



# Offer and Acceptance

State of Arizona  
State Procurement Office  
100 N. 15<sup>th</sup> Ave. Suite 201  
Phoenix, AZ 85007

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

PAGE  
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Offeror: KELLY, WRIGHT & ASSOCIATES, PC

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.

Kelly, Wright & Associates, PC  
Company Name  
7337 E. TANQUE VERDE  
Address  
TUCSON AZ 85715  
City State Zip  
donovan@kwmedh.com  
Contact Email Address

[Signature]  
Signature of Person Authorized to Sign Offer  
DONOVAN F. KELLY  
Printed Name  
PRESIDENT  
Title  
Phone: 520-887-1919  
Fax: \_\_\_\_\_

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  IS/  IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

## ACCEPTANCE OF OFFER

The Offer is hereby accepted.

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

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

The effective date of the Contract is March 1, 2016

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

State of Arizona  
Awarded this 29 day of February 2016  
[Signature]  
Procurement Officer



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:  
ADSP016-00005912

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100 North 15<sup>th</sup> Avenue, Suite 201  
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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:	Kelly, Wright & Associates, P.C.
b. FIRM (OR BRANCH OFFICE) STREET:	7337 E. Tanque Verde Rd.
c. FIRM (OR BRANCH OFFICE) CITY:	Tucson
d. FIRM (OR BRANCH OFFICE) STATE:	Arizona
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	85715

f. YEAR ESTABLISHED:	2000
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(g1). OWNERSHIP - TYPE:	Corporation
(g2) OWNERSHIP - SMALL BUSINESS STATUS:	Small Business

h. POINT OF CONTACT NAME AND TITLE:	Donovan Kelly, President
i. POINT OF CONTACT TELEPHONE NUMBER:	(520) 887-1919
j. POINT OF CONTACT E-MAIL ADDRESS:	donovan@kwmech.com

k. NAME OF FIRM (If block 1a is a branch office):	
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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
<b>Engineer services</b>	<b>P</b>	<b>6</b>	
<p>** Our Employees may be identified by the following Disciplines (per sheet 3 of 4 Instructions).            Note that the number of Employees below is not included in the total.</p>			
<b>CADD Technician</b>	<b>S</b>	<b>2</b>	
<b>Construction Inspector</b>	<b>S</b>	<b>1</b>	
<b>Control Systems Engineer</b>	<b>S</b>	<b>1</b>	
<b>Cost Engineer / Estimator</b>	<b>S</b>	<b>1</b>	
<b>Fire Protection Engineer</b>	<b>P</b>	<b>1</b>	
<b>Mechanical Engineer</b>	<b>P</b>	<b>1</b>	
<b>Mechanical Engineer</b>	<b>S</b>	<b>1</b>	
<b>Project Manager</b>	<b>P</b>	<b>4</b>	
<b>Total</b>		<b>6</b>	



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3. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST YEAR

a. Approximate No. of Projects	b. Experience	c. Revenue Index Number (see below)
67	Heating; Ventilating; Air Conditioning	5
28	Plumbing and Piping Design	2
18	Fire Protection	1
50	Specifications Writing	1
50	Construction Management	1
30	Automation; Controls; Instrumentation	1
24	Educational Facilities; Classrooms	3
21	Anti-Terrorism/Force Protection	3
9	Commercial Building (Low Rise); Shopping Centers	2
6	Office Buildings; Industrial Parks	1
3	Warehouse and Depots	1
3	Prisons & Correctional Facilities	1
2	Community Facilities	1
2	Hospital and Medical Facilities	1
1	Mining & Mineralogy	1
1	Housing (Residential, Multi-Family, Apartments)	1

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- |   |   |
|---|---|
| 1. Less than \$100,000                  | 6. \$2 million to less than \$5 million   |
| 2. \$100,000 to less than \$250,000     | 7. \$5 million to less than \$10 million  |
| 3. \$250,000 to less than \$500,000     | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million   | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater               |



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

a. NAME <b>Donovan F. Kelly, PE</b>	b. ROLE IN THIS CONTRACT <b>Mechanical Engineer</b>	c. YEARS EXPERIENCE	
		1. TOTAL 22	2. WITH CURRENT FIRM 16
d. LOCATION <i>(City and State)</i> Tucson, AZ			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> University of Arizona Bachelor of Science in Mechanical Engineering		f. PROFESSIONAL TRAINING - REGISTRATIONS #35960 (Arizona, Mechanical Engineering) #19410 (New Mexico, Mechanical Engineering)	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> LEED AP Accredited Professional (United States Green Building Council) Certified Plumbing Designer (CPD) & Member of American Society of Plumbing Engineers (ASPE) Surface Miner, License MSHA Form 5000-23 (Mine Safety and Health Administration)			

