

**RFQ# ADSP014-00003465, Annual Request for Qualifications and Experience  
REVISED - Attachment I – General Qualifications**

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

**1. REVISED ADSP013-00003465: Annual Request for Qualifications**

a.	FIRM (OR BRANCH OFFICE) NAME:	Robert Polcar Architects, Inc.
b.	FIRM (OR BRANCH OFFICE) STREET:	4226 N. 84 <sup>th</sup> Place
c.	FIRM (OR BRANCH OFFICE) CITY:	Scottsdale
d.	FIRM (OR BRANCH OFFICE) STATE:	AZ
e.	FIRM (OR BRANCH OFFICE) ZIP CODE:	85251
f.	YEAR ESTABLISHED:	1997

(g1).	OWNERSHIP - TYPE:	S Corporation
(g2)	OWNERSHIP - SMALL BUSINESS STATUS:	Small Business

h.	POINT OF CONTACT NAME AND TITLE:	Robert Polcar, President
i.	POINT OF CONTACT TELEPHONE NUMBER:	(602) 363-4096
j.	POINT OF CONTACT E-MAIL ADDRESS:	bob@RPArchitects.com

k.	NAME OF FIRM (If block 1a is a branch office):	Robert Polcar Architects, Inc.
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**2. EMPLOYEES BY DISCIPLINE**

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees - Firm	d. No. of Employees - Branch
Architect	P	1	1
Project Manager	P,S	3	3
CADD Technician	S	2	2
<b>Total</b>		6	6

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

a. Approximate No. of Projects	b. Experience	c. Revenue Index Number <i>(see below)</i>
4	Airports; Terminals and Hangars; Freight Handling	1
1	Area Master Planning	1
1	Community Facilities	1
3	Dining Halls; Clubs; Restaurants	1
1	Disability / Special Needs	1
4	Educational Facilities; Classrooms	1
1	Historical Preservation	1
1	Hospital and Medical Facilities	1
1	Medical Related	1
1	Recreation Facilities <i>(Parks, Marinas, Etc.)</i>	1
1	Rehabilitation <i>(Buildings; Structures; Facilities)</i>	1
4	Roofing	1

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

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

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**4. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section 4 for each key person.)**

a. NAME <b>Robert Polcar</b>	b. ROLE IN THIS CONTRACT <b>Architect and Project Manager</b>	c. YEARS EXPERIENCE	
		1. TOTAL <b>35</b>	2. WITH CURRENT FIRM <b>16</b>
d. FIRM NAME AND LOCATION (City and State) <b>Robert Polcar Architects, Inc., 4226 N. 84th Place, Scottsdale AZ 85251</b>			
e. EDUCATION (DEGREE AND SPECIALIZATION) <b>B.S. in Architecture with Honors, Ohio State University OSU Architectural Exchange Program, Zurich, Switzerland</b>		f. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Architectural Registration, Arizona, Ohio and North Carolina</b>	
g. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  <b>Member of the Phoenix Mayor's Committee on Disability Initiatives (MCDI) City of Phoenix Self Certification program, 2010</b>			

