



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: FM Solutions, 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.

FM Solutions, Inc.

Company Name

4001 N 3rd Street, Suite 250

Address

Phoenix,
City

AZ
State

85012
Zip

cslife@fmsolutions.net

Contact Email Address

Signature of Person Authorized to Sign Offer

Curtis L. Slife

Printed Name

President

Title

Phone: 602.824.5343

Fax: 602.265.9477

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 2016

Procurement Officer



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912

STATE PROCUREMENT OFFICE
Department of Administration
100 North 15th Avenue, Suite 201
Phoenix, Arizona 85007

(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:	FM Solutions, Inc.
b.	FIRM (OR BRANCH OFFICE) STREET:	4001 N 3rd. Street, Suite 250
c.	FIRM (OR BRANCH OFFICE) CITY:	Phoenix
d.	FIRM (OR BRANCH OFFICE) STATE:	Arizona
e.	FIRM (OR BRANCH OFFICE) ZIP CODE:	85012
f. YEAR ESTABLISHED:		2002
(g1).	OWNERSHIP - TYPE:	S Corporation
(g2)	OWNERSHIP - SMALL BUSINESS STATUS:	Small Business Enterprise
h.	POINT OF CONTACT NAME AND TITLE:	Julia Jurczyk, Business Development
i.	POINT OF CONTACT TELEPHONE NUMBER:	602.393.7553
j.	POINT OF CONTACT E-MAIL ADDRESS:	jjurczyk@fmsolutions.net
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)
2	Mission Critical Design	5
2	Master Planning for Facilities and Grounds	4
20	Assessment of Facilities	4
220	Project Management Overall	5
700	Move Management Overall	3
8	Sustainable Design	2
30	Cost Estimating	1
10	Commissioning	3
20	Office Design	5
2	Healthcare Design	3
8	Industrial Design	3
6	Educational Facility Design	2
2	Vehicle Maintenance Repair Facilities	4
2	Computer Maintenance Management Systems (CMMS)	2
10	Computer Aided Facility Design (CAFM)	2
30	Roof Design	3

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 Curtis Slife, AIA, NCARB, CFM, FMP, IFMA Fellow	b. ROLE IN THIS CONTRACT President/Founder	c. YEARS EXPERIENCE	
		1. TOTAL 30	2. WITH CURRENT FIRM 14
d. LOCATION <i>(City and State)</i> Phoenix, Arizona			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS Interior Architecture, Kansas State, 1978		f. PROFESSIONAL TRAINING - REGISTRATIONS AZ Registered Architect # 15252; NCARB # 116058; CFM # 59944	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> IFMA Fellow 2013, AZ Past Chair of USGBC, IFMA/Utilities Council Past President, Regional AIA Award, Karl Abel Award, Sheila Sheridan Award for Sustainability, Lecturer/Sponsor/Instructor for FMP and CFM Training, (2) IFMA Council of Year Awards, State AIA Design Award, IFMA Achievement Award			

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	Coconino County, Multiple Projects Flagstaff, AZ	2015	2015
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE FMS has completed numerous projects with the County including renovations to the existing Center For The Arts building; design development and bridging documents for the Coconino Justice Center and City of Page Magistrate Court; and conducting a 10-year Facilities Master Plan (FMP) for their growing county. Principal In Charge.	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	APS DVN2 Data Center Modifications Phoenix, AZ	2015	2015
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Completed Contract Documents to increase the existing data center floor area to provide primary and secondary Power Distribution Units (PDU's) and redundant CRAC cooling for a separate room adjacent to the existing data center. The space had an existing halon, clean agent system and raised floors. Principal In Charge.	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	Lockheed Martin Building 50 Data Center Renovations Goodyear, AZ		
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Managed the design and completion of the Contract Documents for a renovation and expansion of two existing Data Centers. A new central plant, emergency generators and UPS were all designed and constructed as a part of this project. Principal In Charge.	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	Cox Communications CAB Server Farm Phoenix, AZ		
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Worked with Cox Communications Commercial Division to develop an existing leased building into a disaster recovery data center. The 30,000 SF leased spaced was modified to increase the raised floor area to approximately 4,500 SF, the limits of the existing electrical service, battery backup and standby generator. A Master Plan was developed for the build out of the entire suite, increasing both the raised floor and infrastructure support areas. Principal In Charge.	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	Cox Communications Secondary Telecommunications Centers Sierra Vista, Pinal County, and Green Valley, AZ		
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE The STC sites were a Design/Build delivery with True Performance Builders, Inc. FM Solutions worked with Cox Communications to develop a prototype design that not only accommodated the national requirements, but the local needs as well. The building has a compact layout to make the best use of the available space and allow for future expansion. Principal In Charge.	<input checked="" type="checkbox"/>	Check if project performed with current firm



