



Offer and Acceptance

**State of Arizona
State Procurement Office**

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

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

PAGE
1

Offeror: Hunt & Caraway Architects

OF
1

OFFER

TO THE STATE OF ARIZONA:

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

Hunt & Caraway Architects

Company Name

Signature of Person Authorized to Sign Offer

1747 East Morten Drive

Address

Tamara Caraway

Printed Name

Phoenix AZ 85020

City State Zip

Executive Vice President

Title

Phone: 602.595.8200

Fax: 602.595.8399

tcaraway@huntcaraway.com

Contact Email Address

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

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization X IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

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

This Contract shall henceforth be referred to as Contract No. ADSP016-00005912

The effective date of the Contract is March 1, 2016

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

State of Arizona
Awarded this 29 day of February 20 16

Procurement Officer



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912

STATE PROCUREMENT OFFICE
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DEFINITIONS

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

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

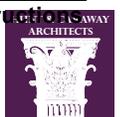
Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in ARS § 32-101(B.19.).

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

SPECIFIC INSTRUCTIONS:

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





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





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

List of Disciplines (Function Codes) for Question 2

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

List of Experience Categories (Profile Codes for Question 3)

- | | |
|---|--|
| Acoustics, Noise Abatement | Dams (<i>Concrete; Arch</i>) |
| Aerial Photography; Airborne Data and Imagery Collection and Analysis | Dams (<i>Earth; Rock</i>); Dikes; Levees |
| Activity Centers | Desalinization (<i>Process and Facilities</i>) |
| Air Pollution Control | Design-Build - Preparation of Requests for Proposals |
| Airports; Nav aids; Airport Lighting; Aircraft Fueling | Digital Elevation and Terrain Model Development |
| Airports; Terminals and Hangars; Freight Handling | Digital Orthophotography |
| Agricultural Development; Grain Storage; Farm Mechanization | Dining Halls; Clubs; Restaurants |
| Animal Facilities | Dredging Studies and Design |
| Anti-Terrorism/Force Protection | Design & Planning Structured Parking Facilities |
| Area Master Planning | Detention Security Systems |
| Auditoriums and Theaters | Disability / Special Needs |
| Automation; Controls; Instrumentation | Ecological and Archeological Investigations |
| Barracks; Dormitories | Educational Facilities; Classrooms |
| Bridge Design: Bridges | Electrical Studies and Design |
| Cartography | Electronics |
| Cemeteries (<i>Planning and Relocation</i>) | Elevators; Escalators; People-Movers |
| Chemical Processing and Storage | Energy / Water Auditing Savings |
| Child Care/Development Facilities | Energy Conservation; New Energy Sources |
| Codes; Standards; Ordinances | Environmental Impact Studies, Assessments or Statements |
| Cold Storage; Refrigeration and Fast Freeze | Fallout Shelters; Blast-Resistant Design |
| Commercial Building (<i>Low Rise</i>); Shopping Centers | Fire Protection |
| Community Facilities | Fisheries; Fish Ladders |
| Communications Systems; TV; Microwave | Forensic Engineering |
| Computer Facilities | Garages; Vehicles Maintenance Facilities; Parking |
| Conservation and Resource Management | Gas Systems (<i>Propane; Natural, Etc.</i>) |
| Construction Management | Geodetic Surveying: Ground and Airborne |
| Construction Surveying | Heating; Ventilating; Air Conditioning |
| Corrosion Control; Cathodic Protection Electrolysis | Highways; Streets; Airfield Paving; Parking Lots |
| Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting | Historical Preservation |
| Cryogenic Facilities | Hospital and Medical Facilities |
| Construction Materials Testing | Hotels; Motels |
| | <i>Housing (Residential, Multi-Family; Apartments; Condominiums)</i> |





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

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





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

1. Annual Request for Qualifications

a.	FIRM (OR BRANCH OFFICE) NAME:	Hunt & Caraway Architects
b.	FIRM (OR BRANCH OFFICE) STREET:	1747 East Morten Avenue #306
c.	FIRM (OR BRANCH OFFICE) CITY:	Phoenix
d.	FIRM (OR BRANCH OFFICE) STATE:	Arizona
e.	FIRM (OR BRANCH OFFICE) ZIP CODE:	85020
f.	YEAR ESTABLISHED:	1994
(g1).	OWNERSHIP - TYPE:	Corporation
(g2)	OWNERSHIP - SMALL BUSINESS STATUS:	
h.	POINT OF CONTACT NAME AND TITLE:	Tamara Caraway, Executive Vice President
i.	POINT OF CONTACT TELEPHONE NUMBER:	602.595.8200
j.	POINT OF CONTACT E-MAIL ADDRESS:	tcaraway@huntcaraway.com
k.	NAME OF FIRM <i>(If block 1a is a branch office):</i>	N/A





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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	3	3
Interior Designer	P	2	2
CADD Technician	P	1	1
Construction Manager	P	2	2
Project Manager	P	1	1
Total		9	9





