



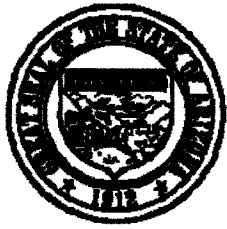
**Request for Qualifications**  
 Solicitation No.  
**ADSP017-00006796**  
 Description:  
**2017 Annual Professional Services List**

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

Part 4 of the Solicitation Documents:  
**Offer Forms**  
 (Attachments)  
 Date: January 24, 2017

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Attachment 1  
**Offer and Acceptance Form**

**SUBMISSION OF OFFER:** Undersigned hereby offers and agrees to provide qualifications for **2017 Annual Professional Services List** in compliance with the Solicitation indicated above and our Offer indicated by the latest dated version below:

Initial Offer:	1.	02/17/17	J.S.
	date		initial

**Swan Architects, Inc.**

Offeror company name

---

833 N. 5th Avenue

Address

---


Phoenix, AZ 85003

City | State | ZIP

---

86-1021806

Federal tax identifier (EIN or SSN)



J.S.

---

Signature of person authorized to sign Offer

Initials

---

Jeffrey A. Swan, AIA, President

Printed name and title

---

Jeffrey Swan, President

Contact name and title

---

swanarchitects@aol.com      602-264-3083


Contact Email Address      Contact phone number

**CERTIFICATION:** By signature in the above, Offeror certifies that it:

- will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465;
- has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
- complies with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance; and
- is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.

**ACCEPTANCE OF OFFER:** State hereby accepts the initial Offer, Revised Offer, or Best and Final Offer identified by number **ADSP017-00006796** at the top of this form, and which was dated 02/17/17 (the Accepted Offer). Offeror is now bound (as Contractor) to carry out the Work under the attached Contract, of which the Accepted Offer forms a part. Contractor is cautioned not to commence any billable work or to provide any material or perform any service under the Contract until Contractor receives the applicable Order or written notice to proceed from Procurement Officer.

State's Contract No. is: **ADSP017-00006796**      The effective date of the Contract is: 04/03/17-01/30/18      Contract awarded 04/03/17

  
Procurement Officer signature

Gina DeCotiis  
Procurement Officer printed name

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



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Attachment 2-A  
**Experience and Capacity**

STATE MAY DETERMINE YOUR SUBMITTAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

**DEFINITIONS**

Architect Services, Engineer Services, Land Surveying Services, Assayer Services, Geologist Services and Landscape Architect Services: Those professional services within the scope of the practice of those services as provided in A.R.S § 32-101.

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** Defined in A.R.S § 32-101(B.13.).

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

**1.0 Five (5) Example Projects**

List no more than five (5) Example Projects Which Best Illustrate Firms Qualification for this contract in the chart provided below. Select project where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this qualifications list contract.

- a. Title and Locations of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
- b. Enter the year completed of the professional services (such as planning, engineering study, or design), and/or the year completed if construction. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block f).
- c. Project Owner or user, such as a government agency or installation, an institution, a corporation or private individual.
- d. Provide the original budget or not to exceed dollar amount for the project.
- e. Provide the Total Cost of the Project. If any of the professional services or construction projects is not complete, indicate the percentage complete and whether this project will be on budget, over or under budget.
- f. Brief Description: Indicate scope, size, and length of project, principle elements and special features of the project. Discuss the relevance of the example project to this contract.



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Title and Location of Project	Design Completion Year	Construction Completion Year	Project Owner	Project Original Budget (or not to exceed amount)	Total Cost of the Project	Brief Description of Project
WPA Building Assessment, Arizona State Fairgrounds, Phoenix	2016		City of Phoenix/State of Arizona	20k	20k	The project included assessing existing conditions, recommending rehabilitation measures, analyzing appropriate adaptive uses, identifying code deficiencies, and determining probable rehabilitation/renovation costs. The 12,000 s.f. WPA (Works Progress Administration) building was constructed in 1938 as part of the New Deal.
Chambers Building Renovation, Phoenix	2016	2017	Maricopa County	4m	4m	This project consists of the rehabilitation/ restoration of the four-story structure in downtown Phoenix. Constructed in 1923 the Spanish Colonial Revival style Chambers Transfer & Storage Co. building was listed on the National Register of Historic Places in 1985. Exterior rehabilitation/ restoration measures included the replication of wood storefront, brick repointing, stucco parge rehabilitation, restoration of cast concrete ornaments, and cleaning exterior surfaces. Interior renovation included the complete redesign of 60,000 s.f. for use by the Maricopa County Office of Enterprise Technology. Professional services also included evaluating the building's existing conditions, identifying code deficiencies, programming project requirements, cost estimating, and construction administration.



