



Request for Qualifications
 Solicitation No.
ADSP017-00006796
 Description:
2017 Annual Professional Services List

Arizona Department of
 Administration
State Procurement Office
 100 N 15th Ave., Suite 201
 Phoenix, AZ 85007

Part 4 of the Solicitation Documents:
Offer Forms
 (Attachments)
 Date: February 7, 2017

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Attachment 1
Offer and Acceptance Form

SUBMISSION OF OFFER: Undersigned hereby offers and agrees to provide qualifications for **2017 Annual Professional Services List** in compliance with the Solicitation indicated above and our Offer indicated by the latest dated version below:

Initial Offer:	1.	02/16/2017	RH	
		date	initial	

HILGARTWILSON, LLC

Offeror company name

2141 E. Highland Avenue, Suite 250

Address

Phoenix, AZ 85016

City | State | ZIP

27-0723942

Federal tax identifier (EIN or SSN)

RH

Signature of person authorized to sign Offer

Initials

Ron Hilgart, Managing Principal

Printed name and title

Ron Hilgart, Managing Principal

Contact name and title

rhilgart@hilgartwilson.com

Contact Email Address

602-490-0535

Contact phone number

CERTIFICATION: By signature in the above, Offeror certifies that it:

- will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465;
- has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
- complies with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance; and
- is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.

ACCEPTANCE OF OFFER: State hereby **accepts the initial Offer**, Revised Offer, or Best and Final Offer identified by number **ADSP017-00006796** at the top of this form, and which was dated 02/16/17 (the Accepted Offer). Offeror is now bound (as Contractor) to carry out the Work under the attached Contract, of which the Accepted Offer forms a part. Contractor is cautioned not to commence any billable work or to provide any material or perform any service under the Contract until Contractor receives the applicable Order or written notice to proceed from Procurement Officer.

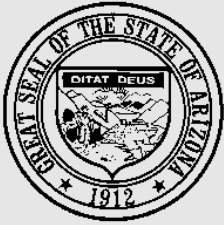
State's Contract No. is: ADSP017-00006796 **The effective date of the Contract is:** 04/03/17-01/31/18 **Contract awarded** 04/03/17

Procurement Officer signature

Gina DeCotiis

Procurement Officer printed name

Contract qualification award can be viewed at <https://spo.az.gov/procurement-services/professional-services>



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Attachment 2-A
Experience and Capacity

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

DEFINITIONS

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

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

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

Firm: Defined in A.R.S § 32-101(B.13.).

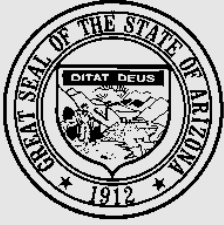
Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

Structure: How a business is organized to accomplish its objectives (ie, Sole Proprietor, Limited Liability Company, Cooperative, Corporation, Partnership, S Corporation).

1.0 Five (5) Example Projects

List no more than five (5) **ARIZONA PROJECT** Example Projects Which Best Illustrate Firms Qualification for this contract in the chart provided below. Select project where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this qualifications list contract. (NOTE: The integrity of the chart table columns shall remain unchanged, however the rows for each project may be expanded by the Offeror to accommodate the information).

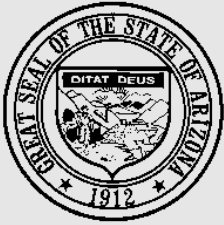
- a. Title and Locations of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
- b. Enter the year completed of the professional services (such as planning, engineering study, or design), and/or the year completed if construction. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block f).
- c. Project Owner or user, such as a government agency or installation, an institution, a corporation or private individual.
- d. Provide the original budget or not to exceed dollar amount for the project.
- e. Provide the Total Cost of the Project. If any of the professional services or construction projects is not complete, indicate the percentage complete and whether this project will be on budget, over or under budget.
- f. Brief Description: Indicate scope, size, and length of project, principle elements and special features of the project. Discuss the relevance of the example project to this contract.



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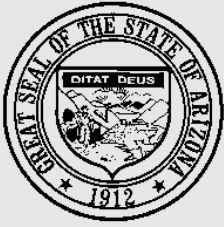
Title and Location of Project	Design Completion Year	Construction Completion Year	Project Owner	Project Original Budget (or not to exceed amount)	Total Cost of the Project	Brief Description of Project
Horseshoe Draw - Sierra Vista, AZ	2014	Not Yet Constructed	Hereford Natural Resources	\$1.3M	Not Yet Constructed	Horseshoe Draw is a natural watercourse that stretches from northern Sonora Mexico to a confluence with the San Pedro River 10 miles southeast of Sierra Vista, Arizona. The watercourse has experienced significant flooding and erosion over the last decade. The flooding and erosion have resulted in a public safety hazard for local residents and a reduction in habitat quality along the watercourse. HILGARTWILSON teamed with the local branch of the Natural Resource Conservation District to successfully obtain funding to design a



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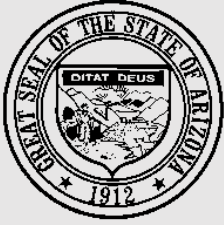
						<p>comprehensive solution for mitigation of the hazard. This solution entails the construction of a large, earthen embankment and detention basin. In addition to the engineering and survey related efforts that HILGARTWILSON has provided, the project requires extensive coordination with a variety of agencies including the Cochise County, the Arizona Department of Water Resources and the US Army Corps of Engineers.</p>
Vela Apartments – Tempe, AZ	2014	2015-2016	Transwestern	\$85,000	\$35M +/-	<p>Served as Project Principal for this mixed use development within Tempe called Tempe Lakeside Apartments which is being developed on the north side of the Tempe Town Lake, south of the Loop 202 and will include 284 apartment units with 4,000 sf of</p>



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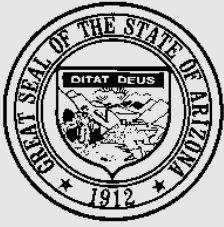
						<p> retail. As part of the permitting of the project HILGARTWILSON has coordinated with various agencies such as City of Tempe, Salt River Project, Arizona Department of Transportation, the City of Phoenix who serves as the reviewing agency for the Sub-Regional Operating Group committee, and the Flood Control District of Maricopa County. The project is scheduled to start construction at the beginning of 2015. HILGARTWILSON provided civil engineering and surveying services for the entitlements and permitting portions of the project. </p>
<p> Littleton Elementary Schools – Avondale & Tolleson, AZ </p>	<p> 2012 </p>	<p> 2011-2012 </p>	<p> Littleton Elementary School District </p>	<p> \$77,450 </p>	<p> \$77,450 </p>	<p> As part of a \$3.3 million bond project, HILGARTWILSON provided civil engineering and survey services for </p>



