



**Request for Qualifications**  
 Solicitation No.  
**ADSP017-00006796**  
 Description:  
**2017 Annual Professional Services List**

Arizona Department of  
 Administration  
**State Procurement Office**  
 100 N 15th Ave., Suite 201  
 Phoenix, AZ 85007

Part 4 of the Solicitation Documents:  
**Offer Forms**  
 (Attachments)  
 Date: February 7, 2017

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	<b>Request for Qualifications</b> Solicitation No. <b>ADSP017-00006796</b> Description: <b>2017 Annual Professional Services List</b>	Arizona Department of Administration <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
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Attachment 1  
**Offer and Acceptance Form**

**SUBMISSION OF OFFER:** Undersigned hereby offers and agrees to provide qualifications for **2017 Annual Professional Services List** in compliance with the Solicitation indicated above and our Offer indicated by the latest dated version below:

Initial Offer:	1.	02/17/2017	BJ	
	date		initial	

**Associated Architects, Inc.**


Offeror company name	 Signature of person authorized to sign Offer	BJ Initials
6 E. Palo Verde St. Suite 1	Brian Johns, RA President	
Address	Printed name and title	
Gilbert, AZ 85296	Brian Johns, RA President	
City   State   ZIP	Contact name and title	
94-2722584	brian@associated-architects.com	(480)964-8451
Federal tax identifier (EIN or SSN)	Contact Email Address	Contact phone number

**CERTIFICATION:** By signature in the above, Offeror certifies that it:

- will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465;
- has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
- complies with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance; and
- is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.

**ACCEPTANCE OF OFFER:** State hereby **accepts the initial Offer**, Revised Offer, or Best and Final Offer identified by number **ADSP017-00006796** at the top of this form, and which was dated 02/17/17 (the Accepted Offer). Offeror is now bound (as Contractor) to carry out the Work under the attached Contract, of which the Accepted Offer forms a part. Contractor is cautioned not to commence any billable work or to provide any material or perform any service under the Contract until Contractor receives the applicable Order or written notice to proceed from Procurement Officer.

State's Contract No. is: **ADSP017-00006796**      The effective date of the Contract is: ~~04/03/17-01/31/18~~      Contract awarded ~~04/03/17~~

 Procurement Officer signature	<b>Gina DeCotiis</b> Procurement Officer printed name
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Contract qualification award can be viewed at <https://spo.az.gov/procurement-services/professional-services>



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**Attachment 2-A**  
**Experience and Capacity**

STATE MAY DETERMINE YOUR SUBMITTAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

**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 A.R.S § 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 A.R.S § 32-101(B.13.).

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

**Structure:** How a business is organized to accomplish its objectives (ie, Sole Proprietor, Limited Liability Company, Cooperative, Corporation, Partnership, S Corporation).

**1.0 Five (5) Example Projects**

List no more than five (5) **ARIZONA PROJECT** Example Projects Which Best Illustrate Firms Qualification for this contract in the chart provided below. 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 qualifications list contract. (NOTE: The integrity of the chart table columns shall remain unchanged, however the rows for each project may be expanded by the Offeror to accommodate the information).

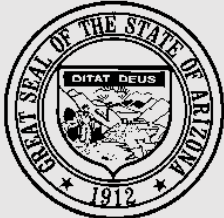
- a. Title and Locations of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
- b. Enter the year completed of the professional services (such as planning, engineering study, or design), and/or the year completed if construction. If any of 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.