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Rehabilitation of the 1891 Pinal Courthouse, Florence	2013	2014	Pinal County	5.5m	5.5m	<p>           This project consisted of the 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 plumbing, HVAC, electrical, special systems, fire sprinkler, security systems, design of a new elevator, reinforcing floors to increase load-carrying 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.         </p>
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Rehabilitation of the Old Maricopa County Courthouse, Phoenix	2011	2012	Maricopa County	10m	10m	Rehabilitation of the Old Maricopa County Courthouse, Phoenix. This project consists of the exterior rehabilitation/restoration of the 7-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.
South Mountain Park Design Guidelines, Phoenix	2015	2016	City of Phoenix	200k	200k	South Mountain Park Design Guidelines Manual. 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



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						<b>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 used of South Mountain Park.</b>
--	--	--	--	--	--	--



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Attachment 2-A  
**Experience and Capacity**

STATE MAY DETERMINE YOUR SUBMITTAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

**2.0 EMPLOYEES BY DISCIPLINE**

<b>Aeronautical Engineer</b>	<b>Electrical Engineer</b>	<b>Mechanical Engineer</b>
<b>Agricultural Engineer</b>	<b>Environmental Engineer</b>	<b>Metallurgical Engineer</b>
<b>Archeologist</b>	<b>Environmental Scientist</b>	<b>Mining Engineer</b>
<b>Architect</b>	<b>Fire Protection Engineer</b>	<b>Nuclear Engineer</b>
<b>Architectural Engineering</b>	<b>Geodetic Surveyor</b>	<b>Petroleum Engineer</b>
<b>Biologist</b>	<b>Geographic Information System Specialist</b>	<b>Photogrammetrist</b>
<b>CADD Technician</b>	<b>Geological Engineer</b>	<b>Project Manager</b>
<b>Chemical Engineer</b>	<b>Geologist</b>	<b>Sanitary Engineer</b>
<b>Civil Engineer</b>	<b>Hydrographic Surveyor</b>	<b>Soils Engineer</b>
<b>Construction Manager</b>	<b>Hydraulic Engineer</b>	<b>Structural Engineer</b>
<b>Construction Inspector</b>	<b>Hydrologist</b>	<b>Technician/Analyst</b>
<b>Control Systems Engineer</b>	<b>Industrial Engineer</b>	<b>Transportation Engineer</b>
<b>Cost Engineer/Estimator</b>	<b>Landscape Architect</b>	<b>Water Resources Engineer</b>

Enter requested information in the chart provided below:

- a. Select disciplines from the List of Disciplines. For employees that do not qualify for any of the disciplines, select "Other".
- b. Each person can be counted only twice; once for his/her primary function and once for his/her secondary function. Primary and secondary functions should be indicated by including a "P" or an "S" in column b after the Description Title is given.
- c-d. If the form is completed for a firm (including all branch offices), enter the number of employees by disciplines in column c. If the form is completed for a branch office, enter the number of employees by discipline in column d and for the firm in column c.





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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>		5	



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### 3.0 FIRMS EXPERIENCE AND REVENUE

- a. Firm shall complete the Excel spreadsheet titled **“Project Experience Number of Projects and Revenue”** and upload Excel sheet using same title with firm’s offer in ProcureAZ.

### 4.0 FIRMS SERVICES

- a. Firm shall complete the Excel spreadsheet titled **“2017 Professional Services List of Firms Services”** and upload Excel sheet using same title with firm’s offer in ProcureAZ.



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**EXPERIENCE REFERENCES:**

FOR EACH PROPOSED PRIME FIRM, LIST THE LAST THREE (3) CLIENT REFERENCES OF PROJECTS. REFERENCES MAY BE CONTACTED BY ANY ELIGIBLE AGENCY.

<b>1</b>	<b>Client Company/Address</b>	<b>Contact</b>	<b>Begin Date</b>	<b>End Date</b>
	<b>City of Phoenix, 201 W. Washington St.</b>	<b>Michelle Dodds, AICP</b>	<b>2016</b>	<b>Current</b>
	<b>Phone Number</b>	<b>Email Address</b>		
	<b>602-262-7468</b>	<b>Michelle.dodds@phoenix.gov</b>		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. <b>WPA Building Conditions Assessment, Arizona State Fairgrounds, 20k/20k, Annual Services Contract</b>				
Services performed similar to those described in Solicitation <b>Assessed existing conditions, recommended rehabilitation/renovation measures, identified code deficiencies, and determined probable costs.</b>				
<b>2</b>	<b>Client Company/Address</b>	<b>Contact</b>	<b>Begin Date</b>	<b>End Date</b>
	<b>Maricopa County FMD, 401 W. Jefferson St.</b>	<b>Donald Bump</b>	<b>2015</b>	<b>Current</b>
	<b>Phone Number</b>	<b>Email Address</b>		
	<b>602-372-0330</b>	<b>DonaldBump@mail.maricopa.gov</b>		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. <b>Chambers Building Renovation, 301 S. 4th Avenue, Phoenix, 130k/150k, 4m, Annual Services Contract</b>				
Services performed similar to those described in Solicitation <b>Interior and exterior rehabilitation/renovation of a 4-story, historic office building.</b>				
<b>3</b>	<b>Client Company/Address</b>	<b>Contact</b>	<b>Begin Date</b>	<b>End Date</b>
	<b>City of Phoenix, 201 W. Washington St.</b>	<b>Joe Diaz, RLA</b>	<b>2015</b>	<b>Current</b>
	<b>Phone Number</b>	<b>Email Address</b>		
	<b>602-534-2161</b>	<b>joe.diaz@phoenix.gov</b>		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. <b>South Mountain Park Master Plan and Rehabilitation, 160k/160k, design of Phase 1 recently awarded to Swan, Annual Services Contract.</b>				