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a. NAME Bob Eardley, Registered Architect, LEED AP	b. ROLE IN THIS CONTRACT Lead Architect, Project Manager	c. YEARS EXPERIENCE	
		1. TOTAL 12	2. WITH CURRENT FIRM 5
d. LOCATION <i>(City and State)</i> Phoenix, Arizona			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> AS Architectural Technology, Salt Lake Community College		f. PROFESSIONAL TRAINING - REGISTRATIONS Registered Architect; LEED AP	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> Speaking & Teaching Experience: Adjunct Faculty at Salt Lake Community College; USGBC Greenbuild Expo Speaker; AUGI CADcamp Speaker			

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	Coconino County, Multiple Projects Flagstaff, AZ (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE FMS has completed numerous projects with the County including renovations to the existing Center For The Arts building; design development and bridging documents for the Coconino Justice Center and City of Page Magistrate Court; and conducting a 10-year Facilities Master Plan (FMP) for their growing county. Architect.	2015 (ongoing)	2015 (ongoing)
		<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	Arizona Public Services, Multiple Locations, AZ (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Administration and Security Buildings - Joseph City, AZ: Bob lead the design of a major remodel which included a complete remodel of two adjacent administration buildings totaling 30,000 SF, a new 800 SF security center, and new parking, road improvements and landscaping. This major renovation utilizes universal design which will make the space flexible for many different user groups. The design incorporated APS standards for room sizes, furniture and finishes. The project also included all new mechanical, plumbing and electrical systems.	2015 (ongoing)	2015 (ongoing)
		<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	Arizona Public Services, Multiple Locations, AZ (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Deer Valley N2 Data Center, AZ: Part of design team to evaluate current conditions and provide pricing documents to ensure compliance with current life safety codes.	2015 (ongoing)	2015 (ongoing)
		<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	Arizona Public Services, Multiple Locations, AZ (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE DVA Building Renovation - Goal of LEED Silver - Phoenix, AZ: Bob aided in the design and oversaw the construction administration for this 60,000 SF administration building for Arizona Public Service. This major renovation utilizes universal design which will make the space flexible for many different user groups. The design incorporated APS standards for room sizes, furniture and finishes. The project also included all new mechanical, plumbing and electrical systems.	2015 (ongoing)	2015 (ongoing)
		<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	Clear Channel Outdoor (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Corporate Headquarters - Phoenix, AZ: Design and rendering support for 30,000 SF corporate headquarters relocation and design of new facility. Incorporated all finishes and material information into BIM model. Created live 3D presentations to walk the client through their space during the design phase. Project included programming, leasing coordination, design, test fitting multiple locations, construction documents, construction administration, furniture, furniture bidding and negotiation, and contractor selection. The design was completed in full 3D renderings and showed specialty design of a lobby, board room, executive offices, open and private offices, support spaces, break room and lounge.	2015 (ongoing)	2015 (ongoing)
		<input checked="" 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> Coconino County, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015 (ongoing)	CONSTRUCTION <i>(If applicable)</i> 2015 (ongoing)

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Coconino County, Sue Brown	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT Varies depending on project	e. TOTAL COST OF PROJECT Varies depending on project
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

FMS has completed numerous projects with Coconino County since 2007 including renovations to the existing Center For The Arts building; design development and bridging documents for the Coconino Justice Center and City of Page Magistrate Court; and conducting a 10-year Facilities Master Plan (FMP) for their growing county.

Coconino County in Northern Arizona looked to us to conduct a 10-year Facilities Master Plan (FMP) for their growing county which included a series of facility condition assessments. As a follow up to the FMP initiative, the County requested our services again to take a further look into their mission critical facilities. Comprehensive facility condition assessments were performed which evaluated the building systems and equipment, as well as, identified any code violations. Recommended improvements to each site were provided along with a benchmarking analysis of how they stacked up to similar buildings and a strategic capital and O&M funding plan to maximize their financial allocations over the next ten years. We provided an asset management and maintenance analysis for 600K square feet.