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Title and Location of Project	Design Completion Year	Construction Completion Year	Project Owner	Project Original Budget (or not to exceed amount)	Total Cost of the Project	Brief Description of Project
Coolidge Transit Facility Coolidge, Arizona Phase I & II	2009	Phase I 2010 Phase II 2011	City of Coolidge	\$3,000,000.00	\$780,000.00 and \$1,902,000.00	A new 4,046 Sq. Ft. Administration Building and new 15,525 Sq. Ft. bus repair and parking building, designed and constructed in 3 phases. Phase I: Programming, Phase II: Admin Bldg, Phase III: Bus Repair Building <u>Project Architect</u>
New Fire Station Nutrioso, Arizona	2012	2013	City of Nutrioso	\$330,000.00	\$322,098.00	A new 5,755 Sq. Ft. Fire Station for the Nutrioso Volunteer Fire District, with dual purpose of also a community center. The program was developed under very tight budget constraints. <u>Project Architect</u>
New Facility for Navopache Electric Cooperative, Phase I and II Lakeside, Arizona	2010	2014	Navopache Electric Cooperative	\$7,000,000.00	\$7,045,000.00	Phase I: A new 17,027 Sq. Ft. Warehouse Building and a new 16,392 Sq. Ft. vehicle maintenance building. <u>Project Architect</u> Phase II: New 20,000 Sq. Ft. Administration Building. Designed but not constructed.
Seeds of Hope Community Center Casa Grande, Arizona	2011	2012	City of Casa Grande	\$450,000.00	\$423,916.00	This project was truly a collaboration between the end user, Seeds of Hope, and the building municipal site owner, The City of Casa Grande. The project was funded by the US Department of Agriculture Rural Development via a grant and a low interest loan. <u>Project Architect</u>
Florence Bus Maintenance Facility Florence, Arizona	2011	2011	Florence Unified School District	\$780,000.00	\$780,000.00	A new 10,787 Sq. Ft. bus repair and parking building consisting of offices, training room, dispatch, storage room, storage mezzanine, restrooms, 4 repair bays and 12 bus parking bays. <u>Project Architect</u>

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Attachment 2-A  
Experience and Capacity

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## 2.0 EMPLOYEES BY DISCIPLINE

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

Enter requested information in the chart provided below:

- a. Select disciplines from the List of Disciplines. For employees that do not qualify for any of the disciplines, select "Other".
- 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. (NOTE: The Offeror may insert or delete rows in the existing Employees by Discipline chart table on page six (6 as necessary to complete the requirements for Question 2).



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EXAMPLE:

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees Firm	d. No. of Employees Branch
Example: Architect	P	138	50-Yuma Branch 50-Tempe Branch 38 – Phoenix Branch
Example: Architect	S	20	5-Yuma Branch 5-Tempe Branch 5 – Phoenix Branch 5- Tucson Branch

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees Firm	d. No. of Employees Branch
Architect	P	1	
Project Manager	P	3	
Construction Inspector	S	4	
CADD Technician	P	2	



Amendment I ADSP017-00006796 Project Experience Number of Projects and Revenue  
ADSP017-00006796 2017 Annual Professional Services Qualifications List

FIRMS NAME: Associated Architects, Inc.

TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS) COMPLETED IN LAST THREE YEARS	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only	TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS) COMPLETED IN LAST THREE YEARS	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only
Acoustics, Noise Abatement				Land Surveying			
Activity Centers				Landscape Architecture			
Aerial Photography; Airborne Data and Imagery Collection and Analysis				LEED Accredited A/E			
Agricultural Development; Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning			
Air Pollution Control				Libraries; Museums; Galleries			
Airports; Nav aids; Airport Lighting; Aircraft Fueling				Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)			
Airports; Terminals and Hangars; Freight Handling				Lighting (Interior; Display; Theater, Etc.)			
Animal Facilities	26	1	1	Lighting (Cave; Cavern)			
Anti-Terrorism/Force Protection				Mapping Location/Addressing Systems			
Area Master Planning				Materials Handling Systems; Conveyors; Sorters			
Auditoriums and Theaters				Materials Testing			
Automation; Controls; Instrumentation				Measurement / Verification / Conservation Water Consumption			
Barracks; Dormitories				Medical Related			
Bridge Design: Bridges				Metallurgy			
Cartography				Mining and Mineralogy			
Cemeteries (Planning and Relocation)				Modular Systems Design; Pre-Fabricated Structures or Components			
Chemical Processing and Storage				Mold Investigation			
Child Care/Development Facilities	5	1	1	Museums			
Codes; Standards; Ordinances				Nuclear Facilities; Nuclear Shielding			
Cold Storage; Refrigeration and Fast Freeze				Office Buildings; Industrial Parks			
Commercial Building (Low Rise); Shopping Centers	50		1	Outdoor Recreation			
Communications Systems; TV; Microwave				Petroleum and Fuel (Storage and Distribution)	3		1
Community Facilities	9	1	1	Phase I Environmental			
Computer Facilities				Photogrammetry			
Conservation and Resource Management				Pipelines (Cross-Country - Liquid and Gas)			
Construction Management				Plumbing and Piping Design			
Construction Materials Testing				Pneumatic Structures, Air-Support Buildings			
Construction Surveying				Power Generation, Transmission, Distribution			
Controls and Electronics Engineer				Prisons and Correctional Facilities			
Corrosion Control; Cathodic Protection Electrolysis				Product, Machine Equipment Design			
Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting				Public Safety Facilities			

