



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

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

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

1. Annual Request for Qualifications

a. FIRM (OR BRANCH OFFICE ) NAME:	Swan Architects, Inc.
b. FIRM (OR BRANCH OFFICE) STREET:	833 N. 5th Avenue
c. FIRM (OR BRANCH OFFICE) CITY:	Phoenix
d. FIRM (OR BRANCH OFFICE) STATE:	Arizona
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	85003-1315
f. YEAR ESTABLISHED:	2000
(g1). OWNERSHIP - TYPE:	Corporation
(g2) OWNERSHIP - SMALL BUSINESS STATUS:	Small Business
h. POINT OF CONTACT NAME AND TITLE:	Jeffry A. Swan, AIA, President
i. POINT OF CONTACT TELEPHONE NUMBER:	602-264-3083 (office) 602-799-1126 (cell)
j. POINT OF CONTACT E-MAIL ADDRESS:	swanarchitects@aol.com
k. NAME OF FIRM (If block 1a is a branch office):	



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2. EMPLOYEES BY DISCIPLINE

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



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

a. Approximate No. of Projects	b. Experience	c. Revenue Index Number (see below)
4	Historic Preservation	4
6	Rehabilitation	4
2	Judicial and Courtroom Facilities	2
2	Libraries; Museums; Galleries	2
6	Recreational Facilities	3
2	Warehouse and Depot	1
1	Acoustics, Noise Abatement	1
1	Animal Facilities	1
2	Auditoriums/Theaters	2
2	Community Facilities	2
3	Office Buildings	2

**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>Jeffry A. Swan, AIA</b>	b. ROLE IN THIS CONTRACT <b>Architect</b>	c. YEARS EXPERIENCE	
		1. TOTAL <b>29</b>	2. WITH CURRENT FIRM <b>15</b>
d. LOCATION <i>(City and State)</i> <b>833 N. 5th Avenue, Phoenix, AZ 85003-1315</b>			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> <b>Bachelor of Science in Architecture and Urban Planning</b>		f. PROFESSIONAL TRAINING - REGISTRATIONS <b>Arizona -- Architect</b>	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> <b>Advanced training in ADA guidelines Governor's Grand Award for Historic Preservation - 2009, 2010, and 2013; Three 2014 APWA awards for Historical Restoration/Preservation Projects: Maricopa County Courthouse &amp; Pinal County Courthouse</b>			

**H. RELEVANT PROJECTS**

#	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	Professional Services Design/CA	Construction (if applicable)
1.	<b>Rehabilitation of 1891 Pinal County Courthouse Florence, Arizona</b>	<b>2014</b>		<b>2014</b>
	<b>(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Exterior and interior rehabilitation of the historic 1891 courthouse Building Area: 25,000 s.f. -- Construction Cost: \$5.5 Role: Architect / Historic Architect</b>	<input checked="" type="checkbox"/>	Check if project performed with current firm	
2.	<b>Encanto Park Improvements Phoenix, Arizona</b>	<b>2014</b>		<b>2014</b>
	<b>(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Renovate restroom buildings and design ramadas, fencing, and park signage Building Area: (4) buildings total 10,000 s.f. -- Construction Cost: \$1.2 million Role: Prime Architect</b>	<input checked="" type="checkbox"/>	Check if project performed with current firm	
3.	<b>Sharlot Hall Museum Maintenance Facility Prescott, Arizona</b>	<b>2013</b>		<b>2013</b>
	<b>(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Design a two-story maintenance and archival storage facility on the Sharlot Hall campus. Building Area: 8,000 s.f. -- Construction Cost: \$1 million Role: Prime Architect</b>	<input checked="" type="checkbox"/>	Check if project performed with current firm	
4.	<b>South Mountain Park Assessment and Restroom Renovation Phoenix, Arizona</b>	<b>2014</b>		<b>2014</b>
	<b>(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Renovate historic restroom buildings and construct one new restroom building. Building Area: 10,000 s.f. -- Construction Cost: \$1.2 million Role: Prime Architect / Historic Architect</b>	<input checked="" type="checkbox"/>	Check if project performed with current firm	
5.	<b>Exterior Rehabilitation of 1928 Maricopa County/City of Phoenix Courthouse Phoenix, Arizona</b>	<b>2014</b>		<b>2014</b>
	<b>(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Exterior rehabilitation of historic courthouse Building Area: 65,000 s.f. -- Construction Cost: \$2.3 million Role: Prime Architect / Historic Architect</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 (City and State) <b>Rehabilitation of the 1891 Pinal Courthouse Florence, Arizona</b>	b. YEAR COMPLETED <b>2014</b>	
	PROFESSIONAL SERVICES <b>Design/CA</b>	CONSTRUCTION (If applicable) <b>2014</b>