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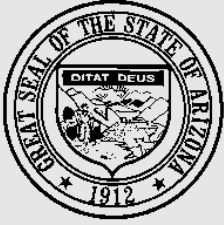
						improvements to six (6) school sites within the District boundaries in Phoenix, Avondale, and Tolleson, Arizona. The scope of services includes design for improvements ranging from grading and drainage improvements , new pedestrian corridors, the addition of sports facilities and parking, driveway and bus drop-off improvements . Work for these schools was completed in 2011 with construction completed in 2012. The schools included Underdown Elementary, Collier Elementary, Tres Rios Elementary, Country Place Elementary, Estrella Vista Elementary, Quentin Elementary, and Littleton Elementary
Miami Wastewater	2009-2016	Phase 1 Complete Phase 2-5	Town of Miami	\$750K (Program Managem	\$24M (Program Management	Prior to joining HILGARTWILS



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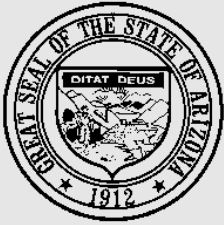
<p>Collection System Improvements – Miami, AZ</p>		<p>Under Construction</p>		<p>ent</p>	<p>Design and Construction)</p>	<p>ON, Mr. Ipson prepared the Preliminary Engineering Report (PER) for proposed upgrades to the existing Town of Miami wastewater collection system, which dates back to the 1920s. The PER detailed the failing condition of the existing wastewater collection system and evaluated several alternatives for upgrading the system, with capital and life-cycle costs identified for each alternative. It also recommended a specific alternative for implementation, calling for the replacement of nearly 80,000 linear feet of sewer, installation of a grit separator at the Town's wastewater treatment plant, and upgrades to the Town's influent pump station. Mr. Ipson also prepared</p>
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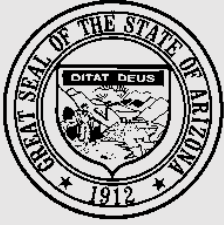
						<p>construction plans and specifications for a portion of the Phase 1 improvements , including upgrades to the Town’s influent pump station (funded by USDA) and for the installation of a new 10,000 gpd septage receiving station at the Town’s public works yard (funded by CDBG).</p> <p>At HILGARTWILSON, Mr. Ipson continues to work on the project as a part of the Program Management team. In this role, he provides plan reviews, coordinates with funding agencies (USDA, WIFA, and EPA) to process pay applications and other required documentation, and coordinates with Town staff, the design firm, Arizona Eastern Railroad, the legal team, and others to</p>
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						ensure a successful project.
Moon Valley Country Club / Lookout Mountain Golf Club – Phoenix, AZ	Still in Preconstruction Phase	Still in Preconstruction Phase	Moon Valley Country Club, Lookout Mountain Golf Club, and City of Phoenix	Est: \$8.9M	Still in Preconstruction Phase	Pre-Construction and Construction Management Services to build a raw water conveyance system to transport CAP water from 23rd Avenue and Dunlap to Cave Creek Municipal Golf Course, Moon Valley Country Club, and Lookout Mountain Golf Club. All work was bid under Public Procurement /Title 34 rules and includes Installation of a Raw Water Pumping Station, Six miles of large diameter water main and related appurtenances, Construction Staking, Utility Coordination, SRP Design/ Construction of a Turn-Out Structure, Permitting through City of Phoenix, Flood Control District of Maricopa County, and the U.S. Army Corps of



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						Engineers.
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Experience and Capacity

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2.0 EMPLOYEES BY DISCIPLINE

Aeronautical Engineer	Electrical Engineer	Mechanical Engineer
Agricultural Engineer	Environmental Engineer	Metallurgical Engineer
Archeologist	Environmental Scientist	Mining Engineer
Architect	Fire Protection Engineer	Nuclear Engineer
Architectural Engineering	Geodetic Surveyor	Petroleum Engineer
Biologist	Geographic Information System Specialist	Photogrammetrist
CADD Technician	Geological Engineer	Project Manager
Chemical Engineer	Geologist	Sanitary Engineer
Civil Engineer	Hydrographic Surveyor	Soils Engineer
Construction Manager	Hydraulic Engineer	Structural Engineer
Construction Inspector	Hydrologist	Technician/Analyst
Control Systems Engineer	Industrial Engineer	Transportation Engineer
Cost Engineer/Estimator	Landscape Architect	Water Resources Engineer

Enter requested information in the chart provided below:

- a. Select disciplines from the List of Disciplines. For employees that do not qualify for any of the disciplines, select "Other".
- b. Each person can be counted only twice; once for his/her primary function and once for his/her secondary function. Primary and secondary functions should be indicated by including a "P" or an "S" in column b after the Description Title is given.
- c-d. If the form is completed for a firm (including all branch offices), enter the number of employees by disciplines in column c. If the form is completed for a branch office, enter the number of employees by discipline in column d and for the firm in column c. (NOTE: The Offeror may insert or delete rows in the existing Employees by Discipline chart table on page six (6 as necessary to complete the requirements for Question 2).



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EXAMPLE:

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees Firm	d. No. of Employees Branch
Example: Architect	P	138	50-Yuma Branch 50-Tempe Branch 38 – Phoenix Branch
Example: Architect	S	20	5-Yuma Branch 5-Tempe Branch 5 – Phoenix Branch 5- Tucson Branch
a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees Firm	d. No. of Employees Branch
CAD Technician	P	42	42
CAD Technician	S	1	1
Civil Engineer, PE	P	6	6
Civil Engineer, PE	S	9	9
Civil Engineer, EIT	P	4	4
Civil Engineer, EIT	S	3	3
Construction Manager	P	3	3
Environmental Engineer	P	1	1
Geographic Information Specialist	P	1	1
Geographic Information Specialist	S	1	1
Hydrologist	P	3	3
Project Manager	P	7	7



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Project Manager	S	4	4
Water Resources Engineer, PE	P	2	2
Other	P	26	26
Total		95 (P) 18 (S)	95 (P) 18 (S)

3.0 FIRMS EXPERIENCE AND REVENUE

- a. [Firm shall complete the Excel spreadsheet titled “Amendment I Project Experience Number of Projects and Revenue”, using same document title and upload in Excel format as an “Attachment” with firm’s offer in ProcureAZ. \(NOTE: Amendment I version clarifies column instructions and additions of project experience categories\).](#)