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

a. NAME Tamara Caraway	b. ROLE IN THIS CONTRACT Executive Vice President & Project Architect	c. YEARS EXPERIENCE	
		1. TOTAL 35	2. WITH CURRENT FIRM 17

d. LOCATION (*City and State*) Hunt & Caraway Architects (Phoenix, Arizona)

e. EDUCATION (*DEGREE AND SPECIALIZATION*)
 Bachelor of Environmental Design, University of Kansas

f. PROFESSIONAL TRAINING - REGISTRATIONS
 Registered Architect, State of Arizona #22538

g. OTHER PROFESSIONAL QUALIFICATIONS (*Organizations, Awards, etc.*)
 Council of Educational Facility Planners International; Arizona Association of School Business Officials; Arizona Business & Education Coalition Board; Alliance for Construction Excellence, Education Committee Chair; Leadership West, President; American Institute of Architects; Arizona School Facilities/AIA Coalition

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (<i>City and State</i>)	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	City of Casa Grande Fire Station #504 (Casa Grande, AZ)	2011	2011
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Design-Build for new station to include a community room, a police report writing room, 8 additional sleeping rooms, three bays, and elements for a battalion commander's quarters that may be added in future facilities and other locations. Size: 12,545 sf Cost: \$3,700,000 Role: Project Architect	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	Westwood High School (Mesa, AZ)	2015	2016
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE New classroom building/campus renovation. Size: 42,000sf Cost: \$12,000,000 Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	Glendale Adult Center (Glendale, AZ)	2003	2003
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Two story facility included classrooms for computer, photography training, hobby shops, physical fitness, cafeteria, pottery, coffee shop, gift shop, art displays, culinary kitchen, aerobics, dance studio, music, science laboratory and social networking. Size: 47,000 sf Cost: \$5.1 million Role: Project Architect	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	Town of Buckeye Sundance Park (Buckeye, AZ)	2011	2012
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Features several covered children's play structures, lighted softball and Little League fields, a soccer/football field, a restroom/concession building, ramadas, a dog park, a walking path and four sand volleyball courts. Size: 70 acres Cost: \$2,700,000 Role: Project Architect	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	City of Scottsdale D.C. Ranch Public Safety Facility Fire Station and Police Sub-Station	1999	2001
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Expansion and remodel to existing facility included a fitness room and locker rooms for both men and women Size: 1000 sf Cost: \$187,000 Role: Project Architect	<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 Brian Robichaux	b. ROLE IN THIS CONTRACT President & Principal	c. YEARS EXPERIENCE	
		1. TOTAL 27	2. WITH CURRENT FIRM 4
d. LOCATION (<i>City and State</i>) Hunt & Caraway Architects (Phoenix, Arizona)			
e. EDUCATION (<i>DEGREE AND SPECIALIZATION</i>) Bachelor of Architecture, Louisiana State University		f. PROFESSIONAL TRAINING - REGISTRATIONS	
g. OTHER PROFESSIONAL QUALIFICATIONS (<i>Organizations, Awards, etc.</i>) Arizona Association of School Business Officials; Arizona Business and Education Coalition; Arizona School Administrators			

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (<i>City and State</i>)	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	Higley Unified School District Multiple Job Order Contracting Projects (Gilbert, AZ)	2012	2012
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Projects for bus lanes, parking lots, sidewalks, fencing, classroom and restroom remodels, and other miscellaneous site improvements. Size: Various locations and projects Cost: \$6,357,661 Role: Principal	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	Cooley Middle School and Early Childhood Center (Gilbert, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Campus for 7th-8th grades and early childhood development. The main structure is a two story design with the entire middle school environment housed on the 2nd floor with a connecting student activity bridge. Size: 138,000sf Cost: \$26.5M Role: PRINCIPAL	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	Sossaman Middle School and Early Childhood Center (Queen Creek, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Campus for 7th-8th grades and early childhood development. The main structure is a two story design with the entire middle school environment housed on the 2nd floor with a connecting student activity bridge. Size: 138,000sf Cost: \$26.5M Role: PRINCIPAL	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	New Training & Administrative Facility Gilbert, AZ Addition for Higley Unified School District	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Two story training and administrative facility addition to an existing k-12 office complex. Size: 26,246sf Cost: \$4.1M. Role: PRINCIPAL	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	Shadow Ridge High School (Surprise, AZ)	2009	2009
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE New High School Campus. Size: 322,364sf Cost: \$45M Role: Completed while with another firm	<input 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 Neil Pieratt	b. ROLE IN THIS CONTRACT Project Manager	c. YEARS EXPERIENCE	
		1. TOTAL 15	2. WITH CURRENT FIRM 2
d. LOCATION (<i>City and State</i>) Hunt & Caraway Architects (Phoenix, Arizona)			
e. EDUCATION (<i>DEGREE AND SPECIALIZATION</i>) Bachelor of Science, Design of Architecture, Cum Laude, Arizona State University		f. PROFESSIONAL TRAINING - REGISTRATIONS Registered Architect State of Arizona #54422 LEED Accredited Professional 2006	
g. OTHER PROFESSIONAL QUALIFICATIONS (<i>Organizations, Awards, etc.</i>)			

