



ATTACHMENT I – General Qualifications
ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP015-00004729

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:	Herzog Associates, pllc
b. FIRM (OR BRANCH OFFICE) STREET:	2975 N. Country Club Rd.
c. FIRM (OR BRANCH OFFICE) CITY:	Tucson
d. FIRM (OR BRANCH OFFICE) STATE:	Arizona
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	85716-1911

f. YEAR ESTABLISHED:	2013
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(g1). OWNERSHIP - TYPE:	pllc
(g2) OWNERSHIP - SMALL BUSINESS STATUS:	yes

h. POINT OF CONTACT NAME AND TITLE:	Steven P. Herzog, AIA, LEED-AP, managing member
i. POINT OF CONTACT TELEPHONE NUMBER:	520.325.5847
j. POINT OF CONTACT E-MAIL ADDRESS:	steve@herzogassociates.com

k. NAME OF FIRM <i>(If block 1a is a branch office):</i>	
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2. EMPLOYEES BY DISCIPLINE

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees - Firm	d. No. of Employees - Branch
Architect	P	1	
Cadd Technician	P	1	
Cadd Technician	S	1	
Total		3	



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

a. NAME Steven P. Herzog, AIA, LEED-AP	b. ROLE IN THIS CONTRACT Principal In Charge	c. YEARS EXPERIENCE	
		1. TOTAL 31	2. WITH CURRENT FIRM 2
d. LOCATION <i>(City and State)</i> Herzog Associates, pllc. Tucson, Arizona			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Architecture University of Arizona		f. PROFESSIONAL TRAINING - REGISTRATIONS Architect, Arizona, 1986 Architect. California, 1987	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> National Council of Architectural Registration Boards, 1987 LEED Accredited Professional American Institute of Architects City of Tucson - Fire Code Review Committee, Chair			

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION <i>(City and State)</i> Nogales Border Patrol Station, Infrastructure Improvements Project 1500 West La Quinta Road, Nogales, Arizona 85621 US Army Corps of Engineers	(2) YEAR COMPLETED
		Professional Services 2014
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Installation of a new overlay standing seam metal roofing system with a "retro-fit" sub-purlin system and blanket insulation for an existing pre-engineered steel warehouse building. Principal in Charge.	<input checked="" type="checkbox"/> Check if project performed with current firm
2.	(1) TITLE AND LOCATION <i>(City and State)</i> Human Resources Space Planning, Murrow Education Building Tucson Unified School District 1010 E. 10th Street, Tucson Arizona 85719	(2) YEAR COMPLETED
		Professional Services 2014
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Space planning for expansion and re-organization of TUSD's Human Resources Department. Principal in Charge.	<input checked="" type="checkbox"/> Check if project performed with current firm
3.	(1) TITLE AND LOCATION <i>(City and State)</i> El Camino Baptist Church Lobby Expansion and accessibility upgrade 7777 E. Speedway Blvd. Tucson, Arizona 857	(2) YEAR COMPLETED
		Professional Services 2014
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Expand the main lobby serving the sanctuary for better circulation. Provide accessibility upgrades including a "Family Assist" restroom and an accessible parking lot drop-off. 1,600 S.F. Budget: \$350,000.00 Principal in Charge	<input checked="" type="checkbox"/> Check if project performed with current firm
4.	(1) TITLE AND LOCATION <i>(City and State)</i> Borton Primary magnet School K-5 Renovations Tucson Unified School District 700 E. 22nd St., Tucson, AZ 85713	(2) YEAR COMPLETED
		Professional Services 2013
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Phase 1 - Determine best location for the Kitchen Addition & Modular Building considering site access for loading & delivery, parking lot drives & parking spaces. Phase 2 - Services for the design & documentation of the kitchen addition & the renovation of the Multi-Purpose Room & associated spaces vacated by the relocation of existing kitchen. Principal in Charge.	<input checked="" type="checkbox"/> Check if project performed with current firm
5.	(1) TITLE AND LOCATION <i>(City and State)</i> Borton Primary magnet School K-5 Renovations Tucson Unified School District 700 E. 22nd St., Tucson, AZ 85713	(2) YEAR COMPLETED
		Professional Services 2013
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Phase 3 – Schematic Design for a 9 classroom prototype constructed as a factory built site assembled modular building with site formed slab on grade. Principal in Charge.	<input checked="" type="checkbox"/> Check if project performed with current firm