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER <b>Pinal County</b>	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT <b>\$5.5 million</b>	e. TOTAL COST OF PROJECT <b>\$5.5 million</b>
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

■ **Rehabilitation of the 1891 Pinal County Courthouse**, Florence. This project consists of interior and exterior rehabilitation/renovation of the 1891 Courthouse. The adaptive use project includes offices for the County Supervisors and Administrators, a Board of Supervisors hearing room, and multipurpose assembly/classroom spaces for private and public functions. Interior rehabilitation measures included installation of new HVAC, electrical, special systems, fire sprinkler and alarm systems, design of a new elevator, reinforcing floors to increase load-caring capabilities, restoration of public spaces (i.e., lobbies, corridors, courtrooms), reconfiguration and renovation of office space, and construction of ADA-conforming restrooms and other mandated accessibility features. Exterior rehabilitation measures included a complete restoration of historic character-defining elements, brick repointing, window and door restoration and/or replication, clock tower stabilization, entrance porch reconstruction, design of a new plaza, landscaping, and other site amenities. Professional services also included evaluating the building's existing conditions, identifying code deficiencies, **programming project requirements, space planning, cost estimating, documenting the building's historic significance, and construction administration.**

**Firm Role:** Prime Architect/Historical Architect  
**Project Architect:** Jeffry A. Swan, AIA  
**Construction Delivery:** Conventional bid  
**Estimated Cost:** \$5.5 million  
**Final Cost:** \$5.5 million  
**Construction Start Date:** February 2012  
**Final Completion Date:** January 2013  
**Project Owner:** Pinal County  
**Contact Person(s):** Greg Stanley, P.E., (Interim County Manager),  
520-866-6416, [greg.stanley@pinalcountyaz.gov](mailto:greg.stanley@pinalcountyaz.gov)  
Archie Carreon, CSPM, CPM,  
520-866-6416, [archie.carreon@pinalcountyaz.gov](mailto:archie.carreon@pinalcountyaz.gov)

**Approach:** Prior to design services **SWAN** prepared a **Building Conditions Assessment** report identifying deficiencies, recommending rehabilitation measures and estimating costs.

**Challenges:** Integrating contemporary energy-efficient building systems into an 1891 building without adversely affecting significant primary spaces and/or character-defining elements.

**Success:** The rehabilitation project recently received the **Governor's Grand award for Historic Preservation, Valley Forward Crescordia award for Sustainable Design, and McGraw-Hill Construction 2013 Best Government/Public Building Project in Southwest Region.**



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a. TITLE AND LOCATION (City and State) <b>Renovation/Rehabilitation of the A. E. England Motors Building Phoenix, Arizona</b>	b. YEAR COMPLETED 2011	
	PROFESSIONAL SERVICES <b>Design/CA</b>	CONSTRUCTION (If applicable) <b>2011</b>

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER <b>City of Phoenix</b>	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT <b>\$4 million</b>	e. TOTAL COST OF PROJECT <b>\$3.5 million</b>
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

■ **Renovation/Rehabilitation of the A. E. England Motors Building**, Phoenix. This project consists of the restoration, rehabilitation, renovation of the 1926 A. E. England Motors Building. The 20,000 s.f. structure is listed on the National Register of Historic Places. **ASU, the primary tenant, uses the large auditorium for assemblies, lectures, gatherings, and similar activities.** Private offices, conference rooms, retail spaces, and food venues are located in the lower level. The project is surrounded on three sides by the recently completed Civic Park. Interior improvements included the installation of new mechanical, plumbing, electrical, and fire/life-safety systems; design of a new elevator; reinforcing floors to increase load-carrying capabilities; stabilizing exposed bowstring trusses; design of an auditorium space (300 occupants); kitchen; and accessible restrooms. Exterior improvements included the restoration/rehabilitation of significant historic character-defining elements and the design of a new storefront and balcony overlooking a below-grade public plaza which provides direct access to the lower level.

