



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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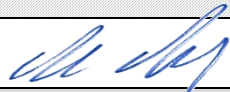
Attachment 1
Offer and Acceptance Form

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.	2/17/17	MW
	date		initial

Woodson Engineering & Surveying, Inc.

Offeror company name
124 N Elden Street
Address
Flagstaff, AZ 86001
City State ZIP
86-0767840
Federal tax identifier (EIN or SSN)

	MW
Signature of person authorized to sign Offer	Initials
Mark Woodson, President	
Printed name and title	
Jeff Swan, Senior Project Manager	
Contact name and title	
jswan@woodsoneng.com	928-774-4636
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.

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
Renaissance on Route 66, Winslow, AZ	2016	2016	City of Winslow	\$128,590	\$3,000,000	<p>As the City's Contract Engineer, Woodson is responsible for a wide range of activities related to infrastructure work. Projects have ranged from smaller services such as administering construction contracts, to all phases of the \$14 Million Downtown Renaissance project. Initial Services for various phases of the Renaissance Project included: Design Concept Report, ADOT Project Assessments; Master Planning; Corridor Study; Capital Improvement Project Planning, Budgeting and Phasing.</p> <p>Specific engineering and surveying work included: Sewer and water systems design improvements; Drainage system design; Pedestrian facilities; Streetscape/beautification, lighting and landscape elements consistent with community character; roadway design and reconstruction; complete topographic map of the downtown area.</p> <p>We also provided: Project Management as Contract City Engineer for Winslow; Coordination of Federal Grant funding and administration; Construction</p>



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					<p>Administration; ADOT coordination; SHPO coordination; Public meetings.</p> <p>Woodson provided the scoping documents and environmental clearances for the Winslow Renaissance III Transportation Enhancement (TE) Project. Using federal TE money, environmental studies were required to move ahead with the design. Woodson provided the design of a new frontage road, curb, gutter, sidewalk, vehicle and pedestrian lighting, as well as landscape and irrigation on Old US Route 66. The total length of the project was approximately 3,500 linear feet. The design included preparing 30%, 60% 95% and 100% plans for review by ADOT and the State Historic Preservation Office.</p> <p>Woodson was responsible for preparing Bid Documents, advertisements for bid and bid tabulation, maintaining records of weekly progress meetings, checking contractor pay applications, conducting employee interviews to meet federal requirements for FHWA grant funded work, monitoring wage rates to comply with Davis-Bacon requirements, checking and approving shop drawings, facilitating pre-final and final walkthroughs to develop punch lists for final work to be completed and final payment and providing reimbursement documents</p>
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						to ADOT for reimbursement to the City of Winslow. The Renaissance Phase II was awarded the APWA Arizona Project of the Year in Historical Renovation.
Copeland Regional Detention Basins, US HWY 89 north of Flagstaff	2015	2016	Coconino County	\$344,985	\$3,750,000	Woodson completed a hydraulic analysis and designed detention basins, sedimentation basins and all associated channels and culverts on an 80-acre parcel on US 89, north of Flagstaff. These improvements are to protect US 89 from future overtopping and to regulate the flows that initiate within the Schultz Fire burn area. We prepared 100% level plans, specifications and cost estimates for ADOT and the County. Our package included a grading and drainage plan with earthwork as well as an SWPPP for the entire parcel. <ul style="list-style-type: none"> • Multi-phased, multi-jurisdictional project • Extensive coordination with Federal Highway Administration, ADOT, and Coconino County • Provided cost split negotiating services with FHWA for the County. • Post-design services for the County and ADOT.
City of Flagstaff – On-call Engineering and	2005	2017 (ongoing)	City of Flagstaff	\$250,000/year	Various projects and construction costs	Woodson has provided engineering and surveying services for on-call work with the City of Flagstaff for the last 12 years during which we have been awarded approximately 44



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<p>Surveying, Flagstaff, AZ</p>					<p>projects (both on-call and capital projects.) These projects have ranged in size from thousands to over \$100,000. We have performed survey, planning, public involvement, design, bidding and post design services. Several project examples are presented below:</p> <ul style="list-style-type: none"> • Water System Modeling: Completed a hydraulic analysis of the reclaimed water distribution system. • Buffalo Tank Chlorination: Provided report on mixing systems and chlorination methods to improve the overall chlorine residual within the reclaim water distribution system. • Bushmaster Pump Station: Design of a new reclaim water booster pump station. • Little America Water Meter Vault: High profile project to replace an old and obsolete water meter and vault for Little America Hotel. Design of water meter assembly included bypass piping, gate valves, and concrete vault located in the driveway entrance to the truck refueling station. • Fourth St. Pedestrian Safety/Crosswalks: Conceptual Design and 30% Plans for Phase 1 improvements • Drainage Mitigation: Addressed drainage issues at five sites bundled into one project for the
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						efficiency of one set of plans, one bid package and one contractor.
FR 105, Apache Sitgreaves National Forest (Woods Canyon Road)	2017	Not yet constructed	USDA – Apache-Sitgreaves National Forest	\$189,000	Not yet Constructed	We are submitting 100% plans for redesigning the Woods Canyon Road in the Apache-Sitgreaves National Forest. This is a complex project requiring adherence to Federal specifications standards for construction of roads. This is a heavily used recreation area and our parking lot design must add extra capacity while considering: trailers with boats; a boat ramp; RVs; turn radius calculations; and trailer parking. Our conceptual plans also included 3 options for parking capacity increases. In addition our design mitigated a flowing spring impacting the road surface, with a drainage catchment system.
Sweetwater Well, Williams, AZ	2016	Not yet constructed	City of Williams	\$12,000	Not Yet Constructed	We completed a Design Concept Report of infrastructure options and the associated costs with treating the water and connecting the new well into the City's municipal system. Our work included recommendations for the wellhead, pump, enclosure, piping, transmission waterlines, electric, treatment, storage, APS power to the site and various connection options.