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

a. NAME Georgette Stathis-Pearson, LEED-AP		b. ROLE IN THIS CONTRACT Cadd Technician		c. YEARS EXPERIENCE	
				1. TOTAL 14	2. WITH CURRENT FIRM 2
d. LOCATION (City and State) Herzog Associates, pllc. Tucson, Arizona					
e. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Architecture University of Arizona			f. PROFESSIONAL TRAINING - REGISTRATIONS		
g. OTHER PROFESSIONAL QUALIFICATIONS (Organizations, Awards, etc.) LEED Accredited Professional					

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION (City and State) Nogales Border Patrol Station, Infrastructure Improvements Project 1500 West La Quinta Road, Nogales, Arizona 85621 US Army Corps of Engineers	(2) YEAR COMPLETED	
		Professional Services 2014	Construction (if applicable) Pending Funding
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Installation of a new overlay standing seam metal roofing system with a "retro-fit" sub-purlin system and blanket insulation for an existing pre-engineered steel warehouse building. Cadd Technician.	<input checked="" type="checkbox"/> Check if project performed with current firm	
2.	(1) TITLE AND LOCATION (City and State) Human Resources Space Planning, Murrow Education Building Tucson Unified School District 1010 E. 10th Street, Tucson Arizona 85719	(2) YEAR COMPLETED	
		Professional Services 2014	Construction (if applicable) 2014
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Space planning for expansion and re-organization of TUSD's Human Resources Department. Cadd Technician.	<input checked="" type="checkbox"/> Check if project performed with current firm	
3.	(1) TITLE AND LOCATION (City and State) El Camino Baptist Church Lobby Expansion and accessibility upgrade 7777 E. Speedway Blvd. Tucson, Arizona 857	(2) YEAR COMPLETED	
		Professional Services 2014	Construction (if applicable) 2015 (pending)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Expand the main lobby serving the sanctuary for better circulation. Provide accessibility upgrades including a "Family Assist" restroom and an accessible parking lot drop-off. 1,600 S.F. Budget: \$350,000.00 Cadd Technician.	<input checked="" type="checkbox"/> Check if project performed with current firm	
4.	(1) TITLE AND LOCATION (City and State) Borton Primary magnet School K-5 Renovations Tucson Unified School District 700 E. 22nd St., Tucson, AZ 85713	(2) YEAR COMPLETED	
		Professional Services 2013	Construction (if applicable) 2013
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Phase 1 - Determine best location for the Kitchen Addition & Modular Building considering site access for loading & delivery, parking lot drives & parking spaces. Phase 2 - Services for the design & documentation of the kitchen addition & the renovation of the Multi-Purpose Room & associated spaces vacated by the relocation of existing kitchen. Cadd Technician.	<input checked="" type="checkbox"/> Check if project performed with current firm	
5.	(1) TITLE AND LOCATION (City and State) Borton Primary magnet School K-5 Renovations Tucson Unified School District 700 E. 22nd St., Tucson, AZ 85713	(2) YEAR COMPLETED	
		Professional Services 2013	Construction (if applicable) 2013
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Phase 3 – Schematic Design for a 9 classroom prototype constructed as a factory built site assembled modular building with site formed slab on grade. Cadd Technician.	<input checked="" type="checkbox"/> Check if project performed with current firm	



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5a. 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> El Camino Baptist Church Lobby Expansion and Accessibility Improvements 7777 E. Speedway Blvd. Tucson, Arizona 85710	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i> 2015 (pending)