**H. RELEVANT ROJECTS**

1)	(1) TITLE AND LOCATION (City and State) <b>Freeport McMoRan Inc. Fletcher Tire Shop, Sierrita AZ</b>	(2) Year Completed <b>2013</b>	
		Professional Services <b>Architecture / Engineering</b>	Construction (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>PHASED EXPANSION AND RENOVATION OF LARGE VEHICLE MAINTENANCE FACILITY AT COPPER MINING OPERATIONS. NEW REPAIR BAYS, EMPLOYEE SUPPORT FACILITIES. \$750,000 PROJECT BUDGET.</b>		
2)	(1) TITLE AND LOCATION (City and State) <b>Cellular One, Show Low, AZ</b>	(2) Year Completed <b>2013</b>	
		Professional Services <b>Architecture / Engineering</b>	Construction (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>PHASED REORGANIZATION OF EXISTING ADMINISTRATION, CALL CENTER AND TELEPHONE SWITCHING EQUIPMENT. 12,000 SQ. FT. INCLUDING NEW SYSTEMS FURNITURE AND INSTALLATION OF FM200 FIRE SUPPRESSION SYSTEM. \$400,000.</b>		
3)	(1) TITLE AND LOCATION (City and State) <b>Valley Union Gym Roof Replacement, Elfrida, AZ</b>	(2) Year Completed	
		Professional Services <b>Architecture</b>	Construction (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>15,000 SQ. FT. REPLACEMENT/REROOF AND MECHANICAL EQUIPMENT UPGRADES OF EXISTING HIGH SCHOOL GYMNASIUM. APPROX. \$140,000. STATUS: EXPECTED TO BE BID AND COMPLETED IN 2014.</b>		
4)	(1) TITLE AND LOCATION (City and State) <b>TONTO LODGE RENOVATIONS TONTO NATURAL BRIDGE STATE PARK 10 MILES NORTH OF PAYSON, AZ</b>	(2) Year Completed	
		Professional Services <b>Architecture / Engineering</b>	Construction (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>MECHANICAL, ELECTRICAL AND PLUMBING UPGRADES TO HISTORIC LODGE BUILDING INCLUDING OUTDOOR GROUP BANQUET AREA WITH REGRADED LAWN, RETAINING WALLS, ADA ACCESSIBILITY AND WEDDING CEREMONY ACCOMMODATIONS. APPROX. \$350,000. STATUS: EXPECTED TO BE COMPLETED IN 2014</b>		
5)	(1) TITLE AND LOCATION (City and State) <b>AZ Department of Emergency and Military Affairs, Marana AZ</b>	(2) Year Completed	
		Professional Services <b>Architecture / Engineering</b>	Construction (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>NEW GUARDHOUSE ENTRY FACILITY FOR SECURE MILITARY INSTALLATION. PROJECT INCLUDES SITE AND ROADWAY DEVELOPMENT, UTILITIES AND ROADWAY LIGHTING, BLASTPROOF CONSTRUCTION, HIGH LEVEL SECURITY FEATURES. STATUS: PROJECT UNDER DEVELOPMENT, EXPECTED TO BE COMPLETED IN 2014.</b>		

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**4. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section 4 for each key person.)**

