



Offer and Acceptance

State of Arizona
State Procurement Office

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

SOLICITATION NO.: ADSP016-00005912 Request
for Qualifications: 2016 Annual Professional
Services List

PAGE
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Offeror: Environmental Planning Group, LLC

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.

Environmental Planning Group, LLC

Company Name

4141 N 32nd Street, Suite 102

Address

Phoenix

AZ

85018

City

State

Zip

dwilson@epgaz.com

Contact Email Address

Signature of Person Authorized to Sign Offer

David L. Wilson

Printed Name

Director

Title

Phone: 602.956.4370

Fax: 602.956.4374

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. §§ 41-1461 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 X 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. ADSP016-00005912

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

29

day of

February

20

16

Procurement Officer




ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912

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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:	 Environmental Planning Group, LLC
b. FIRM (OR BRANCH OFFICE) STREET:	4141 N. 32 nd Street, Suite 102
c. FIRM (OR BRANCH OFFICE) CITY:	Phoenix
d. FIRM (OR BRANCH OFFICE) STATE:	AZ
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	85018
f. YEAR ESTABLISHED:	1999
(g1). OWNERSHIP - TYPE:	LLC
(g2) OWNERSHIP - SMALL BUSINESS STATUS:	Yes
h. POINT OF CONTACT NAME AND TITLE:	David Wilson
i. POINT OF CONTACT TELEPHONE NUMBER:	(602) 956-4370
j. POINT OF CONTACT E-MAIL ADDRESS:	dwilson@epgaz.com
k. NAME OF FIRM (If block 1a is a branch office):	N/A



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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	Area Master Planning	2
13	Community Facilities	2
1	Conservation and Resource Management	1
3	Construction Management	2
	Dams (Earth; Rock); Dikes; Levees	
58	Ecological and Archaeological Investigations	5
30	Environmental Impact Studies, Assessments or Statements	7
4	Highways; Streets; Airfield Paving; Parking Lots	1
	Historical Preservation	
3	Landscape Architecture	2
10	Recreation Facilities (Parks, Marinas, Etc.)	2
1	Sustainable Design	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 David Wilson	b. ROLE IN THIS CONTRACT Principal	c. YEARS EXPERIENCE	
		1. TOTAL 35	2. WITH CURRENT FIRM 10

d. LOCATION *(City and State)* **Phoenix, Arizona**

e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Landscape Architecture	f. PROFESSIONAL TRAINING - REGISTRATIONS Arizona Registered Landscape Architect #17701
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g. OTHER PROFESSIONAL QUALIFICATIONS *(Organizations, Awards, etc.)*
National Recreation and Parks Association, Arizona Parks and Recreation Association, Arizona State Board of Technical Registration – Enforcement Advisory

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	Pioneer Park Peoria, Arizona	2013	2013
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager. Master planning, design and construction document development for an 85 acre regional sports and community park facility. Mr. Wilson directed the comprehensive design team. The initial work included the programming, master planning, alternative and cost evaluations leading to an approved park master plan. The design phase included plan development for facilities including 6 tournament style baseball fields, 4 soccer fields, a 5-acre urban fishing /irrigation pond, large and small group picnic facilities, a dog park, garden plaza, themed play and splash pad areas. Construction Cost: \$20 Million.	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	ASU Campus Management Plan, Phase 2 Tempe, Arizona	2014	2014
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager. The plan regulates the type and location of mall vehicular entry points and creates a coordinated network of bike and electric cart parking zones. The project addressed sections of Tyler Mall, Palm Walk, Cady Mall, Orange Mall, and Center Point along with other campus walks, plazas, and four parking garage structures. Bike parking areas, development of enclosed bike storage facilities, bike valet areas, and skate board racks were incorporated at 49 separate sites. "Walk-Only Zones" were identified and specialized signage combined with pavement surface graphics were included to define these high-use pedestrian zones and control wheeled vehicle access to the campus malls. Construction Cost: \$1.7 Million.	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	San Mountains Regional Park Queen Creek, Arizona	2005	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Planner. EPG developed the master plan and EIS for this 10,198 acre mountain park area which is managed by Maricopa County under a cooperative agreement with Pinal County and the BLM. An extensive public participation program was implemented to identify and respond to the recreational needs of the region. Site inventory and analysis was performed utilizing this base data. Due to the rugged mountainous conditions, unique Sonoran desert habitat and cultural value of the park site, the identification of low impact recreational uses was essential. Following the development of a variety of alternatives, a preferred master plan was developed and formally adopted by the County Board of Supervisors. Planning Fee: \$294,000	<input type="checkbox"/>	Check if project performed with current firm
4.	Light Rail Segment 5 Tempe, Arizona	2004	2004
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Landscape Architect. Developed linear landscape treatments to mitigate impacts of the 5-mile segment of the light rail. Worked within the established landscape guidelines but also explored opportunities to benefit the visual appeal of the corridor and also the comfort of pedestrians. Plaza areas were created in heavy pedestrian use areas. The landscape treatments responded to the adjacent uses including everything from a desert mountain interface at the Tempe Butte to intense pedestrian areas throughout the ASU Campus.	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	Old Ellsworth Road Streetscape Queen Creek, Arizona	2014	2014
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Landscape Architect. The Queen Creek Old Town area was renovated to enhance the existing commercial properties and to provide connections to the recent modern commercial projects. Prepared a design concept report that identified significant upgrades to the roadway design, the pedestrian corridors, hardscape, and landscape treatments. The upgrades recognized the Town's history and its value of the natural setting while establishing a unifying aesthetic vernacular that provides a memorable setting that is convenient, safe, and comfortable for the users. The team carried out the intent of the design concept with the detailed design of roadway and streetscape plans for phase one. Design Fee: \$93, 700.	<input type="checkbox"/>	Check if project performed with current firm



