



Offer and Acceptance

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

SOLICITATION NO.: ADSP016-00005912 Request
for Qualifications: 2016 Annual Professional
Services List

PAGE
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Offeror: Sun Engineering

OF
1

OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

SUN ENGINEERING
Company Name
600 W. HATCHER, SUITE 200
Address
PHX AZ 85021
City State Zip
KPRATT@SUNENGINEERING.US
Contact Email Address


Signature of Person Authorized to Sign Offer
KENNETH PRATT
Printed Name
PRESIDENT
Title
Phone: 602 997 6803
Fax: 602 997 6805

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1481 through 1465.
3. The Offeror 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 shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. ADSP016-00005912

The effective date of the Contract is March 1, 2016

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contact release document or written notice to proceed.

State of Arizona
Awarded this 29 day of February 2016

Procurement Officer

(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:	Sun Engineering LLc
b. FIRM (OR BRANCH OFFICE) STREET:	600 W Hatcher, Suite 200
c. FIRM (OR BRANCH OFFICE) CITY:	Phoenix
d. FIRM (OR BRANCH OFFICE) STATE:	Arizona
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	85021

f. YEAR ESTABLISHED:	2008
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(g1). OWNERSHIP - TYPE:	Limited Liability Corporation
(g2) OWNERSHIP - SMALL BUSINESS STATUS:	Small Business

h. POINT OF CONTACT NAME AND TITLE:	Ken Pratt
i. POINT OF CONTACT TELEPHONE NUMBER:	623-329-2050
j. POINT OF CONTACT E-MAIL ADDRESS:	kpratt@sunengineering.us

k. NAME OF FIRM (If block 1a is a branch office):	
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2. EMPLOYEES BY DISCIPLINE

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees - Firm	d. No. of Employees - Branch
CADD Technician	P	3	
Civil Engineer	P	1	
Construction Inspector	P	4	
Control Systems Engineer	P	1	
Cost Engineer/Estimator	P	3	
Electrical Engineer	P	3	
Fire Protection Engineer	P	2	
Mechanical Engineer	P	3	
Technician/Analyst	P	3	
Mining Engineer	P	2	
Project Manager	P	4	
Total			

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

a. Approximate No. of Projects	b. Experience	c. Revenue Index Number (see below)
4	Airport: Nav aids, Lighting & Aircraft Fueling	1
3	Auditoriums and Theaters	1
3	Automation, Controls & Instrumentation	2
3	Cemeteries	2
14	Commercial Buildings; Shopping Centers	2
5	Community Facilities	1
19	Construction Management	1
10	Cost Estimating	1
2	Detention/Security System	1
24	Dining Halls; Clubs & Restaurants	2
4	Education Facilities	2
50	Electrical Studies and Design	2
5	Elevators, Escalators & People Movers	2
4	Energy Conservation, New Energy Sources	1
10	Fire Protection	1
3	Garages; Vehicle Maintenance	1
15	Heating; Ventilation & Air Conditioning	2
40	Hotels/Housing	1
25	Office Buildings	1
25	Plumbing & Piping Design	1
7	Solar Energy Utilization	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 |

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

a. NAME	b. ROLE IN THIS CONTRACT	c. YEARS EXPERIENCE	
		1. TOTAL	2. WITH CURRENT FIRM
Ken Pratt	Principal Project Manager	24	7

d. LOCATION (*City and State*)
600 W Hatcher, Suite 200, Phoenix, Arizona

e. EDUCATION (*DEGREE AND SPECIALIZATION*)
MBA – Technology Management
BSEE – Power Systems

f. PROFESSIONAL TRAINING - REGISTRATIONS
IMSA Certified – Traffic Signal Inspector
Certified Energy Analyst
Certified Solar Designer

g. OTHER PROFESSIONAL QUALIFICATIONS (*Organizations, Awards, etc.*)
Program Management the Process – Training

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Administration - Arizona Corporation Commission – Elevator Modernization, Phoenix, Arizona	(2) YEAR COMPLETED	
		Professional Services 2015	Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE The modernization included new hydraulic passenger elevators, new fused disconnects, new lights and other miscellaneous equipment. There were electrical engineering and mechanical engineering changes that had to be made to the facility.	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Veterans Services – Southern Arizona Veteran’s Memorial Cemetery at Marana	(2) YEAR COMPLETED	
		Professional Services 2014	Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and mechanical & plumbing engineering services for the new construction of the cemetery in Marana. We designed the lighting system and the HVAC system to support the new facility. The design was completed to LEED Silver certification.	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Juvenile Corrections – Adobe Mountain Door Locks & Control Panel Upgrade	(2) YEAR COMPLETED	
		Professional Services 2014	Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and controls engineering services for the door locks & control panel upgrade at the Adobe Mountain facility.	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Administration – State Senate Building AHU Cooling Coil Replacement	(2) YEAR COMPLETED	
		Professional Services	Construction (if applicable)
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided a mechanical/plumbing and electrical site visit/assessment. Once the assessment was performed, we provided a complete set of construction drawings (CDs). We also provided bidding assistance and construction administration.	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	(1) TITLE AND LOCATION (<i>City and State</i>) City of Avondale – Office Tenant Improvement (TI)	(2) YEAR COMPLETED	
		Professional Services 2013	Construction (if applicable) 2014
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and mechanical & plumbing and fire protection engineering services for the tenant improvement of the IT department’s office area. A new lighting layout was needed along with additional HVAC ductwork. A new fire suppression system (FM200) was required due to the computers in the area.	<input checked="" type="checkbox"/>	Check if project performed with current firm

