

	<h2>Offer and Acceptance</h2>	State of Arizona State Procurement Office 100 N. 15 th Ave. Suite 201 Phoenix, AZ 85007
	SOLICITATION NO.: ADSPO16-00005912 Request for Qualifications: 2016 Annual Professional Services List	
	Offeror: The H2 Group, LLC	OF 1

OFFER

TO THE STATE OF ARIZONA:

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

The H2 Group, LLC <small>Company Name</small>	 <small>Signature of Person Authorized to Sign Offer</small>
17470 North Pacesetter Way <small>Address</small>	Paul Hartley <small>Printed Name</small>
Scottsdale Arizona 85255 <small>City State Zip</small>	President <small>Title</small>
paul.hartley@h2group.net <small>Contact Email Address</small>	Phone: (O) 480-305-2048 (C) 602-885-1423
	Fax: N/A

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

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

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

This Contract shall henceforth be referred to as Contract No. ADSPO16-00005912

The effective date of the Contract is March 1, 2016

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

State of Arizona
 Awarded this 29 day of February 2016

 Procurement Officer



ATTACHMENT I – General Qualifications
ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912

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

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

1. Annual Request for Qualifications

a. FIRM (OR BRANCH OFFICE) NAME:	The H2 Group, LLC
b. FIRM (OR BRANCH OFFICE) STREET:	17470 North Pacesetter Way
c. FIRM (OR BRANCH OFFICE) CITY:	Scottsdale
d. FIRM (OR BRANCH OFFICE) STATE:	Arizona
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	85266

f. YEAR ESTABLISHED:	2005
----------------------	------

(g1). OWNERSHIP - TYPE:	Limited Liability Company
(g2) OWNERSHIP - SMALL BUSINESS STATUS:	Small Business

h. POINT OF CONTACT NAME AND TITLE:	Paul Hartley, President
i. POINT OF CONTACT TELEPHONE NUMBER:	602-885-1423
j. POINT OF CONTACT E-MAIL ADDRESS:	paul.hartley@h2group.net

k. NAME OF FIRM <i>(If block 1a is a branch office):</i>	
--	--



ATTACHMENT I – General Qualifications
ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912

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

4. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT *(Complete one Section #4 for each key person.)*

a. NAME Paul Hartley	b. ROLE IN THIS CONTRACT President	c. YEARS EXPERIENCE	
		1. TOTAL 35	2. WITH CURRENT FIRM 11
d. LOCATION <i>(City and State)</i> The H2 Group - Scottsdale, Arizona			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> AAS - Architecture BS - Business Administration		f. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Arizona – Architect	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> LEED AP Member – American Institute of Architects Member – Arizona Association of School Business Officials Member – Alliance for Construction Excellence Member – Project Management Institute Member – Construction Management Association of America Member – Design-Build Institute of America			

H. RELEVANT PROJECTS

1)	(1) TITLE AND LOCATION <i>(City and State)</i> 2010 WESD Bond Construction Program – Phoenix, Arizona Multi-year Bond Program for Washington Elementary School District	(2) Year Completed	
		Professional Services Project/Construction Mgmt.	Construction <i>(if applicable)</i> Ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Owner Representative for design and construction of \$65M bond program. Work is occurring at over 30 of the School District's facilities. Individual projects involve major renovations and additions, site improvements, roofing/lighting/HVAC replacements, and construction of a new elementary school (see separate project description below).		
2)	(1) TITLE AND LOCATION <i>(City and State)</i> 2010 WESD Bond Construction Program – Phoenix, Arizona New Lookout Mountain Elementary School	(2) Year Completed	
		Professional Services Project/Const. Mgmt. - 2013	Construction <i>(if applicable)</i> 2013
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Owner Rep for design and construction of new \$18M elementary school (part of relevant project #1-bond program). The new school is 94,000SF and includes administrative spaces, K-6 classrooms, specialty classrooms for art and music, gymnasium, and media center. Site improvements include ball fields, basketball courts, playgrounds, and staff/visitor parking areas. The project HVAC system utilizes a geothermal system.		
3)	(1) TITLE AND LOCATION <i>(City and State)</i> Regional Public Transportation Authority – Mesa, Arizona East Mesa Facility Security Upgrade	(2) Year Completed	
		Professional Services Project/Const. Mgmt. - 2011	Construction <i>(if applicable)</i> 2011
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Owner Rep for design and construction of security upgrades including perimeter fencing, card-access gates, guard kiosk building, and parking lot alterations. Project cost was \$360,000.		
4)	(1) TITLE AND LOCATION <i>(City and State)</i> 2003 PUHSD Bond Construction Program – Phoenix, Arizona Multi-year Bond Program for Phoenix Union High School District	(2) Year Completed	
		Professional Services Project/Const. Mgmt. 2005-09	Construction <i>(if applicable)</i> 2009