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER El Camino Baptist Church 7777 E. Speedway Blvd. Tucson, Arizona 85710	d. DOLLAR AMOUNT OF PROJECT \$350,159.00 (estimate)	e. TOTAL COST OF PROJECT pending
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

1. The expansion of the existing Foyer south to the edge of the existing overhang. The addition of the "Family Assist" accessible restroom and new accessible drinking fountains. The project will include the demolition of the existing exterior masonry wall, aluminum entrance doors and associated glu-lam beams above the south wall of the foyer. New columns and a low profile clear span steel beam will be added in this location to open up the foyer and allow for expansion to the south face of the existing overhang. The concrete slab under the existing overhang, along with the glu-lam beams and central column which support the overhang will also be removed. A new clear span low profile steel beam will be added here as well to support the edge of the existing overhang. After the relocation of the existing grease trap the floor slab will be replaced and the envelope of the lobby completed with a new storefront entrance system and high efficiency glass. A recessed manual sun shade system will be added to the Lobby ceiling at the line of the storefront for further sun control. Renovation of the new lobby space will also include a new reception desk. The project will include new finishes throughout the expanded lobby, including new flooring, paint and new ceilings.





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5a. 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>	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Borton Primary Magnet School K-5 Renovations 700 E. 22 nd Street Tucson, AZ 85713	2012	2103

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER	d. DOLLAR AMOUNT OF PROJECT	e. TOTAL COST OF PROJECT
Tucson Unified School District 2025 E. Winsett St. Tucson, Arizona 85719	\$2,800,000.00	\$2,502,438.00

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

Phase 1 - Determine best location for the Kitchen Addition & Modular Building considering site access for loading & delivery, parking lot drives & parking spaces. Phase 2 - Services for the design & documentation of the kitchen addition & the renovation of the Multi-Purpose Room & associated spaces vacated by the relocation of existing kitchen. Phase 3 - Schematic design of the Modular Classroom Building.





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5d. 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> Picacho Peak State Park Visitor Center Picacho, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i> 2009

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Arizona State Parks 1300 west Washington Street, Room 205 Phoenix, AZ 85007	d. DOLLAR AMOUNT OF PROJECT \$1,200,000.00	e. TOTAL COST OF PROJECT \$1,344,112.18
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and length of project)*

The New Visitor Center was designed to achieve LEED (silver) Certification. The stand-alone building is constructed of plain concrete masonry, with six (6) inch frame walls furred on the inside, containing R-19 batt insulation composed of 100% recycled cotton. The roof structure is made of standing seam metal roof on eight (8) inches of polyiso insulation over three (3) inches metal deck supported by steel beams. The New Visitor Center consists of 2,500 square feet of enclosed space for: Interpretive Display and Gifts, offices, Reception and Drive-thru, conference room, storage, and public restroom. The Interpretive Display and Gift area, as well as the conference room, have floor to ceiling insulated glass curtain walls, for an unobstructed view of Picacho Peak to the south. Rain water runoff from the roof is harvested for irrigating the landscape. The project was awarded LEED Gold Certification by the United States Green Building Council in December, 2009.





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5c. 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.)

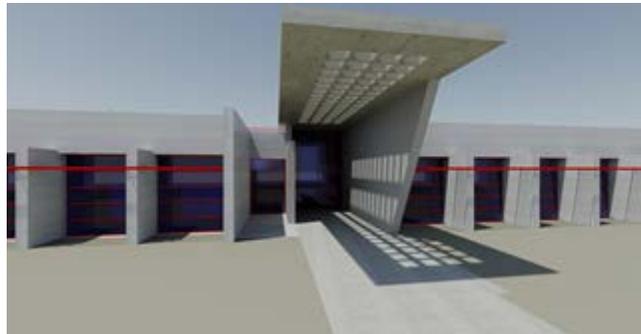
a. TITLE AND LOCATION <i>(City and State)</i>	b. YEAR COMPLETED	
Management Information Systems Office Building Gila River Indian Community Sacaton, Arizona	PROFESSIONAL SERVICES 2011	CONSTRUCTION <i>(If applicable)</i> Pending Funding

