	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
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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.	02.17.17	JT	
	date		initial	

Norris Design AZ, LLC

Offeror company name
4450 N. 12 th Street, Suite 236
Address
Phoenix, AZ 85014
City State ZIP
26-1618808
Federal tax identifier (EIN or SSN)



Signature of person authorized to sign Offer	JT
Initials	
Joel D. Thomas, Principal	
Printed name and title	
Joel D. Thomas, Principal	
Contact name and title	
jthomas@norris-design.com	602.254.9600
Contact Email Address	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 07/05/17 (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: 07/05/17-01/30/18 Contract awarded 07/05/17


Procurement Officer signature

Gina DeCotiis
Procurement Officer printed name

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



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

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 (i.e., 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.



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

Title and Location of Project	Design Completion Year	Construction Completion Year	Project Owner	Project Original Budget (or NTE amount)	Total Cost of the Project	Brief Description of Project
Cottonwood Riverfront Trails & Recreation Area Master Plan Cottonwood, AZ	2016	n/a Master Plan	City of Cottonwood	\$43,000 (Fees)	\$43,000 (Fees)	A Master Plan that serves as a blueprint for the development of a high-quality, interconnected, multimodal, regional trail system. The City received a Planning grant from The Nature Conservancy; Verde River + Historic Old Town connectivity; Community outreach
Tucson Parks + Recreation System Master Plan Tucson, AZ	2016	n/a Master Plan	City of Tucson	\$274,650 (Fees)	\$274,650 (Fees)	Master Plan Update for operations, programming, facility renovation and capital improvements based on a comprehensive needs assessment; 5-year strategic plan, financial projections; Extensive public outreach, statistical survey; Project email and website



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

<p>Dead Horse Ranch State Park Site Plan</p> <p>Cottonwood, AZ</p>	<p>On-going, est 2017</p>	<p>n/a Site Plan</p>	<p>State of Arizona</p>	<p>\$9,900 (Fees)</p>	<p>\$9,900 (Fees)</p>	<p>Located in the area near the Park's western lagoon, Norris Design is providing the schematic illustrative plan graphic and written performance specifications and narrative document for the project improvements. Amenities include picnic ramadas, cabins, support buildings, lagoon expansion, bridges to lagoon islands, pedestrian pathways, playground areas, lake source-water canal system for irrigation, and parking.</p>
<p>Arroyo Chico Urban Greenway + Bike Boulevard</p> <p>Tucson, AZ</p>	<p>Phase 1: 2014</p> <p>Phase 2: Ongoing, 2018</p>	<p>On-going, est 2018</p>	<p>City of Tucson Parks & Recreation</p>	<p>Phase 1: \$110,000 Planning Fees</p> <p>Phase 2: \$100,000 Design Fees</p>	<p>Phase 1: \$110,000 Planning Fees</p> <p>Phase 2: \$100,000 Design Fees</p>	<p>A planning document includes 3D renderings, conceptual plans and construction documents for the urban greenway, bicyclist and pedestrian improvements to Winsett Street, which includes street cross-sections illustrating the current status of all segments of the Arroyo Chico Greenway in a regional context and its connections to other bike trails, downtown links and parks.</p>



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

<p>NAU Center for Aquatics and Tennis</p> <p>Flagstaff, AZ</p>	<p align="center">2016</p>	<p align="center">2016</p>	<p>Northern Arizona University</p>	<p align="center">\$270,000 Landscape Construction</p>	<p align="center">\$270,000 Landscape Construction</p>	<p>The new facility replaced the Wall Aquatic Center and added 90k sf of exterior recreation space. The site integrates several plazas into the complex to create functional gathering spaces for competitive and recreational events; state of the art high altitude pool for the NAU's Swimming & Diving Team; six indoor tennis courts and an additional six lighted outdoor courts; soccer field included in the overall site plan; a major east-west pedestrian connection utilizing regionally adapted plantings irrigated by a smart irrigation system that will efficiently manage water use.</p>
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	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
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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.

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).



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

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees Firm	d. No. of Employees Branch
CADD Technician	P	2	2 – Tucson Branch
Geographic Information System Specialist	S	1	1 – Tucson Branch
Landscape Architect	P	15	1 – Flagstaff Branch 10 – Phoenix Branch 5 – Tucson Branch
Other: Planner	P	4	2 – Phoenix Branch 2 – Tucson Branch
Other: Marketer	P	1	1 – Phoenix Branch
Total		23	

