



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

Part 4 of the Solicitation Documents:
Offer Forms
 (Attachments)
 Date: February 7, 2017

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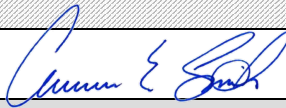
Attachment 1
Offer and Acceptance Form

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. | 02/16/2017 | tes | |
| | date | | initial | |

Peak Engineering, Inc.

| | |
|-------------------------------------|-----------------------------|
| Offeror company name | 110 N. Agassiz Street |
| Address | Flagstaff Arizona 86001 |
| City State ZIP | 27-2360460 |
| Federal tax identifier (EIN or SSN) | |



| | |
|--|----------------------------|
| Signature of person authorized to sign Offer | tes |
| Printed name and title | Thomas E. Smith, Principal |
| Contact name and title | Thomas E. Smith, Principal |
| Contact Email Address | tom@peakegr.com |
| Contact phone number | (928) 774-4046 x199 |

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 04/03/17 (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:** 04/03/17-01/30/18 **Contract awarded** 04/03/17


 Procurement Officer signature

Gina DeCotiis
 Procurement Officer printed name

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



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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.

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 (ie, 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.



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| Title and Location of Project | Design Completion Year | Construction Completion Year | Project Owner | Project Original Budget (or not to exceed amount) | Total Cost of the Project | Brief Description of Project |
|---|--|---|---|--|---------------------------|---|
| Ft. Tuthill County Park Improvements Flagstaff, Coconino County, Arizona | Phase 1: 2016 Phase 2: 2016 | Phase 1: 2016 Phase 2: Under Way | Coconino County Parks & Recreation | PHASE 1: \$1,038,408 (Design & Construction) PHASE 2: \$4,784,722 (Design & Construction) | \$5,823,130 | <p>Ft. Tuthill Regional Park is the gateway to Flagstaff and a year-round destination for locals and visitors. It is also home of the Coconino County Fair.</p> <p>Our charge by Coconino County Parks and Recreation is to reenergize the historic quad and replace the crumbling and deteriorated surface with new ADA compliant, traffic rated, event flexible, plowable and pedestrian friendly surfaces.</p> <p>Our scope of work includes preparation of construction documents for a new water main, sewer</p> |



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| | | | | | | |
|---|-----------|------|-------------------|---|--------------|---|
| | | | | | | collection system, storm drain system, urban trail extension, stage area and surface improvements in the Quad. |
| West St. & Arrowhead Ave. Roadway & Utility Improvements Flagstaff, Arizona | 2012-2013 | 2015 | City of Flagstaff | \$687,986 (Design) ~\$8,000,000 (Construction) | ~\$8,700,000 | Peak Engineering led the multi-disciplinary design team and designed the roadway geometry and vertical profiles, roadway cross sections, water main and service connections, sewer manhole and service replacements. The \$8M project includes full roadway design and reconstruction, sidewalk addition, storm drain, and curb & gutter along a major collector in Flagstaff's historic Sunnyside neighborhood. Utility improvements include new water main, sewer |



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| | | | | | | manhole replacements, sewer service replacements, and upgraded street lighting. |
| NAU Engineered Concrete Replacements, NAU Campus, Flagstaff, Arizona | 2014, 2015, 2016 | 2014, 2015, 2016 | Northern Arizona University | ~\$750,000 Annually | ~\$2,250,000 (Design & Construction) | For the past 4 years, Peak Engineering has provided civil engineering design and ADA compliance evaluation for NAU's annual concrete and Residence Life concrete replacement program. Our services have included concrete assessments, preparation of construction-ready plans and specifications, and bid and construction phase management and support. Our concrete assessments include path of travel analysis for ADA improvements. |
| Rose Street Roadway Improvements, Flagstaff, Arizona | 2013 | 2014 | City of Flagstaff | \$62,031 (Design) | ~\$1,600,000 | Peak Engineering was responsible for design of horizontal and vertical roadway |



