



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP015-00004729

STATE PROCUREMENT OFFICE
Department of Administration
100 North 15th Avenue, Suite 201
Phoenix, Arizona 85007

DEFINITIONS

Architect Services, Engineer Services, Land Surveying Services, Assayer Services, Geologist Services and Landscape Architect Services: Those professional services within the scope of the practice of those services as provided in ARS § 32-101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in ARS § 32-101(B.19.).

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS:

1. Complete this form for each branch office seeking work under this RFQ.
 - a. – e. **Firm (or Branch Office) Name and Address.** Self-explanatory.
 - f. **Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.
 - g. **Ownership.**
 - (g1). *Type.* Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).
 - (g2). *Small Business Status.* A firm is a small business if the firm has less than 100 employees **or** has gross revenues of \$4 million or less.
 - h.-j. **Point of Contact.** Provide this information for a representative of the firm that the Customer can contact for additional information. The representative must be empowered to speak on contractual and policy matters.
 - k. **Name of Firm.** Enter the name of the firm.
2. **Employees by Discipline.**
 - a. Select disciplines from the List of Disciplines (Function Code) listed on Page 3 of 4 Instructions. For employees that do not qualify for any of the disciplines, select Other. *Note: The intended searchable database indicated in the RFQ will be populated from the Qualifications Form I Excel attachment only.*
 - b. Each person can be counted only twice; once for his/her primary function and once for his/her secondary function. Primary and secondary functions should be indicated by including a “P” or an “S” in column b after the Description Title is given.
 - c-d. If the form is completed for a firm (including all branch offices), enter the number of employees by disciplines in column c. If the form is completed for a branch office, enter the number of employees by discipline in column d and for the firm in column c.
3. **Profile of Firm's Experience and Annual Average Revenue for Last Year.**
 - a. Enter the approximate number of projects the firm (or branch) has done attributable by Profile Code listed on Page 3 of 4 Instructions over the last year.



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- b. Enter the appropriate Profile Codes from Instructions Pages 3 of 4 that represent the type of work the firm (or branch) has done over the last year.
 - c. Using the Revenue Index Number on Page 3 of 6 Form, indicate the approximate revenue the firm has earned over the last year per Profile Code entered into the table.
4. **Resumes of Key Personnel Proposed for This Contract.** Complete this section for each key person who will participate in this contract.
 - a. Self-explanatory.
 - b. Self-explanatory
 - c. Total years of relevant experience (block c1), and years of relevant experience with current firm, but not necessarily the same branch/office (block c2).
 - d. Name, City and State of the firm where the person currently works, which must correspond with one of the firms (or branch office or a firm, if appropriate) listed in Section 1.
 - e. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
 - f. Provide information on current relevant professional registration(s) and in which State(s) they are current.
 - g. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.
 - h. Provide information on no more than five (5) projects in the last year which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section 5 for the project team if the person was not involved in any of those those projects or the person worked on other projects that were more relevant than the team projects in Section 5. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role.
5. **Example Projects Which Best Illustrate Firms Qualification for this contract.** Select project where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section 5 for each project. List no more than five (5) projects.
 - a. Title and Locations of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
 - b. Enter the year completed of the professional services (such as planning, engineering study, or design), and/or the year completed if construction. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block f).
 - c. Project Owner or user, such as a government agency or installation, an institution, a corporation or private individual.
 - d. Provide the original budget or not to exceed dollar amount for the project.
 - e. Provide the Total Cost of the Project. If any of the professional services or construction projects is not complete, indicate the percentage complete and whether this project will be on budget, over or under budget.
 - f. Brief Description: Indicate scope, size, and length of project, principle elements and special features of the project. Discuss the relevance of the example project to this contract.
6. **Additional Information.** Use this section to provide additional information you feel may be necessary to describe your firm's qualifications for this contract.
7. **Annual Average Professional Services Revenues of Firm for Last 3 Years.** Complete this block for the firm or branch office for which this form is completed. In column a, enter an approximate percentage of total work attributable to State, Federal or Municipal Work. In column b, enter an approximate percentage of total work attributable to Non-Government work. Percentages should take into consideration work completed over the last 3 years.