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Services performed similar to those described in Solicitation

**Assessed conditions of existing park facilities and amenities, recommended rehabilitation/renovation measures, identified code deficiencies, and determined probable improvement costs. The recommendations have been divided into a 5-year-phased project. Swan was recently awarded Phase 1 Design.**

End of Attachment 2-A



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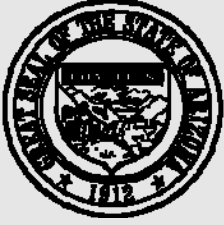
Attachment 2-B  
**Organization Profile**

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

**ORGANIZATION PROFILE**

<b>Firm Name</b>	Swan Architects, Inc.		<b>Year established</b>	2000
<b>Principal address (street, city, state)</b>	833 N. 5th Avenue, Phoenix, AZ 85003			
<b>Entity type:</b>	S Corporation	<b>Structure:</b>	NA	
<b>Branch or Division:</b>	NA	<b>Parent:</b>	NA	
<b>Years the organization has conducted business in Arizona.</b>				17
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
1.	Jeff Swan	President	602-264-3083	jeff@swanarchitects.com
2.	x	x	x	x
3.	x	x	x	x
Firm Professional Licenses/Certifications				
	Description	Issuer	Number	Expiration
1.	Architect	State of Arizona	26579	2019
2.				
3.				

**End of Attachment 2-B**



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Attachment 3-A  
**Method Proposal**  
(Method of Approach)

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**RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST**

**End of Attachment 3-A**



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Attachment 3-B  
**Key Personnel Proposal**

Answer all questions thoroughly in the spaces provided. **Complete this form in full for each one of the key personnel who will participate in this contract.** Insert or attach a separate resume if desired, but any attached resumes are supplemental to this form and **do not substitute resumes for this form.** Offeror shall list any resume filename within the Key Personnel Form resume section and Attach as titled in ProcureAZ with offer. Resumes shall not be listed in Attachment 3-B as Supplements.

<b>1</b>	<b>Name:</b>	<b>Jeffrey A. Swan, AIA</b>	How long with company?	<b>17 years</b>
	Current position in company:	<b>Project Architect/Manager</b>	How long in position?	<b>28 years</b>
	Position for the Services:	<b>Project Architect</b>	How much of time will be dedicated to the Services?	<b>100%</b>
	What primary functions will be assigned?	<b>Jeff Swan will serve as the project manager/architect. He will be intimately familiar with all aspects of the projects and will be authorized to respond to issues during entire course of contract.</b>		
	Describe person's experience in performing services like those that are to be assigned:	<b>Mr. Swan has practiced architecture in Arizona for more than 28 years. Jeff is knowledgeable of current and outdated building materials and construction techniques and has devoted much of his career to the renovation, rehabilitation, and adaptive reuse of outdated and/or historic 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 <i>Code of Federal Regulations, 36 CFR Part 61</i>. Mr. Swan has completed a number of building rehabilitation projects, many of which involved properties listed on the National Register of Historic Places.</b>		



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List person's job-related  
training and education:

- Jeff is an imaginative designer and space planner and has more than 28 years of job-related training.
- Bachelor of Science in Architecture and Urban Planning - University of Wisconsin-Milwaukee.
- Specialized training in Accessible Design Guidelines.

**Resume:** [Swan - Attachment - Resume](#)





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<b>2</b>	<b>Name:</b>	<input checked="" type="checkbox"/>	How long with company?	<input checked="" type="checkbox"/> <b>x years</b>
	Current position in company:	<input checked="" type="checkbox"/>	How long in position?	<input checked="" type="checkbox"/> <b>x years</b>
	Position for the Services:	<input checked="" type="checkbox"/>	How much of time will be dedicated to the Services?	<input checked="" type="checkbox"/> <b>x %</b>
	What primary functions will be assigned?	<input checked="" type="checkbox"/>		
	Describe person's experience in performing services like those that are to be assigned:	<input checked="" type="checkbox"/>		
	List person's job-related training and education:	<input checked="" type="checkbox"/>		
	<b>Resume:</b>	<input checked="" type="checkbox"/> <b>List filename</b>		



