



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

ATTACHMENT 1..... OFFER AND ACCEPTANCE FORM.....2
 ATTACHMENT 2-A... EXPERIENCE AND CAPACITY3
 1.0..... FIVE (5) EXAMPLE PROJECTS.....3
 ATTACHMENT 2-A... EXPERIENCE AND CAPACITY6
 2.0..... EMPLOYEES BY DISCIPLINE.....6
 3.0..... FIRMS EXPERIENCE AND REVENUE8
 4.0..... FIRMS SERVICES8
 EXPERIENCE REFERENCES:9
 ATTACHMENT 2-B... ORGANIZATION PROFILE 11
 ATTACHMENT 3-A... METHOD PROPOSAL..... 12
 ATTACHMENT 3-B... KEY PERSONNEL PROPOSAL..... 13
 ATTACHMENT 3-C ... PROPOSED SUBCONTRACTORS22
 ATTACHMENT 3-D ... PERFORMANCE GUARANTEE.....24
 ATTACHMENT 3-E... ISRAEL BOYCOTT FORM25
 ATTACHMENT 4..... PRICING SHEET26
 ATTACHMENT 5-A... CONFIDENTIAL INFORMATION DESIGNATION.....27
 ATTACHMENT 5-B... CONFORMANCE STATEMENTS30
 ATTACHMENT 5-C ... INSURANCE EVIDENCE35
 ATTACHMENT 5-D ... OFFER CHECKLIST.....36

--

	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.	2-17-17	AG	
	date		initial	

Carollo Engineers, Inc.

Offeror company name
4600 E. Washington Street, Suite 500
Address
Phoenix, AZ 85034
City State ZIP
86-0899222
Federal tax identifier (EIN or SSN)


	AG
Signature of person authorized to sign Offer	Initials
Andrew Gilmore, P.E., Vice President	
Printed name and title	
Bryan Huey, Associate	
Contact name and title	
BHuey@carollo.com	602-263-9500
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>



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 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.



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

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
ADOA Lewis State Prison Complex 500 Bed Maximum Custody Facility Expansion, Buckeye, AZ	2013	2014	ADOA	\$179,897 Design \$500,000 Construction	\$679,897	Design and construction administration services including preliminary budget estimates, programming, site planning, schematic design, design development, contract documents and contract administration / management for the construction of a 500 Bed Maximum Custody Unit. Responsible for improvements to the wastewater percolation basins.
ADOA State Prison Complex 4,000 Bed Facilities Expansion, Yuma, Tucson, and Goodyear, AZ	2010	2010	ADOA	\$3,107,409 Design \$12,418,527 (GMP)	\$12,418,527 (GMP)	Expansion of the ASPC Yuma WWTP to 0.87 mgd to accommodate the addition of 2,000 beds and the total ASPC 4,000 beds. Expansion included new preliminary, secondary, and tertiary treatment systems. The project required an Aquifer Protection Permit to accommodate reject from the facility's reverse osmosis water treatment plant. Project was a fast-track project. Carollo expanded the facilities at the ASPC Perryville and ASPC Tucson including well rehabilitation and connection to the Tucson water system. Additionally, Carollo provided construction management services.
Casa Grande WRF Phase 3 Expansion, City of Casa Grande, AZ	2009	2012	City of Casa Grande, AZ	\$6,438,245 Design \$52,460,000 Construction	\$58,898,245	Study, permitting, and design to increase the existing facility capacity of 12 mgd. Project elements included a new mechanical system, addition of a fourth anoxic/aeration basin, process optimization of the BNR system, four new secondary clarifiers, new liquid sodium bisulfite dechlorination system, four new aerobic digesters, new biosolids handling building, and new PLC programming. Carollo also provided construction management services.
Ak-Chin Water and Wastewater Improvements, Ak-Chin Indian Community, Maricopa, AZ	2008	2011	Ak-Chin Indian Community	\$4,857,000 Design/ESDC \$31,400,000 (GMP)	\$31,400,000 (GMP)	Award-winning construction manager-at-risk (CMAR) project consisting of a new membrane water plant, wastewater collection system upgrades, reclaimed water system expansion, new 0.6-mgd WRF with MBR technology, activated sludge basins, low pressure UV disinfection, and complete SCADA services. The



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

						projects also included construction management services for both facilities.
APS West Phoenix Power Plant Well 1A Equipping, Design, and CM	2014	2016	Arizona Public Service	\$243,586 Design/ESDC \$750,000 Construction	\$993,586	Equipping, design, and construction of a new well site including above ground piping, instrumentation, electrical work, and construction management services.

