



ATTACHMENT I – General Qualifications  
**ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:  
ADSP015-00004729**

STATE PROCUREMENT OFFICE  
Department of Administration  
100 North 15<sup>th</sup> 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:                        | Palmer Engineers, Inc.     |
| b. FIRM (OR BRANCH OFFICE) STREET:                       | 2975 N. Country Club Rd.   |
| c. FIRM (OR BRANCH OFFICE) CITY:                         | Tucson                     |
| d. FIRM (OR BRANCH OFFICE) STATE:                        | Arizona                    |
| e. FIRM (OR BRANCH OFFICE) ZIP CODE:                     | 85716-1911                 |
| f. YEAR ESTABLISHED:                                     | 1995                       |
| (g1). OWNERSHIP - TYPE:                                  | Corporation                |
| (g2). OWNERSHIP - SMALL BUSINESS STATUS:                 | Yes                        |
| h. POINT OF CONTACT NAME AND TITLE:                      | James S. Palmer, President |
| i. POINT OF CONTACT TELEPHONE NUMBER:                    | (520) 326-4331             |
| j. POINT OF CONTACT E-MAIL ADDRESS:                      | jamespalmer@palmerengr.com |
| k. NAME OF FIRM <i>(If block 1a is a branch office):</i> |                            |





**ATTACHMENT I – General Qualifications**  
**ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:**  
**ADSP015-00004729**

**STATE PROCUREMENT OFFICE**  
**Department of Administration**  
**100 North 15<sup>th</sup> Avenue, Suite 201**  
**Phoenix, Arizona 85007**

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

| a. Approximate No. of Projects | b. Experience                           | c. Revenue Index Number <i>(see below)</i> |
|--------------------------------|-----------------------------------------|--------------------------------------------|
| 1                              | Auditoriums and Theaters                | 1                                          |
| 3                              | Community Facilities                    | 1                                          |
| 3                              | Educational Facilities; Classrooms      | 1                                          |
| 1                              | Energy Conservation; New Energy Sources | 1                                          |
| 5                              | Hospital and Medical Facilities         | 1                                          |
| 1                              | Judicial and Courtroom Facilities       | 1                                          |
| 1                              | Museums                                 | 1                                          |
| 1                              | Refrigeration Plants/Systems            | 1                                          |
|                                |                                         |                                            |
|                                |                                         |                                            |
|                                |                                         |                                            |
|                                |                                         |                                            |
|                                |                                         |                                            |
|                                |                                         |                                            |
|                                |                                         |                                            |
|                                |                                         |                                            |
|                                |                                         |                                            |

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

- |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>1. Less than \$100,000</li> <li>2. \$100,000 to less than \$250,000</li> <li>3. \$250,000 to less than \$500,000</li> <li>4. \$500,000 to less than \$1 million</li> <li>5. \$1 million to less than \$2 million</li> </ul> | <ul style="list-style-type: none"> <li>6. \$2 million to less than \$5 million</li> <li>7. \$5 million to less than \$10 million</li> <li>8. \$10 million to less than \$25 million</li> <li>9. \$25 million to less than \$50 million</li> <li>10. \$50 million or greater</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



**ATTACHMENT I – General Qualifications**  
**ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:**  
**ADSP015-00004729**

**STATE PROCUREMENT OFFICE**  
**Department of Administration**  
**100 North 15<sup>th</sup> Avenue, Suite 201**  
**Phoenix, Arizona 85007**

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

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                      |                                                                                                                                  |                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| a. NAME<br><br>James S. Palmer                                                                                                                                                                                                                                                                                                                                                                               | b. ROLE IN THIS CONTRACT<br><br>Design Team Project Manager /<br>Mechanical Engineer | c. YEARS EXPERIENCE                                                                                                              |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                      | 1. TOTAL<br>34                                                                                                                   | 2. WITH CURRENT FIRM<br>19 |
| d. LOCATION (City and State)<br>Palmer Engineers, Inc., Tucson, Arizona                                                                                                                                                                                                                                                                                                                                      |                                                                                      |                                                                                                                                  |                            |
| e. EDUCATION (DEGREE AND SPECIALIZATION)<br>Bachelor of Science - Mechanical Engineering                                                                                                                                                                                                                                                                                                                     |                                                                                      | f. PROFESSIONAL TRAINING - REGISTRATIONS<br>Arizona Registrant #17045<br>Professional Engineering with proficiency in Mechanical |                            |
| g. OTHER PROFESSIONAL QUALIFICATIONS (Organizations, Awards, etc.)<br>Current Membership: ASHRAE; NSPE/ASPE; ACEC/ACEC-AZ; NFPA<br>Past Committee Member: City of Tucson Joint Plumbing Code Committee; Arizona Uniform Plumbing Code Commission; Arizona Uniform Plumbing Code Commission (Chairperson); Pima County Mechanical/Plumbing Code Committee; City of Tucson Mechanical/Plumbing Code Committee. |                                                                                      |                                                                                                                                  |                            |