a. NAME <b>Carole Walsh</b>		b. ROLE IN THIS CONTRACT Project Manager and/or CADD Technician		c. YEARS EXPERIENCE	
		1. TOTAL 17	2. WITH CURRENT FIRM 13		
d. FIRM NAME AND LOCATION (City and State) <b>Robert Polcar Architects, Inc., 4226 N. 84th Place, Scottsdale AZ 85251</b>					
e. EDUCATION (DEGREE AND SPECIALIZATION) <b>Bachelor of Interior Architecture, Kansas State University</b>			f. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>N/A</b>		
g. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>Member of AutoCAD Users Group International (AUGI)- includes Revit (BIM) software CAD Camp 2010 and AutoCAD University webinars- includes Revit (BIM) software SketchUp Basic Training seminar (3D CAD software) AutoCAD update course, Phoenix College AutoCAD certificate course, Manhattan Technical College, Manhattan KS</b>					
<b>H. RELEVANT ROJECTS</b>					
1)	(1) TITLE AND LOCATION (City and State) <b>FREEPORT MCMORAN INC. TRAINING FACILITY, SIERRITA AZ</b>		(2) Year Completed <b>2013</b>		
			Professional Services <b>CADD TECHNICIAN</b>	Construction (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>20,000 SQ. FT. TRAINING FACILITY FOR NEW EMPLOYEES AT SIERRITA COPPER MINING OPERATIONS. CLASSROOMS, STAFF AND COMPUTER FACILITIES. \$950,000 PROJECT BUDGET</b>		<input checked="" type="checkbox"/> Check if project performed with current firm			
2)	(1) TITLE AND LOCATION (City and State) <b>CELLULAR ONE, SHOW LOW, AZ</b>		(2) Year Completed <b>2013</b>		
			Professional Services <b>CADD TECHNICIAN</b>	Construction (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>PHASED REORGANIZATION OF EXISTING ADMINISTRATION, CALL CENTER AND TELEPHONE SWITCHING EQUIPMENT. 12,000 SQ. FT. INCLUDNIG NEW SYSTEMS FURNITURE AND INSTALLATION OF FM200 FIRE SUPPRESSION SYSTEM. \$400,000.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm			
3)	(1) TITLE AND LOCATION (City and State) <b>SWISS PORT CARGO FACILITY TENANT IMPROVEMENT PHOENIX SKY HARBOR INTERNATIONAL AIRPORT , PHOENIX AZ</b>		(2) Year Completed <b>2013</b>		
			Professional Services <b>CADD TECHNICIAN</b>	Construction (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>TENANT IMPROVEMENT OF EXISTING CARGO FACILITY HANDLING HIGH VOLUME OF CARGO REQUIRING HIGH SECURITY SCANNING EQUIPMENT, ELECTRICAL UPGRADES AND OFFICE IMPROVEMENTS. APPROX. \$300,000 CONSTRUCTION COST.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm			
4)	(1) TITLE AND LOCATION (City and State) <b>SCOTTSDALE STATION (RESTAURANT TENANT IMPROVEMENT) SCOTTSDALE AZ</b>		(2) Year Completed		
			Professional Services <b>CADD TECHNICIAN</b>	Construction (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>TENANT IMPROVEMENT OF EXISTING 9,000 SQ. FT. RESTAURANT SPACE WITH LIGHTING AND SEATING MODIFICATIONS, AND ADDITION OF TEMPERATURE CONTROLLED WINE DISPLAY ROOM. APPROX. \$250,000 CONSTRUCTION COST. STATUS: SCHEDULED TO BE COMPLETED BY END OF 2013</b>		<input checked="" type="checkbox"/> Check if project performed with current firm			
5)	(1) TITLE AND LOCATION (City and State) <b>DELTA LOCKER AREA TENANT IMPROVEMENT PHOENIX SKY HARBOR INTERNATIONAL AIRPORT PHOENIX AZ</b>		(2) Year Completed <b>2013</b>		
			Professional Services <b>PROJECT MANAGER AND CADD TECHNICIAN</b>	Construction (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>TENANT IMPROVEMENTS TO ACCOMMODATE COMBINED LOCKER ROOMS AND REPLACEMENT OF EXISTING MILLWORK. APPROX. \$15,000 CONSTRUCTION COST.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm			

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**5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present no more than five (5) projects. Complete one Section 5 for each project.)*

a. TITLE AND LOCATION <i>(City and State)</i> <b>FLETCHER TIRE SHOP, SIERRITA AZ</b>		b. YEAR COMPLETED <b>2013</b>	
		PROFESSIONAL SERVICES Architecture / Engineering	CONSTRUCTION <i>(if applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

c. PROJECT OWNER <b>FREEMPORT MCMORAN INC.</b>	d. DOLLAR AMOUNT OF PROJECT <b>\$750,000</b>	e. TOTAL COST OF PROJECT <b>\$750,000</b>
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)  
**PHASED EXPANSION AND RENOVATION OF LARGE VEHICLE MAINTENANCE FACILITY AT COPPER MINING OPERATIONS. NEW REPAIR BAYS, EMPLOYEE SUPPORT FACILITIES.**

**LENGTH OF PROJECT: PHASED PROJECT - 6 MONTHS**

**5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present no more than five (5) projects. Complete one Section 5 for each project.)*

a. TITLE AND LOCATION <i>(City and State)</i> <b>CELLULAR ONE, SHOW LOW AZ</b>		b. YEAR COMPLETED <b>2013</b>	
		PROFESSIONAL SERVICES Architecture / Engineering	CONSTRUCTION <i>(if applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

c. PROJECT OWNER <b>CELLULAR ONE</b>	d. DOLLAR AMOUNT OF PROJECT <b>\$400,000</b>	e. TOTAL COST OF PROJECT <b>\$400,000</b>
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g. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)  
**PHASED REORGANIZATION OF EXISTING ADMINISTRATION, CALL CENTER AND TELEPHONE SWITCHING EQUIPMENT. 12,000 SQ. FT. INCLUDING NEW SYSTEMS FURNITURE AND INSTALLATION OF FM200 FIRE SUPPRESSION SYSTEM.**