**H. RELEVANT PROJECTS**

1.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Girl Scout Leadership Center</b> Tucson, AZ	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE New 12,000 square foot 2-story leadership building and renovation of two existing buildings on common site. Renovated buildings include: a 6,000 square foot 2-story office building and an 8,100 square foot single story Resource Center. Designed HVAC, plumbing and fire protection systems. Design included high efficiency air conditioning systems and high-end toilet facilities. Leadership building included a large operable wall for indoor-outdoor functions. Construction Budget: \$3.2 million. Role: Engineer of Record	Professional Services 2015	Construction (if applicable) 2016 (estimated)
		<input checked="" type="checkbox"/> Check if project performed with current firm	
2.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Amphi Cross Middle School Roof Renovation</b> Tucson, AZ	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Renovations to HVAC and plumbing systems on existing roof to accommodate current and future roofing needs. Kelly, Wright & Associates acted as prime consultant for the owner with architectural, structural and electrical sub-consultants. Construction Budget: \$200,000. Role: Engineer of Record.	Professional Services 2012	Construction (if applicable) 2012
		<input checked="" type="checkbox"/> Check if project performed with current firm	
3.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Mining Equipment Maintenance Facility</b> Green Valley, AZ	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE New 14,400 square foot automotive shop style building for large mining equipment maintenance. Building included office, toilet, and dining areas. Design services included cooling and heating for the maintenance areas, and compressed air, oxygen and acetylene gas distribution systems. Construction Budget: \$1 million. Role: Engineer of Record.	Professional Services 2013	Construction (if applicable) 2013
		<input checked="" type="checkbox"/> Check if project performed with current firm	
4.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Page Middle School WSHP Replacement</b> Page, AZ	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Designed replacement of 74 rooftop water-source heat pump units at existing 118,500 square foot school. Design included site verification, custom roof curb designs, cost estimating and construction services. Construction services included assisting the owner in the bidding process, site visits during construction and commissioning. Construction Budget: \$1.6 million. Role: Engineer of Record.	Professional Services 2013	Construction (if applicable) 2014
		<input checked="" type="checkbox"/> Check if project performed with current firm	
5.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>University of Arizona Student Recreation Center Lobby Renovations</b> Tucson, AZ	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Interior renovations to 17,000 square foot area of existing two-story recreation center. Design include complete replacement of the HVAC systems serving the area, addition of HVAC systems, replacement of the fire sprinkler system, and new plumbing including a grease interceptor and new sewer connection in 6th Street. Fast track construction timeframe (12+ hour days, 6-7 days per week) and KWA's construction administration was very responsive. Construction Budget: \$3.5 million. Role: Engineer of Record.	Professional Services 2011	Construction (if applicable) 2011
		<input checked="" type="checkbox"/> Check if project performed with current firm	



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a. NAME <b>Burton W. Wright, Jr., PE, FPE</b>	b. ROLE IN THIS CONTRACT <b>Mechanical Engineer Fire Protection Engineer</b>	c. YEARS EXPERIENCE	
		1. TOTAL 19	2. WITH CURRENT FIRM 16

d. LOCATION (*City and State*)  
Tucson, AZ

e. EDUCATION ( <i>DEGREE AND SPECIALIZATION</i> ) University of Arizona Bachelor of Science in Mechanical Engineering	f. PROFESSIONAL TRAINING - REGISTRATIONS #46595 (Arizona, Mechanical Engineering) #50636 (Arizona, Fire Protection Engineering)
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g. OTHER PROFESSIONAL QUALIFICATIONS (*Organizations, Awards, etc.*)  
LEED AP Accredited Professional (United States Green Building Council)  
ASHRAE Member and Past President (American Society of Heating, Refrigerating, and Air-conditioning Engineers)  
SFPE Professional Member (Society of Fire Protection Engineers)  
Enforcement Advisory Committee Appointed Member (Arizona State Board of Technical Registration)

