



architecture ■ engineering ■ construction

Date: August 18, 2016

Betty Hurst, Contracts

Gila County Finance

1400 E. Ash Street

Globe, AZ 85501

Phone: 928-402-4355 bhurst@gilacountyaz.gov

Re: **Predesign (Phase 1)**

Site Development Alternatives For The Payson Courthouse Complex

108 W. Main Street, Payson, Arizona

Dear Ms. Hurst,

KOO design-build (KOO) is pleased to submit our Statement of Qualification. KOO meets the small business size standard set by the US SBA and qualifies as an 8(a) Small Business. (DUNS #: 601-946-903 / CAGE Code: 47DB4)

Thank you for this opportunity to submit our qualifications for the **Payson Courthouse Complex** site development project. Please feel free to contact us if you have any questions or comments. We look forward to being of service to you in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read "Hoon H. Koo", with a long horizontal flourish extending to the right.

Hoon H. Koo, AIA & LEED AP

KOO design-build, inc.

Statement of Qualification

RFQ No. 060916

Pre-design (Phase 1) – Site Development Alternatives
For
The Payson Courthouse Complex



Payson Courthouse Complex
108 W. Main Street
Payson, Arizona

August 18, 2016



Experience of Design Team

The KOO team has a wide variety of experienced architects who have not only designed projects similar to those foreseen under this contract, but also constructed them. Since 1998, KOO has delivered a full range of architectural engineering services for state and local municipalities, small business owners, commercial developers, and school districts. KOO's delivery method is based on the time-honored approach of the "Master Builder," for which a single source has absolute accountability for both design and construction. Through each phase of the service delivery, KOO maintains a commitment to fairness, strong client-consultant communication, proactive leadership, quality workmanship, and safety. KOO offers the conceptual thinking and project leadership skills to fast-track a simple sketch into a new completed, fully functioning structure.

KOO's best staff for each task. KOO selects a team based on several factors: understanding of client needs, technical expertise and experience, management expertise, cost effectiveness, and availability. We will utilize our in-house staff, sub-consultants and subcontractors to ensure the highest quality work for the Site Development Alternatives for The Payson Courthouse Complex

Our staff has local knowledge and adheres to maximum building quality standards. KOO understands the importance of the immediate availability of the design team's local presence. The team must be familiar with the local environment in terms of climate and local Building Codes that the design quality ultimately has to meet. We are familiar with most of the surrounding local municipality building codes and the climate that this project must respond to.

Architect's and Engineering Qualifications

As highlighted in the section entitled Personnel Experience, our architectural and engineering team was specifically selected for their expertise and years of experience in site assessment and design.

KOO has full range of design and engineering support from the various engineering disciplines. Our team continually strives to develop the most innovative, timely, cost-effective and reliable solutions for our clients, and deliver our services with a very personal touch. Our site assessment and design experts have worked on large and small-scale projects for both private and public sectors giving us a more holistic perspective to what works best for each individual project. In addition, we offer a variety of engineering services ranging from the design of mechanical, electrical, plumbing, structural and civil systems to the study and implementation of most effective/efficient facility design. The ability to consolidate these disciplines under one roof provides more accurate and efficient coordination. We are confident that, with the myriad of experience we offer, our team will meet your needs and requirements for the Site Development Alternatives for The Payson Courthouse Complex.

Qualifications of Design Team

Koo Design-Build, Inc. will provide all staff necessary to complete the preliminary requirements outlined below and develop the alternatives required of this project. The principal members of the design team and their unique qualifications are:

HOON KOO, Principal Architect

EDUCATION

- School of Construction, Master of Science, Arizona State University, 1996
- School of Architecture, Bachelor of Science, Arizona State University, 1995

PROFESSIONAL LICENSES

- Registered Architect, State of Arizona, Registration #38020
- General Contractor, State of Arizona, ROC #: 182389 (KB-01)
- LEED AP by US Green Building Council

Certifications:

- US-SBA 8(a) participants since 2009, DUNS #: 601-946-903
- HUB Zone Certification (Application in progress)
- MBE/SBE/DBE by City of Phoenix & ADOT since 2001

C. J. Haas, Jr., PE, Civil Engineer

EDUCATION

B.S.C.E. November 1982 Michigan Technological University, Houghton, MI

PROFESSIONAL LICENSES

- State of Michigan 1990 No. 6201035229
- State of Arizona 2003 No. 39823
- State of Nevada 2011 No. 021028

Project Understanding

Gila County is in the process of planning for and redeveloping the Payson Courthouse Complex. The County has added two parcels, the 'NAPA' building parcel, including the existing structure and the parcel directly north of the 'NAPA' building that fronts W. Frontier Street, with the structures removed.