	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Owner Rep for design and construction of \$43.8M of \$205M bond program. Work occurred at six high schools and included new classroom, science lab, library, and PE buildings, science lab and kitchen renovations, and mechanical system upgrades.	<input checked="" type="checkbox"/> Check if project performed with current firm			
	(1) TITLE AND LOCATION <i>(City and State)</i> American Sports Center – Avondale, Arizona	(2) Year Completed <table border="1" data-bbox="980 254 1570 317"> <tr> <td data-bbox="980 254 1268 317"> Professional Services Plans Rev./Cost Est. - 2009 </td> <td data-bbox="1268 254 1570 317"> Construction <i>(if applicable)</i> N/A </td> </tr> </table>		Professional Services Plans Rev./Cost Est. - 2009	Construction <i>(if applicable)</i> N/A
Professional Services Plans Rev./Cost Est. - 2009	Construction <i>(if applicable)</i> N/A				
5)	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Completed construction document review and cost estimate verification for \$7.8M, 83,000SF building.	<input checked="" type="checkbox"/> Check if project performed with current firm			



ATTACHMENT I – General Qualifications

**ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912**

**STATE PROCUREMENT OFFICE
Department of Administration
100 North 15th Avenue, Suite 201
Phoenix, Arizona 85007**

NOTE: All of the following example projects have utilized at least two H2 Group team members working together to successfully complete the project.

5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present no more than five (5) projects. Complete one Section 5 for each project.)</i>		
a. TITLE AND LOCATION <i>(City and State)</i>	b. YEAR COMPLETED	
	Washington Elementary School District 2010 Bond Construction Program Over 200 individual projects located in Phoenix and Glendale, Arizona	PROFESSIONAL SERVICES Project/Construction Mgmt.
PROJECT OWNER'S INFORMATION		
c. PROJECT OWNER Washington Elementary School District	d. DOLLAR AMOUNT OF PROJECT \$65,000,000	e. TOTAL COST OF PROJECT Overall program is 55% complete; on budget

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

The Washington ESD project is an eight year bond program with more than 200 individual projects at all of the District's thirty-two schools. The scope of work in this bond program primarily consists of the following:

- Design and construction of a new K-6 elementary school to replace the existing Lookout Mountain Elementary School
- Ten large site improvement projects
- Numerous building addition and renovation projects
- Exterior lighting upgrades
- Window efficiency upgrades
- Substantial roofing replacement and repairs, HVAC replacement, and pavement surface repair

H2 Group is providing full planning, project, and construction management services as the School District's Owner Representative. Paul Hartley is the Principal-in-Charge and lead Project Manager for all design and construction management work on the program including master scheduling, cost management, and quality assurance. Other H2 Group staff provides support for bond management planning and supplemental construction management under the direction of Mr. Hartley.

H2 Group's work began with the School District in 2010, shortly after voters approved the \$65M bond. Based on District criteria, a comprehensive Bond Management Plan for the program was prepared during the Spring of 2010. Work entailed existing facility assessments and project planning including individual project scope and budget development, scheduling of all work in conjunction with multiple bond sales, and presentations for program approval by school administration and the District Governing Board.

H2 Group has facilitated the selection, contract negotiation, and procurement of professional design and construction firms for the work using a variety of project delivery methods including construction manager at risk (CMAR), design-bid-build, and job order contracting. H2 Group's responsibilities include complete design phase coordination and oversight of the design professional's efforts. During construction, H2 Group performs project schedule monitoring, construction cost management, and project close-out coordination. Paul Hartley performs the bulk of the design and construction phase management with another H2 Group team member's support.

The largest project, involving the design and construction of a new K-6 elementary school to replace the existing Lookout Mountain Elementary School, has been successfully completed. The project was finished six months earlier than originally planned and on budget. The Construction Manager at Risk (CMAR) project delivery method was utilized. Paul Hartley has been the full-time Project Representative for the School District on the new \$18M elementary school throughout design and construction.