**Professional Services Index Number** Revenue

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 Million
5. \$1 Million to less than \$2 Million
6. \$2 Million to less than \$5 Million
7. \$5 Million to less than \$10 Million
8. \$10 Million to less than \$25 Million
9. \$25 Million to less than \$50 Million
10. \$50 Million or greater



Cryogenic Facilities				Radar; Sonar; Radio and Radar Telescopes			
Dams ( <i>Concrete; Arch</i> )				Radio Frequency Systems and Shieldings			
Dams ( <i>Earth; Rock</i> ); Dikes; Levees				Railroad; Rapid Transit			
Desalinization ( <i>Process and Facilities</i> )				Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )	8	1	1
Design & Planning Structured Parking Facilities				Refrigeration Plants/Systems			
Design-Build - Preparation of Requests for Proposals				Rehabilitation ( <i>Buildings; Structures; Facilities</i> )			
Detention Security Systems				Research Facilities			
Digital Elevation and Terrain Model Development				Resources Recovery; Recycling			
Digital Orthophotography				Rivers; Canals; Waterways; Flood Control			
Dining Halls; Clubs; Restaurants	20	1	1	Roof Infrared Imaging to Identify Water Leaks			
Disability / Special Needs				Roofing	18	1	1
Dredging Studies and Design				Safety Engineering; Accident Studies; OSHA Studies			
Ecological and Archeological Investigations				Security Systems; Intruder and Smoke Detection			
Educational Facilities; Classrooms	4	1		Seismic Designs and Studies			
Electrical Studies and Design				Sewage Collection, Treatment and Disposal			
Electronics				Soils and Geologic Studies; Foundations			
Elevators; Escalators; People-Movers				Solar Energy Utilization			
Energy / Water Auditing Savings				Solid Wastes; Incineration; Landfill			
Energy Conservation; New Energy Sources				Special Environments; Clean Rooms, Etc.			
Environmental Impact Studies, Assessments or Statements				Specifications Writing			
Fallout Shelters; Blast-Resistant Design				Storm Water Handling and Facilities			
Fire Protection				Structural Design; Special Structures			
Fisheries; Fish Ladders				Surveying; Platting; Mapping; Flood Plain Studies			
Forensic Engineering				Sustainable Design			
Garages; Vehicles Maintenance Facilities; Parking	7	1	1	Swimming Pools			
Gas Systems ( <i>Propane; Natural, Etc.</i> )				Testing and Inspection Services			
Geodetic Surveying: Ground and Airborne				Topographic Surveying and Mapping			
Heating; Ventilating; Air Conditioning				Towers (Self-Supporting and Guyed Systems)			
Highways; Streets; Airfield Paving; Parking Lots				Toxicology			
Historical Preservation				Traffic and Transportation Engineering			
Hospital and Medical Facilities	6		1	Traffic Studies			
Hotels; Motels	6		1	Transportation			
<i>Housing (Residential, Multi-Family; Apartments; Condominiums)</i>	5		1	Tunnels and Subways			
Hydraulics and Pneumatics				Urban Renewals; Community Development			
Hydrographic Surveying				Utilities (Gas and Steam)			
Industrial Buildings; Manufacturing Plants	2		1,2	Value Analysis; Life-Cycle Costing			
Industrial Processes; Quality Control				Warehouse and Depots			
Industrial Waste Treatment				Waste Water Treatment Facility			
Intelligent Transportation Systems				Water Resources; Hydrology; Ground Water			
Infrastructure				Water Supply; Treatment and Distribution			
Irrigation; Drainage				Water Well Rehabilitation; Water Well Work			
Judicial and Courtroom Facilities				Wind Tunnels; Research/Testing Facilities Design			
Laboratories; Medical Research Facilities				Zoning; Land Use Studies			
Labs - General							
Labs - Research - Dry							
Labs - Research - Wet							