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| | | | | | <p>geometry that included over 2,300 LF of new roadway, curb, gutter and sidewalks in a diverse area of the Sunnyside neighborhood. We maintained surface storm water drainage patterns in conjunction with new sub-surface storm water infrastructure. The \$1.4M project included roadway design and driveway matchups in an existing urban neighborhood, new curb and gutter, sidewalks and ADA complians curb ramps, storm water drainage facilities, waterline and sewer line infrastructure.</p> |
| <p>Innovation Mesa Business Accelerator, Flagstaff, Arizona</p> | <p align="center">2014</p> | <p align="center">2015</p> | <p>Northern Arizona Center for Emerging Technologies (NACET)</p> | <p align="center">\$88,405 (Design)</p> | <p>Original Construction Cost: ~\$7.7M Final Cost unknown</p> <p>Peak Engineering provided the civil engineering design for the ~9 acre development. Our scope of work included retrofit of an existing lift station, design of a force main, design of a water main extension, ADEQ permitting, ADA improvements, site grading and</p> |



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|--|--|--|--|--|--|---|
| | | | | | | drainage, Concrete and Asphalt parking and drive lanes, low impact development basins, including a demonstration space, an erosion control plan, hydrologic and hydraulic analyses, and LEED Certification support. |
|--|--|--|--|--|--|---|

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Attachment 2-A
Experience and Capacity

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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).



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EXAMPLE:

| a. Discipline Title | b. Function: Primary (P) or Secondary (S) | c. No. of Employees Firm | d. No. of Employees Branch |
|---------------------|---|--------------------------|---|
| Example: Architect | P | 138 | 50-Yuma Branch 50-Tempe Branch 38 – Phoenix Branch |
| Example: Architect | S | 20 | 5-Yuma Branch 5-Tempe Branch 5 – Phoenix Branch 5- Tucson Branch |

| a. Discipline Title | b. Function: Primary (P) or Secondary (S) | c. No. of Employees Firm | d. No. of Employees Branch |
|--------------------------|---|--------------------------|----------------------------|
| Civil Engineer | P | 6 | 6 – Flagstaff |
| Hydrologist | S | 1 | 1 – Flagstaff |
| Project Manager | S | 2 | 2 – Flagstaff |
| Transportation Engineer | S | 2 | 2 – Flagstaff |
| Water Resources Engineer | S | 1 | 1 - Flagstaff |
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| Total | P | 6 | 6 – Flagstaff |

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 ADSP017-0006796 Project Experience Number of Projects and Revenue
 ADSP017-0006796 2017 Annual Professional Services Qualifications List

FIRMS NAME: PEAK ENGINEERING, INC.

