



Offer and Acceptance

State of Arizona

State Procurement Office

100 N. 15th Ave. Suite 201
Phoenix, AZ 85007

SOLICITATION NO.: ADSPO16-00005912 Request
for Qualifications: 2016 Annual Professional
Services List

PAGE
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Offeror: DRW Engineering Inc

OF
1

OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

DRW Engineering Inc.

Company Name

10320 W. Ms Dowell Rd., Ste. K1136

Address

Avondale

City

AZ

State

85392

Zip

Debbie Rowe

Signature of Person Authorized to Sign Offer

Debbie Rowe

Printed Name

Sec/Treas

Title

Phone: 623-478-8800

Fax: 623-478-8841

drowe@drwengineering.com

Contact Email Address

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1481 through 1465.
3. The Offeror 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 shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. ADSPO16-00005912

The effective date of the Contract is March 1 2016

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona
Awarded this 1st day of March 20 16

[Signature]

Procurement Officer



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
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DEFINITIONS

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

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

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

Firm: Defined in ARS § 32-101(B.19.).

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

SPECIFIC INSTRUCTIONS:

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



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



ATTACHMENT I – General Qualifications

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

List of Disciplines (Function Codes) for Question 2

Table with 3 columns listing various engineering and professional disciplines such as Aeronautical Engineer, Environmental Engineer, Mining Engineer, etc.

List of Experience Categories (Profile Codes for Question 3)

Table with 2 columns listing various experience categories such as Acoustics, Noise Abatement, Dams (Concrete; Arch), etc.



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

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



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

1. Annual Request for Qualifications

a. FIRM (OR BRANCH OFFICE) NAME:	DRW Engineering, Inc.
b. FIRM (OR BRANCH OFFICE) STREET:	10320 W. McDowell Rd., Suite K-1136
c. FIRM (OR BRANCH OFFICE) CITY:	Avondale
d. FIRM (OR BRANCH OFFICE) STATE:	AZ
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	85392
f. YEAR ESTABLISHED:	1999
(g1). OWNERSHIP - TYPE:	S Corporation
(g2). OWNERSHIP - SMALL BUSINESS STATUS:	Small Business
h. POINT OF CONTACT NAME AND TITLE:	Debbie Rowe, Sec/Treas
i. POINT OF CONTACT TELEPHONE NUMBER:	623-478-8800
j. POINT OF CONTACT E-MAIL ADDRESS:	drowe@drwengineering.com
k. NAME OF FIRM (If block 1a is a branch office):	



3. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST YEAR

a. Approximate No. of Projects	b. Experience	c. Revenue Index Number (see below)
3	Commercial Building (Low Rise); Shopping Centers	1
4	Education Facilities; Classrooms	1
3	Highways; Streets; Airfield Paving; Parking Lots	1
1	Housing	1
2	Office Buildings; Industrial Parks	1
1	Recreation Facilities (Parks, Marinas, etc.)	1
1	Refrigeration Plants/Systems	1
14	Surveying; Platting; Mapping; Flood Plain Studies	1
3	Water Supply; Treatment and Distribution	1

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

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



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

a. NAME C. Don Walding	b. ROLE IN THIS CONTRACT Principal Engineer	c. YEARS EXPERIENCE	
		1. TOTAL 39	2. WITH CURRENT FIRM 16
d. LOCATION (City and State) Avondale, AZ			
e. EDUCATION (DEGREE AND SPECIALIZATION) 1975 M.S. in Civil Engineering, University of Arizona 1971 B.S. in Civil Engineering, Texas Tech University		f. PROFESSIONAL TRAINING - REGISTRATIONS Arizona, Civil Engineer since 1976, Registration #10792 Arizona, Land Surveyor since 1999, Registration #33880	
g. OTHER PROFESSIONAL QUALIFICATIONS (Organizations, Awards, etc.) Self-Certified Professional with the City of Phoenix			

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
	Midwestern University Large Animal Facility Glendale, AZ	2015	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Civil Engineering and Surveying for Classroom Buildings, Equine Stalls, Equine Treatment Facility, and Bovine Free Yard on 6.5 acres.		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
2.	Goodwill El Mirage, AZ	2015	2015
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Civil Engineering and Surveying for Goodwill commercial store on 7.5 acres, including additional parking field.		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
3.	Midwestern University Barrel 4 Student Housing Glendale, AZ	2015	2015
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Civil Engineering and Surveying for new Student Housing unit on 2 acres.		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
4.	Shamrock Dairy Phoenix, AZ	2015	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Civil Engineering services for parking field modifications on six acres east of the main building.		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
5.	Midwestern University North Central Plant Glendale, AZ	2015	



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(3) BRIEF DESCRIPTION (*Brief scope, size, cost, etc.*) AND SPECIFIC ROLE

Civil Engineering and Surveying services for a new Central Plant on the north side of the campus.

Check if project performed with current firm



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

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

a. TITLE AND LOCATION <i>(City and State)</i> Midwestern University Glendale, AZ	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Midwestern University	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$30 Million	e. TOTAL COST OF PROJECT 95% Complete
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- f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)
DRW Engineering has been involved with the University and DWL Architects in an aggressive expansion plan for this 165-acre medical school campus since 1999. DRW has provided surveying services and civil design for approximately 43 projects, including expansions of existing physical plants and coordinating existing conditions with new while planning ahead for future projects and infrastructure.

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

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

a. TITLE AND LOCATION <i>(City and State)</i> Elwood Road Improvements	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i> 2015

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Equity Development	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$1.1 Million	e. TOTAL COST OF PROJECT \$1.1 Million
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- f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)
Civil Engineering for half-street paving, water main extension, street lights and landscaping in Elwood Rd., from 24th to 28th Streets.

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

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

a. TITLE AND LOCATION <i>(City and State)</i> Shamrock Foodservice Warehouse #550	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i> 2015

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Shamrock Foods Co.	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$2.5 Million	e. TOTAL COST OF PROJECT \$2.5 Million
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- f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)
DRW Engineering provided surveying and civil engineering services for the remodel of an existing site, including a 24,500 sf building, new 3,845 sf addition with infrastructure upgrades and offsite work in the ADOT right-of-way.



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

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

a. TITLE AND LOCATION (City and State) Children's Learning Adventure Gilbert, AZ	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) 2014

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Children's Learning Adventure Childcare Centers	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$4 Million	e. TOTAL COST OF PROJECT \$4 Million
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- f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)
 DRW Engineering provided surveying services, including ALTA, topo, final plat and legal descriptions; as well as civil engineering services for a child care center on 4.3 acres, including site planning, grading and drainage and onsite utilities.

6. ADDITIONAL INFORMATION

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



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

a. Percentage of Total Work Attributable to State, Federal and Municipal Government Work:	15%
b. Percentage of Total Work Attributable to Non-Government Work:	85%

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

Signature: *Debbie Rowe*

Date: 12/17/15

Name: Debbie Rowe

Title: Sec/Treas