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a. NAME Michael Park	b. ROLE IN THIS CONTRACT Senior Landscape Architect	c. YEARS EXPERIENCE	
		1. TOTAL 33	2. WITH CURRENT FIRM 8

d. LOCATION (*City and State*) **Phoenix, Arizona**

e. EDUCATION (<i>DEGREE AND SPECIALIZATION</i>) Bachelor of Landscape Architecture	f. PROFESSIONAL TRAINING - REGISTRATIONS Arizona Registered Landscape Architect #27770
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g. OTHER PROFESSIONAL QUALIFICATIONS (*Organizations, Awards, etc.*)
Certified Charrette Planner, National Charrette Institute; Arizona Forward Association, Central Section Board; City of Phoenix Self-Certification (Landscape and Parking)

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (<i>City and State</i>)	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	Pioneer Park Peoria, Arizona	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Specifications Writer and QA/QC. . Master planning, design and construction document development for an 85 acre regional sports and community park facility. Mr. Wilson directed the comprehensive design team. The initial work included the programming, master planning, alternative and cost evaluations leading to an approved park master plan. The design phase included plan development for facilities including 6 tournament style baseball fields, 4 soccer fields, a 5-acre urban fishing /irrigation pond, large and small group picnic facilities, a dog park, garden plaza, themed play and splash pad areas. Construction Cost: \$20 Million.		<input checked="" type="checkbox"/> Check if project performed with current firm
2.	Western Canal Multi-Use Path Tempe, Arizona	2010	2010
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Specifications Writer, QA/QC, and Construction Administration Manager. The multi-use trail is 5-1/2 miles long and traverses the width of Tempe east to west. The multi-use trail parallels SRP's Western Canal and connects to existing residential areas, several neighborhood parks, the Ken McDonald Golf Course, Kiwanis Regional Park and several commercial areas. The project includes a 10-foot wide concrete pathway, a soft path (where feasible), trailheads, pedestrian nodes, arterial and local street crossings/connections, landscaping and irrigation, lighting, and the integration of public art. Construction Cost: \$12 Million		<input checked="" type="checkbox"/> Check if project performed with current firm
3.	Vulture Mountains Regional Park and Recreation Area Master Plan Wickenburg, Arizona	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Project Manager. Prepared the recreation master plan for the 70,000-acre Vulture Mountains Regional Park and Recreation Area. The major project tasks included stakeholder interviews and public involvement, data inventory and analysis, recreation needs assessment, development of master plan alternatives and a preferred master plan, and development of a capital improvement plan. The focus of the recreation area will be on sustainable land management; revenue generating recreation uses, such as campgrounds and day use access; non-motorized backcountry experiences, such as hiking, mountain biking, and equestrian uses; and motorized off-highway vehicle uses. Planning Fee: \$132,000.		<input type="checkbox"/> Check if project performed with current firm
4.	Lower El Mirage Wash Basin El Mirage, Arizona	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Landscape Architect of Record. Regional flood control basin designed in partnership between the FCDMC and the City of El Mirage. The City envisioned the undeveloped and degraded site as a high quality park with a recreation program that includes Little League baseball fields and multi-use/soccer fields. Site features range from turfed fields to sinuous riparian low-flow channels reflective of natural washes meandering through the park site. The American Public Works Association – Arizona Chapter awarded the project the 2013 Public Works Project of the Year in Structures – Less than \$5 Million. Design Fee: \$77,500.		<input checked="" type="checkbox"/> Check if project performed with current firm
5.	Eastmark Streetscapes Mesa, Arizona	2012	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Project Landscape Architect. Provided conceptual design and preparation of construction documents for the arterial streetscape at DMB's newest master planned community at the former GM Mesa Proving Grounds. The project included 3 miles of arterial streetscape development for Ray Road from Ellsworth to Signal Butte, Ellsworth Road from Ray to Knox (alignment), Eastmark Parkway, and Kinnet Parkway. Design Fee: \$127,500.		<input type="checkbox"/> 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> Pioneer Park Peoria, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i> 2013

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER City of Peoria	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$16 Million (For only 1 st phase.)	e. TOTAL COST OF PROJECT \$20 Million (Phasing eliminated with additional funding.)
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

Pioneer Park is the city's second regional-scale park. EPG served as the prime design consultant for both the master planning and the development of the construction documents. EPG directed the design team and worked in collaboration with Haydon Building Corporation as the contractor for this significant design/build project.