| 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 | 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 | | | |
| Aerial Photography; Airborne Data and Imagery Collection and Analysis | | | | LEED Accredited A/E | 1 | 1 | 1 |
| Agricultural Development; Grain Storage; Farm Mechanization | | | | LEED Independent 3rd Party Building Commissioning | | | |
| Air Pollution Control | | | | Libraries; Museums; Galleries | | | |
| Airports; Navais; 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 | 5 | 1 | 1 | 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 | | | | Metallurgy | | | |
| Cartography | | | | Mining and Mineralogy | | | |
| Cemeteries (Planning and Relocation) | | | | 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 | 4 | 1 | 1 |
| Communications Systems; TV; Microwave | | | | Petroleum and Fuel (Storage and Distribution) | | | |
| Community Facilities | 14 | 2 | 1 | Phase I Environmental | | | |
| Computer Facilities | | | | Photogrammetry | | | |
| Conservation and Resource Management | | | | Pipelines (Cross-Country - Liquid and Gas) | | | |
| Construction Management | 10 | 2 | 1 | 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 | 18 | 1 | 1 | 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.) | 4 | 2 | 1 |
| Design & Planning Structured Parking Facilities | | | | Refrigeration Plants/Systems | | | |
| Design-Build - Preparation of Requests for Proposals | | | | Rehabilitation (Buildings; Structures; Facilities) | | | |
| Detention Security Systems | | | | Research Facilities | | | |
| Digital Elevation and Terrain Model Development | 16 | 3 | 1 | Resources Recovery; Recycling | | | |
| Digital Orthophotography | | | | Rivers; Canals; Waterways; Flood Control | | | |
| Dining Halls; Clubs; Restaurants | | | | Roof Infrared Imaging to Identify Water Leaks | | | |
| Disability / Special Needs | 10 | 2 | 1 | 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 | 5 | 1 | 1 |
| 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 | 3 | 1 | 1 |
| Fallout Shelters; Blast-Resistant Design | | | | Storm Water Handling and Facilities | 13 | 2 | 1 |
| Fire Protection | | | | Structural Design; Special Structures | | | |
| Fisheries; Fish Ladders | | | | Surveying; Platting; Mapping; Flood Plain Studies | | | |
| Forensic Engineering | | | | Sustainable Design | 3 | 1 | 1 |
| Garages; Vehicles Maintenance Facilities; Parking | 3 | 3 | 1 | 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 | 13 | 4 | 1 | Toxicology | | | |
| Historical Preservation | | | | Traffic and Transportation Engineering | 8 | 2 | 1 |
| 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 | 6 | 2 | 1 |
| 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 | 6 | 1 | 1 |
| Infrastructure | 20 | 4 | 1 | Water Supply; Treatment and Distribution | 6 | 1 | 1 |
| Irrigation; Drainage | 12 | 2 | 1 | Water Well Rehabilitation; Water Well Work | | | |
| Judicial and Courtroom Facilities | | | | Wind Tunnels; Research/Testing Facilities Design | | | |
| Laboratories; Medical Research Facilities | | | | Zoning; Land Use Studies | | | |
| Labs - General | | | | | | | |
| Labs - Research - Dry | | | | | | | |
| Labs - Research - Wet | | | | | | | |

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



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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 |
|---|---|---------------------------------|-------------------|----------------|
| | Coconino County Parks & Recreation 2446 Fort Tuthill Loop Flagstaff, Arizona 86005 | Jeff Stein, RLA, LEED-AP | 04/21/2015 | ONGOING |

| Phone Number | Email Address |
|---------------------|-------------------------------|
| 928-679-8021 | jstein@coconino.az.gov |

List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.

Coconino County Fort Tuthill Renovation
Fort Tuthill, Arizona
Original Design Fee: \$250,000
Final Design Fee: \$374,722 (Due to owner added Phasing and Scope)
Construction Costs: \$788,408 (Phase 1), \$4,660,000 (Phase 2)
Program Facilities: County Park Recreation Area, Utility Infrastructure (Water, Sewer, Electrical), Parking Lot, Storm Drainage, Historic District.

Services performed similar to those described in Solicitation

Area Master Planning, Community Facilities, Construction Management, Cost Estimating, Digital Elevation and Terrain Model Development, Infrastructure, Outdoor Recreation, Recreation Facilities, Storm Water Handling and Facilities, Water Supply

| 2 | Client Company/Address | Contact | Begin Date | End Date |
|---|---|---------------------------------------|------------------|-------------------|
| | Northern Arizona University Facility Services 501 E. Pine Knoll Drive PO Box 6016 Flagstaff, Arizona 86011 | Andrew Iacona, Project Manager | Dec. 2015 | Sept. 2016 |

| Phone Number | Email Address |
|---------------------|------------------------------|
| 928-853-0908 | Andrew.Iacona@nau.edu |

List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.



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**NAU 2016 Concrete Engineered Replacements & Residence Life Engineered Replacements
Flagstaff Campus of Northern Arizona University**
Original Design Fee: \$86,193
Final Design Fee: \$90,233 (Added Potholing Service to original fee)
Construction Costs: \$633,967
**Program Facilities: ADA Concrete Sidewalks, Facility Concrete Entrances, ADA Accessible Paths,
Concrete Stairs, Asphalt Matchup Paving**

Services performed similar to those described in Solicitation
**Construction Management, Cost Estimating, Digital Elevation and Terrain Model Development,
Disability / Special Needs, Infrastructure**

| 3 | Client Company/Address | Contact | Begin Date | End Date |
|---|--|--|-------------------|----------------|
| | City of Flagstaff Capital Improvements 211 W. Aspen Avenue Flagstaff, Arizona 86001 | David Pedersen, Project Manager | SEPT. 2016 | ONGOING |
| | Phone Number | Email Address | | |
| | 928-213-2677 | DPedersen@flagstaffaz.gov | | |