	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 2-A
Experience and Capacity

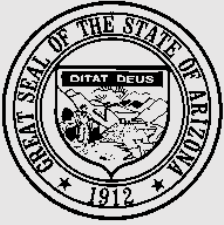
STATE MAY DETERMINE YOUR SUBMITTAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

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).



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

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	5	5-Phoenix
CADD Technician	P	91	13-Phoenix
Chemical Engineer	P	4	2-Phoenix 1-Tucson
Civil Engineer	P	226	22-Phoenix 3-Tucson
Construction Manager	P	18	1-Phoenix
Construction Inspector	P	29	7-Phoenix
Control Systems Engineer	P	29	1-Phoenix
Electrical Engineer	P	45	5-Phoenix
Environmental Engineer	P	237	36-Phoenix 2-Tucson
Mechanical Engineer	P	21	4-Phoenix 1-Tucson
Project Manager	S	116	16-Phoenix
Sanitary Engineer	S	89	17-Phoenix 1-Tucson
Structural Engineer	P	34	4-Phoenix
Other	P	107	65-Phoenix
Total		846	165-Phoenix 7-Tucson



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

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):

TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS) COMPLETED IN LAST THREE YEARS	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only	TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS) COMPLETED IN LAST THREE YEARS	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only
Acoustics, Noise Abatement				Land Surveying			
Activity Centers				Landscape Architecture			
Aerial Photography; Airborne Data and Imagery Collection and Analysis				LEED Accredited A/E			
Agricultural Development; Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning			
Air Pollution Control				Libraries; Museums; Galleries			
Airports; 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				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				Museums			
Codes; Standards; Ordinances				Nuclear Facilities; Nuclear Shielding			
Cold Storage; Refrigeration and Fast Freeze				Office Buildings; Industrial Parks			
Commercial Building (Low Rise); Shopping Centers				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	25	1,282,074.00	13,899,524.01	Plumbing and Piping Design			
Construction Materials Testing				Pneumatic Structures, Air-Support Buildings			
Construction Surveying				Power Generation, Transmission, Distribution			
Controls and Electronics Engineer				Prisons and Correctional Facilities			
Corrosion Control; Cathodic Protection Electrolysis				Product, Machine Equipment Design			
Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting				Public Safety Facilities			
Cryogenic Facilities				Radar; Sonar; Radio and Radar Telescopes			
Dams (Concrete; Arch)				Radio Frequency Systems and Shieldings			
Dams (Earth; Rock); Dikes; Levees				Railroad; Rapid Transit			
Desalination (Process and Facilities)				Recreation Facilities (Parks, Marinas, Etc.)			
Design & Planning Structured Parking Facilities				Refrigeration Plants/Systems			
Design-Build - Preparation of Requests for Proposals	12	22,390,838.47	2,361,319.24	Rehabilitation (Buildings; Structures; Facilities)			
Detection Security Systems				Research Facilities			
Digital Elevation and Terrain Model Development				Resources Recovery; Recycling			
Digital Orthophotography				Rivers; Canals; Waterways; Flood Control			
Dining Halls; Clubs; Restaurants				Roof Infrared Imaging to Identify Water Leaks			
Disability / Special Needs				Roofing			
Dredging Studies and Design				Safety Engineering; Accident Studies; OSHA Studies			
Ecological and Archeological Investigations				Security Systems; Intruder and Smoke Detection			
Educational Facilities; Classrooms				Seismic Designs and Studies			
Electrical Studies and Design				Sewage Collection, Treatment and Disposal			
Electronics				Soils and Geologic Studies; Foundations			
Elevators; Escalators; People-Movers				Solar Energy Utilization			
Energy / Water Auditing Savings				Solid Wastes; Incineration; Landfill			
Energy Conservation; New Energy Sources				Special Environments; Clean Rooms, Etc.			
Environmental Impact Studies, Assessments or Statements				Specifications Writing			
Fallout Shelters; Blast-Resistant Design				Storm Water Handling and Facilities			
Fire Protection				Structural Design; Special Structures			
Fisheries; Fish Ladders				Surveying; Platting; Mapping; Flood Plain Studies			
Forensic Engineering				Sustainable Design			
Garages; Vehicles Maintenance Facilities; Parking				Swimming Pools			
Gas Systems (Propane; Natural, Etc.)				Testing and Inspection Services			
Geodetic Surveying: Ground and Airborne				Topographic Surveying and Mapping			
Heating; Ventilating; Air Conditioning				Towers (Self-Supporting and Guyed Systems)			
Highways; Streets; Airfield Paving; Parking Lots				Toxicology			
Historical Preservation				Traffic and Transportation Engineering			
Hospital and Medical Facilities				Traffic Studies			
Hotels; Motels				Transportation			
Housing (Residential, Multi-Family; Apartments; Condominiums)				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	63	34,740,648.88	1,288,237.96
Intelligent Transportation Systems				Water Resources; Hydrology; Ground Water	2		117,690.21
Infrastructure	92	13,943,777.52	2,361,319.24	Water Supply; Treatment and Distribution			
Irrigation; Drainage				Water Well Rehabilitation; Water Well Work	21	2,243,859.00	563,657.04
Judicial and Courtroom Facilities				Wind Tunnels; Research/Testing Facilities			
Laboratories; Medical Research Facilities				Zoning; Land Use Studies			
Labs - General							
Labs - Research - Dry							
Labs - Research - Wet							