“As challenges have come up, FM Solutions has remained our go-to vendor for innovative ideas and strong solutions. I recommend them highly as a partner for local governments. They understand our challenges and work hard to ensure that the work product is tailored to our needs.”

Susan Brown
Director of Facilities
Coconino County, AZ



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a. TITLE AND LOCATION <i>(City and State)</i>	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Palo Verde Nuclear Generating Station (PVNGS), Tonapah, Arizona	2015 (ongoing)	2015 (ongoing)

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT	e. TOTAL COST OF PROJECT
Pinnacle West, Randall Neal	Contract value: averaged \$1M annually	Cost averaged \$7M annually

f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

FM Solutions provides full Architectural, Project Management, Move Management and Facility Support services for PVNGS. Collaborating with the owners we scope, cost estimate and develop projects. We have developed a clear and concise set of standards and performance specifications to streamline the owner's facilities and reduce costs. Construction documents and specifications exceeded acceptable standards and are designed to support the client's record drawing process and becoming a complete set of running as-builds. Collaborating with contractors our team developed processes to support construction, schedule and unforeseen costs. We also created a Master Plan for this customer, to include relocation of entrances, roadways, and additional buildings to enhance productivity.

Examples of two projects completed with this client include:

The 66,000 SF North Annex, scope included Assessments, Master Plan, Renovation and Universal Design. This phased interior remodel also included Project and Construction Services.

The 63,000 SF Outage Support Facility New Construction Building project was a traditional Design, Bid, Build project with full design, construction documents and construction administration services.





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

a. TITLE AND LOCATION <i>(City and State)</i>	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Arizona Public Service, Multiple Cities, Arizona	2015 (ongoing)	2015 (ongoing)

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER APS	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT Contract Value: averaged \$2.5M annually	e. TOTAL COST OF PROJECT \$22M (total)
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

FM Solutions started this relationship in 2002. We have an ongoing contract to perform Design, Project Management, Furniture Installation and ongoing Master Plan Services for them. These projects range from one station changes to large remodels of existing spaces or new buildings throughout the State of Arizona. Their typical scopes minimally include Programming, Test-Fitting, Design Development, Construction Documents, Project Bidding & Negotiation, Contractor Selection, FF & E, IT, Security and Move Coordination.

- Multi-year strategic alliance for facilities design and project management services with personnel co-located on site within Pinnacle West Facilities Department.
- Client portfolio consists of 120 buildings on 60 sites in Arizona, 1.5 million SF valued at \$350M.
- FM Solutions provides design services consisting of initial client programming, space planning, interior design, architectural design for new buildings, furniture layouts, and corporate standards.
- FM Solutions provides project management services to include supplier pre-qualification, bidding, construction management, furniture procurement, furniture reconfiguration, and move management.
- Projects include facilities renovation and new buildings consisting of offices, shops, service centers, warehouses and storage yards.



“FMS has been our Architectural Design and Project Management Service provider for the last five years. My experience with this firm has always been that projects are completed on time within budget, and were handled in a professional manner. Their broad design knowledge, skill and keen understanding of Facilities Management from an owner’s perspective has been a major factor in the success of all our projects.”

Jeff DeBenon, FMA, RPA
Central Phoenix & Generation Facilities Manager
APS Real Estate & Facilities Management Department



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

a. TITLE AND LOCATION <i>(City and State)</i>	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
NiSource, Multiple Locations	2015 (ongoing)	2015 (ongoing)

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT	e. TOTAL COST OF PROJECT
NiSource, Randy K. Polster	Contract value: \$500,000	N/A

f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

FM Solutions has been contracted with NiSource since 2002. The scope of work included an Independent Overview of existing building conditions, Facility Management departmental processes and operations across the utilities' primary service territory. The evaluation process was based on sample benchmarking of existing building conditions across seven states and identifying industry best practices and proposed applications for Indiana's FM Department.

This included:

- Conducting detailed Facility Condition Assessments
- Analyzing FM staffing levels
- Determining client/user satisfaction levels
- Developing organizational efficiency changes
- Performing financial impact analysis
- Identifying potential cost savings

FMS created an action plan to implement any potential recommendations using www.facilitiesapps.com powered by FM Solutions. As part of the analysis, FMS completed comprehensive facility condition assessments of 23 buildings totaling 1,252,526 square feet.