List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.
Switzer Canyon Urban Trail Extension
Rt. 66 & Switzer Canyon Drive, Flagstaff, Arizona 86001
Original Design Fee: \$53,174
Final Design Fee: TBD
Construction Costs: N/A
**Program Facilities: Urban Trail (aggregate), Urban Trail (concrete), Low Impact Development
Drainage Facilities, Storm Water Handling**

Services performed similar to those described in Solicitation
**Community Facilities, Cost Estimating, Digital Elevation & Terrain Model Development, Outdoor
Recreation, Recreation Facilities, Storm Water Handling and Facilities, Water Resources; Hydrology**

End of Attachment 2-A



Request for Qualifications
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ADSP017-00006796
 Description:
2017 Annual Professional Services List

Arizona Department of
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State Procurement Office
 100 N 15th Ave., Suite 201
 Phoenix, AZ 85007

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 | Peak Engineering, Inc. | Year established | 2010 | |
|--|--|-------------------------|--------------------------|--------------------------|
| Principal address (street, city, state) | 110 N. Agassiz Street, Flagstaff, Arizona | | | |
| Entity type: | Corporation | Structure: | S Corporation | |
| Branch or Division: | Main Office | Parent: | N/A | |
| Years the organization has conducted business in Arizona. | | | 7 | |
| Contract Representatives to Contact | | | | |
| | Name | Title | Telephone Number | E-Mail Address |
| 1. | Thomas E. Smith | Principal | 928-774-4046 x199 | tom@peakegr.com |
| 2. | Julie Leid | Principal | 928-774-4046 x120 | julie@peakegr.com |
| 3. | x | x | x | x |
| Firm Professional Licenses/Certifications (INCLUDE COPY OF DOCUMENT IN OFFER) | | | | |
| | Description | Issuer | Number | Expiration |
| 1. | Arizona Board of Technical Registration | State of Arizona | 16367 | 05/16/2017 |
| 2. | Arizona Corporation Commission File # | State of Arizona | 15962614 | PERPETUAL |
| 3. | | | | |

End of Attachment 2-B



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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



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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: | Thomas E. Smith, P.E. | How long with company? | 6.5 |
| | Current position in company: | Principal, Project Manager | How long in position? | 6.5 |
| | Position for the Services: | Project Manager | How much of time will be dedicated to the Services? | 100 % |
| | What primary functions will be assigned? | Civil Engineer, Project Manager, Transportation Engineer | | |
| | Describe person's experience in performing services like those that are to be assigned: | Tom has worked as a civil engineer in Northern Arizona for 17 years and as a project manager for the past 12 years, completing numerous projects for municipalities across Arizona. His broad civil engineering experience includes water main and sewer main infrastructure design, roadway rehabilitation, urban renewal projects in the public right-of-way, transportation planning and site circulation assessment, and higher education projects including site grading and drainage. | | |
| | List person's job-related training and education: | Registered Professional Civil Engineer #42777, Arizona Bachelor of Science in Civil Engineering, Northern Arizona University (1999) Leadership in Engineering Administration (LEAP), American Council of Engineering Companies of Arizona (2004) | | |
| | Resume: | Attachment 3-B Key Personnel Proposal RESUME-SMITH.PDF | | |