The first phase of this park's development included a comprehensive master planning process for this sports field-oriented park. Through site evaluations, resource data were collected and analyzed to determine the opportunities and constraints associated with the regional influences of the area combined with site-specific data. The recreational demands of the area were evaluated and compared with resources available or planned at other future city parks. Once the primary recreational demands were identified, a series of design alternatives were developed to explore how to maximize the site's potential. Twenty-five separate alternatives were developed and presented to the various evaluation groups during the master planning process, leading to the evolution of a preferred plan that was presented to and approved by the City Council.

Primary park features were planned to accommodate state and regional tournament play. Key park elements include a six-field pony league ball field complex with a large multi-purpose turf infield area, restrooms and concessions buildings, four-field soccer complex, five-acre urban fishing lake, three-cell dog park, age-varied shade-covered playground areas, splash pad facility, skate park (future), community garden and heritage feature, large multi-use open turf areas, and a network of pathways and seating nodes.

As part of the master planning effort, the design/build team assigned to this project prepared a detailed phasing and cost analysis plan to give the city the option of selecting the park components and infrastructural elements that would provide the maximum benefit during a phased development process. However, the project was ultimately designed and completed in a single phase with additional funding by the city. The team developed comprehensive construction documents and provided construction administration services also. The project received the Arizona Parks and Recreation Association's 2014 Outstanding Facility Award for populations over 100,000.



Services: Prime Design Consultant
Landscape Architecture
Construction Administration

Dates: Oct. 2008 – Nov. 2013

Reference: Kirk Haines
Parks Manager
(623) 773-7120

Ed Striffler
Design and Constr. Manager
(623) 773-7721





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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> Western Canal Trail Tempe, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2010	CONSTRUCTION <i>(If applicable)</i> 2010

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER City of Tempe	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$12 Million	e. TOTAL COST OF PROJECT \$12 Million
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

This 5.5-mile long, \$12 million urban multi-use trail provides a critical connection to a variety of destinations within the Tempe Trail System and into neighboring cities. The multi-use trail parallels SRP's Western Canal and connects to existing residential areas, several neighborhood parks, the Ken McDonald Golf Course, Kiwanis Regional Park and several commercial areas. The multi-use trail begins at the Arizona Mills Mall and traverses the width of Tempe to Loop 101/Price Freeway, along the historical Sun Circle Trail alignment, where it has been continued by Chandler and Gilbert. The project includes a 10-foot wide concrete pathway, a soft path (where feasible), trailheads, pedestrian nodes, arterial and local street crossings/connections, landscaping and irrigation, lighting, and the integration of public art. Funding for the project was provided by the City of Tempe and a Congestion Mitigation Air Quality grant with the cooperation of Salt River Project. The project was awarded by Valley Forward the prestigious 2010 Crescordia Environmental Excellence Award – Category: Trails.

The trail design provides multi-use opportunities with both hard surface and soft surface trails. Numerous trail nodes were developed to provide convenient resting areas, emphasize points of interest, and incorporate interpretive opportunities along the route. These nodes include pedestrian connections to neighborhoods to facilitate the public's access to the multi-use trail. Each node incorporates unifying design elements, such as lighting, planting, pavement textures, and public art, and responds to the unique character of adjacent neighborhoods and surrounding areas. The variety of node treatments provides a sense of interest and exploration for the users, yet they recognize the overall project design unity. Custom light fixtures and the linear planting of a brilliant flowering groundcover along the entire length provide a design signature to make this trail immediately identifiable.

Frequent collaborative coordination with SRP officials ensures effective maintenance access and compliance with safety standards along the canal and overhead transmission lines. Gentle sweeping curves in the trail alignment were included in the design to allow access for SRP's largest maintenance vehicle. The design meets federal trail design criteria and provides a safe, convenient, and interesting route for the public bicycle commuters and the casual trail users.

Services: Prime Design Consultant
Landscape Architecture
Construction Administration

Dates: Mar. 2005 – Feb. 2010

Reference: Eric Iwersen
Senior Transportation Planner
(480) 350-8810

Mark Weber
Principal Civil Engineer
(623) 350-8526





ATTACHMENT I – General Qualifications

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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) Vulture Mountains Regional Park and Recreation Area Master Plan Wickenburg, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable) 2010

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Maricopa County Parks and Recreation Dept. Bureau of Land Management (Land Partner)	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$120,000 (Planning)	e. TOTAL COST OF PROJECT \$132,000 (Hydrology Task Added)
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g. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