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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

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
CADD Technician	P	1	
Civil Engineer	P	3	
Hydraulic Engineer	P	1	
Project Manager	P	1	
Technician/Analyst	P	4	
Transportation Engineer	P	2	
Other	P	3	
Civil Engineer	S	2	
Project Manager	S	4	
Total		21	



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3.0 FIRMS EXPERIENCE AND REVENUE

- a. Firm shall complete the Excel spreadsheet titled "Amendment I Project Experience Number of Projects and Revenue", using same document title and upload in Excel format as an "Attachment" with firm's offer in ProcureAZ. [\(NOTE: Amendment I version clarifies column instructions and additions of project experience categories\).](#)

4.0 FIRMS SERVICES

- a. Firm shall complete the Excel spreadsheet titled "**2017 Professional Services List of Firms Services**" [shall be completed and uploaded in Excel format only as an "Attachment" in ProcureAZ at time of offer submission.](#)

Amendment I ADSP017-00006796 Project Experience Number of Projects and Revenue
 ADSP017-00006796 2017 Annual Professional Services Qualifications List
 FIRMS NAME (INSERT NAME): WOODSON ENGINEERING & SURVEYING

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	39		2
Activity Centers				Landscape Architecture			
Aerial Photography: Airborne Data and Imagery Collection and Analysis				LEED Accredited A/E			
Agricultural Development: Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning			
Air Pollution Control				Libraries: Museums; Galleries	1	1	
Airports: Navais; Airport Lighting; Aircraft Fueling	3	1		Lighting (Exterior; Streets; Memorials; Athletic Fields, Etc.)			
Airports: Terminals and Hangars; Freight Handling	1	1		Lighting (Interior: Display; Theater, Etc.)			
Animal Facilities				Lighting (Cave; Cavern)			
Anti-Terrorist/Force Protection				Mapping Location/Addressing Systems			
Area Master Planning				Materials Handling Systems; Conveyors; Sorters			
Auditoriums and Theaters				Materials Testing			
Automation; Controls; Instrumentation				Measurement / Verification / Conservation Water Consumption			
Barracks; Dormitories				Medical Related			
Bridge Design: Bridges				Metallurgy			
Cartography	1	1		Mining and Mineralogy			
Cemeteries (Planning and Relocation)				Modular Systems Design: Pre-Fabricated Structures or Components			
Chemical Processing and Storage				Mold Investigation			
Child Care/Development Facilities				Museums			
Codes; Standards; Ordinances				Nuclear Facilities; Nuclear Shielding			
Cold Storage; Refrigeration and Fast Freeze				Office Buildings; Industrial Parks			
Commercial Building (Low Rise); Shopping Centers	5	1	1	Outdoor Recreation			
Communications Systems; TV; Microwave				Petroleum and Fuel (Storage and Distribution)			
Community Facilities				Phase I Environmental			
Computer Facilities				Photogrammetry			
Conservation and Resource Management				Pipelines (Cross-Country - Liquid and Gas)			
Construction Management	2	1		Plumbing and Piping Design			
Construction Materials Testing				Pneumatic Structures; Air-Support Buildings			
Construction Surveying	22	1	1	Power Generation; Transmission; Distribution			
Controls and Electronics Engineer				Prisons and Correctional Facilities			
Corrosion Control; Cathodic Protection Electrolysis				Product, Machine Equipment Design			
Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting				Public Safety Facilities			
Cryogenic Facilities				Radar; Sonar; Radio and Radar Telescopes			
Dams (Concrete; Arch)				Radio Frequency Systems and Shieldings			
Dams (Earth; Rock); Dikes; Levees	3	1	1	Railroad; Rapid Transit			
Desalination (Process and Facilities)				Recreation Facilities (Parks, Marinas, Etc.)	2		1
Design & Planning Structured Parking Facilities				Refrigeration Plants/Systems			
Design-Build - Preparation of Requests for Proposals				Rehabilitation (Buildings; Structures; Facilities)			
Detection Security Systems				Research Facilities			
Digital Elevation and Terrain Model Development	1		1	Resources Recovery; Recycling			
Digital Orthophotography				Rivers; Canals; Waterways; Flood Control			
Dining Halls; Clubs; Restaurants	2	1	1	Roof Infrared Imaging to Identify Water Leaks			
Disability / Special Needs				Roofing			
Dredging Studies and Design				Safety Engineering; Accident Studies; OSHA Studies			
Ecological and Archeological Investigations				Security Systems; Intruder and Smoke Detection			
Educational Facilities: Classrooms				Seismic Designs and Studies			
Electrical Studies and Design				Sewage Collection, Treatment and Disposal	10	3	
Electronics				Soils and Geology; Studies; Foundations			
Elevators; Escalators; People-Movers				Solar Energy Utilization			
Energy / Water Auditing Savings				Solid Wastes; Incineration; Landfill			
Energy Conservation; New Energy Sources				Special Environments; Clean Rooms, Etc.			
Environmental Impact Studies, Assessments or Statements				Specifications Writing			
Fallout Shelters; Blast-Resistant Design				Storm Water Handling and Facilities	5	4	1
Fire Protection				Structural Design; Special Structures			
Fisheries; Fish Ladders				Surveying; Platting; Mapping; Flood Plain Studies	26	2	1
Forensic Engineering	1	1		Sustainable Design			
Garages; Vehicles Maintenance Facilities; Parking				Swimming Pools			
Gas Systems (Pneum; Natural; Etc.)				Testing and Inspection Services			
Geositic Surveying; Ground and Airborne				Topographic Surveying and Mapping	28	1	1
Heating; Ventilating; Air Conditioning				Towers (Self-Supporting and Guyed Systems)			
Highways; Streets; Airfield Paving; Parking Lots	10	4	1	Toxicology			
Historical Preservation				Traffic and Transportation Engineering	2	1	1
Hospital and Medical Facilities				Traffic Studies			
Hotels; Motels	1		1	Transportation	2	1	1
Housing (Residential, Multi-Family; Apartments; Condominiums)	20	4		Tunnels and Subways			
Hydraulics and Pneumatics				Urban Renewals; Community Development	2	1	1
Hydrographic Surveying				Utilities (Gas and Steam)			
Industrial Buildings; Manufacturing Plants				Value Analysis; Life Cycle Costing			
Industrial Processes; Quality Control				Warehouse and Depots	1		1
Industrial Waste Treatment				Waste Water Treatment Facility			
Intelligent Transportation Systems				Water Resources; Hydrology; Ground Water	4	1	1
Infrastructure				Water Supply; Treatment and Distribution	4	1	1
Irrigation; Drainage	1		1	Water Well Rehabilitation; Water Well Work			
Judicial and Courtroom Facilities				Wind Tunnels; Research/Testing Facilities			
Laboratories; Medical Research Facilities				Design			
Labs - General				Zoning; Land Use Studies	7	3	
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
	City of Winslow, 21 Williamson Avenue, Winslow, AZ 86047	Steve Pauken, City Manager	2014	2017
	Phone Number	Email Address		
	(928) 289-2422	stephen.pauken@ci.winslow.az.us		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.				
We have completed many engineering and surveying projects for the City of Winslow in the 20 years in which we have been City Engineer, as well as municipal services. Projects completed since Steve Pauken has been City Manager include: the Transcon Lane South Project, completed in June 2016. Original Design: \$218,610; Final Design: \$232,900 (increase due to several ASAs); Construction: \$673,000.				
Services performed similar to those described in Solicitation				
This roadway is the most heavily used in Winslow besides I-40, with heavy truck traffic accessing the Flying J from I-40 via Route 66:				
<ul style="list-style-type: none"> • Services for design and bid documents • Road reconstruction including widening • Left and right Turn Lane alignments to truck stop • Intersection improvements at Route 66 • Improve drainage infrastructure • Add bicycle and pedestrian access • Managed SHPO approval, ADOT process including environmental 				
2	Client Company/Address	Contact	Begin Date	End Date
	Northern Arizona Intergovernmental Public Transportation Authority, 3773 N Kaspar Dr, Flagstaff, AZ 86004	Anne Dunno	2015	2017
	Phone Number	Email Address		
	928.679.8942	adunno@naipta.az.gov		
List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.				
Bus Stop Mobility Improvements, various bus stops throughout the City of Flagstaff; Original Design: \$133,450; Final Design: \$167,950 (scope increased to include preparation of Transit Guidelines); Construction: \$407,945				
Services performed similar to those described in Solicitation				