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (<i>City and State</i>)	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	Coolley Middle School and Early Childhood Center (Gilbert, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Campus for 7th-8th grades and early childhood development. The main structure is a two story design with the entire middle school environment housed on the 2nd floor with a connecting student activity bridge. Size: 138,000sf Cost: \$26.5M Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	Sossaman Middle School and Early Childhood Center (Queen Creek, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Campus for 7th-8th grades and early childhood development. The main structure is a two story design with the entire middle school environment housed on the 2nd floor with a connecting student activity bridge. Size: 138,000sf Cost: \$26.5M Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	Westwood High School (Mesa, AZ)	2015	2016
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE New classroom building/campus renovation. Size: 42,000sf Cost: \$12,000,000 Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	New Training & Administrative Facility Gilbert, AZ Addition for Higley Unified School District	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Two story training and administrative facility addition to an existing k-12 office complex. Size: 26,246sf Cost: \$4.1M. Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	Shadow Ridge High School (Surprise, AZ)	2009	2009
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE New High School Campus. Size: 322,364sf Cost: \$45M Role: PRINCIPAL	<input 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 Jonathan Schmid	b. ROLE IN THIS CONTRACT Project Manager	c. YEARS EXPERIENCE	
		1. TOTAL 17	2. WITH CURRENT FIRM 17
d. LOCATION (<i>City and State</i>) Hunt & Caraway Architects (Phoenix, Arizona)			
e. EDUCATION (<i>DEGREE AND SPECIALIZATION</i>) Bachelor of Arts, Architectural History, Arizona State University		f. PROFESSIONAL TRAINING - REGISTRATIONS Registered Architect State of Arizona #54502 LEED Accredited Professional	
g. OTHER PROFESSIONAL QUALIFICATIONS (<i>Organizations, Awards, etc.</i>) Leadership West			

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION (<i>City and State</i>) City of Casa Grande Fire Station #504 (Casa Grande, AZ)	(2) YEAR COMPLETED	
		Professional Services 2011	Construction (if applicable) 2011
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Design-Build for new station to include a community room, a police report writing room, 8 additional sleeping rooms, three bays, and elements for a battalion commander's quarters that may be added in future facilities and other locations. Size: 12,545 sf Cost: \$3,700,000 Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	(1) TITLE AND LOCATION (<i>City and State</i>) Buckeye Family Resource Center (Buckeye, AZ)	(2) YEAR COMPLETED	
		Professional Services 2013	Construction (if applicable) 2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Current bus barn facility was transformed into modern office space for administration, staff, parents, and students to address their goals to create results. Size: 35,000 sf Cost: \$180,000 Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	(1) TITLE AND LOCATION (<i>City and State</i>) Glendale Adult Center (Glendale, AZ)	(2) YEAR COMPLETED	
		Professional Services 2003	Construction (if applicable) 2003
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Two story facility included classrooms for computer, photography training, hobby shops, physical fitness, cafeteria, pottery, coffee shop, gift shop, art displays, culinary kitchen, aerobics, dance studio, music, science laboratory and social networking. Size: 47,000 sf Cost: \$5.1 million Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	(1) TITLE AND LOCATION (<i>City and State</i>) Town of Buckeye Sundance Park (Buckeye, AZ)	(2) YEAR COMPLETED	
		Professional Services 2011	Construction (if applicable) 2012
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Features several covered children's play structures, lighted softball and Little League fields, a soccer/football field, a restroom/concession building, ramadas, a dog park, a walking path and four sand volleyball courts. Size: 70 acres Cost: \$2,700,000 Role: Project Manager	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	(1) TITLE AND LOCATION (<i>City and State</i>) City of Scottsdale D.C. Ranch Public Safety Facility Fire Station and Police Sub-Station	(2) YEAR COMPLETED	
		Professional Services 1999	Construction (if applicable) 2001
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Expansion and remodel to existing facility included a fitness room and locker rooms for both men and women Size: 1000 sf Cost: \$187,000 Role: Project Manager	<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 Catherine Pieratt	b. ROLE IN THIS CONTRACT Interior Architecture	c. YEARS EXPERIENCE	
		1. TOTAL 11	2. WITH CURRENT FIRM 2
d. LOCATION (<i>City and State</i>) Hunt & Caraway Architects (Phoenix, Arizona)			
e. EDUCATION (<i>DEGREE AND SPECIALIZATION</i>) Bachelor of Science Interior Architecture, Cum Laude, Arizona State University		f. PROFESSIONAL TRAINING - REGISTRATIONS LEED Accredited Professional	
g. OTHER PROFESSIONAL QUALIFICATIONS (<i>Organizations, Awards, etc.</i>)			

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (<i>City and State</i>)	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	Cooley Middle School and Early Childhood Center (Gilbert, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Campus for 7th-8th grades and early childhood development. The main structure is a two story design with the entire middle school environment housed on the 2nd floor with a connecting student activity bridge. Size: 138,000sf Cost: \$26.5M Role: Interiors	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	Sossaman Middle School and Early Childhood Center (Queen Creek, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Campus for 7th-8th grades and early childhood development. The main structure is a two story design with the entire middle school environment housed on the 2nd floor with a connecting student activity bridge. Size: 138,000sf Cost: \$26.5M Role: Interiors	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	Westwood High School (Mesa, AZ)	2015	2016
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE New classroom building/campus renovation. Size: 42,000sf Cost: \$12,000,000 Role: Interiors	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	New Training & Administrative Facility Gilbert, AZ Addition for Higley Unified School District	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Two story training and administrative facility addition to an existing k-12 office complex. Size: 26,246sf Cost: \$4.1M. Role: Interiors	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	Shadow Ridge High School (Surprise, AZ)	2009	2009
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE New High School Campus. Size: 322,364sf Cost: \$45M Role: Interiors	<input 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 Dave Buchli	b. ROLE IN THIS CONTRACT Construction Administrator	c. YEARS EXPERIENCE	
		1. TOTAL 36	2. WITH CURRENT FIRM 2
d. LOCATION (<i>City and State</i>) Hunt & Caraway Architects (Phoenix, Arizona)			
e. EDUCATION (<i>DEGREE AND SPECIALIZATION</i>) Bachelor of Science General Building Construction, Arizona State University		f. PROFESSIONAL TRAINING - REGISTRATIONS	
g. OTHER PROFESSIONAL QUALIFICATIONS (<i>Organizations, Awards, etc.</i>)			