**Firm Role:** Prime Architect/Historical Architect  
**Project Architect:** Jeffry A. Swan, AIA  
**Construction Delivery:** CMAR  
**Estimated Cost:** \$4.0 million  
**Final Cost:** \$3.5 million  
**Construction Start Date:** June 2008  
**Final Completion Date:** March 2009  
**Project Owner:** City of Phoenix  
**Contact Person(s):** Tom Byrne, RLA, ASLA, Landscape Architect II  
602-262-4897 – [tom.byrne@phoenix.gov](mailto:tom.byrne@phoenix.gov)

**Approach:** Prior to design services **SWAN** prepared a **Building Conditions Assessment** report identifying deficiencies, recommending rehabilitation measures and estimating costs.

**Challenges:** An integrated team approach was implemented to expedite the evaluation of alternate building systems to meet the City's budget and the tenant's (Arizona State University) expectations. The design and construction schedules were fact-tracked to meet goals established by the City of Phoenix.

**Success:** The Silver LEED certifiable renovation/rehabilitation project received the **Valley Forward Crescordia award, the McGraw-Hill National Best award for Civic projects, and the Governor's award for Historic Preservation.**



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a. TITLE AND LOCATION (City and State) <b>Rehabilitation of Old Maricopa County Courthouse Phoenix, Arizona</b>	b. YEAR COMPLETED <b>2013</b>	
	PROFESSIONAL SERVICES <b>Design/CA</b>	CONSTRUCTION (If applicable) <b>2013</b>

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER <b>Maricopa County &amp; City of Phoenix</b>	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT <b>\$2.3 million</b>	e. TOTAL COST OF PROJECT <b>\$2.3 million</b>
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BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

■ **Rehabilitation of the Old Maricopa County Courthouse**, Phoenix. This project consists of the exterior rehabilitation/restoration of the seven-story structure in downtown Phoenix. Constructed in 1928, the Spanish Colonial revival courthouse was listed on the National Register of Historic Places in 1988. Exterior rehabilitation/restoration measures included the repair and/or replication of terra cotta veneer and ornaments, restoration of wrought and cast iron, restoration of steel windows and bronze doors, cleaning exterior surfaces, and repairing/replacing clay barrel roof tiles. Interior renovation/rehabilitation of the Old Courthouse was completed by SWAN in 2006. Professional services also included evaluating the building's existing conditions, identifying code deficiencies, programming project requirements, cost estimating, documenting the building's historic significance, and construction administration.

**Firm Role:** Prime Architect/Historical Architect  
**Project Architect:** Jeffry A. Swan, AIA  
**Construction Delivery: CMAR**  
**Estimated Cost:** \$2.3 million  
**Final Cost:** \$2.3 million  
**Construction Start Date:** November 2011  
**Final Completion Date:** August 2012  
**Project Owner:** Maricopa County  
**Contact Person(s):** Hugh Gallagher, Deputy Court Administrator  
602-506-3912 – [hgallagh@superiorcourt.maricopa.gov](mailto:hgallagh@superiorcourt.maricopa.gov)

**Approach:** Prior to design services **SWAN** prepared a *Building Conditions Assessment* report identifying deficiencies, recommending rehabilitation measures, and estimating costs.

**Challenges:** **SWAN** partnered with the CMAR to perform extensive pre-construction testing to determine the most cost-effective and sensitive means and methods to restore the terra cotta veneer and ornaments. Light-weight concrete was used to replicate missing cast terra cotta ornaments.