4.0 FIRMS SERVICES

- a. [Firm shall complete the Excel spreadsheet titled “2017 Professional Services List of Firms Services” shall be completed and uploaded in Excel format only as an “Attachment” in ProcureAZ at time of offer submission.](#)

Amendment I ADSP017-00006796 Project Experience Number of Projects and Revenue
 ADSP017-00006796 2017 Annual Professional Services Qualifications List

FIRMS NAME (INSERT NAME):

TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS) COMPLETED IN LAST THREE YEARS	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only	TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS) COMPLETED IN LAST THREE YEARS	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only
Acoustics, Noise Abatement				Land Surveying	300	2	5
Activity Centers				Landscape Architecture			
Aerial Photography; Airborne Data and Imagery Collection and Analysis				LEED Accredited A/E			
Agricultural Development; Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning			
Air Pollution Control				Libraries; Museums; Galleries			
Airports; Navajds; Airport Lighting; Aircraft Fueling				Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)			
Airports; Terminals and Hangars; Freight Handling				Lighting (Interior; Display; Theater, Etc.)			
Animal Facilities				Lighting (Cave; Cavern)			
Anti-Terrorism/Force Protection				Mapping Location/Addressing Systems			
Area Master Planning	174	1	6	Materials Handling Systems; Conveyors; Sorters			
Auditoriums and Theaters				Materials Testing			
Automation; Controls; Instrumentation				Measurement / Verification / Conservation Water Consumption			
Barracks; Dormitories				Medical Related			
Bridge Design; Bridges				Metallurgy			
Cartography				Mining and Mineralogy			
Cemeteries (Planning and Relocation)				Modular Systems Design; Pre-Fabricated Structures or Components			
Chemical Processing and Storage				Mold Investigation			
Child Care/Development Facilities				Museums			
Codes; Standards; Ordinances				Nuclear Facilities; Nuclear Shielding			
Cold Storage; Refrigeration and Fast Freeze				Office Buildings; Industrial Parks			
Commercial Building (Low Rise); Shopping Centers				Outdoor Recreation			
Communications Systems; TV; Microwave				Petroleum and Fuel (Storage and Distribution)			
Community Facilities				Phase I Environmental			
Computer Facilities				Photogrammetry			
Conservation and Resource Management				Pipelines (Cross-Country - Liquid and Gas)			
Construction Management	42	1	5	Plumbing and Piping Design			
Construction Materials Testing				Pneumatic Structures; Air-Support Buildings			
Construction Surveying	42	1	4	Power Generation, Transmission, Distribution			
Controls and Electronics Engineer				Prisons and Correctional Facilities			
Corrosion Control; Cathodic Protection Electrolysis				Product, Machine Equipment Design			
Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting				Public Safety Facilities			
Cryogenic Facilities				Radar; Sonar; Radio and Radar Telescopes			
Dams (Concrete; Arch)				Radio Frequency Systems and Shieldings			
Dams (Earth; Rock); Dikes; Levees	1	2		Railroad; Rapid Transit			
Desalination (Process and Facilities)				Recreation Facilities (Parks, Marinas, Etc.)			
Design & Planning Structured Parking Facilities				Refrigeration Plants/Systems			
Design-Build - Preparation of Requests for Proposals				Rehabilitation (Buildings; Structures; Facilities)			
Detention Security Systems				Research Facilities			
Digital Elevation and Terrain Model Development				Resources Recovery; Recycling			
Digital Orthophotography				Rivers; Canals; Waterways; Flood Control			
Dining Halls; Clubs; Restaurants				Roof Infrared Imaging to Identify Water Leaks			
Disability / Special Needs				Roofing			
Dredging Studies and Design				Safety Engineering; Accident Studies; OSHA Studies			
Ecological and Archeological Investigations				Security Systems; Intruder and Smoke Detection			
Educational Facilities; Classrooms				Seismic Designs and Studies			
Electronics				Sewage Collection, Treatment and Disposal	15	2	3
Elevators; Escalators; People-Movers				Soils and Geologic Studies; Foundations			
Energy / Water Auditing Savings				Solar Energy Utilization			
Energy Conservation; New Energy Sources				Solid Wastes; Incineration; Landfill			
Environmental Impact Studies, Assessments or Statements				Special Environments; Clean Rooms, Etc.			
Fallout Shelters; Blast-Resistant Design				Specifications Writing			
Fire Protection				Storm Water Handling and Facilities	15	2	3
Fisheries; Fish Ladders				Structural Design; Special Structures			
Forensic Engineering				Surveying; Platting; Mapping; Flood Plain Studies	295	2	4
Garages; Vehicles Maintenance Facilities; Parking				Sustainable Design			
Gas Systems (Propane; Natural, Etc.)				Swimming Pools			
Geodetic Surveying: Ground and Airborne				Testing and Inspection Services			
Heating; Ventilating; Air Conditioning				Topographic Surveying and Mapping	70	1	4
Highways; Streets; Airfield Paving; Parking Lots	24	2	3	Towers (Self-Supporting and Guyed Systems)			
Historical Preservation				Toxicology			
Hospital and Medical Facilities				Traffic and Transportation Engineering			
Hotels; Motels				Traffic Studies			
Housing (Residential, Multi-Family; Apartments; Condominiums)				Transportation			
Hydraulics and Pneumatics				Tunnels and Subways			
Hydrographic Surveying				Urban Renewals; Community Development			
Industrial Buildings; Manufacturing Plants				Utilities (Gas and Steam)			
Industrial Processes; Quality Control				Value Analysis; Life-Cycle Costing			
Industrial Waste Treatment				Warehouse and Depots			
Intelligent Transportation Systems				Waste Water Treatment Facility			
Infrastructure	56	2	6	Water Resources; Hydrology; Ground Water			
Irrigation; Drainage	15	2	3	Water Supply; Treatment and Distribution	15	2	4
Judicial and Courtroom Facilities				Water Well Rehabilitation; Water Well Work	42	1	3
Laboratories; Medical Research Facilities				Wind Tunnels; Research/Testing Facilities Design			
Labs - General				Zoning; Land Use Studies	42	1	3
Labs - Research - Dry							
Labs - Research - Wet							

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



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EXPERIENCE REFERENCES:

THE PRIME FIRM SHALL LIST A TOTAL OF THREE (3) CLIENT REFERENCES FOR ANY PROJECTS COMPLETED IN THE LAST YEAR BY THE FIRM (OR A BRANCH LOCATION). REFERENCES MAY BE CONTACTED BY ANY ELIGIBLE AGENCY.