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<b>3</b>	<b>Name:</b>	<input checked="" type="checkbox"/>	How long with company?	<input type="text" value="x years"/>
	Current position in company:	<input checked="" type="checkbox"/>	How long in position?	<input type="text" value="x years"/>
	Position for the Services:	<input checked="" type="checkbox"/>	How much of time will be dedicated to the Services?	<input type="text" value="x %"/>
	What primary functions will be assigned?	<input checked="" type="checkbox"/>		
	Describe person's experience in performing services like those that are to be assigned:	<input checked="" type="checkbox"/>		
	List person's job-related training and education:	<input checked="" type="checkbox"/>		
	<b>Resume:</b>	<input type="text" value="List filename"/>		



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<b>4</b>	<b>Name:</b>	<input checked="" type="checkbox"/>	How long with company?	<input type="checkbox"/> <b>x years</b>
	Current position in company:	<input checked="" type="checkbox"/>	Current position in company:	<input checked="" type="checkbox"/>
	Position for the Services:	<input checked="" type="checkbox"/>	Position for the Services:	<input checked="" type="checkbox"/>
	What primary functions will be assigned?	<input checked="" type="checkbox"/>		
	Describe person's experience in performing services like those that are to be assigned:	<input checked="" type="checkbox"/>		
	List person's job-related training and education:	<input checked="" type="checkbox"/>		
	<b>Resume:</b>	<input type="checkbox"/> <b>List filename</b>		



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<b>5</b>	<b>Name:</b>	<input checked="" type="checkbox"/>	How long with company?	<input type="checkbox"/> <b>x years</b>
	Current position in company:	<input checked="" type="checkbox"/>	Current position in company:	<input checked="" type="checkbox"/>
	Position for the Services:	<input checked="" type="checkbox"/>	Position for the Services:	<input checked="" type="checkbox"/>
	What primary functions will be assigned?	<input checked="" type="checkbox"/>		
	Describe person's experience in performing services like those that are to be assigned:	<input checked="" type="checkbox"/>		
	List person's job-related training and education:	<input checked="" type="checkbox"/>		
	<b>Resume:</b>	<input type="checkbox"/> <b>List filename</b>		



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<b>6</b>	<b>Name:</b>	<input checked="" type="checkbox"/>	How long with company?	<input type="checkbox"/> <b>x years</b>
	Current position in company:	<input checked="" type="checkbox"/>	Current position in company:	<input checked="" type="checkbox"/>
	Position for the Services:	<input checked="" type="checkbox"/>	Position for the Services:	<input checked="" type="checkbox"/>
	What primary functions will be assigned?	<input checked="" type="checkbox"/>		
	Describe person's experience in performing services like those that are to be assigned:	<input checked="" type="checkbox"/>		
	List person's job-related training and education:	<input checked="" type="checkbox"/>		
	<b>Resume:</b>	<input type="checkbox"/> <b>List filename</b>		



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<b>7</b>	<b>Name:</b>	<input checked="" type="checkbox"/>	How long with company?	<input type="checkbox"/> <b>x years</b>
	Current position in company:	<input checked="" type="checkbox"/>	Current position in company:	<input checked="" type="checkbox"/>
	Position for the Services:	<input checked="" type="checkbox"/>	Position for the Services:	<input checked="" type="checkbox"/>
	What primary functions will be assigned?	<input checked="" type="checkbox"/>		
	Describe person's experience in performing services like those that are to be assigned:	<input checked="" type="checkbox"/>		
	List person's job-related training and education:	<input checked="" type="checkbox"/>		
	<b>Resume:</b>	<input type="checkbox"/> <b>List filename</b>		



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<b>8</b>	<b>Name:</b>	<input checked="" type="checkbox"/>	How long with company?	<input type="checkbox"/> <b>x years</b>
	Current position in company:	<input checked="" type="checkbox"/>	Current position in company:	<input checked="" type="checkbox"/>
	Position for the Services:	<input checked="" type="checkbox"/>	Position for the Services:	<input checked="" type="checkbox"/>
	What primary functions will be assigned?	<input checked="" type="checkbox"/>		
	Describe person's experience in performing services like those that are to be assigned:	<input checked="" type="checkbox"/>		
	List person's job-related training and education:	<input checked="" type="checkbox"/>		
	<b>Resume:</b>	<input type="checkbox"/> <b>List filename</b>		



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**ATTACHMENT 3-B SUPPLEMENTS:**

(For submission of additional Key Personnel qualifications beyond the number of forms provided in the Offer Documents: Offeror shall copy the Key Personnel Form in its entirety and complete in a separate Word Document for submission with the offer, and list file name below or type "None" on first line if not applicable. Offeror shall title Supplement(s) with the same title as named herein and upload with offer.).

	Title	Document Date	No. of pages	Purpose in Offer
1.	Enter or delete row if not needed	x	x	
1.	Enter or delete row if not needed			
2.	Enter or delete row if not needed			
3.	Enter or delete row if not needed			
4.	Enter or delete row if not needed			
5.	Enter or delete row if not needed			
6.	Enter or delete row if not needed			

**End of Attachment 3-B**





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Attachment 3-C  
**Proposed Subcontractors**

**RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST**

Check "NO" if you WILL NOT subcontract any portion of the Work and will therefore be carrying out all of the Work with your own personnel.