**Success:** The significant restoration/rehabilitation project was completed on time and within budget. Upon completion Maricopa County selected the same team to undertake the exterior restoration/rehabilitation of the 12-story, 1938 Security Building in downtown Phoenix.



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a. TITLE AND LOCATION (City and State) <b>ADA Improvements of Encanto Park Phoenix, Arizona</b>	b. YEAR COMPLETED <b>2014</b>	
	PROFESSIONAL SERVICES <b>Design/CA</b>	CONSTRUCTION (If applicable) <b>2014</b>

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER <b>City of Phoenix</b>	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT <b>\$1 million</b>	e. TOTAL COST OF PROJECT <b>\$1 million</b>
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

■ **ADA Improvements at Encanto Park**, Phoenix. This project includes the exterior and interior renovation of two 1970s restroom buildings in Encanto Park. Exterior renovation included replacement of roof covering, reconfiguring roof framing, installing wrought iron gates and grilles, and rehabilitation of exterior finishes. Interior renovation includes reconfiguration and replacement of plumbing fixtures and accessories to comply with the Americans with Disabilities Act guidelines. The restrooms' interiors were designed to be vandal-resistant including the use of penal plumbing fixtures and abuse-resistant finishes. The project also includes the design of ramadas, ornamental wrought iron and brick fencing, security lighting, and signage throughout the Park.

**Firm Role:** Prime Architect  
**Project Architect:** Jeffry A. Swan, AIA  
**Construction Delivery:** Job Order Contracting  
**Estimated Cost:** \$1 million  
**Final Cost:** TBD  
**Construction Start Date:** October 2013  
**Final Completion Date:** June 2014  
**Project Owner:** City of Phoenix  
**Contact Person(s):** Walt Kinsler, RLA, ASLA,  
602-534-2160 – [walt.kinsler@phoenix.gov](mailto:walt.kinsler@phoenix.gov)

**Approach:** SWAN worked closely with City staff to integrate contemporary design into the historic park.

**Challenges:** Maximizing daylighting and natural ventilation; selecting cost-effective and abuse-resistant material; and detailing them in a manner that will minimize maintenance were essential to project success.

**Success:** The exterior reconfiguration/design was overwhelmingly approved by the City staff and Encanto Historic District Committee



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a. TITLE AND LOCATION (City and State) <b>Sharlot Hall Museum Maintenance Facility Prescott, Arizona</b>	b. YEAR COMPLETED <b>2012</b>	
	PROFESSIONAL SERVICES <b>Design/CA</b>	CONSTRUCTION (If applicable) <b>2012</b>

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER <b>State of Arizona &amp; Sharlot Hall Museum</b>	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT <b>\$1 million</b>	e. TOTAL COST OF PROJECT <b>\$950,000</b>
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

■ **Sharlot Hall Museum Maintenance Facility**, Prescott. This project consists of the design of a new 8,000 s.f. multi-level wood shop/vehicular maintenance/archival storage building. The facility's below-grade level will be used for archival and exhibitry storage and is connected by an underground tunnel to the existing adjacent Museum. The street-level includes a wood shop/exhibitry preparation area and a vehicular maintenance shop. The contemporary facility was strategically placed amongst historically significant structures on the Sharlot Hall Campus.

**Firm Role:** Prime Architect/Historical Architect  
**Project Architect:** Jeffrey A. Swan, AIA  
**Construction Delivery:** Conventional Bid  
**Estimated Cost:** \$1 million  
**Final Cost:** \$950,000  
**Construction Start Date:** March 2012  
**Final Completion Date:** February 2013  
**Project Owner:** State of Arizona and Sharlot Hall Museum  
**Contact Person(s):** Cody Bennett, Director  
**928-445-3122 – [cody@sharlot.org](mailto:cody@sharlot.org)**

**Approach:** SWAN worked closely with all stakeholders to incorporate the contemporary two-story structure on the historic Sharlot Hall Campus.

**Challenges:** Overcoming the extensive site-development within a limited budget was extremely challenging. Resolving the high water table concerns, rerouting existing utilities, and stepping the building within the natural sloped grade were just a few of the challenges.

