



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

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.	2/17/2017	
	date		initial

Ayres Associates Inc

Offeror company name

60 E. Rio Salado Parkway, Suite 900

Address

Tempe, AZ 85281

City | State | ZIP

39-0965082

Federal tax identifier (EIN or SSN)



Signature of person authorized to sign Offer

BAO

Initials

Bruce A. Ommen, PE, Executive Vice President

Printed name and title

Daniel J. Hartig, PE

Contact name and title

HartigD@AyresAssociates.com 602.275.2655

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

Gina DeCotiis

Procurement Officer printed name

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
Papago Park Ramada Design, Tempe, AZ	2017		City of Tempe, AZ	\$27,135 (design)	\$27,135	Providing concept, design development and final construction plans for the development of two new ramadas in Papago Park in Tempe, AZ.
Transportation Master Plan, Queen Creek, AZ	2016	N/A	Town of Queen Creek, AZ	\$156,500 (study)	\$156,500	Project involves preparing multi-modal transportation master plan (TMP) for Town of Queen Creek. Plan will incorporate all modes, including streets, transit, bicycles, pedestrians, and intelligent transportation. TMP will focus out to 2035.
City of Tempe Aquatic Needs Assessment, Tempe, AZ	2017	N/A	City of Tempe, AZ	\$25,000 (study)	\$25,000	Providing aquatic needs assessment for City of Tempe, AZ.
12 th Street Bridge over Central Canal Replacement, Yuma County, AZ	2017		Yuma County, AZ	\$203,373 (design)	\$203,373	Project involves completing construction plans for reconstruction of Yuma County 12th Street bridge over Central Canal. Project elements include survey;



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						geotechnical investigation; environmental studies; drainage report; roadway, bridge, and traffic engineering; and plans, specifications, and estimates (PS&E). 60% complete.
Rural Road Fiber Optic Cable Installation for Signal Coordination, Tempe, AZ	2017		City of Tempe	\$219,254 (design)	\$219,254	Project involves designing fiber optic backbone for length of Rural Road to improve real time traffic signal operations and traffic flow along 8-mile corridor. Preparing PS&E package for installation of conduit and fiber optic cable along corridor to connect 32 signalized intersections. 95% complete.

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Attachment 2-A
Experience and Capacity

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2.0 EMPLOYEES BY DISCIPLINE

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

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	8	
CADD Technician	P	15	
Civil Engineer	P	36	
Construction Inspector	P	2	
Environmental Engineer	P	6	
Geographic Information Systems Specialist	P	1	
Geologist	P	4	
Hydrographic Surveyor	S	2	
Hydrogeologist	P	2	
Landscape Architect	P	9	
Photogrammetrist	P	17	



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Project Manager	S	31	
Structural Engineer	P	16	
Transportation Engineer	P	33	
Water Resources Engineer	P	18	
Total		200	

3.0 FIRMS EXPERIENCE AND REVENUE

- a. Firm shall complete the Excel spreadsheet titled “Amendment I Project Experience Number of Projects and Revenue”, using same document title and upload in Excel format as an “Attachment” with firm’s offer in ProcureAZ. [\(NOTE: Amendment I version clarifies column instructions and additions of project experience categories\).](#)

4.0 FIRMS SERVICES

- a. Firm shall complete the Excel spreadsheet titled “**2017 Professional Services List of Firms Services**” [shall be completed and uploaded in Excel format only as an “Attachment” in ProcureAZ at time of offer submission.](#)