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 **Norris Design AZ, LLC**

TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS - Arizona) 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			
Activity Centers				Landscape Architecture	1,276	2	4
Aerial Photography; Airborne Data and Imagery Collection and Analysis				LEED Accredited AE			
Agricultural Development; Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning			
Air Pollution Control				Libraries; Museums; Galleries			
Airports; Navalds; 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	45	0	2	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				Mechanurgy			
Cartography				Mining and Mineralogy			
Cemeteries (Planning and Relocation)	2	0	1	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	180	3	1
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				Plumbing and Piping Design			
Construction Materials Testing				Pneumatic Structures, Air-Support Buildings			
Construction Surveying				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				Railroad; Rapid Transit			
Desalination (Process and Facilities)				Recreation Facilities (Parks, Marinas, Etc.)	90	3	0
Design & Planning Structured Parking Facilities				Refrigeration Plants/Systems			
Design-Build - Preparation of Requests for Proposals				Rehabilitation (Buildings; Structures; Facilities)			
Detection 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			
Electrical Studies and Design				Sewage Collection, Treatment and Disposal			
Electronics				Soils and Geologic Studies; Foundations			
Elevators; Escalators; People-Movers				Solar Energy Utilization			
Energy / Water Auditing Savings				Solid Wastes; Incineration; Landfill			
Energy Conservation; New Energy Sources				Special Environments; Clean Rooms, Etc.			
Environmental Impact Studies, Assessments or Statements				Specifications Writing			
Fallout Shelters; Blast-Resistant Design				Storm Water Handling and Facilities			
Fire Protection				Structural Design; Special Structures			
Fisheries; Fish Ladders				Surveying; Platting; Mapping; Flood Plain Studies			
Forensic Engineering				Sustainable Design	90	1	2
Garages; Vehicles Maintenance Facilities; Parking				Swimming Pools			
Gas Systems (Propane; Natural, Etc.)				Testing and Inspection Services			
Geodetic Surveying: Ground and Airborne				Topographic Surveying and Mapping			
Heating; Ventilating; Air Conditioning				Towers (Self-Supporting and Guyed Systems)			
Highways; Streets; Airfield Paving; Parking Lots				Toxicology			
Historical Preservation				Traffic and Transportation Engineering			
Hospital and Medical Facilities				Traffic Studies			
Hotels; Motels				Transportation			
Housing (Residential, Multi-Family; Apartments; Condominiums)				Tunnels and Subways			
Hydraulics and Pneumatics				Urban Renewals; Community Development	45	0	2
Hydrographic Surveying				Utilities (Gas and Steam)			
Industrial Buildings; Manufacturing Plants				Value Analysis; Life-Cycle Costing			
Industrial Processes; Quality Control				Warehouse and Depots			
Industrial Waste Treatment				Waste Water Treatment Facility			
Intelligent Transportation Systems				Water Resources; Hydrology; Ground Water			
Infrastructure				Water Supply; Treatment and Distribution			
Irrigation; Drainage				Water Well Rehabilitation; Water Well Work			
Judicial and Courtroom Facilities				Wind Tunnels; Research/Testing Facilities Design			
Laboratories; Medical Research Facilities				Zoning; Land Use Studies	72	0	2
Labs - General							
Labs - Research - Dry							
Labs - Research - Wet							

Professional Services Number	Revenue Index
1. Less than \$100,000	2.
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	



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

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
	City of Cottonwood 821 N. Main Street, Cottonwood, AZ 86326	Casey Rooney Economic Development Director	April 2016	July 2016
	Phone Number	Email Address		
	928.340.2741	crooney@cottonwoodaz.gov		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.				
Cottonwood Riverfront Trails & Recreation Master Plan, Cottonwood, AZ				
Original/Final Planning Fee: \$48,500 Construction Costs: n/a				
Community Outreach; Strategic Parks and Trails Planning; Funding Analysis; Design Standards				
Services performed similar to those described in Solicitation				
Outdoor Recreation Planning; Trails Master Planning; Trail Design Standards; Community Outreach; 3D Graphic Renderings; Wayfinding Graphics + Signage Design; Community Outreach				
2	Client Company/Address	Contact	Begin Date	End Date
	City of Tucson 900 S. Randolph Way, Tucson, AZ 85716	Howard Dutt, Landscape Architect, Parks & Recreation	May 2015	October 2016
	Phone Number	Email Address		
	520.837.8040	Howard.dutt@tucsonaz.gov		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.				
Tucson Parks & Recreation System Master Plan, Tucson, AZ				
Original/Final Planning + Design Fee: \$274,650 Construction Costs: n/a				
Community Outreach; Parks & Rec Strategic Planning; Marketing Plan; Statistically Valid Citizen Survey; Benchmarking; Trends; Inventory; Level of Service; Programming Analysis; Operations Analysis; Financial Analysis; Economic Impacts; Prioritized Action Plan & Recommendations				
Services performed similar to those described in Solicitation				
Parks & Recreation Planning; Trails Master Planning; Trail Design Standards; Landscape Architecture; Plan Graphic Renderings				