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (<i>City and State</i>)	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
1.	Buckeye Family Resource Center (Buckeye, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Current bus barn facility was transformed into modern office space for administration, staff, parents, and students to address their goals to create results. Size: 35,000 sf Cost: \$180,000 Role: Construction Admin	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	Cooley Middle School and Early Childhood Center (Gilbert, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Campus for 7th-8th grades and early childhood development. The main structure is a two story design with the entire middle school environment housed on the 2nd floor with a connecting student activity bridge. Size: 138,000sf Cost: \$26.5M Role: Construction Admin	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	Sossaman Middle School and Early Childhood Center (Queen Creek, AZ)	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Campus for 7th-8th grades and early childhood development. The main structure is a two story design with the entire middle school environment housed on the 2nd floor with a connecting student activity bridge. Size: 138,000sf Cost: \$26.5M Role: Construction Admin	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	New Training & Administrative Facility Gilbert, AZ Addition for Higley Unified School District	2013	2013
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Two story training and administrative facility addition to an existing k-12 office complex. Size: 26,246sf Cost: \$4.1M. Role: Construction Admin	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	Shadow Ridge High School (Surprise, AZ)	2009	2009
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE New High School Campus. Size: 322,364sf Cost: \$45M Role: Construction Admin	<input type="checkbox"/>	Check if project performed with current firm





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

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

a. TITLE AND LOCATION <i>(City and State)</i>		b. YEAR COMPLETED	
City of Casa Grande Fire Station #504 Casa Grande, AZ	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>	
	2011	2011	
23. PROJECT OWNER'S INFORMATION			
c. PROJECT OWNER City of Casa Grande	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$3,700,000	e. TOTAL COST OF PROJECT \$3,700,000	

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

Hunt & Caraway worked with CORE Construction on this 12,545 sf Design-Build for the new fire station #504 in Casa Grande. This station includes a community room and a police report writing room and may be adapted to fit on multiple sites. The design also includes an additional eight sleeping rooms, three bays and elements for a battalion commander's quarters that may be added in future facilities and other locations. The department presently owns several sites, however, this one was purchased specifically for accessibility to I-10 and a new, growing community.



- Project Relevancy**
- Experience of local conditions in AZ
 - Good stewardship of public funds
 - Casa Grande experience





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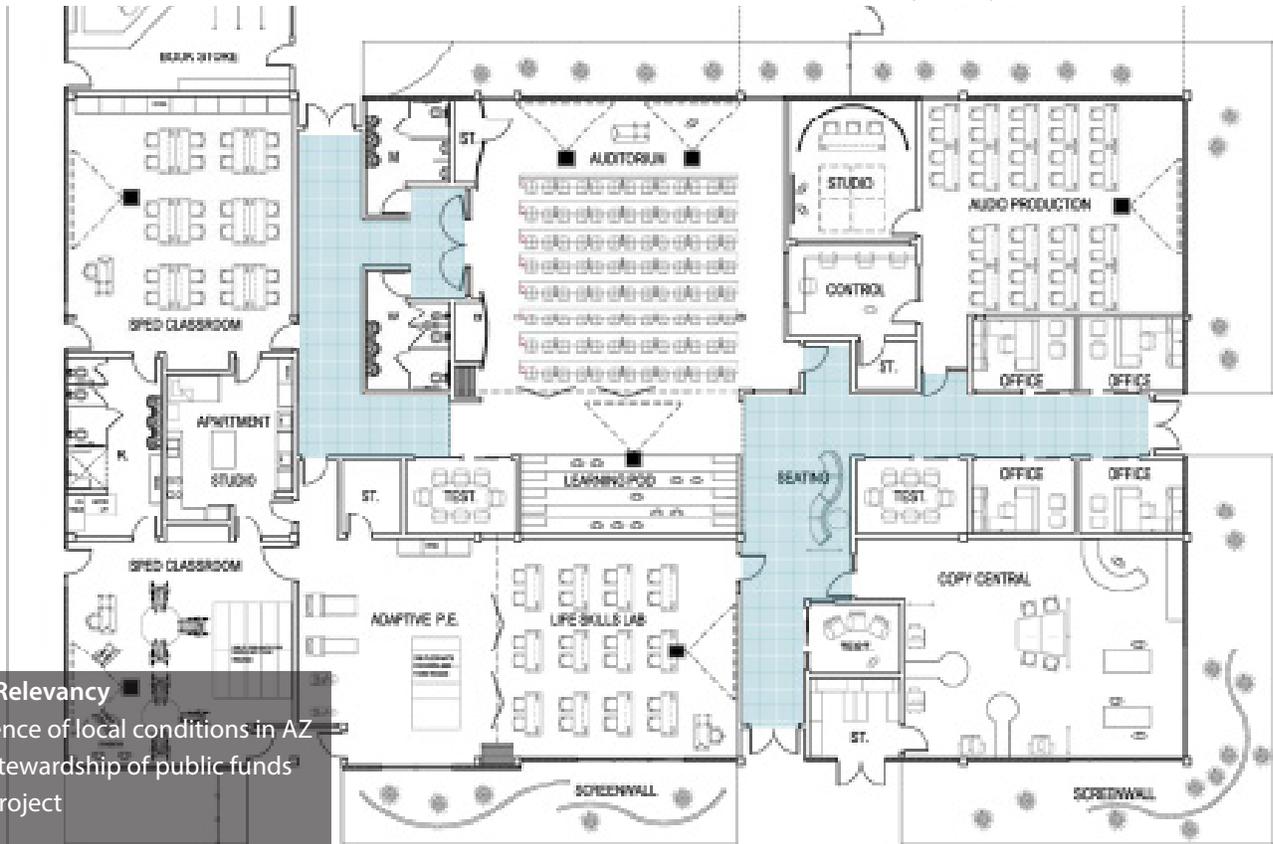
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(Present no more than five (5) projects. Complete one Section 5 for each project.)