The new Lookout Mountain Elementary School is 94,000SF and includes administrative spaces, K-6 classrooms, specialty art and music classrooms, cafeteria and commercial kitchen, gymnasium, and media center. Site improvements include ball fields, basketball courts, playgrounds, and staff/ visitor parking areas. The project HVAC system utilizes a geothermal system (the largest such installation at any school in Arizona).

a. TITLE AND LOCATION <i>(City and State)</i> Cottonwood-Oak Creek School District 2014 Bond Construction Program Over 75 individual projects in Cottonwood, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Project/Construction Mgmt.	CONSTRUCTION <i>(If applicable)</i> Ongoing
PROJECT OWNER'S INFORMATION		
c. PROJECT OWNER Cottonwood-Oak Creek School District	d. DOLLAR AMOUNT OF PROJECT \$11,000,000 (for construction)	e. TOTAL COST OF PROJECT Overall program is 30% complete; on budget

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

The Cottonwood-Oak Creek SD project is a three year bond program with more than 75 individual projects at all of the District's facilities including four elementary schools, a middle school, and other district educational buildings and support facilities. The scope of work in this bond program primarily consists of the following:

- Exterior painting of all facilities
- Roof and HVAC equipment replacements
- Electrical systems and window efficiency upgrades
- Reconfiguration and pavement resurfacing of parking areas and drives
- Miscellaneous structural repairs and architectural improvements, including historic restoration

H2 Group is providing full planning, project, and construction management services as the School District's Owner Representative. Paul Hartley is the Principal-in-Charge and Joe Schnupp is the lead Project Manager for all design and construction management work on the program including master scheduling, cost management, and quality assurance. Other H2 Group staff provides support for bond management planning and supplemental construction management under the direction of Mr. Schnupp.

H2 Group's work began with the School District in 2015, shortly after voters approved the \$15M bond (total including technology and transportation). Work entails existing facility assessments and project planning including individual project scope and budget development, scheduling, and presentations for program approval by school administration and the District Governing Board.

H2 Group has facilitated the selection, contract negotiation, and procurement of professional design and construction firms for the work and is using a combination of job order contracting (JOC), construction manager at risk (CMAR), and design-bid-build (DBB) project delivery methods for construction. H2 Group's responsibilities include complete design phase coordination and oversight of the design professional's efforts. During construction, H2 Group performs project schedule monitoring, construction cost management, and project close-out coordination. Joe Schnupp performs the bulk of the design and construction phase management with other H2 Group team member's support.

a. TITLE AND LOCATION <i>(City and State)</i> Douglas Unified School District 2009 Bond Construction Program Douglas, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Project/Const. Mgmt. - 2012	CONSTRUCTION <i>(If applicable)</i> Completed
PROJECT OWNER'S INFORMATION		
c. PROJECT OWNER Douglas Unified School District	d. DOLLAR AMOUNT OF PROJECT \$7,400,000	e. TOTAL COST OF PROJECT Under Budget (additional scope added)

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

H2 Group staff assisted Douglas USD with bond management planning and design/construction management of all work in their \$7.4M bond program during one calendar year (2010). The scope of work in the bond program consisted of:

- Design and construction of a new Stadium Fieldhouse at the high school football field
- Installation of synthetic turf at the football field
- Design and construction of a new, freestanding Multi-Purpose Building at Clawson Elementary School
- District-wide reroofing of facilities
- Window and door replacement at several schools

H2 Group staff members provided planning and project/construction management services as the School District's Representative. A comprehensive Bond Management Plan (BMP) was developed at the start of the program by H2 Group that included scope and budget verification as well as master scheduling for the work. H2 Group staff made initial presentations of the BMP to the District's Governing Board and provided them with periodic updates on the bond program status throughout the design and construction phases. In addition to schedule monitoring, cost management, and quality assurance during the design and construction phases, H2 Group assisted the District with the procurement of professional design and construction firms for the work.

a. TITLE AND LOCATION <i>(City and State)</i> Avondale City Center – American Sports Center Avondale, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Document Review/ - 2009 Cost Estimating	CONSTRUCTION <i>(If applicable)</i> N/A
PROJECT OWNER'S INFORMATION		
c. PROJECT OWNER City of Avondale	d. DOLLAR AMOUNT OF PROJECT \$7,800,000	e. TOTAL COST OF PROJECT H2 Group provided services during the design phase only.

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

H2 Group staff provided assistance to the City of Avondale on two phases of the project comprising the City Center site and infrastructure improvements and an 83,000SF recreational facility building. Scope of work performed by H2 Group included a complete review of the 95% construction documents for each phase and an analysis of the general contractor's Guaranteed Maximum Price (GMP) proposal.