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

a. NAME Tom Moll	b. ROLE IN THIS CONTRACT Chief Electrical Engineer	c. YEARS EXPERIENCE	
		1. TOTAL 40	2. WITH CURRENT FIRM 7
d. LOCATION (<i>City and State</i>) 600 W Hatcher, Suite 200, Phoenix, Arizona			
e. EDUCATION (<i>DEGREE AND SPECIALIZATION</i>) BSEE – Power Systems		f. PROFESSIONAL TRAINING - REGISTRATIONS Registered Professional Electrical Engineering – AZ: 33902	
g. OTHER PROFESSIONAL QUALIFICATIONS (<i>Organizations, Awards, etc.</i>)			

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Administration - Arizona Corporation Commission – Elevator Modernization, Phoenix, Arizona	(2) YEAR COMPLETED
		Professional Services 2015 Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE The modernization included new hydraulic passenger elevators, new fused disconnects, new lights and other miscellaneous equipment. There were electrical engineering and mechanical engineering changes that had to be made to the facility.	<input checked="" type="checkbox"/> Check if project performed with current firm
2.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Veterans Services – Southern Arizona Veteran’s Memorial Cemetery at Marana	(2) YEAR COMPLETED
		Professional Services 2014 Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and mechanical & plumbing engineering services for the new construction of the cemetery in Marana. We designed the lighting system and the HVAC system to support the new facility. The design was completed to LEED Silver certification.	<input checked="" type="checkbox"/> Check if project performed with current firm
3.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Juvenile Corrections – Adobe Mountain Door Locks & Control Panel Upgrade	(2) YEAR COMPLETED
		Professional Services 2014 Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and controls engineering services for the door locks & control panel upgrade at the Adobe Mountain facility.	<input checked="" type="checkbox"/> Check if project performed with current firm
4.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Administration – State Senate Building: AHU Cooling Coil Replacement	(2) YEAR COMPLETED
		Professional Services 2014 Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided a mechanical/plumbing and electrical site visit/assessment. Once the assessment was performed, we provided a complete set of construction drawings (CDs). We also provided bidding assistance and construction administration.	<input checked="" type="checkbox"/> Check if project performed with current firm
5.	(1) TITLE AND LOCATION (<i>City and State</i>) City of Avondale – Office Tenant Improvement (TI)	(2) YEAR COMPLETED
		Professional Services 2013 Construction (if applicable) 2014
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and mechanical & plumbing and fire protection engineering services for the tenant improvement of the IT department’s office area. A new lighting layout was needed along with additional HVAC ductwork. A new fire suppression system (FM200) was required due to the computers in the area.	<input checked="" type="checkbox"/> Check if project performed with current firm

a. NAME Miro Grbic	b. ROLE IN THIS CONTRACT Chief Mechanical Engineer	c. YEARS EXPERIENCE	
		1. TOTAL 27	2. WITH CURRENT FIRM 7
d. LOCATION (<i>City and State</i>) 600 W Hatcher, Suite 200, Phoenix, Arizona			
e. EDUCATION (<i>DEGREE AND SPECIALIZATION</i>) BSME – Mechanical Systems		f. PROFESSIONAL TRAINING - REGISTRATIONS Registered Professional Mechanical Engineering – AZ: 33902 Registered Professional Fire Protection Engineering – AZ:	

g. OTHER PROFESSIONAL QUALIFICATIONS (*Organizations, Awards, etc.*)