1	Client Company/Address	Contact	Begin Date	End Date
	Hereford Natural Resource Conservation District	James Lindsey, President	2014	2016
	Phone Number	Email Address		
	(520)559-0715	Sht1@mindspring.com		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.				
Horseshoe Draw – Sierra Vista, AZ				
Original Design Fee: \$192,000				
Final Design Fee: \$192,000				
Services performed similar to those described in Solicitation				
HILGARTWILSON served as the Prime Consultant responsible for preparing a Design Concept Report and supporting analysis and documentation for regional multi-use flood control facility located in SE Arizona. <input type="checkbox"/>				
2	Client Company/Address	Contact	Begin Date	End Date
	Town of Miami	Joe Heatherly	2009	2016
	Phone Number	Email Address		
	(928) 473-4403	miamimanager@cableonenet		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.				
Town of Miami Wastewater Replacement Project – Miami, AZ				
Original Design Fee: \$328,338				
Final Design Fee:				
Services performed similar to those described in Solicitation				
HILGARTWILSON is serving as the Program Manager providing design and construction oversight for ~64,000 feet of replacement sewer line, upgrades to the Town’s influent pump station, installation of a grit separator at the Town’s wastewater treatment plant, and construction of a new septage receiving station at the Town’s Public Works Yard. HILGARTWILSON provided detailed reviews of the construction plans and specifications, providing support to the Town and coordinates with USDA and WIFA for Project funding. <input type="checkbox"/>				
3	Client Company/Address	Contact	Begin Date	End Date
	City of Mesa	Yvonne McCall	2013	2014

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

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Phone Number	Email Address
(480) 644-4448	Yvonne.mccall@mesaaz.gov

List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.

Pinal Holdings – Mesa, AZ

Original Design Fee: \$145,600

Ending Design Fee: \$\$217,600 (expanded by client)

Services performed similar to those described in Solicitation

HILGARTWILSON was retained to provide ALTA Surveys for 82 individual sites totaling 10,600+/- acres of City of Mesa property by the City of Mesa to be purchased by a private investor. The sites are all located within Pinal County, AZ., in the general vicinity of Coolidge and Eloy, AZ. As a part of the sale/purchase agreement HILGARTWILSON represented and was directly contracted with both the City of Mesa and the purchaser of the property. The scope of services included Aerial Photogrammetry for location of existing improvements, (buildings, ditches, major utility corridors), and 41 separate ALTA Survey drawings for the 82 parcels of land. Review, analysis and coordination of title related matters were performed working directly with the City of Mesa Attorney, and the buyer’s legal counsel. The scope of work included updating all of the surveys twice, after the initial submittal, to address client, attorney, and title company comments together with updated title reports□

End of Attachment 2-A



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Attachment 2-B
Organization Profile

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

ORGANIZATION PROFILE

Firm Name	HILGARTWILSON, LLC		Year established	2009
Principal address (street, city, state)	2141 E. Highland Avenue, Suite 250 Phoenix, AZ 85016			
Entity type:	LLC – Limited Liability Company	Structure:	S Corporation	
Branch or Division:	Main Office (only office)	Parent:	N/A	
Years the organization has conducted business in Arizona.				8
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
1.	Ron Hilgart, PE	Managing Principal	(602) 490-0535	rhilgart@hilgartwilson.com
2.	Darrell Wilson, PE	Managing Principal	(602) 490-0535	dwilson@hilgartwilson.com
3.	Nguyen Lam, PE	Principal / Director Development Services	(602) 490-0535	Nlam@hilgartwilson.com
Firm Professional Licenses/Certifications (INCLUDE COPY OF DOCUMENT IN OFFER)				
	Description	Issuer	Number	Expiration
1.	Arizona Board of Technical Registration	State of Arizona	16012	12/31/2017
2.	Arizona Corporate Commission File Number:	State of Arizona	L15449250	
3.				

End of Attachment 2-B



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Attachment 3-A
Method Proposal
(Method of Approach)

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 3-A



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Attachment 3-B
Key Personnel Proposal

Answer all questions thoroughly in the spaces provided. **Complete this form in full for each one of the key personnel who will participate in this contract.** Insert or attach a separate resume if desired, but any attached resumes are supplemental to this form and **do not substitute resumes for this form.** Offeror shall list any resume filename within the Key Personnel Form resume section and Attach as titled in ProcureAZ with offer. Resumes shall not be listed in Attachment 3-B as Supplements.

1	Name:	Ron Hilgart, PE	How long with company?	8 years
	Current position in company:	Managing Principal	How long in position?	8 years
	Position for the Services:	Project Principal	How much of time will be dedicated to the Services?	10 %
	What primary functions will be assigned?	Civil Engineering oversight for all projects that we are selected for. Mr. Hilgart will also assist with design concepts, quality control and assuring the proper staff is assigned to the project to assure its successful completion on time, and within budget.		
	Describe person's experience in performing services like those that are to be assigned:	Mr. Hilgart has over 30 years of experience in project management, construction management, land planning, entitlements, and civil engineering. He has been responsible for the design and development of numerous institutional, educational commercial, industrial, mixed use, residential, and hospitality projects as well as the design and construction of numerous public works projects. As Project Principal, he remains actively involved in projects, including overseeing design concepts, quality control measures, scheduling and staffing needs of the projects as well as assuring overall client satisfaction. <input type="checkbox"/>		



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List person's job-related training and education:	<p>Education</p> <ul style="list-style-type: none"> ○ BS, Civil Engineering, North Dakota State University, 1980 <p>Professional Registrations</p> <ul style="list-style-type: none"> ○ Professional Engineer, AZ #16980 <p>Professional Affiliations</p> <ul style="list-style-type: none"> ○ American Society of Civil Engineers ○ ASU Friends of Civil Engineering, Steering Committee Chairman ○ Urban Land Institute ○ City of Peoria Economic Development Group, Past Chairman, Board of Directors ○ City of Peoria Planning and Zoning Commission, Past Chairman ○ Maricopa County Sports Commission, Past Board of Directors ○ Peoria City Council, Past Member
Resume:	List filename

2	Name:	Darrell Wilson	How long with company?	8 years
	Current position in company:	Managing Principal	How long in position?	8 years
	Position for the Services:	Project Principal	How much of time will be dedicated to the Services?	20 %
	What primary functions will be assigned?	Leadership of engineers, urban planners, designers, and surveyors for conceptual planning and engineering projects in Arizona.		