**H. RELEVANT PROJECTS**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                  |                                      |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------|
| 1. | (1) TITLE AND LOCATION (City and State)<br>US Dept of Veterans Affairs SAVAHCS Tucson<br>Expand Steam to Hydronic System<br>Tucson, Arizona                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | (2) YEAR COMPLETED                                                               |                                      |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Professional Services<br>2014                                                    | Construction (if applicable)         |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Design Team Project Manager on 1.39M design-build project to expand the complex steam to Hydronic system to Buildings 1, 1A, 50 and 57 and to install a solar hot water heating system in Building 50. This project is scheduled to complete in Spring 2015.<br>Tucson Veterans Administration Hospital Historic District (Historic Register 12000548)<br>Sub-consultants: Architect, Electrical, Structural                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> Check if project performed with current firm |                                      |
| 2. | (1) TITLE AND LOCATION (City and State)<br>Nine High Schools - Kitchen Hood Renovations Phases I & II<br>Tucson, Arizona                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | (2) YEAR COMPLETED                                                               |                                      |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Professional Services<br>2010                                                    | Construction (if applicable)<br>2011 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Design Team Project Manager for assessment, scope, design, and construction administration services to replace the hoods in nine high school kitchens. The work was designed as one contract, but constructed as two projects to enable phasing of the work to coincide with the school schedule. Phase I construction replaced the existing Kitchen cooking hoods at Cholla, Rincon, Sabino, Sahuaro and Santa Rita High Schools. Phase 2 construction replaced the existing Kitchen cooking hoods at Pueblo, Palo Verde, Tucson and Catalina High Schools. Performed under Palmer Engineers' open-end contract with Tucson Unified School District. Sub-consultants: Electrical, Structural, Architect | <input checked="" type="checkbox"/> Check if project performed with current firm |                                      |
| 3. | (1) TITLE AND LOCATION (City and State)<br>Corbett & Tully Elementary Schools - Multipurpose & Kitchen A/C Upgrade<br>Tucson, Arizona                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | (2) YEAR COMPLETED                                                               |                                      |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Professional Services<br>2009                                                    | Construction (if applicable)<br>2010 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Design Team Project Manager for replacement of the existing evaporative cooling systems with air conditioning systems. These two schools were upgraded simultaneously. Performed under Palmer Engineers' open-end contract with Tucson Unified School District. Sub-consultants: Electrical, Structural                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> Check if project performed with current firm |                                      |
| 4. | (1) TITLE AND LOCATION (City and State)<br>Tucson State Office Building ISD Disaster Relief Center<br>Tucson, Arizona                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | (2) YEAR COMPLETED                                                               |                                      |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Professional Services<br>2010                                                    | Construction (if applicable)<br>2011 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mechanical Engineer for 1568 SF addition to the existing Computer Room space in the lower level. New computer room air conditioning units and air cooled condensers provide the air requirements for equipment and expanded space. This project was performed under Architect's qualified consultant agreement with the State of Arizona.                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> Check if project performed with current firm |                                      |
| 5. | (1) TITLE AND LOCATION (City and State)<br>The University of Arizona Health Network<br>Breast Imaging Center Relocation to University Medical Imaging Center<br>Tucson, Arizona                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | (2) YEAR COMPLETED                                                               |                                      |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Professional Services<br>2014                                                    | Construction (if applicable)<br>2014 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>This project relocated the University of Arizona Health Network's Breast Imaging Center from the leased space at 2028 East Prince Road (Tucson) to the 2nd floor of the University Medical Imaging Center located at 4291 North Campbell Avenue in Tucson, Arizona. Project included renovation of terminal boxes and ductwork for new space configuration. New plumbing was routed to existing systems.                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> Check if project performed with current firm |                                      |



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:  
ADSP015-00004729

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

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 (City and State)<br>Pueblo High Magnet School Campus Buildings Analysis<br>Tucson, Arizona | b. YEAR COMPLETED             |                              |
|                                                                                                                  | PROFESSIONAL SERVICES<br>2009 | CONSTRUCTION (If applicable) |

23. PROJECT OWNER'S INFORMATION

|                                                          |                                          |                                       |
|----------------------------------------------------------|------------------------------------------|---------------------------------------|
| c. PROJECT OWNER<br>Tucson Unified School District No. 1 | d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT | e. TOTAL COST OF PROJECT<br>\$ 25,758 |
|----------------------------------------------------------|------------------------------------------|---------------------------------------|

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

This project was performed under Palmer Engineers' open-end contract with Tucson Unified School District 1 and we are Engineer of Record for this project. Our sub-consultants were professional structural and electrical engineers and Architect.