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Design for 42 bus stops to improve mobility to meet US DOT ADA guidelines, including landing pads, seating areas, sidewalk extensions and curb ramps.

3	Client Company/Address	Contact	Begin Date	End Date
	Coconino County, 5600 E. Commerce Flagstaff, AZ 86004	Scott Tkach	2015	2016
	Phone Number	Email Address		
	928-526-8221	stkach@coconino.az.gov		

List project name, project location, original design fee, final design fee, construction costs (if applicable), and program facilities.

Townsend Winona Road, Coconino County; Original Design: \$250,000; Final Design: \$279,354 (change order for extra services); Construction: \$3,242,000.

Services performed similar to those described in Solicitation

Complete pavement rehabilitation activities consisting of pavement repairs, drainage enhancements, and mill and overlay.

- Pavement repairs
- Drainage enhancements
- Mill and overlay
- 60% & 100% Plans
- PS&E Submittals
- Post Design services
- Topographic Survey
- ROW legal descriptions

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	Woodson Engineering & Surveying		Year established	1994
Principal address (street, city, state)	124 N Elden Street, Flagstaff, AZ 86001			
Entity type:	Corporation	Structure:	S-Corporation	
Branch or Division:	N/A	Parent:	N/A	
Years the organization has conducted business in Arizona.				22.5
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
1	Mark Woodson	President	928-774-4636	Mark.woodson@woodsoneng.com
2	Rick Schuller	Associate Principal	928-774-4636	rschuller@woodsoneng.com
3	Jeff Swan	Sr Project Manager	928-774-4636	jswan@woodsoneng.com
Firm Professional Licenses/Certifications				
	Description	Issuer	Number	Expiration
1	Arizona Board of Technical Registration	State of Arizona	11194	6/9/2017
2	Arizona Corporation Commission	State of Arizona	07208531	N/A
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:	Mark Woodson, PE, LS, F.ASCE, D.WRE	How long with company?	22 years
	Current position in company:	President	How long in position?	22 years
	Position for the Services:	Project Principal	How much of time will be dedicated to the Services?	10%
	What primary functions will be assigned?	As the Principal of his own firm, Mark is responsible for complete oversight of all projects.		
	Describe person's experience in performing services like those that are to be assigned:	Mark has over 38 years of experience in civil engineering and land surveying. His professional experience includes all types of public works projects, private development engineering, and municipal engineering services. Over the past 20 years, Woodson has successfully completed hundreds of projects ranging from simple lot surveys to major airport improvements. Prior to establishing the Firm in 1994, Mark served as the City Engineer for Flagstaff for 7 years and was the Town Engineer for Eagar prior to that. While at the City, Mark was part of the leadership that put in place the standards to become the country's first Dark Sky City. He also worked on the development of the award winning Flagstaff Urban Trial System (FUTS) and modern Sign Code. Mark has also served as the City Engineer for the City of Winslow for the last 20 years.		