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



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

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
	Apache Junction Water Company 300 E. Superstition Blvd, Bldg. D Apache Junction, AZ 85119	Mr. Michael Loggins Water System Superintendent	8/14/2014	8/31/2016
	Phone Number	Email Address		
	602-240-6860	mloggins@ajcity.net		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. Superstition Area Water Plant Design and Construction; City of Apache Junction, AZ; Original/Final Design Fee: \$632,542; Construction Costs: \$9.5M; Program Facilities: Water Treatment Plant			
	Services performed similar to those described in Solicitation Design/Construction of a 1.5-mgd CAP WTP, finished water pump station, 1/2 mile of transmission main			
2	Client Company/Address	Contact	Begin Date	End Date
	Town of Marana 11555 W. Civic Center Drive, Marana, AZ 85653	Mr. Scott Schladweiler Utilities Engineer	9/15/2016	5/25/2018 (est)
	Phone Number	Email Address		
	520-382-2560	sschladweiler@maranaaz.gov		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. Marana WRF Design and Construction; Town of Marana; Original/Final Design Fee: \$1,607,3880; Construction Costs: \$1.7M (est); Program Facilities: Water Reclamation Facility			
	Services performed similar to those described in Solicitation Design, permitting, and construction manager-at-risk coordination, to expand the facility to 2.0 mgd. Components included headworks, aeration basins, BNR, secondary clarifiers, solids storage and dewatering, and support facilities.			
3	Client Company/Address	Contact	Begin Date	End Date
	Arizona Public Service 9246 West Rascon Loop, Phoenix, AZ 85037	Mr. Thomas Little, Manager, Water Resources Planning	12/15/2014	2/15/16
	Phone Number	Email Address		
	602-744-5006	Thomas.little@aps.com		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. West Phoenix Power Plant Well 1A Design; APS; Original/Final Design Fee: \$102,586; Construction Costs: \$800,000; Program Facilities: Power Plant Well			



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

Services performed similar to those described in Solicitation

Design and construction of a new well site including above ground piping, instrumentation, and electrical work.