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

FIRMS NAME (INSERT NAME): Ayres Associates 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	200		
Activity Centers				Landscape Architecture	61	1	1
Aerial Photography; Airborne Data and Imagery Collection and Analysis	175			LEED Accredited A/E			
Agricultural Development; Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning			
Air Pollution Control				Libraries; Museums; Galleries			
Airports; Navajids; Airport Lighting; Aircraft Fueling				Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	5		
Airports; Terminals and Hangars; Freight Handling				Lighting (Interior; Display; Theater, Etc.)			
Animal Facilities				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	240	2	1	Metallurgy			
Cartography				Mining and Mineralogy	20		
Cemeteries (Planning and Relocation)				Modular Systems Design; Pre-Fabricated Structures or Components			
Chemical Processing and Storage				Mold Investigation			
Child Care/Development Facilities				Museums			
Codes; Standards; Ordinances				Nuclear Facilities; Nuclear Shielding			
Cold Storage; Refrigeration and Fast Freeze				Office Buildings; Industrial Parks	8		
Commercial Building (Low Rise); Shopping Centers	5			Outdoor Recreation	24	1	1
Communications Systems; TV; Microwave				Petroleum and Fuel (Storage and Distribution)			
Community Facilities	3			Phase I Environmental	100		
Computer Facilities				Photogrammetry	180		
Conservation and Resource Management				Pipelines (Cross-Country - Liquid and Gas)			
Construction Management	100			Plumbing and Piping Design			
Construction Materials Testing				Pneumatic Structures; Air-Support Buildings			
Construction Surveying	250			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			
Cryogenic Facilities				Radar; Sonar; Radio and Radar Telescopes			
Dams (Concrete; Arch)	25			Radio Frequency Systems and Shieldings			
Dams (Earth; Rock); Dikes; Levees	50			Railroad; Rapid Transit			
Desalination (Process and Facilities)				Recreation Facilities (Parks, Marinas, Etc.)	46	1	1
Design & Planning Structured Parking Facilities				Refrigeration Plants/Systems			
Design-Build - Preparation of Requests for Proposals				Rehabilitation (Buildings; Structures; Facilities)	5		
Detention Security Systems				Research Facilities			
Digital Elevation and Terrain Model Development	50			Resources Recovery; Recycling			
Digital Orthophotography	100			Rivers; Canals; Waterways; Flood Control	120	1	1
Dining Halls; Clubs; Restaurants				Roof Infrared Imaging to Identify Water Leaks			
Disability / Special Needs				Roofing			
Dredging Studies and Design	5			Safety Engineering; Accident Studies; OSHA Studies			
Ecological and Archeological Investigations				Security Systems; Intruder and Smoke Detection			
Educational Facilities; Classrooms	5			Seismic Designs and Studies			
Electrical Studies and Design				Sewage Collection, Treatment and Disposal	25		
Electronics				Soils and Geologic Studies; Foundations			
Elevators; Escalators; People-Movers				Solar Energy Utilization			
Energy / Water Auditing Savings				Solid Wastes; Incineration; Landfill	60		
Energy Conservation; New Energy Sources				Special Environments; Clean Rooms, Etc.			
Environmental Impact Studies, Assessments or Statements	120	1		Specifications Writing			
Fallout Shelters; Blast-Resistant Design				Storm Water Handling and Facilities	75		
Fire Protection				Structural Design; Special Structures	10		
Fisheries; Fish Ladders	3			Surveying; Platting; Mapping; Flood Plain Studies	50		
Forensic Engineering				Sustainable Design			
Garages; Vehicles Maintenance Facilities; Parking	10			Swimming Pools			
Gas Systems (Propane; Natural, Etc.)				Testing and Inspection Services	300		
Geodetic Surveying: Ground and Airborne	30			Topographic Surveying and Mapping	150		
Heating; Ventilating; Air Conditioning				Towers (Self-Supporting and Guyed Systems)			
Highways; Streets; Airfield Paving; Parking Lots	375	1	1	Toxicology			
Historical Preservation				Traffic and Transportation Engineering	132	4	1
Hospital and Medical Facilities				Traffic Studies	50		
Hotels; Motels				Transportation			
Housing (Residential, Multi-Family; Apartments; Condominiums)	7						see traffic and transportation engineering
Hydraulics and Pneumatics				Tunnels and Subways			
Hydrographic Surveying	10			Urban Renewals; Community Development	15	2	1
Industrial Buildings; Manufacturing Plants	6			Utilities (Gas and Steam)	5		
Industrial Processes; Quality Control				Value Analysis; Life-Cycle Costing			
Industrial Waste Treatment				Warehouse and Depots			
Intelligent Transportation Systems	3	1	1	Waste Water Treatment Facility			
Infrastructure				Water Resources; Hydrology; Ground Water	100		
Irrigation; Drainage				Water Supply; Treatment and Distribution	30		
Judicial and Courtroom Facilities	3			Water Well Rehabilitation; Water Well Work			
Laboratories; Medical Research Facilities				Wind Tunnels; Research/Testing Facilities Design			
Labs - General				Zoning; Land Use Studies			
Labs - Research - Dry							
Labs - Research - Wet							