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List person's job-related training and education:	<ul style="list-style-type: none"> • AS, Civil Engineering, 1977, Pima Community College • BS, Civil Engineering, 1979, University of Arizona • MBA, 1985, University of Arizona • Professional Engineer (Civil), AZ #14855, 1982; CA #C-33707, 1981 • Land Surveyor, AZ #16630, 1984 • ASCE 2016 National President • Urban Land Planning Over-sight Committee, Arizona State Land Department, Governor Appointment, 2010-present • State of Arizona, Board of Technical Registration, Enforcement Advisory Committee, Member, 1997-present • Flagstaff City Council Member, 2012-2014
Resume:	Woodson_resume_mark-woodson.pdf

2	Name: Rick Schuller, PE	How long with company?	17 years
	Current position in company:	How long in position?	10 years
	Position for the Services:	How much of time will be dedicated to the Services?	20 %
	What primary functions will be assigned?	Rick will be the key point of contact for the Woodson Team and will manage all aspects of the project assigned to Woodson. He will assign tasks to Woodson staff, monitor schedules and budgets and review all engineering work with staff prior to any submittals.	
	Describe person's experience in performing services like those that are to be assigned:	Rick has over 27 years of experience in civil engineering. His experience includes engineering services for complex residential, commercial, industrial developments, as well as public improvement projects. Major responsibilities include management of engineering projects, client contact, proposals, contract negotiation, government approvals, presentations, design development and construction documents, including specifications. He often represents Woodson at agency hearings, government staff meetings, client project review meetings and public meetings. Rick's experience includes site development and phasing, infrastructure design, storm water management plans, hydrologic investigations, construction cost estimates and construction management services.	



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List person's job-related training and education:	<ul style="list-style-type: none"> • BS, Civil Engineering, 1989, University of Minnesota • Professional Engineer (Civil), AZ #34537, 2000 • Northern Arizona Builders Association • Arizona Floodplain Managers Association
Resume:	Woodson_resume_rick-schuller.pdf

3	Name:	Jeff Swan, PE, RLS, CFM	How long with company?	11 years
	Current position in company:	Senior Project Manager	How long in position?	11 years
	Position for the Services:	Senior Project Manager	How much of time will be dedicated to the Services?	25 %
	What primary functions will be assigned?	Jeff will manage projects requiring transportation or drainage and flood control expertise.		
	Describe person's experience in performing services like those that are to be assigned:	Jeff has over 45 years of civil and transportation engineering experience, including serving as ADOT Holbrook District Engineer. He has provided the leadership for and the management of major transportation and facility improvement programs including project design, construction and transportation operations. His areas of expertise include public policy development, intergovernmental relations, resource allocation, design review, workshop and work group facilitation, project management, data collection and analysis, contract administration, budget preparation, public/political representation, and state/tribal relations. Experience includes managing the construction and project development program for most of northern Arizona and as Holbrook District Engineer led the operations, construction, maintenance, and administrative programs for Northeast Arizona.		



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List person's job-related training and education:	<ul style="list-style-type: none"> • BS, Civil Engineering, 1972, California State Polytechnic University • MPA, 1992, Northern Arizona University • Professional Engineer (Civil), AZ #10518, 1976 • Land Surveyor, AZ #17524, 1984 • Certified Floodplain Manager US-08-03905, 2008 • Member ITS-Arizona (Board of Directors) and ITS-America (Advanced Construction and Maintenance Systems Task Force, Advance Rural Technology Systems Committee, and Public Safety Technology Committee) • Member American Society of Civil Engineers • Member Arizona County Engineers Association
Resume:	Woodson_resume_jeff-swan.pdf

4	Name:	Bob Petrillo, PE, AAE	How long with company?	1 years
	Current position in company:	Senior Project Manager	How long in position?	1 years
	Position for the Services:	Senior Project Manager	How much of time will be dedicated to the Services?	40%
	What primary functions will be assigned?	As Senior Project Manager, Bob's expertise is transportation projects including roadway widening, new intersection construction, striping and installation of curb, gutter and sidewalk.		
	Describe person's experience in performing services like those that are to be assigned:	He has worked on infrastructure projects from three perspectives: as a consultant, as an agency project and program manager, as well as 5 years with ADOT. Previously he served as manager of the City of Phoenix Major Streets, Storm Drain, and Squaw Peak Parkway CIP programs. Bob is Woodson's Project Manager for City of Winslow projects.		
	List person's job-related training and education:	<ul style="list-style-type: none"> • BS, Geology, Arizona State University • MS, Civil Engineering, Arizona State University • Professional Engineer (Civil), AZ #10291 • Accredited Airport Executive #079162 		
	Resume:	Woodson_resume_bob-petrillo.pdf		



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5	Name:	Alicia Stoffers, PE	How long with company?	15 years
	Current position in company:	Professional Engineer	How long in position?	15 years
	Position for the Services:	Professional Engineer	How much of time will be dedicated to the Services?	40%
	What primary functions will be assigned?	Her major responsibilities include street and utility design, government approvals, construction management, and system modeling and analysis. She is also Auto-CAD supervisor.		
	Describe person's experience in performing services like those that are to be assigned:	Alicia has been a key team member for our public works projects, including roadway/streetscape, water and sewer systems modeling and utilities, as well as land development projects.		
	List person's job-related training and education:	BS, Civil Engineering, Northern Arizona University, 2002 Professional Engineer (Civil), AZ #49953, 2009		
	Resume:	Woodson_resume_alicia-stoffers.pdf		

6	Name:	Sirisha Kalluri, PE, CFM	How long with company?	3 years
	Current position in company:	Project Manager	How long in position?	3 years
	Position for the Services:	Drainage Engineer	How much of time will be dedicated to the Services?	40 %
	What primary functions will be assigned?	As a Certified Floodplain Manager, Sirisha will handle hydrologic analysis and drainage issues.		
	Describe person's experience in performing services like those that are to be assigned:	Sirisha has over 13 years of experience and specializes in hydraulics and hydrology analysis and preparation of drainage studies. She has broad experience with flood control facilities, drainage design, flood plain studies, and stormwater management. She has worked on projects within flood zones where she designed flood control facilities (channels, culverts and detention basins). She has extensive highway drainage design experience and is an expert in using Bentley's software.		