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<p>Describe person's experience in performing services like those that are to be assigned:</p>	<p>Darrell Wilson is a founder and Principal of HILGARTWILSON. As such, he shares responsibilities with co-founder Ron Hilgart for the operations and overall growth and success of the firm. As Project Principal he also remains actively involved in many projects, including overseeing design concepts, quality control measures, scheduling and staffing needs of the projects as well as assuring overall client satisfaction. Mr. Wilson has extensive expertise in large scale development and coordination of land use and planned community projects. Responsibilities include leadership of engineers, urban planners, designers, and surveyors in the feasibility, research, planning, and design of a variety of conceptual planning and engineering projects in Arizona. He has conducted projects for state, county, and municipal clients, with a combined scope of public works, residential, commercial, and institutional components. Through his memberships with various municipal boards and committees, Mr. Wilson demonstrates his involvement in the community and his associations with municipal staff.</p>
<p>List person's job-related training and education:</p>	<p>Education</p> <ul style="list-style-type: none"> o BS, Civil Engineering o Arizona State University, 1984 <p>Professional Registrations</p> <ul style="list-style-type: none"> o Professional Engineer, AZ #21732 o Professional Engineer, CO #26507 <p>Professional Affiliations</p> <ul style="list-style-type: none"> o Pinal Partnership – Board of Directors, Treasurer o Past-City of Phoenix Development Advisory Board o Home Builders Association of Central Arizona o Luke Air Force Base 62nd Fighter Squadron – HC o Fighter Country Partnership, Blue Blazer Squadron
<p>Resume:</p>	<p>List filename</p>



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3	Name:	Nguyen Lam, PE	How long with company?	7 years
	Current position in company:	Principal	How long in position?	7 years
	Position for the Services:	Project Manager	How much of time will be dedicated to the Services?	80 %
	What primary functions will be assigned?	Civil Engineering for selected projects. Mr. Lam shall serve as the Project Manager who will oversee the project from inception to conclusion. His duties shall range from development of project design and concepts, management of schedules, direct coordination with Client and team members, and overseeing the overall completion of the project.		
	Describe person's experience in performing services like those that are to be assigned:	Mr. Lam is a Principal at HILGARTWILSON and serves in a multitude of roles at the firm. For this Project, Mr. Lam will use his 17 years of experience in civil engineering in both public and private sectors to help facilitate the successful completion of each Project. He has been responsible for the design and management of numerous water and wastewater improvement projects, site developments ranging from institutional to commercial sites, and general civil improvements. His extensive engineering background includes lead roles multi-disciplinary projects that require extensive coordination, teamwork, and leadership. He prides himself on completing projects on time and within budget through the advocacy of his Client and achievement of their goals via sound design, and effective communication, and exceptional Client service.		



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<p>List person's job-related training and education:</p>	<p>Education</p> <ul style="list-style-type: none"> o BS, Civil Engineering, o Oregon State University, 1998 <p>Professional Registrations</p> <ul style="list-style-type: none"> o Professional Engineer, AZ #38783 o Professional Engineer, CA #77127 <p>Professional Affiliations</p> <ul style="list-style-type: none"> o City of Phoenix- Development Advisory Board o American Society of Civil Engineers o Home Builders Association of Central Arizona-New Member Ambassador o Valley Partnership <p>Areas of Expertise</p> <ul style="list-style-type: none"> o Project Manager o Water and Wastewater Engineering o Property Entitlements
<p>Resume:</p>	<p>List filename</p>



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4	Name:	Kirk Pangus, PS, CFedS	How long with company?	4 years
	Current position in company:	Principal / Director – Survey Services	Current position in company:	4 years
	Position for the Services:	Senior Project Manager	How much of time will be dedicated to the Services?	80%
	What primary functions will be assigned?	<p>Kirk Pangus, PS, CFedS, Project Manager, primary functions include client contact and contract negotiations, management of the survey related tasks under his supervision, final boundary decisions, final approval, signing ALTA's , legal reviews, data calculation and final approval of as-built plans. Kirk's familiarity with the region and working on a vast variety of projects within Arizona has brought him a positive long standing relationship with staff which helped him acquire projects</p>		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Kirk Pangus PLS, CFedS, has 43 years of extensive experience in the Land Surveying Profession. He is licensed in eight (8) states within the western and central United States. Mr. Pangus is one of the initial Land Surveyors to participate in and successfully complete the United States Department of The Interior, Bureau of Land Management (USDO1 BLM) Certified Federal Surveyor (CFedS) program when it was originally established.</p> <p>Kirk has extensive experience with Boundary Retracement, including Deed & Title analysis. Understanding the encumbrances affecting each property or project is an integral part of the understanding and obtaining the best use options for a project site. Kirk has worked extensively with our clients, various municipalities, and utility companies in processing the abandonment or vacation of existing easements which are no longer required for the project site, and by the abandonment of said encumbrances, add value to the land.</p> <p>As an industry veteran, Mr. Pangus appreciates the unique requirements of each client to execute their projects in the most effective and cost efficient manner. He interfaces with the firm's engineering and planning staff for survey projects which involve or support these disciplines.</p>		



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<p>List person's job-related training and education:</p>	<p>Education</p> <ul style="list-style-type: none"> o BS, Business Administration, Alameda College <p>Certifications</p> <ul style="list-style-type: none"> o Registered/Professional Surveyor Licensed: o Arizona #19344 o California #5731 o Nevada #10844 o Colorado #38222 o Oklahoma #1749 o Utah #7797201 o Texas #6282 o Idaho #15630 o Certified Federal Surveyor #1173 <p>Additional Training</p> <ul style="list-style-type: none"> o CFedS – Continuing Education Courses o Special Boundary Problems o Geographic Coordinate Database o APLS Seminars o Rectangular Irregularities o Records Research and Liability o GPS-RTK Surveying o Impacts on Title caused by Legal Descriptions o ADOT Right-of-Ways and Plans o Advanced Cadastral Courses o Government Lots o Independent Resurveys o Advanced Case Studies in Public Lands o Mining Claims o Corner Evidence Analysis o Spanish land grants <p>Affiliations</p> <ul style="list-style-type: none"> o Arizona Professional Land Surveyors (APLS) o National Society of Professional Surveyors o Western Federation of Professional Surveyors
	<p>Resume: List filename</p>



