



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: February 7, 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.	2/15/2017	ARC	
	date		initial	

TeamConverse LLC

Offeror company name	Signature of person authorized to sign Offer	Initials
4666 E. Donato Dr.	<i>x Allan R Converse</i>	ARC
Address	Printed name and title	
Gilbert, AZ 85298	Allan R. Converse, Principal	
City State ZIP	Contact name and title	
13-4299252	allan@teamconverse.net	480-634-1533
Federal tax identifier (EIN or SSN)	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 02/15/17 (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:** 04/03/17-01/31/18 **Contract awarded** 04/03/17

 Procurement Officer signature	Gina DeCotiis Procurement Officer printed name
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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.

Structure: How a business is organized to accomplish its objectives (ie, Sole Proprietor, Limited Liability Company, Cooperative, Corporation, Partnership, S Corporation).

1.0 Five (5) Example Projects

List no more than five (5) **ARIZONA PROJECT** 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. (NOTE: The integrity of the chart table columns shall remain unchanged, however the rows for each project may be expanded by the Offeror to accommodate the information).

- 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
Silverbell Nitrate Removal Water Treatment, Marana	2016	2017	DEMA	\$2.0	\$2.0	Nitrate Removal Water Treatment Plant, Building Utilities and Appurtenances
San Carlos Medical Center Peridot	2013	2015	SAN CARLOS APACHE TRIBE	\$1.5M	\$1.5M	Hospital and clinics with housing for staff, general civil engineering and water and wastewater systems
SanTan Crossing Office Condos Chandler	2013	2017	PARAGON	\$14M	\$14M	Grading and drainage, roadways and parking, landscape, utilities
Neill Flats Road and Drainage Camp Navajo	2015	2016	DEMA	\$50K	\$50K	Grading and drainage, roadway modifications
Silverbell Storm Water Drainage Marana	2015	2016	DEMA	\$50K	\$50K	Drainage channel and detention design, culvert and dry wells

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Attachment 2-A
Experience and Capacity

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2.0 EMPLOYEES BY DISCIPLINE

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

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. (NOTE: The Offeror may insert or delete rows in the existing Employees by Discipline chart table on page six (6 as necessary to complete the requirements for Question 2).



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EXAMPLE:

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees Firm	d. No. of Employees Branch
Example: Architect	P	138	50-Yuma Branch 50-Tempe Branch 38 – Phoenix Branch
Example: Architect	S	20	5-Yuma Branch 5-Tempe Branch 5 – Phoenix Branch 5- Tucson Branch

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees Firm	d. No. of Employees Branch
CIVIL ENGINEER	P	4	4 - GILBERT
SANITARY ENGINEER	S	1	1 - GILBERT
ENVIRONMENTAL ENGINEER	S	1	1- GILBERT
CONSTRUCTION MANAGER	P	1	1-GILBERT
CONSTRUCTION INSPECTOR	S	1	1- GILBERT
CADD TECHNICIAN	P	2	2 - GILBERT

Amendment I ADSP017-00006796 Project Experience Number of Projects and Revenue
 ADSP017-00006796 2017 Annual Professional Services Qualifications List