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List person's job-related training and education:	<ul style="list-style-type: none"> • BS, Civil Engineering, Osmania University, 2002 • MS, Civil Engineering, Lamar University, 2003 • Professional Engineer (Civil), AZ #58144, 2014; NV #19547, 2007 • Certified Floodplain Manager US-14-07483, 2014 • Sirisha recently presented at the AFMA Fall Conference in Wickenburg in the Technical Session. Her talk was on the In-Situ Culvert Rehabilitation project for Navajo County.
Resume:	Woodson_resume_sirisha-kalluri.pdf

7	Name: Jim Folkers, RLS	How long with company?	6 years
	Current position in company:	Current position in company:	6 years
	Position for the Services:	Survey Manager	How much of time will be dedicated to the Services? 15%
	What primary functions will be assigned?	Jim will manage Woodson's full-time survey crew and will process data collected and prepare maps. Jim will also manage any property boundary issues, right-of-way, and easements.	
	Describe person's experience in performing services like those that are to be assigned:	Jim has over 40 years of land surveying experience in northern Arizona. He has extensive experience in the fieldwork and preparation of final drawings of cadastral surveys, topographical surveys, and of final drawings and property descriptions of boundary surveys, parcel splits and easements. He has participated in or supervised a large number of design surveys. He has performed numerous ALTA/ACSM Land title surveys and prepared numerous FEMA Elevation Certificates. He is a ROW & property boundary specialist, and has served as an expert witness on a number of occasions, including for the Arizona State Attorney General's office. Jim served as the sole non-governmental surveyor in the United States to assist in preparing the examination for the U.S. Bureau of Land Management's Certified Federal Surveyor program.	



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List person's job-related training and education:	<ul style="list-style-type: none"> • Electrical Engineering and Mathematics, DeVry Institute of Technology, 1973 • BS, Aquatic Biology and Chemistry, Northern Arizona University, 1979 • Registered Land Surveyor, AZ #18215, 1985 • ROW & property boundary specialist serving as an expert witness on a number of occasions, including for the Arizona State Attorney General's office. • Jim served as the sole non-governmental surveyor in the United States to assist in preparing the examination for the U.S. Bureau of Land Management's Certified Federal Surveyor program • AZ Board of Technical Registration Enforcement Advisory Committee member
Resume:	Woodson_resume_jim-folkers.pdf

8	Name:	x	How long with company?	x years
	Current position in company:	x	Current position in company:	x
	Position for the Services:	x	How much of time will be dedicated to the Services?	x
	What primary functions will be assigned?	x		
	Describe person's experience in performing services like those that are to be assigned:	x		

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List person's job-related training and education:	<input type="text"/>
Resume:	<input type="text" value="List filename"/>

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.	None			

(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.	None			

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.

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...
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...
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system...
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual 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.

Woodson Engineering & Surveying

[Handwritten Signature]

Company Name
124 N Elden Street
Address
Flagstaff AZ 86001
City State Zip

Signature of Person Authorized to Sign
Mark Woodson
Printed Name
President
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="radio"/>	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.

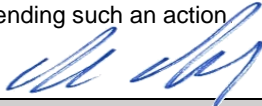
NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State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

Woodson Engineering & Surveying

Offeror Company Name
124 N Elden Street
Address


Signature of Authorized Person
Mark Woodson
Printed Name

PART 4 of the Solicitation Documents:
 Offer Forms (Attachments)

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Flagstaff AZ 86001

President

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.	None			

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.

PART 4 of the Solicitation Documents:
 Offer Forms (Attachments)

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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		
None		x
x	x	x
x	x	x
Section 1-B: Instructions to Offerors		
None	x	x
x	x	x
x	x	x

Woodson Engineering & Surveying

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		
None		
x	x	x
x	x	x
x	x	x
x	x	x
Section 2-B: Uniform Terms & Conditions		
None		
X	x	x
X	x	x
Section 2-C: AIA Documents with AZ Modifications		
None		
x	x	x
x	x	x

Woodson Engineering & Surveying

Company Name



Signature of Person Authorized to Sign

PART 4 of the Solicitation Documents:
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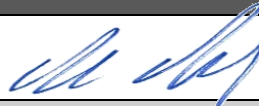
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ATTACHMENT 5-B Supplement No. 3:
Exceptions to Technical and Commercial

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-A Scope of Work (Requirements Document)		
None		
x	x	x
x	x	x
x	x	x
x	x	x
Section 2-B: Compensation Document		
None		
x	x	x
x	x	x
x	x	x
x	X	x

Woodson Engineering & Surveying

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



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

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 – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
6.	Attachment 3-B: Key Personnel Proposal	<input checked="" 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	<input checked="" 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	<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 – RESERVED FOR AWARD	<input type="checkbox"/> YES <input checked="" type="checkbox"/> no
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

PART 4 of the Solicitation Documents:
 Offer Forms (Attachments)

Date: February 7, 2017
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EDUCATION

BS, Civil Engineering,
Northern Arizona University,
2002

LICENSES

Professional Engineer (Civil),
AZ #49953, 2009

ALICIA STOFFERS, PE - PROFESSIONAL ENGINEER

Alicia has been working for Woodson since graduating from Northern Arizona University in 2002 with a degree in civil engineering and an emphasis in environmental engineering. She has been a key team member for our public works projects, including roadway/streetscape, water and sewer systems modeling and utilities, as well as land development projects. Her major responsibilities include street and utility design, government approvals, construction management, and system modeling and analysis. She is also Auto-CAD supervisor.