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| | | | | |
|----------|---|--|---|------------------|
| 2 | Name: | Julie Leid, P.E. | How long with company? | 6.5 years |
| | Current position in company: | Principal, Project Manager | How long in position? | 6.5 years |
| | Position for the Services: | Project Manager | How much of time will be dedicated to the Services? | 100 % |
| | What primary functions will be assigned? | Civil Engineer, Project Manager, Transportation Engineer | | |
| | Describe person's experience in performing services like those that are to be assigned: | <p>Julie has been providing civil engineering services in Northern Arizona for 14 years. The first few years of her career were spent in remote areas of Arizona providing full-time construction phase support and administrative services. This was invaluable experience and led to an understanding of constructability issues and how to address these issues in the design, thereby reducing the potential for change orders or schedule impacts during construction. Julie's design experience is primarily in site development whether it be new sites or major redevelopments, water and sewer infrastructure, and roadway reconstruction. More recently, Julie has been providing on-call Project Management services for Coconino County where she serves as technical liaison between County Staff and their design consultant. Julie is skilled at delivering technical information to diverse audiences and fostering collaboration and endorsement of solutions to complicated design issues.</p> | | |
| | List person's job-related training and education: | <p>Registered Professional Civil Engineer #47669, Arizona Bachelor of Science in Civil Engineering, Montana State University (2002) Leadership in Engineering Administration (LEAP), American Council of Engineering Companies of Arizona (2010) LEED Accredited Professional (2009)</p> | | |
| | Resume: | Attachment 3-B Key Personnel Proposal RESUME-LEID.PDF | | |



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| | | | | |
|----------|---|---|---|------------------|
| 3 | Name: | Caleb Lanting, P.E. | How long with company? | 5.5 years |
| | Current position in company: | Project Engineer/Manager | How long in position? | 5.5 years |
| | Position for the Services: | Project Engineer / Manager | How much of time will be dedicated to the Services? | 100 % |
| | What primary functions will be assigned? | Civil Engineer, Project Manager, Hydrologist, Transportation Engineer | | |
| | Describe person's experience in performing services like those that are to be assigned: | <p>Caleb began his civil engineering career in Northern Arizona in 2002 and he is the technical lead for Peak Engineering projects. Caleb's 14 years of experience include complex renovation projects such as roadway, drainage, utility and pedestrian improvements in historic neighborhoods, historic districts and urban environments. Caleb also serves as Holbrook's on-call City Engineer where he regularly represents the City on the Northern Arizona Council of Governments board. Many of his on-call assignments include large scale drainage design review.</p> <p>As technical lead for Peak Engineering staff, Caleb is known for his experience in and commitment to ADA accessible design. He is the go-to person for our clients too because of his understanding of the code requirements, creativity in providing universal design (even in challenging mountain areas), and unwavering commitment to the diverse needs of our population.</p> <p>For Caleb, transportation engineering experience is not limited to roadway design but also includes dedicated bicycle and pedestrian facility design.</p> | | |
| | List person's job-related training and education: | <p>Registered Professional Civil Engineer #44706, Arizona</p> <p>Bachelor of Science in Civil Engineering, Northern Arizona University (2001)</p> <p>Leadership in Engineering Administration (LEAP), American Council of Engineering Companies of Arizona (2006)</p> | | |
| | Resume: | Attachment 3-B Key Personnel Proposal RESUME-LANTING.PDF | | |



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| | | | | |
|----------|---|--|---|------------------|
| 4 | Name: | Samuel Heffelfinger, P.E. | How long with company? | 5.5 years |
| | Current position in company: | Project Engineer | How long in position: | 1.0 years |
| | Position for the Services: | Project Engineer | How much of time will be dedicated to the Services? | 100% |
| | What primary functions will be assigned? | Civil Engineer, Water Resources Engineer | | |
| | Describe person's experience in performing services like those that are to be assigned: | <p>Sam's first project at Peak Engineering after graduating from NAU with a Master's in Civil Engineering, was the West Street and Arrowhead Avenue infrastructure improvement project. The project was replacement of approximately 1.5 miles of deteriorated roadway in an historic neighborhood in Flagstaff with new curb, gutter, sidewalk, roadway, water and sewer services, and drainage improvements. The project was phased over many years and included ADEQ approval of utility infrastructure and ADOT approval of a new signal, striping and turn lane on Historic Route 66. Sam designed and evaluated driveway matchups for more than 140 driveways along the major collector. He was responsible for design and plan production and meeting schedule deadlines. This required considerable attention to detail and focus to make sure not a single utility service, driveway, mailbox or light pole was missed in the design. Since that time, Sam has tackled some of the more complicated projects at the firm and is currently the civil engineer for the 25-acre public works facility development for the City of Flagstaff. This project is unique not only because of its considerable size and intended use, but because it is located on the fringe of the Clay Avenue Regional Detention Basin, the storage and attenuation of nearly 300 acre-feet of stormwater immediately upstream of densely populated City neighborhoods.</p> | | |
| | List person's job-related training and education: | <p>Registered Professional Civil Engineer #60461, Arizona Bachelor of Science in Civil Engineering, Northern Arizona University (2009) Master of Science, Civil Engineering, Northern Arizona University (2011) Leadership in Engineering Administration (LEAP), American Council of Engineering Companies of Arizona (2017)</p> | | |
| | Resume: | Attachment 3-B Key Personnel Proposal RESUME-HEFFELFINGER.PDF | | |