a. TITLE AND LOCATION <i>(City and State)</i>		b. YEAR COMPLETED	
Westwood High School Mesa, AZ		PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i> 2016
23. PROJECT OWNER'S INFORMATION			
c. PROJECT OWNER	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT	e. TOTAL COST OF PROJECT	
Mesa Public Schools	\$13,570,000	Currently Under Construction	

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



Project Relevancy

- Experience of local conditions in AZ
- Good stewardship of public funds
- Mesa project

Renovation of an existing 1960's high school library residing within the larger Westwood High School campus in Mesa, Arizona. The vision is to establish a gathering space for multi-facet presentation venues. Venue requirements are to include school staff meetings, impromptu small theatre shows, community events, professional business development seminars, student testing and large/small breakout learning pods. An operable wall will be utilized towards the rear of the auditorium allowing the space to become more intimate and private, while also giving an option of room expansion utilizing risers provided at the rear in the learning pod. A control room will give school

staff and 3rd party users ability to provide a technology rich environment. Theatrical lighting and sound equipment will be provided for flexibility in servicing the different venues. Fixed swing arm seating with writing surfaces integrated with power and USB connections will be provided to give users ample connectivity and interaction. The underlying focus is for the mini auditorium to become a richly diverse gathering space that revitalizes student and teacher activity while providing a technologically saturated presentation environment. This project represents a unique opportunity to strengthen the partnership between public school and neighboring community.





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

a. TITLE AND LOCATION <i>(City and State)</i>		b. YEAR COMPLETED	
Town of Buckeye Sundance Park Buckeye, AZ		PROFESSIONAL SERVICES 2011	CONSTRUCTION <i>(If applicable)</i> 2012
23. PROJECT OWNER'S INFORMATION			
c. PROJECT OWNER	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT	e. TOTAL COST OF PROJECT	
Town of Buckeye	\$2.7 million	\$2.7 million	

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



Project Relevancy

- Experience of local conditions in AZ
- Good stewardship of public funds
- Buckeye experience

Sundance Park is a 70- acre park(located in the town of Buckeye) of which the first 35 acres have been developed for phase 1. Sundance Park features several covered children’s play structures, two lighted softball fields and two lighted Little League fields. In addition, the park also includes a soccer/football field, a restroom/concession building, ramadas, a dog park, a walking path and four sand volleyball courts. Phase 2 amenities are comprised of a fitness trail, regional library, additional fields, aquatics center, and additional parking.

Hunt and Caraway master planned the total 70 acre site purchased by the Town of Buckeye, including long range programming of street development, traffic studies, bringing utilities to the site, authorization of Roosevelt Irrigation District water usage, use of reclaimed water for field irrigation, coordination of 404 washes, community input and naming the park, development of phased programming, to identify elements for Phase I construction and future Phase II specification of park equipment , design of concession buildings and construction documents.





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

a. TITLE AND LOCATION <i>(City and State)</i> Glendale Adult Center Glendale, AZ	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2003	CONSTRUCTION <i>(If applicable)</i> 2003

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER City of Glendale	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$5.1 Million	e. TOTAL COST OF PROJECT \$5.1 Million
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)



Project Relevancy

- Experience of local conditions in AZ
- Good stewardship of public funds
- Glendale experience

Hunt & Caraway Architects was commissioned to design a facility to replace the former adult center located in downtown Glendale. The new 47,000 s.f. Glendale Adult Center provides activity spaces for dance, aerobics, music, pottery/ceramics, painting, and other programs. The facilities performing arts center and commercial kitchen creates multiple funding opportunities through performances, club activities, banquets, weddings, and dance, arts and physical fitness classes. In discussions with the community and user groups, Hunt & Caraway found a real need to expand the scope of current activities and incorporate additional revenue structures. The City in response provided additional available funding to increase activities and develop a shell space for future tenant expansion on the upper level.