NO, the Offeror will not subcontract any portion of the Work.

If you WILL subcontract any portion of the Work, check "YES" below and list name of persons or companies you propose to use as subconsultants.

1. Fill in the information in the chart below for every proposed subcontractor – indicate the role and services work the subconsultant may provide in performing any of the services as outlined in the Requirements Document in the solicitation.
2. Offeror shall complete an Attachment 3-B Key Personnel Form in its entirety for each proposed subcontractor and submit with offer. The term "Subconsultant" shall be annotated in parenthesis after each subcontractor key personnel name typed in the "Name" section of the 3-B form.
3. State may demand additional information about proposed subcontractors as a precondition of award.

YES, the Offeror will use the Subcontractors listed below:

	Subcontractor Key Personnel Name; Subcontractor Firm Name and Contact Information	List Proposed Subcontractor Role(s) and Services	Capacity % Dedicated to Perform the Proposed Role/Service For Any Project Under This Contract
1.	Name		
2.	Name		
3.	Name		
4.	Name		
5.	Name		
6.	Name		
7.	Name		
8.	Name		
9.	Name		
10.	Name		



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**ATTACHMENT 3-C SUPPLEMENTS:**

(Offeror to insert as required and list here or type "None" on first line. Offeror shall title any Supplement(s) with the same title as named herein and upload with offer.)

	Title	Document Date	No. of pages	Purpose in Offer
1.	Enter or type "None for Sub #1"	x	x	x
2.	Enter or type "None for Sub #2"	x	x	x
3.	Enter or type "None for Sub #3"	x	x	x
4.	Enter or type "None for Sub #4"	x	x	x
5.	Enter or type "None for Sub #5"	x	x	x
6.	Enter or type "None for Sub #6"	x	x	x
7.	Enter or type "None for Sub #7"	x	x	x
8.	Enter or type "None for Sub #8"	x	x	x
9.	Enter or type "None for Sub #9"	x	x	x
10.	Enter or type "None for Sub #10"	x	x	x

**End of Attachment 3-C**



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Attachment 3-D  
Performance Guarantee

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**RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST**

**End of Attachment 3-D**



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**Attachment 3-E**  
**Israel Boycott Form**

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recently legislation has been enacted to prohibit the state from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01. This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination of compliance.

As defined by A.R.S. §35-393.01:


1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
  - (a) in compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
  - (b) in a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
  - (a) together with other investors that are not subject to this section.
  - (b) that are held in an index fund.
5. "Public entity" means this State, a political subdivision of this STATE or an agency, board, commission or department of this state or a political subdivision of this state.
6. "Public fund" means the state treasurer or a retirement system.
7. "Restricted companies" means companies that boycott Israel.
8. "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

**All offerors must select one of the following:**

- X My company does not participate in, and agrees not to participate in during the term of the contract a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- My company does participate in a boycott of Israel as defined by A.R.S. §35-393.01. :

By submitting this response, proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's action based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

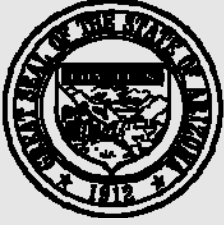
Swan Architects Inc.  
Company Name  
833 N 5th Ave  
Address  
Phoenix AZ 85003  
City State Zip

  
Signature of Person Authorized to Sign  
Jeffrey A Swan  
Printed Name  
President  
Title

**End of Attachment 3-E**

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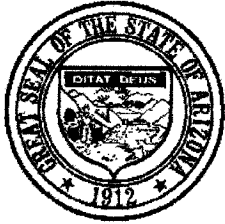
Arizona Department of  
Administration  
**State Procurement Office**  
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Attachment 4  
Pricing Sheet

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**RESERVED FOR AWARDED DESIGN PROFESSIONAL SERVICE ORDER CONTRACT**

**End of Attachment 4**



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Attachment 5-A  
**Confidential Information Designation**

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that are proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (copy attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

Complete this form return it with your Offer along with the appropriate supporting information to assist State in making its determination as to whether any of the materials submitted as part of your Offer should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

STATE WILL NOT CONSIDER ANY MATERIAL IN YOUR OFFER "CONFIDENTIAL" UNLESS DESIGNATED ON THIS FORM.

Check one of the following – if neither is checked, State will assume that as equivalent to "DOES NOT":

<input checked="" type="checkbox"/>	This response DOES NOT contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
<input type="checkbox"/>	This response DOES contain trade secret information because it contains information that: <ol style="list-style-type: none"> <li>1. Is a formula, pattern, compilation, program, device, method, technique or process, AND</li> <li>2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; AND</li> <li>3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.</li> </ol>

NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State may make its own determination on materials in accordance with A.A.C. R2-7-103.

If State agrees with Offeror's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, Offeror agrees that the entire Offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Offeror agrees to indemnify and hold State, its agents and employees, harmless from any claims or causes of action relating to State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by State in defending such an action.