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER	d. DOLLAR AMOUNT OF PROJECT	e. TOTAL COST OF PROJECT
Gila River Indian Community 315 W. Casa Blanca Road Sacaton, Arizona	\$11,645,500.00	

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

The new Management Information Systems Building is designed to accommodate a 6000 s.f. Tier 3 Data Center, offices for the M.I.S. Department, the Office of Emergency Management, an Emergency Operations Center and the Dispatch Center for the Gila River Indian Community. The Data Center, the Emergency Operations Center and the Dispatch Center are designed for N+1 redundancy of all power, lighting and mechanical systems. The project was designed to allow for phased construction and future expansion. The project is currently on hold due to funding.





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5e. 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.)

<p>a. TITLE AND LOCATION <i>(City and State)</i></p> <p>Proto-Typical Gymnasiums Sabino High School, Sahuaro High School, and Santa Rita High School Tucson, Arizona</p>	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008	CONSTRUCTION <i>(If applicable)</i> 2009

23. PROJECT OWNER'S INFORMATION

<p>c. PROJECT OWNER</p> <p>Tucson Unified School District 2025 East Winsett Street Tucson, Arizona 85719</p>	<p>d. DOLLAR AMOUNT OF PROJECT</p> <p>\$12,000,000.00</p>	<p>e. TOTAL COST OF PROJECT</p> <p>Sabino High School: \$3,963,250.00 Sahuaro High School: \$4,046,548.00 Santa Rita High School: \$3,718,565.00</p>
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and length of project)*

The new Practice Gymnasiums are each approximately 19,500 square feet in area. The gyms include wood floors, limited bleacher seating, gymnasium equipment, a trainer's room, and support facilities. Generally, construction consists of clear span, steel joist girders supported by masonry veneer bearing walls. Each high school site required a varying degree of preparation, including the relocation of sewers, storm drains, water and electrical lines, and earthwork to establish finish floor.