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

3	Client Company/Address	Contact	Begin Date	End Date
	City of Sedona 102 Roadrunner Drive Sedona, AZ 86336	Rachel Murdock Parks & Recreation Manager	April 2016	July 2016
	Phone Number 928.203.5011	Email Address Rmurdoch@sedonaaz.gov		
<p>List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.</p> <p>Posse Grounds Dog Park Master Plan, Sedona, AZ Original/Final Planning Fee: \$16,250; Construction is pending City funding</p> <p>Services performed similar to those described in Solicitation</p> <p>The Posse Grounds Dog Park is an existing 1.5-acre dog park within Sedona in need of renovations. The park sits on a sloped, rocky and mostly native vegetated site. Site challenges include erosion problems, lack of shade, limited parking, ADA non-compliances, dust control and lack of park amenities. Norris Design produced a Master Plan addressing these issues. The master planning process included working with the City to produce preliminary concepts, public outreach meetings, and estimates of probable costs. Community and City input gathered from the public outreach meetings was incorporated into a master plan that will guide all future renovations.</p> <p>Norris Design is currently preparing the Construction Documents for implementation of this project.</p>				

End of Attachment 2-A

	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
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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	Norris Design AZ LLC	Year established	2004	
Principal address (street, city, state)	4450 N. 12 th Street, Suite 236, Phoenix, AZ 85014			
Entity type:	Limited Liability Company	Structure:	Limited Liability Company	
Branch or Division:	Branch	Parent:	Norris Design	
Years the organization has conducted business in Arizona.				13 years
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
1.	Joel Thomas	Principal	602.254.9600	jthomas@norris-design.com
2.	Brian Sager	Associate	602.254.9600	bsager@norris-design.com
3.	Julie Parizek	Senior Associate	520.622.9565	jparizek@norris-design.com
4.	Aaron Hayne	Senior Associate	928.233.3021	ahayne@norris-design.com
5.	Jason Kuklinski	Principal	520.622.9565	jkuklinski@norris-design.com
Firm Professional Licenses/Certifications (INCLUDE COPY OF DOCUMENT IN OFFER)				
	Description	Issuer	Number	Expiration
1.	Arizona Board of Technical Registration	State of Arizona	14993-2	09.30.17
2.	AZ Transaction Privilege Tax License Number	State of Arizona	20269421-E	

End of Attachment 2-B

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

Date: February 7, 2017
 Page 11 of 32



	<p>Request for Qualifications Solicitation No. ADSP017-00006796 Description: 2017 Annual Professional Services List</p>	<p>Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 201 Phoenix, AZ 85007</p>
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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

	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
---	---	---

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	Joel D. Thomas, PLA	How long with company?	5 years
Current position in company:		Principal	How long in position?	1.5 years
Position for the Services:		Principal Landscape Architect	How much of time will be dedicated to the Services?	25%
What primary functions will be assigned?		Project Leadership and Oversight, Landscape Design		
Describe person's experience in performing services like those that are to be assigned:		<p>As Principal-in-Charge, Joel Thomas leads the Studio's projects in all phases of the design process to create the theme and identity for each project. He is directly responsible for leading the project process and ensuring that design goals are maintained throughout the implementation of the project. Client interface, along with project design and administration are key functions to produce projects on time and within budget. Joel has over 10 years of project experience and calls Phoenix home. His strengths include site planning and landscape design encompassing many different styles and scales for municipal, mixed-use, retail, parks and recreation, and hospitality projects.</p>		
List person's job-related training and education:		<p>EDUCATION Bachelor of Science in Landscape Architecture Colorado State University - Fort Collins, 2005</p> <p>PROFESSIONAL CERTIFICATION Registered Landscape Architect, Arizona, #49699 Self-Certified Landscape Architect City of Phoenix, #188</p> <p>PROJECT LEARNING Bike Trails, Bike Jumps, Bicycle Facilities Low water-use planting design Open Space + People Space Amenities Design Site Planning + Master Planning</p>		
Resume:		Norris Design Team Resumes		

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

Date: February 7, 2017
 Page 13 of 32





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

2	Name:	Brian Sager, PLA, CID	How long with company?	1.25 years
	Current position in company:	Associate	How long in position?	1.25 years
	Position for the Services:	Landscape Architect	How much of time will be dedicated to the Services?	45%
	What primary functions will be assigned?	Project Manager, Planning, Landscape Design, Consultant Coordination		
	Describe person's experience in performing services like those that are to be assigned:	<p>With a passion for sustainability and successful landscapes, Brian Sager's objective is to creatively integrate natural and healthy environments into the redevelopment of parks and public spaces. His professional interests include leading project teams for projects such as parks, trailheads and trails. He has expertise in trails planning, site design, hardscape design, rainwater harvesting and LID techniques, landscape irrigation design, park planning and design, and transportation projects. Open Space projects and outdoor environments are a focus area with master plans and built work within several communities throughout Arizona. Brian started practicing landscape architecture in Tucson, where he gained experience with rainwater harvesting, native plant preservation plans, and designing landscapes that embrace the many Arizona ecologies. Prior to joining Norris Design, one of Brian's significant roles was Project Manager for the City of Mesa's Pioneer Park Master Plan project.</p>		
	List person's job-related training and education:	<p>EDUCATION Master of Landscape Architecture, The University of Arizona, 2002 Bachelor of Arts, English, The University of Kansas, 1996</p> <p>PROFESSIONAL CERTIFICATION Registered Landscape Architect, Arizona, #45445 Certified Irrigation Designer, #90624</p> <p>PROFESSIONAL AFFILIATIONS American Society of Landscape Architects Arizona Chapter ASLA, 2000 – Present</p> <p>PROJECT LEARNING Prioritized Action Plan + Recommendations Low water-use planting design Open Space + People Space Amenities Design Site Planning + Master Planning Community Outreach</p>		
	Resume:	Norris Design Team Resumes		