Lever Gymnasium was experiencing problems with the existing cooling equipment and so the original scope of this project was an analysis for the renovation of the cooling system at Lever Gym and a system upgrade from evaporative cooling to air conditioning.

The scope of this project changed considerably after our initial assessment report was submitted. Rather than go forward with the design and construction phases for the Gymnasium building, the school district determined it was necessary to continue with assessments of the entire complex in the interest of consolidating similar construction work in multiple buildings. Our project was then expanded to include the analysis of the existing heating and cooling systems for the entire school campus and to report of the conditions observed. Our evaluation reports included an overview of the existing installations at each of the buildings with details of several options for system improvement, correction or replacement, and cost implications to achieve the owner's objective.

Our ability to schedule our workload to adapt to the additional scope, and to renegotiate with clients and our sub-consultants, demonstrates Palmer Engineers' ability to be flexible and adjust to the varying project scopes, schedules and other objectives dictated by our client.

This study later led to a design and construction project, administered under a different contract.



**ATTACHMENT I – General Qualifications**  
**ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:**  
**ADSPO15-00004729**

**STATE PROCUREMENT OFFICE**  
**Department of Administration**  
**100 North 15<sup>th</sup> Avenue, Suite 201**  
**Phoenix, Arizona 85007**

**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><br>Pueblo High Magnet School HVAC Upgrades Phases 1 and 2<br>Tucson, Arizona | b. YEAR COMPLETED             |                                             |
|                                                                                                                            | PROFESSIONAL SERVICES<br>2012 | CONSTRUCTION <i>(If applicable)</i><br>2013 |

**23. PROJECT OWNER'S INFORMATION**

|                                                          |                                                          |                                          |
|----------------------------------------------------------|----------------------------------------------------------|------------------------------------------|
| c. PROJECT OWNER<br>Tucson Unified School District No. 1 | d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT<br>\$ 3,500,000 | e. TOTAL COST OF PROJECT<br>\$ 3,600,000 |
|----------------------------------------------------------|----------------------------------------------------------|------------------------------------------|

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

Palmer Engineers is the Engineer of Record for this project and facilitated the design and construction coordination between the owner, sub-consultants, architect, general contractor and user. Our sub-consultants were professional structural and electrical engineers.

This project was design and construction services that came as a result of the campus wide systems analysis our design team completed in 2009. After the school district's review of the analysis, their scope of work was for upgrades to the heating, ventilation, air-conditioning and piping systems in the Central Plant and also those that provide service to the Auditorium, Cafeteria, East Wing and Lever Gym Buildings.

Near the end of final design, the school district went through some personnel changes and assigned one of their other Project Managers to oversee this project. The school district opted to construct the contract in two phases and to solicit the chiller equipment purchase separately to be installed as pre purchased equipment during construction. Additional design services were required to re package the construction documents to accommodate two separate contracts. In addition, we assisted the school district in their document preparation for the Pueblo Magnet High School Chiller Purchase bid.

- ✓ Phase I construction was for upgrades to the Auditorium/Central Plant, including East Wing piping, and bid on 06/05/2012.
- ✓ The Chiller Purchase solicitation bid on 10/02/2012.
- ✓ Phase II construction upgraded the Lever Gym & Lockers and Lever Gym Central Plant & Lobby; Cafeteria Central Plant & Cafeteria/Kitchen and this project bid on 10/10/2012.

The projects were constructed somewhat concurrently, but on two different schedules that accommodated the school district's use of the buildings. During the time when both construction schedules overlapped, the weekly meetings were held in conjunction with each other. This consolidation reduced costs for the design team, the contractors and for the school district. It also aided in the coordination of the many different subcontractors working on site and freed up the supervisory personnel's time.

There was approximately \$93,000 in Phase 2 construction change orders that were mainly a result of the owner requested additional work within the modified spaces in the contract.

The scope of this project took several direction changes and the coordination between the design team, Pueblo High School's administration, the school district and the contractor was immense and it demonstrates Palmer Engineers' ability to be flexible and adjust to the varying project schedules and other constraints dictated by our client and the user.