| | | |
|---|--|--|
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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 | x | x | |

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

End of Attachment 3-B



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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.

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.

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 | | |



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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



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Attachment 3-D
Performance Guarantee

RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST

End of Attachment 3-D

| | | |
|---|---|---|
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|---|---|---|

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.

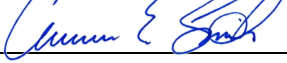
As defined by A.R.S. §35-393.01:

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.

| | |
|---|--|
| Peak Engineering, Inc. <hr/> <div style="text-align: center;">Company Name</div> 110 N. Agassiz Street <hr/> <div style="text-align: center;">Address</div> Flagstaff, Arizona 86001 <hr/> <div style="display: flex; justify-content: space-between;"> City State Zip </div> |  <hr/> <div style="text-align: center;">Signature of Person Authorized to Sign</div> Thomas E. Smith <hr/> <div style="text-align: center;">Printed Name</div> Principal <hr/> <div style="text-align: center;">Title</div> |
|---|--|

End of Attachment 3-E

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

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| | | |
|---|--|--|
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|---|--|--|

Attachment 4
Pricing Sheet

RESERVED FOR AWARDED DESIGN PROFESSIONAL SERVICE ORDER CONTRACT

End of Attachment 4

| | | |
|---|---|---|
|  | 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-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="checkbox"/> | 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. |
| <input type="checkbox"/> | This response DOES contain trade secret information because it contains information that: <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. |

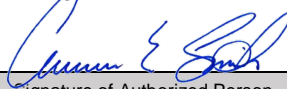
NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State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

Peak Engineering, Inc.

| | |
|---|--------------------------------|
| Offeror Company Name | Signature of Authorized Person |
| 110 N. Agassiz Street, Flagstaff, Arizona 86001 | Thomas E. Smith |
| Address | Printed Name |

| | |
|--|-----------------|
| Signature of Authorized Person | Printed Name |
|  | Thomas E. Smith |
| Signature of Authorized Person | Printed Name |

PART 4 of the Solicitation Documents:
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| | | |
|---|---|---|
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|---|---|---|

Flagstaff Arizona 86001

Principal

| | | | |
|------|-------|-----|-------|
| City | State | Zip | 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 | x | x | x |

End of Attachment 5-A



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**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="center">Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 201 Phoenix, AZ 85007</p> |
|---|---|---|

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:
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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**.

| | | |
|---|---|---|
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|---|---|---|

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 | | |
| x | x | x |
| x | x | x |
| x | x | x |
| Section 1-B: Instructions to Offerors | | |
| x | x | x |
| x | x | x |
| x | x | x |

Company Name

Signature of Person Authorized to Sign

| | | |
|---|---|---|
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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 | | |
| x | x | x |
| x | x | x |
| x | x | x |
| x | x | x |
| x | x | x |
| Section 2-B: Uniform Terms & Conditions | | |
| x | x | x |
| x | x | x |
| x | x | x |
| Section 2-C: AIA Documents with AZ Modifications | | |
| x | x | x |
| x | x | x |
| x | x | x |

Company Name

Signature of Person Authorized to Sign

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

Date: February 7, 2017
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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 |
|---|---|---|

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) | | |
| x | x | x |
| x | x | x |
| x | x | x |
| x | x | x |
| x | x | x |
| Section 2-B: Compensation Document | | |
| x | x | x |
| x | x | x |
| x | x | x |
| x | x | x |
| x | X | x |

