

NOTICE OF REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that Request for Qualifications will be received by Northern Arizona Intergovernmental Public Transit Authority (hereinafter referred to as NAIPTA) for furnishing the following items or services as follows:

UNTIL: **Tuesday, April 14, 2009 at 2:00 pm**

RFQ: **2009-201**

ITEM: **REQUEST FOR QUALIFICATIONS for MOUNTAIN LINKS TRANSIT SPINE
DESIGN BUILD SERVICES - Architectural/Engineering Planning and
Construction of Infrastructure and Amenities**

Mountain Links: FTA Funded under the Very Small Starts Program

For any questions, or to obtain a set of bid forms and Project specifications, contact Sheri Torres, Clerk of the Board, at NAIPTA Main Office, 2300 S. Huffer Lane, Flagstaff, Arizona 86001. Telephone: (928) 679-8900 or email storres@naipta.az.gov

For any questions about scope of work or intent of document, contact Ron Knights, 2300 South Huffer Lane, Flagstaff, Arizona 86001. Telephone: (928) 679-8928 or rknights@naipta.az.gov.

Statements of Qualifications (SOQ) shall be opened and the names of the Proposers publicly read in the NAIPTA Staff Conference Room, Flagstaff, Arizona. Details of each SOQ shall not be announced at the time of opening. Such information shall be made public after all negotiations are completed and an award recommendation made. Award shall be made with reasonable promptness by giving written notice to the Proposer whose SOQ best conforms to the invitation and will be the most advantageous to NAIPTA. The factors to be considered will be qualifications of Proposer, factors listed in the RFQ and Proposer's past performance on other contracts. However, all SOQ may be rejected if the Board of Directors determines that rejection is in the public interest.

A pre-submittal meeting will be held on March 31, 2009 at 1:00 pm at NAIPTA Staff Conference Room, 2300 S. Huffer Lane (south side of NAU campus), Flagstaff, AZ 86001. While this meeting is not mandatory, it is strongly recommended that all interested contractors attend.

Deadline for Inquiries

2:00 PM, April 10, 2009

Time and Date Set for Submittal 2:00 PM, April 14, 2009

Sheri Torres, Clerk of the Board
Board of Directors
Northern Arizona Intergovernmental
Public Transportation Authority

RFQ 2009-201

Design Build Services for

Mountain Links Transit Spine

Site Planning, Infrastructure, Buildings and Amenities

1.0 Scope of Work

1.1 Introduction

The purpose of this RFQ will be to select a qualified engineering design and construction company or team to provide qualified professional architectural, planning, engineering, design, project management and construction services.

Lead agency Northern Arizona Intergovernmental Public Transit Authority (NAIPTA) is working with its partner organizations: The Federal Transportation Authority (FTA), Northern Arizona University, and City of Flagstaff to select a qualified DESIGN PROFESSIONAL (DP) and DESIGN-BUILD team. Interested Firms are to submit in writing their qualifications for Architectural, Engineering, Pre-construction Services and Construction for the proposed project: PROJECT # 2009-201: MOUNTAIN LINKS on the Northern Arizona University (NAU) Flagstaff AZ Campus and surrounding areas off campus. NAIPTA is looking specifically for a Proposer with the demonstrated ability to operate as a team member in a Design Build project delivery method arrangement. The essence of a Design Build arrangement is that NAIPTA, the partner organizations, and the Design-Builder all operate as a cooperative team. To provide a better understanding of the planning context of this project, the Proposer is invited to consult the planning sections of NAIPTA website, City of Flagstaff and the corresponding FMPO transportation plans, as well as NAU's Master Plan, under the 2008 Transit Spine Alignment Project.

MOUNTAIN LINKS BRT (Bus Rapid Transit) project consists of a seamless system of dedicated transit-way for public transit service, provisions for accommodating pedestrians and bikes, bus stops and shelters, real time arrival equipment, possible signal prioritization, and specialized buses. New construction around north campus will provide a dedicated public transit spine and related infrastructure and improvements. This project may include approximately 4.7 miles of dedicated transit-way through the heart of NAU campus with up to 24 transit stations and additional routes both on and off campus. NAIPTA currently has a contract for purchase and installation of bus shelters that may or may not be integrated into this project. The project is designed to greatly improve transportation access between city streets and neighborhoods off campus by developing a dedicated transit-way and connecting the City's downtown, southside, and Woodlands Village neighborhoods, as well as improve traffic circulation. Engineering, Architectural and Design Build firms 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.

This RFQ is seeking Design and Construction professionals with experience in design and new construction involving public transit routes, stops, equipment and related improvements. The project team steering committee consists of staff representatives from NAU, NAIPTA, Federal Transportation Administration (FTA) and City of Flagstaff (the partner agencies) and anticipates using an accelerated construction delivery method utilizing a Design Build approach for project delivery allowing a more cohesive team and seamless transition from the design to the build phases and is the format allowed by the Federal Transit Administration. Firms submitting a response to this RFQ must demonstrate comparable project-type experience and capability utilizing the Design Build project delivery method, or comparable capability.

NAIPTA and NAU are working in partnership with the City of Flagstaff and FTA under a Very Small Starts Program federal grant reserved for this project to NAIPTA from the FTA and other possible sources. The project must conform to federal, state and local design and accessibility standards, campus and community building and development codes, sustainability goals and visual acceptability. Proposers should be aware that all federal regulations and certifications etc. that apply to federally funded design and construction projects generally apply to the design and construction of this project and proposers are to become familiar with these, including Davis Bacon and other labor standards, DBE, ADA, Civil Rights, Seismic Safety, Buy America etc. Proposers should inquire about these requirements prior to submittal of qualifications or proposals if they are not familiar with or do not understand them.

1.1.1 Site Description

Northern Arizona University (NAU) 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.

NAU 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.

1.2 Purpose

The purpose of this RFQ will be to select a design/build team ("Design-Builder") to provide professional State of Arizona licensed architectural, engineering and construction services. These include architectural, planning and design and construction services for a public transit spine. The development must conform to community standards for codes and visual acceptability, and must consider environmentally friendly, energy efficient "green" design features where feasible.