As a result of the 95% construction document review, over 490 comments for coordination and clarification were provided for both phases of the work. This effort helped the city, architect, and contractor eliminate several costly issues during the design phase instead of encountering them at construction. H2 staff also completed a detailed review of the contractor's GMP for the building. This support for the City helped them negotiate a reduction of over 10% (\$888,000) from the initial GMP.

The indoor sports center utilizes concrete tilt-panel construction. It was the first commercial development in the Avondale City Center which is intended to also include shopping, restaurants and entertainment mixed with hotels, condos and office space in the future. The sports center is a unique type of facility in Arizona. It features a food area, two indoor soccer fields using artificial turf, four basketball courts and six volleyball courts. There is also a 4,000SF multipurpose room.

a. TITLE AND LOCATION <i>(City and State)</i> Phoenix Union High School District 2003 Bond Construction Program Phoenix, Arizona	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Project/Const. Mgmt. - 2009	CONSTRUCTION <i>(If applicable)</i> Completed
PROJECT OWNER'S INFORMATION		
c. PROJECT OWNER Phoenix Union High School District	d. DOLLAR AMOUNT OF PROJECT H2 Group managed \$43.8M of \$205M bond	e. TOTAL COST OF PROJECT On Budget

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

Phoenix Union High School District completed their 2003 Bond Construction Program in two phases. Phase one included a new high school and renovations at two other existing schools. These projects were completed by PUHSD in-house staff. In 2005, the District issued an RFP for assistance on the remaining four years of work. H2 Group was selected to assist the District. Led by Paul Hartley, H2 Group staff was assigned and performed full service project management during design and construction for the following schools:

- Alhambra HS Construction of a new single story classroom building with nine class spaces and student restrooms. The project cost was \$4.5M.
- Bostrom HS Building additions that included cafeteria and administration expansion; new classroom and science lab buildings. Project cost was \$5.7M.
- Central HS Complete renovation of the school's commercial kitchen facilities and science labs was completed. The project schedule was extremely tight, but work was completed on time. The project cost was \$6.2M.
- Metro Tech HS Work included construction of a library expansion, an addition to PE facilities, and significant mechanical system upgrades. This was a multi-phased project with a total cost of \$10.9M.
- North HS Construction of a two-story, twelve classroom building addition. Work also included the installation of new security and fire alarm systems. Project cost was \$6.6M.
- South Mountain HS Extensive mechanical system upgrades and a new 19,000SF, two-story PE facility were included in the scope of work at this campus. Total project cost was \$9.9M

All projects utilized the CMAR project delivery method. H2 Group was the only outside consulting firm used during this bond program. H2 staff was responsible for the success of the projects listed above and has worked on other projects with PUHSD as a result.

6. ADDITIONAL INFORMATION

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

The H2 Group, LLC (H2) is a highly qualified, Arizona-based project and construction management firm. Since 2005 H2 has represented the best interests of public owners throughout Arizona during their bond and capital improvement programs.



We are able to deliver comprehensive services to our public clients that are efficient, effective, and economical because of the qualifications and significant experience of our staff. All our engagements include Principal involvement and assignment of project management staff with no less than 25 years of building industry experience.

H2 specializes in full service project and construction management assignments that vary dramatically in size, scope, cost, and duration. The following is a partial list of public entity clients for whom the firm has successfully completed projects with:

- Phoenix Union High School District
- Washington Elementary School District
- Cottonwood-Oak Creek School District
- Valley Metro/RPTA (Regional Public Transportation Authority)
- Scottsdale Unified School District
- City of Avondale
- City of Apache Junction
- Douglas Unified School District
- Town of Gilbert
- Higley Unified School District
- Western Maricopa Education Center (West-MEC)

We have also worked with many Arizona design professionals and general contractors. Because of our professionalism, we are well respected in the Arizona public building industry.

H2 is uniquely able to assist public entities with the following services:

- Comprehensive Program, Project and Construction Management
- Cost Management, Project Scheduling, Estimating
- Existing Facility Surveys and Assessments
- Project Procurement Facilitation and Assistance, Contract Negotiation
- Bond and Capital Improvement Program Planning

With highly qualified professionals, H2 provides the following planning, procurement assistance, and design and construction phase management services to public owners.

PLANNING

Pre-bond planning is an important step to provide a clear understanding of the overall needs for existing facilities as well as any new buildings needed for growth. Pre-bond planning information allows the highest priority projects to be matched with financial bonding capacity to develop proper packaging for the financing participants and promotion to the voters.

Facility/property condition assessments provide a comprehensive evaluation of the overall state of buildings and grounds. When completed, the assessments establish a baseline condition and provide information about immediate and deferred maintenance needs.