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)

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Sam Heffelfinger

Excellence in
Technical Design



Education

Northern Arizona University, B.S. Civil Engineering

Northern Arizona University, M.S. Civil Engineering

ACEC Leadership in Engineering Administration Program, 2017

Registrations

Registered Professional Engineer (AZ #60461)

SAM HEFFELFINGER, P.E., Project Engineer

Sam began his career in consulting engineering in 2011 when he started as the first employee of Peak Engineering. Since then, he has developed into a highly efficient Project Engineer with a keen understanding of constructability issues and plenty of know-how. He is a registered Professional Civil Engineer in the State of Arizona and holds a Masters of Science Degree in Engineering.

His professional experience includes a broad range of civil engineering services for municipal, educational and institutional clients. He has designed ADA compliant sidewalk systems and pedestrian pathways, urban trails, roadways, and water and sewer infrastructure.

Sam directs the work of design engineers at Peak Engineering. He has primary responsibility for preparation of technical reports, construction documents, and cost estimates. He delivers these work products as agreed upon in the project scope of work and upholds the Peak Engineering culture of on-schedule and on-budget project delivery.

Sam's Representative Projects

- Lockett Road Improvements, City of Flagstaff
- West Street & Arrowhead Avenue Improvements, City of Flagstaff
- Rose Street Improvements, City of Flagstaff
- NAIPTA Phase 2 Bus Wash & Storage Facility
- Fire, Life, Safety Infrastructure Improvements, NAU
- Observatory Fields, NAU
- Uptown Pedestrian Infrastructure Improvements, City of Sedona
- NAU 2015 Concrete



Caleb Lanting

Excellence in
Project Execution



Education

Northern Arizona University, B.S. Civil Engineering

ACEC Leadership in Engineering Administration Program, 2006

Registrations

Registered Professional Engineer (AZ #44706)

CALEB LANTING, P.E., Project Engineer

Caleb began his engineering career in 2001 in Northern Arizona and joined Peak Engineering in July 2011. His 16 years of professional experience include roadway design, infrastructure rehabilitation, site grading and drainage design, school site improvements, adjacent ways funded projects and high school track and field design. Tom and Julie worked with Caleb at their former firm before starting Peak Engineering and with the first big project, they brought him on-board.

Caleb is in charge of ADA code compliance for Peak projects. For the past four years he has worked one-on-one with NAU's Code Compliance officer to develop a design, review and documentation process for ADA compliance on our NAU projects. The accessibility standards for plan preparation that Caleb has created have been distributed to others in the consulting community as examples of how NAU wants to see their submittals.

Caleb is known for his technical excellence, accuracy and attention to detail. He's the kind of engineer that you go to for the "do you remember that project when we ..." and he immediately locates his notes for that specific project and can detail exactly what transpired and the decisions made.

Caleb's Representative Projects

- Coconino County Parks and Recreation, Fort Tuthill Infrastructure Improvements
- NAU Concrete Engineered Replacements (2014 - 2017)
- NAU/Pine Knoll Sidewalks
- City of Flagstaff West St & Arrowhead Avenue Roadway & Utility Improvements
- City Engineer for the City of Holbrook
- City of Flagstaff Rose Street Improvements
- NAU Health and Learning Center Water Main Extension
- Flagstaff Unified School District Cromer Stadium Track & Field
- Flagstaff Unified School District Flag High Track & Field



Julie Leid

Excellence in
Project Management



Education / Training

Montana State University, B.S., Civil Engineering, 2002

ACEC Green Infrastructure and Sustainable Communities, 2008

Green Building Certificate Course, Colorado State University, 2009

ACEC Leadership in Engineering Administration Program (LEAP), 2010

Registrations

Registered Professional Engineer (Civil) AZ #47669

USGBC LEED Accredited Professional

Professional Affiliations

USGBC Northern Arizona Branch Governing Council Member and Chair, 2009-2012

Flagstaff Regional Plan Citizens Advisory Committee, 2009-2013

NAU CM499 & FS111 Guest Lecturer, 2010-2012

In addition to her creative engineering solutions, her clients benefit from her ability to bring people together in a public setting and present technical information to all personality types. This unique ability results in efficient, technically sound design solutions that are well supported by the public.