FIRMS NAME **TEAMCONVERSE LLC**

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	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				Land Surveying	8	1	1
Activity Centers				Landscape Architecture	4		1
Aerial Photography; Airborne Data and Imagery Collection and Analysis				LEED Accredited A/E	1		1
Agricultural Development; Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning	1		1
Air Pollution Control				Libraries; Museums; Galleries			
Airports; Navajids; Airport Lighting; Aircraft Fueling				Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)			
Airports; Terminals and Hangars; Freight Handling				Lighting (Interior; Display; Theater, Etc.)			
Animal Facilities				Lighting (Cave; Cavern)			
Anti-Terrorism/Force Protection				Mapping Location/Addressing Systems			
Area Master Planning				Materials Handling Systems; Conveyors; Sorters			
Auditoriums and Theaters				Materials Testing			
Automation; Controls; Instrumentation	1		1	Measurement / Verification / Conservation Water Consumption	3		1
Barracks; Dormitories				Medical Related			
Bridge Design; Bridges				Metallurgy			
Cartography				Mining and Mineralogy			
Cemeteries (Planning and Relocation)				Modular Systems Design; Pre-Fabricated Structures or Components	2		1
Chemical Processing and Storage				Mold Investigation			
Child Care/Development Facilities				Museums			
Codes; Standards; Ordinances	2		1	Nuclear Facilities; Nuclear Shielding			
Cold Storage; Refrigeration and Fast Freeze				Office Buildings; Industrial Parks	4		1
Commercial Building (Low Rise); Shopping Centers	3		1	Outdoor Recreation			
Communications Systems; TV; Microwave				Petroleum and Fuel (Storage and Distribution)			
Community Facilities	1			Phase I Environmental	6		1
Computer Facilities				Photogrammetry			
Conservation and Resource Management				Pipelines (Cross-Country - Liquid and Gas)	3	1	1
Construction Management	1	1	1	Plumbing and Piping Design	7	1	1
Construction Materials Testing				Pneumatic Structures, Air-Support Buildings			
Construction Surveying	5	1	1	Power Generation, Transmission, Distribution			
Controls and Electronics Engineer				Prisons and Correctional Facilities			
Corrosion Control; Cathodic Protection Electrolysis	2		1	Product, Machine Equipment Design			
Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	4	1	1	Public Safety Facilities			
Cryogenic Facilities				Radar; Sonar; Radio and Radar Telescopes			
Dams (Concrete; Arch)				Radio Frequency Systems and Shieldings			
Dams (Earth; Rock); Dikes; Levees				Railroad; Rapid Transit			
Desalination (Process and Facilities)				Recreation Facilities (Parks, Marinas, Etc.)			
Design & Planning Structured Parking Facilities				Refrigeration Plants/Systems			
Design-Build - Preparation of Requests for Proposals	2		1	Rehabilitation (Buildings; Structures; Facilities)			
Detention Security Systems				Research Facilities			
Digital Elevation and Terrain Model Development				Resources Recovery; Recycling			
Digital Orthophotography				Rivers; Canals; Waterways; Flood Control			
Dining Halls; Clubs; Restaurants	2		1	Roof Infrared Imaging to Identify Water Leaks			
Disability / Special Needs				Roofing			
Dredging Studies and Design				Safety Engineering; Accident Studies; OSHA Studies	1		1
Ecological and Archeological Investigations	1		1	Security Systems; Intruder and Smoke Detection			
Educational Facilities; Classrooms				Seismic Designs and Studies			
Electrical Studies and Design	5	1	1	Sewage Collection, Treatment and Disposal	4	1	1
Electronics				Soils and Geologic Studies; Foundations	1		1
Elevators; Escalators; People-Movers				Solar Energy Utilization	46		1
Energy / Water Auditing Savings	4		1	Solid Wastes; Incineration; Landfill			
Energy Conservation; New Energy Sources				Special Environments; Clean Rooms, Etc.			
Environmental Impact Studies, Assessments or Statements	1		1	Specifications Writing	6	1	1
Fallout Shelters; Blast-Resistant Design				Storm Water Handling and Facilities	5	1	1
Fire Protection				Structural Design; Special Structures	1		1
Fisheries; Fish Ladders				Surveying; Platting; Mapping; Flood Plain Studies	1		1
Forensic Engineering				Sustainable Design			
Garages; Vehicles Maintenance Facilities; Parking				Swimming Pools			
Gas Systems (Propane; Natural, Etc.)				Testing and Inspection Services			
Geodetic Surveying: Ground and Airborne				Topographic Surveying and Mapping	5		1
Heating; Ventilating; Air Conditioning				Towers (Self-Supporting and Guyed Systems)			
Highways; Streets; Airfield Paving; Parking Lots				Toxicology			
Historical Preservation	1		1	Traffic and Transportation Engineering			
Hospital and Medical Facilities				Traffic Studies			
Hotels; Motels	1		1	Transportation			
Housing (Residential, Multi-Family; Apartments; Condominiums)	6		1	Tunnels and Subways			
Hydraulics and Pneumatics				Urban Renewals; Community Development			
Hydrographic Surveying				Utilities (Gas and Steam)			
Industrial Buildings; Manufacturing Plants	2		1	Value Analysis; Life-Cycle Costing	2		1
Industrial Processes; Quality Control				Warehouse and Depots			
Industrial Waste Treatment	2		1	Waste Water Treatment Facility	6	1	1
Intelligent Transportation Systems				Water Resources; Hydrology; Ground Water			
Infrastructure	8	1	1	Water Supply; Treatment and Distribution	5	1	1
Irrigation; Drainage	5			Water Well Rehabilitation; Water Well Work	3	1	1
Judicial and Courtroom Facilities				Wind Tunnels; Research/Testing Facilities Design			
Laboratories; Medical Research Facilities				Zoning; Land Use Studies	1		1
Labs - General							
Labs - Research - Dry							
Labs - Research - Wet							

Professional Services	Revenue Index Number
	1. Less than \$100,000
	2. \$100,000 to less than \$250,000
	3. \$250,000 to less than \$500,000
	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



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EXPERIENCE REFERENCES:

THE PRIME FIRM SHALL LIST A TOTAL OF THREE (3) CLIENT REFERENCES FOR ANY PROJECTS COMPLETED IN THE LAST YEAR BY THE FIRM (OR A BRANCH LOCATION). REFERENCES MAY BE CONTACTED BY ANY ELIGIBLE AGENCY.

