



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP015-00004729

STATE PROCUREMENT OFFICE
Department of Administration
100 North 15th Avenue, Suite 201
Phoenix, Arizona 85007

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

1. Annual Request for Qualifications

| | |
|---|------------------------------|
| a. FIRM (OR BRANCH OFFICE) NAME: | Otwell Associates Architects |
| b. FIRM (OR BRANCH OFFICE) STREET: | 121 E. Goodwin Street |
| c. FIRM (OR BRANCH OFFICE) CITY: | Prescott |
| d. FIRM (OR BRANCH OFFICE) STATE: | Arizona |
| e. FIRM (OR BRANCH OFFICE) ZIP CODE: | 86303 |
| f. YEAR ESTABLISHED: | 1979 |
| (g1). OWNERSHIP - TYPE: | Sole-proprietor |
| (g2). OWNERSHIP - SMALL BUSINESS STATUS: | Yes |
| h. POINT OF CONTACT NAME AND TITLE: | William Otwell, Principal |
| i. POINT OF CONTACT TELEPHONE NUMBER: | 928 445-4951 |
| j. POINT OF CONTACT E-MAIL ADDRESS: | bill@otwell-architects.net |
| 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 |
|---------------------|---|----------------------------|------------------------------|
| Architect | P | 2 | |
| Project Manager | S | 3 | |
| CADD Technician | P | 1 | |
| Other | P | 3 | |
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| | | | |
| Total | | 6 | |



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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) |
|--------------------------------|---|-------------------------------------|
| 2 | Dining Halls; Clubs; Restaurants | 1 |
| 4 | Historical Preservation | 2 |
| 1 | Hospital and Medical Facilities | 1 |
| 6 | Housing (Residential, Multi-Family, Apts, Condominiums) | 2 |
| 1 | Medical Related | 1 |
| 4 | Rehabilitation (Buildings; Structures; Facilities) | 1 |
| 4 | Sustainable Design | 2 |
| 6 | Specifications Writing | 2 |
| 2 | Libraries; Museums; Galleries | 1 |
| | | |
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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 William S. Otwell | b. ROLE IN THIS CONTRACT Principal in Charge | c. YEARS EXPERIENCE | |
| | | 1. TOTAL 38 | 2. WITH CURRENT FIRM 33 |
| d. LOCATION (City and State) Prescott, Arizona | | | |
| e. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Architecture | | f. PROFESSIONAL TRAINING - REGISTRATIONS States of Arizona and Utah- Architecture | |
| g. OTHER PROFESSIONAL QUALIFICATIONS (Organizations, Awards, etc.) | | | |

AIA Arizona College of Fellows Chairman's Award; 2012. Governor's Heritage Preservation Honor Award, Grand Award Winner; 2012. Arizona Culturekeeper; Only Architect out of 100 Honored, 2011. Prescott Area Leadership Man of the Year; 2011. Arizona Main Street Individual of the Year, 2010. Governor's Heritage Preservation Award for the Knights of Pythias Building, Prescott, Arizona, 2010. Governor's Award for Historic Restoration, Central Commercial Building, Kingman, Arizona. Arizona Main Street-Best Public Improvement in Arizona Award, Granite Street Garage, Prescott, Arizona. Outstanding Project Award from the Arizona Department of Commerce, Powerhouse, Kingman, Arizona. Arizona Main Street, Best Rehabilitation Award for the Babbitt Building, Flagstaff, Arizona. Governor's Award for Historic Preservation, Rehabilitation/Restoration Category for the Hassayampa Inn, Prescott, Arizona.