**LENGTH OF PROJECT: PHASED PROJECT - 3 MONTHS**

**5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present no more than five (5) projects. Complete one Section 5 for each project.)*

a. TITLE AND LOCATION <i>(City and State)</i> <b>VALLEY UNION GYM ROOF REPLACEMENT, ELFRIDA, AZ</b>		b. YEAR COMPLETED	
		PROFESSIONAL SERVICES Architecture / Engineering	CONSTRUCTION <i>(if applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

c. PROJECT OWNER <b>VALLEY UNION HIGH SCHOOL DISTRICT</b>	d. DOLLAR AMOUNT OF PROJECT <b>\$140,000 (APPROX.)</b>	e. TOTAL COST OF PROJECT <b>140,000 (APPROX.)</b>
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h. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)  
**15,000 SQ. FT. REPLACEMENT/REROOF AND MECHANICAL EQUIPMENT UPGRADES OF EXISTING HIGH SCHOOL GYMNASIUM.**

**STATUS: PROJECT IS AWAITING SCHOOL BOARD BUDGET APPROVAL, CONSTRUCTION DOCUMENTS 100% COMPLETE. EXPECTED TO BE BID AND COMPLETED IN 2014.**

**EXPECTED LENGTH OF PROJECT: 1 MONTH**

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<b>5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present no more than five (5) projects. Complete one Section 5 for each project.)</i>		
a. TITLE AND LOCATION <i>(City and State)</i> <b>TONTO LODGE RENOVATIONS TONTO NATURAL BRIDGE STATE PARK 10 MILES NORTH OF PAYSON, AZ</b>	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Architecture / Engineering	CONSTRUCTION <i>(If applicable)</i>

<b>23. PROJECT OWNER'S INFORMATION</b>		
c. PROJECT OWNER <b>STATE OF ARIZONA</b>	d. DOLLAR AMOUNT OF PROJECT <b>\$350,000 (APPROX.)</b>	e. TOTAL COST OF PROJECT <b>350,000 (APPROX.)</b>

i. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)  
**MECHANICAL, ELECTRICAL AND PLUMBING UPGRADES TO HISTORIC LODGE BUILDING INCLUDING OUTDOOR GROUP BANQUET AREA WITH REGRADED LAWN, RETAINING WALLS, ADA ACCESSIBILITY AND WEDDING CEREMONY ACCOMMODATIONS.**

**STATUS: PROECT UNDER DEVELOPMENT AT APPROX. 75% CONSTRUCTION DOCUMENT COMPLETION, EXPECTED TO BE COMPLETED AND BUILT IN 2014**

**EXPECTED LENGTH OF PROJECT: 8 MONTHS**

<b>5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present no more than five (5) projects. Complete one Section 5 for each project.)</i>		
a. TITLE AND LOCATION <i>(City and State)</i> <b>AZ DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS MARANA AZ</b>	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Architecture / Engineering	CONSTRUCTION <i>(If applicable)</i>

<b>23. PROJECT OWNER'S INFORMATION</b>		
c. PROJECT OWNER <b>STATE OF ARIZONA</b>	d. DOLLAR AMOUNT OF PROJECT <b>UNDISCLOSED</b>	e. TOTAL COST OF PROJECT <b>UNDISCLOSED</b>

j. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)  
**NEW GUARDHOUSE ENTRY FACILITY FOR SECURE MILITARY INSTALLATION. PROJECT INCLUDES SITE AND ROADWAY DEVELOPMENT, UTILITIES AND ROADWAY LIGHTING, BLASTPROOF CONSTRUCTION, AND HIGH LEVEL SECURITY FEATURES.**

**STATUS: PROJECT UNDER DEVELOPMENT, AT APPROX. 75% OF CONSTRUCTION DOCUMENT COMPLETION, EXPECTED TO BE COMPLETED AND BUILT IN 2014.**

**EXPECTED LENGTH OF PROJECT: 3 MONTHS**

6. ADDITIONAL INFORMATION

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

7. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

a.	Percentage of Total Work Attributable to State, Federal and Municipal Government Work:	20%
b.	Percentage of Total Work Attributable to Non-Government Work:	80%

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

Signature: Bob Mr

Date: 12/11/13

Name: ROBERT POLCAR

Title: PRESIDENT