1	Client Company/Address	Contact	Begin Date	End Date
	Paragon Dev. 2241 E Pecos, Chandler AZ 85225	Bruce Dunn	5/2014	2/2017
	Phone Number 480-726-7575	Email Address bruce.dunn@paragonarizona.com		
	x	x		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. San Tan Crossing Office Condos, Chandler, AZ \$85,000			
	Services performed similar to those described in Solicitation Engineering, Construction Supervision			
2	Client Company/Address	Contact	Begin Date	End Date
	DEMA 5636 E. McDowell Rd Phx, AZ 85008	Richard Schwartz	6/2015	2/2017
	Phone Number 602-267-2519	Email Address Richard.schwartz@fmo.azdema.gov		
	x	x		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. Silverbell Water Treatment System \$86,000			
	Services performed similar to those described in Solicitation Engineering, SIOH			
3	Client Company/Address	Contact	Begin Date	End Date
	State Parks, 1220 S. St Francis Dr. Santa Fe, NM 87505	Ron Taylor PE	6/2016	2/2017
	Phone Number 505-476-3373	Email Address Ronj.taylor@state.nm.us		
	x	x		
	List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities. Bluewater State Park Wastewater Design			
	Services performed similar to those described in Solicitation			



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Design Engineering, OPC \$11,000

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

Firm Name	TeamConverse LLC		Year established	2004
Principal address (street, city, state)	4666 E. Donato Dr, Gilbert, AZ 85298			
Entity type:	Professional Engineering	Structure:	LIMITED LIABILITY CORPORATION	
Branch or Division:	Prime Firm	Parent:	TeamConverse LLC	
Years the organization has conducted business in Arizona.				x
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
1.	Allan Converse	Principal	480-634-1533	allan@teamconverse.net
2.	x	x	x	x
3.	x	x	x	x
Firm Professional Licenses/Certifications (INCLUDE COPY OF DOCUMENT IN OFFER)				
	Description	Issuer	Number	Expiration
1.	Arizona Board of Technical Registration	State of Arizona	16855-0	4/30/2017
2.	Arizona business license	State of Arizona	20994603	12/31/2016 renewal not received yet
3.				

End of Attachment 2-B



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Attachment 3-A
Method Proposal
(Method of Approach)

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.

1	Name:	Allan R. Converse	How long with company?	13 years
	Current position in company:	Principal – Project Manager	How long in position?	13 years
	Position for the Services:	Project Manager/Senior Consultant	How much of time will be dedicated to the Services?	x 100%
	What primary functions will be assigned?	Project Manager, process designer, CADD drafting, SIOH		
	Describe person's experience in performing services like those that are to be assigned:	40 years experience with over 400 water and wastewater and land development projects in Arizona		
	List person's job-related training and education:	Civil and Sanitary Engineering Studies University of Iowa 1971 USEPA MEDCAR Specialized Education in Water and Wastewater		



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Resume:	List filename
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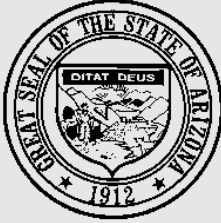
2	Name:	Jerry D. Morrow, PE	How long with company?	12 years
	Current position in company:	Senior Engineer	How long in position?	12 years
	Position for the Services:	Senior Designer	How much of time will be dedicated to the Services?	100
	What primary functions will be assigned?	Responsible Engineer for project design and supervision of project staff		
	Describe person's experience in performing services like those that are to be assigned:	Over \$750 million of water, wastewater, power, and land development projects in past 35 years		
	List person's job-related training and education:	Masters Degree Civil and Sanitary Engineer Registered Professional Engineer in multiple states		
	Resume:	List filename		



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3	Name:	Gary Spehar, PE	How long with company?	10 years
	Current position in company:	Project Engineer	How long in position?	10 years
	Position for the Services:	Designer/CADD Draftsman	How much of time will be dedicated to the Services?	100 %
	What primary functions will be assigned?	Design of process components, plan development and production		
	Describe person's experience in performing services like those that are to be assigned:	Over 30 years designing projects with process design responsibility		
	List person's job-related training and education:	Degree in Civil Engineering Registered Civil Engineer in multiple states		
	Resume:	List filename		



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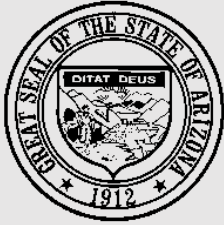
4	Name:	Mikel Castillo	How long with company?	13 years
	Current position in company:	Manager/Coordinator	Current position in company:	13
	Position for the Services:	Project Coordinator	How much of time will be dedicated to the Services::	13
	What primary functions will be assigned?	Assign project personnel, accountable for project costing and scheduling		
	Describe person's experience in performing services like those that are to be assigned:	32 years delivering project on time and within budget		
	List person's job-related training and education:	Computerized scheduling, costing and project management systems training		
	Resume:	List filename		



