



**Shephard ▲ Wesnitzer, Inc.**

*Engineering an environment of excellence*



**RFQ for Qualifications No. 060916  
Pre-Design (Phase I) - Site Development  
Alternative for Payson Courthouse Complex**

**Gila County**



Front Entrance at the Payson Courthouse

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**SWI #16119**



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Gila County  
Contracts  
1400 East Ash Street  
Globe, Arizona 85501

**Re: RFQ No. 060916 – Pre-design - Site Development Alternatives for the Payson Courthouse Complex**

Dear Selection Committee,

Shephard-Wesnitzer, Inc. (SWI) is pleased to submit our Statement of Qualifications for the pre-design and site development alternatives for the Payson Courthouse Complex to Gila County. We are uniquely qualified and committed to serving the needs of Gila County and Payson. "Our vision is to be recognized regionally as a multi-disciplinary civil engineering firm grounded in excellence, innovation, and commitment to all projects from concept to completion." Therefore, SWI's 26 year history has primarily focused on northern Arizona, working with the topography and climates of communities similar to Payson.

Our vast experience with adverse climate, topography, and unique engineering situations described within, makes SWI a prime choice to assist the County with their engineering requirements. SWI's capabilities include, but are not limited to, civil engineering, surveying, traffic engineering, construction management, and construction inspection.

As a northern Arizona based firm, SWI can service the needs of the County in a timely fashion. We have extensive experience working with municipalities in northern Arizona on specific campuses with issues such as ADA access and site drainage. As the largest Civil Engineering firm based in northern Arizona, we have the ability to pull qualified resources from all four of our offices to offer solutions to the specific problems found at this County complex. Our size also allows us to respond in a timely manner and meet aggressive schedules. SWI is large enough to handle complex projects, yet small enough to provide individual service to each and every client regardless of the size of the job. Our knowledge of northern Arizona conditions coupled with our ingenuity and professionalism enables us to provide cost effective solutions.

We appreciate the opportunity to submit this Statement of Qualifications and look forward to working directly with the Payson Courthouse staff and Gila County. If you have any questions or require any additional information, please contact me directly at (928) 773-0354.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Art Beckwith', is written over a white background.

Art Beckwith, P.E.  
Project Principal



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# Experience of the Design Firm

## Firm Profile



L - R, Partners: Art Beckwith, Guillermo Cortes, John Wesnitzer

### Brief Firm History

SWI began with four employees in Sedona in 1990 and has grown to 25 employees with four offices throughout northern Arizona. Our Cottonwood office opened in 1995 with the Flagstaff office quickly following in 1996. The Prescott office opened in 1999.

We are a full service engineering, surveying, and consulting firm with the experience to provide all of the services as listed in the Request for Statements of Qualifications.

The level of service, staff resources and expertise we provide to the growing rural communities in Arizona is what sets us apart.



Shephard-Wesnitzer, Inc. (SWI) is a full-service civil engineering firm with 25 employees in four northern Arizona offices: Flagstaff, Sedona, Cottonwood, and Prescott. SWI has been a proven leader throughout the State of Arizona, having completed a variety of projects for both public and private entities during our 26 year history.

During our tenure in northern Arizona, our engineers have completed countless projects for government agencies. This includes Sedona City Hall, the Coconino Justice Facility and others that are listed in the following sections. We also hold many On-Call contracts with northern Arizona agencies including: Yavapai County, the City of Flagstaff, the City of Williams, the Town of Clarkdale, the Town of Dewey-Humboldt, and the City of Prescott. In addition, we have provided grading and drainage site design on private developments throughout our tenure. These developments have expedited schedules and similar scopes in regards to parking, ADA, and drainage as the Payson Courthouse Complex.

SWI's success can be attributed to our ability to pair qualified technical expertise with local communities, restrictive budgets, varying terrain and environmental challenges. We are confident that our local knowledge, history, and technical qualifications, will prove to be an asset to Payson and Gila County.