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

a. TITLE AND LOCATION <i>(City and State)</i>	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Apollo Development Corporation, Phoenix, Arizona	2015 (ongoing)	2015 (ongoing)

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT	e. TOTAL COST OF PROJECT
Apollo, Brent Fuller	Contract Value: \$250,000 annually	\$15M (per Mission Critical Facility)

f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

FM Solutions has provided on-going services to Apollo Group's Mission Critical Facilities. FM Solutions provided design, construction documents, bid administration, and construction administration for a 45,000 SF shell building. The improvements included Apollo's national server room with an ups battery room and optional stand-by auxiliary generator, labs, offices, conference rooms, training classrooms, open office areas and support areas. The support spaces included a central security room, lobby, toilets, break rooms, coffee/vending, receiving, janitorial and electrical rooms.

Our Expedited approach to this project:

A pre-design conference was held to refine the scope of work, including systems options, selections and physical space requirements for the special equipment and a site verification for all building systems. Construction documents were completed and the calculations consisted of heating and cooling load calculations to address the excessive heat loads generated within the server rooms and the exhaust requirements for the ups battery room. Construction documents also included owner's specific requirements for the phone and data systems. FM Solutions held bi-weekly meetings with the owner and contractor to validate schedule cost and value engineering prior to construction documents being complete.

FM Solutions also provided coordination with the utility companies for the on-site power and telephone upgrades. Plans were submitted, reviewed and approved by the city of phoenix in an expedited manner. Special considerations were required for the auxiliary generator. Addressing noise levels at property lines, an acoustical consultant was used to calculate the best methods to allow for compliance.



"FM Solutions has provided the Apollo Group with projects that are high in design quality, are cost compliant, and meet our rigorous schedule demands."

Brent Fuller
Project Manager
Apollo Development Corp



6. ADDITIONAL INFORMATION

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

About FM Solutions, Inc.

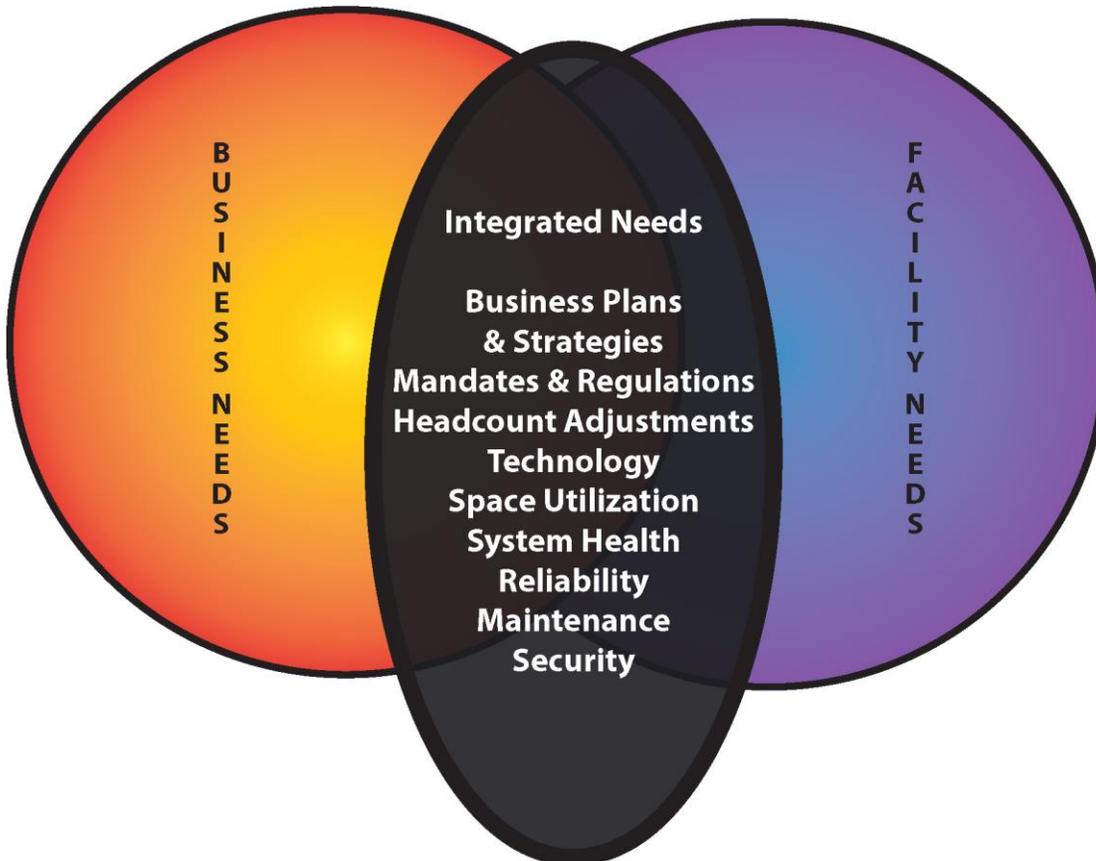
A Phoenix-based corporation that has been in business twelve years. Our strength is in our team members who are comprised of 30 full-time, professionally trained and highly experienced Certified Facility Managers, LEED Accredited Professionals, Architects, Interior Designers, Engineers, and Project Managers. We offer a unique approach based on shared values of integrity, commitment, and excellence. We provide our clients with prudent, pragmatic solutions, based on their needs and culture. Our pride comes from continued win-win