End of Attachment 2-A



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 2-B
Organization Profile

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

ORGANIZATION PROFILE

Firm Name	Carollo Engineers, Inc.		Year established	1933
Principal address (street, city, state)	4600 E. Washington Street, Suite 500, Phoenix, AZ 85034			
Entity type:	Corporation	Structure:	S Corporation	
Branch or Division:	Phoenix Branch	Parent:	x	
Years the organization has conducted business in Arizona.				x
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
1.	Andrew Gilmore, PE	Vice President	602-474-4214	AGilmore@carollo.com
2.	Bryan Huey, PE	Associate	602-474-4130	BHuey@carollo.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	10099	3/31/17
2.	Arizona business license	State of Arizona	21005054-F	12/31/17
3.				

End of Attachment 2-B

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

Attachment 3-A
Method Proposal
(Method of Approach)

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 3-A

	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 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:	Andrew Gilmore, PE	How long with company?	11 years
	Current position in company:	Vice President	How long in position?	5 years
	Position for the Services:	Principal-in-Charge	How much of time will be dedicated to the Services?	10 %
	What primary functions will be assigned?	Responsible for contractual negotiations, assuring Carollo's resources are made available, technical oversight, quality management, and facilitating excellent client service.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Gilmore is an accomplished civil engineer with 20 years of experience in project management. His focus is in the areas of water and wastewater treatment process and design, civil site design, permitting and regulatory compliance, master planning, wastewater conveyance, and construction management. Relevant experience includes:</p> <ul style="list-style-type: none"> • Principal-in-charge for the ADOA ASPC 500 Bed Maximum Custody Facility Expansion, City of Buckeye, AZ • Project manager for the ADOA ASPC 4,000 Prison Bed Facilities Expansion, Cities of Yuma, Tucson, and Goodyear, AZ • Technical advisor for the WRF Phase 3 Expansion, City of Casa, AZ • Project engineer for the Southside WRF Solids Dewatering Facility, Albuquerque Bernalillo County Water Utility Authority, NM • Technical advisor for the Ocotillo WRF Expansion Design Phase, City of Chandler, AZ 		
	List person's job-related training and education:	MS Water Engineering BS Engineering Geology Civil Engineer, AZ #41462		
	Resume:	List filename		



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

2	Name:	Bryan Huey, PE	How long with company?	23 years
	Current position in company:	Associate, Project Manager	How long in position?	5 years
	Position for the Services:	Project Manager	How much of time will be dedicated to the Services?	40 %
	What primary functions will be assigned?	<p>Mr. Huey will serve as a hands-on project manager and oversee a cohesive team; establish and maintain the project scope, schedule, and budget; promote open communication; facilitate stakeholder buy-in; and offer technical input to provide cost-effective, efficient, and innovative solutions. He will be your main point of contact for all projects.</p>		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Huey brings 23 years of experience in the design, construction, and start-up of water, wastewater, reclaimed water treatment, and infrastructure facilities. His experience includes pilot plant studies as a design engineer, project manager, and as a resident engineer in the field during construction. Relevant experience includes:</p> <ul style="list-style-type: none"> Water task leader for the ADOA ASPC 4,000 Prison Bed Facilities Expansion, Cities of Yuma, Tucson, and Goodyear, AZ Start-up and commissioning manager for the Ak-Chin Water and Wastewater Improvements project, Ak-Chin Indian Community, Maricopa, AZ Process design engineer for the Union Hills WTP Solids Handling Improvement Design Services, City of Phoenix, AZ Project manager for the Main Street WTP Chlorine Scrubber and Basin Rehabilitation, City of Yuma, AZ Project engineer for the Riggs Road 2-MG Reservoir, Booster Pump Station, and Well Design Build project, Town of Gilbert, AZ 		
	List person's job-related training and education:	<p>MS Environmental Engineering BS Chemical Engineering Civil Engineer, AZ #33428</p>		
	Resume:	List filename		