**H. RELEVANT PROJECTS**

1.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Sunnyside Unified School District Phase 3 Energy Upgrades</b> Tucson, AZ	(2) YEAR COMPLETED	
		Professional Services 2013	Construction (if applicable) 2014
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Energy saving performance contract project to upgrade mechanical systems and controls at 13 sites owned by Sunnyside School District. Total area of work exceeds 980,000 square feet. Designs included 2-pipe and 4-pipe central plants and rooftop A/C systems. Scope included creation of CAD backgrounds for each campus and site verification. Construction Budget: \$3.8 million. Role: Engineer of Record.	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Tanque Verde Unified School District Emily Gray Junior High School</b> Tucson, AZ	(2) YEAR COMPLETED	
		Professional Services 2010	Construction (if applicable) 2011
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE New 55,800 square foot multiple-building campus including: Art, Classroom (including science and special needs), Bus Maintenance, Administration, MPR (with play court, lockers, music, full cooking kitchen), and Library buildings. Project also included renovations to Community programs (art classrooms) and Administration Buildings. Design included 100% outside air HVAC systems, full cooking kitchen and wet science labs. Construction Budget: \$8.1 million. Role: Lead Mechanical Designer.	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Pascua Yaqui Multipurpose Justice Center</b> Tucson, AZ	(2) YEAR COMPLETED	
		Professional Services 2010	Construction (if applicable) 2012
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE New 2-story municipal building housing several functions: police headquarters and training areas, 20+ occupant detention area, courts, attorney offices, and police dispatch. Design also included 3 other buildings on the same campus. Main building designed around an air-cooled chiller plant with redundancy, rooftop air handling units with natural gas heat and complete VAV air distribution system. Critical areas served by dedicated HVAC systems with emergency power back-up. Plumbing included penal grade fixtures with digital controls, lavatory systems in public areas, and zoned hot water heating systems. Engineer designed the project in 3-D CAD in less than 2 months. Construction Budget: \$16.0 million. Role: Lead Mechanical Designer.	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Tucson Unified School District Energy Upgrades -- Commissioning</b> Tucson, AZ	(2) YEAR COMPLETED	
		Professional Services 2012	Construction (if applicable) 2012
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Commissioning services for energy upgrades at 14 school sites. Total area in excess of 1.6 million square feet. Energy upgrades (cost saving measures) included lighting, controls, and HVAC equipment. Commissioning per SFB guidelines including design review and calculations and operational testing and verification. Construction Budget: \$3 million. Role: Commissioning Agent	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Beverage Storage Warehouse Cooling Upgrades</b> 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 Convert air conditioning system in existing 19,600 square foot refrigerated warehouse from medium temperature refrigeration to specialized rooftop type units. Goal of project was to reduce energy consumption, facilitate maintenance, increase air filtration, establish a positive building pressure, and provide a higher level of control with remote access capabilities. Construction Budget: \$300,000. Role: Engineer of Record	<input checked="" type="checkbox"/>	Check if project performed with current firm



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

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

1)	a. TITLE AND LOCATION <i>(City and State)</i> <b>Gladden Farms Elementary School</b> Marana, AZ		b. YEAR COMPLETED	
			PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i> 2016 (estimated)
	23. PROJECT OWNER'S INFORMATION			
	c. PROJECT OWNER Marana Unified School District	d. DOLLAR AMOUNT OF PROJECT (Engineer's fee) \$132,900	e. TOTAL COST OF PROJECT (construction budget) \$13,000,000	
	f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)			
New 83,000 square foot two story K-6 school designed for 750 students. Classroom areas designed with operable walls for maximum flexibility in creating teaching environments. Prepared complete HVAC and plumbing designs and fire protection performance specifications. We also provided commissioning services per the 2012 IECC. Approximate 8 month construction.				
2)	a. TITLE AND LOCATION <i>(City and State)</i> <b>San Xavier District Administration Compound</b> Tucson, AZ		b. YEAR COMPLETED	
			PROFESSIONAL SERVICES 2011	CONSTRUCTION <i>(If applicable)</i> 2013
	23. PROJECT OWNER'S INFORMATION			
	c. PROJECT OWNER San Xavier District	d. DOLLAR AMOUNT OF PROJECT (Engineer's fee) \$66,500	e. TOTAL COST OF PROJECT (construction budget) \$7,800,000	
	g. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)			
New multi-building campus totaling 38,000 square feet consisting of a 2-level administration building and single story maintenance building. The administration building includes auditorium style council chambers with custom designed air devices to coordinate with the ceiling systems. HVAC for the admin building included high efficiency rooftop and split systems with networked controls. LEED v3, tracking gold certification; all LEED calculations done in-house by KWA. Approximate 15 month construction.				
3)	a. TITLE AND LOCATION <i>(City and State)</i> <b>Tucson Water Department East Side Satellite Facility</b> Tucson, AZ		b. YEAR COMPLETED	
			PROFESSIONAL SERVICES 2010	CONSTRUCTION <i>(If applicable)</i> 2012
	23. PROJECT OWNER'S INFORMATION			
	c. PROJECT OWNER City of Tucson	d. DOLLAR AMOUNT OF PROJECT (Engineer's fee) \$52,700	e. TOTAL COST OF PROJECT (construction budget) \$6,950,000	
	h. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)			
New two building campus consisting of one 15,800 square foot operations building and one 6,500 square foot warehouse building. HVAC design included packaged VAV air conditioning, full BACnet DDC control system, evaporative coolers in shop and warehouse areas, welding exhaust system, fabric ductwork, server room air conditioning. Ductwork and VAV boxes in office areas designed as exposed with attention given to low noise and clean lines. Plumbing included ultra-low water consumption fixtures. LEED Silver certified with complete HVAC LEED analysis and simulations done in-house. Energy Star award. Approximate 15 month construction.				