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8. **Authorized Representative.** An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes) for Question 2

- | | | |
|---------------------------|--|--------------------------|
| Aeronautical Engineer | Environmental Engineer | Mining Engineer |
| Agricultural Engineer | Environmental Scientist | Nuclear Engineer |
| Archeologist | Fire Protection Engineer | Petroleum Engineer |
| Architect | Geodetic Surveyor | Photogrammetrist |
| Architectural Engineering | Geographic Information System Specialist | Project Manager |
| Biologist | Geological Engineer | Sanitary Engineer |
| CADD Technician | Geologist | Soils Engineer |
| Chemical Engineer | Hydrographic Surveyor | Structural Engineer |
| Civil Engineer | Hydraulic Engineer | Technician/Analyst |
| Construction Manager | Hydrologist | Transportation Engineer |
| Construction Inspector | Industrial Engineer | Water Resources Engineer |
| Control Systems Engineer | Landscape Architect | |
| Cost Engineer/Estimator | Mechanical Engineer | |
| Ecologist | Metallurgical Engineer | |
| Electrical Engineer | | |

List of Experience Categories (Profile Codes for Question 3)

- | | |
|---|---|
| Acoustics, Noise Abatement | Dams (Concrete; Arch) |
| Aerial Photography; Airborne Data and Imagery Collection and Analysis | Dams (Earth; Rock); Dikes; Levees |
| Activity Centers | Desalinization (Process and Facilities) |
| Air Pollution Control | Design-Build - Preparation of Requests for Proposals |
| Airports; Navajds; Airport Lighting; Aircraft Fueling | Digital Elevation and Terrain Model Development |
| Airports; Terminals and Hangars; Freight Handling | Digital Orthophotography |
| Agricultural Development; Grain Storage; Farm Mechanization | Dining Halls; Clubs; Restaurants |
| Animal Facilities | Dredging Studies and Design |
| Anti-Terrorism/Force Protection | Design & Planning Structured Parking Facilities |
| Area Master Planning | Detention Security Systems |
| Auditoriums and Theaters | Disability / Special Needs |
| Automation; Controls; Instrumentation | Ecological and Archeological Investigations |
| Barracks; Dormitories | Educational Facilities; Classrooms |
| Bridge Design: Bridges | Electrical Studies and Design |
| Cartography | Electronics |
| Cemeteries (Planning and Relocation) | Elevators; Escalators; People-Movers |
| Chemical Processing and Storage | Energy / Water Auditing Savings |
| Child Care/Development Facilities | Energy Conservation; New Energy Sources |
| Codes; Standards; Ordinances | Environmental Impact Studies, Assessments or Statements |
| Cold Storage; Refrigeration and Fast Freeze | Fallout Shelters; Blast-Resistant Design |
| Commercial Building (Low Rise); Shopping Centers | Fire Protection |
| Community Facilities | Fisheries; Fish Ladders |
| Communications Systems; TV; Microwave | Forensic Engineering |
| Computer Facilities | Garages; Vehicles Maintenance Facilities; Parking |
| Conservation and Resource Management | Gas Systems (Propane; Natural, Etc.) |
| Construction Management | Geodetic Surveying: Ground and Airborne |
| Construction Surveying | Heating; Ventilating; Air Conditioning |
| Corrosion Control; Cathodic Protection Electrolysis | Highways; Streets; Airfield Paving; Parking Lots |
| Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting | Historical Preservation |
| Cryogenic Facilities | Hospital and Medical Facilities |
| Construction Materials Testing | Hotels; Motels |
| | Housing (Residential, Multi-Family; Apartments; Condominiums) |