**Success:** The maintenance facility addressed the Museum's needs and was overwhelmingly approved by the Sharlot Hall Museum Committee and the Prescott community.

6. ADDITIONAL INFORMATION



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

See attached.

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:	85%
b. Percentage of Total Work Attributable to Non-Government Work:	15%

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

Signature:   
Name: Jeffrey A. Swan, AIA

Date: 12/29/14  
Title: President

# SWAN ARCHITECTS, INC.

## YEARS IN BUSINESS

Swan Architects, Inc. (**SWAN**) an Arizona Corporation was established in January 2000 and is a registered architectural firm with the Arizona Board of Technical Registration (#10978-0).

## GENERAL SCOPE OF SERVICES

**SWAN** has provided comprehensive architectural design, programming, planning, historic preservation, and construction administration to many federal agencies, State of Arizona departments, Arizona counties, cities, school districts, and municipalities for more than 14 years. Projects of widely diverse types and sizes have been successfully completed throughout Arizona. ***Building renovation, rehabilitation, and/or restoration makes up about 60 percent of the firm's work, new construction about 30 percent, and planning tasks about 10 percent.*** Most of our projects include interior space planning, rehabilitation of interior and exterior finishes, structural stabilization, renovation of HVAC and electrical systems, and construction administration. ***Building types with which we have multiple experience include office buildings, judicial facilities, auditoriums, museums, community centers, educational facilities, aircraft hangars, park/recreation buildings, and industrial/maintenance facilities.***

## FIRM'S STRUCTURE

Our staff includes two Registered Architects, two Senior CAD Technicians, and an Administrative Assistant/Business Manager.

## FIRM'S MANAGEMENT

Our organization, by choice, is of moderate size and seeks only those projects in which it has a special and sincere interest. Nevertheless, its staff is adequate to undertake virtually any architectural or planning project and to complete it in a timely and proficient manner. The firm's key personnel are associates or longtime employees and are accustomed to working in concert on complex tasks. Also, our engineering consultants have worked with us over a period of many years and are carefully selected for their expertise in specific building types.

## SPECIALIZED ON-CALL EXPERIENCE

**SWAN** has an exceptional record of completing projects of varying types and sizes under on-call annual architectural service contracts. ***SWAN has been awarded seven consecutive two-year on-call contracts with three different City of Phoenix departments.*** Multiple projects with construction budgets ranging from \$5,000 to \$5,000,000 were completed each year. ***SWAN is currently in the third year of on-call annual architectural services contracts with Maricopa and Pinal counties, and the City of Casa Grande. Every annual services contract we have been awarded has been extended to the maximum allowable period.***

***SWAN has completed numerous building renovation, rehabilitation, and restoration projects, many of which involved properties listed on the National Register of Historic Places.*** Noteworthy projects included the Rehabilitation of the 1891 Second Pinal County Courthouse, Florence; Rehabilitation of the prominent Seven-Story Maricopa County Courthouse, Phoenix; Rehabilitation of the 1902 Dining Hall and 1922 Memorial Hall located in Steele Indian School Park, Phoenix; and the Renovation of the 1926 A. E. England Motors Building in Civic Park, Phoenix.

**SWAN** has completed building conditions assessment reports, adaptive or continued use planning reports, and feasibility studies on more than 50 historic or outdated buildings. We have extensive knowledge in building, fire, and life-safety codes and the ***Americans with Disabilities Act.*** **SWAN** is currently providing design services to the City of Phoenix to eliminate accessibility barriers throughout Encanto and South Mountain parks.