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5	Name:	Rick Hurula	How long with company?	5 years
	Current position in company:	Director – Construction Services	Current position in company:	3 years
	Position for the Services:	Senior Construction Manager	How much of time will be dedicated to the Services?	80%
	What primary functions will be assigned?	Generation of initial cost estimates and construction budgets, coordination of design and installation of dry utilities, review of civil engineering improvement plans for value engineering opportunities.		
	Describe person's experience in performing services like those that are to be assigned:	Rick Hurula is the Director of HILGARTWILSON's Construction Services Group and is responsible for all aspects of civil engineering construction management for both private and public clients. Rick has over 25 years of experience in civil engineering construction including extensive experience in public sector construction procurement methods and contract management. He has successfully contracted for and completed construction on over \$100 million in publically funded civil engineering construction improvements in full compliance with A.R.S. Title 34 requirements. Construction activities include grading, concrete work (including bridges and large drainage facilities), paving, underground utilities, wells, water production and treatment facilities, wastewater treatment facilities, parks and recreation facilities. In addition to construction management services, HILGARTWILSON also provides civil construction observation and inspection services and billing/invoice approval services for various agencies.		
	List person's job-related training and education:	Education <ul style="list-style-type: none"> ○ BS, Resource Development, Michigan State University ○ MBA, Business Administration, Arizona State University Areas of Expertise <ul style="list-style-type: none"> ○ Management of all land development processes and engineering construction activities. ○ Member of Construction Industry Advisory Council at Arizona State University 		
	Resume:	List filename		



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6	Name:	Aubrey Thomas, PE	How long with company?	7 years
	Current position in company:	Manager – Stormwater Services	Current position in company:	7 years
	Position for the Services:	Project Manager	How much of time will be dedicated to the Services?	80%
	What primary functions will be assigned?	Water, Wastewater and Drainage Projects. <input type="checkbox"/>		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Thomas has over 13 years of experience in civil engineering design, water resources, construction management and estimating. During his career he has been responsible for the design of numerous water, wastewater and drainage projects. His efforts have been directed primarily toward drainage analyses involving hydrologic, hydraulic and sediment transport modeling. Mr. Thomas has prepared hydrologic and hydraulic design for due diligence, feasibility, master planning, and final design purposes, as well as floodplain permitting and insurance studies. He has coordinated extensively with government agencies on the municipal, county and federal level for water resource related projects. <input type="checkbox"/></p>		
	List person's job-related training and education:	<p>Education</p> <ul style="list-style-type: none"> ○ BS, Civil Engineering, Arizona State University, 2004 <p>Professional Registrations</p> <ul style="list-style-type: none"> ○ Professional Engineer, AZ #49011 ○ Certified Floodplain Manager ASFPM #08-03383 <p>Professional Affiliations</p> <ul style="list-style-type: none"> ○ Arizona Floodplain Management Association ○ Arizona Society of Civil Engineers Water Resources Technical Committee <p>Areas of Expertise</p> <ul style="list-style-type: none"> ○ Civil Engineering ○ Project Management/Oversight ○ Water Resources ○ Floodplain Management ○ Environmental Permitting 		
	Resume:	List filename		



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7	Name:	Casey Whiteman, PE	How long with company?	5 years
	Current position in company:	Senior Project Manager	Current position in company:	2 years
	Position for the Services:	Project Manager	How much of time will be dedicated to the Services?	80%
	What primary functions will be assigned?	<p>Mr. Whiteman's primary functions include preliminary site planning, civil design experience including grading, water, sewer, stormwater management, roadway and erosion and sediment control. He is proficient at managing multi-disciplined design teams for a broad range of site development projects He strives to provide efficient, effective designs to help control owner costs, resulting in successful projects <input type="checkbox"/></p>		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Whiteman has more than 14 years of planning, civil design, construction, and survey experience. He is proficient at managing multi-disciplined design teams for a broad range of site development projects. These projects typically include preliminary site planning, entitlements, civil design, and construction management services. Casey specializes in commercial projects which include retail, educational, industrial and multi-family projects. Casey has completed design of over 30 educational projects which includes full design or modifications to K-12. He strives to provide efficient, effective designs to help control owner costs, resulting in successful projects <input type="checkbox"/></p>		
	List person's job-related training and education:	<p>Education</p> <ul style="list-style-type: none"> o BS, Engineering, Colorado School of Mines, 2002 o BS, Economics, Colorado School of Mines, 2002 <p>Professional Registrations</p> <ul style="list-style-type: none"> o Professional Engineer, AZ #47372 o Professional Engineer, WY #12785 <p>Areas of Expertise</p> <ul style="list-style-type: none"> o Civil Site Improvements o Erosion and Sediment Control o Earthwork Analysis o Concept Site Planning o Construction Cost Estimating 		
	Resume:	List filename		



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8	Name:	Mark Ipson, PE, LEED AP	How long with company?	5 years
	Current position in company:	Manager – Water Infrastructure	Current position in company:	5 years
	Position for the Services:	Project Manager	How much of time will be dedicated to the Services?	80%
	What primary functions will be assigned?	Project Manager for Water and Wastewater Infrastructure Planning, Evaluation, and Design		
	Describe person's experience in performing services like those that are to be assigned:	<p>Mr. Ipson is experienced in the planning and design of water and wastewater facilities, preparation of water and wastewater master plans and studies, hydraulic modeling, permitting, site improvement evaluations, wet utility due diligence, and providing construction-phase engineering support for public and private infrastructure projects. As Project Manager, he oversees the water and wastewater system planning, evaluation and design work completed by his team and provides quality control for water and wastewater projects. Mr. Ipson's background includes planning and design of water mains, sewer mains, well sites, arsenic treatment facilities, chlorination systems, storage reservoirs, booster pump stations, and sanitary sewer lift stations.</p>		
	List person's job-related training and education:	<p>Education</p> <ul style="list-style-type: none"> ○ BS, Civil Engineering ○ Brigham Young University, 2005 ○ MS, Civil Engineering ○ Brigham Young University, 2006 <p>Professional Registrations</p> <ul style="list-style-type: none"> ○ Professional Engineer, AZ#50462 ○ Professional Engineer, CA#74248 ○ LEED Accredited Professional <p>Professional Affiliations</p> <ul style="list-style-type: none"> ○ American Water Works Association <p>Areas of Expertise</p> <ul style="list-style-type: none"> ○ Water / Wastewater Master Planning & Studies ○ Water / Wastewater Infrastructure Design ○ Hydraulic Modeling 		

ATTACHMENT 3-B SUPPLEMENTS

ATTACHMENT 3-B SUPPLEMENTS:

(For submission of additional Key Personnel qualifications beyond the number of forms provided in the Offer Documents: Offeror shall copy the Key Personnel Form in its entirety and complete in a separate Word Document for submission with the offer, and list file name below or type "None" on first line if not applicable. Offeror shall title Supplement(s) with the same title as named herein and upload with offer.)