H. RELEVANT PROJECTS

| | | | |
|----|--|--|--------------------------------------|
| 1. | (1) TITLE AND LOCATION (City and State) Yavapai County Courthouse Rehab, Phase 3 Prescott, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) 2014 |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE A three phase, three year rehabilitation of the 1916 Courthouse including electrical, HVAC, acoustics, windows, structure & cleaning of granite masonry. The cost of this phase is \$1,600,000. Mr. Otwell's role is Principal in Charge. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
| 2. | (1) TITLE AND LOCATION (City and State) Milagro Arts Center Prescott, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) 2014 |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Rehabilitation of a 1935 native granite church for an arts education center. This building is 12,000 square feet with a rehab budget of \$1,500,000. Mr. Otwell's role is Architect in Charge. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
| 3. | (1) TITLE AND LOCATION (City and State) La Posada Santa Fe Depot Winslow, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Rehabilitation of the Depot and new additions for an art gallery and museum. Mr. Otwell's role is Preservation Architect. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
| 4. | (1) TITLE AND LOCATION (City and State) MacKenzie Dermatology Prescott, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE An expansion of an existing clinic, adding 3500 square feet and an elevator. Mr. Otwell's role is Architect in Charge. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
| 5. | (1) TITLE AND LOCATION (City and State) Trembly Residence Prescott, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) |



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(3) BRIEF DESCRIPTION (*Brief scope, size, cost, etc.*) AND SPECIFIC ROLE
A new energy efficient 2950 square foot home. Mr. Otwell's role is Architect in Charge.

Check if project performed with current firm



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

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

| | | |
|---|-------------------------------|---|
| a. TITLE AND LOCATION <i>(City and State)</i> b. Milagro Arts Center c. Prescott, Arizona | b. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2014 | CONSTRUCTION <i>(If applicable)</i> 2014 |

23. PROJECT OWNER'S INFORMATION

| | | |
|-----------------------------------|---|---|
| c. PROJECT OWNER Ty Fitzmorris | d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$1,500,000 | d. TOTAL COST OF PROJECT \$1,500,000 |
|-----------------------------------|---|---|

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

Milagro Arts Center Scope of Work

- Adaptive re-use of the 12,000 square foot 1935 church.
- The structure was rehabilitated in 1983, certified by the Secretary of the Interior as a Tax Act project, receiving a 20% tax credit.
- Our task is to repurpose the “ship in a bottle” construction that was designed according to the Secretary of the Interior’s Standards for Rehabilitation. The 30 year old construction was designed to be removable and reversible without damaging the original historic fabric.
- Program requirements
 1. Provide spaces for education in the visual arts, including ceramics, glass blowing, photography, drawing, painting and print making.
 2. Provide required office space for the staff. Private office and recording studio space for Ty Fitzmorris.
 3. Reuse/recycle as much of the existing structure and systems as is feasible.
 4. Improve energy performance and reduce water use, improve lighting.
 5. Determine the best locations for each use in the Center, keep ADA restroom layout intact with new fixtures.
- Proposed solution

The 1983 rehabilitation created an executive office center which facilitated small business startups with shared spaces for reception and conference. Some of these spaces have been retained, others have been opened up for the new uses.

The original design concept created two levels in the two large upstairs spaces while retaining original windows, historic ceilings and moldings. These original elements will be retained.

Modifications to the structure include the following:

1. Spray foam insulation will be added to the top chord of the site-built roof trusses. The foam will seal the exterior envelope at the roof.