**Swan Architects, Inc.**

Offeror Company Name

833 N. 5th Avenue

Address

  
 Signature of Authorized Person

Jeffry A. Swan, AIA,

Printed Name

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 Phoenix, AZ 85007

Phoenix, AZ 85003

President

City	State	Zip
------	-------	-----

Title
-------

**ATTACHMENT 5-A SUPPLEMENTS:**

(Offeror to insert as required and list here or type "None" on first line. Offeror shall title any Supplement(s) with the same title as named herein and upload with offer.)

	Title	Document Date	No. of pages	Purpose in Offer
1.	Enter or type "None"	None	x	x
2.	Enter or delete row if not needed			
3.	Enter or delete row if not needed			
4.	Enter or delete row if not needed			
5.	Enter or delete row if not needed			
6.	Enter or delete row if not needed			
7.	Enter or delete row if not needed			

**End of Attachment 5-A**



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*Copy of A.A.C. R2-7-103 [Confidential Information]  
as was current at time of Solicitation issuance*

PROVIDED FOR REFERENCE ONLY

- A. *If a person wants to assert that a person's offer, specification, or protest contains a trade secret or other proprietary information, a person shall include with the submission a statement supporting this assertion. A person shall clearly designate any trade secret and other proprietary information, using the term "confidential". Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.*
- B. *Until a final determination is made under subsection (C), an agency chief procurement officer shall not disclose information designated as confidential under subsection (A) except to those individuals deemed by an agency chief procurement officer to have a legitimate state interest.*
- C. *Upon receipt of a submission, an agency chief procurement officer shall make one of the following written determinations:*
- 1. The designated information is confidential and the agency chief procurement officer shall not disclose the information except to those individuals deemed by the agency chief procurement officer to have a legitimate state interest;*
  - 2. The designated information is not confidential; or*
  - 3. Additional information is required before a final confidentiality determination can be made.*
- D. *If an agency chief procurement officer determines that information submitted is not confidential, a person who made the submission shall be notified in writing. The notice shall include a time period for requesting a review of the determination by the state procurement administrator.*
- E. *An agency chief procurement officer may release information designated as confidential under subsection (A) if:*
- 1. A request for review is not received by the state procurement administrator within the time period specified in the notice; or*
  - 2. The state procurement administrator, after review, makes a written determination that the designated information is not confidential.*

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**Attachment 5-B**  
**Conformance Statements**

STATE WILL NOT CONSIDER ANY EXCEPTIONS UNLESS DESIGNATED ON THIS FORM.

READ THE INSTRUCTIONS TO OFFERORS BEFORE TAKING ANY EXCEPTIONS – TAKING EXCEPTIONS CAN BE  
GROUNDS FOR STATE REJECTING YOUR OFFER IN EVALUATION.

**CONFORMANCE TO THE INSTRUCTIONS:**  
(PART 1 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:



YES – Offeror acknowledges that it has read and understands the Solicitation Summary in Section 1-A of the Solicitation Documents and the Instructions to Offerors in Section 1-B of the Solicitation Documents and the and attests that its Offer complies with both.



NO – Offeror acknowledges that it has read and understands the Solicitation Summary in Section 1-A of the Solicitation Documents and the Instructions to Offerors in Section 1-B of the Solicitation Documents, and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 1**.

**CONFORMANCE TO THE TECHNICAL DOCUMENTS:**  
(PART 2 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:



YES – Offeror acknowledges that it has read and understands the Scope Document and the Pricing Document in Part 2 of the Solicitation Documents and attests that its Offer complies with both.



NO – Offeror acknowledges that it has read and understands the Scope Document and the Pricing Document in Part 2 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 2**.

**CONFORMANCE TO THE CONTRACT TERMS AND CONDITIONS:**  
(PART 3 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:



YES – Offeror acknowledges that it has read and understands the Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices, in Part 3 of the Solicitation Documents and attests that its Offer complies with both.

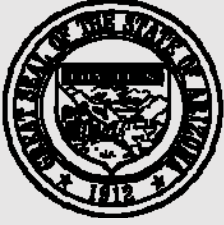


NO – Offeror acknowledges that it has read and understand the Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices in Part 3 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in

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Attachment 5-B Supplement 3.