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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.)*

4)	a. TITLE AND LOCATION <i>(City and State)</i> <b>Amphitheater Middle School Additions and Upgrades</b> Tucson, AZ		b. YEAR COMPLETED	
			PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i> 2013
23. PROJECT OWNER'S INFORMATION				
c. PROJECT OWNER Amphitheater Public Schools		d. DOLLAR AMOUNT OF PROJECT (Engineer's fee) \$46,000	e. TOTAL COST OF PROJECT (construction budget) \$7,297,000	
i. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)				
<p>New six classroom building addition as well as major renovations to Administration building, Kitchen, Gym and Lockers. Minor renovations to the Library and toilet rooms throughout the campus. 44,900 square feet total area of work. Multiple HVAC system types explored with CMAR. Design included high efficiency HVAC equipment with custom outside air systems for the lockers and complete networked controls for District-wide monitoring. Plumbing included replacement of entire kitchen and locker systems and addition of group toilet facilities to existing buildings. Plumbing design required field location of existing water supplies and substantial engineering to calculate water system capacity based on the existing multiple-service system. In the end, the Engineer saved the owner over \$100,000 in water infrastructure impact fees. Approximate 12 month construction.</p>				
5)	a. TITLE AND LOCATION <i>(City and State)</i> <b>Pima County Sherriff Forensics Department Renovations</b> Tucson, AZ		b. YEAR COMPLETED	
			PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i> 2015
23. PROJECT OWNER'S INFORMATION				
c. PROJECT OWNER Pima County		d. DOLLAR AMOUNT OF PROJECT (Engineer's fee) \$13,000	e. TOTAL COST OF PROJECT (construction budget) \$230,000	
j. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)				
<p>Major interior renovations to existing 5,500 square foot single story office / laboratory building. Project included relocation of walls to configure the space for a more productive work environment. Provided HVAC, plumbing and fire protection design services to accommodate system modifications required for the new layout. New design incorporated modifications to the existing air conditioning systems to provide appropriate air balance and pressurization relationships between occupancies. Approximate 6 month construction.</p>				



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6. ADDITIONAL INFORMATION

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

Kelly, Wright & Associates, P.C. is a full-service consulting mechanical engineering firm specializing in the design of HVAC, Plumbing, and Fire Protection systems for commercial, educational, industrial, military, institutional, and many other facilities. Kelly, Wright & Associates has experience in all areas of mechanical engineering design including feasibility studies, life cycle analyses, payback analyses, central heating and cooling plants, commercial kitchens, laboratories (fume hoods, special waste and water systems), and all types of air distribution systems. Kelly, Wright & Associates excels at all levels of project design and management, from facility assessments through design and complete construction administration.

**DIVERSE EXPERIENCE:** Kelly, Wright & Associates has been fortunate enough to work on some significant and unique projects. This diversity has given us insight that might otherwise not be available to a firm that is focused solely on one project type. We can draw from our diverse experiences to bring new concepts to the table. Our experience has included diverse projects such as:

- A solar thermal collection system to generate hot water to drive an absorption chiller system. The completed project provided heat for a pool and chilled water for air conditioning needs.
- A project to capture carbon dioxide from air to reduce the global carbon dioxide concentration. Our designs included the mechanical design of the laboratory, a wind tunnel design, machine design, process layouts, and data analysis.
- Bio Diesel manufacturing plant process design.
- Rainwater harvesting filtration system design with the intent of providing potable drinking water.
- Elementary school with the goal of being carbon neutral. Although the project was not constructed, the design pushed the limits of the technology at the time as well as code interpretations to maximize energy efficiency.