# Experience of the Design Firm



A portion of the services SWI has provided on similar project includes:

- ADA Improvements
- Drainage, Water, & Sewer Planning
- Utility Extensions & Relocations
- Site Development & Infrastructure
- Urban Street Design
- Traffic Control Plans & Transportation Studies
- Storm Water Pollution Prevention
- Construction Observation & Administration
- Facilities Planning & Site Design
- Boundary & Topographic Survey
- Construction Staking



## Similar Projects

Below is a representative list of projects with a similar scope of work that SWI has been a part of during our 26 year tenure.

Descriptions of these projects can be found on the following pages.

Superior Court Building  
Kingman, Arizona  
Design Currently in Progress

City Hall Improvements  
Sedona, Arizona  
1995-2013

911 Call Center  
Cottonwood, Arizona  
2012



Community Recreation Center  
Cottonwood, Arizona  
2012



Coconino County Justice Facility and Sheriff's Office  
Williams, Arizona  
2004



City of Flagstaff Public Works Facility  
Flagstaff, Arizona  
2009

Twin Arrows Hotel Resort and Casino  
East of Flagstaff, Arizona  
2010

NAU Real Estate Holdings  
Flagstaff, Arizona  
2012





### Superior Court Building

SWI is currently providing design for the renovation of the existing historic courthouse and associated parking. Our services on the project will include: surveying grading, drainage, utility planning, and construction plans. Similar to the Payson Courthouse Complex, this project includes parking lot renovations, ADA upgrades, on-site and off-site drainage improvements, and construction administration. This project is currently in design as of this summer.

### Sedona City Hall Improvements

SWI was part of the original planning and design team of the City Complex in 1995 and has continued to a part of the renovations and expansions over the years. The campus includes the Police Station, courthouse, engineering building, surface parking and an underground parking garage. Similar to the Payson Courthouse Complex, this project included slopes which heavily impacted ADA access. This was a major focus during design. In addition to ADA accessibility, on-site and off-site drainage improvements, and construction administration were part of our services.

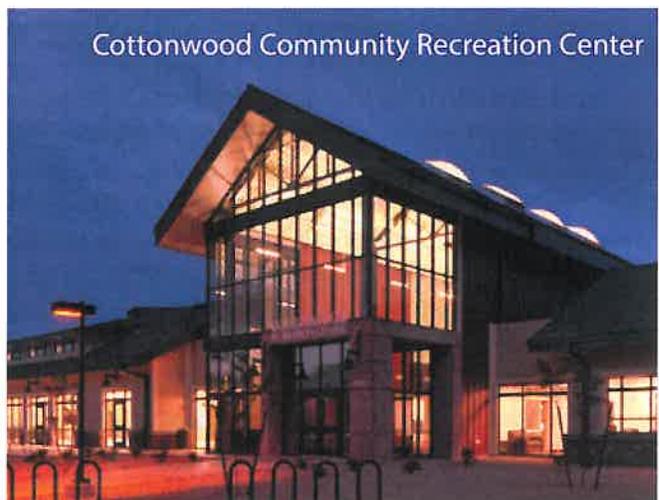
### Cottonwood 911 Call Center

SWI teamed with Arrington Watkins, listed in our team organization section, to provide civil and survey services for a 6,375 square foot emergency communications center located within an existing government campus in Cottonwood. SWI's services

included boundary surveys; grading; drainage plans; parking, pedestrian and vehicular access; and construction staking of the site. Lessons from this project with Arrington Watkins will transfer to our proposed team on this project.

### Cottonwood Community Recreation Center

SWI was responsible for all site civil and survey services for a 60,000 square foot recreation center and parking lot. SWI's services included boundary surveys; grading; drainage plans; parking, pedestrian and vehicular access; and construction staking of the site. Due to the proximity of the project to other government facilities, proper drainage to existing drainage structures and storm drain was essential.





### **Coconino County Justice Facility and Sheriff's Office**

The SWI team was responsible for the site design for a courthouse and sheriff's office in Williams. SWI responsibilities included surveying, grading, drainage, utility planning, construction plans for ADA, on-site and off-site improvements, and construction administration. SWI prepared a submittal package suitable for Development Review for both the City of Williams and Coconino County jurisdictions.