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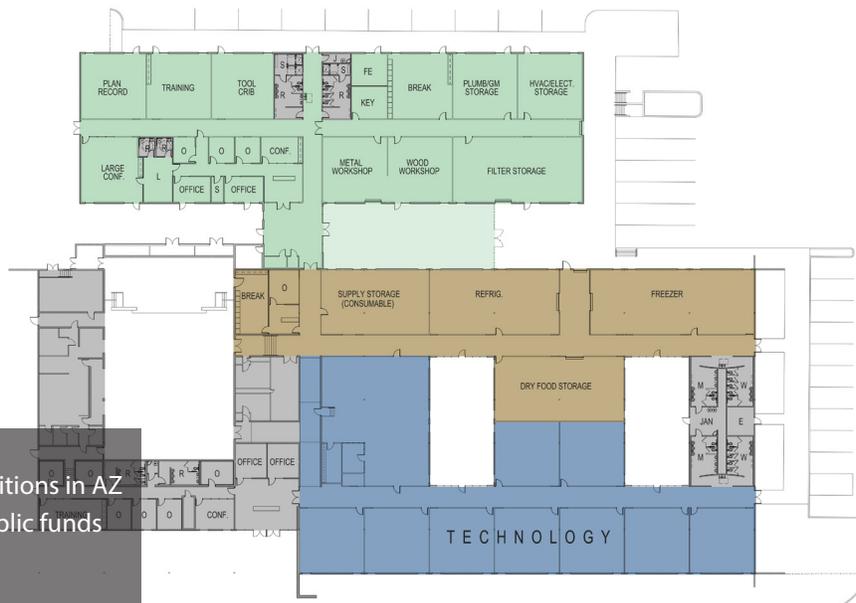
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5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

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

a. TITLE AND LOCATION <i>(City and State)</i>		b. YEAR COMPLETED	
Gwyneth Ham Elementary School Yuma, AZ		PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i> 2015
23. PROJECT OWNER'S INFORMATION			
c. PROJECT OWNER Yuma Unified School District	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$500,000	e. TOTAL COST OF PROJECT \$500,000	

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



- Project Relevancy**
- Experience of local conditions in AZ
 - Good stewardship of public funds
 - Yuma experience

Hunt & Caraway Architects worked with Yuma Elementary School District One to design district support departments which will include Technology, Building and Grounds Maintenance, and a Child Nutrition/Food Services warehouse. It is an adaptive re-use of a 65,000 square foot elementary school whose campus will be developed to provide appropriate parking for staff, maintenance trucks and trailers, drive access, delivery / loading docks, grading, security, adjacent street improvements, and infrastructure support. The project will be completed in three phases to most effectively use the District's available dollars, identify long-range needs and transition departments' management and protocol methods. Phase I addresses all site work and provides Administrative Offices, Conference, Training and Break Rooms, Tool Crib, Fire Extinguisher Repair Shop, Plumbing Storage, Electrical/HVAC Storage, Metal Workshop, Wood Workshop, Filter Storage, Plan Storage and Records, and a separate secured outdoor yard for repair and welding. Phase II, to be started in Fiscal Year 2015/16, provides District-wide warehousing and administrative space for Nutrition Services that includes Consumable Supplies Storage, commodity size walk-in Freezer and Refrigerator; Dry Food Storage, and modifications for pallet jack accessibility and easy access to the loading docks. Phase III will continue to be programmed for all the District's Technology Department needs.



6. ADDITIONAL INFORMATION

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

Combining Design and Functionality

Hunt & Caraway Architects is a Phoenix-based, full service architecture firm, legally organized as a corporation. Since our founding in 1994, we have focused on municipal architecture that implements new design, building systems, and construction materials, while remaining committed to environmentally sustainable design principles.

Hunt & Caraway Architects provides a wide range of services for our clients including assessment of existing sites to full programming, design, and construction for special use facilities. As a firm that solely works in the public arena, we understand how critical it is to maximize the use of public funds and account for every design decision, and so we specialize in creating cost-effective solutions for both complex renovation projects and new facilities. We are cost minded, matching dollars spent to your priorities.

Our team has designed renovations and remodeled public projects in the State of Arizona for over 30 years. We have addressed technology advances, public opinion, public safety, public education, hyper-growth in the valley metro area, adjacent ways, safe routes, energy management, and recreation issues. Hunt & Caraway's involvement in municipal facility design has always included the full complement of our services from pre-design through post construction. We understand the commitment to be fiscal stewards of taxpayers' dollars and the fiscal responsibility that City officials bear.

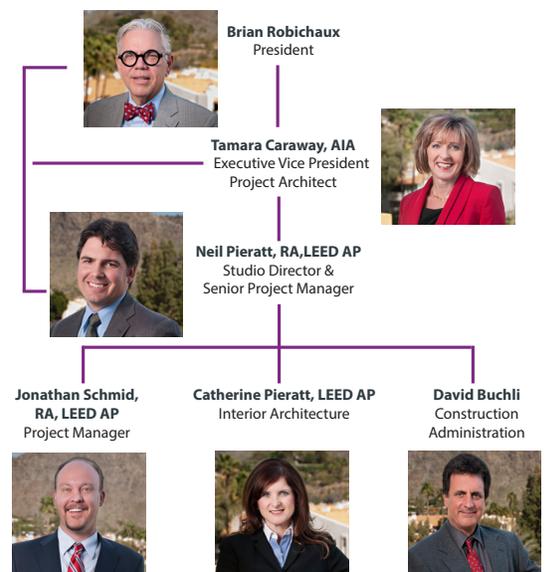
We are dedicated to public design; therefore we have a long resume of public projects. Below is a list of recent completed and ongoing public projects.