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**EXPERIENCE REFERENCES:**

THE PRIME FIRM SHALL LIST A TOTAL OF THREE (3) CLIENT REFERENCES FOR ANY PROJECTS COMPLETED IN THE LAST YEAR BY THE FIRM (OR A BRANCH LOCATION). REFERENCES MAY BE CONTACTED BY ANY ELIGIBLE AGENCY.

1	Client Company/Address	Contact	Begin Date	End Date
<input checked="" type="checkbox"/>	ASU University Center	<input checked="" type="checkbox"/> Lee Cowan	<input checked="" type="checkbox"/> Nov. 10, 2015	<input checked="" type="checkbox"/> Under Const.
<b>Phone Number</b>		<b>Email Address</b>		
<input checked="" type="checkbox"/>	602-496-0136	<input checked="" type="checkbox"/>	Lee.Cowan@asu.edu	
<b>List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.</b>				
<input checked="" type="checkbox"/>	ASU University Center Re-Roof, Downtown Phoenix, Orig fee-\$28,465.00, Final fee \$34,965.00, Construction costs, \$2,300,000.00			
<b>Services performed similar to those described in Solicitation</b>				
<input checked="" type="checkbox"/>	Construction documents and Construction Administration			
2	Client Company/Address	Contact	Begin Date	End Date
<input checked="" type="checkbox"/>	FujiFilm Electronics Materials, Inc.	<input checked="" type="checkbox"/> Thomas Jountis, Project Manager	<input checked="" type="checkbox"/> Feb. 2, 2016	<input checked="" type="checkbox"/> Jan.15, 2017
<b>Phone Number</b>		<b>Email Address</b>		
<input checked="" type="checkbox"/>	480-987-7523	<input checked="" type="checkbox"/>	Thomas_Jonutis@fujifilm-ffem.com	
<b>List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.</b>				
<input checked="" type="checkbox"/>	Isotainer Parking Area and Truck Work Shop, 6550 S. Mountain Rd. Mesa, AZ, Orig. fee-\$132,993.00, Final fee-\$136,403			
<b>Services performed similar to those described in Solicitation</b>				
<input checked="" type="checkbox"/>	Design new parking lot to store 24 Isotainers with electrical providing cooling and heating available to each unit.			
3	Client Company/Address	Contact	Begin Date	End Date
<input checked="" type="checkbox"/>	Core Construction	<input checked="" type="checkbox"/> Emerson Ward, Project Director	<input checked="" type="checkbox"/> varies	<input checked="" type="checkbox"/> varies
<b>Phone Number</b>		<b>Email Address</b>		
<input checked="" type="checkbox"/>	602-774-3966	<input checked="" type="checkbox"/>	emersonward@coreconstruction.com	
<b>List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.</b>				
<input checked="" type="checkbox"/>	Various projects at ASU, Baghdad School School District, City of Goodyear. 6 total Job Order Contracting projects in last year. 23 total projects in all.			
<b>Services performed similar to those described in Solicitation</b>				
<input checked="" type="checkbox"/>	Collaborated with Core Construction during building phase of projects.			