**FIRE PROTECTION EXPERTISE:** Unique in southern Arizona, Kelly, Wright & Associates offers complete fire protection design and engineering services. Our design services include all types of fire protection systems. By including the fire protection design in the construction documents, it allows us to properly coordinate the fire protection design with the other disciplines. As a secondary benefit, the coordination required by the fire protection design creates a secondary check for conflicts of the other disciplines within the building structure. From the owner’s perspective, including the complete fire protection design into the construction documents will result in a better coordinated, better looking, better budgeted project that will not have delays or surprises during construction related to the FP contractor’s design work. Construction cost estimates can be accurately determined and are therefore no longer guesses. Approvals from the Authorities Having Jurisdiction can be obtained in a timely manner preventing construction shutdowns or delays. The owner is assured of receiving an engineered level of quality and life expectancy for the system. The ease of scheduling the installation of all the mechanical systems is greatly increased. In addition, we have experienced lower overall costs of installation while improving the quality of the final product. We believe that the registered design professional hired to represent the interests of the client, as opposed to the successful low-bid contractor, will produce a superior design for the end user of the building.

----- See attached page 9 of 9 for continuation -----

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:	72%
b.	Percentage of Total Work Attributable to Non-Government Work:	28%

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

Signature:

Date: December 21, 2015

Name: Donovan F. Kelly

Title: Principal



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6. ADDITIONAL INFORMATION (continued)

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

**SCHEDULING:** Our ability to meet schedules is very good. We have a track record of being ahead of schedule. At the start of a project, and as required during its progression, we review our resources and assign personnel to match the needs of the project. Schedules are reviewed on a daily basis and adjustments are made as necessary (e.g. employee leave). The utilization of a common electronic calendar system further improves our control of schedules.

**COST CONTROL:** Kelly, Wright & Associates utilizes its experience and knowledge of current market offerings to select systems that match the needs of the client while meeting budget constraints. We have extensive experience with the CMAR and Design-Build project delivery methods and the associated value engineering process. We have experience performing all levels of in-house cost estimates. When possible, we track actual construction costs of the projects we design to better gauge the market and the quality of our design-level estimates.

**DESIGN PHILOSOPHY:** The principals of Kelly, Wright & Associates are active in, and responsible for all stages of design. All drafting is performed by the person doing the design. We believe that this eliminates errors and saves time. Our office environment is open to accommodate idea sharing and constant interaction. The keystones of our design philosophy are:

- teamwork
- accuracy
- integrity
- continual learning
- innovation
- accountability

**PROJECT MANAGEMENT:** We believe our work product is the finest in the industry. Our tradition is to provide accurate, detailed complete designs on time, every time. We utilize customized checklists for internal back-checking of designs. Multiple designers review all projects continuously during the process. We are responsive, both during design and construction. Due to our “flat” management structure and constant dialog, if one designer is unavailable, someone else can take a question forward and eliminate delays. Kelly, Wright & Associates takes pride in providing thoroughly researched options to questions related to design and construction. We enjoy providing options to clients and educating them on new technologies and processes. From the equipment type selection to the color selection of the air devices, our designs will be customized to fit the needs of the client and the project budget.

**GREEN DESIGN:** Kelly, Wright & Associates, P.C. has an acute interest in sustainable, high performance design technologies. We appreciate working with clients to achieve efficient system designs that exceed all expectations. We have the expertise and tools to perform life cycle cost analyses as well as energy estimates and Energy Star and LEED required calculations and reporting. We utilize Carrier’s HAP program, Energy-10, eQuest, and a host of other software tools as necessary to completely evaluate a design challenge. Using these analytical tools coupled with our knowledge of new products, our experience enables us to think outside the box and provide custom-tailored high-performance solutions to new and existing renovation projects.

**CONSTRUCTION ADMINISTRATION:** Our approach to construction administration follows our design philosophy. Involvement by multiple staff members and responsive thoughtful responses to questions during construction are key. We review all submittals and ensure that the owner is getting what they paid for. Our submittal review format provides individual comments for each submittal item and a list of outstanding items to ensure all submittals are complete.

*The level of experience and commitment to service offered by Kelly, Wright & Associates will be of the highest quality within the profession. We take tremendous pride in our work product, something our clients know very well.*