relationships, repeat business, and real world solutions. We are passionate about what we do and believe it shows.

Our Services

FM Solutions provides Architecture and Construction Management, Facility Consulting, Field Services and Project Management. We take a lifecycle approach to provide each client with refined service to best fit their business cycle and unique needs. The graphic below explains our client-based business model approach.

FM Solutions Alignment of Business & Facility Needs





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Architecture

FMS creates timeless, innovative spaces that maximize lifecycle cost of a facility, maximizes utilization of space and creates flexibility in order to make it easier to modify over the life of the facility.

Facility Consulting

FMS assists organizations in aligning their business requirements with their long term facility assets. We develop meaningful data to support decision making, establish defensible budgets that strengthen recommendations to management.

Project Management

FMS is results driven. We manage projects to satisfy your requirements through an organized, cost conscious, and schedule driven manner.

Field Services

FMS relocates people, furniture and equipment in an efficient, cost-effective manner. Our certified professionals provide ergonomic workstation evaluations and support with asset inventory.

One-Stop Shop

FM Solutions is a full-service resource for the lifespan of our client’s buildings. Working with progressive organizations in the public and private sectors, our team has extensive experience in every aspect of the planning, design, implementation, operations and maintenance services. We understand what it takes to create and sustain an environment that functions efficiently and effectively. Our personalized, collaborative approach delivers tailor-made solutions that save our clients time and money. Some basic steps we take are as follows:



Select an appropriate supporting team:

The Core Team at FM Solutions has already been assigned to this account. We always request two weeks of adjustment time to free up this core team. Additional staff is assigned to this team as more is known about the specific scope of work. We have found this to be the best approach to “relationship work” as the projects are not always clearly defined, and the work requirements are ever changing. What is most important is for our Core Team to get to know YOU! The transfer of a project to our Core and Support Teams should always be crisp and



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efficient! By having one point of contact we consistently maintain the knowledge of our clients specific needs. We create a team of at least three qualified professionals, so that if one team member becomes unavailable, we are always more than one deep.

We use three different MP&E sub-consultants based upon the project they are most suited. We continue to use that same assigned sub-consultant to the same building so that the owner benefits from their ongoing building knowledge. Our three MP&E sub-consultants are Peterson and Associates, LSW and Energy Systems Design (ESD). We use Gervasio and Associates for Structural Engineering, Hubbard Engineering for Civil and Gilmore Parsons for Landscaping. If there is an owner preferred sub-consultant that we have not listed, we are open to discussing ongoing use of that same sub-consultant for the project.

Effects of “Low Bid” we take:

We have considerable experience in low bid construction. It has been our experience that this approach requires a higher degree of Construction Document quality to facilitate a smoother project. There are typically two types of “low bid” processes:

- The highest risk “low bid” process to owner is the one that is an open bid and no prequalification is done. If this is the approach our owner prefers, we recommend information requested from the bidder that will give us indications of their thought processes, as a part of their bid. We then request from the owner to consider taking lowest evaluated bidder, which allows consideration beyond just low cost to be taken.
- The lowest risk “low bid” processes to owner is one that prequalifies bidders and then bids to the best qualified bidders. The AIA document A305 is a document that can be used for prequalification if needed.