1.3 Scope of Services

The following description of the scope of work is intended to be a guideline and final scope will be negotiated with the highest rated firm.

It is the intent of NAIPTA to procure Preliminary Engineering services to confirm the feasibility and cost of creating a federally funded dedicated public transit spine for a bus rapid transit (BRT) system seamlessly connecting off campus city neighborhoods with key on campus nodes. The scope of work shall include a systems engineering analysis to ensure conformance to the National ITS Architecture and with the locally-approved plan for regional ITS architecture; engineering analysis and preliminary design of proposed routes, utilities, elevations and terrain, soils, right of way and ownership, demand, vehicle options, transit stops, feasibility of Traffic Signal Prioritization (TSP) systems and methods; project management plan, project staffing, project maps and site plans, schedules and project timetable, quality control, and project safety plan. Design-Builder shall gain shared steering committee and partners' understanding of project intent, issues, opportunities and challenges.

Unless expressly excluded, in writing, in the Contract, the Services shall include any and all services reasonably contemplated, normally included, and necessary to complete that portion of the Project encompassed in the Contract in a good and workmanlike matter.

Design-Builder is responsible, to the extent necessary to perform the Services, at no additional charge to NAIPTA, to fully familiar itself with the special and/or unique qualities and/or requirements of the Project and NAIPTA. NAIPTA's determination as to the level of quality required and on all aesthetic issues shall be final and binding.

DELIVERABLES: Design-Builder shall facilitate and take abbreviated minutes at multi-agency staff and public project discussions. Design-Builder will need to convene and facilitate public meetings with key agency steering committee members. Design-Builder shall review existing plans and other written project narratives, maps, photos and materials. Design-Builder shall become familiar with the most recent NAU Master Plan update and analysis of the campus spine

project, the FTA grant application and budget, and any other relevant plans and development guidelines of the University and the City of Flagstaff. The goal will be to confirm consensus on best alternatives for the design and funding of Mountain Links Transit Spine Very Small Starts Project; then complete the engineering, design drawings and documents needed to construct the project, present the designs and gain approval of the project steering committee members, the NAIPTA TAC and Board, federal funding sources and appropriate local development authorities for all on and off campus project improvements. The ultimate intent is to rapidly move the project from preliminary engineering to final design, to actual construction.

It is intended that upon NAIPTA approval, the design and engineering team will be allowed to proceed to the construction stage upon approval of the GMP and will provide all construction services and project management through the completion of the project, including without limitation inspections, attending meetings, responses to request for information, review of submittals, generation of punch lists, and clarification of drawings, designs, and/or specifications as may be necessary to complete the Project, and/or as may be reasonably requested by NAIPTA.

A report evaluating recommended service and route alternatives shall include service levels, route structures, operating and capital costs, project schedule and maps. Design-Builder shall make a presentation and facilitate discussion with multi-agency staffers and Federal FTA officials in regular meetings. Consultant shall represent NAIPTA and be responsible for project reporting and communication among all partners and coordinate the work of this contract with NAU Capital Assets and Services staff, Planning, Design Review and City of Flagstaff Community Development staff for all project design and development permit approvals necessary to construct.

The successful team shall conduct preliminary engineering design for public transit routes, stops, equipment and related improvements. All designs shall be brought to 60% design completion and shall provide value engineering services with a report to the steering committee and NAIPTA board at that stage. Upon approval of the final Guaranteed Maximum Price (GMP), the team shall bring all designs to the 90% (minimum) level detail City of Flagstaff Standard Details and Specifications and all local codes.

Staff technical meetings, site planning, scoping, and Concept Plan Design:

These activities shall include meeting with representatives of public sector stakeholders, FTA, City of Flagstaff, NAU, ADOT, and NAIPTA. Design-Builder shall gather all information necessary to plan the optimum use of the site including master plans and traffic data, existing infrastructure and developments, and undeveloped areas adjacent thereto within the scope of work;

Initial Designs:

Design-Builder shall create an initial Concept Plan design to include, but not be limited to:

A. Drawings / reports illustrating the site plan, proposed transit routes, terrain, physical features, building orientations, designs and proposed stops for the specific route orientation to at least the 30% level of completion. Design activities shall include working with interested stakeholders, development professionals, city staff, funding partners and general public to discuss the feasibility of plans, analyze the budget and related project requirements.

B. Design-Builder is to provide a "Preliminary Engineering Conceptual Plan" to NAIPTA which shall conform to NAIPTA and the City Development Review Board (DRB) requirements. These include the completed application to schedule a City of Flagstaff Pre-Development Meeting and all required materials for discussion with city staff. Required materials include twelve (12) copies of a Narrative describing the project and providing pertinent details in order to aid city and NAU staff in understanding the nature and scope of the proposed project. NAIPTA currently has a contract for purchase and installation of bus shelters that may or may not be integrated into this project. The GMP should reflect optional purchase and installation of Proposer's product, as well as use of shelters under NAIPTA's existing contract. This narrative must include project name, legal descriptions, site acreage, architectural drawings, route maps, any other relevant details; in addition, the Design-Builder shall provide twelve (12) copies of a complete 24 inch by 36 inch size **Preliminary Engineering Conceptual Plan**; (one of which is to go to NAIPTA) two (2) copies of the **Preliminary Resource Protection Plan**; (one of which is to go to NAIPTA) and two (2) CD compact disc electronic versions of the concept plan/drawings.(one of which is to go to NAIPTA)

At minimum, the Preliminary Engineering Concept Plan must contain the following:

Proposed transit routes, bus stop locations, natural and man made features, terrain, and proposed designs of above and below ground features, infrastructure, and facilities. Existing and proposed parcel boundaries and dimensions; existing and approximate finished grade contour lines at 2 ft. intervals; existing and proposed building footprints; dedicated rights of way and street names (existing and proposed); existing and proposed drives and parking layout showing approximate grade calculations and including ADA spaces; existing and proposed pedestrian facilities and sidewalks; existing and proposed utilities; existing and proposed drainage systems; existing and proposed open spaces; development name; site address; parcel numbers; scale, north arrow, date prepared, and legend; and a Preliminary Resource Protection and Sustainability Plan meeting the requirements of the City of Flagstaff and NAU.