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

3	Name:	Nathan Nutter, PE	How long with company?	11 years
	Current position in company:	Associate, Project Manager	How long in position?	2 years
	Position for the Services:	Civil/Sanitary Engineer - Wells	How much of time will be dedicated to the Services?	25 %
	What primary functions will be assigned?	Mr. Nutter will support civil/site design. He will lead all efforts as they relate to groundwater management, and well equipping and design.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Nutter has more than 16 years of experience in planning, design and construction management of water and wastewater supply, and collection and treatment systems. He has honed his skills in well technology, including aquifer storage and recovery (ASR) wells, standard production wells, injection wells, and vadose zone wells. Relevant experience includes:</p> <ul style="list-style-type: none"> • Project manager for the APS West Phoenix Power Plant Well 1A project • Project manager for the Deer Valley ASR Well Program Design Services, City of Phoenix, AZ (Award-winning project) • Project manager/project engineer for the ASR Well 9A-Well 300 Construction Administration and Inspection, City of Phoenix, AZ (Award-winning project) • Project engineer for the Well 299 Equipping infrastructure Design, Permitting, and Construction project, City of Phoenix, AZ (Award-winning project) • Project engineer for the Cave Creek ASR Well Design and Construction project, City of Phoenix, AZ (Award-winning project) 		
	List person's job-related training and education:	BS Mechanical Engineering Leadership in Engineering Administration Program (LEAP) graduate Mechanical Engineer, AZ #52220		
	Resume:	List filename		



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

4	Name:	Eric McLeskey, PE	How long with company?	12 years
	Current position in company:	Associate, Planning Manager	Current position in company:	2 years
	Position for the Services:	Civil/Sanitary Engineer - Planning	How much of time will be dedicated to the Services?	25%
	What primary functions will be assigned?	Mr. McLeskey will support civil/site design. He will lead all efforts as they relate to water, wastewater, and integrated water resources master planning.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. McLeskey has more than 12 years of experience in integrated water resources master planning, civil and infrastructure engineering projects, and custom decision support tool development. He is skilled at conducting hydraulic analyses, water demand and wastewater flow projections, asset condition assessments and management, hydraulic model development and calibration, water resources planning, triple bottom line analyses, GIS spatial analysis, and treatment process optimization. Relevant project experience includes:</p> <ul style="list-style-type: none"> • Project manager for the ADOA ASPC 500 Bed Maximum Custody Facility Expansion, City of Buckeye, AZ • Project engineer for the 2-MG Reservoir and Pump Station at Ray and Recker Roads, Town of Gilbert, AZ • Project engineer for the Sewer Manhole Assessment Rehabilitation and Odor Study and Design, City of Chandler, AZ • Modeling engineer for the Integrated Water Resources Master Plan, Town of Gilbert, AZ • GIS lead for the Integrated Utility Master Plan, City of Peoria, AZ 		
	List person's job-related training and education:	MS Civil/Environmental Engineering BS Conservation Biology Civil Engineer, AZ #51579		
	Resume:	List filename		



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

5	Name:	Kirk Gardiner, PE	How long with company?	18 years
	Current position in company:	Associate Vice President / Principal Mechanical Engineer	Current position in company:	1 year
	Position for the Services:	Mechanical Engineer	How much of time will be dedicated to the Services?	25%
	What primary functions will be assigned?	Mr. Gardiner will be responsible for specifying and performing detailed design associated with mechanical equipment, developing specifications, assist with operations and maintenance manuals, and assist in equipment acquisition.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Gardiner has 33 years of experience in mechanical engineering design, plant operations and maintenance work, specification development, equipment acquisition, contract administration, and construction management. He specializes in designing plant improvements and rehabilitation. Mr. Gardiner has extensive experience working in the field, and coupled with his understanding of operator challenges, he is able to bring best solutions to projects. Relevant experience includes:</p> <ul style="list-style-type: none"> • Mechanical engineer for the ADOA ASPC 4,000 Prison Bed Facilities Expansion, Cities of Yuma, Tucson, and Goodyear, AZ • Mechanical engineer for the Ak-Chin Water and Wastewater Improvements project, Ak-Chin Indian Community, Maricopa, AZ • Mechanical engineer for the WRF Phase 3 Expansion, City of Casa, AZ • Mechanical engineer for the 2-MG Reservoir and Pump Station at Ray and Recker Roads, Town of Gilbert, AZ • Mechanical engineer for the Sewer Manhole Assessment Rehabilitation and Odor Study and Design, City of Chandler, AZ 		
	List person's job-related training and education:	BS Mechanical Engineering Mechanical Engineer, AZ #22942		
	Resume:	List filename		