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5	Name:	Robert J. Youness, PE	How long with company?	12 years
	Current position in company:	Project Engineer	Current position in company:	12
	Position for the Services:	Designer/CADD	How much of time will be dedicated to the Services:	100%
	What primary functions will be assigned?	Project design, plan and specification preparation QA/QC		
	Describe person's experience in performing services like those that are to be assigned:	Over 35 years performing project design and plan preparation		
	List person's job-related training and education:	Degree in Civil Engineering		
	Resume:	List filename		



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6	Name:		How long with company?	
	Current position in company:		Current position in company:	
	Position for the Services:		Position for the Services:	
	What primary functions will be assigned?	x		
	Describe person's experience in performing services like those that are to be assigned:	x		
	List person's job-related training and education:	x		
	Resume:	List filename		



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7	Name:	<input checked="" type="checkbox"/>	How long with company?	<input type="checkbox"/> <input checked="" type="checkbox"/> x years
	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"/>		
	Resume:	<input type="checkbox"/> <input checked="" type="checkbox"/> List filename		



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8	Name:	<input checked="" type="checkbox"/>	How long with company?	<input type="checkbox"/> <input checked="" type="checkbox"/> x years
	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"/>		
	Resume:	<input type="checkbox"/> <input checked="" type="checkbox"/> List filename		

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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	NONE	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			

(NOTE: The Offeror may insert additional rows as required).

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

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:

- 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.

TEAMCONVERSE LLC <hr/> Company Name	 <hr/> Signature of Person Authorized to Sign
4666 E. DONATO DR <hr/> Address	ALLAN R. CONVERSE <hr/> Printed Name
GILBERT AZ 85298 <hr/>	PRINCIPAL <hr/>

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City

State

Zip

Title

End of Attachment 3-E

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Attachment 4
Pricing Sheet

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"> 1. Is a formula, pattern, compilation, program, device, method, technique or process, AND 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 3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

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.

TEAMCONVERSE LLC

Offeror Company Name	Signature of Authorized Person
4666 E. DONATO DR	ALLAN R CONVERSE
Address	Printed Name

Allan R Converse

Signature of Authorized Person	Printed Name
ALLAN R CONVERSE	ALLAN R CONVERSE
Printed Name	Printed Name

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GILBERT AZ 85298

PRINCIPAL

City	State	Zip	Title
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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 CONTRACT TERMS AND CONDITIONS:
(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 [AIA Documents \(for state agencies only\), and Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices, 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 [AIA Documents \(for state agencies only\), and Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices](#) 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 TECHNICAL DOCUMENTS:
(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 [Requirements Document and the Compensation Document](#) in Part 3 of the Solicitation Documents and attests that its Offer complies with both.

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- NO – Offeror acknowledges that it has read and understands the [Requirements Document and the Compensation Document](#), in Part 3 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 3**.

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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
Section 1-A: Solicitation Summary		
x	NONE	x
x	x	x
x	x	x
Section 1-B: Instructions to Offerors		
x	NONE	x
x	x	x
x	x	x

TEAMCONVERSE LLC

Company Name



Signature of Person Authorized to Sign

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ATTACHMENT 5-B Supplement No. 2:
Exceptions to Contract Terms & Conditions

Article/ Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-A: Special Terms & Conditions		
x	NONE	x
x	x	x
x	x	x
x	x	x
x	x	x
Section 2-B: Uniform Terms & Conditions		
X	NONE	x
X	x	x
X	x	x
Section 2-C: AIA Documents with AZ Modifications		
x	NONE	x
x	x	x
x	x	x

TEAMCONVERSE LLC



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Company Name

Signature of Person Authorized to Sign

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Available online at: Procure.AZ.gov

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ATTACHMENT 5-B Supplement No. 3:
Exceptions to Technical and Commercial

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-A Scope of Work (Requirements Document)		
<input checked="" type="checkbox"/>	NONE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>
Section 2-B: Compensation Document		
<input checked="" type="checkbox"/>	NONE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	X	<input checked="" type="checkbox"/>

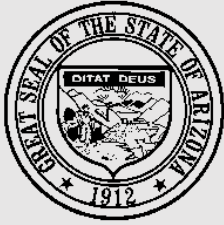
TEAMCONVERSE LLC

Company Name



Signature of Person Authorized to Sign

End of Attachment 5-B



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Attachment 5-C
Insurance Evidence

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

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16.	Excel File: 2017 Professional Services List of Firms Services	<input checked="" type="checkbox"/> X YES <input type="checkbox"/> no
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End of Attachment 5-D

End of Part 4