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A v a i l a b l e o n l i n e a t : [Procure.AZ.gov](http://Procure.AZ.gov)



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ATTACHMENT 5-B Supplement No. 1:  
**Exceptions to Instructions**

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 1-A: Solicitation Details</b>		
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>Section 1-B: Instructions to Offerors</b>		
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>

Company Name

Signature of Person Authorized to Sign



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ATTACHMENT 5-B Supplement No. 2:  
**Exceptions to Technical and Commercial**

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 2-A: Scope of Work (Technical Document)</b>		
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>Section 2-B: Commercial Document</b>		
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>X</b>	<b>x</b>

Company Name

Signature of Person Authorized to Sign



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ATTACHMENT 5-B Supplement No. 3:  
**Exceptions to Contract Terms & Conditions**

Article/ Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 3-A: Special Terms &amp; Conditions</b>		
<b>X</b>	<b>X</b>	<b>X</b>
<b>X</b>	<b>X</b>	<b>X</b>
<b>X</b>	<b>X</b>	<b>X</b>
<b>X</b>	<b>X</b>	<b>X</b>
<b>X</b>	<b>X</b>	<b>X</b>

Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 3-B: Uniform Terms &amp; Conditions</b>		
<b>X</b>	<b>X</b>	<b>X</b>
<b>X</b>	<b>X</b>	<b>X</b>
<b>X</b>	<b>X</b>	<b>X</b>

Company Name

Signature of Person Authorized to Sign

**End of Attachment 5-B**



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Attachment 5-C  
**Insurance Evidence**

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**RESERVED FOR AWARDED DESIGN PROFESSIONAL UPON SERVICE REQUEST**

**End of Attachment 5-C**

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**Attachment 5-D  
Offer Checklist**

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT SUBMIT ALL ATTACHMENTS.

	DOCUMENT	SUBMITTED
1.	Attachment 1: Offer and Acceptance Form	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
2.	Attachment 2-A: Experience and Capacity	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
3.	Attachment 2-A: References	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
4.	Attachment 2-B: Organization Profile	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
5.	Attachment 3-A: Method Proposal – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>no</b>
6.	Attachment 3-B: Key Personnel Proposal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
7.	Attachment 3-C: Proposed Subcontractors – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>no</b>
8.	Attachment 3-D: Performance Guarantee – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>no</b>
9.	Attachment 3-E: Israel Boycott Form	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
10.	Attachment 4: Pricing Sheet – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES, <input checked="" type="checkbox"/> <b>no</b>
11.	Attachment 5-A: Confidential Information Designation	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
12.	Attachment 5-B: Conformance Statements	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
13.	Attachment 5-C: Insurance Evidence – <b>RESERVED FOR AWARD</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>no</b>
14.	Attachment 5-D: Offer Checklist	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
15.	Excel File: Project Experience Number of Projects and Revenue	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
16.	Excel File: 2017 Professional Services List of Firms Services	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no

**End of Attachment 5-D**

**End of Part 4**

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FIRMS NAME (INSERT NAME):

TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS) COMPLETED IN LAST THREE YEARS	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only
Acoustics, Noise Abatement			
Activity Centers	2	3	
Aerial Photography; Airborne Data and Imagery Collection and Analysis			
Agricultural Development; Grain Storage; Farm Mechanization			
Air Pollution Control			
Airports; Navaids; Airport Lighting; Aircraft Fueling			
Airports; Terminals and Hangars; Freight Handling	1	1	
Animal Facilities			
Anti-Terrorism/Force Protection			
Area Master Planning			
Auditoriums and Theaters			
Automation; Controls; Instrumentation			
Barracks; Dormitories			
Bridge Design: Bridges			
Cartography			
Cemeteries (Planning and Relocation)			
Chemical Processing and Storage			
Child Care/Development Facilities	2	1	2
Codes; Standards; Ordinances			
Cold Storage; Refrigeration and Fast Freeze			
Commercial Building (Low Rise); Shopping Centers			
Communications Systems; TV; Microwave			
Community Facilities	2	2	



Computer Facilities			
Conservation and Resource Management			
Construction Management	1	2	
Construction Materials Testing			
Construction Surveying			
Controls and Electronics Engineer			
Corrosion Control; Cathodic Protection Electrolysis			
Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting			
Cryogenic Facilities			
Dams ( <i>Concrete; Arch</i> )			
Dams ( <i>Earth; Rock</i> ); Dikes; Levees			
Desalinization ( <i>Process and Facilities</i> )			
Design & Planning Structured Parking Facilities			
Design-Build - Preparation of Requests for Proposals			
Detention Security Systems			
Digital Elevation and Terrain Model Development			
Digital Orthophotography			
Dining Halls; Clubs; Restaurants	1	2	
Disability / Special Needs	1	1	
Dredging Studies and Design			
Ecological and Archeological Investigations			
Educational Facilities; Classrooms	2	2	
Electrical Studies and Design			
Electronics			
Elevators; Escalators; People-Movers	1	1	
Energy / Water Auditing Savings			
Energy Conservation; New Energy Sources			
Environmental Impact Studies, Assessments or Statements			
Fallout Shelters; Blast-Resistant Design			
Fire Protection			
Fisheries; Fish Ladders			
Forensic Engineering			
Garages; Vehicles Maintenance Facilities; Parking			
Gas Systems ( <i>Propane; Natural, Etc.</i> )			
Geodetic Surveying: Ground and Airborne			
Heating; Ventilating; Air Conditioning			
Highways; Streets; Airfield Paving; Parking Lots			
Historical Preservation	4	3	
Hospital and Medical Facilities			
Hotels; Motels			