At minimum, the Preliminary Resource Protection Plan must contain the following:

An estimate of the natural resources on the site including the forest canopy, all slopes of more than 17%, rural and urban floodplain, potential architectural/historical preservation sites, potential archeological preservation sites, wetlands, building and road footprints in relation to resources.

C. Immediately upon presenting the project at the Pre-Development Review Meeting with the City of Flagstaff and NAU, the Design-Builder shall provide a written follow up report to NAIPTA detailing challenges and opportunities and time/cost projections estimates to complete the design. This report shall detail the steps that remain to gain full city, university, state and federal review and approvals in order to proceed with the proposed construction. All requirements, changes or suggestions from the city staff, NAIPTA, funding partners, and the public received as a result of public input are to be cited and considered in this report.

Public meeting: 60% Completion Level of Plans & Specifications:

After NAIPTA review and approval of the Preliminary engineering design and Conceptual Plan and the follow up report cited above, the Design-Builder shall submit an application and present a formal Site Plan Review to the Development Review Board (DRB) of the City of Flagstaff and possibly NAU development officials. The level of detail shall be sufficient to meet the needs and requirements of the DRB to this Site Plan Review level. The Design-Builder shall also research, resolve any identified right of way, zoning or other site or project issues remaining and address review officials generated suggestions and changes.

Construction Plans & Specifications: 95% Completion Level, Engineer's Estimates:

After public input related to the Site Plan Review presentation and any necessary changes are made, the Plans will be reviewed again by NAIPTA and if acceptable, the Design-Builder shall be provided a notice to proceed with the next level of design. Design-Builder shall meet with the public stakeholders cited above and NAIPTA to discuss and make final revisions to the plans and specifications. Upon approval to proceed, Design-Builder shall further develop project Plans and Specifications from the 60% level to the 95% completion level. Upon NAIPTA approval of the 95% level plans, the Design-Builder shall then apply to the City Planning and Zoning Commission and NAU as applicable to present the plans and documents necessary for the project to receive a Conditional Use Permit.

100% Construction Plans & Specifications: Construction Decision:

The Design-Builder shall produce final "builder ready" plans and specifications that have incorporated all prior input, design requirements and approvals. The Design-Builder shall provide NAIPTA with a written Guaranteed Maximum Price (GMP) for full development of the project in one or more phases itemized with costs for each feature or element discussed in prior planning and scoping

meetings. The GMP price shall include all on and off site costs necessary for completion of this project under federal design regulations such as the American with Disabilities Act and procurement guidelines such as “Buy America” and Davis Bacon wage rates; as well as tax, insurance, permits, and bonds as applicable. Such costs also include applicable permits, site preparation, fencing, lighting, utilities, roadways, parking, signage, delivery, structures, as well as optional construction and/or coordination of installation of all bus shelters (constructed and installation under separate contract as noted above) and traffic control equipment etc. **GMP** prices for any materials or equipment furnished shall be F.O.B. Flagstaff, including delivery to NAIPTA using point, unless otherwise indicated in the Proposal specification. Federal excise tax, if there is such a tax involved, shall be excluded - However, the amount of the excise tax excluded shall be stated in the GMP. GMP prices shall be firm. All relevant state and local taxes shall be included in the GMP. Out-of-state purchases are subject to a 5.6% Arizona use tax, and out-of-state Proposers are responsible for computing this tax and including it in the GMP.

The GMP shall be submitted to NAIPTA for Board approval. NAIPTA and partners may opt to accept or not accept the GMP and proceed with development. NAIPTA may opt to develop the project in phases due to budget or other reasons. If NAIPTA opts to proceed with construction, the Design-Builder is to apply for all building permits and other approvals necessary to proceed. A contract change shall be initiated by NAIPTA to account for the GMP of construction.

1.3.1 Project Location Map (See Attachment A)

1.3.2 Building Program

1.3.3 Project Schedule (tentative, TBD)

DESIGN BUILD Recruitment/	March 2009
Design Professional review of qualifications	April 2009
GMP Submittal	June 2009 (tentative)
Contract Approval	June 2009 (tentative)
Construction Start – DESIGN BUILD	December 2009
Construction Complete	June 2010

2.0 INSTRUCTIONS TO PROPOSERS

2.1 The Proposer shall include in the SOQ, a signed statement certifying that the services being offered do or do not meet the Scope of Work supplied with the call for Proposals. In addition to said statement, the Proposer must provide sufficient data on the services being offered to enable the Board to determine the grade and/or quality of the services being offered. In every case, the Proposer shall indicate where the services being offered vary from the supplied specification.

2.2 Erasures, interlineations or other modifications in the Proposal shall be initialed in original ink by the authorized person signing the Proposal.

2.3 When a pre-submission conference is scheduled, all prospective Proposers are urged to have a representative present. In any case where this is not possible it is the Proposer's responsibility to make certain that any information disclosed at the conference is considered when preparing a SOQ. Under no circumstances will NAIPTA consider making an adjustment in Scope of Work after Proposals are opened based on the Proposer's lack of knowledge of information disclosed at the pre-submission conference.

2.4 Any Proposer may withdraw a SOQ, either personally or by written request, actually received by the Board at any time prior to the closing time for receipt of SOQ's. Telegraphic, "faxed", e-mail or mailgram withdrawals will not be effective.

2.5 All amendments to SOQ's must be signed and returned to the Clerk of the Board of Directors with the Proposal on the specified due date and time.

2.6 All SOQ's may be rejected if the Board determines that rejection is in the public interest.

2.7 NAIPTA reserves the right to waive any informality in accepting and evaluating SOQ's.

2.8 It is the responsibility of all Proposers to examine the entire set of RFQ documents and seek clarification of any item or requirement that may not be clear and to review all responses for accuracy prior to submitting a SOQ. The Proposer is required to insure that the documents received through any electronic method or Bid posting service are complete. Negligence in preparing a SOQ confers no right of withdrawal after due date and time.