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**End of Attachment 2-A**

PART 4 of the Solicitation Documents:  
Offer Forms (Attachments)

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A v a i l a b l e o n l i n e a t : [Procure.AZ.gov](http://Procure.AZ.gov)

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## Attachment 2-B Organization Profile

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

### ORGANIZATION PROFILE

<b>Firm Name</b>	<input checked="" type="checkbox"/> Associated Architects, Inc.	<b>Year established</b>	<input checked="" type="checkbox"/> 1959	
<b>Principal address (street, city, state)</b>	<input checked="" type="checkbox"/> 6 E. Palo Verde St. Suite 6 Gilbert, AZ 85296			
<b>Entity type:</b>	<input checked="" type="checkbox"/> S Corporation	<b>Structure:</b>	<input checked="" type="checkbox"/> N/A	
<b>Branch or Division:</b>	<input checked="" type="checkbox"/> N/A	<b>Parent:</b>	<input checked="" type="checkbox"/> N/A	
<b>Years the organization has conducted business in Arizona.</b>			<input checked="" type="checkbox"/> 58 years	
<b>Contract Representatives to Contact</b>				
	<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>E-Mail Address</b>
1.	<input checked="" type="checkbox"/> Brian Johns, RA	<input checked="" type="checkbox"/> President	<input checked="" type="checkbox"/> (480)964-8451	<input checked="" type="checkbox"/> brian@associated-architects.com
2.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Firm Professional Licenses/Certifications (INCLUDE COPY OF DOCUMENT IN OFFER)</b>				
	<b>Description</b>	<b>Issuer</b>	<b>Number</b>	<b>Expiration</b>
1.	Arizona Board of Technical Registration	State of Arizona	11754-0	09/30/17
2.	Arizona business license	State of Arizona	N/A	
3.				

**End of Attachment 2-B**



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Attachment 3-A  
**Method Proposal**  
(Method of Approach)

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**RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST**

**End of Attachment 3-A**



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Attachment 3-B  
**Key Personnel Proposal**

Answer all questions thoroughly in the spaces provided. **Complete this form in full for each one of the key personnel who will participate in this contract.** Insert or attach a separate resume if desired, but any attached resumes are supplemental to this form and **do not substitute resumes for this form.** Offeror shall list any resume filename within the Key Personnel Form resume section and Attach as titled in ProcureAZ with offer. Resumes shall not be listed in Attachment 3-B as Supplements.

<b>1</b>	<b>Name:</b>	Brian Johns	How long with company?	23years
	Current position in company:	Registered Architect and President	How long in position?	8 years
	Position for the Services:	Architect	How much of time will be dedicated to the Services?	100%
	What primary functions will be assigned?	Architectural Design		
	Describe person's experience in performing services like those that are to be assigned:	Brian has been involved with the design and participation of all the projects in our portfolio including a significant amount of school renovation and additional projects across the state. He has been involved in all aspects of educational, municipal, commercial, residential, church, veterinary, and other design from schematic design through construction administration.		
	List person's job-related training and education:	Brian earned a Bachelor of Science Degree in Architecture from the University of New Mexico in 1993. He is affiliated with American Institute of Architects, Member of the Town of Gilbert's Design Review Board, Member of Gilbert Chamber of Commerce, Member of Arizona Veterinary Medical Association, Member of Gilbert Parks and Recreation Board, Town of Gilbert Leadership Academy Graduate Class 23.  Brian has his Architectural License with the State of Arizona #49821.		



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<b>Resume:</b>	<a href="#">List filename:</a> None
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<b>2</b>	<b>Name:</b>	<input type="checkbox"/> Marcus Murray	<b>How long with company?</b>	<input type="checkbox"/> 29 years
	<b>Current position in company:</b>	<input type="checkbox"/> Senior Project Manager	<b>How long in position?</b>	<input type="checkbox"/> 21 years
	<b>Position for the Services:</b>	<input type="checkbox"/> Project Manager/Designer	<b>How much of time will be dedicated to the Services?</b>	<input checked="" type="checkbox"/> % 100%
	<b>What primary functions will be assigned?</b>	<input type="checkbox"/> He is a Principal and will serve as Sr. Quality Control Manager for the in-house and consultant creation of construction documents and specifications.		
	<b>Describe person's experience in performing services like those that are to be assigned:</b>	<input type="checkbox"/> Marcus has over 25 years of experience in his professional field. Knowledge and design skills have established him as a valuable member of the design team in the production of construction documents. He has gained essential experience by working closely with clients and contractors. His meticulous review instructions have averted potential problems, and his attention to detail will facilitate immediate answers to questions that may arise.		
	<b>List person's job-related training and education:</b>	<input type="checkbox"/> Marcus earned a Bachelor of Science in Architecture from the University of Montana State. He continues to update his knowledge by attending seminars and getting CEU's in International Building Code and other architectural related topics.		
	<b>Resume:</b>	<input type="checkbox"/> <a href="#">List filename:</a> None		