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Administration - Arizona Corporation Building - Elevator Modernization, Phoenix, Arizona	(2) YEAR COMPLETED	
		Professional Services 2015	Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE The modernization included new hydraulic passenger elevators, new fused disconnects, new lights and other miscellaneous equipment. There were electrical engineering and mechanical engineering changes that had to be made to the facility.	<input checked="" type="checkbox"/>	Check if project performed with current firm
2.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Veterans Services - Southern Arizona Veteran's Memorial Cemetery at Marana	(2) YEAR COMPLETED	
		Professional Services 2014	Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and mechanical & plumbing engineering services for the new construction of the cemetery in Marana. We designed the lighting system and the HVAC system to support the new facility. The design was completed to LEED Silver certification.	<input checked="" type="checkbox"/>	Check if project performed with current firm
3.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Juvenile Corrections - Adobe Mountain Door Locks & Control Panel Upgrade	(2) YEAR COMPLETED	
		Professional Services 2014	Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and controls engineering services for the door locks & control panel upgrade at the Adobe Mountain facility.	<input checked="" type="checkbox"/>	Check if project performed with current firm
4.	(1) TITLE AND LOCATION (<i>City and State</i>) Arizona Department of Administration - State Senate Building: AHU Cooling Coil Replacement	(2) YEAR COMPLETED	
		Professional Services 2014	Construction (if applicable) 2015
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided a mechanical/plumbing and electrical site visit/assessment. Once the assessment was performed, we provided a complete set of construction drawings (CDs). We also provided bidding assistance and construction administration.	<input checked="" type="checkbox"/>	Check if project performed with current firm
5.	(1) TITLE AND LOCATION (<i>City and State</i>) City of Avondale - Office Tenant Improvement (TI)	(2) YEAR COMPLETED	
		Professional Services 2013	Construction (if applicable) 2014
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE Sun Engineering provided electrical and mechanical & plumbing and fire protection engineering services for the tenant improvement of the IT department's office area. A new lighting layout was needed along with additional HVAC ductwork. A new fire suppression system (FM200) was required due to the computers in the area.	<input checked="" type="checkbox"/>	Check if project performed with current firm

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>) Arizona Department of Administration - Arizona Corporation Commission - Elevator Modernization: 1300 W Washington Street, Phoenix, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) 2015

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER John Webster Project Manager Construction Services ADOA General Services Division State of Arizona 100 North 15th Avenue, Suite 202, Phoenix, AZ 85007 p: 602.542.6229	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT Original Budget: \$69,000.00 NTE Budget: \$69,000.00	e. TOTAL COST OF PROJECT \$440,524
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

ADOA – Arizona Corporation Commission: Elevator Modernization



Arizona Corporation Commission
 1300 W. Washington
 Phoenix, Arizona

Sun Engineering, C H Architects and Vertical Transportation Excellence (VTX) teamed to provide an elevator assessment/study of the elevator system at the Arizona Corporation Commission building located at 1300 W Washington St, Phoenix, AZ. The assessment was to determine the status of the elevator system at the facility. Upon completion of the assessment it was determined that the modernization would include new hydraulic passenger elevators.

The elevator design will be based on providing modernized elevators with a life expectancy of 20 years or more. Design will meet all local, state and national code requirements. The design will be based on assumptions made during the assessment and the subsequent detailed site survey noted below to be completed by Sun Engineering and the design team.

Delivery Method: Design Bid Build

Budget: \$450,000.

Length of Project: 4 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. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i> 2015
Arizona Department of Veterans Services – Southern Arizona Veteran’s Memorial Cemetery at Marana		

23. PROJECT OWNER’S INFORMATION

c. PROJECT OWNER	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT	e. TOTAL COST OF PROJECT
Jeff Pugh Project Manager Construction Services ADOA General Services Division State of Arizona 100 North 15th Avenue, Suite 202, Phoenix, AZ 85007 p: 602.542.0074	Original Budget: \$42,000.00 NTE Budget: \$42,000.00	\$7,00,000.00

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

ADOA – Arizona Corporation Commission: Elevator Modernization

Arizona Corporation Commission
 1300 W. Washington
 Phoenix, Arizona



Sun Engineering provided the electrical, mechanical & plumbing, fire alarm and site lighting for the cemetery. We provided power, lighting and HVAC design services for all three buildings (Visitor’s & Administration Center, Maintenance & Storage Center and the Committal Shelter) on the site.

The buildings were designed to meet LEED Silver compliance. All of the lighting in each of the buildings were done with LED lighting. The energy cost of the site is projected to be very low.

Delivery Method: Design Bid Build

Budget: \$7,000,000.

Length of Project: 13 months.