**SWAN** also has specialized knowledge and experience in designing buildings using pre-engineered/factory-fabricated components in combination with conventional site-constructed exterior elements. ***SWAN has successfully completed more than 50 projects utilizing pre-engineered components throughout Arizona.***

# APPROACH TO PERFORMING THE REQUIRED SERVICES

## DESIGN STRATEGIES

**SWAN routinely utilizes a partnering approach that ensures a win-win outcome.** Our team approach emphasizes the importance of planning and programming. Intensive work sessions involving a team consisting of the Owner, user groups, contractor, Architect, and consultants are initiated to identify the Owner's needs/goals and to establish the program of requirements for each assigned undertaking. Thus, the schematic design documents that result from the process are fully understood by all team members, each having participated in the "how" and "why" of the design evolution. These goals are monitored daily/weekly throughout the project to ensure conformance. **SWAN strives to integrate all participants into a unified team committed to the Owner's goals.**

**SWAN** also typically plays a major role in construction administration especially on complex renovation projects that must be completed within occupied buildings. **SWAN believes project continuity is the key to successfully completing renovation projects.** The project architect assigned to prepare the contract documents is also assigned to administer the construction contract avoiding misunderstandings that generally occur during the transfer of information.

We believe the recently completed 1891 Second Pinal County Courthouse renovation project demonstrates our ability to manage complex projects. **The \$5.5 million "low bid" project was completed with "zero" change orders.** We urge the selection committee to contact our references regarding our ability to prepare accurate and concise contract documents.

## ON-CALL MUNICIPAL PROJECT UNDERSTANDING

**Approach:** We have completed more than 100 on-call projects over the past 14 years. Project size ranged from relocating a single exit door to renovating a 25,000 s.f. building. **Regardless of project size or budget we commit 100 percent effort and guarantee project success.** No project has been delayed or abandoned because of time or budget overruns.

**Quality Control:** **SWAN** encourages an integrated team approach that emphasizes to all stakeholders the importance and benefits of completing projects on time and within budget. We understand the importance of clearly conveying the design solution(s) to all stakeholders including the State's staff and management, user groups, and the contractor to avoid misunderstandings.

**SWAN** takes pride in the fact that its ability to prepare concise, understandable, and detailed construction documents has virtually eliminated change orders from our projects. **SWAN** will not jeopardize the State's projects by improperly, inadequately, or carelessly detailing or specifying the work. Additionally, our contract documents undergo peer review at each phase and our specifications are derived from the latest edition of *Master Spec*.

**Accountability:** **We understand our responsibility to be good stewards of State/taxpayer-funded projects.** Change orders generally result from two causes: (1) programming deficiencies that lead to owner-requested changes after construction has begun, and (2) errors and/or omissions in the construction documents. Both causes result from deficiencies in the architect's services. If a change order occurs due to the owner/client **SWAN** will evaluate all alternatives to achieve the desired outcome without increasing the construction costs or lessening the quality of work. If the change order is a result by an error by **SWAN** or our consultants we will negotiate a resolution with the contractor that does not increase costs to the owner/client or affect the projects quality.

**Jeffry A. Swan, AIA**

BACHELOR OF SCIENCE ARCHITECTURE  
AND URBAN PLANNING,  
UNIVERSITY OF WISCONSIN-MILWAUKEE  
ARCHITECT - AZ - #26579

**EXPERIENCE: 29 YEARS****PROFILE:**

Mr. Swan has practiced architecture in Arizona for more than 29 years. Jeff is knowledgeable of current and outdated building materials and construction techniques and has devoted much of his career to the renovation, restoration, rehabilitation, and adaptive reuse of existing buildings. Mr. Swan's rehabilitation work is recognized for attention to detail, historic accuracy, and adaptive-use functionalism. He is also well versed in building, life-safety, fire, and accessibility code requirements. Jeff is intimately familiar with the Secretary of the Interior's Standards for Historic Preservation Projects and qualifies as a historic architect in accordance with *Code of Federal Regulations, 36 CFR Part 61*. Mr. Swan has completed a number of building restoration and rehabilitation projects, many of which involved properties listed on the National Register of Historic Places. Mr. Swan is recognized as an imaginative building designer and space planner and has participated in the design and production of construction documents for a variety of building types, including educational facilities, judicial facilities, office buildings, recreational/park buildings institutional buildings, museums, governmental facilities, and auditoriums. **Jeff has experience with multiple delivery systems including CM at Risk, design build, and job order contracting.** Jeff is also familiar with State of Arizona public works, having served as project architect for several Department of Administration projects and for the headquarters office of the Department of Mines and Mineral Resources and Mining and Mineral Museum. **Jeff is currently directing on-call services projects with the City of Phoenix, Maricopa County, Pinal County, City of Casa Grande, and City of Apache Junction.**