- Arizona Army National Guard, Camp Navajo Fire Station, Belmont, AZ, LEED Silver
- Arizona Army National Guard Fire Station at Silverbell, Marana, AZ
- City of Avondale Fire Station Nos. 173 and Remodel Fire and Police Substation No. 171, Avondale, AZ
- City of Casa Grande Fire Station No. 501 Structural Retrofit
- City of Casa Grande Fire Station No. 502 Addition & Remodel Planning
- City of Casa Grande Fire Department New Fire Station #504, Casa Grande, AZ
- City of Glendale Fire Station #156 and #157, Renovation of FS Nos. 151-155, Glendale, AZ
- City of Glendale Adult Center, Glendale, AZ
- City of Glendale TMC/EOC Remodel, Glendale, AZ
- City of Phoenix Fire Station No. 60, Phoenix, AZ
- City of Scottsdale D.C. Ranch Public Safety Facility, Fire Station and Police Sub-Station, Scottsdale, AZ

- City of Scottsdale Fire Station #609, #610, #614
- City of Scottsdale Mounted Patrol Office & Barn, Expansion District 3 Patrol Station
- City of Scottsdale Remodel Public Service Building
- City of Surprise Fire Station #301 and #303
- Pinetop Fire District Fire Station No. 2, Pinetop, AZ
- Sun City West Fire District Administration Building
- Sun City West Fire District Fire Station Nos. 101 Remodel and/or Additions, Sun City West, AZ
- Sun Lakes Fire District Remodel/Expansion Fire Station No. 2, Sun Lakes, AZ
- Sun Lakes Fire District, Fire Station #1, Sun Lakes, AZ
- Yuma District One, Gwyneth Ham Renovation, Yuma, AZ
- East Valley Institute of Technology Remodeling, Apache Junction, AZ
- Arlington Elementary School District, Arlington Preschool, Arlington, AZ
- Aguila Reroofing Project, Aguila, AZ

Key Personnel

We are business partners with municipalities and their associates, which means we are here to offer support during and beyond the design of the building to ensure you receive the project you envisioned. We pride ourselves on giving honest assessments to design problems, always making certain that our design recommendations are achieved through the collaboration process.



Our team members do not just work on a project, we integrate ourselves within the fabric and culture of the surrounding community, learning the mission and values. We are a smaller firm, which allows us to be more flexible, cost-effective and responsive. The depth of knowledge and breadth of experience embodied by our design team enables Hunt & Caraway to provide complete design services—from programming to construction documents and beyond—all with our in-house staff.



6. ADDITIONAL INFORMATION

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

Access to Principals Speeds Decision Process

Hunt & Caraway Architects believe it is imperative to have executive decision-makers as part of the day-to-day project team to provide effective, quick decision making and professional guidance at every step of the process. Therefore, clients have a direct relationship with Principals, Tamara Caraway and Brian Robichaux. Project Managers Jon Schmid and Neil Pieratt will be handling the day to day management of a project, and will ensure the Hunt & Caraway team know the schedule and assign the necessary people and resources to the project. During different phases of a project, the client will have direct contact with the Hunt & Caraway design professional best suited to address that portion of the work. Mr. Robichaux and Ms. Caraway will hold ultimate accountability and responsibility for the overall success of the projects and for the broader architectural and management vision.

This close-working team is supported by additional staff members who provide estimating, office management, document production and specifications preparation, and construction administration. Our firm prides itself on the long-term associations of employees and principals. Most of our staff has been associated with the principals for over 10 years each. These long-term associations are valuable in developing future relationships with our clients.

The Hunt & Caraway team has recently and successfully compressed a six-month design and production schedule to two months for the Higley Unified School District's Middle School projects. The Hunt & Caraway team is ready and willing to respond to critical deadlines and meet complex scope requirements on short notice. Another recent example of completing a 2,500 square foot tenant improvement project started with an unexpected request on June 27th, 2013 for a renovation of an office condominium suite with extensive tenant improvement needs on an occupied floor. Proceeding without the benefit of as-builts, negotiating an unknown Owners' Association, an out of state suite owner and no access to utility service data, the project design, permit process and construction was completed and awarded Certificate of Occupancy on August 28th, 2013 -- exactly two months later.

We do what we say so you don't have to second-guess. Our clients will tell you that a key characteristic that sets us apart from our peers is: We listen and follow through on everything we commit to. It might seem like a minimum expectation from your design firm, but we believe it to be something that can be hard to come by. Our firm strives to reach the three most crucial aspects of designing and constructing a project—

budget, functionality, and design interest. Architecture is the combination of art and science resulting in a facility that forever impacts the natural landscape. With this in mind, we always give thoughtful consideration to a building before we imprint the world with a physical legacy.

Our in-house construction administration team ensures a thorough quality control and assurance review. They review construction documents throughout the development process, knowing issues discovered on paper are easier and more effectively resolved than in the field during construction.