Julie Leid, P.E., Principal, Project Manager

Julie began her career in 2002 with Arizona Engineering Company and was a founding partner of Peak Engineering, Inc. in May 2010. Her professional experience includes a diverse mix of municipal and educational projects included ADA assessments, site grading and drainage design, construction administration, infrastructure rehabilitation and public outreach and facilitation.

Julie brings creativity to design solutions, tackles difficult issues head-on, and delivers on her promises. She enjoys working with people and interacting with the public, even when presenting difficult issues. In addition to her creative engineering solutions, her clients benefit from her ability to bring people together in a public setting and present technical information to all personality types. This unique ability results in efficient, technically sound design solutions that are well supported by the public.

Julie's Representative Projects

- Coconino County Parks and Recreation, Fort Tuthill Infrastructure Improvements
- Town of Clarkdale, River Access Points Concept and Public Outreach
- Observatory Fields Renovation, NAU
- West Street & Arrowhead Avenue Improvements, City of Flagstaff
- Dining Hall Expansion, Phase 2, NAU
- Transit Spine Associated Construction, NAU
- Business Accelerator, Northern Arizona Center for Emerging Technologies and the City of Flagstaff
- Health & Learning Center Waterline, NAU
- Northern Arizona Intergovernmental Public Transportation Authority Phase 2 Development
- Flagstaff Urban Trail System, City of Flagstaff



Tom Smith

Excellence in
Project Leadership



Education / Training

Northern Arizona University, B.S., Civil Engineering, 1999

ACEC Leadership in Engineering Administration (LEAP), 2004

Registrations

Registered Professional Engineer (AZ #42777)

Professional Affiliations

Flagstaff Unified School District
Citizen's Budget Committee (2009-2010)

Civil Engineering Department
Advisory Committee, NAU (2008-2012)

NAU Engineering Department Guest
Lecturer NAU ASCE Student Chapter
Concrete Canoe Sponsor

Tom is trusted by state educational and non-profit agencies to provide leadership, current information and education to it's stakeholders. This leadership experience is an indicator that Tom is a perfect fit to manage civil engineering projects for agencies across the State of Arizona.

Civil Engineering Dept. Advisory
Committee, NAU (2008-2012)

NAU Engineering Department Guest
Lecturer

Thomas E. Smith, P.E., Principal, Project Manager

Tom began his professional career in 1999 with Arizona Engineering Company. Throughout his career, he has focused on helping municipal and educational clients turn vision into reality. This includes a broad range of public works experience including roadway development and design, site circulation and parking facilities, infrastructure rehabilitation, water and sewer design and permitting and project management.

As a founding partner of Peak Engineering, Tom serves as a Project Director and Project Manager and is responsible for client satisfaction and quality control. His corporate responsibilities include financial management, risk management and contracts oversight as well as general business management.

Tom is the "cool under fire" engineer. His first reaction is always positive, proactive and solutions oriented. During the Sunnyside Phase IV project for the City of Flagstaff, he was responsible for designing \$4M of infrastructure improvements in 150 days, including City review and approval. Everyone else told the City it couldn't be done, but Tom figured it out and hit a homerun. That effort/commitment resulted in long lasting relationships and trust between City staff and Tom.

Tom's Representative Projects

- Lockett Road Improvements, City of Flagstaff
- North Campus Athletic and Recreation Center, NAU
- 2016 Concrete Replacements (Facilities and Residence Life), NAU
- Parking Lot 43 Renovation, NAU
- Greening the North Quad, NAU
- West Street & Arrowhead Avenue Improvements, City of Flagstaff
- Cromer Elementary School Site Circulation & Improvements, Flagstaff Unified School District
- Sechrist Elementary School Site Circulation & Improvements, Flagstaff Unified School District
- Valle Water Development and Distribution System
- Grand Canyon Village Market Paving, Delaware North