Note: The contract was administered through the team Architect's open-end with the school district and Palmer Engineers, Inc. managed the day-to-day project administration, design and construction document coordination, the construction meetings, change order negotiations, product submittal reviews, contractor pay application review and certifications, and response to RFI's.



**ATTACHMENT I – General Qualifications**  
**ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:**  
**ADSP015-00004729**

**STATE PROCUREMENT OFFICE**  
**Department of Administration**  
**100 North 15<sup>th</sup> Avenue, Suite 201**  
**Phoenix, Arizona 85007**

**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><br>Catalina United Methodist Church<br>Main Sanctuary Air Conditioning System Replacement<br>Tucson, Arizona | b. YEAR COMPLETED             |                                             |
|                                                                                                                                                            | PROFESSIONAL SERVICES<br>2007 | CONSTRUCTION <i>(If applicable)</i><br>2008 |

**23. PROJECT OWNER'S INFORMATION**

|                                                                |                                          |                                        |
|----------------------------------------------------------------|------------------------------------------|----------------------------------------|
| c. PROJECT OWNER<br>Catalina United Methodist Church of Tucson | d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT | e. TOTAL COST OF PROJECT<br>\$ 462,000 |
|----------------------------------------------------------------|------------------------------------------|----------------------------------------|

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

Palmer Engineers, Inc. is Engineer of Record for this project. Our sub-consultant was a professional electrical engineer.

This project began as an assessment of the existing HVAC system in the 8,400 SF Main Sanctuary Building of the Catalina United Methodist Church. Our preliminary investigation of the existing equipment revealed that the existing air conditioning system had two air handlers located in the Basement. The two air handlers were cooled by two belt driven compressors with evaporative condensers and direct expansion cooling coils. A heating water boiler located in the Basement provided the heat. The existing equipment appeared to be the original equipment, was about 50-years old, and had exceeded the expected life for this type of equipment. Most of the equipment was installed in the Basement that has thick concrete walls.

The building codes had changed substantially since the original construction and there were many code issues to be addressed. The main issue was that the new codes would not allow for the new system to be installed in the same location as the boiler and that a new location for the heating equipment would be required. A boiler for an adjacent building was used to provide heating to the new air handlers. A report of our findings, options, recommendations and cost estimates was submitted to the church for consideration.

After the church's review of our systems assessment report, they gave us notice to proceed with the design and construction phases, with the new equipment being installed at the location of their choice. We provided the church with construction drawings and specifications, including the up front Division 00 and 01 sections that they required in order to solicit the project and collect multiple qualified construction bids. We assisted the church during the pre-bid walkthrough and the bidding process and we reviewed the contractor bids for completeness and value. The church selected the contractor and engaged in a construction contract directly with the contractor.

This project was constructed during the early Spring to minimize HVAC disruption for the church functions. The work was completed in June 2008, on schedule.

This work demonstrates our ability to manage a project from assessment to closeout and to tailor our services to fit our client's needs. This project is a comparable size and scope that we might expect from the State of Arizona as a qualified mechanical engineer.



**ATTACHMENT I – General Qualifications**  
**ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:**  
**ADSP015-00004729**

**STATE PROCUREMENT OFFICE**  
**Department of Administration**  
**100 North 15<sup>th</sup> Avenue, Suite 201**  
**Phoenix, Arizona 85007**

**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><br>US Dept. of Veterans Affairs, SAVAHCS<br>Energy Project 2011<br>Tucson, Arizona | b. YEAR COMPLETED             |                                             |
|                                                                                                                                  | PROFESSIONAL SERVICES<br>2012 | CONSTRUCTION <i>(If applicable)</i><br>2013 |

**23. PROJECT OWNER'S INFORMATION**

|                                                  |                                                          |                          |
|--------------------------------------------------|----------------------------------------------------------|--------------------------|
| c. PROJECT OWNER<br>US Dept. of Veterans Affairs | d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT<br>\$ 2,483,000 | e. TOTAL COST OF PROJECT |
|--------------------------------------------------|----------------------------------------------------------|--------------------------|

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

This project was a design-build project with base bid items and additional option items. Palmer Engineers, Inc. is the Engineer of Record and managed the coordination between the design team and the general contractor.

The Corp of Engineers selected the contractor and determined the bid items to be performed. The selected items of work were:

- ✓ Replace the steam system with hot water system in Buildings 2, 3, 4, 38, 50, 57 and 80
- ✓ Install a solar hot water heating system in Building 80
- ✓ Remove/Replace the domestic hot water heating equipment in Building 30

Up to the point of the contractor selection, Palmer Engineers performed an assessment of the task ordered and designed the project through the schematic design phase documents. Visits to the site to verify existing conditions, conferences with the client and soliciting sub-consultants for their fees, discipline designs and cost estimates was all part of the pre-project work.