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

3	Name:	Julie Parizek, CPRP	How long with company?	2.25 years
	Current position in company:	Senior Associate	How long in position?	2.25 years
	Position for the Services:	Project Manager, Senior Planner, Parks Planner	How much of time will be dedicated to the Services?	45%
	What primary functions will be assigned?	Project Management, Planning, Parks Planning, Community Outreach		
	Describe person's experience in performing services like those that are to be assigned:	<p>Julie Parizek has been practicing landscape architecture and planning throughout Arizona for 20 years. Her depth of experience in the public administration of parks, trails and recreation planning and development has given her project management tools appropriate to public sector domains, tools that maximize efficiency and effectiveness. Julie knows that managing jurisdictional value throughout the project life cycle is key to deriving maximum benefit from public investment. She will help Arizona State Parks drive decisions through analysis, manage project life cycles, control project costs, provide transparency into jurisdictional decisions, and generate stakeholder support. Julie makes sure that jurisdictional clients get what they need.</p>		
	List person's job-related training and education:	<p>EDUCATION Master of Landscape Architecture, The University of Arizona, 2016 ABT Master of Science, Ecology and Evolutionary Biology The University of Arizona, curriculum 1993-1997 Bachelor of Science in Mathematics, minor in Spanish The University of Arizona, 1984</p> <p>PROFESSIONAL CERTIFICATION Certified Parks and Recreation Professional #10358524</p> <p>PROFESSIONAL AFFILIATIONS National Recreation & Parks Association, 2011 - Present Arizona Parks & Recreation Association, 2016</p> <p>PROJECT LEARNING Community Outreach Strategic Planning Benchmarking, Trends, Inventory, Level of Service, Programming Analysis, Operations Analysis, Financial Analysis, Fees Review Analysis Prioritized Action Plan + Recommendations Site Planning + Master Planning</p>		
	Resume:	Norris Design Team Resumes		



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

4	Name:	Aaron Hayne, LEED AP	How long with company?	14 years
	Current position in company:	Senior Associate	How long in position?	2 years
	Position for the Services:	Project Manager, Landscape Designer	How much of time will be dedicated to the Services?	45%
	What primary functions will be assigned?	Planning, Landscape Design, Project Documentation Leader		
	Describe person's experience in performing services like those that are to be assigned:	<p>Aaron Hayne leads the Flagstaff office for Norris Design. Aaron is responsible for conceptual and schematic design, creation of construction documents, project management and construction administration. He specializes in design for sport and recreational parks, trail heads and special park amenities. Additionally, Aaron has expertise in site grading as well as extensive knowledge of plant materials. Aaron's responsibilities included close coordination with the project owner and project consultants. He has extensive experience in the public outreach process, conducting community meetings, gathering stakeholder input and making graphic presentations illustrating project concepts and expressing the project team's creative ideas.</p>		
	List person's job-related training and education:	<p>EDUCATION Bachelor of Landscape Architecture Colorado State University, Cum Laude, 1999</p> <p>PROFESSIONAL CERTIFICATION LEED Accredited Professional</p> <p>AWARDS & RECOGNITION ASLA Colorado Merit Award in Design and Land Stewardship Award, Adams County Government Center and Natural Park, 2011 ASLA Colorado Merit Award in Design, Forsberg Iron Spring Park, 2009</p> <p>PROJECT LEARNING Community Outreach Prioritized Action Plan + Recommendations Sustainable planting design Open Space + People Space Amenities Design Site Planning + Master Planning Park Facilities Programming & Design</p>		
	Resume:	Norris Design Team Resumes		