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Hotels; Motels
Hydraulics and Pneumatics
Hydrographic Surveying
Industrial Buildings; Manufacturing Plants
Industrial Processes; Quality Control
Industrial Waste Treatment
Intelligent Transportation Systems
Infrastructure
Irrigation; Drainage
Judicial and Courtroom Facilities
Laboratories; Medical Research Facilities
Land Surveying
Landscape Architecture
Libraries; Museums; Galleries
Lighting (*Interior; Display; Theater, Etc.*)
Lighting (*Exteriors; Streets; Memorials; Athletic Fields, Etc.*)
Labs - General
Labs – Research – Dry
Labs – Research – Wet
LEED Accredited A/E
LEED Independent 3rd Party Building Commissioning
Mapping Location/Addressing Systems
Materials Handling Systems; Conveyors; Sorters
Metallurgy
Materials Testing
Measurement / Verification / Conservation Water Consumption Savings
Mining and Mineralogy
Medical Related
Modular Systems Design; Fabricated Structures or Components
Mold Investigation
Museums
Nuclear Facilities; Nuclear Shielding
Office Buildings; Industrial Parks
Outdoor Recreation
Petroleum and Fuel (*Storage and Distribution*)
Photogrammetry
Pipelines (*Cross-Country - Liquid and Gas*)
Phase I Environmental
Prisons & Correctional Facilities
Plumbing and Piping Design
Prisons and Correctional Facilities
Product, Machine Equipment Design Pneumatic Structures, Air-Support Buildings Power Generation, Transmission, Distribution Public Safety Facilities
Radar; Sonar; Radio and Radar Telescopes
Radio Frequency Systems and Shielding's
Railroad; Rapid Transit
Recreation Facilities (*Parks, Marinas, Etc.*)
Refrigeration Plants/Systems
Rehabilitation (*Buildings; Structures; Facilities*)
Research Facilities
Resources Recovery; Recycling
Roof Infrared Imaging to Identify Water Leaks

Roofing
Safety Engineering; Accident Studies; OSHA Studies
Security Systems; Intruder and Smoke Detection
Seismic Designs and Studies
Sewage Collection, Treatment and Disposal
Soils and Geologic Studies; Foundations
Solar Energy Utilization
Solid Wastes; Incineration; Landfill
Special Environments; Clean Rooms, Etc.
Structural Design; Special Structures
Surveying; Platting; Mapping; Flood Plain Studies
Sustainable Design
Swimming Pools
Storm Water Handling and Facilities
Specifications Writing
Toxicology
Testing and Inspection Services
Traffic and Transportation Engineering
Topographic Surveying and Mapping
Towers (*Self-Supporting and Guyed Systems*)
Tunnels and Subways
Traffic Studies
Transportation
Urban renewals; Community Development
Utilities (*Gas and Steam*)
Value Analysis; Life-Cycle Costing
Warehouse and Depots
Water Resources; Hydrology; Ground Water
Water Supply; Treatment and Distribution
Wind Tunnels; Research/Testing Facilities Design
Waste Water Treatment Facility
Water Well Rehabilitation; Water Well Work
Zoning; Land Use Studies



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(If a firm has branch offices, complete for each specific branch office seeking work.)

1. **Annual Request for Qualifications**

a. FIRM (OR BRANCH OFFICE) NAME:	Arizona Surveying, Inc.
b. FIRM (OR BRANCH OFFICE) STREET:	1843 West Heavenly Ct
c. FIRM (OR BRANCH OFFICE) CITY:	Flagstaff
d. FIRM (OR BRANCH OFFICE) STATE:	AZ
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	86001
f. YEAR ESTABLISHED:	2009
(g1). OWNERSHIP - TYPE:	S Corp
(g2) OWNERSHIP - SMALL BUSINESS STATUS:	Small Business
h. POINT OF CONTACT NAME AND TITLE:	John Luckow, President
i. POINT OF CONTACT TELEPHONE NUMBER:	928-607-7092
j. POINT OF CONTACT E-MAIL ADDRESS:	John.Luckow@ArizonaSurveying.com
k. NAME OF FIRM (If block 1a is a branch office):	



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2. EMPLOYEES BY DISCIPLINE

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees - Firm	d. No. of Employees - Branch
Other	P	4	
Total		4	



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4. Resumes of Key Personnel Proposed for this Contract *(Complete one Section 4 for each key person.)*

a. NAME John Luckow	b. ROLE IN THIS CONTRACT President, Principal, Project Manager	c. YEARS EXPERIENCE	
		1. TOTAL 44	2. WITH CURRENT FIRM 5
d. LOCATION <i>(City and State)</i> Flagstaff, Arizona			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		f. PROFESSIONAL TRAINING - REGISTRATIONS <i>Registered Land Surveyor State of Arizona 18297</i>	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> <i>Arizona Professional Land Surveyors - Northern Chapter Director; Committee Member – Minimum Standards for the Practice of Boundary Surveying</i>			