Special software had to be acquired to meet the contract requirements for production of the construction specifications. The design team members became competent in using the new software and provided the contract submittals in the format the client dictated, and on schedule.

After construction began, Palmer Engineers attended weekly construction meetings and site observations to ensure the quality of design was met. As was appropriate, we brought our sub-consultants on site to observe the installation relative to their professional discipline. The contractor equipment and product submittals were reviewed by the appropriate professional on the design team and then returned to the contractor with an appropriate reply. Construction issues were coordinated with the contractor.

This project is an example of Palmer Engineers' ability to manage the design side of a project, from the scope determination phase all the way through to construction closeout.



**ATTACHMENT I – General Qualifications**  
**ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:**  
**ADSP015-00004729**

**STATE PROCUREMENT OFFICE**  
**Department of Administration**  
**100 North 15<sup>th</sup> Avenue, Suite 201**  
**Phoenix, Arizona 85007**

**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><br>Corbett & Tully Elementary Schools<br>Multipurpose & Kitchen AC Upgrade<br>Tucson, Arizona | b. YEAR COMPLETED             |                                             |
|                                                                                                                                             | PROFESSIONAL SERVICES<br>2009 | CONSTRUCTION <i>(If applicable)</i><br>2010 |

**23. PROJECT OWNER'S INFORMATION**

|                                                          |                                                        |                                        |
|----------------------------------------------------------|--------------------------------------------------------|----------------------------------------|
| c. PROJECT OWNER<br>Tucson Unified School District No. 1 | d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT<br>\$ 254,794 | e. TOTAL COST OF PROJECT<br>\$ 276,764 |
|----------------------------------------------------------|--------------------------------------------------------|----------------------------------------|

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

Palmer Engineers is the project's Engineer of Record and we coordinated the design phases, bidding, and construction administration services with our client and between our sub-consultants. This project was performed under our open-end contract with Tucson Unified School District No. 1 and it demonstrates our ability to manage our design team, manage our contract from negotiation to construction closeout, and to tailor our services to fit our client's and the user's needs.

The scope of work was replacement of the existing evaporative cooling system in the Multipurpose Room and Kitchen at Tully Accelerated Elementary Magnet School and at Corbett Elementary School. Our design equipped both schools with new rooftop gas heating/electric cooling units. Existing evaporative cooling ductwork was removed and new ductwork was installed to accommodate the new heating/cooling units. New temperature sensors were installed in the Kitchen and connected to the existing Energy Management and Control System (EMCS) for high temperature alarms.

During construction the owner requested additional services to replace the existing hot water heaters in both schools, and install 12 new hand-drying units in 6 restrooms at Tully.

This project began as two separate contracts. During the bid phase, the school district decided to package the two projects together and awarded them to the general contractor under one construction contract. Our Project Manager provided the school district with construction administration services, including weekly construction meetings, construction observations, contractor pay applications and equipment submittal review. We negotiated and processed construction change orders and issued the certificate of substantial completion.

This project was completed on schedule and within budget.



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:  
ADSP015-00004729

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

6. ADDITIONAL INFORMATION

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

Our firm was established in 1953 as John Paul Jones Consulting Engineer. In 1970 our firm name changed to Stewart R. Palmer Consulting Engineers, Inc. In 1996 we shortened our name to Palmer Engineers, Inc., which it remains today.

James S. Palmer, P.E. has 19 years experience at Palmer Engineers, Inc. and 15 years experience at Stewart R. Palmer Consulting Engineers, Inc.

Reference: Uniform Instructions to Offerors

3.1 Electronic Documents:

Response Forms I and IV have some table format modifications that were necessary to accommodate response input.

3.4 Subcontracts:

Proposed sub-consultants will be in accordance with Uniform Terms and Conditions, paragraph 5.2 Subcontracts.

3.7 Provision of Tax Identification Numbers:

Federal Tax ID: 86-0815149

Reference: Special Instructions to Offerors

5.1 Evaluation Factors:

City of Tucson Occupational License #1106041, renewable December 31, 2014  
Arizona State Board of Technical Registration Professional Registrant #17045, expires December 31, 2015  
Arizona State Board of Technical Registration Firm #10763-0, expires September 30, 2015

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: | 92 |
| b. | Percentage of Total Work Attributable to Non-Government Work:                          | 8  |

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

Signature:

Date: 12-17-14

Name: James S. Palmer

Title: President