5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i> 2015
Arizona Department of Administration – State Senate Building: AHU Cooling Coil Replacement		
23. PROJECT OWNER’S INFORMATION		
c. PROJECT OWNER Wayne Spence TI Project Manager Construction Services ADOA General Services Division State of Arizona 100 North 15th Avenue, Suite 202, Phoenix, AZ 85007 p: 602-751-6714	d .ORIGINAL BUDGET/NTE AMOUNT OF PROJECT Original Budget: \$7,500.00 NTE Budget: \$7,500.00	e. TOTAL COST OF PROJECT \$44,000.00

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

ADOA – DEPARTMENT OF REVENUE TENANT IMPROVEMENT

Arizona Department of Revenue
 1600 W. Monroe
 Phoenix, Arizona



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> Arizona Department of Administration – State Senate Building: AHU Cooling Coil Replacement	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i> 2015

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Mike MacDonald Project Manager Construction Services ADOA General Services Division State of Arizona 100 North 15th Avenue, Suite 202, Phoenix, AZ 85007 p: 602.542.6054	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT Original Budget: \$7,500.00 NTE Budget: \$7,500.00	e. TOTAL COST OF PROJECT \$40,000.00
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

Arizona Department of Administration – State Senate Building AHU Cooling Coil Replacement

Arizona State Senate Building
1700 W. Washington Street
Phoenix, Arizona, 85007

Sun Engineering and C H Architects teamed to provide an assessment/study of the Arizona Department of Revenue building located at 1600 W Monroe St, Phoenix, AZ. The assessment was to



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> City of Avondale – Office Tenant Improvement (TI)	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i> 2014

23. PROJECT OWNER'S INFORMATION

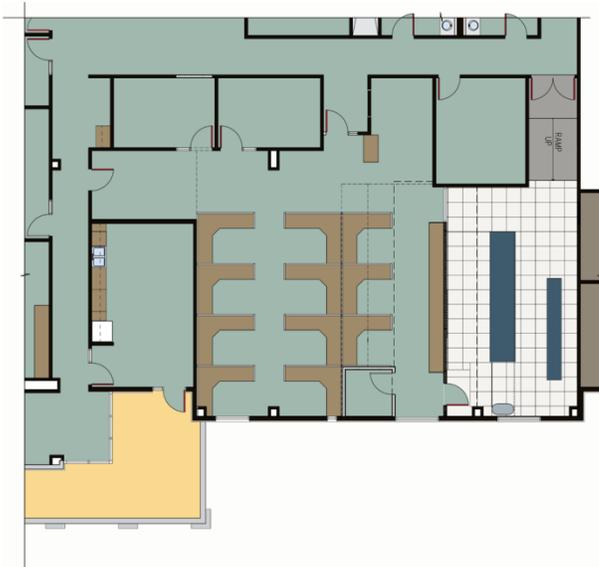
c. PROJECT OWNER Mark Neerings Asst. IT Manager City of Avondale 11465 W Civic Center Dr. Avondale, AZ 85323 p: 623.333.5000	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT Original Budget: \$10,000.00 NTE Budget: \$10,000.00	e. TOTAL COST OF PROJECT \$140,000.00
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

CITY OF AVONDALE COMPUTER DATA CENTER TENANT IMPROVEMENT

City Hall
11465 West Civic Center Drive
Avondale, Arizona

Sun Engineering and C H Architects teamed up to provide engineering services to the City of Avondale for and assessment and design services for the renovation of the city's



FLOOR PLAN

6. ADDITIONAL INFORMATION

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

Quality Controls

Sun Engineering LLC is dedicated to Quality Assurance (QA) & Quality Control (QC). Our QA/QC process starts at pre-design and scope review phase. We involve the owner's project manager (PM) to ensure a mutual understanding of the project and we document all of the items for good project tracking. In order to mitigate errors or misunderstandings during the design phase, we involve at a minimum the following:

- ✓ Jointly (client & Sun Engineering) establish desired end product.
- ✓ Involve the client in the design and review of project.
- ✓ Continuous communication throughout life of project.
- ✓ Incorporate changes and recommendations.
- ✓ Managing schedule & budget by using contemporary tools.
- ✓ Provide support during construction (construction administration).

A Principal in Charge is assigned to each project. The Principal in Charge along with the Project Manager is responsible for coordinating the schedule & budget and cross-checking the designs. This includes managing weekly meetings and checking all project documents, design calculations, plans and ensuring that adequate documentation is provided at all major milestones of the project. This helps for an orderly and coordinated progression of steps for a successful design.

Schedule Controls

Sun Engineering LLC has a good history of providing timely project completion. We work with the client to establish delivery schedules and we implement our internal measures to ensure proper scheduling of projects. Each project is tracked by utilizing Microsoft Project.

The milestone dates established by the client are input into MS Project and the schedule is resource loaded with Sun Engineering staff.

Sun Engineering LLC recognizes the need to meet client's schedules. We understand design schedules and bidding milestones are critical to the successful execution of a project. It is important to allocate the proper resources, gather accurate information, know the scope of work and resolve issues quickly in order to control project schedules and keep them on budget.

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:	50
b. Percentage of Total Work Attributable to Non-Government Work:	50

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

Signature: _____

Date: _____

Name: _____

Title: _____