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

5	Name:	Jason Kuklinski, PLA, CID	How long with company?	11 years
	Current position in company:	Principal	How long in position?	1 year
	Position for the Services:	Principal Landscape Architect + Principal Irrigation Designer	How much of time will be dedicated to the Services?	25 %
	What primary functions will be assigned?	Project Leadership and Oversight, Landscape & Irrigation Design		
	Describe person's experience in performing services like those that are to be assigned:	<p>Jason Kuklinski is a landscape architect and certified irrigation designer with 20 years of regional and national experience in both the private and public sectors. As Principal and leader of the Tucson office, Jason is responsible for the site planning and landscape design of community neighborhoods, regional parks, river parks, commercial developments, office buildings, retail centers, educational facilities, medical facilities, freeway expansions, urban streetscapes, over-structure and roof-top gardens and multiple historic revitalization projects. His experience includes master planning of neighborhood and regional parks and college campus expansions. He utilizes his broad experience to incorporate the client's objectives while considering the end-user, to ultimately provide safe and environmentally sound design solutions. As a certified irrigation designer, Jason ensures clients receive an efficient cost-effective design that meets the plant water requirements. As a landscape architect, Jason is committed to providing exceptional and relevant design solutions.</p>		
	List person's job-related training and education:	<p>EDUCATION Master of Business Administration University of Phoenix, 2000 Bachelor of Science in Landscape Architecture University of Arizona, 1998</p> <p>PROFESSIONAL CERTIFICATION Registered Landscape Architect, Arizona, #50617 Irrigation Association Certified Irrigation Designer #71419</p> <p>PROJECT LEARNING Trails, Bicycle Facilities, Skate Facilities Low water-use planting & irrigation design Open Space + People Space Amenities Design Site Planning + Master Planning</p>		
	Resume:	Norris Design Team Resumes		



JOEL THOMAS PLA, ASLA

jthomas@norris-design.com

EDUCATION

Bachelor of Science in Landscape Architecture

Colorado State University
Fort Collins, 2005

WORK EXPERIENCE

Norris Design

Phoenix, AZ
2012 – Present

SmithGroupJJR

Phoenix, AZ
2007 – 2012

Oehme, van Sweden & Associates

Washington DC
2005 – 2007

The Acacia Group

Tucson, AZ
2005

PROFESSIONAL CERTIFICATION

Registered Landscape Architect, Arizona, #49699
Self-Certified Landscape Architect City of Phoenix, #188

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects
Arizona Chapter ASLA, Vice President 2010 – 2011

AWARDS & RECOGNITION

ASLA Arizona Merit Award in Design Award, City of Mesa
Desert Trails Bike Park, 2014

As Principal-in-Charge, Joel Thomas leads the Phoenix office of Norris Design in all phases of the project planning and design process to create the theme and identity for each project. He is directly responsible for ensuring that client design goals are maintained throughout the implementation of the project. Client interface, along with project design and firm administration are key functions to produce projects on time and within budget. Joel has over 10 years of project experience and calls Phoenix, Arizona home. His strengths include site planning and landscape design encompassing many different styles and scales for municipal open space designs, parks and recreation, and trails projects. The City of Mesa Desert Trails Bike Park is an AZ ASLA and APRA design award winning municipal park project.

SELECT PROJECT EXPERIENCE

- Arizona State University 4-Campus Comprehensive Development Plan, Tempe, Phoenix, Mesa, AZ*
- Arizona State University Downtown Student Recreation Center, Phoenix, AZ*
- Banner Del Webb Master Plan, Phoenix, AZ*
- Banner University Medical Center PAD, Tucson, AZ
- Central Arizona College Master Plan, Maricopa, AZ*
- Cottonwood Recreation Center + Park, Cottonwood, AZ
- Cottonwood Riverfront Trails & Recreation Area Master Plan, Cottonwood, AZ
- Dead Horse Ranch State Park, Cottonwood, AZ
- Desert Trails Bike Park, Mesa, AZ
- Dignity Health Arizona General Hospital ER, Mesa, AZ
- Fort Tuthill County Park, Flagstaff, AZ
- Guerrero Rotary Park, Mesa, AZ
- Hacienda Children's Hospital, Mesa, AZ
- Morenci Town Center, Morenci, AZ
- Northern Arizona University Center for Aquatics + Tennis, Flagstaff, AZ
- Peoria Community Services Master Plan, Peoria, AZ
- Somerton Centennial Park Master Plan, Somerton, AZ
- Stanford University School of Medicine Master Plan, Stanford, CA
- Timber Sky Master Planned Community + Streetscapes + Monumentation, Flagstaff, AZ
- Yuma Regional Medical Center Cancer Center Serenity Garden, Yuma, AZ

**completed prior to joining Norris Design*



NORRIS DESIGN



BRIAN SAGER PLA, CID

bsager@norris-design.com

EDUCATION

Master of Landscape Architecture

The University of Arizona, 2002

Bachelor of Arts, English

The University of Kansas, 1996

WORK EXPERIENCE

Norris Design

Phoenix, AZ

2015 - Present

Kimley Horn and Associates

Phoenix and Mesa, AZ

2010 - 2015

SAGE Landscape Architecture & Environmental

Tempe, AZ

2010

SAGE Landscape Architecture & Environmental

Tucson, AZ

2002 - 2009

PROFESSIONAL CERTIFICATION

Registered Landscape Architect, Arizona, #45445

Registered Landscape Architect, Colorado, #915

Registered Landscape Architect, New Mexico, #515

Certified Irrigation Designer, #90624

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects

Arizona Chapter ASLA, 2000 - Present

City of Tucson Design Review Board, 2008-2009

With a passion for sustainability and successful landscapes, Brian Sager's objective is to creatively integrate natural and healthy environments into the redevelopment of cities and public spaces. His professional interests include leading project teams for projects such as parks and trails. He has expertise in trails planning, site design, hardscape design, rainwater harvesting and LID techniques, landscape irrigation design, park planning and design, and transportation projects. Open Space projects and outdoor environments are a focus area with master plans and built work within several communities throughout Arizona. Brian started practicing landscape architecture in Tucson, where he gained experience with rainwater harvesting, native plant preservation plans, and designing landscapes that embrace the desert ecology. Prior to joining Norris Design, one of Brian's significant roles was Project Manager for the City of Mesa's Pioneer Park Master Plan project.