2.9 Any addenda will be mailed or delivered to all who are known by NAIPTA to have received a set of RFQ documents, and to offices where RFQ documents have been filed for review purposes. Each Proposer may ascertain prior to submitting a SOQ that a Proposer is in receipt of all addenda issued by telephoning the NAIPTA Clerk of the Board at storres@napipta.az.gov or (928) 679-8900. Proposers shall acknowledge all addenda in accordance with the instructions on the RFQ.

2.10 Failure on the part of the Proposer to comply with all of these instructions and the requirements of this RFQ may result in rejection of the SOQ by the Board of Directors.

2.11 The RFQ specifications shall take precedence in any situation where the instructions to Proposers and the RFQ specifications are contradictory.

2.12 All Proposers shall complete the attached Disclosure of Responsibility Statement and the Non-Collusion Affidavit. Failure to do so shall result in rejection of that SOQ.

2.13 All known subcontractors and subconsultants to this Project must be indicated in the SOQ. No subcontract will be construed as making NAIPTA a party of or to such subcontract, or subjecting NAIPTA to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the successful Proposer of liability and obligation under such party's contract with NAIPTA; and despite any such subletting; NAIPTA shall deal through the successful Proposer. Subcontractors will be dealt with as workers and representatives of the successful Proposer.

2.14 The Proposer's products, designs, submittals, services and facilities shall be in full compliance with all applicable Federal, State and local health, environmental and safety laws, regulations, standards and ordinances, regardless of whether or not they are referred to by NAIPTA. The Proposer shall be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act.

2.15 NAIPTA's Purchasing Policy incorporates by reference, and is designed to be in accordance with, ARS § 11-254.01. The Board of Directors has adopted and approved this Purchasing Policy.

2.16 If NAIPTA is unable to successfully negotiate a contract with the highest rated Proposer, NAIPTA may, begin negotiations with the next highest rated Proposal, cancel the RFQ and re-solicit or completely cancel the RFQ.

2.17 REGULATIONS: Should fee negotiations result in an agreement, the agreement will be subject to all applicable federal, state and local guidelines, ordinances, and regulations including federal FTA Procurement Provisions and federal Procurement Codes.

2.18 OWNERSHIP OF DOCUMENTS: The Proposer's attention is directed to Section 7 of the Agreement between Owner and Design-Builder, concerning ownership and use of the Design Professional's documents.

2.19 RETURN OF SOQ'S: NAIPTA will not return any SOQ's that are submitted.

2.20 SMALL AND SMALL DISADVANTAGED BUSINESS: NAIPTA is committed to the development of DBE suppliers with a goal of at least 10% DBE. If subcontracting is necessary, the successful Proposer will make every effort to use DBE suppliers in the performance of any contract resulting from this Request for Qualifications. Include a statement within your firm's SOQ as to whether or not any of your subcontractors, supplier and/or sub-consultants fall into such category.

2.21 RESTRICTION ON COMMUNICATIONS: Neither Proposers, nor members of their team, shall communicate concerning this Project with Selection Committee members, students, and employees of NAIPTA, NAU, FTA or City of Flagstaff except as stipulated above. Failure to abide by this requirement may result in rejection of the Proposer's SOQ.

2.22 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 NAIPTA concurs, this information will not be considered public information. Legal Counsel is the final authority as to the extent to which material is considered proprietary or confidential. Neither NAIPTA, NAU, City of Flagstaff nor FTA assume 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.

2.23 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 not be required, but is strongly encouraged, 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 SOQ 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.

2.24 PROPOSERS INTERESTED IN MORE THAN ONE RFQ RESPONSE: No person, firm, partnership, or corporation, shall be allowed to submit more than one (1) SOQ 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 SOQ 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.

2.25 OBLIGATIONS: This RFQ does not obligate NAIPTA, NAU, FTA or City of Flagstaff to pay any costs incurred in the preparation and submission of SOQ's nor to enter into an agreement with any of the applicants.

2.26 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 NAIPTA the required insurance, bonds, policies and certificates in a form satisfactory to NAIPTA. Failure to do so may result in rejection of the successful Proposer's SOQ and withdrawal of the award. Promptly after NAIPTA receives satisfactory insurance policies or certificates NAIPTA 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 NAIPTA's then current form of agreement. The successful Proposer shall execute and return to NAIPTA 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 SOQ and withdrawal of the award.

2.27 SITE VISIT: In advance of negotiating an agreement for Design Build services, the highest ranked Proposer may be requested to participate in a site visit with representatives of NAIPTA and its partners to become familiar with the project site and to discuss the needs of the project. 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 Services.

3.0 Submittal Requirements

SOQ's shall be delivered to the location indicated on the cover of this RFQ, on or before the hour and date indicated on the cover of this RFQ, and clearly marked on the outside as follows:

Request for Qualifications 2009-202: Design Build Services for

Mountain Links Transit Spine
Phase I, Architectural/Engineering Service

Submittals received after the scheduled due date and time for receipt shall not be accepted and will remain unopened. Proposers are solely responsible for the delivery of their submittal to the above location by the time and date specified. Telegraphic, telephonic or fax submittals or modifications of submittals will not be considered.

SOQ's will be opened on the date and time due, and the name of the Respondents will be read aloud. All information regarding the content of the specific submittals will remain confidential until an award is made, or all are rejected.

3.1 Format of Submittals

An SOQ submitted in response to this RFQ should be printed on single sided 8-1/2" x 11" pages with plastic comb or wire spiral binding (Do not submit 3-ring binders). Combinations of text and graphic material may be used at the Proposer's discretion. Proposers are encouraged to employ methods they consider appropriate in communicating facts and qualifications specific and relevant to this project. If there are questions regarding appropriate submittal material, please contact the individual listed on the cover of this RFQ.

Do not include any design concepts, fees, or pricing related to this project with your SOQ submittals.

Submittals are to be limited to twenty pages (single sided) of written material, minimum font size 10 point or larger. This limitation does not include required documents, the Disclosure of Responsibility Statement and/or the Non-collusion Affidavit, from this RFQ packet.