1	Name:	Zach Hilgart, PE, LEED AP	How long with company?	8 years
	Current position in company:	Senior Project Manager	Current position in company:	2 years
	Position for the Services:	Project Manager	How much of time will be dedicated to the Services?	80%
	What primary functions will be assigned?	Civil Engineering including infrastructure and site development, water resources, due diligence, cost estimating, quality control, value engineering, proposals, work orders, and overall project management.		
	Describe person's experience in performing services like those that are to be assigned:	Mr. Hilgart has more than 12 years of experience in multiple civil engineering disciplines, including infrastructure and site development, water resources, construction management, and surveying. Mr. Hilgart's projects range in size from small commercial site development and renovations to large master planned communities. He has worked in almost every municipality in the Phoenix metropolitan area in addition to projects in Pinal County, Pima County, and Yavapai County, and with several political entities having jurisdiction over the projects. Mr. Hilgart manages various types of projects, which include due diligence and feasibility studies, cost estimates, commercial site planning, zoning and entitlements, infrastructure design, water, wastewater, and drainage plans, and construction administration. He also acts on behalf of his clients to lead a team of several other consulting services including geotechnical, structural, traffic studies, and landscaping		
	List person's job-related training and education:	Education <ul style="list-style-type: none"> ○ BS, Civil Engineering, Arizona State University, 2008 Professional Registrations <ul style="list-style-type: none"> ○ Professional Engineer AZ #53637 ○ LEED Accredited Professional ○ Professional Affiliations ○ American Society of Engineers ○ American Council of Engineering Companies ○ Urban Land Institute 		
	Resume:	List filename		



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ATTACHMENT 3-B SUPPLEMENTS:

(For submission of additional Key Personnel qualifications beyond the number of forms provided in the Offer Documents: Offeror shall copy the Key Personnel Form in its entirety and complete in a separate Word Document for submission with the offer, and list file name below or type "None" on first line if not applicable. Offeror shall title Supplement(s) with the same title as named herein and upload with offer.).

	Title	Document Date	No. of pages	Purpose in Offer
1.	Zach Hilgart, PE	02/15/2017	1	Project Manager

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

End of Attachment 3-B



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Attachment 3-C
Proposed Subcontractors

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

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

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

1. Fill in the information in the chart below for every proposed subcontractor – indicate the role and services work the subconsultant may provide in performing any of the services as outlined in the Requirements Document in the solicitation.
2. Offeror shall complete an Attachment 3-B Key Personnel Form in its entirety for each proposed subcontractor and submit with offer. The term "Subconsultant" shall be annotated in parenthesis after each subcontractor key personnel name typed in the "Name" section of the 3-B form.
3. State may demand additional information about proposed subcontractors as a precondition of award.

YES, the Offeror will use the Subcontractors listed below:

	Subcontractor Key Personnel Name; Subcontractor Firm Name and Contact Information	List Proposed Subcontractor Role(s) and Services	Capacity % Dedicated to Perform the Proposed Role/Service For Any Project Under This Contract
1.	Name		
2.	Name		
3.	Name		
4.	Name		
5.	Name		
6.	Name		
7.	Name		
8.	Name		
9.	Name		
10.	Name		



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ATTACHMENT 3-C SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line. Offeror shall title any Supplement(s) with the same title as named herein and upload with offer.)

	Title	Document Date	No. of pages	Purpose in Offer
1.	NONE	NONE	x	NONE
2.	Enter or type "None for Sub #2"	x	x	x
3.	Enter or type "None for Sub #3"	x	x	x
4.	Enter or type "None for Sub #4"	x	x	x
5.	Enter or type "None for Sub #5"	x	x	x
6.	Enter or type "None for Sub #6"	x	x	x
7.	Enter or type "None for Sub #7"	x	x	x
8.	Enter or type "None for Sub #8"	x	x	x
9.	Enter or type "None for Sub #9"	x	x	x
10.	Enter or type "None for Sub #10"	x	x	x

End of Attachment 3-C



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Attachment 3-D
Performance Guarantee

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 3-D



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Attachment 3-E
Israel Boycott Form

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recently legislation has been enacted to prohibit the state from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01. This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination of compliance.

As defined by A.R.S. §35-393.01:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - (a) In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
 - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
 - (a) together with other investors that are not subject to this section.
 - (b) that are held in an index fund.
5. "Public entity" means this State, a political subdivision of this STATE or an agency, board, commission or department of this state or a political subdivision of this state.
6. "Public fund" means the state treasurer or a retirement system.
7. "Restricted companies" means companies that boycott Israel.
8. "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

All offerors must select one of the following:

- My company **does not** participate in, and agrees not to participate in during the term of the contract a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- My company **does** participate in a boycott of Israel as defined by A.R.S. §35-393.01. :

By submitting this response, proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's action based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

HILGARTWILSON, LLC

 Company Name
 2141 E Highland Ave., Suite 250

 Address
 Phoenix AZ 85016

 City State Zip



 Signature of Person Authorized to Sign
 Ron Hilgart

 Printed Name
 Managing Principal

 Title

End of Attachment 3-E

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Attachment 4
Pricing Sheet

RESERVED FOR AWARDED DESIGN PROFESSIONAL SERVICE ORDER CONTRACT

End of Attachment 4



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Attachment 5-A
Confidential Information Designation

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that are proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (copy attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

Complete this form return it with your Offer along with the appropriate supporting information to assist State in making its determination as to whether any of the materials submitted as part of your Offer should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

STATE WILL NOT CONSIDER ANY MATERIAL IN YOUR OFFER "CONFIDENTIAL" UNLESS DESIGNATED ON THIS FORM.

Check one of the following – if neither is checked, State will assume that as equivalent to "DOES NOT":

<input checked="" type="radio"/>	This response DOES NOT contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
<input type="checkbox"/>	This response DOES contain trade secret information because it contains information that: <ol style="list-style-type: none"> 1. Is a formula, pattern, compilation, program, device, method, technique or process, AND 2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; AND 3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State may make its own determination on materials in accordance with A.A.C. R2-7-103.

If State agrees with Offeror's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, Offeror agrees that the entire Offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Offeror agrees to indemnify and hold State, its agents and employees, harmless from any claims or causes of action relating to State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by State in defending such an action.

HILGARTWILSON, LLC

Offeror Company Name
2141 E. Highland Avenue, Suite 250
Address

Signature of Authorized Person
Ron Hilgart
Printed Name

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 Phoenix, AZ 85007

Phoenix, AZ 85016

Managing Principal

City	State	Zip
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Title

ATTACHMENT 5-A SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line. Offeror shall title any Supplement(s) with the same title as named herein and upload with offer.)