SELECT PROJECT EXPERIENCE

Arizona State University Memorial Union Pedestrian Improvements, Tempe, AZ*

Banner UMC North Expansion, Tucson, AZ

Boyce Thompson Arboretum Parking Lot Expansion, Superior, AZ*

Centennial Park Master Plan, Somerton, AZ

Chandler Public Safety Training Center, Chandler, AZ

Cortaro Mesquite Bosque, Pima County Flood Control, Marana, AZ*

Cottonwood Riverfront Trails & Recreation Area Master Plan, Cottonwood, AZ

Dead Horse Ranch State Park, Cottonwood, AZ

Glendale Parks, Recreation + Library Fee Review, Glendale, AZ

Glendale New River Northern Connection Multi-use Pathway, Glendale, AZ*

MAG Rail Crossing Guidelines, Maricopa County, AZ

Mesa Community College Entry Monuments and Edge Improvements, Mesa AZ*

Mesa Community College Pedestrian Spine, Mesa AZ*

Mohave County Courthouse, Kingman, AZ

North-South Rail Spur Project Assessment, Tempe, AZ*

Pecos Basin DCR - MCFCD, Mesa, AZ*

Picture Rocks Park and Pool, Pima County, AZ*

Pioneer Park Master Plan, Mesa, AZ*

Rio Salado Multi-use Path, Tempe, AZ*

Tempe Fire Station #7 + Estrada Park, Tempe, AZ

Skyline Park, Buckeye, AZ*

**completed prior to joining Norris Design*



NORRIS DESIGN



JULIE PARIZEK CPRP

jparizek@norris-design.com

EDUCATION

Master of Landscape Architecture

The University of Arizona, 2016

ABT Master of Science, Ecology and Evolutionary Biology

The University of Arizona, curriculum 1993-1997

Bachelor of Science in Mathematics, minor in Spanish

The University of Arizona, 1984

WORK EXPERIENCE

Norris Design

Tucson, AZ
2014 - Present

City of Tucson Parks & Recreation Department

Tucson, AZ
2001 - 2014

University of Arizona

Tucson, AZ
1995 - 2001

PROFESSIONAL CERTIFICATION

Certified Parks and Recreation Professional #10358524

PROFESSIONAL AFFILIATIONS

National Recreation & Parks Association, 2011 - Present

Arizona Parks & Recreation Association, 2016

Julie Parizek has been practicing landscape architecture and planning in southern Arizona for 20 years. Her depth of experience in the public administration of parks, trails and recreation planning and development has given her project management tools appropriate to public sector domains, tools that maximize efficiency and effectiveness. Julie knows that managing jurisdictional value throughout the project life cycle is key to deriving maximum benefit from public investment. She will help your agency drive decisions through analysis, manage project life cycles, control project costs, provide transparency into jurisdictional decisions, and generate stakeholder support. Julie makes sure that jurisdictional clients get what they need.

SELECT PROJECT EXPERIENCE

Arroyo Chico Greenway + Bike Boulevard, Tucson, AZ

Avondale Parks, Recreation, Facilities & Trails Master Plan Update, Avondale, AZ

Case Park Master Plan, Tucson, AZ*

Columbus Park Master Plan, Tucson, AZ*

Cottonwood Riverfront Trails & Recreation Area Master Plan, Cottonwood, AZ

Dead Horse Ranch State Park, Cottonwood, AZ

Downtown Green Infrastructure Park + Open Space Plan, Tucson, AZ*

El Paso Southwestern Greenway, Tucson, AZ

Fort Tuthill County Park, Flagstaff, AZ

Glendale Parks, Recreation + Library Fee Review, Glendale, AZ

Green Valley Recreation, Inc. 10-Year Strategic Service Plan, Green Valley, AZ

Pima County Bond Issue Development, Tucson, AZ*

Reid Park Irrigation Master Plan, Tucson, AZ*

Reid Park Master Plan, Tucson, AZ*

Sonoran Desert Park Master Plan for Remediation, Tucson, AZ*

Tangerine Corridor Community Park, Marana, AZ

Tucson Infrastructure Improvements Plan Parks and Recreational Facilities, Tucson, AZ*

Tucson Parks & Recreation Department Parks Inventory and Assessment, Tucson, AZ*

Tucson Parks & Recreation System Master Plan, Tucson, AZ

Tucson Regional Sports Fields and Lighting, Tucson, AZ*

Tucson Urban Greenways, Tucson, AZ*

**completed prior to joining Norris Design*



NORRIS DESIGN



AARON HAYNE LEED, AP

ahayne@norris-design.com

EDUCATION

Bachelor of Landscape Architecture

Colorado State University, Cum Laude, 1999

WORK EXPERIENCE

Norris Design

Denver, CO & Flagstaff, AZ
2002 - Present

Shalkey and Team Inc.