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

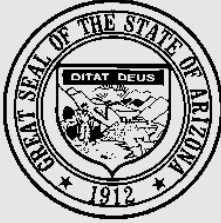
6	Name:	Kevin Angle, PE	How long with company?	10 years
	Current position in company:	Associate Vice President, Principal EI&C Engineer	Current position in company:	1 year
	Position for the Services:	Electrical / I&C Engineer	How much of time will be dedicated to the Services?	25%
	What primary functions will be assigned?	Mr. Angle will provide all electrical / I&C work during a project. He will prepare preliminary electrical designs, supervise electrical engineers and technicians, prepare cost estimates, and develop detailed drawings and specifications.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Angle brings more than 16 years of experience in the design of electrical power distribution systems and controls for water and wastewater projects. He is also experienced in the coordination of electrical work with civil, structural, and mechanical work during both design and construction phases of a project. Relevant project experience includes:</p> <ul style="list-style-type: none"> • Electrical / I&C engineer for the APS West Phoenix Power Plant Well 1A project • Electrical / I&C engineer for the Sewer Manhole Assessment Rehabilitation and Odor Study and Design, City of Chandler, AZ • Electrical / I&C engineer for the Southside WRF Solids Dewatering Facility, Albuquerque Bernalillo County Water Utility Authority, NM • Electrical / I&C engineer for the Airport WRF Expansion Design and Construction, City of Prescott, AZ • Electrical / I&C engineer for the Digesters 8 and 9 Improvements, City of Lubbock, TX 		
	List person's job-related training and education:	BS Electrical Engineering Electrical Engineer, AZ #53655		
	Resume:	List filename		



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

7	Name:	David Geisler, PE	How long with company?	16 years
	Current position in company:	Associate, Supervising Structural Engineer	Current position in company:	3 years
	Position for the Services:	Structural Engineer	How much of time will be dedicated to the Services?	25%
	What primary functions will be assigned?	Mr. Geisler will provide all structural work during a project. He will prepare preliminary structural designs, supervise structural engineers and technicians, prepare cost estimates, and develop detailed drawings and specifications.		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Geisler has more than 19 years of experience in the structural analysis and design of water, wastewater, and stormwater treatment facilities. He has served as design engineer and lead structural engineer on environmental and civil projects from conceptual design through final design and construction. Mr. Geisler also has experience as a resident engineer during construction phases of a project. Relevant experience includes:</p> <ul style="list-style-type: none"> • Structural engineer for the ADOA ASPC 4,000 Prison Bed Facilities Expansion, Cities of Yuma, Tucson, and Goodyear, AZ • Structural engineer for the WRF Phase 3 Expansion, City of Casa, AZ • Structural engineer for the Airport WRF Expansion, City of Chandler, AZ • Structural engineer for the Collection System Facility Improvements Lift Station Rehabilitation, City of Chandler, AZ • Structural engineer for the Oasis Arsenic Treatment Facility, Arizona Water Company, AZ 		
	List person's job-related training and education:	BS Civil Engineering BS Chemical Engineering Structural Engineer, AZ #41080		
	Resume:	List filename		