Bond management planning lays out the strategy for a bond program including project schedules, budgets, and delivery methods. Many logistical issues are considered when developing the plan. H2's experienced staff guides the process while listening and understanding all of the stakeholders' criteria for the program.



PROCUREMENT

Obtaining the services of design professionals, contractors, and vendors must adhere to rules governing public procurement. H2 facilitates the bid process or a qualifications based evaluation depending on which is best suited for the project. H2 staff have experience with all project delivery methods including design-bid-build (DBB), design-bid (DB), construction manager at risk (CMAR), and job order contracting (JOC). They can also lead contract negotiations on behalf of the owner.

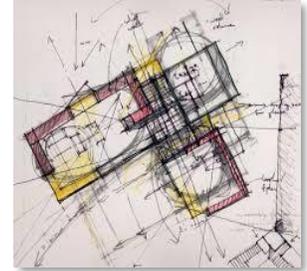
DESIGN PHASE MANAGEMENT

Design phase management is critical to the overall success of the project. Superior design satisfies the functional requirements while integrating the owner's standards and the overall vision for the project. H2's professional staff fully understand each phase of design and make sure quality documents are produced, monitor for scope creep to maintain budget, and oversee the design professional to meet schedule and contractual obligations.

Once the scope of work is defined, quality assurance starts with preparation of clear and concise design documents. This requires the cooperation of all design team members as well as the public owner and H2 staff. Not only must building code, state, and other regulatory requirements be met, but important input from various departments including maintenance, security, and other functions is required as applicable.

Cost control requires the optimum use of knowledge and experience during design phase management. H2 staff are able to lead the team through the design process and manage expectations while still meeting a project's goals. Additionally, H2's attention to detail during document reviews is critical to minimizing future cost impacts during the construction phase.

Schedule adherence is required during the design and construction phases of a project. H2 staff fully understand the nuances of school and municipal construction. They are able to plan for projects that have construction materials with long-lead times, occur on an occupied campuses, and have short windows for construction. H2 is able to develop CPM schedules which take all of the anticipated issues into account.



H2's duties for design phase management typically include:

- Developing a scope of work and associated budget for individual projects
- Developing overall project milestone and detailed design phase schedules
- Developing project delivery strategies
- Performing thorough document reviews to ensure owner standards are included, budgets are maintained, and potential cost impacts are minimized
- Facilitating and documenting design phase meetings

CONSTRUCTION PHASE MANAGEMENT

Effective construction phase management wraps together the planning and design efforts resulting in construction of a facility which meets a variety of goals for the owner. H2 provides leadership and problem resolution while meticulously monitoring the quality, cost, and schedule of work to help mitigate issues. They ensure contractual obligations are met by the architect and contractor. H2 works with the owner, architect and contractor to foresee and manage hazards to people and property as well as financial risk.

During the construction phase, quality assurance entails many functions. Submittal and shop drawing reviews, independent third-party materials testing, and special inspections are all part of a quality control plan. H2 staff are diligent in their role of working closely with the architect to provide oversight and ensure high standards of workmanship are maintained on projects.





H2 staff are able to provide overall cost control for projects. This includes not only being responsible for validating the contractor's direct costs, but also many other expenses that can be anticipated during construction. The owner's vendors, plans review/permit fees, and a wide variety of other indirect expenditures must be properly budgeted and monitored to avoid cost over-runs.

Schedule adherence during the construction phase starts with an approved CPM baseline schedule that properly uses logic constraints and sequences the work. All material and equipment procurement, particularly long-lead items, must be taken into account. A wide host of events that are particular to the facility's function need to be incorporated into the schedule. H2 staff are well-versed in construction CPM scheduling and associated issues related to delay claims.

The OR's duties for construction phase management include:

- On-site representation – full or part-time as applicable based on project size
- Monitoring architect and engineering consultants' CA services for submittal reviews, RFI responses, pay app certifications, and periodic site observations
- Mitigating potential cost issues and pro-actively managing against potential risks
- Monitor contractor progress against the established CPM schedule
- Facilitating weekly construction meetings and issuing progress reports
- Coordinating close-out, training, and the implementation of a warranty process

H2 is very appreciative of the opportunities our clients have afforded us to work on their projects. References are available upon request.

7. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

a.	Percentage of Total Work Attributable to State, Federal and Municipal Government Work:	97%
b.	Percentage of Total Work Attributable to Non-Government Work:	3%

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

Signature: 

Date: December 16, 2015

Name: Paul Hartley

Title: President