRAM

NEW HEALTH PROFESSIONS BUILDING, NAU PROJECT #09.900.091

The university envisions this project as a multi-story facility of 100,000 to 120,000 square feet including classrooms, clinic spaces, offices, etc. The primary purpose of this facility is to consolidate new and existing health care education programs for transdisciplinary program delivery. Program examples include: Nursing, Physical Therapy, Dental Hygiene, Health Sciences, Communication Sciences and Disorders, Occupational Therapy and Physicians Assistant. DP programming and design efforts will locate these multiple programs into a cohesive, collaborative environment to enhance integrated program delivery to students, faculty and staff.

Northern Arizona University is committed to a leadership role in creating a healthy, thriving, and sustainable world and will require, at a minimum, a Silver LEED certification for this new facility. Design firms with experience in universal design, sustainable design, interior design, and furniture and equipment selection in health professions projects are encouraged to submit qualifications.

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. 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.

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 32° F. in September and June. Temperature extremes range from -32° F. to 97° F., with average minimums in January of 14° F. The mountain campus includes approximately 100 buildings with 4.5 million square feet, including buildings in the Arizona Normal School Historic District which exceed 80 years of age.

Northern Arizona University was established in 1899 as Northern Arizona Normal School. The University is governed by the Arizona Board of Regents (ABOR) and is a fully accredited institution of higher learning supported by the State of Arizona.

The site selected for construction of this new facility is a north campus location adjacent the existing Wall Aquatic facility and near the future Wellness Center currently in design.

PROJECT LOCATION MAP (See Attachment A)

BUILDING PROGRAM (See Attachment B - Program Allocation)

PROJECT SCHEDULE

DP Selection	August 2008
CMAR Selection	August 2008
ABOR CDP Approval	June 2008
ABOR Project Implementation approval	December 2009
ABOR Project Approval	January 2010
JCCR Approval (as scheduled)	February 2010
Construction Start – CMAR	February 2010
Construction Complete	June 2011

PART II: ATTACHMENTS

Attachment A: Site Plan

Attachment B: Program Allocation

Attachment C: RFQ Submittal Certification

Attachment D: Submittal Inquiry Form

Attachment E: DP Agreement

ATTACHMENT A: SITE PLAN

**NAU NORTH CAMPUS
NEW HEALTH PROFESSIONS BUILDING**



ATTACHMENT B: PROGRAM ALLOCATION

Approximately \$80,000,000 Total Project Budget

ATTACHMENT C: RFQ SUBMITTAL CERTIFICATION

(Date)

Capital Assets and Services
Northern Arizona University
Flagstaff, AZ 86011

The undersigned certifies that to the best of his/her knowledge: Check one.

- ☐ There is no officer or employee of Northern Arizona University who has, or whose relative has, a substantial interest in any Then agreement award subsequent to this proposal/bid.
- ☐ The names of any and all public officers or employees of Northern Arizona University who have, or whose relative has, a substantial interest in any Then agreement award subsequent to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm ☐ IS or ☐ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

The undersigned further agrees that their firm or individual warrants to the University, that they have completed an internal manpower loading plan and their firm has the personnel and resources to complete this project, should their firm or an individual be awarded this project.

In compliance with **NAU PROJECT NUMBER: 09.900.091 FOR THE NEW HEALTH PROFESSIONS BUILDING** 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 D: SUBMITTAL INQUIRY FORM
(Pre-submittal Questions, General Clarifications, etc.)

PROJECT NAME: _____

RFQ NUMBER: _____

INQUIRY DEADLINE: 2:00 PM, FRIDAY, JULY 25, 2008

QUESTIONS ON: ORIGINAL RFQ PACKET or ADDENDUM NO.

SECTION NUMBER: _____

WRITER: _____

FAX NO. _____ **PHONE NO.** _____

COMPANY: _____

COMPANY E-MAIL ADDRESS:

DATE: _____

QUESTIONS:

[illegible]



ATTACHMENT E

NORTHERN ARIZONA UNIVERSITY

DESIGN PROFESSIONAL AGREEMENT
(CONSTRUCTION MANAGER AT RISK FORM)
(OPERATING MANUAL FORM)

Date Issued:

NEW HEALTH PROFESSIONS BUILDING

NAU PROJECT NUMBER #09.900.091

DATE ISSUED:

OWNER

ARIZONA BOARD OF REGENTS

for and on behalf of

NORTHERN ARIZONA UNIVERSITY

DESIGN PROFESSIONAL

CMAR

• DESIGN PROFESSIONAL AGREEMENT •
(CONSTRUCTION MANAGER AT RISK FORM)(OPERATING MANUAL FORM) ©
• DECEMBER, 2003 EDITION •