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

8	Name:	Humberto Acuna, PE	How long with company?	11 years
	Current position in company:	Construction Manager	Current position in company:	11 years
	Position for the Services:	Construction Manager	How much of time will be dedicated to the Services?	25%
	What primary functions will be assigned?	Mr. Acuna will serve as construction manager and develop and implement construction management strategies to keep the project on track and resolve questions in a timely manner. He will direct the project team, monitor construction activities, and attend all meetings.		
	Describe person's experience in performing services like those that are to be assigned:	<p>As a registered professional engineer, Humberto has a thorough understanding of design and construction of water facilities for both public infrastructure and private industry. He communicates and handles intricate construction issues and resolves concerns among all project stakeholders. He possesses over 31 year of experience. Relevant experience includes:</p> <ul style="list-style-type: none"> Construction manager / resident engineer for the Ak-Chin Water and Wastewater Improvements project, Ak-Chin Indian Community, Maricopa, AZ Construction manager for the North WTP 45-mgd Expansion Desin Build project, Town of Gilbert, AZ Construction administration, inspection, and start-up for the Turner Ranch 3-MG Reservoir, Booster Pump Station, Well, and Arsenic Mitigation Design Build project, Town of Gilbert, AZ Construction advisor for the Sewer Manhole Assessment Rehabilitation and Odor Study and Design, City of Chandler, AZ Resident engineer for the Basin N Sanitary Sewer Replacement and Relief Program, City of Phoenix, AZ 		
	List person's job-related training and education:	MBA Management BS Civil Engineering Civil Engineer, AZ #42717		
	Resume:	List filename		

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

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	
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			

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

End of Attachment 3-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 3-C
Proposed Subcontractors

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

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

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

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

1. 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.
2. 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.
3. State may demand additional information about proposed subcontractors as a precondition of award.

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.	Name		
2.	Name		
3.	Name		
4.	Name		
5.	Name		
6.	Name		
7.	Name		
8.	Name		
9.	Name		
10.	Name		



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 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
2.	Enter or type "None for Sub #2"	x	x	x
3.	Enter or type "None for Sub #3"	x	x	x
4.	Enter or type "None for Sub #4"	x	x	x
5.	Enter or type "None for Sub #5"	x	x	x
6.	Enter or type "None for Sub #6"	x	x	x
7.	Enter or type "None for Sub #7"	x	x	x
8.	Enter or type "None for Sub #8"	x	x	x
9.	Enter or type "None for Sub #9"	x	x	x
10.	Enter or type "None for Sub #10"	x	x	x

End of Attachment 3-C

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

Attachment 3-D
Performance Guarantee

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 3-D

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

Attachment 4
Pricing Sheet

RESERVED FOR AWARDED DESIGN PROFESSIONAL SERVICE ORDER CONTRACT

End of Attachment 4

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

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.

Carollo Engineers, Inc.

Offeror Company Name
4600 E. Washington St., Suite 500, Phoenix, AZ 85034



Signature of Authorized Person
Andrew Gilmore, PE

Address

Printed Name

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

Date: February 7, 2017
Page 27 of 36

	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
---	---	---

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City	Title
State	
Zip	

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.	Attachment 2B Organizational Profile	2/17/17	3	Firm Professional Licenses/Certifications
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



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

*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.*

	<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>
---	--	--

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.

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

Date: February 7, 2017
Page 30 of 36

	<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>
---	--	--

- 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
---	---	---

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

Carollo Engineers, Inc.


 Andrew Gilmore, PE

	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-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		
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-B: Uniform Terms & Conditions		
x	None	x
x	x	x
x	x	x
Section 2-C: AIA Documents with AZ Modifications		
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-C: AIA Documents with AZ Modifications		
x	None	x
x	x	x
x	x	x

Carollo Engineers, Inc.

Andrew Gilmore, PE 

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

Date: February 7, 2017
 Page 33 of 36

	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
---	---	---

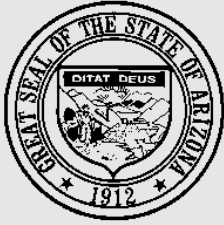
ATTACHMENT 5-B Supplement No. 3:
Exceptions to Technical and Commercial

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

Carollo Engineers, Inc.


 Andrew Gilmore, PE

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 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

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

Date: February 7, 2017
 Page 36 of 36