Denver, CO
1999 - 2002

Nuszer Kopatz, Internship

Denver, CO
1997 - 1998

PROFESSIONAL CERTIFICATION

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

Arizona Association of Economic Development, 2016- Present

AWARDS & RECOGNITION

ASLA Colorado Merit Award in Design and Land Stewardship Award, *Adams County Government Center and Natural Park*, 2011

ASLA Colorado Merit Award in Design, *Forsberg Iron Spring Park*, 2009

Aaron Hayne leads the Flagstaff office for Norris Design. Aaron is responsible for site planning, conceptual and schematic design, creation of construction documents, project management and construction administration. He specializes in design for nature parks, sport and recreational parks, streetscapes, and large master planned communities along with all their associated amenities. Additionally, he has expertise in site grading as well as extensive knowledge of Arizona's regional plant materials. Aaron's responsibilities included close coordination with the project owner and project team consultants. He has extensive experience in the public outreach process, conducting community meetings, gathering stakeholder input and making graphic presentations illustrating project concepts and expressing the project team's creative ideas.

SELECT PROJECT EXPERIENCE

Adams County Natural Park, Adams County, CO

Carmichael Park, Brighton, CO

Cobblestone Ranch, Douglas County, CO

Cottonwood Riverfront Trails and Recreation Master Plan, Cottonwood, AZ

Cypress Park, Lake Havasu City, AZ

Dick Samp Memorial Park, Lake Havasu City, AZ

Dick's Sporting Goods Park, Commerce City, CO

Dorcas Jensen Memorial Park, Meeker, CO

Douglas County Fairgrounds Regional Park, Douglas County, CO

Forsberg Iron Spring Park, Lakewood, CO

Fort Tuthill Renovation, Flagstaff, AZ

Heather Gardens, Aurora, CO

Houston Amateur Sports Complex, Houston, TX

Ken Mitchell Open Space Park and Master Plan, Brighton, CO

Midtown Phase 1, Denver, CO

Mill Town, Flagstaff, AZ

NAU Center for Aquatics + Tennis, Flagstaff, AZ

NAU Union West Lawn, Flagstaff, AZ

Peak to Peak Ball Fields, Lafayette, CO

Pioneer Park, Commerce City, CO

Posse Grounds Accessible Playground, Sedona, AZ

Posse Grounds Dog Park Master Plan, Sedona, AZ

Ranger Station Park, Sedona, AZ

S.A.R.A. Park, Lake Havasu City, AZ

Terrain, Castle Rock, CO

Timber Sky Master Planned Community + Streetscapes + Monumentation, Flagstaff, AZ



NORRIS DESIGN



JASON KUKLINSKI PLA, CID
jkuklinski@norris-design.com

EDUCATION
Bachelor of Science in Landscape Architecture
University of Arizona
Tucson, 1998

Master of Business Administration
University of Phoenix
Phoenix, 2000

WORK EXPERIENCE
Norris Design
Tucson, AZ
2005 - Present

The Acacia Group
Tucson, AZ
2000 - 2005

Sage Landscape Architecture
Tucson, AZ
1998 - 2000

PROFESSIONAL CERTIFICATION
Registered Landscape Architect, Arizona, #50617
Irrigation Association Certified Irrigation Designer #71419
EPA WaterSense Partner 2009 - 2012
Certified Irrigation Auditor - Tucson Water 2009 -2012

PROFESSIONAL AFFILIATIONS
Council of Landscape Architectural Registration Boards,
2003 - 2011
Irrigation Association, 2008 - Present

Jason Kuklinski is a landscape architect and certified irrigation designer with 20 years of regional and national experience in both the private and public sectors. As Principal, Jason leads the Tucson office of Norris Design and is responsible for the site planning and landscape design of community neighborhoods, regional parks, river parks, commercial developments, office buildings, retail centers, educational facilities, medical facilities, freeway expansions, urban streetscapes, over-structure and roof-top gardens and multiple historic revitalization projects. Jason's experience includes master planning of neighborhood and regional parks and college campus expansions. He utilizes his broad experience to incorporate the client's objectives while considering the end-user, to ultimately provide safe and environmentally sound design solutions. As a certified irrigation designer, Jason ensures clients receive an efficient cost-effective design that meets the plant water requirements. As a landscape architect, Jason is committed to providing exceptional and relevant design solutions.