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION <i>(City and State)</i> <u>Hopi Telecommunications: Legal Survey for a fiber optics line, 2011-June 2014</u>	(2) YEAR COMPLETED 2014
		Professional Services - Yes Construction (if applicable) - Yes
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE This 62 mile long Rural Utilities Service (RUS) project included survey compliance for the BIA Roads, Navajo Lands Department, Navajo Real Estate and the Hopi and Navajo Tribes. \$45 million. Role: Project Manager. \$5 million. Role: Project Manager.	<input checked="" type="checkbox"/> Check if project performed with current firm
2.	(1) TITLE AND LOCATION <i>(City and State)</i> <u>BITCO/Kitchell: Navajo Nation Justice Center, Kayenta, AZ, 2010 to December, 2014.</u>	(2) YEAR COMPLETED 2014
		Professional Services - Yes Construction (if applicable) - Yes
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Design phase services and construction staking services for a 84 bed, 54,000 square foot detention facility. \$30 Million. Role: Project Manager.	<input checked="" type="checkbox"/> Check if project performed with current firm
3.	(1) TITLE AND LOCATION <i>(City and State)</i> <u>FCI Constructors, Inc.: Window Rock Event Center, 2010 to June, 2014</u>	(2) YEAR COMPLETED 2014
		Professional Services - Yes Construction (if applicable) - Yes
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Design phase services and all construction staking and oversight services for this important 7000 seat indoor arena, located in Fort Defiance, Arizona. \$45 million. Role: Project Manager	<input checked="" type="checkbox"/> Check if project performed with current firm
4.	(1) TITLE AND LOCATION <i>(City and State)</i> <u>Kayenta Regional Hospital, Staff Housing, Kayenta, AZ 2013-2015</u>	(2) YEAR COMPLETED 2015
		Professional Services - Yes Construction (if applicable) - Yes
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE This is a 46 unit staff housing Subdivision. Our services included topography surveys, 3d modeling, and all construction phase services for this \$25 million project, located at the Kayenta Regional Hospital. Role: Project Manager.	<input checked="" type="checkbox"/> Check if project performed with current firm
5.	(1) TITLE AND LOCATION <i>(City and State)</i> <u>Navajo Nation Justice Center, Chinle, AZ., 2013 – 2015</u>	(2) YEAR COMPLETED 2015
		Professional Services - Yes Construction (if applicable) - Yes
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Construction staking, and related services for the \$34 million Navajo Nation Justice Center - Chinle Campus for Okland - Arviso. This is a 54,000 square foot detention center. Role: Principal.	<input checked="" type="checkbox"/> Check if project performed with current firm



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5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present no more than five (5) projects. Complete one Section 5 for each project.)

a. TITLE AND LOCATION <i>(City and State)</i> NAU Hilltop and McConnell Student Housing Projects.	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES - Yes	CONSTRUCTION <i>(If applicable)</i> - Yes

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Northern Arizona University / ACC	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$99,000.00 (Arizona Surveying, Inc., total fee)	e. TOTAL COST OF PROJECT \$42 million
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)
 2012-2014, Our Scope included design phase services and all construction phase services. The project team we joined consisted of NAU, American Campus Communities (owner), Hardison-Downey Construction, an Architectural firm and an Engineering firm.

5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present no more than five (5) projects. Complete one Section 5 for each project.)

a. TITLE AND LOCATION <i>(City and State)</i> Navajo Nation Justice Center – Tuba City, Arizona Campus	b. YEAR COMPLETED 2013	
	PROFESSIONAL SERVICES - Yes	CONSTRUCTION <i>(If applicable)</i> - Yes

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER The Navajo Nation	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$96,000.00 (Arizona Surveying, Inc., total fee)	e. TOTAL COST OF PROJECT \$65 million
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)
 Arizona Surveying, Inc. teamed with GHD's Phoenix branch office. They are a large Civil Engineering firm, which we partner with on a regular basis. Our role included topography boundary and legal surveys and all construction phase services for this 2.5 year, \$65 million project. Other members of the project included Okland-Arviso Construction and the project Architect.



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6. ADDITIONAL INFORMATION

a. PROVIDE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY TO DESCRIBE YOUR FIRMS QUALIFICATIONS. (ATTACH ADDITIONAL SHEETS AS NEEDED.)

7. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

a.	Percentage of Total Work Attributable to State, Federal and Municipal Government Work:	70%
b.	Percentage of Total Work Attributable to Non-Government Work:	30%

8. AUTHORIZED REPRESENTATIVE. The foregoing is a statement of facts.

Signature: _____

Date: 12-29-14 _____

Name: John Luckow _____

Title: President _____