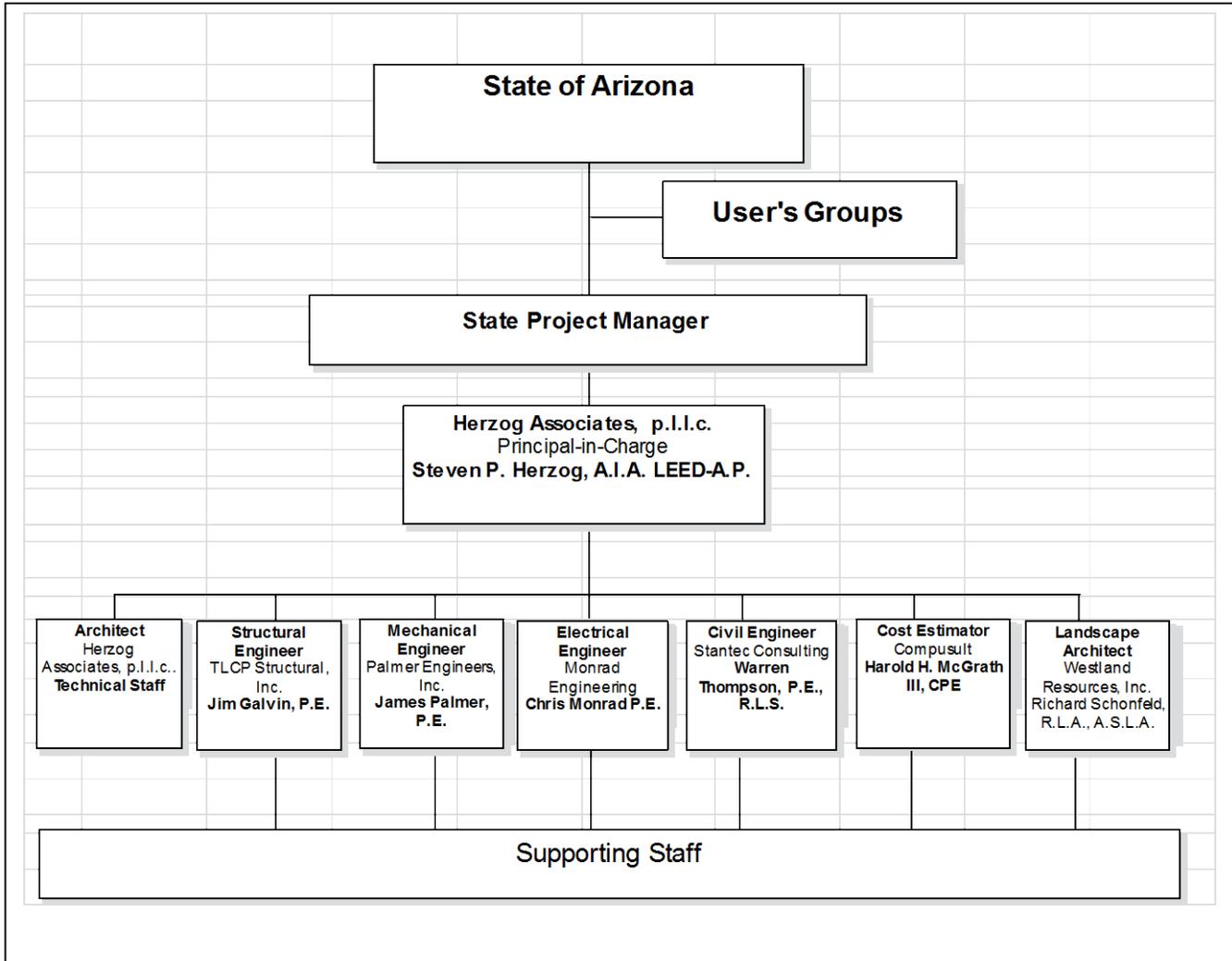
6. ADDITIONAL INFORMATION

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



In 2013, after more than 40 years in business and, upon the retirement of my partner, Earl Kai Chann Associates Ltd. closed its doors and, in order to continuing serving our clients, I then founded Herzog Associates, p.l.l.c. The majority of the work examples referenced in Part 5 of this statement were performed while I was a managing principal of Earl Kai Chann Associates, Ltd.

A. Organizational Chart:



B. Contact Person:

Herzog Associates, p.l.l.c. operates under a system we call Direct Management. Briefly, Direct Management establishes a principal of the firm, in this case Steven P. Herzog, A.I.A., LEED-AP, as the responsible party for all aspects of this contract.

From general to specific, questions and concerns do not have to be passed through separate levels of management. Consequently, the State of Arizona and the department user's groups will know who to talk to during all phases of the design and construction process.

Direct Management enhances our ability to work on schedule and to produce thorough field investigations and accurate construction documents with a minimum of change orders. In addition, Direct Management allows us to solve unexpected problems quickly. Supported by our highly qualified consulting engineers, we offer creative solutions within the prescribed budget.



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Consistent with Herzog Associates Direct Management approach, the principal-in-charge will assume full responsibility for the construction administration phase for this project.

Working with the contractors as a member of the project team, we attempt to minimize field problems through open communication. The general contractor and the State of Arizona benefit from the principal's firsthand knowledge of the project and, therefore, in reduced response time to the contractor's concerns.

C. KEY PERSONNEL

Steven P. Herzog, A.I.A., LEED AP, Principal

Steve will act as the principal-in-charge for this project. His responsibilities will include ensuring communication and understanding between our office and the State of Arizona. In addition, Steve will be responsible for scheduling, for coordination with the various engineering disciplines associated with the project, for overseeing the design for the technical specifications for the project and for quality control.