Jeff served as principal-in-charge or project manager for the following restoration, rehabilitation, and/or renovations projects

- South Mountain Park Master Plan, Phoenix
- Renovation of the A. E. England Building in Civic Park, Phoenix
- Renovation of the Central Courts Building - Lower Level, Phoenix
- Renovation of the Maricopa County Old Courthouse, Phoenix
- Rehabilitation of 1902 Dining Hall, Steele Indian School Park, Phoenix
- Rehabilitation of 1922 Memorial Hall, Steele Indian School Park, Phoenix
- Rehabilitation of 1932 Grammar School, Steele Indian School Park, Phoenix
- Rehabilitation of 1891 Pinal County Courthouse, Florence
- Sharlot Hall Maintenance Facility, Prescott
- Encanto Park ADA Improvements, Phoenix
- South Mountain Park ADA Improvements, Phoenix
- Eastlake Park Classroom Building, Phoenix
- Verde Park Storage Facility, Phoenix
- South Mountain Park Restroom Renovation, Phoenix
- Nature Conservancy Hassayampa Visitor Center Assessment, Wickenburg

## REFERENCES

***The following references are directly related to the representative projects listed or recently completed. We urge the Selection Committee to contact our references regarding our ability to manage complex projects.***

Hugh Gallagher, Deputy Court Administrator Superior Courts

Tel: 602-506-3912 – [hgallagh@superiorcourt.maricopa.gov](mailto:hgallagh@superiorcourt.maricopa.gov)

Walt Kinsler, RLA, ASLA, City of Goodyear

Tel; 623-882-7959 – [walter.kinsler@goodyearaz.gov](mailto:walter.kinsler@goodyearaz.gov)

Joe Diaz, RLA, Landscape Architect II, City of Phoenix

Tel: 602-732-2161 – [joe.diaz@phoenix.gov](mailto:joe.diaz@phoenix.gov)

Greg Stanley, P.E., Pinal County Manager

Tel: 520-866-6099 – [gregory.stanley@pinalcountyaz.gov](mailto:gregory.stanley@pinalcountyaz.gov)

Archimedes Carreon, CSPM. CPM, Engineering Section Chief/Project Manager, Pinal County

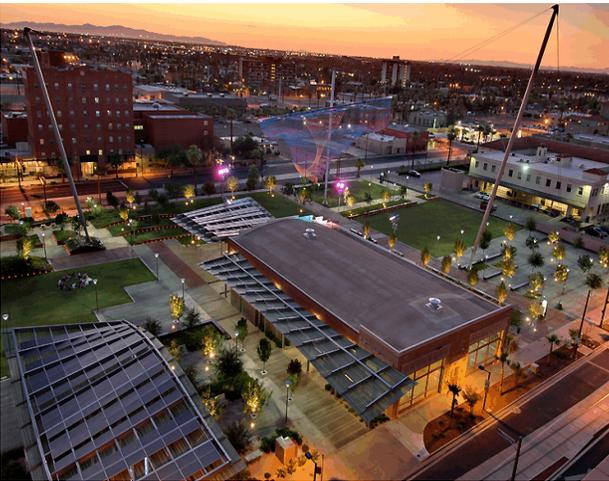
Tel: 520-866-6416 – [archie.carreon@pinalcountyaz.gov](mailto:archie.carreon@pinalcountyaz.gov)

# REPRESENTATIVE PROJECTS COMPLETED BY SWAN

## ■ *Rehabilitation of the 1891 Pinal County Courthouse – 2014*



## ■ *Renovation/Rehabilitation of the A. E. England Motors Building – 2011*



## ■ *Rehabilitation of the Old Maricopa County Courthouse – 2013*



■ **Eastlake Park Classroom Building – 2012**



■ **Encanto Park Restroom Rehabilitation – 2014**



■ **South Mountain Park Rehabilitation – 2014**