Professional Services	Revenue Index Number
	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



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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
	Town of Queen Creek, 22358 S. Ellsworth Road, Queen Creek, AZ 85142	Mohamed Youssef, Traffic Engineer	May 2015	Ongoing
	Phone Number	Email Address		
	480-358-3144	mohamed.youssef@queencreek.org		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.			
	Transportation Master Plan, Town of Queen Creek AZ, \$156,500 /\$156,500, Master Plan			
	Services performed similar to those described in Solicitation			
	Master planning, public involvement			
2	Client Company/Address	Contact	Begin Date	End Date
	City of Tempe, PO Box 5002, Tempe, AZ 85280	Catherine Hollow, PE	June 2015	Ongoing
	Phone Number	Email Address		
	480-350-8445	catherine_hollow@tempe.gov		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.			
	Rural Road Fiber Optic Cable Installation for Signal Coordination, Tempe AZ, \$116,738/\$219,254, Traffic Signal Coordinaton			
	Services performed similar to those described in Solicitation			
	Design of fiber optic backbone, prepared PS&E, environmental studies, traffic engineering			
3	Client Company/Address	Contact	Begin Date	End Date
	City of Tempe, PO Box 5002, Tempe AZ 85280	Chris Kabala	Oct. 2016	Ongoing
	Phone Number	Email Address		
	480-350-8585	chris_kabala@tempe.gov		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.			



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Papago Park Ramada Design, Tempe AZ, \$27,135, Ramada

Services performed similar to those described in Solicitation

Providing concept, design development and final construction plans for the development of two new ramadas in Papago Park in Tempe, AZ.

End of Attachment 2-A

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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

Firm Name	Ayres Associates Inc	Year established	1959	
Principal address (street, city, state)	3433 Oakwood Hills Parkway, Eau Claire WI 54701			
Entity type:	Corporation	Structure:	Corporation	
Branch or Division:	Tempe, AZ	Parent:	n/a	
Years the organization has conducted business in Arizona.			9	
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
1	Daniel Hartig, PE	Contract Manager	602-275-2655	HartigD@AyresAssociates.com
2	Bruce Ommen, PE	Executive Vice President	715-834-3161	OmmenB@AyresAssociates.com
3	Blake Theisen, PLA	Project Manager	608-255-0800	TheisenB@AyresAssociates.com
Firm Professional Licenses/Certifications (INCLUDE COPY OF DOCUMENT IN OFFER)				
	Description	Issuer	Number	Expiration
1	Arizona Board of Technical Registration	State of Arizona	13510-1	5/31/2017
2	Arizona business license	State of Arizona	F-1217899-4	7/26/2017
3				

End of Attachment 2-B



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Attachment 3-A
Method Proposal
(Method of Approach)

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.

1	Name:	Dan Hartig, PE	How long with company?	9 years
	Current position in company:	Manager – Tempe Office	How long in position?	9 years
	Position for the Services:	Transportation Engineer	How much of time will be dedicated to the Services?	50 %
	What primary functions will be assigned?	Dan will be responsible for managing transportation and traffic engineering projects related to this contract.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Dan has more than 43 years of experience (31 in Arizona) in transportation studies and design, transportation engineering, and planning. He has been project principal, project manager, or task leader for the preparation of Design Concept Reports (DCR), environmental documents, traffic engineering PS&E, highway PS&E, arterial street design, corridor studies, traffic impact studies, and intersection improvement designs. He has facilitated public and stakeholder meetings to achieve consensus and has provided leadership to and fostered teamwork among traffic and transportation engineering staff.</p>		
	List person's job-related training and education:	<p>Registrations: Registered Professional Engineer, AZ (#16373)</p> <p>Education: MEngr, Traffic, Pennsylvania State University, 1973; BS, Civil Engineering, University of Delaware, 1972</p> <p>Certifications: Hazard Communication, 2013</p> <p>Professional Involvement: Institute of Transportation Engineers, Member</p>		
	Resume:	None		