	Title	Document Date	No. of pages	Purpose in Offer
1.	NONE	NONE	x	NONE
2.	Enter or delete row if not needed			
3.	Enter or delete row if not needed			
4.	Enter or delete row if not needed			
5.	Enter or delete row if not needed			
6.	Enter or delete row if not needed			
7.	Enter or delete row if not needed			

End of Attachment 5-A



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***Copy of A.A.C. R2-7-103 [Confidential Information]
as was current at time of Solicitation issuance***

PROVIDED FOR REFERENCE ONLY

- A. *If a person wants to assert that a person's offer, specification, or protest contains a trade secret or other proprietary information, a person shall include with the submission a statement supporting this assertion. A person shall clearly designate any trade secret and other proprietary information, using the term "confidential". Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.*
- B. *Until a final determination is made under subsection (C), an agency chief procurement officer shall not disclose information designated as confidential under subsection (A) except to those individuals deemed by an agency chief procurement officer to have a legitimate state interest.*
- C. *Upon receipt of a submission, an agency chief procurement officer shall make one of the following written determinations:*
- 1. The designated information is confidential and the agency chief procurement officer shall not disclose the information except to those individuals deemed by the agency chief procurement officer to have a legitimate state interest;*
 - 2. The designated information is not confidential; or*
 - 3. Additional information is required before a final confidentiality determination can be made.*
- D. *If an agency chief procurement officer determines that information submitted is not confidential, a person who made the submission shall be notified in writing. The notice shall include a time period for requesting a review of the determination by the state procurement administrator.*
- E. *An agency chief procurement officer may release information designated as confidential under subsection (A) if:*
- 1. A request for review is not received by the state procurement administrator within the time period specified in the notice; or*
 - 2. The state procurement administrator, after review, makes a written determination that the designated information is not confidential.*



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Attachment 5-B
Conformance Statements

STATE WILL NOT CONSIDER ANY EXCEPTIONS UNLESS DESIGNATED ON THIS FORM.

READ THE INSTRUCTIONS TO OFFERORS BEFORE TAKING ANY EXCEPTIONS – TAKING EXCEPTIONS CAN BE
 GROUNDS FOR STATE REJECTING YOUR OFFER IN EVALUATION.

CONFORMANCE TO THE INSTRUCTIONS:
 (PART 1 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the Solicitation Summary in Section 1-A of the Solicitation Documents and the Instructions to Offerors in Section 1-B of the Solicitation Documents and the and attests that its Offer complies with both.

NO – Offeror acknowledges that it has read and understands the Solicitation Summary in Section 1-A of the Solicitation Documents and the Instructions to Offerors in Section 1-B of the Solicitation Documents, and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 1**.

CONFORMANCE TO THE CONTRACT TERMS AND CONDITIONS:
 (PART 2 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the [AIA Documents \(for state agencies only\), and Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices, in Part 2 of the Solicitation Documents and attests that its Offer complies with both.](#)

NO – Offeror acknowledges that it has read and understands the [AIA Documents \(for state agencies only\), and Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices, in Part 2 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in Attachment 5-B Supplement 2.](#)

CONFORMANCE TO THE TECHNICAL DOCUMENTS:
 (PART 3 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the [Requirements Document and the Compensation Document](#) in Part 3 of the Solicitation Documents and attests that its Offer complies with both.

NO – Offeror acknowledges that it has read and understands the [Requirements Document and the Compensation Document](#), in Part 3 of the Solicitation Documents and attests that its Offer complies with both

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	<p style="text-align: center;">Request for Qualifications Solicitation No. ADSP017-00006796 Description: 2017 Annual Professional Services List</p>	<p style="text-align: center;">Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 201 Phoenix, AZ 85007</p>
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EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 3**.



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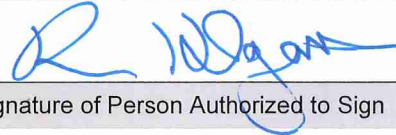
Arizona Department of
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ATTACHMENT 5-B Supplement No. 1:
Exceptions to Instructions

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 1-A: Solicitation Summary		
x	x	x
x	x	x
x	x	x
Section 1-B: Instructions to Offerors		
x	x	x
x	x	x
x	x	x

HILGARTWILSON, LLC

Company Name



Signature of Person Authorized to Sign



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ATTACHMENT 5-B Supplement No. 2:
Exceptions to Contract Terms & Conditions

Article/ Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-A: Special Terms & Conditions		
x	x	x
x	x	x
x	x	x
x	x	x
x	x	x
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-B: Uniform Terms & Conditions		
X	x	x
X	x	x
X	x	x
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-C: AIA Documents with AZ Modifications		
x	x	x
x	x	x
x	x	x

HILGARTWILSON, LLC

Company Name

Signature of Person Authorized to Sign

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

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-A Scope of Work (Requirements Document)		
x	x	x
x	x	x
x	x	x
x	x	x
x	x	x
Section 2-B: Compensation Document		
x	x	x
x	x	x
x	x	x
x	x	x
x	X	x

HILGARTWILSON, LLC

Company Name

Signature of Person Authorized to Sign

End of Attachment 5-B



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Attachment 5-C
Insurance Evidence

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 5-C



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Attachment 5-D
Offer Checklist

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT SUBMIT ALL ATTACHMENTS.

	DOCUMENT	SUBMITTED
1.	Attachment 1: Offer and Acceptance Form	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
2.	Attachment 2-A: Experience and Capacity	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
3.	Attachment 2-A: References	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
4.	Attachment 2-B: Organization Profile	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
5.	Attachment 3-A: Method Proposal – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
6.	Attachment 3-B: Key Personnel Proposal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
7.	Attachment 3-C: Proposed Subcontractors – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
8.	Attachment 3-D: Performance Guarantee – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
9.	Attachment 3-E: Israel Boycott Form	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
10.	Attachment 4: Pricing Sheet – RESERVED FOR AWARD	<input type="checkbox"/> YES, <input checked="" type="checkbox"/> no
11.	Attachment 5-A: Confidential Information Designation	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
12.	Attachment 5-B: Conformance Statements	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
13.	Attachment 5-C: Insurance Evidence – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
14.	Attachment 5-D: Offer Checklist	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
15.	Excel File: Project Experience Number of Projects and Revenue	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
16.	Excel File: 2017 Professional Services List of Firms Services	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no

End of Attachment 5-D

End of Part 4

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