<b>Housing (Residential, Multi-Family; Apartments; Condominiums)</b>	1	1	
<b>Hydraulics and Pneumatics</b>			
<b>Hydrographic Surveying</b>			
<b>Industrial Buildings; Manufacturing Plants</b>	1	1	
<b>Industrial Processes; Quality Control</b>			
<b>Industrial Waste Treatment</b>			
<b>Intelligent Transportation Systems</b>			
<b>Infrastructure</b>			
<b>Irrigation; Drainage</b>			
<b>Judicial and Courtroom Facilities</b>	1	2	
<b>Laboratories; Medical Research Facilities</b>			
<b>Labs - General</b>			
<b>Labs – Research – Dry</b>			
<b>Labs – Research – Wet</b>			

ience Number of Projects and Revenue  
 onal Services Qualifications List

Swan Architects, Inc.

TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS (ALL FIRM LOCATIONS) COMPLETED IN LAST THREE YEARS	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only
Land Surveying			
Landscape Architecture			
LEED Accredited A/E			
LEED Independent 3rd Party Building Commissioning			
Libraries; Museums; Galleries	2	2	
Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )			
Lighting ( <i>Interior; Display; Theater, Etc.</i> )			
Lighting ( <i>Cave; Cavern</i> )			
Mapping Location/Addressing Systems			
Materials Handling Systems; Conveyors; Sorters			
Materials Testing			
Measurement / Verification / Conservation Water Consumption			
Medical Related			
Metallurgy			
Mining and Mineralogy			
Modular Systems Design; Pre-Fabricated Structures or Components			
Mold Investigation			
Museums			
Nuclear Facilities; Nuclear Shielding			
Office Buildings; Industrial Parks	3	3	
Outdoor Recreation	3	3	
Petroleum and Fuel ( <i>Storage and Distribution</i> )			
Phase I Environmental			

Photogrammetry			
Pipelines ( <i>Cross-Country - Liquid and Gas</i> )			
Plumbing and Piping Design			
Pneumatic Structures, Air-Support Buildings			
Power Generation, Transmission, Distribution			
Prisons and Correctional Facilities			
Product, Machine Equipment Design			
Public Safety Facilities			
Radar; Sonar; Radio and Radar Telescopes			
Radio Frequency Systems and Shieldings			
Railroad; Rapid Transit			
Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )	3	2	
Refrigeration Plants/Systems			
Rehabilitation ( <i>Buildings; Structures; Facilities</i> )	4	3	
Research Facilities			
Resources Recovery; Recycling			
Rivers; Canals; Waterways; Flood Control			
Roof Infrared Imaging to Identify Water Leaks			
Roofing	2	1	
Safety Engineering; Accident Studies; OSHA Studies			
Security Systems; Intruder and Smoke Detection			
Seismic Designs and Studies			
Sewage Collection, Treatment and Disposal			
Soils and Geologic Studies; Foundations			
Solar Energy Utilization			
Solid Wastes; Incineration; Landfill			
Special Environments; Clean Rooms, Etc.			
Specifications Writing	4	2	
Storm Water Handling and Facilities			
Structural Design; Special Structures			
Surveying; Platting; Mapping; Flood Plain Studies			
Sustainable Design			
Swimming Pools			
Testing and Inspection Services			
Topographic Surveying and Mapping			
Towers (Self-Supporting and Guyed Systems)			
Toxicology			
Traffic and Transportation Engineering			
Traffic Studies			
Transportation			

<b>Tunnels and Subways</b>			
<b>Urban Renewals; Community Development</b>			
<b>Utilities (Gas and Steam)</b>			
<b>Value Analysis; Life-Cycle Costing</b>			
<b>Warehouse and Depots</b>	3	2	
<b>Waste Water Treatment Facility</b>			
<b>Water Resources; Hydrology; Ground Water</b>			
<b>Water Supply; Treatment and Distribution</b>			
<b>Water Well Rehabilitation; Water Well Work</b>			
<b>Wind Tunnels; Research/Testing Facilities Design</b>			
<b>Zoning; Land Use Studies</b>			

<b>Professional Services</b>	<b><u>Revenue</u></b>
<b>Index Number</b>	

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,00
4. \$500,000 to less than \$1 Million
5. \$1 Million to less than \$2 Million
6. \$2 Million to less than \$5 Million
7. \$5 Million to less than \$10 Million
8. \$10 Million to less than \$25 Million
9. \$25 Million to less than \$50 Million
10. \$50 Million or greater

**Jeffry A. Swan, AIA**

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

**EXPERIENCE: 28 YEARS****PROFILE:**

Mr. Swan has practiced architecture in Arizona for more than 28 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, and Pinal County.**

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

- South Mountain Park Master Plan, Phoenix
- Lindo Park Recreation Center, Phoenix
- Renovation of the 1925 Chambers Building, 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
- Encanto Park Restroom and ADA Improvements, Phoenix
- Cortez Park Improvements, Phoenix