- SELECT PROJECT EXPERIENCE**
- Archer Park Improvements, Tucson, AZ
 - Arroyo Chico Greenway + Bike Boulevard, Tucson, AZ
 - Blue Moon Community Garden, Tucson, AZ
 - Town of Marana Infrastructure Improvements Plan Parks & Recreation Facilities, Marana, AZ
 - Town of Marana Tangerine Park Master Plan, Marana, AZ
 - City of Peoria Parks, Recreation, Open Space and Trails Master Plan, Peoria, AZ
 - City of Tucson Sports Field Lighting Inventory and Infrastructure Improvements, Tucson, AZ
 - Tucson Parks & Recreation System Master Plan, Tucson, AZ
 - Cottonwood Recreation Center, Cottonwood, AZ
 - Desert Trails Park, Mesa, AZ
 - El Paso Southwestern Greenway, Tucson, AZ
 - Fort Tuthill County Park, Flagstaff, AZ
 - Jacome Plaza Revitalization, Tucson, AZ
 - Julian Wash Greenway Master Plan, Pima County, AZ
 - Morenci Recreation Town Center, Morenci, AZ
 - Morris K. Udall Park Master Plan Update, Tucson, AZ
 - North Santa Cruz Park, Sahuarita, AZ
 - Pantano River Park Pedestrian + Bike Trail Plan Master Plan, Pima County, AZ
 - Sonoran Preserve, Marana, AZ
 - Sycamore Canyon Recreation Center, Tucson, AZ
 - Sycamore Canyon Trails, Tucson, AZ
 - Willow Ridge Parks, Marana, AZ
 - Willow Springs Community Park, Pinal County, AZ
 - Yuma Regional Medical Center Serenity Garden, Yuma, AZ



	<p>Request for Qualifications Solicitation No. ADSP017-00006796 Description: 2017 Annual Professional Services List</p>	<p>Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 201 Phoenix, AZ 85007</p>
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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.	None			

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

End of Attachment 3-B

	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
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Attachment 3-C
Proposed Subcontractors

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

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.

<input type="checkbox"/>	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.

<input type="checkbox"/>	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		

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

Date: February 7, 2017
 Page 19 of 32



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

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.	Enter or type "None for Sub #1"	x	x	x
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



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

Attachment 3-D
Performance Guarantee

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 3-D

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

Date: February 7, 2017
Page 21 of 32

4

A v a i l a b l e o n l i n e a t :
[P r o c u r e . A Z . g o v](http://Procure.AZ.gov)



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

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.

Norris Design AZ, LLC
Company Name

Signature of Person Authorized to Sign

4450 N. 12th Street, Suite 236
Address

Joel D. Thomas
Printed Name

Phoenix, AZ 85014
City State Zip

4450 N. 12th Street, Suite 236
Title

End of Attachment 3-E

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

Date: July 5, 2017
~~February 7, 2017~~
Page 22 of 32

4

	<p>Request for Qualifications Solicitation No. ADSP017-00006796 Description: 2017 Annual Professional Services List</p>	<p>Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 201 Phoenix, AZ 85007</p>
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Attachment 4
Pricing Sheet

RESERVED FOR AWARDED DESIGN PROFESSIONAL SERVICE ORDER CONTRACT

End of Attachment 4

	<p align="center">Request for Qualifications Solicitation No. ADSP017-00006796 Description: 2017 Annual Professional Services List</p>	<p align="center">Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 201 Phoenix, AZ 85007</p>
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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"/>	<p>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.</p>
<input type="checkbox"/>	<p>This response DOES contain trade secret information because it contains information that:</p> <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.

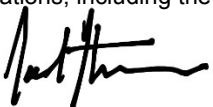
NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State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

Norris Design AZ LLC

Offeror Company Name
4450 N. 12 th Street, #236
Address

 Signature of Authorized Person
Joel D. Thomas
Printed Name

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

Date: February 7, 2017
Page 24 of 32

	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
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Phoenix, AZ 85014

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"			

End of Attachment 5-A



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

*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.*

	<p align="center">Request for Qualifications Solicitation No. ADSP017-00006796 Description: 2017 Annual Professional Services List</p>	<p align="right">Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 201 Phoenix, AZ 85007</p>
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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.

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

Date: February 7, 2017
Page 27 of 32

	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
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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 EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 3**.

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		
	None	
Section 1-B: Instructions to Offerors		
	None	

Norris Design AZ LLC



Company Name

Signature of Person Authorized to Sign

	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
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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		
	None	
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-B: Uniform Terms & Conditions		
	None	
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-C: AIA Documents with AZ Modifications		
	None	

Norris Design AZ LLC

Company Name



Signature of Person Authorized to Sign

	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
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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)		
	None	
Section 2-B: Compensation Document		
	None	

Norris Design AZ LLC



Company Name

Signature of Person Authorized to Sign

End of Attachment 5-B



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

Attachment 5-C
Insurance Evidence

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 5-C



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

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

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

Date: February 7, 2017
 Page 32 of 32