PROJECT EXPERIENCE

Bonito Street Water and Sewer Improvement Project, City of Flagstaff - Alicia was the Project Engineer on this project that began as a sewer and water replacement project, but based on citizen input, grew to include sidewalks, drainage improvements due to flooding and runoff issues, and street restoration and widening.

Southside Street Improvement Project, City of Flagstaff - This project consisted of intersection bump-outs, pedestrian sidewalk, furniture and lighting improvements, streetscape improvements, street milling and overlay, street reconstruction and paving with drainage and utility improvements. This was a complex project that crossed many City departments, involved very active citizens and property owners while obtaining funding from the State.

Reclaim Waterline Review, City of Flagstaff - Alicia completed a hydraulic analysis of the existing reclaimed water system in the City of Flagstaff and the evaluated the impacts of the proposed pump stations for the new connection to the Arizona Snowbowl. Using the Bentley Software Hammer, the impacts on the existing system of a transient event such as a quick stop of a pump was modeled. Solutions to mitigate the impacts were analyzed and recommendations were made to the City of Flagstaff to protect the existing reclaimed water system.

Beaver and Leroux Streets – 2010 Bond Improvement Project, City of Flagstaff - Alicia was a key team member on this 7-block street and utility replacement CMAR project involving a 27-inch interceptor. Our work included sewer and water replacement, street, driveway, curb, gutter and sidewalk improvements and ramps. Specific engineering work included analyzing local drainage, and determining the hydrologic and hydraulic conditions.

EDUCATION

BS, Geology, Arizona State University

MS, Civil Engineering, Arizona State University

LICENSES

Professional Engineer (Civil), AZ #10291

Accredited Airport Executive #079162

ROBERT PETRILLO, PE, AAE - SENIOR PROJECT MANAGER

Bob recently joined Woodson and brings over 40 years of diverse experience to our team. He has worked on infrastructure projects from three perspectives: as a consultant, as an agency project and program manager, as well as 5 years with ADOT. Previously he served as manager of the City of Phoenix Major Streets, Storm Drain, and Squaw Peak Parkway CIP programs. Bob is Woodson's Project Manager for City of Winslow projects which include roadway widening, new intersection construction, striping and installation of curb, gutter and sidewalk.

PROJECT EXPERIENCE

Bales Avenue / NPC Campus, City of Winslow - Bob is the Project Manager for this project involving upgrades to circulation, parking and pedestrian facilities on the Northland Pioneer College Campus in Winslow.

City of Winslow Renaissance V on Route 66 - This project includes construction of pedestrian, bicycle and roadway improvements along Second and Third Streets. Additional work includes Environmental Documents and Design Plans. The team recently submitted 100% plans for ADOT, for the project which will receive federal funding., and Bob is currently scheduling Partnering and Pre-con meetings.

Blue Ridge High School / SR 260 Multi-use Path, Pinetop-Lakeside, AZ - As ADOT Statewide Project Management project manager, Bob worked closely with Pinetop-Lakeside Public Works and the school district on the design of this safety project. The multi-use path, offset from SR 260, provides a safe route to school, shifts pedestrian movements clear of the snow plowing accumulations, and preserves the wooded area between the highway and the school facilities.

US 60 / Main Street Reconstruction, Springerville, AZ - In an ADOT Statewide Project Management role, Bob managed this sensitive project, coordinating and resolving the sometimes divergent interests of the town (which sought to make the project an urban streetscape) and ADOT District, which viewed the roadway as a state highway under its purview for design and maintenance. In addition, the presence of a number of historic buildings along the street added a historic preservation aspect to the project.

EDUCATION

BS, Civil Engineering, 1972,
California State Polytechnic
University

MPA, 1992, Northern
Arizona University

LICENSES

Professional Engineer (Civil),
AZ #10518, 1976

Land Surveyor, AZ #17524,
1984

Certified Floodplain Manager
US-08-03905, 2008

AFFILIATIONS

Member ITS-Arizona (Board
of Directors) and ITS-
America (Advanced
Construction and
Maintenance Systems Task
Force, Advance Rural
Technology Systems
Committee, and Public Safety
Technology Committee)

Member American Society of
Civil Engineers

Member Arizona County
Engineers Association

JEFF SWAN, PE, RLS, CFM - SENIOR PROJECT MANAGER

Jeff has over 44 years of civil and transportation engineering experience, including serving as ADOT Holbrook District Engineer. He has provided the leadership for and the management of major transportation and facility improvement programs including project design, construction and transportation operations. His areas of expertise include public policy development, intergovernmental relations, resource allocation, design review, workshop and work group facilitation, project management, data collection and analysis, contract administration, budget preparation, public/political representation, and state/tribal relations. Experience includes managing the construction and project development program for most of northern Arizona and as Holbrook District Engineer led the operations, construction, maintenance, and administrative programs for Northeast Arizona.

PROJECT EXPERIENCE

Townsend Winona Road, Coconino County - Jeff is the Project Manager on this pavement rehabilitation project consisting of pavement repairs, drainage enhancements, and mill and overlay. The project has involved coordination with Coconino National Forest regarding cultural resources, and utility franchises.