The County's current redevelopment plans will convert the existing 'NAPA' building into a Superior Court North structure, including a future breezeway connection to the adjacent Sheriff's Office & Jail. Current planning envisions utilizing the parcel north of the 'NAPA' building for Superior Court North parking. The existing W. Main Street frontage parking will be eliminated and the existing driveway on the west side of the 'NAPA' building will be restricted to emergency access only.

The County is also reviewing the feasibility of relocating the Assessor's and Recorder's Offices currently located in Gila County Building D. This area could then be used for expansion of the Sheriff's Office and Jail, to include the construction of a new 'Sally Port' structure.

It is also noted that the existing paved 'court-yard' at the current entrances to the Superior and Justice Courts will require removal and replacement to correct existing ADA concerns.

With these current and potential redevelopment projects, the County is looking to review the entire Payson Courthouse Complex with the express desire to generate Alternatives that address:

- Existing grading and drainage issues
- Redevelopment created grading and drainage issues
- Complex parking requirements
- Vehicle and Pedestrian traffic flow and safety
- Potential utility conflicts, relocations, improvements
- Planned fiber-optic improvements

This project, the Predesign (Phase 1) - Site Development Alternatives, is tasked with obtaining all necessary information related to the above concerns and generating preliminary design alternatives required for the County to assess overall site needs and plan accordingly for future site redevelopment and construction.

Approach to Project Delivery

Our project approach is straight forward:

- Determine the required site needs and issues
- Communicate and obtain consensus of needs & issues with Owner
- Develop preliminary alternative solutions to the consensus needs and issues
- Communicate Preliminary Alternative solutions with Owner
- Develop Project Alternatives based on Preliminary Alternatives and Owner's feedback
- Finalize and Prepare Final Alternatives Report

Since the Payson Courthouse Complex has a large and varied number of users, it is important to identify those users and consider their needs and issues as well as the stated needs and issues of the Owner. Therefore; our approach considers the following discussions as essential to this project.

Project Partners

It is important to note that this project must include an array of partners. These partners include those who work within the Complex, including the staff of:

- Sheriff's Office and Jail
- Superior Court
- Justice Court
- Payson Constable
- Probation Department
- County Attorney
- Assessor's Office
- Recorder's Office
- U of A Cooperative Extension
- Community Action Program
- Chamber of Commerce
- Health Department
- Flood Control Department
- Gila County Facilities Management
- Animal Control

Additional partners include:

- Gila County staff
- Canyon Country Design, Inc., Architects
- City of Payson
- Payson Visitors Center Staff
- Public visitors and site users

Project Meetings

A Project Kick-off meeting should be held as soon as possible after award of this project. That meeting should include County staff responsible for the project, the Architect for the Superior Court North project, Canyon Country Design, and an invitation to the City of Payson. The City of Payson, as owner/operator of S. Colcord Road, should be kept apprised of the projects progress and be included in any discussions regarding the S. Colcord R-O-W. Regular project meetings with Gila County and Canyon Country Design, with an invitation to the City of Payson, should be scheduled to communicate project schedules, needs, existing plan and design updates and coordinate other project issues.

Contact with each of the offices housed within the complex and including the Payson Visitors Center will be required to assess employee required parking needs as well as typical to maximum public parking needs.

The project will require a meeting with Gila County IT Department to discuss the needs and plans for fiber-optic cable up-grades and any necessary work to be included in the assessment alternatives. This may occur at the Kick-off meeting, a later scheduled meeting or as a separate meeting.