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**ATTACHMENT 3-B SUPPLEMENTS:**

(For submission of additional Key Personnel qualifications beyond the number of forms provided in the Offer Documents: Offeror shall copy the Key Personnel Form in its entirety and complete in a separate Word Document for submission with the offer, and list file name below or type "None" on first line if not applicable. Offeror shall title Supplement(s) with the same title as named herein and upload with offer.).

	Title	Document Date	No. of pages	Purpose in Offer
1.	None	x	x	

(NOTE: The Offeror may insert additional rows as required).

**End of Attachment 3-B**





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Attachment 3-C  
**Proposed Subcontractors**

**RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST**

Check "NO" if you WILL NOT subcontract any portion of the Work and will therefore be carrying out all of the Work with your own personnel.

NO, the Offeror will not subcontract any portion of the Work.

If you WILL subcontract any portion of the Work, check "YES" below and list name of persons or companies you propose to use as subconsultants.

- Fill in the information in the chart below for every proposed subcontractor – indicate the role and services work the subconsultant may provide in performing any of the services as outlined in the Requirements Document in the solicitation.
- Offeror shall complete an Attachment 3-B Key Personnel Form in its entirety for each proposed subcontractor and submit with offer. The term "Subconsultant" shall be annotated in parenthesis after each subcontractor key personnel name typed in the "Name" section of the 3-B form.
- State may demand additional information about proposed subcontractors as a precondition of award.

YES, the Offeror will use the Subcontractors listed below:

	<b>Subcontractor Key Personnel Name; Subcontractor Firm Name and Contact Information</b>	<b>List Proposed Subcontractor Role(s) and Services</b>	<b>Capacity % Dedicated to Perform the Proposed Role/Service For Any Project Under This Contract</b>
1.	Name		
2.	Name		
3.	Name		
4.	Name		
5.	Name		
6.	Name		
7.	Name		
8.	Name		
9.	Name		
10.	Name		



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**ATTACHMENT 3-C SUPPLEMENTS:**

(Offeror to insert as required and list here or type "None" on first line. Offeror shall title any Supplement(s) with the same title as named herein and upload with offer.)

	Title	Document Date	No. of pages	Purpose in Offer
1.	Enter or type "None for Sub #1"	x	x	x
2.	Enter or type "None for Sub #2"	x	x	x
3.	Enter or type "None for Sub #3"	x	x	x
4.	Enter or type "None for Sub #4"	x	x	x
5.	Enter or type "None for Sub #5"	x	x	x
6.	Enter or type "None for Sub #6"	x	x	x
7.	Enter or type "None for Sub #7"	x	x	x
8.	Enter or type "None for Sub #8"	x	x	x
9.	Enter or type "None for Sub #9"	x	x	x
10.	Enter or type "None for Sub #10"	x	x	x

**End of Attachment 3-C**

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Attachment 3-D  
Performance Guarantee

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**RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST**

**End of Attachment 3-D**



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Attachment 4  
Pricing Sheet

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RESERVED FOR AWARDED DESIGN PROFESSIONAL SERVICE ORDER CONTRACT

End of Attachment 4

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Attachment 5-A  
**Confidential Information Designation**

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract.

Recognizing there may be materials included in a solicitation response that are proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (copy attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

Complete this form return it with your Offer along with the appropriate supporting information to assist State in making its determination as to whether any of the materials submitted as part of your Offer should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

STATE WILL NOT CONSIDER ANY MATERIAL IN YOUR OFFER "CONFIDENTIAL" UNLESS DESIGNATED ON THIS FORM.