FMS understands each project for our client, creates different demands, but will always develop a comprehensive scope as quickly as possible:

- FMS will be held to a budget, schedule and high quality, as well as, limiting change orders that can disrupt the flow of project because they come as a surprise.
- FMS will provide no frill, quick turnaround services, that assist in decision making and communication to our client.
- FMS will bid project out in a manner that allows dependable costs, schedule and quality that is defendable.
- FMS will assess project needs to minimize costs for ongoing maintenance, so that long term function and appearance are dependable, reliable, flexible and pleasant.
- FMS will be our client’s one point of contact to communicate what is needed. The necessary Architects, Interior Designers, Engineers, etc. are all managed by us in a way that will keep you well informed during all stages of the project.
- FMS will be an extension of our client, and feel the pressures and desires of your staff in a way that allows everyone to feel successful.

How FMS assist clients from getting into unanticipated budget expenditures:

We have developed a cost and estimating tool that allow us to sit down with decision makers, ask questions and depending upon answers gives you what your budget would be in that same meeting. This then allows the decision makers to alter their thoughts until the desires



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are aligned with the costs. If there is an already approved budget than this same approach is used to assist in modifying desires to align or develop a strategy of where additional funding could come from. We advise our clients to make sure this is aligned before they proceed. Many firms wait until the construction drawings are near complete before they align costs with desires and call this Value Engineering. The most cost effective Value Engineering is and should be done at the start of the project, not after everyone has completed the drawings and then the drawings have to be changed.

Our cost estimating tool is also our programming tool. It forces questions to be answered in all disciplines to include FF&E, IS and Security. We also have a tool related to existing condition which is called Facility Apps. This tool identifies statistical life of all equipment so that we can up front identify to our client how long the equipment will be operational and when it should be replaced along with associated costs.

We design to accommodate functions of all users, not just the requesting occupant. This is a mind set our firm has from the beginning. We have Certified Facility Managers that makes sure that we are designing with the thought of many users eventually using the space, and LEED certified people reviewing to make sure we are not the cause of multiple major remodels due to not thinking about keeping our design flexible so that we are minimizing impacts to the community landfill.

We believe there are clients, who are the occupants of the space we design to, there are customers that are concerned about making sure the big long term life cycle is taken into account, there are security and infrastructure issues and politicians and bosses that all are needing to have some level of understanding on a project. We have web based reports driven off of our schedules and time-cards that report status on each of our projects related to schedule, budget, RFI's etc. We also typically request formal approvals at 30/60 and 90 percent completion

points of our work so everyone is up to date as we progress. We can make our communication plan as wide or as concise as needed by all of our clients depending on what the need is.

All construction documents need to be constructible, high quality, and well-coordinated between disciplines. We have been working on an ongoing checklist for over eight years. This check list is one that is added to from RFI's, Lesson Learned sessions after projects have been completed and past break downs we have had. This list addresses all disciplines. We expect our whole team to look at this list on each job and assure themselves and each other that it has been addressed by the actual people producing the documents, prior to review of the registrant's review and eventual signing. The result of this process has been less RFI's from contractors, less errors on drawings and less change orders on construction.

We typically recommend specific information from each company on the "Form of Proposal". Yes, we like to be a participant in the development of the Request for Proposals from the contractor. For many of our clients, we actually create this for them which assist their procurement officers out when they are stretched too thin. We create this information in such a manner that allows us to back feed that information into our cost estimating tool mentioned earlier. If possible our preferred approach on high end projects is to prequalify bidders. We have specific methods for this as well.

We self – perform all work associated with Architecture, Interior Design, Facility Management, Assessments, Project Management, Cost Estimates and all services associated with these disciplines.

We have specific teams that have been working with us for many years as an extension of our team which include the following Mechanical, Electrical, Plumbing, Fire Protection, Fire Alarm, Landscape and Civil Design, Geo-Technical and Structural Engineering. We also have



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consultants that are less used for Commissioning, Retro-commissioning, Hazardous Waste Identification and supervision as well as Traffic Engineering.

FM Solutions has developed a planning/estimating tool that allows us to ask upfront questions in predetermined areas, so that nothing is missed. Depending upon answers, the cost is determined based upon square feet. The intent of this tool is to plan and develop the quality of the development prior to spending much design time. This is similar to when you build your dream car on the internet; you typically tweak the answers until you can afford the car.