Other Issues

In seeking to address grading, drainage, pedestrian and vehicle traffic flow and safety, along with on-going planned site redevelopment projects, several other issues must be kept in mind. These issues include, but are not limited to:

- Current City Codes regarding Vegetation and Trees
- Current County Codes regarding Vegetation and Trees
- Existing Storm Drains and flooding issues
- Existing Utility locations
- Existing Fire Hydrant locations
- Fire Truck access, including turning movements

Gila County Building D

Gila County Building D contains the County Assessor's Office and County Recorder's Office. The County is in the process of determining the feasibility of relocating these offices off complex. Currently, without meeting with the Assessor and Recorder, it appears that adequate parking is available at Building D. Should the Assessor's and Recorder's Offices be relocated to a new site off complex; we must assume that adequate parking would be assured in such a relocation.

Proposed Schedule

Per the RFQ solicitation, all work will be completed within the 120 calendar day Term of Contract.

Day 0 – 30

- Kick-off Meeting
- Individual Partner Meetings (Needs/Issues Assessment)
- Applicable Code Research
 - City & County Vegetation Codes
 - Building Codes
 - Fire Codes
 - ADA Related Codes
- As Needed Project Meeting to discuss Progress
- Complex Needs & Issues Report
 - Partner Needs versus Code Requirements
 - Complex Site Issues Identified by Partners
- Project Meeting to discuss Needs & Issues Report

Day 31 – 60

- Additional Investigation of Concerns regarding Needs & Issues Report
- Needs & Issues Report revisions (If Necessary)
- Project Meeting regarding Final Needs & Issues Report
- Preliminary Design Concept Report
 - Design Concepts for any Required Utility Upgrades
 - Design Concepts for Vehicle & Pedestrian Traffic
 - Design Concepts for Parking and Site Use
- Project Meeting to discuss Preliminary Design Concept Report

Day 61 – 90

- Development of Project Alternatives
 - Design & Layout Alternatives
 - Material Alternatives
 - Engineer's Estimate of Costs
- As Needed Project Meeting to discuss Project Progress
- Preliminary Alternatives Report
- Project Meeting to discuss Alternatives Report

Day 91 – 120

- Additional Investigations if Required
- Revisions to Alternatives Report
- Project Meeting to discuss Current Project Progress
- Finalize Alternatives Report
- Deliver Final Project Report and Documentation

References

Robert Hickman, Facilities Manager
Gila County Public Works Building
745 N. Rose Mofford Way
Globe, Arizona 85502
Phone: 928 402 8591
E-Mail: rhickman@gilacountyaz.gov

James A. Myers, Construction Analyst/Construction Manager
U.S. Department of Housing & Urban Development
West Multifamily Regional Center
One Sansome Street, Suite 1200
San Francisco, CA 94104-4430
Phone (Office): 415 489 6622
Phone (Cell): 415 999 9865
E-Mail: james.a.myers@hud.gov

Ira Farnoush
FAA Western Service Areas
Infrastructure Engineering Services
Phone (Office): 310 725 7294
Phone (Cell): 310 880 0462
E-Mail: Ira.Farnoush@faa.gov

1. Section F. **RESPONSE CERTIFICATION**

08/18/16

(DATE)

Purchasing Services Department

The undersigned certifies that to the best of his or her knowledge: (check one)

- There is no officer or employee of Gila County who has, or whose relative has, a substantial interest in any Contract award subsequent to this Response.
- The names of any and all public officers or employees of Gila County who have, or whose relative has, a substantial interest in any Contract award subsequent to this Response are identified by name as part of the submittal

The undersigned further certifies that their firm (check one) IS or IS NOT currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify the County of any change in this status, shall one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Qualifications No. 060916 Predesign (Phase 1) - Site Development Alternatives for The Payson Courthouse Complex @ 108 W. Main Street, Payson, AZ, and after carefully reviewing all the terms and conditions imposed therein, the undersigned agrees to furnish such services in accordance with the specifications/scope of work according to the Proposal submitted or as mutually agreed upon by subsequent negotiation.


(signed)

Hoon Koo
(by)

KOO design-built, inc.
(firm)

President
(title)

8695 E. Mescal Street
Scottsdale, AZ 85260
(address)

(480) 560-2233
(phone number)