**Check one of the following – if neither is checked, State will assume that as equivalent to "DOES NOT":**

<input checked="" type="checkbox"/>	This response DOES NOT contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
<input type="checkbox"/>	This response DOES contain trade secret information because it contains information that: <ol style="list-style-type: none"> <li>1. Is a formula, pattern, compilation, program, device, method, technique or process, AND</li> <li>2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; AND</li> <li>3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.</li> </ol>

NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State may make its own determination on materials in accordance with A.A.C. R2-7-103.

If State agrees with Offeror's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, Offeror agrees that the entire Offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Offeror agrees to indemnify and hold State, its agents and employees, harmless from any claims or causes of action relating to State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by State in defending such an action.

Associated Architects, Inc.



Offeror Company Name
<input checked="" type="checkbox"/> 6 E. Palo Verde Street Suite 1
Address

Signature of Authorized Person
<input checked="" type="checkbox"/> Brian Johns, RA
Printed Name

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Gilbert, AZ 85296

President

City	State	Zip	Title
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**ATTACHMENT 5-A SUPPLEMENTS:**

(Offeror to insert as required and list here or type "None" on first line. Offeror shall title any Supplement(s) with the same title as named herein and upload with offer.)

	Title	Document Date	No. of pages	Purpose in Offer
1.	Enter or type "None"	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Enter or delete row if not needed			
3.	Enter or delete row if not needed			
4.	Enter or delete row if not needed			
5.	Enter or delete row if not needed			
6.	Enter or delete row if not needed			
7.	Enter or delete row if not needed			

**End of Attachment 5-A**



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**Copy of A.A.C. R2-7-103 [Confidential Information]  
as was current at time of Solicitation issuance**

PROVIDED FOR REFERENCE ONLY

- A. *If a person wants to assert that a person's offer, specification, or protest contains a trade secret or other proprietary information, a person shall include with the submission a statement supporting this assertion. A person shall clearly designate any trade secret and other proprietary information, using the term "confidential". Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.*
- B. *Until a final determination is made under subsection (C), an agency chief procurement officer shall not disclose information designated as confidential under subsection (A) except to those individuals deemed by an agency chief procurement officer to have a legitimate state interest.*
- C. *Upon receipt of a submission, an agency chief procurement officer shall make one of the following written determinations:*
- 1. The designated information is confidential and the agency chief procurement officer shall not disclose the information except to those individuals deemed by the agency chief procurement officer to have a legitimate state interest;*
  - 2. The designated information is not confidential; or*
  - 3. Additional information is required before a final confidentiality determination can be made.*
- D. *If an agency chief procurement officer determines that information submitted is not confidential, a person who made the submission shall be notified in writing. The notice shall include a time period for requesting a review of the determination by the state procurement administrator.*
- E. *An agency chief procurement officer may release information designated as confidential under subsection (A) if:*
- 1. A request for review is not received by the state procurement administrator within the time period specified in the notice; or*
  - 2. The state procurement administrator, after review, makes a written determination that the designated information is not confidential.*

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Attachment 5-B  
**Conformance Statements**

STATE WILL NOT CONSIDER ANY EXCEPTIONS UNLESS DESIGNATED ON THIS FORM.

READ THE INSTRUCTIONS TO OFFERORS BEFORE TAKING ANY EXCEPTIONS – TAKING EXCEPTIONS CAN BE  
 GROUNDS FOR STATE REJECTING YOUR OFFER IN EVALUATION.

**CONFORMANCE TO THE INSTRUCTIONS:**  
 (PART 1 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the Solicitation Summary in Section 1-A of the Solicitation Documents and the Instructions to Offerors in Section 1-B of the Solicitation Documents and the and attests that its Offer complies with both.

NO – Offeror acknowledges that it has read and understands the Solicitation Summary in Section 1-A of the Solicitation Documents and the Instructions to Offerors in Section 1-B of the Solicitation Documents, and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 1**.

**CONFORMANCE TO THE CONTRACT TERMS AND CONDITIONS:**  
 (PART 2 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the [AIA Documents \(for state agencies only\), and Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices, in Part 2 of the Solicitation Documents](#) and attests that its Offer complies with both.