SOQ's SHALL BE SUBMITTED WITH ONE ORIGINAL and one electronic data media format (CD). All Proposals shall be submitted with original ink signatures by the person authorized to sign.

3.2 Outline of Statements of Qualifications

Proposers shall use the following SOQ outline to describe the proposed Team which will provide comprehensive services for the planning, design, engineering, construction and installation and other services listed in the Scope of Work. The composition of this Team shall not be changed without presentation of sufficient cause and subsequent written approval by NAIPTA.

The SOQ shall be concise and shall clearly and accurately display the capability, knowledge, experience and capacity of the Proposer to meet the requirements of this RFQ; and must address the following specific criteria in the order and format indicated. (Include all of the following :)

3.2.1 Transmittal Letter

Provide a signed letter of transmittal identifying the firm and introducing the proposed Team members. Briefly summarize the Team's background and any distinguishing qualities or capabilities that uniquely qualify the Team for this project. This letter is to be signed by the individual to be regarded as the team leader with authority to bind the team contractually. Please address the letter to: Mr. Ronald Knights, Planning Director at NAIPTA, 2300 Huffer Lane, Flagstaff AZ 86001

3.2.2 Table of Contents

The Table of Contents shall list all SOQ sections as listed below. (Please tab the following SOQ sections by letter as indicated below)

A) Firm's Organization

Provide a diagram or description of the proposed Team structure, clearly describing who the individuals are and their roles, as well as the roles and responsibilities of the individuals of the proposed sub consultants and sub-contractors (as applicable).

B) Team Qualifications and Experience

Demonstrate special expertise, qualifications, and experience, via similar projects completed by the Firm. This experience must include projects relevant to design and construction with characteristics substantially similar to the proposed project. A subcontractor selection plan will apply to the person or firm that is selected to perform the construction services and it requires subcontractors to be selected based on qualifications alone or on a combination of qualifications and price and not based on price alone. Each person or firm responding to this RFQ must submit a description of the procedures it proposes to use to carry out the subcontractor selection plan if selected for the project.

C) Key Individual Qualifications and Experience

List the individuals to be assigned to the project together with their job descriptions, qualifications and experience. Specifically describe the role each person will play in this project, and the percentage of their time on and off site which will be dedicated to this project in each phase.

D) Budget and Schedule Compliance Experience

Demonstrate the ability of the firm and each of the other listed Team members to complete projects within established budgets and schedule. Identify the originally established budgets and schedule, and the final actual cost and schedule, for each of the relevant projects which the Proposer has identified in the SOQ.

The Proposer may list additional comparable projects which establish the Proposer's and the Team's experience.

Identify the names and telephone numbers of client user groups and/or facilities management contacts with personal knowledge of the projects which the Proposer has identified in the SOQ as examples of schedule compliance experience.

E) Ability / Capacity of Team to Service the Project

NAIPTA does not require, but strongly encourages, a Proposer to have or establish an office in Coconino County or Arizona. NAIPTA does require the successful Proposer and all members of the Team, to make a significant commitment to servicing the project, regardless of their geographic proximity.

Describe specifically the procedures the firm and each of the other listed Team members will employ to ensure that the project and NAIPTA are thoroughly supported from the earliest planning stages through the completion of the warranty period. Include examples of how these procedures have been successfully employed on previous similar projects, and the names and telephone numbers of client user group and facilities project management contacts with first-hand personal knowledge of the success of those previous efforts.

Describe the current workload and availability of adequate staff to handle the project, for the firm and each of the other listed Team members. Include project schedules and staffing for current and pending projects, as well as the anticipated impact of this project on those schedules and staffing plans.

Document that each individual and/or firm that is proposing to perform architectural and engineering design or subcontracting services, is properly licensed or registered to perform such services in the State of Arizona, as required by the Board of Technical Registration or the Registrar of Contractors.

All design consultants and subcontractors must be sufficiently covered by Professional Liability Insurance and/or General

Commercial Liability Insurance, as well as other insurances required by NAIPTA, and/or any applicable laws or regulations.

F) Demonstrated Experience with Local or Like Area Conditions and Construction

The area has unique characteristics such as geology and climate that distinguish it from some other portions of Arizona. Describe the design and construction experience of your team (including at the subcontractor and sub-consultant level) that will give your team the ability to be aware of and respond knowledgeably to site-specific issues and building requirements.

G) Client References

Identify the names and telephone numbers of client user group and facilities project management contacts with first-hand personal knowledge of the success or failure of each of the projects which the Proposer has identified in the SOQ. Include a brief description of each contact's specific role in the referenced project.

The Proposer may list additional client reference contacts for comparable projects which establish the Proposer's and the Team's qualifications and experience.

H) Other Information

The Proposer may include in this section other information it considers appropriate and relevant for this SOQ.

3.3 DELIVERY OF THE SOQ IN RESPONSE TO THIS RFQ

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

Statement of Qualifications for Design Build Services for:

**Project No: 2009-201
NAIPTA
2300 Huffer Lane
Flagstaff AZ 86001**

The name of the Proposer

Time/Date Due: 2:00 PM, Tuesday, April 14, 2009

Telegraphic, telephonic or telecopy (FAX) submittals or modifications of submittals will not be considered. SOQ's submitted after the time set for receiving them will not be accepted.

4.0 EVALUATION AND SELECTION PROCESS

4.1 Evaluation criteria and content for SOQ

A Selection Committee will evaluate the SOQ's 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 Design Build delivery method project based on the Proposer's (i) prior experience, (ii) project team, sub-consultants, and subcontractors, (iii) proposer capabilities, (iv) project management controls and team approach to the scope of work; 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-Builder. In addition, each Proposer must have the required professional license or registration and Arizona Registrar of Contractors.