One invaluable tool we use is what we call our “Portal”. This has been developed by FM Solutions specifically for our Project Managers to track various costs, and percent completed on projects. We use the Project Management portion of this to track General Contractors costs, separate from the FF&E, vendor, Info Systems, Security and Design Costs. Status is automated to specific clients on the basis of actual vs. estimated dashboard charts.

FM Solutions also has Standard Schedule Templates created for different types of projects/clients which have pre-established milestones that are tracked. We also have pre-established spreadsheets that track RFI, Submittals etc. durations and status.

FM Solutions Quality Control Plan is ongoing and is based upon documentation from our “Lessons Learned Program”. After the completion of every project our teams evaluate what was successful and where improvement was needed. This checklist is available upon request, and is used by new employees, as well as, veterans to assure value and quality performance in all present and future projects.

FM Solutions has a Safety Manual for all our Project Managers to follow. Most of our staff have been through OSHA Training, and have been certified.

FM Solutions prefers to always start with an established agreed upon budget. If there is not one developed, we prefer to develop one prior to start of any design work. Our Design Team will perform all “Value Engineering” on jobs up front in the project, and not after drawings have been finished.

If work is to be within an existing building, we prefer to assess the facility prior to any design work to make sure we have reasonable record drawings.

We prefer involving our Engineers in our project early on in the design process.

If owner has standards and/or preferences they desire adhered to, we prefer to have that up front. If they have none, we suggest we assist in development of some with assistance from their Facility Manager.

If work is to be within an existing building, we prefer to not only meet with client of the new space, but also the Facility Manager of the space to be remodeled, so we clearly understand what is already known about the building/assets.

Unless informed otherwise, we typically design to accommodate LEED Silver criteria in all that we do. This does not mean the client is required to apply for LEED certification.



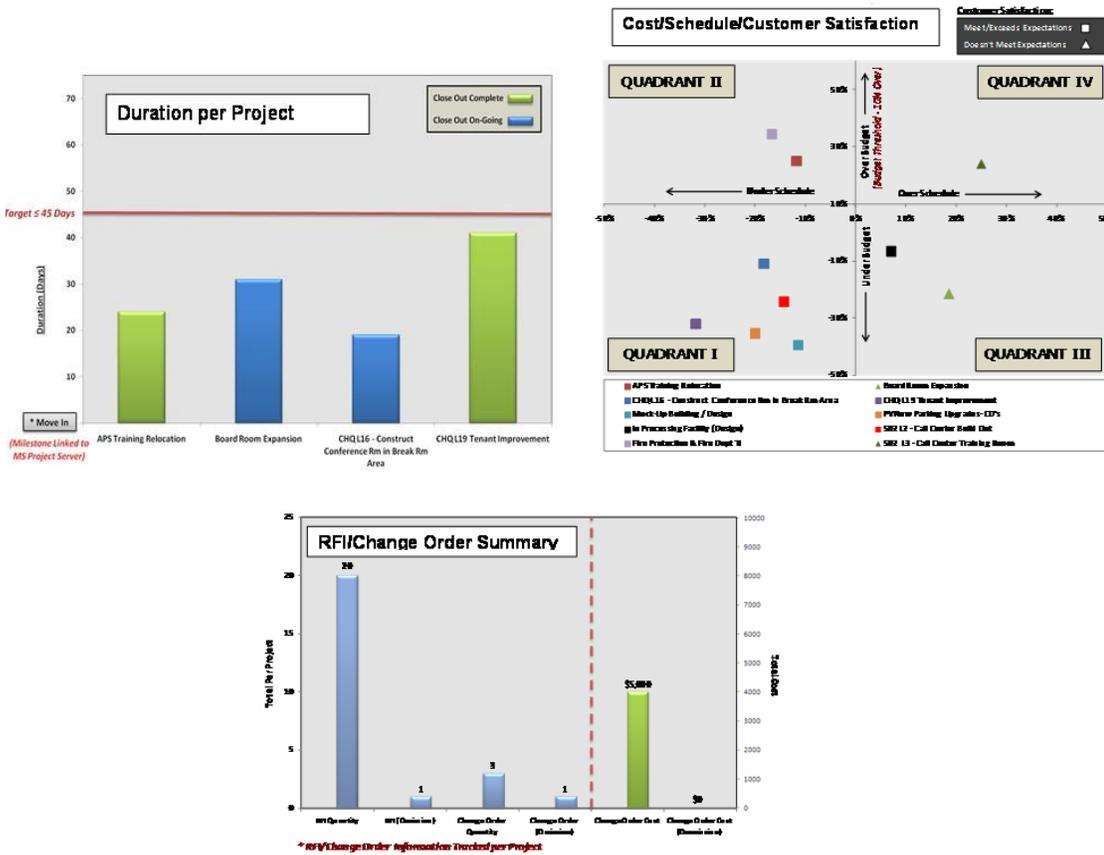
ATTACHMENT I – General Qualifications
ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912