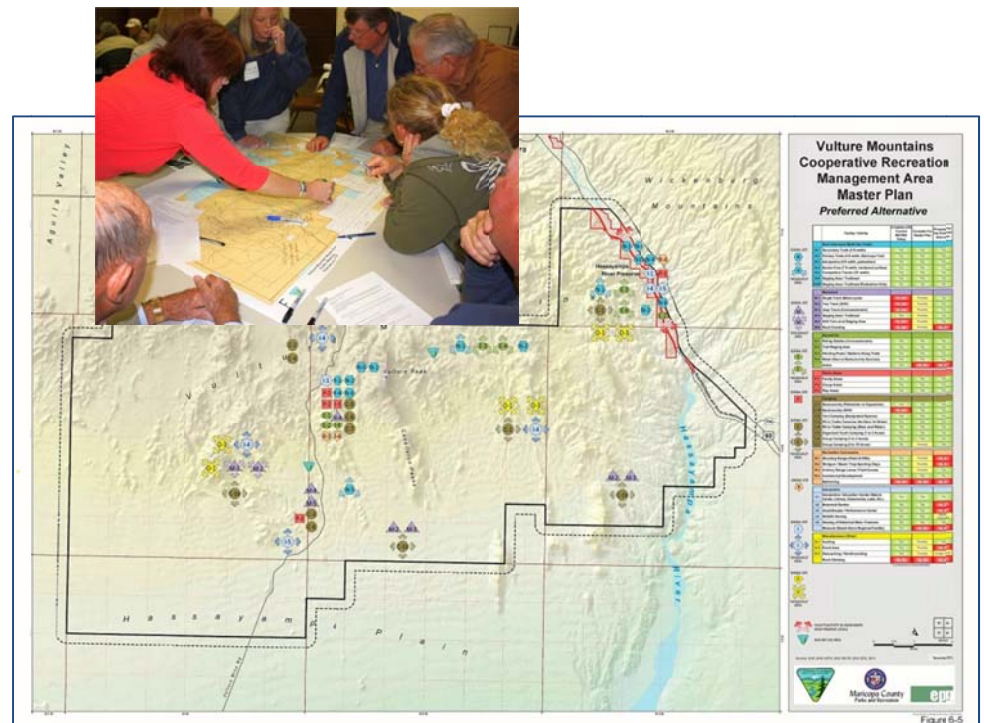
EPG, as the prime consultant, prepared the recreation master plan for the 70,000-acre Vulture Mountains Regional Park and Recreation Area, which will be a facility that will be jointly managed the Maricopa County Parks and Recreation Department and the Bureau of Land Management (BLM). The major project tasks included stakeholder interviews and public involvement, data inventory and analysis, recreation needs assessment, development of master plan alternatives and a preferred master plan, and development of a capital improvement plan. The planning process incorporated opportunities for public review and comment at each major step through regular meetings with a Stakeholder Advisory Group and multiple public open house meetings. Since the majority of the land encompassing the park is owned by the BLM, the planning process was being prepared to be in compliance with the Bradshaw-Harquahala Resource Management Plan. Located south of the town of Wickenburg, the focus of the recreation area will be on sustainable land management; revenue generating recreation uses, such as campgrounds and day use access; non-motorized backcountry experiences, such as hiking, mountain biking, and equestrian uses; and motorized off-highway vehicle uses. The master plan addresses separating the non-motorized and motorized uses via a comprehensive system of trails specifically designed, marked, and managed for the two dissimilar main user groups.

Services: Prime Planning Consultant
Landscape Architecture
Archaeology
Biology

Dates: Feb. 2010 – Mar. 2012

Reference: R.J. Cardin
Director
(928) 501-9200

Jennifer Waller
Operations Manager
(928) 501-9200





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

a. TITLE AND LOCATION (City and State) ASU Campus Management Plan, Phase 2 Tempe, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) 2014

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Arizona State University	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$1.75 Million	e. TOTAL COST OF PROJECT \$1.7 Million
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

EPG served as the prime consultant for this unique and challenging Tempe Campus project. With the continually expanding and extremely heavy pedestrian activities, ASU set out to improve pedestrian and traffic circulation and reduce the conflicts between pedestrians and wheeled vehicles. The work occurred throughout the campus with the primary effort focused on the campus malls. The plan regulates the type and location of vehicular mall entry points and creates a coordinated network of bike and electric cart parking zones. ASU completed phase one using in-house resources. The Phase 2 work addressed a more significant area of the campus and in order to accomplish this task in an expedited time, ASU selected EPG as the prime design consultant. The campus administration initiated a strict deadline for completing a significant portion of the work while students were out on summer break. The Phase 2 work addressed sections of Tyler Mall, Palm Walk, Cady Mall, Orange Mall, and Center Point along with other campus walks, plazas, and four parking garage structures.

The design program involved integrating the base data and guidelines initiated by ASU and preparing a comprehensive, permitted set of construction documents in just over a one-month period. The program included the integration of fixed, collapsible, and removable bollards to control vehicular access. Bike parking areas, utilizing a variety of horizontal and vertical bike rack systems, development of enclosed bike storage facilities, bike valet areas, and skate board racks were incorporated at 49 separate sites. The design of cart parking areas with the associated overnight charging facilities eliminated existing spaces scattered over the campus and incorporated new areas within the existing parking structures. Walk-Only Zones where identified and specialized signage combined with pavement surface graphics were included to define these high-use pedestrian zones and control wheeled vehicle access to the campus malls.

EPG accomplished the University's goal for obtaining permitted plans in less than five weeks and continued to collaborate with the ASU staff and the contractor to ensure this important project was implemented on time.

Services: Prime Design Consultant
Landscape Architecture

Dates: May 2014 – Sep. 2014

Reference: Pedro Chavarriaga
Senior Project Manager
(480) 965-8361
Norman Yatabe
Landscape Project Manager
(480) 727-3746





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6. ADDITIONAL INFORMATION

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

Please refer to the attachment.