Georgette Stathis, LEED AP

Georgette will assist Steve with field verification and with the documentation of existing conditions. She will work closely with Steve to ensure that crucial milestones are met and that timely completion of each project is achieved. Georgette will be in charge of production of the contract drawings. She will ensure that office standards are followed and that particular guidelines required by the State of Arizona are incorporated into the drafting standards.

Both Steve and Georgette will be actively involved in all phases of each State of Arizona project.

D. TEAM EXPERIENCE

Herzog Associates has assembled a team of highly-qualified professional consulting engineers with whom we have worked with for more than thirty years. Each firm shares our commitment to fully serving our client's needs, regardless of the project size or scope, with direct involvement of the firm's principals, from start to finish.

TLCP Structural Engineers, Inc.

TLCP's experience over the last 17 years includes structural studies and investigations, structural peer review, system selection studies, preliminary and final design, preparation of contract drawings, preparation of specifications and shop drawing review.

Company-wide, TLCP has designed over \$1 billion in construction of commercial and retail buildings. Whether the design calls for a professional complex such as the Mesquite Corporate Professional Plaza in Tucson, or retail buildings such as The Shops at Gainey Ranch in Scottsdale, Arizona, TLCP brings a variety of knowledge and expertise to each project.

TLCP's innovative engineers and CAD experts have extensive experience in analyzing and refurbishing existing structures such as the \$4 million Foothills Mall Renovation and the \$1 million in modifications made to the Pima County Nanini Governmental Center, both of which are located here in Tucson.

Palmer Engineers, Inc.

Palmer Engineers, Inc. has been actively engaged in the design of mechanical, plumbing and fire protection systems in the State of Arizona since 1953 when the office opened as John Paul Jones Consulting Engineer. In 1970 the name of the firm was changed to Stewart R. Palmer Consulting Engineers, Inc. and then in 1996 it was shortened to its current name. Through the years Palmer Engineers, Inc. has worked under many open-end contracts similar to this one. Clients that Palmer Engineers, Inc. have performed for under this type of agreement include Pima Community College, Pima County, State of Arizona, Tucson Unified School District, The University of Arizona and NOAO/AURA, as well as open-end contracts held by Herzog Associates, p.l.l.c. (formerly EKC). In the last 15 years, 73% of Palmer Engineers, Inc. total projects have been remodel, renovation, or building addition projects and have included projects performed while the building was in use. Palmer Engineers, Inc. experience is a benefit when remodeling for your facilities.

Monrad Engineering, Inc.

Monrad Engineering, Inc. (AZ SBTR Firm License No. 11391) has been in continuous operation since 1983 and is located in Tucson AZ. The firm has provided professional engineering services for over 2800 projects of a diverse and challenging nature, including street lighting, traffic signalization, corporate, municipal, industrial, commercial, justice, collegiate, institutional, aviation, educational, recreational, health care and hospitality facilities. Monrad Engineering, Inc. holds Pima County and ADOT MBE/DBE status.

MEI provides on-staff LEED Accredited Professional status and Registered Communications Distribution Designer (RCDD) credentials to benefit clients with sole-source full-services consulting engineering solutions (including REVIT 3D BIM capabilities) for the sophisticated high-performance and telecommunications-rich projects of today and of the future.

Monrad Engineering, Inc. is proud to enter its 31st year of operation. Monrad Engineering, Inc. is professionally managed by three registered Professional Engineers who provide long-lived and continuous service with the firm.

Stantec Consulting, Inc.



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Founded in 1954, with a presence in Tucson since 1960, Stantec provides professional design and consulting services in architecture, planning, engineering, interior design, landscape architecture, surveying, and project management. They are currently ranked No. 1 by Engineering News Record as a "Top Southwest Design Firm" (May 2013).

With a staff of more than 300 professionals in our Tucson, Phoenix, and Tempe offices and more than 13,000 employees across the North America, they have a local viewpoint enhanced by their ability to draw on the expertise of highly experienced professionals across the country.