SR 87, Enchanted Lane Intersection Improvement, ADOT - Jeff assumed the role of project manager for the project to assist in completing the project design and development process for the Holbrook District to bid this project in the construction season. The development process involved coordinating with multiple agencies to assure project success.

Copeland Regional Detention Basins, Coconino County - Jeff was Co-Project Manager on the project that involved design and analysis of flood control facilities to mitigate the flooding from Schultz Fire burn areas. The project involved sediment traps, detention basins, channels and culverts to capture, attenuate and convey the runoff. Jeff led coordination efforts in this complex project involving multiple stakeholders.

City of Winslow, Transcon Lane South - Jeff is managing the design of the project and the ADOT processes in project development, design, and construction administration. Project involves the reconstruction and widening of Transcon Lane south of Interstate 40.

EDUCATION

Electrical Engineering and Mathematics, DeVry Institute of Technology, 1973

BS, Aquatic Biology and Chemistry, Northern Arizona University, 1979

LICENSES

Registered Land Surveyor, AZ #18215, 1985

AFFILIATIONS

United Surveyors of Arizona

National Society of Professional Surveyors

Western Federation of Professional Surveyors

AZ Board of Technical Registration Enforcement Advisory Committee member

Board of Directors, AZ Professional Land Surveyors Education Foundation

Public Land Survey System Education Foundation

JIM FOLKERS, RLS - SURVEY MANAGER

Jim has over 40 years of land surveying experience in northern Arizona. He has extensive experience in the fieldwork and preparation of final drawings of cadastral surveys, topographical surveys, and of final drawings and property descriptions of boundary surveys, parcel splits and easements. He has participated in or supervised a large number of design surveys. He has performed numerous ALTA/ACSM Land title surveys and prepared numerous FEMA Elevation Certificates. He is a ROW & property boundary specialist, and has served as an expert witness on a number of occasions, including for the Arizona State Attorney General's office. Jim served as the sole non-governmental surveyor in the United States to assist in preparing the examination for the U.S. Bureau of Land Management's Certified Federal Surveyor program.

PROJECT EXPERIENCE

Tusayan Mapping Project - Setting and locating over 30 aerial targets used to map the Town of Tusayan at a 1-foot interval.

Townsend Winona Highway - Performed topographical survey of existing roadway for pavement widening project on Townsend-Winona Highway at Leupp Road intersection

Copeland Basin Surveying - Provided surveying and construction staking for the detention basins designed by Woodson engineers, southwest of the intersection of Copeland Drive and US 89, north of Flagstaff. These detention basins are to protect US 89 from future overtopping and regulate the flows that initiate within the Schultz Fire burn area.

Mountainaire Survey, Coconino County - For this project Jim and his crew performed boundary surveys of over 20 parcels to locate all existing pertinent survey monuments and cultural improvements and prepared the record of survey map while providing descriptions and assisting the title company with resolution of 50-year old property boundary issues.

City of Flagstaff - Numerous boundary, control and topographic surveys for various projects including Pulliam Airport Water Storage Tank, Flagstaff Urban Trail System, Reclaimed Water Line, Rio Homes, Sunnyside Improvements - Phase II, LiDAR mapping elevation evaluation, and Observatory Mesa ALTA/ASCM Land Title Survey.

Prescott National Forest - On-call surveying services contract for Prescott, Kaibab & Coconino National Forests. Tasks included a boundary survey involving 19 mining claims near Walker, Arizona.

EDUCATION

AS, Civil Engineering, 1977,
Pima Community College

BS, Civil Engineering, 1979,
University of Arizona

MBA, 1985, University of
Arizona

LICENSES

Professional Engineer (Civil),
AZ #14855, 1982; CA #C-
33707, 1981

Land Surveyor, AZ #16630,
1984

AFFILIATIONS

ASCE 2016 National Presi-
dent

Urban Land Planning Over-
sight Committee, Arizona
State Land Department, Gov-
ernor Appointment, 2010-
present

State of Arizona, Board of
Technical Registration, En-
forcement Advisory Commit-
tee, Member, 1997-present

Flagstaff City Council Mem-
ber, 2012-2014

MARK WOODSON, PE, LS, ENV SP, D.WRE - PRINCIPAL

Mark has over 38 years of experience in civil engineering and land surveying. His professional experience includes all types of public works projects, private development engineering, and municipal engineering services. As the Principal of his own firm, he is responsible for complete oversight of client projects. Over the past 20 years, Woodson has successfully completed hundreds of projects ranging from simple lot surveys to major airport improvements. Prior to establishing the Firm in 1994, Mark served as the City Engineer for Flagstaff for 7 years and was the Town Engineer for Eagar prior to that. Currently the Firm serves as Town/City Engineer for both Tusayan and Winslow, and was City Engineer for Holbrook from 2003-2008.

PROJECT EXPERIENCE

City Engineer, City of Winslow - As City Engineer for Winslow, Mark is responsible for a wide range of activities related to infrastructure work. He has provided plan review services for commercial development, confirming zoning, drainage analysis, and the water and sewer system capacity and impact analysis. Mark has helped fund and administer grants for the City's Renaissance on Rt. 66 projects, and he reviews plans and assists with CDBG projects and CIP planning and budgeting by investigating funding sources, and reviewing projects that may need to meet City, County or ADOT requirements.

Ponderosa Trails, Flagstaff - This 350-acre site was Flagstaff's largest subdivision. Mark coordinated the Master Planned Residential Development for 1,500 units; this effort involved modeling water and wastewater impacts on the City's system including proposed improvements to water storage and wastewater capacity. The Master Plan included stormwater management and regional detention. He was then responsible for the design of the individual phases of the project.