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:	5
b. Percentage of Total Work Attributable to Non-Government Work:	95

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

Signature: David L. Wilson

Date: 12/21/15

Name: David L. Wilson

Title: Director

PROJECT TEAM

Environmental Planning Group, LLC (EPG) is pleased to submit our Statement of Qualifications for the Annual Professional Services List for Landscape Architecture to the State of Arizona.

EPG is an interdisciplinary firm with a focus on landscape architecture, planning, and environmental planning. Our firm was established in 1999 and has maintained a staff of

Firm: EPG
4141 N. 32nd Street
Suite 102
Phoenix, AZ 85018
Tel: 602.956.4370

Services: Landscape Architecture
Environmental Planning
Cultural Resources
Earth Resources
Biology
Visual Simulations
Reclamation Restoration
GIS
Public Involvement

Founded: 1999 (15 Years)

more than 75 professionals, including landscape architects, planners, biologists, archaeologists, geographic information system (GIS) specialists, public involvement specialists, and graphic designers. Headquartered in Phoenix, EPG has several offices across

the Southwest and Intermountain West—Las Vegas, Salt Lake City, Denver, Portland, Minneapolis, and Helena. Since EPG's establishment, the firm has continued to expand, adding a number of senior-level staff members and highly qualified support personnel.

Landscape Architectural Design

EPG has consistently been ranked by the *Phoenix Business Journal* as one of the top-tiered firms in the Phoenix region. Currently ranked as the No. 2 landscape architecture firm, EPG provides a wide range of services to public sector clients and all levels of government, as well as to private businesses. These services include

landscape architecture with an emphasis on urban design, park planning and design, and restoration projects. EPG's landscape architects have a proven record for managing multi-disciplinary teams on a variety of municipal projects. Our planning and design group has grown to become one of the largest, most talented, and most diverse such groups in the region—a design group that we have maintained through this economic downturn



because of our drive for, and success in, superior client service. Our Phoenix staff comprises eight personnel who are registered landscape architects and/or hold academic degrees in landscape architecture. We have the expertise and capacity to address, in a timely manner, the site and facility design, document production, and the implementation required for our client's needs. Our staff's collective experience includes master planning and design for parks and open space areas, projects, recreational corridors and trails, streetscape flood control facilities, irrigation improvements, and a wide range of community and commercial facilities.

Our group specializes in using an interdisciplinary approach to effectively transition projects from initial conceptualization through implementation. For each project, we tailor and follow a process that incorporates sound principles, technical expertise, interdisciplinary resources, client objectives, user needs, and designer creativity. This process allows us to reach solutions that are environmentally responsible, innovative, compliant with regulations, economically sound, and responsive to sense of place. We maintain the integrity of the process through careful monitoring, to ensure that initial planning objectives are carried into final solutions and implementation.

Through our experience, we have gained an understanding of pertinent regulations, policies, procedures, and issues relative to project development and success. Furthermore, through our current on-call contract with the City of Phoenix Development Services Department to review landscape inventory, conservation and salvage plans, and planting and irrigation plans, we have gained a clear and comprehensive understanding of the requirements to provide constructability reviews. For site development related issues, our reviews, by necessity,





are based not only in technical knowledge, but also in defensible interpretations of local ordinances and national and international codes.

KEY PERSONNEL

EPG has the staff and capabilities required to manage, master plan, study, and design both large and small projects in a creative, efficient, and cost-effective manner that maintains the project schedule and budget. These capabilities include project administration, client and agency interface, project team coordination, financial and schedule management, graphics, CAD and GIS technology, technical writing and editing, report production, and quality assurance/quality control. Our landscape architecture group is lead by the following individuals, each of whom has unique talents and experiences and can serve as project manager depending on the State's particular project needs:

Dave Wilson, RLA

- *Director of Landscape Architecture*
- *Registered Landscape Architect, Arizona #17701*
- *Bachelor of Landscape Architecture, University of Arizona, 1979*
- *9 Years with EPG*

Mr. Wilson is a 30-year resident of the valley's west side and has more than 35 years of experience throughout the Southwest. He has gained an appreciation of the unique design and environmental issues associated with this region, gaining a diverse background encompassing recreation, urban design, landscape architecture, and planning design projects. His experience includes the direction of many multi-faceted projects from visioning and conceptual development through the completion of

construction documents and construction administration. His primary professional focus has been on parks, recreation, and open space. He has participated as either the Principal or Project Manager on a wide variety of significant park and recreation projects throughout the Phoenix valley. Specific projects while at EPG include Peoria Pioneer Regional Park, ASU Campus Access Management Plan—Phase 2, Chandler Paseo Vista Recreation Area, Scottsdale Chaparral Park Reconstruction, Queen Creek Five Parks Master Plan, and Queen Creek Town Center. Other significant projects have included Maricopa County San Tan Mountains Regional Park Master Plan and Environmental Assessment, Gila River Indian Community's HuHuGam Cultural Center, Phoenix Indian School Park, Phoenix Reach 11 Recreation Area Master Plan, and Phoenix Rio Salado Restoration Area.