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

4.1.1 PRIOR EXPERIENCE 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 the Design-Builder. The listed projects must demonstrate that the firm, through previously completed work, has developed expertise to provide preliminary and final 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 Design Build delivery method for fast track renovation or construction projects. Note: If the Proposer submits information on contract delivery method experience that Proposer considers to be comparable to the Design Build project delivery method, Proposer must describe why Proposer considers the experience comparable to the Design Build project delivery method. Among other items NAIPTA and the steering committee will be looking at in evaluating prior Design Build experience and in evaluating experience that you consider comparable to Design Build are the following: Interacting with the owner, multi agency officials, and development staff in a productive manner in developing the design, including, interacting on constructability reviews and value engineering; experience in the process of setting the GMP, preparing bid packages; and during the construction phase; performing design professional construction administration services using a proactive team approach; multi agency interactions and coordination, and multi modal and federally funded transit project design experience.

4.1.2 REFERENCES Please provide the name and current phone number of the Project Manager for each past project cited above.

1) **PROJECT TEAM — PRIME** 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 years of experience on projects of this type and with projects utilizing a Design Build project delivery method or a comparable project delivery method. Describe the Design Build experience or experience with working in a multi-modal, multi-agency environment. Cite comparable experience 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.

2) **PROJECT TEAM — SUB-CONSULTANTS** Describe the qualifications and experience of the Proposer's consultants on comparable projects. Indicate those comparable projects that have utilized a Design Build project delivery method or experience that you consider comparable. Describe the DESIGN BUILD experience or experience that you consider comparable and cover the comparability evaluation elements describe in item "a" above. Describe your team's DESIGN BUILD experience or experience with working in a multi-modal, multi-agency environment.

- **SUBMITTAL CERTIFICATIONS:** Include forms (Attachment C.1, C.2, C.3) as the last item in this section.

4.3 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 or she shall at once notify the NAIPTA Internal Services Director, in writing, who will, if they deem it appropriate or necessary, send a written addendum either by facsimile or US mail to all Proposers who are on record with NAIPTA as having requested a copy of the RFQ. Neither NAIPTA, its partners, City of Flagstaff, FTA, NAU nor any representatives of these 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. NAIPTA, City of Flagstaff, FTA or NAU are 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 SOQ 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 SOQ form in the space provided, on the RFQ Submittal Certification. See Attachment C.

4.3.1 FORMAL REQUESTS: 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:

NAIPTA,
Attn. Heather Dalmolin
Fax: (928) 779-6868
E-mail Address: hdalmolin@NAIPTA.az.gov

U. S. Mail:
NAIPTA
2300 Huffer Lane
Flagstaff AZ 86001

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.

4.3.2 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:

Heather Dalmolin, NAIPTA, Tel: (928) 679-8908
Fax: (928) 779-6868
E-mail Address: hdalmolin@NAIPTA.az.gov

OR :

Mr. Ronald Knights, NAIPTA, Tel: (928) 679-8928
Fax: (928) 779-6868
E-mail Address: rknights@NAIPTA.az.gov

Note: NAIPTA will answer informal questions orally but 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 NAIPTA.

4.4 Selection Process.

A Committee will evaluate and score each submitted SOQ to arrive at a short-list of no less than three (3) and no more than five (5) Proposers to participate in interviews. NAIPTA 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 Committee may secure additional information and additional reference checks or visit completed projects following the interview.

4.4.1 This is a “one-step” qualifications-based selection process in accordance with ARS §§ 34-601 through 34-612. The initial activity will involve an evaluation and ranking of Proposer qualifications and experience with similar projects. It is intended that a short-list of at least three Proposers will be invited to proceed into succeeding activities, which will include interviews of each short-listed Proposer. Following interviews, negotiations will commence with the highest ranked team as determined by the selection committee.

After the initial receipt and opening of SOQs, NAIPTA reserves the right to conduct discussions with those Proposers who submit an SOQ likely to be selected for award. Discussions occur when oral or written communications between NAIPTA and the Proposer are conducted for the purpose of minor clarifications involving the information essential for determining the acceptability of a SOQ or that provides the Proposer an opportunity to revise or modify its SOQ. NAIPTA will not help a Proposer bring its SOQ up to the level of other SOQ through discussions. NAIPTA will not disclose technical information pertaining to a competing SOQ. NAIPTA will neither indicate to a Proposer a cost nor price that it must meet to neither obtain further consideration nor will NAIPTA provide any information about other Proposers or SOQs. NAIPTA is willing to discuss with a Proposer any weaknesses, excesses, or deficiencies in its SOQ subsequent to award of this contract.

To qualify for evaluation, the SOQ must have been submitted on time and materially satisfy all mandatory requirements identified in this document. NAIPTA reserves the right to evaluate and award a contract to the Proposer who best fits the needs of NAIPTA.

NAIPTA will use a qualifications-based process to meet the objective of assembling the most qualified Team. SOQ submittals that are responsive

to the requirements of this RFQ will be evaluated by the Selection Committee on the basis of the following qualifications evaluation criteria. The Selection Committee will be composed of a representation of NAIPTA, Partners, staff, administrators, and others, as well as a Registered Engineer or Architect.

4.4.2 Scoring

The SOQ's will be evaluated according to the following criteria and point weightings:

PROJECT TEAM EXPERIENCE (25 pts max.)

Higher evaluation scoring will apply to those Proposers who have shown experience with similar projects with institutions of higher education or public transit and construction at higher elevations and climates. Also important is knowledge and experience with federal guidelines for design and construction of federally funded construction projects and experience with working in a multi-modal, multi-agency environment.

PROJECT MANAGEMENT CAPACITY (25 pts max):

a) Budget Methodology/Cost Control: Define how estimates of probable construction costs are established and maintained with respect to the Owner's project budget.

Describe how constructability, value engineering and other design phase cost controls will be utilized. Briefly detail 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; 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.

b) 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. Please state if there were any warranty work requests on your projects over the past five years and detail what they involved.

c) 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.

d) Design and Construction Schedule: Identify and discuss specific requirements from Owner to facilitate the design and construction schedules. Describe what practices and procedures you propose for this project so that owner's personnel, and the Design-Builder's personnel interact on a "team", a "win-win-win" or a "partnering" basis. Team members will focus on this over-all objective and the not on protecting their own individual interests. NAIPTA considers a team approach to be a critical qualification for the Design-Builder.