Coconino Community College, Flagstaff - Mark completed the Master Plan with the project's architect for the new 40-acre Coconino Community College campus. Woodson provided surveying, planning, engineering and public involvement for the master planning, bond election program and design.

K-12 Schools - Mark has completed dozens of projects for the area's schools including both the Flagstaff Unified School District and the Page USD. These projects have included redesign of the traffic flow systems to accommodate features for safe access including bus drop-off/pick-up areas, pedestrian crosswalks, parent drop-off areas, and staff and visitor parking.

EDUCATION

BS, Civil Engineering, 1989,
University of Minnesota

LICENSES

Professional Engineer (Civil),
AZ #34537, 2000

AFFILIATIONS

Northern Arizona Builders
Association

Arizona Floodplain Managers
Association

RICK SCHULLER, PE - ASSOCIATE PRINCIPAL

Rick has over 27 years of experience in civil engineering, and over 17 at Woodson. His experience includes engineering services for complex residential, commercial, industrial and public improvement projects. Major responsibilities include management of engineering projects, client contact, proposals, contract negotiation, government approvals, presentations, design development and construction documents, including specifications. He often represents Woodson at agency hearings, government staff meetings, client project review meetings and public meetings. Rick's experience includes infrastructure design, storm water management plans, hydrologic investigations, construction cost estimates and construction management services.

PROJECT EXPERIENCE

Timber Sky Development, Flagstaff – Rick and his team prepared a feasibility study for a 200-acre site to investigate the existing utilities (water, sewer, power, cable), storm drain facilities, and perimeter streets, and then provided recommendations on potential upgrades required to accommodate the proposed improvements. The offsite watershed area was analyzed to assess the amount of offsite flows impacting the site and we proposed necessary stormwater infrastructure required to convey flows through the site. The project has moved to the next phase and Woodson is teaming with the landscape architect to provide all planning, surveying and engineering.

The Ridge at Clear Creek, Flagstaff - We designed this development on a fast-track basis and accommodated many variables such as utility extensions, grading and design of new roadway, access coordinated with Northern Arizona University and the US Forest Service, numerous easements, and an offsite sanitary sewer in an ADOT right of way. The project included 14,000 linear feet of new sanitary sewer, 12,000 linear feet of new water main, and 2.25 miles of new roadway infrastructure.

Beaver and Leroux Streets, City of Flagstaff - This was a 7-block street and utility replacement CMAR project involving a 27-inch interceptor. Our work included sewer and water replacement, street, driveway, curb, gutter and sidewalk improvements and ramps. Specific engineering work included analyzing local drainage, and determining the hydrologic and hydraulic conditions.

Bonito Street Water and Sewer Improvement Project, City of Flagstaff - Rick was the Project Manager on this project that began as a sewer and water replacement project, but based on citizen input, grew to include sidewalks, drainage improvements due to flooding and runoff issues, and street restoration and widening. Rick and his team successfully accommodated the change in scope.

Peabody Western Coal Company - Rick and his team provide services to affect the release of mine-closure bonds for areas in northeastern Arizona. The work often includes preparing drainage feature maps, and surface mapping to determine areas of additional grading to more closely match the pre-mining topography.

EDUCATION

BS, Civil Engineering, Osmania University, 2002

MS, Civil Engineering, Lamar University, 2003

LICENSES

Professional Engineer (Civil), AZ #58144, 2014; NV #19547, 2007

Certified Floodplain Manager US-14-07483, 2014

PRESENTATIONS

Sirisha recently presented at the AFMA Fall Conference in Wickenburg in the Technical Session. Her talk was on the In-Situ Culvert Rehabilitation project for Navajo County.

SIRISHA KALLURI, PE, CFM - PROJECT MANAGER

Sirisha has over 13 years of experience and specializes in hydraulics and hydrology analysis and preparation of drainage studies. She has broad experience with flood control facilities, drainage design, flood plain studies, and stormwater management. She has worked on projects within flood zones where she designed flood control facilities (channels, culverts and detention basins). She has extensive highway drainage design experience and is an expert in using Bentley's software.

PROJECT EXPERIENCE

Copeland Regional Detention Basin, Coconino County - The project involved design and analysis of flood control facilities to mitigate the flooding from Schultz Fire burn areas. The project involved sediment traps, detention basins, channels and culverts to capture, attenuate and convey the runoff. Sirisha prepared drainage report, cost estimates, special provisions and also responded to RFIs during the construction phase.

Drainage Projects, City of Prescott - Sirisha is evaluating and designing improvements to street and drainage infrastructure to mitigate the flooding and erosion impacts to public improvements, private property, structures and existing utilities.

Timber Sky Drainage Design, Flagstaff - Sirisha worked on design and analysis of stormwater management facilities for a mixed-used development with an overall drainage area of 1.5 square miles. Sirisha designed the LID facilities, retention and detention facilities and prepared drainage report.

Sunridge Drainage Improvements, City of Flagstaff - The project involved design of storm drain facilities in an existing subdivision. Identifying existing utilities and steering the design to minimize the utility conflicts was a major challenge of the project. Sirisha prepared PS&E package for the project.

Porter Creek Culvert Rehabilitation, Navajo County - Sirisha researched various culvert rehabilitation techniques and presented them to the County to choose the most viable option. She coordinated with manufacturers, contractors and the County Engineer to shortlist the applicable techniques to fit the project budget. She prepared plans, details, cost estimates and special provisions.

Townsend-Winona Road, Coconino County - This CMAR project is approximately 4-miles long and involved pavement rehabilitation and drainage improvements. Sirisha was involved in preparation of the PS&E package, drainage report and coordination with utilities to obtain utility signoffs.