NO – Offeror acknowledges that it has read and understands the [AIA Documents \(for state agencies only\), and Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices](#) in Part 2 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 2**.

**CONFORMANCE TO THE TECHNICAL DOCUMENTS:**  
 (PART 3 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the [Requirements Document and the Compensation Document](#) in Part 3 of the Solicitation Documents and attests that its Offer complies with both.

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	<p style="text-align: center;"><b>Request for Qualifications</b> Solicitation No. <b>ADSP017-00006796</b> Description: <b>2017 Annual Professional Services List</b></p>	<p style="text-align: center;">Arizona Department of Administration <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007</p>
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NO – Offeror acknowledges that it has read and understands the [Requirements Document and the Compensation Document](#), in Part 3 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 3**.

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ATTACHMENT 5-B Supplement No. 1:

**Exceptions to Instructions**

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 1-A: Solicitation Summary</b>		
x	x	x
x	x	x
x	x	x
<b>Section 1-B: Instructions to Offerors</b>		
x	x	x
x	x	x
x	x	x

Associated Architects, Inc.



Company Name

Signature of Person Authorized to Sign

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ATTACHMENT 5-B Supplement No. 2:  
**Exceptions to Contract Terms & Conditions**

Article/ Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 2-A: Special Terms &amp; Conditions</b>		
x	x	x
x	x	x
x	x	x
x	x	x
x	x	x
<b>Section 2-B: Uniform Terms &amp; Conditions</b>		
x	x	x
x	x	x
x	x	x
<b>Section 2-C: AIA Documents with AZ Modifications</b>		
x	x	x
x	x	x
x	x	x

Associated Architects, Inc.



Company Name

Signature of Person Authorized to Sign

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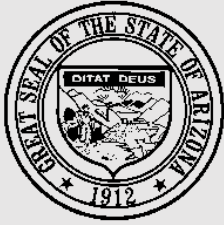
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ATTACHMENT 5-B Supplement No. 3:  
**Exceptions to Technical and Commercial**

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 2-A Scope of Work (<span style="color: blue;">Requirements</span> Document)</b>		
<b>x</b>	x	x
<b>x</b>	x	x
<b>x</b>	x	x
<b>x</b>	x	x
<b>x</b>	x	x
<b>Section 2-B: <span style="color: blue;">Compensation Document</span></b>		
<b>x</b>	x	x
<b>x</b>	x	x
<b>x</b>	x	x
<b>x</b>	x	x
<b>x</b>	X	x

Associated Architects, Inc. <hr/> Company Name	 <hr/> Signature of Person Authorized to Sign
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**End of Attachment 5-B**



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Attachment 5-C  
**Insurance Evidence**

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**RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST**

**End of Attachment 5-C**

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Attachment 5-D  
**Offer Checklist**

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT SUBMIT ALL ATTACHMENTS.

	DOCUMENT	SUBMITTED
1.	Attachment 1: Offer and Acceptance Form	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
2.	Attachment 2-A: Experience and Capacity	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
3.	Attachment 2-A: References	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
4.	Attachment 2-B: Organization Profile	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
5.	Attachment 3-A: Method Proposal – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>no</b>
6.	Attachment 3-B: Key Personnel Proposal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
7.	Attachment 3-C: Proposed Subcontractors – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>no</b>
8.	Attachment 3-D: Performance Guarantee – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>no</b>
9.	Attachment 3-E: Israel Boycott Form	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
10.	Attachment 4: Pricing Sheet – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES, <input checked="" type="checkbox"/> <b>no</b>
11.	Attachment 5-A: Confidential Information Designation	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
12.	Attachment 5-B: Conformance Statements	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
13.	Attachment 5-C: Insurance Evidence – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>no</b>
14.	Attachment 5-D: Offer Checklist	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
15.	Excel File: Project Experience Number of Projects and Revenue	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
16.	Excel File: 2017 Professional Services List of Firms Services	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no

**End of Attachment 5-D**

**End of Part 4**

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