Michael Park, RLA

- *Senior Landscape Architect*
- *Registered Landscape Architect, Arizona #27770 and Utah # 4804157*
- *Bachelor of Landscape Architecture, Kansas State University, 1982*
- *7 Years with EPG*

Mr. Park is a 28-year resident of the valley and has more than 30 years of project experience, including recreation planning and design, urban design, and construction documentation for public works projects. His professional skills include master planning, site planning, site design, design guidelines, construction documents and specifications, and construction administration. He has had prime consultant responsibilities for a wide range of multi-disciplinary projects throughout Arizona and the Southwest, including the oversight of projects with significant architectural facility design and construction. Mr.



Matrix of EPG Staff Experience	Urban Design	Streetscapes	Park Master Planning	Park Design	Facility Master Planning	Facility Design	Irrigation Design	Landscape Plan Reviews	Native Plant Inventory Plan Reviews	Salvage Plan Reviews
Dave Wilson, RLA	◆	◆	◆	◆	◆	◆				
Michael Park, RLA	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
John Griffin, RLA		◆	◆	◆	◆	◆	◆	◆	◆	◆
Karen Snodgrass, RLA	◆	◆	◆	◆		◆	◆			
Caree Griffin		◆		◆		◆	◆	◆	◆	◆

Park’s experience includes the project management of many multi-disciplined projects, such as architecture, all aspects of engineering (civil, mechanical, plumbing, electrical, structural, geotechnical, environmental), landscape architecture, and planning. He has led these projects from project kick-off through construction administration, including the oversight and coordination of all disciplines for final construction documents and building permit review. Recent projects while at EPG include Maricopa County Vulture Mountains Regional Park and Recreation Area Master Plan, Mesa Eastmark Arterial Streetscapes, Tempe Western Canal Multi-Use Path, Flood Control District of Maricopa County (FCDMC) Lower El Mirage Wash Basin, Peoria Pioneer Regional Park, Goodyear Foothills Community Park, Buckeye Earl Edgar Recreation Facility Renovation, and Fort Sam Houston Warriors-in-Transition Complex. Other significant projects have included Maricopa County Spur Cross Ranch Conservation Area Master Plan; Phoenix Pecos Regional Park; and Chandler Tumbleweed Regional Park Master Plan, Phase 1 (Tennis Center) and Phase 2.

John Griffin, RLA

- *Landscape Architect*
- *Registered Landscape Architect, Arizona #50055*
- *Bachelor of Landscape Architecture, Utah State University, 2004*
- *10Years with EPG*

Mr. Griffin’s work and experience involves all levels of planning and design, including visual and land-use studies, master planning, site analysis, conceptual project design, final design and construction documentation, construction

administration, public involvement, and the development of presentation graphics. He works closely with the FCDMC as the project planner, visual analyst, and project landscape architect on a variety of FCDMC projects. His experience includes the preparation of visual resource inventories; analyses; GIS mapping; project themeing; identifying existing and potential multi-use opportunities within project study areas; the incorporation of landscape aesthetics and multi-use opportunities into the design of basins, drainage corridors, and flood retarding structure/dams; participation in Project Aesthetic Advisory Committee and project stakeholder meetings; and public involvement. This work includes agency and stakeholder coordination to incorporate neighborhood, community, and regional park facilities including linear trail systems into the flood control facilities.

In addition to the work with the FCDMC, Mr. Griffin has provided design, planning, and construction administration services for multiple parks and trails, as well as





commercial, utility, public agency, and residential developments. This effort involves all phases from conceptual design through construction documentation and implementation.

He has participated as either the project manager or project landscape architect on a wide variety

of park and flood control projects throughout Maricopa County. Specific projects while at EPG include FCDMC Lower El Mirage Wash Basin, Paradise Valley 56th Street Iconic Corridor Streetscape, Chandler Paseo Vista Recreation Area; Scottsdale Chaparral Park Reconstruction; Chandler Nozomi Park; Tempe Western Canal Multi-Use Path; Maricopa Trail Design and Construction Manual, Maricopa County Regional Trail Segments 10, 17, and 19; FCDMC Landscape Inventory and Analysis of Maricopa County; and the FCDMC Wittmann Area Drainage Master Plan. Also, Mr. Griffin is currently the project manager for the City of Phoenix Development Services On-Call Plan Review project. Over the course of five 2-year contracts with the City of Phoenix, he has reviewed more than 800 projects for permitting, including landscape inventory, conservation and salvage plans, and planting and irrigation plans.

ADDITIONAL INFORMATION

Value Added

As discussed above, EPG has a substantial landscape architecture team based in our Phoenix office. Additionally, we have weathered the economy without a significant reduction in staff. We are confident that EPG's success is in part attributed to our repeat clients who have found that EPG provides superior client service; and that our firm is financially and professionally sound, readily staffed for projects at any time. We treat each project, whether on-call or traditional selection, as an important project needed by the client, regardless of its size. Case in point is EPG's success with our multi-year Phoenix on-call plan review. Over the course of the initial eight years of the contract, EPG provided on-time review of more than 1,000 projects for the City of Phoenix. To that end, EPG project managers have full authority to make decisions for the firm

and will be the direct point of contact for the State on each project.