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

Date: February 7, 2017
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2	Name:	Blake Theisen, PLA	How long with company?	10 years
	Current position in company:	Landscape Architect	How long in position?	10 years
	Position for the Services:	Project Manager/Landscape Architect	How much of time will be dedicated to the Services?	50 %
	What primary functions will be assigned?	Blake will be responsible for managing landscape architecture projects associated with this contract.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Blake has been providing exceptional recreational facility site analysis, planning, design, and implementation since 1999. His start-to-finish involvement ensures that projects are delivered on time and as envisioned. A skilled and visionary project leader, Blake's project expertise includes comprehensive outdoor recreation plans, park master plans, athletic complexes, community water parks, skate parks, and playgrounds.</p> <p>With a background in botany and ecology, he promotes environmental stewardship throughout facility planning and design.</p> <p>Blake is a regular speaker at state and national conferences on the subjects of innovative design and materials use, public involvement, and community planning. He is a skilled public process facilitator and a trusted convener of community leaders. From a project's conceptualization through its planning and development, he strives for practical, sustainable solutions.</p>		
	List person's job-related training and education:	<p>Registrations: Professional Landscape Architect, AZ (#58881)</p> <p>Education: BA, Botany, Miami University of Oxford, 1999</p> <p>Certifications: Council of Landscape Architectural Registration Boards, 2011 ISA Certified Arbortist, 2000</p> <p>Professional Involvement: Arizona Park and Recreation Association, member; Wisconsin Parks and Recreation Association, member; International Society of Arboriculture, member; American Society of Landscape Architects, member</p>		
	Resume:	None		



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3	Name:	Mathew Frisbie, AIA	How long with company?	19 years
	Current position in company:	Vice President/Architect	How long in position?	19 years
	Position for the Services:	Architect	How much of time will be dedicated to the Services?	50 %
	What primary functions will be assigned?	Mathew will be responsible for managing architectural projects associated with this contract.		
	Describe person's experience in performing services like those that are to be assigned:	<p>As the architectural principal of Ayres Associates, Matt has the in-depth experience needed to lead clients through the planning, design, and construction process. He helps clients in the commercial, government, K-12 education, senior housing, church, and higher education sectors to bring their architectural plans to life.</p> <p>Matt has more than 20 years of professional experience, bringing a creative and solutions-oriented strategy to his projects. He strives to build consensus among project stakeholders and prides himself on cost-effective, practical solutions that meet our clients' operational and financial goals. Our clients tell us that once they've worked with our architecture staff, they trust and value the expertise we bring and the solutions we provide. Our staff becomes a key part of each client's team, due in large part to Matt's leadership.</p>		
	List person's job-related training and education:	<p>Registrations: Registered Architect, AZ (#62128)</p> <p>Education: MArch, Architecture, Montana State University, 1990</p> <p>Certifications: Hazard Communication, 2015</p> <p>Professional Involvement: American Institute of Architects, member; U.S. Green Building Council, member; Society for the Advancement of Gerontological Environments, member; Care Providers of Minnesota, member</p>		
	Resume:	None		