Demonstrated Success in Municipalities

Hunt & Caraway has a long tradition of serving public institutions through thoughtful, yet budget-conscious, design. Over our 30 year history, we have designed public facilities for a wide variety of uses, from ground up, modern architectural design, to the restoration and renovation of historical buildings. Our experience with the local municipalities and long working relationships with regulatory and review processes and personnel allows us to bring a quick turn around for projects.

In-house Interior Design and Space Planning

We maintain a complete interior design studio with literature and samples of the latest in furnishings, finishes (carpet, wall coverings, ceiling materials, specialty floors, etc). We call this service Interior Architecture because building interiors are not an applied surface but an integral part of the building structure and form.

Hunt and Caraway Architects can provide clients with a more comprehensive set of services by offering in-house design, procurement and construction administration for delivery and receipt and installation of the Furniture, Fixture and Equipment. We can lower your project costs by evaluating your needs and budget, negotiate pricing and even manage the FF&E acquisition and installation. Because of our technical knowledge of the furniture products and materials, as well as furniture installation practice, cost control is enhanced by our in-house capability to handle all your project details. Appropriate furniture and furnishings play an essential role in the designed use and operation of buildings. Functional and aesthetic FF&E solutions can enhance the appeal of the overall facility and support its goals. Personal attention is achieved through our dedicated management team having years of experience in programming for interior space and have contributed greatly to our success. For existing facilities we can provide an evaluation of existing inventory in order to integrate, distribute, and even refurbish to create equity in the new interior environment.



6. ADDITIONAL INFORMATION

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

Our ability to maintain costs and schedule on a variety of delivery methods is impeccable. At Hunt & Caraway Architects, our 7-step approach to cost and schedule control is simple—we solicit involvement from all stake-holders. We exercise a proactive approach to areas prone to problems, openly establishing each team member’s expectations and responsibilities and assigning action items.

Our 7-Step Approach

01

PLAN THE PLAN / INITIAL PROGRAMMING MEETING

Meet with Owner’s designated project representative, and end-user groups as identified, to review the approach, confirm the program and review the current design concept. This meeting help establish the Design Review team members, schedule meetings, establish expectations and responsibilities of team members, identify goals and objectives, and establish the project schedule and set “bench marks”. All fundamental elements of program, meetings, presentations, and basis of budget are developed for client approval.

02

SCHEMATIC DESIGN PHASE / IMPLEMENT PROGRAM AND SCHEMATIC DESIGN

During this phase the team advances with client approved program to further develop the Concept Design, develop master plan, outline specifications, and construction cost. Estimate for building and site costs separately. Obtain approval of schematic phase from client prior to next phase.

03

DESIGN DEVELOPMENT PHASE / DEVELOP SCHEMATIC DOCUMENTS INTO DESIGN

At this phase the team will discuss key building systems compatible to existing; review options for energy savings, including exterior building materials. Hunt & Caraway will review these options with the Design Review Team, solicit input from all stakeholders, share discovery findings of the existing conditions, and provide options. We will review the three imperatives, Scope, Quality and Budget, back-checking to ensure all program elements have been satisfied. The final step will be to obtain approval of Design Development Phase before progressing to the Construction Documents Phase. Hunt & Caraway uses historical cost information for estimating with a third party review for real-time relevancy and market data. Regular meetings in this phase are critical for effective cost management.

04

CONSTRUCTION DOCUMENTS PHASE / DEVELOP FINAL BID DOCUMENTS

Hunt & Caraway will develop Construction Documents Final drawings, Narrative, Final Specifications (CSI Format), Final Calculations, and Final Cost Estimate, once again reviewing the three imperatives, Scope, Quality and Budget and back-checking to ensure all program elements have been satisfied. We will obtain permit approval of Construction Documents Phase before bid solicitations and review and seek approval by the Design Review Team.

05

CONSTRUCTION BID/AWARD PHASE / BIDDING AND NEGOTIATION

During this phase documents will be distributed for bidding to achieve the best possible price. Hunt & Caraway will respond to bid questions or clarification and issue addendum. We will review, administer and make recommendations to award to construct. We will facilitate the Pre-Bid Conference with the client, and assist in conducting the bid opening and evaluation and recommendation.

06

CONSTRUCTION PHASE / CONSTRUCTION CONTRACT ADMINISTRATION

Hunt & Caraway will attend and co-facilitate pre-construction meetings to establish staging, operations requirements per local jurisdictions, communication processes, and meeting documentation. We will review shop drawings and submittals, issuing construction reports and necessary documents (RFI, ASI, PR, CO). As a team we will monitor progress (review 3 week construction look ahead schedule); reject nonconforming materials or workmanship; review pay applications, review “as-built” documentation regularly. Additionally we will oversee development of a “Punch List” and issue the Certificate of Substantial Completion and conduct final walk-through with Design Review Team.

07

POST CONSTRUCTION PHASE / CLOSEOUT AND COMPLETION

During the Post Construction Phase we will ensure all project closeout documents are completed (as-builts, certificate of occupancy, O & M Manuals and final pay application), systems and equipment personnel training is executed, and conduct a warranty and one or two year post-construction evaluation.



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:	90%
b.	Percentage of Total Work Attributable to Non-Government Work:	10%

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

Signature: *Tamara Caraway*

Date: December 21, 2015

Name: Tamara Caraway

Title: Executive Vice President