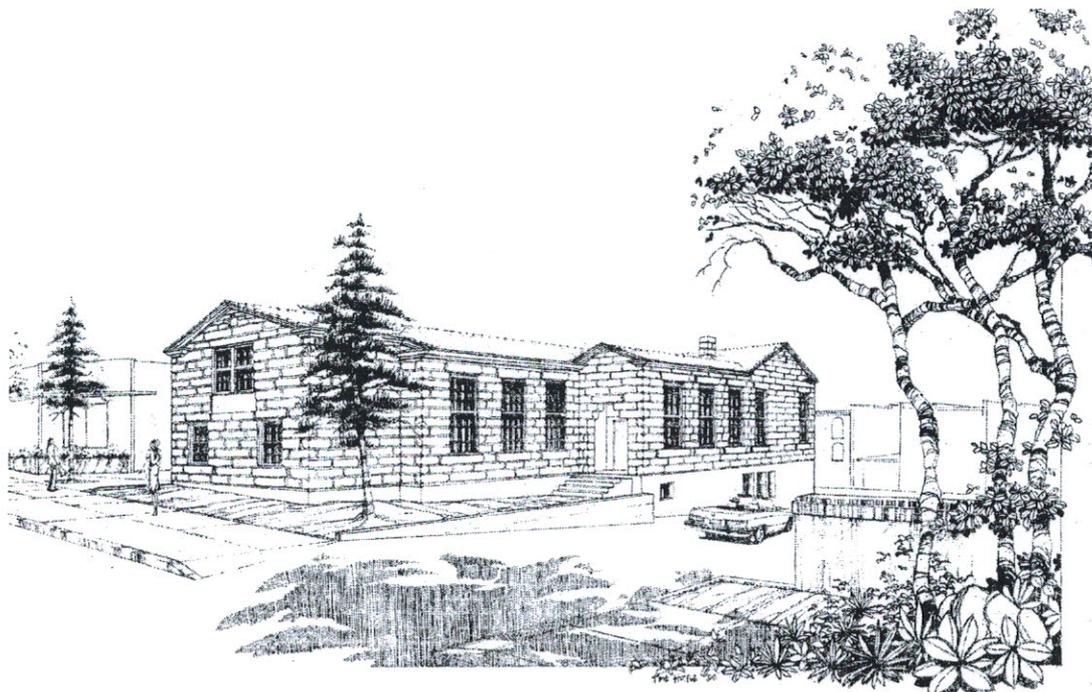
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2. A new metal roof will be applied to replace the deteriorating composite shingles, which lasted 30 years. The metal will allow for 95% catchment of rainwater for use in clay mixing and flushing toilets.
3. A 22 kw photovoltaic array will provide 60% of the building power requirements.
4. New skylights will provide day lighting with large ones over stairwells and individual skylights in multiple locations. Second floors will have glass block panels to transfer light to the lower level. New lighting will be LED high efficiency.
5. Existing HVAC units and ducting will be retained. Units will be replaced with more efficient models as they reach the end of usable life. "Nest" thermostats will provide occupancy based system controls.
6. The kiln shed will be a new structure built of locally sourced adobe blocks.
7. Original windows will be reglazed with a window film providing similar performance to double glazing.
8. Dual flush toilets will be installed.

The Project length was 18 months.





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

| | | | |
|--|---|---|----------------------------|
| a. NAME Robert W. Sanford | b. ROLE IN THIS CONTRACT Project Architect | c. YEARS EXPERIENCE | |
| | | 1. TOTAL 27 | 2. WITH CURRENT FIRM 16 |
| d. LOCATION (City and State) Prescott, Arizona | | | |
| e. EDUCATION (DEGREE AND SPECIALIZATION) Master of Architecture | | f. PROFESSIONAL TRAINING - REGISTRATIONS States of Arizona, Texas, Montana, South Dakota- Architecture | |
| g. OTHER PROFESSIONAL QUALIFICATIONS (Organizations, Awards, etc.) Member Arizona Institute of Architects, NCARB, US Green Building Council, LEED Accredited Professional, Central Arizona Renewable Energy Network | | | |

H. RELEVANT PROJECTS

| | | | |
|----|--|--|--------------------------------------|
| 1. | (1) TITLE AND LOCATION (City and State) Yavapai County Courthouse Rehab, Phase 3 Prescott, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) 2014 |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE A three phase, three year rehabilitation of the 1916 Courthouse including electrical, HVAC, acoustics, windows, structure & cleaning of granite masonry. Mr. Sanford's role is Project Architect. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
| 2. | (1) TITLE AND LOCATION (City and State) Milagro Arts Center Prescott, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) 2014 |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Rehabilitation of a 1935 native granite church for an arts education center. This building is 12,000 square feet with a rehab budget of \$1,500,000. Mr. Sanford's role is Project Architect. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
| 3. | (1) TITLE AND LOCATION (City and State) La Posada Santa Fe Depot Winslow, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Rehabilitation of the Depot and new additions for an art gallery and museum. Mr. Sanford's role is Project Architect. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
| 4. | (1) TITLE AND LOCATION (City and State) MacKenzie Dermatology Prescott, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE An expansion of an existing clinic, adding 3500 square feet and an elevator. Mr. Sanford's role is Project Architect. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
| 5. | (1) TITLE AND LOCATION (City and State) Trembly Residence Prescott, Arizona | (2) YEAR COMPLETED | |
| | | Professional Services 2014 | Construction (if applicable) |
| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE A new energy efficient 2950 square foot home. Mr. Sanford's role is Project Architect. | <input checked="" type="checkbox"/> Check if project performed with current firm | |