STATE PROCUREMENT OFFICE
 Department of Administration
 100 North 15th Avenue, Suite 201
 Phoenix, Arizona 85007

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We recommend Key Performance Indicators be established on projects. Some examples are as follows:



Budget vs. Actual Vs. Percent Complete						
Project #	Project Name	Budget Vs. Actual		Budget % Complete	Schedule % Complete	Variance % Complete
8100.085	CHQ L19 Tenant Improvement	Budget	\$ 111,445	100%	100%	0%
		Actual	\$ 75,759			
9227.038	Mock-Up Building / Design	Budget	\$ 320,481	12%	20%	8%
		Actual	\$ 23,365			
9227.008	PV New Parking Upgrades- CD's	Budget	\$ 62,680	94%	98%	4%
		Actual	\$ 39,854			
9227.036	In Processing Facility (Design)	Budget	\$ 428,542	12%	9%	-3%
		Actual	\$ 56,879			



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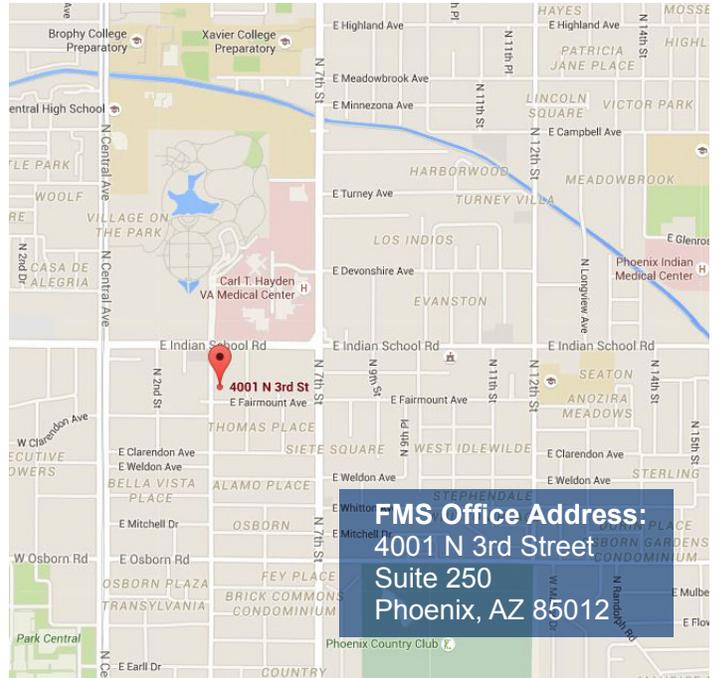
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Arizona Business & Location Of Arizona Office

FM Solutions Inc. is a Phoenix, Arizona based Design, Project Management and Facility Consulting firm that has successfully delivered an array of quality projects for both the public and private sector. We are composed of Architects, Interior Designers, Space Planners, Project Managers, and Certified Facility Managers with an experience base of more than 50 years. FM Solutions Inc. is an S Corporation that has been in business since 2002. Our strength is in our team members, who are comprised of 40 full time, professionally trained, and highly experienced employees who all work out of our Phoenix, Arizona office. We began offering the above mentioned services in 1999 within one of the country's largest architectural firms. In February 2002, we reorganized as a separate, independent "S" Corporation to provide this unique blend of services, because we believed it was important to be that full service resource for the lifespan of your facilities.



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:	25%
b.	Percentage of Total Work Attributable to Non-Government Work:	75%

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

Signature:

Date: 12/21/15

Name: Curtis L. Slife

Title: President