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4	Name:	Chris McMahon, PE	How long with company?	27 years
	Current position in company:	Structural Engineer	How long in that position?	27 years
	Position for the Services:	Structural Engineer	How much of time will be dedicated to the Services?	50%
	What primary functions will be assigned?	Chris will be responsible for providing structural engineering-related services for this contract.		
	Describe person's experience in performing services like those that are to be assigned:	Chris brings remarkable consistency to his structural design, rehabilitation, and analysis work. His comprehensive understanding of structural engineering goes well beyond his design work on hundreds of bridges. He performs bridge inspections, prepares studies for large-scale projects involving multiple structures, and provides structural reviews. As lead structural reviewer for Ayres Associates' hydraulic and structural review contract with the Wisconsin Department of Transportation (WisDOT), Chris has completed 375 structural reviews of grade separation structures, structural rehabilitations, sign bridges, and retaining walls.		
	List person's job-related training and education:	Registrations: Registered Professional Engineer, AZ (#45576) Education: BS, Civil Engineering, University of Wisconsin-Plattville, 1989 Certifications: Certified Bridge Inspector, WI; PADI Certified Scuba Diver; Hazard Communication; Radiation Safety Professional Involvement: American Society of Civil Engineers, member; National Society of Professional Engineers, member		
	Resume:	None		



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5	Name:	Eric Sorensen, PE	How long with company?	22 years
	Current position in company:	Vice President	How long in that position?	22 years
	Position for the Services:	Transportation Engineer	How much of time will be dedicated to the Services?	50%
	What primary functions will be assigned?	Eric will be responsible for managing transportation services related to this contract.		
	Describe person's experience in performing services like those that are to be assigned:	<p>As vice president of transportation operations, Eric oversees transportation and traffic engineering and construction services. He has extensive experience managing and designing transportation related projects for local governments. His experience includes project coordination with government and local agencies, and he has served as resident engineer for construction observation projects. Eric's experience with the technical and social elements of challenging projects enables him to effectively coordinate and successfully complete large and small projects on time and within budget. He is proactive in identifying and addressing project challenges to keep projects on schedule and is committed to keeping major stakeholders informed throughout the design process. He has experience facilitating ad hoc, citizens advisory, and property owner meetings. He is also effective in gathering and incorporating input from many sources to enhance overall design and public involvement efforts.</p>		
	List person's job-related training and education:	<p>Registrations: Registered Professional Engineer, AZ (#45934)</p> <p>Education: BS, Civil Engineering, Transportation Design, University of Minnesota, 1994</p> <p>Certifications: Hazard Communication</p> <p>Professional Involvement: American Council of Engineering Companies, member</p>		
	Resume:	None		



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6	Name:	Brian Schroeder, PE	How long with company?	16 years
	Current position in company:	Supervisor – Structural Inspection	How long in that position?	16 years
	Position for the Services:	Structural Inspector	How much of time will be dedicated to the Services?	50%
	What primary functions will be assigned?	Brian will be responsible for managing structural inspection projects as part of this contract.		
	Describe person's experience in performing services like those that are to be assigned:	As a structural engineer, Brian's responsibilities include bridge design, plan checking, 3-dimensional structural analysis, and structural investigation. His structural investigation work includes topside and underwater inspections of dams and bridges. He is also an engineer coordinator for diving operations for Ayres Associates, which includes in-house training of divers. Brian also manages inspection projects.		
	List person's job-related training and education:	Registrations: Registered Professional Engineer, AZ (#47249) Education: MS, Civil Engineering, North Dakota State University, 1999; BS, Welding Engineering, Ohio State University, 2012 Certifications: Transportation Workers Identification Credential; NDT Level 2 Ultrasonic Testing Professional Involvement: American Society of Civil Engineers, member; Society of American Military Engineers, member; American Welding Society, member		
	Resume:	None		



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7	Name:	Dave Pantzloff, PE	How long with company?	39 years
	Current position in company:	Manager – Structural Engineering	How long in that position?	27 years
	Position for the Services:	Structural Engineer	How much of time will be dedicated to the Services?	50%
	What primary functions will be assigned?	Dave will be responsible for managing structural engineering projects associated with this contract.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Dave has been project engineer and manager for various bridge projects with Ayres Associates since 1978 and has managed the bridge operation since 1990. David has been involved in a variety of structural design projects, including dams, bridges, buildings, tanks, and walls. His current responsibilities include project management of bridge replacement and highway approach roadway reconstruction projects, including engineering design, client contact, and agency coordination. He also oversees and manages the design of large bridges on major rivers, complex interchange structures, and various pedestrian bridges.</p>		
	List person's job-related training and education:	<p>Registrations: Registered Professional Engineer, AZ (#45305)</p> <p>Education: MS, Structural Engineering, Iowa State University, 1977; BS, Civil Engineering, University of Wisconsin-Platteville, 1972</p> <p>Certifications: Hazard Communication</p> <p>Professional Involvement: American Society of Civil Engineers, member; American Council of Engineering Companies, member; National Society of Professional Engineers, member</p>		
	Resume:	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-D
Performance Guarantee

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 3-D



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Attachment 3-E
Israel Boycott Form

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. Recently legislation has been enacted to prohibit the state from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01. This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination of compliance.

As defined by A.R.S. §35-393.01:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - (a) In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
 - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
 - (a) together with other investors that are not subject to this section.
 - (b) that are held in an index fund.
5. "Public entity" means this State, a political subdivision of this STATE or an agency, board, political commission or department of this state or a political subdivision of this state.
6. "Public fund" means the state treasurer or a retirement system.
7. "Restricted companies" means companies that boycott Israel.
8. "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

All offerors must select one of the following:

- My company **does not** participate in, and agrees not to participate in during the term of the contract a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- My company **does** participate in a boycott of Israel as defined by A.R.S. §35-393.01. :

By submitting this response, proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's action based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

<p><u>Ayres Associates Inc</u></p> <p align="center">Company Name</p> <p><u>60 E. Rio Salado Parkway, Suite 900</u></p> <p align="center">Address</p> <p><u>Tempe</u> <u>AZ</u> <u>85281</u></p> <p>City State Zip</p>	<p align="center"></p> <p align="center">Signature of Person Authorized to Sign</p> <p align="center"><u>Bruce A. Ommen, PE</u></p> <p align="center">Printed Name</p> <p align="center"><u>Executive Vice President</u></p> <p align="center">Title</p>
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End of Attachment 3-E

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Attachment 4
Pricing Sheet

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="radio"/>	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"> 1. Is a formula, pattern, compilation, program, device, method, technique or process, AND 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 3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

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.

Ayres Associates Inc

Offeror Company Name
60 E. Rio Salado Parkway, Tempe, AZ 85281
 Address

Signature of Authorized Person
Bruce A. Ommen, PE, Executive Vice President
 Printed Name

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Tempe, AZ 85821

Executive Vice President

City	State	Zip
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Title

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"	x	x	x
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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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
Section 1-A: Solicitation Summary		
x	x	x
x	x	x
x	x	x
Section 1-B: Instructions to Offerors		
x	x	x
x	x	x
x	x	x

Ayres Associates 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
Section 2-A: Special Terms & Conditions		
x	x	x
x	x	x
x	x	x
x	x	x
x	x	x
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-B: Uniform Terms & Conditions		
X	x	x
X	x	x
X	x	x
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-C: AIA Documents with AZ Modifications		
x	x	x
x	x	x
x	x	x

Ayres Associates Inc

Company Name

Signature of Person Authorized to Sign

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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
Section 2-A Scope of Work (Requirements Document)		
x	x	x
x	x	x
x	x	x
x	x	x
x	x	x
Section 2-B: Compensation Document		
x	x	x
x	x	x
x	x	x
x	x	x
x	X	x

Ayres Associates Inc

Company Name

Signature of Person Authorized to Sign

End of Attachment 5-B



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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:	<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 – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
6.	Attachment 3-B: Key Personnel Proposal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
7.	Attachment 3-C: Proposed Subcontractors – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
8.	Attachment 3-D: Performance Guarantee – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
9.	Attachment 3-E: Israel Boycott Form	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
10.	Attachment 4: Pricing Sheet – RESERVED FOR AWARD	<input type="checkbox"/> YES, <input checked="" type="checkbox"/> no
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 – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
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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