Risk Assessment

For most landscape architecture projects, risk occurs from either a physical hazard of the site or through scope/contract obligations of the project. Both require the identification of the hazard, qualification of the risk, preparing a response analysis, and then monitoring for the risk. At EPG, for site risks, the project design lead is responsible for preparing a risk assessment of potential issues, such as terrain, safety, and accessibility. Each issue is reviewed by the project manager, who will in-turn prepare a recommendation for each, and review and consult with the State's project manager to revise the project program or design for the risk. Scope/contract risks are the responsibility of EPG's project manager to identify and manage. Risks can include stringent timelines, budget requirements, public awareness/public involvement, among many others. As with site risks, recommendations for scope/contract risks will be reviewed with the State's project manager to determine the best course of action to manage and monitor for each risk.

Project Delivery

A hallmark of an EPG project is the definition and adherence to a detailed project understanding and approach. The firm's extensive involvement in the design process has time and again proven the value of following a detailed and sequential approach, which requires the foundational tasks to be completed. Subsequent tasks can then be more accurate. This attention to the design process will be valuable for the effective production and communication of the design project.

Project Charter

Depending on the scope of the project, project charters can be inclusive partnering sessions resulting in formal project charters being developed to include:

- Objectives
- Project scope boundaries
- Committed personnel and resources
- Authorizing personnel

For smaller projects, project charters can be simplified into project management plans. Most of our landscape architecture projects fall into this form. Our project



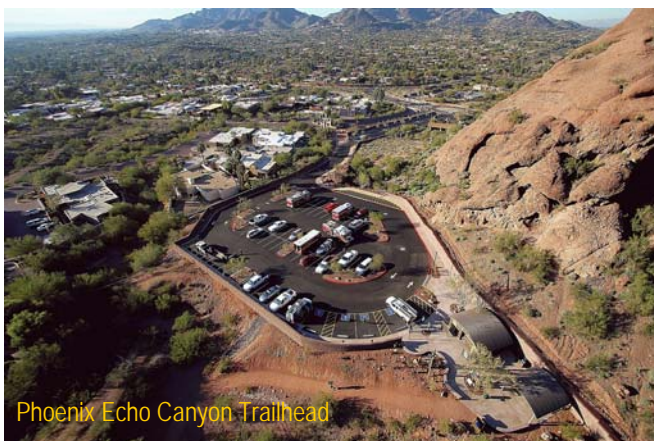
management plans typically outline the project contacts, scope of work, project quality assurance plan, work breakdown, project deliverables and schedule, project organization and communication plan, change management protocol, and health and safety plan. Project management plans are prepared for each EPG landscape architecture project.

Project Programming

One of the strategies EPG will implement to avoid the ramifications of performing aspects of the project out of sequence will be to prepare a detailed project schedule that identifies the tasks in an effective order. In conjunction with the project schedule, a comprehensive work program is essential for the success of the project. Our team has the experience to prepare a comprehensive work program identifying the appropriate level of detail needed to understand the sequence with which tasks must be performed. EPG will work closely, and develop a “partnering” relationship with the State’s project managers, project stakeholders, and the general contractor in preparing a cost analysis of design elements; evaluation of details, products, and research alternative methods; and techniques to construct the park improvements in the most cost effective manner. This “partnering” relationship is essential to the execution of the design and budget process.

Project Communication

EPG will implement a project communication plan that outlines the strategy for involving project participants and stakeholders at the right time. Each may have different information as they contribute to the project in different areas of expertise. In addition, EPG will host interviews with the State’s key staff to identify current operational and maintenance methods. During these interviews, it is our



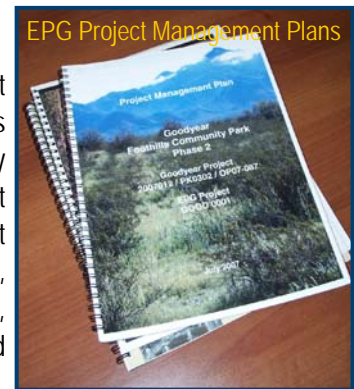
goal to establish the function and process in which the facility, improvements, or park is maintained. The data gathered will be used by the design team to program and develop stakeholder tasks in the construction document preparation and construction operation process.

Web-Based Systems

Depending on the scale of the project, EPG can provide web-based systems for FTP access, video conferencing, project questionnaires, project website hosting, and dedicated server database space.

Project Documentation

EPG will use a project notebook that documents and records all key elements of the project design team (scope, project schedule, correspondence, progress reports, estimates, meeting minutes, and design decisions).



Project Constructability Review

Final review of the project alternatives and selection of the “preferred alternative” will include a “constructability review” and a “value engineering” process to determine the materials used and methods of construction detailing based on the best, most cost effective, and successful strategies to implement the design. This effort will identify design elements that address the needs of the project and add to the character of the design to provide the State with a project they can take pride in.

Accurate, Complete, and Usable Base Data

The preferred method for obtaining site base data is to set aerial control and have a site survey generated for this project. The mapping will be at a scale, interval, and format suitable for the detailed design needs of the project. Utility locations and elevations, along with existing features and plant materials, will be verified. The time and effort expended to obtain this level of base data will contribute to a better design, more accuracy in quantity calculations contributing to more realistic cost evaluations, and less need for field adjustments during construction.