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

| | | |
|---|-------------------------------|---|
| a. TITLE AND LOCATION <i>(City and State)</i> b. Milagro Arts Center c. Prescott, Arizona | b. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2014 | CONSTRUCTION <i>(If applicable)</i> 2014 |

23. PROJECT OWNER'S INFORMATION

| | | |
|-----------------------------------|---|---|
| c. PROJECT OWNER Ty Fitzmorris | d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$1,500,000 | d. TOTAL COST OF PROJECT \$1,500,000 |
|-----------------------------------|---|---|

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

Milagro Arts Center Scope of Work

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 5. Determine the best locations for each use in the Center, keep ADA restroom layout intact with new fixtures.
- Proposed solution

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The original design concept created two levels in the two large upstairs spaces while retaining original windows, historic ceilings and moldings. These original elements will be retained.

Modifications to the structure include the following:

1. Spray foam insulation will be added to the top chord of the site-built roof trusses. The foam will seal the exterior envelope at the roof.



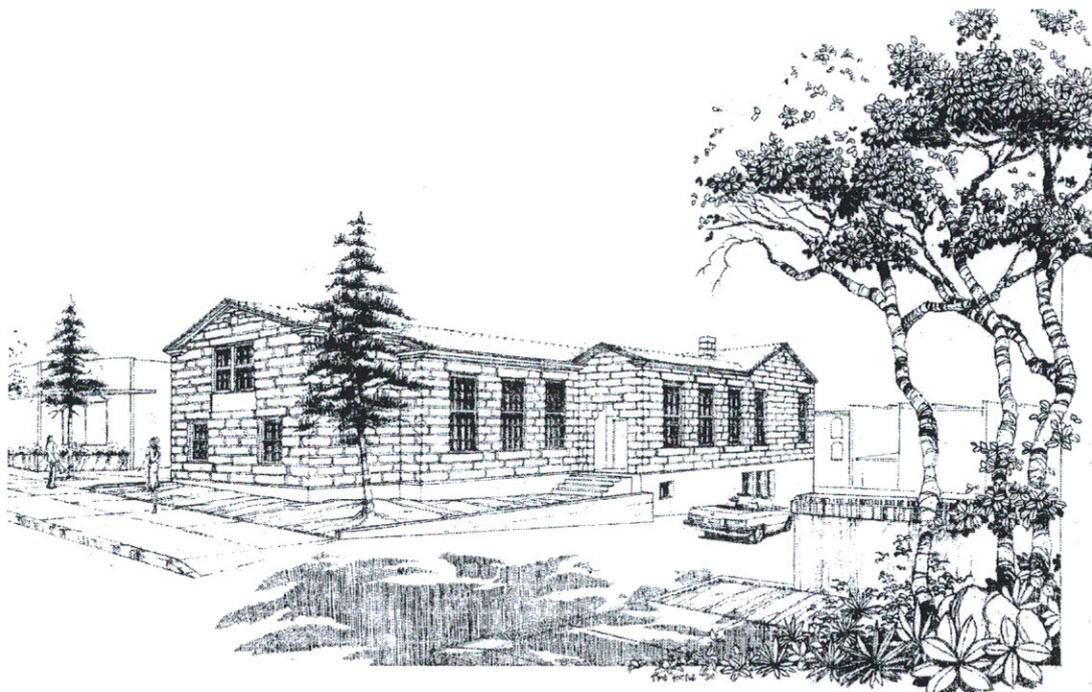
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3. A 22 kw photovoltaic array will provide 60% of the building power requirements.
4. New skylights will provide day lighting with large ones over stairwells and individual skylights in multiple locations. Second floors will have glass block panels to transfer light to the lower level. New lighting will be LED high efficiency.
5. Existing HVAC units and ducting will be retained. Units will be replaced with more efficient models as they reach the end of usable life. "Nest" thermostats will provide occupancy based system controls.
6. The kiln shed will be a new structure built of locally sourced adobe blocks.
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The Project length was 18 months.