UNDERSTANDING AND APPROACH TO THE PROJECT (25 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:

a) 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 and subcontractors. Organizational charts and graphs may be included.

b) Describing your team's current workload, quality 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.

c) 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 Design-Builder or other Consultant's project personnel. Give examples of successful experiences that your firm and your team members have had with a "team", a "win-win-win" a multi agency environment or a "partnering" approach. A higher evaluation weighting will apply to those Proposers who can provide a team that has a history of working in or with design-build teams in successfully completing similar projects.

e) Work Location: Indicate the proximity of the Proposer's (and sub-consultants' and subcontractors') office(s) to the NAU campus in Flagstaff, Arizona and your related ability to efficiently respond to all issues associated with the project, including day to day project management, safety and construction inspection. Define the team's

familiarity of the project area and its knowledge of the local labor and materials markets.

Total possible score first round: 75 points

NEGOTIATION OF THE AGREEMENT: A selection committee is formed to evaluate SOQ's. The committee shall consist of at least three persons and shall comply with the requirements of A.R.S. § 34-608. The committee shall select, in order of preference and based on criteria established, a short list of at least three firms deemed to be the most qualified to provide the services required. The selection of the short list must be based on demonstrated competence and qualifications only. Fees, price man-hours or any other cost information may not be considered in the selection of the short list. After a short list is selected, negotiations may commence for a contract with the highest rated firm for the required services. The negotiations shall include consideration of compensation and other contract terms and conditions NAIPTA determines to be fair and reasonable. In making this determination, NAIPTA shall take into account the estimated value, the scope, complexity and nature of the required services. If a satisfactory contract cannot be negotiated with the highest rated firm at a price or on other contract terms, negotiations shall be formally terminated. Negotiations would then be started with the next highest rated firm, in sequence, until an agreement is reached or a determination is made to reject all firms on the short list. The provisions set forth above are intended to be complementary to the provisions of A.R.S. § 34-608, et seq., and those provisions are incorporated herein.

4.4.5 Protests. NAIPTA believes that it can best maintain its reputation for treating Proposers 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 NAIPTA procurement procedures. 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.

Any bidder or proposer objecting to the recommendation of award, rejection of a bid or proposal, solicitation procedures of a bid, or any portion thereof (the Protester), must submit a written protest to NAIPTA Internal Services Manager. This protest must be submitted prior to the Board of Directors meeting at which the recommendation is on the agenda for award or rejection. The protest must be filed with NAIPTA Internal Services Manager within five (5) business days from notification of the recommendation.

The written protest shall contain the following information:

- a. The name, address and telephone number of the protester; and
- b. The signature of the protester or its representative; and
- c. Identification of the solicitation number; and
- d. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. The form of relief requested.

NAIPTA may dismiss a protest, upon written determination if:

- a. The protest does not state a valid basis for protest; or
- b. The protest is untimely (not within five (5) business days from notification); or
- c. The possible remedies would unfairly prejudice other interested parties, impact the integrity of the procurement system, or have a serious detrimental affect on the good faith of the parties, cost to NAIPTA, the urgency of the procurement, and the impact of the relief upon the using department.

Any party having standing to participate in the appeal (may file a written response within five (5) of submittal of a timely written appeal, which response shall also comply with the same requirements for the written protest set forth above. No reply to any response shall be submitted or considered by NAIPTA.

NAIPTA may schedule, but is not required to, a hearing on the appeal, if NAIPTA deems it appropriate. If NAIPTA sustains the protest in whole or part and determines that a solicitation or proposed contract does not comply with the policy, the recommendation for award shall be stayed and an appropriate remedy shall be implemented.

In determining an appropriate remedy, NAIPTA shall consider all the circumstances pertaining to the proposed procurement including but not limited to, the seriousness of the procurement deficiency, the degree of prejudice to other interested parties or to the integrity of the procurement system, the good faith of the parties, cost to NAIPTA, the urgency of the procurement, and the impact of the relief upon the using department.

An appropriate remedy may include one or more of the following:

- a. Withdraw staff recommendation, and reissue the solicitation;
- b. Withdraw staff recommendation, and issue a new solicitation;
- c. Withdraw staff recommendation, and recommend award of contract consistent with NAIPTA Purchasing Policy; or

- d. Such relief as is determined necessary to ensure compliance with this section.

If the determination of NAIPTA staff is not satisfactory to the party submitting the protest, an appeal with the General Manager may be requested. This appeal must be submitted within five (5) business days from receipt of NAIPTA determination. The same remedies are available as listed above. The written determination of General Manager shall be final.

Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated 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 an agreement is awarded in connection with the procurement action. Failure to file a written 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:

NAIPTA

Attn.: Heather Dalmolin,

Fax: (928) 779-6868

E-mail Address: hdalmolin@NAIPTA.az.gov

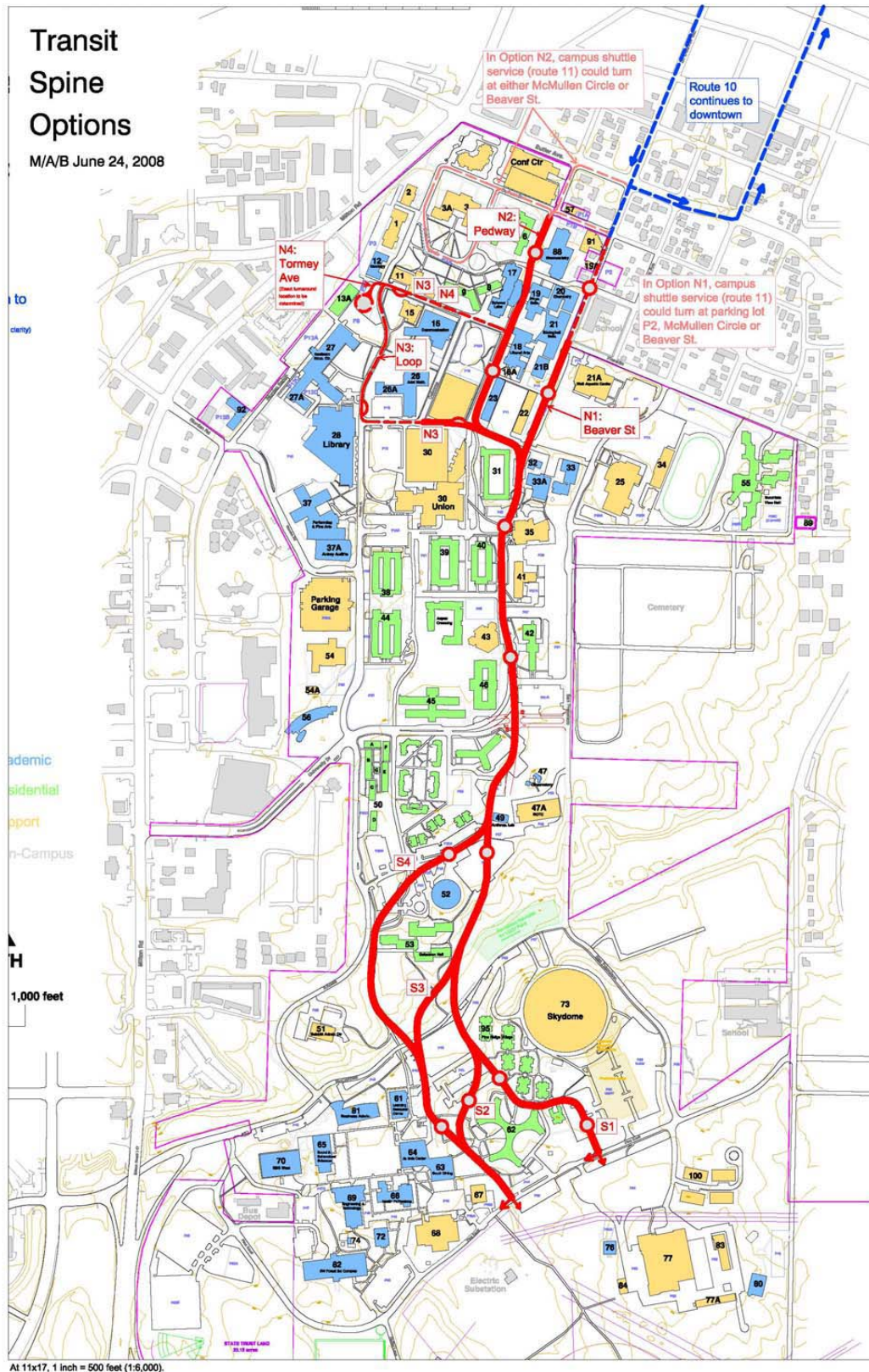
U. S. Mail:

NAIPTA

2300 Huffer Lane

Flagstaff AZ 86001

Attachment A



ATTACHMENT B: PROJECT ALLOCATION

Total Project Budget: Approximately \$_____

Attachment C. 1 Submittal Documents
DISCLOSURE OF RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor. (See procurement policy section 7.2 for types of offenses.)

3. List any convictions or civil judgments under state or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that the above
Company Name

statements, including any supplemental responses attached hereto, are true.

Signature (must be notarized)

NOTARY:

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

2009 by _____ representing him/herself to be

_____ of the company named herein.

Notary public

My Commission expires:

Residing at:

Attachment C.2 Submittal Documents
AFFIDAVIT BY PROPOSER
CERTIFYING THAT THERE WAS NO
COLLUSION IN BIDDING FOR CONTRACT

STATE OF ARIZONA)
) ss
NAIPTA OF:)
)

(Name of Company, Representative)

being first duly sworn, deposes and says:

That she/he is _____ of _____
(Title) (Name of Company)
and _____

That pursuant to Section 112 © of Title 23 USC, he/she certifies as follows:
That neither he/she nor anyone associated with the said

(Name of Company)

has, directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding for the bid for the:

RFQ 2009-201
Small Starts Project
Design Build Services for Mountain Links Transit Spine:
Architectural/ Engineering Planning,
Construction of Infrastructure and Amenities

By: _____
(Name of Individual/Representative)

Subscribed and sworn to before me this day of , 2009.

Title:

My Commission expires:

(Notary Public)

ATTACHMENT C.3 : RFQ SUBMITTAL CERTIFICATION

(Date)

NAIPTA
2300Huffer Lane
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, NAIPTA, FTA or The City of Flagstaff, AZ who has, or whose relative has, a substantial interest in any part of any agreement or award subsequent to this proposal/bid.

☐ The names of any and all public officers or employees of Northern Arizona University NAIPTA, FTA or The City of Flagstaff, AZ who have, or whose relative has, a substantial interest in any agreement or 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 NAIPTA 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 NAIPTA 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 **PROJECT NUMBER:2009-201 FOR THE Mountain Links Very Small Starts** 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 current pro forma of Agreement Between NAIPTA and Design Professional (Design-Builder) including the contract with the Design-Builder 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 NAIPTA may be a basis for rejection of the undersigned's Proposal as non-responsive. The undersigned also understands that NAIPTA may make changes in the standard form of agreement and that therefore the form of agreement presented to the successful Proposer may be different from the agreement attached to the RFQ, in which case the successful Proposer will be given the opportunity to review the changes.

List any objections to agreement here or attach a separate sheet behind this certification: _____

(Firm)

(Signature required)

(Print name)

(Title)

(Address)

(Phone no.)

(Fax no.)

(Fed. tax id no.)

1.1 **ATTACHMENT D: SUBMITTAL INQUIRY FORM**

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

PROJECT NAME: _____

RFQ NUMBER: _____

INQUIRY DEADLINE: 2:00 PM, Tuesday, April 14, 2009 _____

QUESTIONS ON: ORIGINAL RFQ PACKET or ADDENDUM NO.

SECTION NUMBER: _____

WRITER: _____

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

COMPANY: _____

COMPANY E-MAIL ADDRESS: _____

DATE: _____

QUESTIONS:

