



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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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. 02/15/2017 date	RS initial	
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BWS ARCHITECTS

Offeror company name

261 N. Court Avenue

Address

Tucson, AZ 85701

City | State | ZIP

86-0460520

Federal tax identifier (EIN or SSN)



RS

Signature of person authorized to sign Offer

Robin Shambach, Principal

Printed name and title

Robin Shambach, Principal-in-Charge

Contact name and title

rshambach@bwsarchitects.com **520.795.2705**

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 02/15/2017 (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 04/03/2017



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
San Xavier District Government Offices Complex Tucson, AZ	2010	2012	San Xavier District of the Tohono O'odham Natiion	\$8,140,000 (CMAR/GMP)	\$8,230,500 Owner added building security and site enhancements during construction	This new headquarters facility, 37,200 sf, houses 13 administrative departments, Council Chamber that seats 150 with infrastructure for multi-media presentations, reception lobby area, administrative offices, archives, and Ranger Station. The office wings incorporate natural day-lighting to reduce the use of electric lights. The design reflects the cultural traditions of the community as a keeper of the land and its water resources. Relevance: New Construction Programming, Site Master Planning + Concept Design; LEED Gold Certified – sustainable, high use materials. Administrative offices + Public Safety; CM@Risk delivery method.
Southwest Gas Maintenance + Administration Facility Sierra Vista, AZ	2015	2016	Southwest Gas Corp.	\$3,482,657	\$3,824,277 Difference due to owner adding size/scope of rain water harvesting cistern; modifications to welding shop mechanical exhaust equipment.	Southwest Gas Corporation's new Sierra Vista location provides the community with a new 12,000 SF administrative office and service facility. The administrative portion of the building features an open, flexible office plan, conference rooms and training spaces for company employees and community use during off-hours. The facility also includes a welding shop and a large warehouse for parts, tools and materials storage and delivery. Deep overhangs and canopy structures provide shading to the building throughout the year and create large, comfortable, exterior work areas. The building's materials, colors and forms are complimentary and responsive to the immediate surroundings and the desert context.



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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
Eckstrom-Columbus Library Renovations and Expansion Tucson, AZ	2012	2013	Pima County	\$1,035,000	\$867,496	<p>Relevance: New Construction, New Construction, Programming, Site Master Planning + Concept Design; Sustainable, high use materials. Administrative + Maintenance Facilities; Design/Bid/Build delivery method.</p> <p>Built in the late 1970's, this branch library was originally designed to be expanded by completing approximately 3,200 sf of area covered by the original roof. Because of its age the library also needed substantial renovation, which included replacing all of the finish materials, including ceilings and flooring, replace the lighting, and provide a fresh look to the exterior. The original floor plan had not changed in the last 40 years, so the expansion included larger, ADA-compliant restrooms, an additional meeting room, self-checkout stations, and additional computer stations.</p> <p>Relevance: Renovation + Expansion Experience; Project developed from a concept plan generated by County staff; New 3,200 SF addition respects original design; complete renovations of 9,600 SF interior, including HVAC system. Sustainable, high-use materials used. Design/Bid/Build delivery method.</p>
El Rio Community Health Center Congress Street Clinic Tucson, AZ	2013	2014	El Rio Community Health Centers, Inc.	\$10,000,000	\$9,600,000	<p>This new 54,000 square foot clinic, in Downtown Tucson, Arizona, offers an exciting opportunity for the El Rio Community Health Center flagship site to create a fresh image, not only to passersby on West Congress, but also to the broader community that is served by this important health care</p>



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						<p>resource. The 1978 Gomez clinic building has been replaced with the new clinic building which is built nearer the street, placing parking, a landscaped “area of respite”, and a community garden between the new building and the adjacent neighbors. The clinic has been designed with many resource conservation goals and healthy environmental attributes and is pursuing LEED (Leadership in energy and Environmental Design) Certification by the US Green Building Council.</p> <p>Design Innovations include use of the two story lobby to introduce maximum daylighting to interior spaces, visual control of the public spaces and improve patient orientation and way finding. The organization of the clinic was developed to improve patient comfort and experience first. These same considerations had the added benefit to improved staff efficiency and comfort as well.</p> <p>Relevance: The project was completed in two phases to maintain complete operation of the existing facilities while construction was underway. Healthcare + Administrative project experience; LEED/Sustainable experience.</p>
Gladden Farms Elementary School Marana, AZ	2014	2016	Marana Unified School District	\$17.1 Million (GMP)	\$17.1 Million (GMP)	This new, 80,000 SF elementary school (PreK – 6 th grade), was designed to promote project-based learning and encourage student and teacher interaction in new ways. With full height, operable glass walls, classrooms open entirely to shared “learning corridors” where students complete art projects, conduct experiments, participate in break-out sessions, and collaborate with their peers. The classroom “wings” connect to a two-story “commons” area, with



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						<p>balconies, bleacher-stairs and a story-telling nook, that offers opportunities for all-school assemblies, smaller group activities, and the display of student work. Students eat lunch in a cafeteria that includes a full-service kitchen and stage. The building is a simple, integrally colored masonry structure that incorporates the use of colorful shade devices to protect south, east, and west-facing exposures. The continuously insulated, high-performance building envelope will save the district in energy costs over the lifespan of the school.</p> <p>Relevance: Recent Educational experience; state-of-the-art technology + teaching spaces. Representatives from all stake holders, including the superintendent, faculty, staff, students and parents participated in the design process. Using planning workshops, public presentation and hands on design Charrettes we worked collaboratively and gained valuable inside. CM@Risk delivery method.</p>
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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.

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	7 – Tucson Branch 1 – Phoenix Branch
PROJECT MANAGER	S	2	1 – Tucson Branch 1 – Phoenix Branch
CADD TECHNICIAN	P	3	2 – Tucson Branch 1 – Phoenix Branch
CADD TECHNICIAN	S	1	1 – Tucson Branch
COST ENGINEER/ESTIMATOR	P	1	1 – Tucson Branch 1 – Phoenix Branch
OTHER/ADMINISTRATIVE	P	2	2 – Tucson Branch
Total		14	



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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 ADSPO17-00006796 Project Experience Number of Projects and Revenue

ADSPO17-00006796 2017 Annual Professional Services Qualifications List

FIRM NAME: BWS ARCHITECTS

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	4	4	4
Agricultural Development; Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning			
Air Pollution Control				Libraries; Museums; Galleries	1	2	
Airports; Navalds; Airport Lighting; Aircraft Fueling				Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)			
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	3	2		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	1	3		Museums			
Codes; Standards; Ordinances				Nuclear Facilities; Nuclear Shielding			
Cold Storage; Refrigeration and Fast Freeze				Office Buildings; Industrial Parks			
Commercial Building (Low Rise); Shopping Centers	1		2	Outdoor Recreation			
Communications Systems; TV; Microwave				Petroleum and Fuel (Storage and Distribution)			
Community Facilities				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			

Professional Services Index Number	Revenue
1.	Less than \$100,000
2.	\$100,000 to less than \$250,000
3.	\$250,000 to less than \$500,00
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

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 (<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>)			
Design & Planning Structured Parking Facilities	1	3		Refrigeration Plants/Systems			
Design-Build - Preparation of Requests for Proposals				Rehabilitation (<i>Buildings; Structures; Facilities</i>)			
Detention Security Systems				Research Facilities	2	4	
Digital Elevation and Terrain Model Development				Resources Recovery; Recycling			
Digital Orthophotography				Rivers; Canals; Waterways; Flood Control			
Dining Halls; Clubs; Restaurants	1		1	Roof Infrared Imaging to Identify Water Leaks			
Disability / Special Needs				Roofing	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	6	4		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	3	4	2
Garages; Vehicles Maintenance Facilities; Parking				Swimming Pools	1	1	
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	1	2		Traffic and Transportation Engineering			
Hospital and Medical Facilities	20	5	4	Traffic Studies			
Hotels; Motels				Transportation			
<i>Housing (Residential, Multi-Family; Apartments; Condominiums)</i>	1		2	Tunnels and Subways			
Hydraulics and Pneumatics				Urban Renewals; Community Development			
Hydrographic Surveying				Utilities (Gas and Steam)			
Industrial Buildings; Manufacturing Plants				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	2	6		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
	San Xavier District 2018 W. San Xavier Rd, Tucson, AZ 85746	Jerry Carlyle, Vice Chairman	2008	2012
	Phone Number	Email Address		
	520.573.4005	jcarlyle@waknet.or		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. San Xavier Gov't Offices Complex; \$516,923; \$722,449; \$8,230,500; 13 administrative departments, Council Chamber that seats 150 with infrastructure for multi-media presentations, reception lobby area, administrative offices, archives, and Ranger Station.				
Services performed similar to those described in Solicitation Site Planning; Programming, Concept Design; Schematic Design; Design Development + Construction Administration				
2	Client Company/Address	Contact	Begin Date	End Date
	Marana Unified School District 11279 W. Grier Rd. #101, Marana, AZ 85635	Russ Federico, Executive Director, Operational Support	2014	2016
	Phone Number	Email Address		
	520.682.4707	r.a.federico@maranausd.org		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. Gladden Farms Elementary; Marana, AZ; \$965,611; \$1,211,491; \$17.4M; New Elementary PreK-6				
Services performed similar to those described in Solicitation Site Planning; Workshops + Charrettes; Programming, Concept Design; Schematic Design; Design Development + Construction Administration				
3	Client Company/Address	Contact	Begin Date	End Date
	Southwest Gas Corporation 5241 Spring Mtn. Rd., LV, 89150	Ryan Cooley, Project Manager	2015	2016
	Phone Number	Email Address		
	702.232.9460	Ryan.cooley@swgas.com		

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List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.

Maintenance + Admin Facility; \$141,112; \$170,312; \$3,824,277; New 12,000 SF administrative office and service facility.

Services performed similar to those described in Solicitation

Site Planning; Programming, Concept Design; Schematic Design; Design Development + Construction Administration

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	BWS ARCHITECTS		Year established	25
Principal address (street, city, state)	261 N. Court Avenue, Tucson, AZ 85701			
Entity type:	Corporation	Structure:	S-Corporation	
Branch or Division:	341 E. Camelback Rd., #100 Phoenix, AZ 85012	Parent:	N/A	
Years the organization has conducted business in Arizona.			25	
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
1.	Robin Shambach	Principal	520.795.2705	rshambach@bwsarchitects.com
2.	Frank Slingerland	Principal	520.795.2705	fslingerland@bwsarchitects.com
3.	x	x	x	x
Firm Professional Licenses/Certifications (INCLUDE COPY OF DOCUMENT IN OFFER)				
	Description	Issuer	Number	Expiration
1.	Arizona Board of Technical Registration	State of Arizona	10114	4/30/2017
2.	Arizona Corporation Number	State of Arizona	0509603-0	N/A
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:	Robin Shambach, AIA LEED AP	How long with company?	25 years
	Current position in company:	Architect/Managing Principal	How long in position?	20 years
	Position for the Services:	Principal-in-Charge/Project Manager	How much of time will be dedicated to the Services?	15 %/30%
	What primary functions will be assigned?	Robin provides overall leadership, ensure resources are available to the project team, and will be responsible for formal communications with the Owner, and is also responsible for contractual issues. As Project Manager Robin will serve be responsible for the day-to-day interactions with the owner/client, the General Contractor, Consultants and BWS staff, as well as monitoring the schedule and budget and making sure the obligations of the team are met.		
	Describe person's experience in performing services like those that are to be assigned:	With over 30 years of professional practice in Arizona, Robin provides firm leadership in project management and construction technology. She has been with BWS Architects since the beginning, integral to the success of the business and to the firm's educational design specialization. Robin's in-depth knowledge of high-tech educational environments and all projects within the educational continuum makes her an invaluable part of our team. She has strong communication skills and experience working on complex projects. She has developed a reputation for complete, caring attention to her work, from planning through to construction completion.		
	List person's job-related training and education:	<ul style="list-style-type: none"> • Bachelor of Architecture, The University of Arizona, 1985 • U.S. Green Building Council LEED Accredited Professional • Arizona Registration No. 23533 		
	Resume:	BWS Resumes		



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2	Name:	Frank Slingerland, AIA NCARB LEED AP	How long with company?	8 years
	Current position in company:	Architect/Design Principal	How long in position?	8 years
	Position for the Services:	Project Designer	How much of time will be dedicated to the Services?	25 %
	What primary functions will be assigned?	Frank will lead the project design effort focusing on the development of possible alternative concepts and collaborating with the project representatives to test the most creative, cost-effective and functional solutions.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Frank has nearly 30 years of experience in the planning, programming, design, and management of a variety of project types including, educational, governmental, recreational, industrial, commercial, office, justice, and religious facilities. He has been instrumental in the design of successful projects locally, in the State of Arizona, and nationally.</p> <p>In all of his work, Frank strives to create environments that foster learning, encourage interaction, and aesthetically and functionally meet the needs of those who live, work, and play within them. With the belief that thoughtful, contextually sensitive design adds value to any project, his enthusiastic approach makes him a pleasure to work with.</p>		
	List person's job-related training and education:	<ul style="list-style-type: none"> • Master of Architecture, The University of Arizona, 1991 • Bachelor of Architecture, The University of Arizona, 1990 • U.S. Green Building Council LEED Accredited Professional • Arizona Registration No. 28530 • NCARB No. 64865 		
	Resume:	BWS Resumes		



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3	Name:	Sue Gray, AIA LEED AP	How long with company?	1½ years
	Current position in company:	Architect	How long in position?	1½ years
	Position for the Services:	Project Manager	How much of time will be dedicated to the Services?	40 %
	What primary functions will be assigned?	Sue will serve as the design team’s project manager, responsible for the day-to-day interactions with the owner/client, the General Contractor, Consultants and BWS staff. An excellent communicator, Sue is responsible for monitoring the schedule and budget and for making sure the obligations of the team are met.		
	Describe person's experience in performing services like those that are to be assigned:	Sue Gray has nearly 25 years of Project Management expertise formed in Arizona. Sue brings to the team experience in leading school bond campaigns and master planning efforts, as well as in the design and management of many elementary, middle school, K-8, high school, career and technical education centers, Universities and other community related projects. A conscientious and caring professional, Sue is dedicated to her client’s success.		
	List person's job-related training and education:	<ul style="list-style-type: none"> • Bachelor of Architecture, North Dakota State University, 1993 • Bachelor of Environmental Design, North Dakota State University, 1992 • U.S. Green Building Council LEED Accredited Professional • Arizona Registration No. 30775 		
	Resume:	BWS Resumes		



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4	Name:	Holly Damerell, RA LEED AP	How long with company?	12 years
	Current position in company:	Architect	How long in position?	12 years
	Position for the Services:	Project Architect	How much of time will be dedicated to the Services?	60 %
	What primary functions will be assigned?	<p>As Project Architect, Holly is responsible for supporting Frank Slingerland, the team's Project Designer, with technical documentation of the project during the planning and design phases, and will be directly responsible for preparing the working drawings used for construction. Holly is an excellent Construction Administrator as well, and works well in a team environment and is experienced in keeping all parties informed. For larger projects we may add a dedicated Construction Administrator, but Holly will remain intimately involved with the Construction Administration, adding more flexibility and coverage in the field.</p>		
	Describe person's experience in performing services like those that are to be assigned:	<p>Holly Damerell has nearly 25 years of experience as a Project Architect + Construction Administrator. She is not only very knowledgeable about technical construction issues and how buildings go together, but she also has a strong sense of design and looks for opportunities to make every project as attractive as it is useful. She produces accurate, detailed documents quickly and is very effective in a team environment. Holly has served as Project Architect on the U of A Bio Science Research Laboratory Building at the University of Arizona, the El Rio Community Health Center's Congress Street Clinic – LEED Gold Certified, and the San Xavier District's Government Offices Complex – LEED Gold Certified.</p>		
	List person's job-related training and education:	<ul style="list-style-type: none"> • Bachelor of Architecture, North Dakota State University, 1993 • Bachelor of Environmental Design, North Dakota State University, 1992 • U.S. Green Building Council LEED Accredited Professional • Arizona Registration No. 30775 		
	Resume:	BWS Resumes		



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5	Name:	Chris Pinkerton, RA	How long with company?	3 years
	Current position in company:	Architect	How long in position?	3 years
	Position for the Services:	Project Architect	How much of time will be dedicated to the Services?	60 %
	What primary functions will be assigned?	<p>As Project Architect, Chris is responsible for supporting Frank Slingerland, the team's Project Designer, with technical documentation of the project during the planning and design phases, and will be directly responsible for preparing the working drawings used for construction. Chris is an excellent Construction Administrator as well, and works well in a team environment and is experienced in keeping all parties informed. For larger projects we may add a dedicated Construction Administrator, but Chris will remain intimately involved with the Construction Administration, adding more flexibility and coverage in the field.</p>		
	Describe person's experience in performing services like those that are to be assigned:	<p>Chris brings 19 years of experience working on and documenting projects from Programming through Construction Documents. His project experience has been varied from minor interior finishes and remodels to multi-million dollar renovations and new construction projects. Chris recently served as Project Architect for the \$17 M Gladden Farms elementary school, and he also documented the Valley View Early Learning Center, a 19,000 sf expansion to an existing building</p>		
	List person's job-related training and education:	<ul style="list-style-type: none"> • Master of Architecture, The University of Arizona, 1998 • Bachelor of Architecture, The University of Arizona, 1998 • Arizona Registration No. 49842 		
	Resume:	BWS Resumes		



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6	Name:	Tim Kauffman, RA NCARB LEED AP	How long with company?	1 year
	Current position in company:	Architect	Current position in company:	1 year
	Position for the Services:	Project Architect	How much of time will be dedicated to the Services?	60 %
	What primary functions will be assigned?	<p>As Project Architect, Tim is responsible for supporting Frank Slingerland, the team's Project Designer, with technical documentation of the project during the planning and design phases, and will be directly responsible for preparing the working drawings used for construction. Tim is also an excellent Construction Administrator as well, and works well in a team environment and is experienced in keeping all parties informed. For larger projects we may add a dedicated Construction Administrator, but Tim will remain intimately involved with the Construction Administration, adding more flexibility and coverage in the field.</p>		
	Describe person's experience in performing services like those that are to be assigned:	<p>Tim brings 17 years of experience working on and documenting projects from Programming through Construction Administration. His project experience has been varied from minor interior finishes and remodels to multi-million dollar renovations and new construction projects. After beginning his work on ENR2 as the Job Captain for the project during DD's and CD's, Tim continued to work as the Project Architect during the 2+ year construction period, coordinating the design team and managing the Revit model and CA drawings through the completion of the project.</p>		
	List person's job-related training and education:	<ul style="list-style-type: none"> • Master of Architecture, The University of Arizona, 1998 • Bachelor of Architecture, The University of Arizona, 1998 • Arizona Registration No. 49842 		
	Resume:	BWS Resumes		



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7	Name:	Steve McKnight, RA	How long with company?	3 years
	Current position in company:	Architect	Current position in company:	3 years
	Position for the Services:	Construction Administrator	How much of time will be dedicated to the Services?	60 %
	What primary functions will be assigned?	As Construction Administrator, Steve is responsible for supporting the team's Project Architect with construction-related issues, answering RFIs, reviewing submittals, generating ASIs, creating field reports, and providing quality control reviews throughout the design and documentation phases.		
	Describe person's experience in performing services like those that are to be assigned:	Steve has over 25 years' experience in public architecture design, documentation, and construction. Steve is a particularly seasoned Construction Administrator, often working with our Project Architects and serving as the teams' eyes and ears in the field, answering contractor questions, and clarifying design intentions. Steve will be involved in project meetings from the beginning, participating in quality control review sessions and providing constructability input.		
	List person's job-related training and education:	<ul style="list-style-type: none"> • Bachelor of Architecture, Drury University, Hammons School of Architecture, 1993 • Arizona Registration No. 34216 		
	Resume:	BWS Resumes		



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8	Name:	Arthur Stables, CCS LEED AP BD+C	How long with company?	24 years
	Current position in company:	Cost Estimator/Spec Writer/Sustainability Specialist/History Preservation Specialist	Current position in company:	24 years
	Position for the Services:	Cost Estimator/Spec Writer/Sustainability Specialist/History Preservation Specialist	How much of time will be dedicated to the Services?	30 %
	What primary functions will be assigned?	Arthur provides support to the Design Team at every phase with cost estimating and specifications expertise. He will provide cost control throughout with real-time estimating at every phase, including conceptually. Arthur will also lead our team's sustainability effort and assist in the development of the project specifications, applying his Arizona expertise to material and systems selection. Arthur also service on the Historic Commission Planning + Review Committee and serves as our Historic Preservation Specialist.		
	Describe person's experience in performing services like those that are to be assigned:	Arthur has 33 years' experience as a specification writer and 26 years' experience as an estimator and provides support to the Design Team at every phase. He is recognized as an expert on products and materials with "green" content that contribute to sustainable building construction. Arthur works on all of the firm's projects, including their firm's eight LEED Certified projects that range all levels, Platinum, Gold, Silver, Certified – and the Bronze Certified PCC Desert Vista Campus that was the State of Arizona Pilot project for the U.S. Green Building Council.		
	List person's job-related training and education:	<ul style="list-style-type: none"> • Bachelor of Arts/Philosophy, Randolph Macon College, 1977 • U.S. Green Building Council LEED Accredited Professional/Building Design + Construction (BD+C) 		
	Resume:	BWS Resumes		

9	Name: Taryn McGann, AIA	How long with company?	4 years
	Current position in company:	Current position in company:	Architect 1 years
	Position for the Services:	How much of time will be dedicated to the Services?	Project Architect + Architectural Designer 40 %
	What primary functions will be assigned? Taryn will be responsible for assisting both the Project Manager and Project Designer in the office and in the field. She will provide support during the planning and documentation phases through field verification, drawing production, document management, and team coordination efforts. She will also assist in construction administration, offering support in processing construction paperwork, as well as participating in site visits and project punches.		
	Describe person's experience in performing services like those that are to be assigned: Taryn's project experience ranges from large, new facilities, to small interior remodels, and spans all phases of the design and construction process. Taryn recently completed interior remodels at several facilities with Xanterra Parks and Resorts including the interior remodel of the historic train depot in Williams, AZ.; and has worked on the Whiteriver Specialty Clinic for the Phoenix Division of the Indian Health Services.		
	List person's job-related training and education: <ul style="list-style-type: none"> • Bachelor of Architecture, Syracuse University, 2012 • Arizona Registration No. 63621 • NCARB No. 675839 		
	Resume: BWS Resumes		

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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			

(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.

<input type="checkbox"/>	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.

<input checked="" type="checkbox"/>	YES, the Offeror will use the Subcontractors listed below:
-------------------------------------	--

	Subcontractor Key Personnel Name; Subcontractor Firm Name and Contact Information	List Proposed Subcontractor Role(s) and Services	Capacity % Dedicated to Perform the Proposed Role/Service For Any Project Under This Contract
1.	Dave Tyrrell, PE LEED AP Adams + Associates Mechanical - Engineering; 520.323.3858	Mechanical/Plumbing Engineering Commissioning	15%
2.	Donovan Kelly PE + Buzz Wright PE Kelly Wright + Associates 520.887.1919	Mechanical/Plumbing Engineering	15%
3.	Halleh Landon, PE Energy Systems Design 480.481.4900	Mechanical/Plumbing/Electrical + Lighting Engineering	25%
4.	Chris Monrad PE LEED AP Fernando Galvez, PE RCDD Monrad Engineering, Inc. 520.884.0045	Electrical/Lighting/Information Technology/Telecommunications/ Security – Engineering	15%

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5.	Ron Schneider, PE Schneider Structural Engineers 520-512-8183/480-991-8183	Structural Engineering	15%
6.	KPFF /ASE Engineering 520.321.4625	Structural + Civil Engineering	20%
7.	Ryan Stucki, PE Environmental Engineering, Inc. 520.321.4625	Civil Engineering	10%
8.	Don McGann, ASLA McGann + Associates Landscape Architecture 520.297.9540	Landscape Architecture	10%
9.	Allison Colwell, RA RLA LEED AP Colwell Shelor Landscape Architecture 602.633.2195	Landscape Architecture	10%
10			

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.	None	x	x	x

End of Attachment 3-C

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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, 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.

Company Name: BWS Architects	 Signature of Person Authorized to Sign
Address: 341 E. Camelback Rd., #100	Robin Shambach, AIA LEED AP
City: Phoenix State: AZ Zip: 85012	Principal

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.

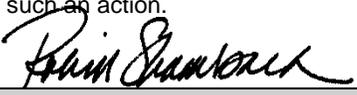
NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State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

BWS Architects

Offeror Company Name
341 E. Camelback Rd., #100, Phoenix, AZ 85012
Address


Signature of Authorized Person
Robin Shambach, AIA LEED AP, Principal
Printed Name

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City	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.	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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 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.

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

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	<p style="text-align: center;">Request for Qualifications Solicitation No. ADSP017-00006796 Description: 2017 Annual Professional Services List</p>	<p style="text-align: center;">Arizona Department of Administration State Procurement Office 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**.

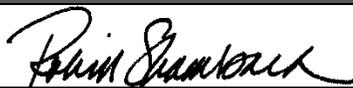
	Request for Qualifications Solicitation No. ADSP017-00006796 Description: 2017 Annual Professional Services List	Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
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ATTACHMENT 5-B Supplement No. 1:

Exceptions to Instructions

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 1-A: Solicitation Summary		
x	None	x
x	x	x
x	x	x
Section 1-B: Instructions to Offerors		
x	None	x
x	x	x
x	x	x

BWS Architects

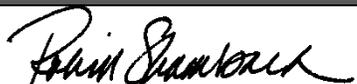

 Signature of Person Authorized to Sign

	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
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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	None	x
x	x	x
x	x	x
x	x	x
x	x	x
Section 2-B: Uniform Terms & Conditions		
X	None	x
X	x	x
X	x	x
Section 2-C: AIA Documents with AZ Modifications		
x	None	x
x	x	x
x	x	x

BWS Architects


 Signature of Person Authorized to Sign

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

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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	None	x
x	x	x
Section 2-B: Compensation Document		
x	None	x
x	x	x

BWS Architects	 Signature of Person Authorized to Sign
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End of Attachment 5-B



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 5-C
Insurance Evidence

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 5-C



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 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 type="checkbox"/> YES <input type="checkbox"/> no
2.	Attachment 2-A: Experience and Capacity	<input type="checkbox"/> YES <input type="checkbox"/> no
3.	Attachment 2-A: References	<input 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

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

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