Stantec continually strives to balance economic, environmental, and social responsibilities, and is recognized as a world-class leader and innovator in the delivery of sustainable solutions. Their focus is on clients and the community at every stage of a project's execution, from initial concept and financial feasibility to project completion and beyond. Stantec's multidisciplinary practice areas serve public and private sector clients in a diverse range of markets.

Westland Resources, Inc.

The Westland Resources landscape architecture group has extensive experience providing a wide range of landscape architectural service under various open end or on call contracts. The company has had open end landscape architecture contracts with the City of Tucson and Pima County the last 10 years running. They have also had open end contracts with TUSD and have also worked with TUSD and other school districts as part of architectural open end contracts with several architectural firms including Herzog Associates.

Westland Resources has provided services including site landscape design, irrigation design, sports and playfield design, playground design, park design, river park design, native plant inventories and habitat restoration.

Westland understands the importance of responsiveness and of the hands-on approach that is often required for work under open end contracts.

Compusult

Compusult was founded in 1983 to provide construction management, scheduling and estimating services. Compusult offers estimates based on very preliminary information to construction documents and change order evaluations. Additionally, Compusult offers constructability reviews and document quality review services. Compusult also provides value engineering assistance. Compusult has an extensive historical database of project costs.

E. Scheduling

Steven P Herzog, AIA, LEED-AP, the principal-in-charge will implement the goals, set project policies and define overall tasks, team organization and operation. The principal-in-charge will personally monitor significant activities of the project team to ensure that all critical dates and milestones are met.

A bar chart schedule will be used in weekly team meetings to monitor progress of the project. The principal-in-charge has the authority necessary to re-assign staff and authorize overtime to ensure project milestones are met.

The following tools will be used by the principal-in-charge to assure the timely completion of the project:

Bar Chart Schedule – The schedule includes weekly updates identifying all of the project activities and their milestones and completion dates for the total project as well as the interfacing requirement with consultants.

Weekly Staff Meetings – Meetings will be held with staff for project reviews and quality control. Project schedules are reviewed and additional staff assignments or overtime is authorized to maintain schedules.

Bi-Monthly Project Coordination Meetings – Meetings are held with all consultants for project review and coordination. Representatives from State of Arizona are encouraged to attend these meetings. Project 'check sets' are submitted to the client and user groups at predetermined dates allowing all involved to track progress.

F. Cost Control

At Herzog Associates, the principal-in-charge, in conjunction with our cost-estimating consultant, completes several cost estimates during the design process including two quantity take-offs during the construction document phase. Recommendations for adjustments are made to insure that the budget is met. This method of construction monitoring has been extremely successful in meeting construction budgets.

G. Verification of Existing Conditions

Integral to the success of a complete set of working drawings is a thorough understanding of the project site. We make a point to ensure the entire design team visits the site before design begins to develop an understanding of the existing conditions which will affect the project.

- Analyze site access for pedestrians, bicycles, delivery vehicles and fire department circulation.
- Review existing-building documentation.
- Confirm existing utility locations.



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- Field measure and photograph existing relevant construction.
- Review existing as-built drawings (if available).

H. Automation Capabilities

Herzog Associates computer network consists of Intel-based Windows Seven workstations and an Intel-based dual-processor (Raid 5) server operating Windows Server 2003 running in native mode and a Synology NAS (mirrored). CAD software includes AutoCAD Building Design Suite (subscription based) - AutoCAD 2014 and Revit 2014.

Peripherals include a HP 800 PS DeskJet plotter and

Back-up via USB drive. We store redundant drives off site.

Herzog Associates relies on a combination of in-house and consultant-based training to ensure staff is current with the latest software functionality.

Our drafting staff is fully trained in the operation of AutoCAD and is prepared to produce electronic documents compatible with State Standards.

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:	80
b. Percentage of Total Work Attributable to Non-Government Work:	20

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

Signature:  _____
 Name: Steven P. Herzog, AIA, LEED-AP

Date: 17 December 2014
 Title: Managing Member