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

| | | | |
|---|---|--|---------------------------|
| a. NAME Brian M. Piper | b. ROLE IN THIS CONTRACT CADD Technician | c. YEARS EXPERIENCE | |
| | | 1. TOTAL 26 | 2. WITH CURRENT FIRM 8 |
| d. LOCATION (City and State) Prescott, Arizona | | | |
| e. EDUCATION (DEGREE AND SPECIALIZATION) Phoenix Institute, Architectural Drafting | | f. PROFESSIONAL TRAINING - REGISTRATIONS | |
| g. OTHER PROFESSIONAL QUALIFICATIONS (Organizations, Awards, etc.) | | | |

H. RELEVANT PROJECTS

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| 2. | (1) TITLE AND LOCATION (City and State) Milagro Arts Center Prescott, Arizona | (2) YEAR COMPLETED | |
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| | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Rehabilitation of a 1935 native granite church for an arts education center. This building is 12,000 square feet with a rehab budget of \$1,500,000. Mr. Piper's role is CADD Technician. | <input checked="" type="checkbox"/> Check if project performed with current firm | |
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| c. PROJECT OWNER Ty Fitzmorris | d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$1,500,000 | d. TOTAL COST OF PROJECT \$1,500,000 |
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

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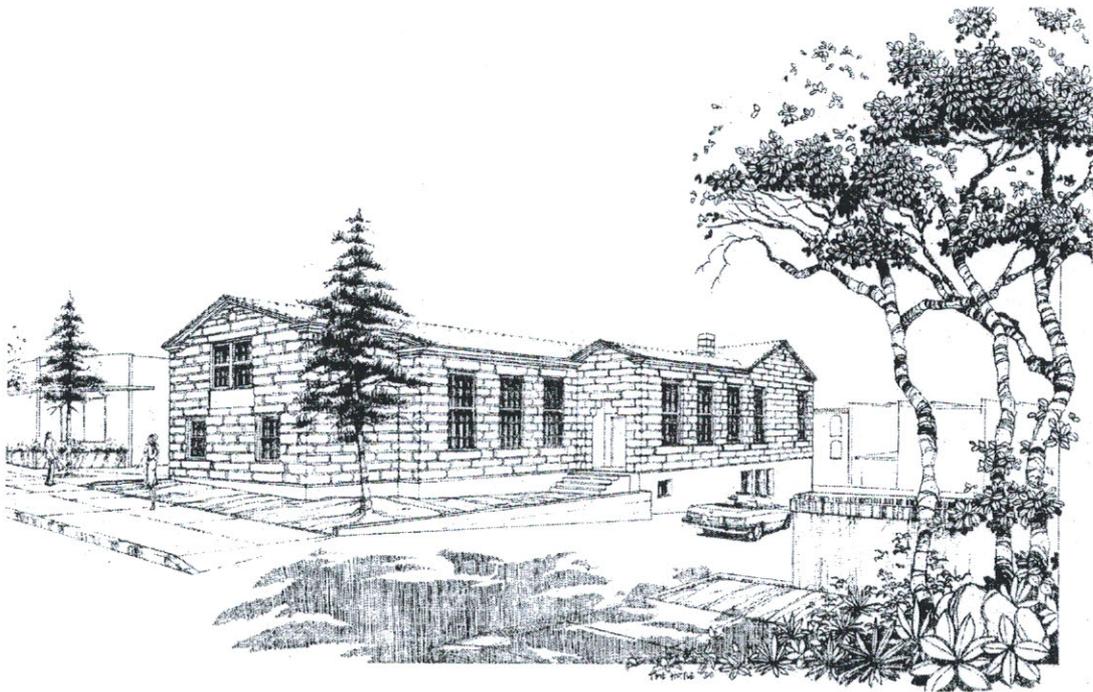
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6. ADDITIONAL INFORMATION

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

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: | 35% |
| b. | Percentage of Total Work Attributable to Non-Government Work: | 65% |

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

Signature: W. S. Otwell Date: 12-18-2014

Name: William S. Otwell Title: Principal