Defensible & Constructible Documents

EPG understands the importance of preparing accurate and concise documents and work products. Construction documents, as graphic and written instructions for a design solution, provide direction to contractors. We take pride in preparing construction documents that are clear, accurate, defensible, and constructible. In order to ensure the high level of quality in our products, EPG maintains rigorous document review protocols. Quality control at EPG is a routine application of procedures to help ensure that quality work products are produced on schedule and within budget. These procedures include scheduling and completing examinations of all documents by a senior manager for technical completeness prior to each submittal, as well as a review of weekly job reports indicating progress and budget status. Additionally, we welcome the opportunity to incorporate construction management, contractor value engineering, and constructability reviews into the process, often leading to stronger, more effective cost-benefit solutions. Our project team is familiar with accessibility guidelines, as well as MAG, AASHTO, NACTO, ADOT, and CPTED requirements. EPG has incorporated them on current and past projects.

Management of Subconsultants

We have a landscape architecture group that is led by strong disciplined leaders. Our project management staff will work closely with the EPG staff to communicate and coordinate project scope of work, requirements, and deadlines. On most of our design projects, EPG assumes the role of prime consultant. We are well versed in the requirements for directing multi-disciplinary teams to accomplish complex assignments. EPG has close working relationships with many architectural; civil, structural, electrical, and geotechnical engineering; and surveying firms should these additional services be needed on a project-by-project basis. Additionally, we will set early deadlines for project submittals so that all work can be coordinated and reviewed prior to submittal to the State. All subconsultants on the project will be required to adhere to the scope of work and contractual agreements of the project.

Accessibility

Our project management staff will conduct weekly reviews of the project schedule and coordinate with



technical resource personnel to ensure that project goals are being met on time. The assigned EPG project manager will make weekly contacts with the State's project manager at a minimum. Also, EPG is equipped for video conferencing in order to minimize travel time that might be required. EPG maintains up-to-date electronic conventions to maximize our efficiency and communications, including an FTP site for secure file transfers. EPG takes pride in our track record for maintaining client communications and timely completion of projects where we are located in different communities and different states.

Sustainable Design

EPG is recognized as a leader in not only developing creative and imaginative design solutions, but also for our responsive to the stewardship of the landscape and the importance of developing designs and selecting materials that contribute to the sustainability of the facility. Our commitment to sustainable design is exemplified by the selection of our work with the City of Chandler on the Paseo Vista Recreation Area as a pilot project for the Sustainable Sites Initiative (SSI). SSI is a nationally recognized effort to establish a system to measure the effectiveness of sustainable site design with a focus on outdoor sites in contrast to the building and architectural systems focus of the U.S Green Building Council's Leadership in Energy and Environmental Design (LEED) program. EPG's work on the development of a recreational facility on a closed landfill represents the creative, innovative, and technical expertise our firm can offer to develop amenity and source of pride out of what was considered a community detraction.



December 21, 2015

State Procurement Office
100 N. 15th Ave., Suite 201
Phoenix, Az. 85007

**RE: ADSP016-00005912 Annual Professional Services List
Landscape Architecture**

Dear Reviewer:

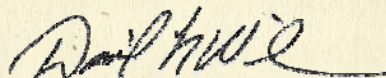
Environmental Planning Group, LLC (EPG) has electronically attached the required form work along with additional support materials in response to the Request for Qualifications for Annual Professional Services List for the Arizona Department of Administration project No. ADSP016-00005912. We have focused our submittal on our Landscape Architecture discipline. However, EPG is also recognized for our expertise with planning and environmental planning, which if related on-call projects occur we would be well suited to assist the State with those services.

With the broad experience of our landscape architecture group, EPG is highly qualified to design and assist in the implementation of projects involving all aspects of site design and site development--from programming and conceptual design through construction documents, permitting/bidding, and construction administration. We would sincerely appreciate the opportunity to participate with the State for your project needs through an on-call arrangement for professional services. EPG offers a number of factors which demonstrate our capabilities to provide the State with the services and expertise needed to successfully perform on this contract. They include:

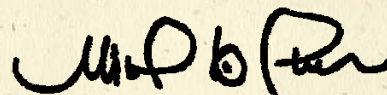
- Seven Arizona registered landscape architects and several additional landscape architecture degreed staff based in our Phoenix office, offering the State our ability to perform on multiple assignments
- An experienced management team of two senior landscape architects with combined experience of more than 65 years (specializing in municipal projects) who will be able to quickly assess the critical design issues and direct efficient and effective design solutions
- Recent experience working with statewide municipalities on notable facility design, development and redevelopment projects through on-call contracts and by project specific selection
- Unsurpassed technical knowledge of the design issues and details associated with facility design, urban design, park and recreation design, streetscapes, landscape and irrigation, and construction administration projects
- Proven ability and manpower to address projects of all scales on short notice
- Accurate cost evaluation data and demonstrated ability to develop cost effective, budget responsive design solutions

We thank you for your review of our qualifications materials. We are very excited about this opportunity to provide services for the Arizona Department of Administration. Please contact us if you have any questions or need any additional information.

Sincerely,



David L. Wilson, PLA
Director of Landscape Architecture



Michael G. Park, PLA
Senior Landscape Architect