



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: Swan Architects, Inc.

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.

Swan Architects, Inc.

Company Name


Signature of Person Authorized to Sign Offer

Jeffrey A. Swan, AIA

Printed Name

833 N. 5th Avenue

Address

President

Title

Phoenix, Arizona 85003-1315

City

State

Zip

Phone: 602-264-3083

Fax: N/A

swanarchitects@aol.com

Contact Email Address

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. §§ 41-1461 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, contract release document or written notice to proceed.

State of Arizona

Awarded this

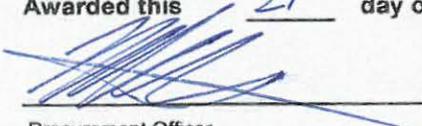
29

day of

February

20

16


Procurement Officer



ATTACHMENT I – General Qualifications

ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912

STATE PROCUREMENT OFFICE
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(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	
Total		5	



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

a. NAME Jeffrey A. Swan, AIA	b. ROLE IN THIS CONTRACT Architect	c. YEARS EXPERIENCE	
		1. TOTAL 30	2. WITH CURRENT FIRM 20
d. LOCATION <i>(City and State)</i> 833 N. 5th Avenue, Phoenix, AZ 85003-1315			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Science in Architecture and Urban Planning		f. PROFESSIONAL TRAINING - REGISTRATIONS Arizona -- Architect	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> Advanced training in ADA guidelines Governor's Grand Award for Historic Preservation - 2009, 2010, and 2013; Three 2014 APWA awards for Historic Restoration/Preservation Projects: Maricopa County Courthouse and Pinal County Courthouse			

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION <i>(City and State)</i> Territory Square Florence, Arizona	(2) YEAR COMPLETED 2015
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE New Library and Aquatic Center - Building Area: 40,000 s.f. Construction Cost: \$13 mil Role: Project Manager	Professional Services Project Management
		Construction (if applicable) 2015
		<input checked="" type="checkbox"/> Check if project performed with current firm
2.	(1) TITLE AND LOCATION <i>(City and State)</i> Rehabilitation of 1925 Chambers Building Phoenix, Arizona	(2) YEAR COMPLETED 2016
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Exterior rehabilitation and interior renovation of four-story historic building. Building Area: 60,000 s.f. - Construction Cost: \$6 mil Role: Prime Architect	Professional Services Design/CA
		Construction (if applicable) 2016
		<input checked="" type="checkbox"/> Check if project performed with current firm
3.	(1) TITLE AND LOCATION <i>(City and State)</i> South Mountain Park Design Master Plan Phoenix, Arizona	(2) YEAR COMPLETED 2015
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Evaluate existing facilities and amenities and recommend improvements to revitalize park. - Design Fee: \$200,000 Role: Prime Architect	Professional Services Design
		Construction (if applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm
4.	(1) TITLE AND LOCATION <i>(City and State)</i> Lindo Park Recreation Center Phoenix, Arizona	(2) YEAR COMPLETED 2015/2016
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Design new recreation center at City Park - Building Area: 4,000 s.f. Construction Cost: \$3 mil Role: Prime Architect	Professional Services Design/CA
		Construction (if applicable) 2016
		<input checked="" type="checkbox"/> Check if project performed with current firm
5.	(1) TITLE AND LOCATION <i>(City and State)</i> Encanto Park Improvements Phoenix, Arizona	(2) YEAR COMPLETED 2014
	(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 mil -- Role: Prime Architect	Professional Services Design/CA
		Construction (if applicable) 2014
		<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) Rehabilitation of the 1891 Pinal Courthouse Florence, Arizona	b. YEAR COMPLETED 2014	
	PROFESSIONAL SERVICES Design/CA	CONSTRUCTION (if applicable) 2014

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Pinal County	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$5.5 million	e. TOTAL COST OF PROJECT \$5.5 million
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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@pinalcountyyaz.gov
Archie Carreon, CSPM, CPM,
520-866-6416, archie.carreon@pinalcountyyaz.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 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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(Present no more than five (5) projects. Complete one Section 5 for each project.)

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

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER Maricopa County & City of Phoenix	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$2.3 million	e. TOTAL COST OF PROJECT \$2.3 million
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f. 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:	Jeffrey A. Swan, AIA
Construction Delivery:	CMAR
Estimated Cost:	\$2.3 million (\$10 million including interior renovations)
Final Cost:	\$2.3 million (\$10 million including interior renovations)
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

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) Renovation/Rehabilitation of the A. E. England Motors Building Phoenix, Arizona	b. YEAR COMPLETED 2011	
	PROFESSIONAL SERVICES Design/CA	CONSTRUCTION (If applicable) 2011

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER City of Phoenix	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$4 million	e. TOTAL COST OF PROJECT \$3.5 million
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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:	Jeffrey 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

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) ADA Improvements at Encanto Park Phoenix, Arizona	b. YEAR COMPLETED 2014	
	PROFESSIONAL SERVICES Design/CA	CONSTRUCTION (If applicable) 2014

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER City of Phoenix	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$1 million	e. TOTAL COST OF PROJECT \$1 million
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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: \$ 1 million
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

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) South Mountain Park Design Guidelines Phoenix, Arizona	b. YEAR COMPLETED 2015	
	PROFESSIONAL SERVICES Prime Architect	CONSTRUCTION (If applicable) TBD

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER City of Phoenix	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$200,000 (Design)	e. TOTAL COST OF PROJECT \$200,000 (Design)
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

■ **South Mountain Park Design Guidelines Manual**, Phoenix. This project included assessing existing conditions, recommending improvements, establishing guidelines, and determining the probable costs to rehabilitate South Mountain Park facilities, lookouts, ramadas, trailheads, signage, and other related amenities. The recommendations and probable costs were included in a comprehensive document that will be used along with the South Mountain Park Master Plan by the City Parks and Recreation Department to plan for future expenditures necessary for the betterment and continued use of South Mountain Park.

Firm Role:	Prime Architect
Project Architect:	Jeffrey A. Swan, AIA
Construction Delivery:	Annual Services/On-Call Contract
Estimated Cost:	\$200,000 Design Fee
Final Cost:	\$200,000 Design Fee
Construction Start Date:	TBD (Five-Year Plan)
Final Completion Date:	TBD (Five-Year Plan)
Project Owner:	City of Phoenix
Contact Person(s):	Joe Diaz, RLA, Principal Landscape Architect, 602-534-2161, joe.diaz@phoenix@phoenix.gov



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6. ADDITIONAL INFORMATION

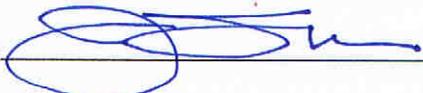
a. PROVIDE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY TO DESCRIBE YOUR FIRMS QUALIFICATIONS. (ATTACH ADDITIONAL SHEETS AS NEEDED.)

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:  Date: 12/16/15

Name: Jeffrey A. Swan, AIA Title: President