### **City of Flagstaff Public Works Facility**

SWI was contracted to assist the City of Flagstaff in streamlining the Public Works operations by consolidating everything into one location. The SWI team helped the City pick the most appropriate site for a new facility. Once the McAllister site was chosen, SWI was asked to continue on the project to complete the annexation, rezone, and site plan process of the property. The SWI team was responsible for site planning consisting of laying out the entire Public Works complex including building locations, parking lots, internal circulation, public and employee access, and off-site road improvements. SWI's scope included a boundary and topographic survey, preliminary grading plans, utility availability assessments, and cost estimates to aid with the Rezoning application. Due to the high profile of the project, SWI participated in on-site workshops and design charrettes held with appropriate City staff and citizens.

### **Twin Arrows Casino and Resort**

SWI provided site infrastructure development for this 250,000 square foot casino and hotel resort east of Flagstaff. SWI's scope of services included preparing site grading and drainage plans, driveway entry improvements, water and sewer distribution lines and paving and striping plans. SWI provided a grading design that still provides adequate drainage with manageable earthwork. Stormwater management design incorporated surface runoff structures including curb and gutter, valley gutter, drainage swales with three detention basins.

### **NAU Real Estate Holdings Building**

SWI was responsible for all site civil and survey services for a 45,000 SF office building on the NAU campus that utilized an alternative Design/Build Contract through Northern Arizona Real Estate Holdings (NAREH). SWI's services included topographic survey, grading and drainage plans, parking, pedestrian, and vehicular access, in addition to providing all construction staking of the site. A combination pedestrian/fire lane was ultimately implemented due to site constraints. The fire lane was shifted and narrowed in areas to retain major trees on site. An alternatives analysis was performed to select the recommended alignment for a sewer extension to minimize tree removal and hardscape removal. The team also incorporated sustainable concepts in order to achieve LEED certification.



## Experience of Key Personnel



**Art Beckwith, PE**  
Principal Engineer  
AZ No. 28658

Art Beckwith has over 33 years of experience in all aspects of civil engineering, including 15 years as a Project Principal for municipal, commercial and residential developments throughout Northern Arizona. Art's background also includes commercial site designs, drainage improvements and municipal projects. Art will serve as the single point of contact and will be responsible for all administration, team management, and ultimately responsible for the quality of SWI's performance.



**Joe Link, PE**  
Project Engineer  
AZ No. 33999

Joe Link has over 17 years of experience in civil engineering design and project management on municipal and commercial developments throughout Northern Arizona. He specializes in hydrology, culvert and channel hydraulics, grading plans, water and sewer design, roadway design, floodplain analysis, drainage mitigation facility design, and construction inspection. Joe will provide technical overview and review throughout the duration of the project.



**Richard Aldridge, PE**  
Project Manager  
AZ No. 20878

Richard Aldridge has over 32 years of extensive engineering experience includes project management, planning, and design for public and private entities throughout Northern Arizona. His hands-on project involvement has included initial project planning, coordination with user groups, field surveying, design, cost estimating, bid management, construction inspection, and construction management. Richard will provide technical overview throughout the duration of the project.



**Guillermo Cortes, PE**  
Traffic Engineer  
AZ No. 33983

Guillermo Cortes' experience includes 18 years as a Project Principal for municipal, commercial, and residential developments across the state of Arizona. His background includes residential and commercial subdivisions, transportation, commercial site designs, and municipal projects. Guillermo is SWI's lead Transportation Engineer and will manage any potential roadway design, ADOT coordination, and traffic engineering on this project.



**Aaron Hayne, LEED**  
Project Architect

Aaron Hayne of Norris Design has over 19 years of experience with landscape architecture. At Norris Design, he is responsible for conceptual and schematic design, creation of construction documents, project management and construction administration. Aaron specializes in design for streetscapes, large communities and commercial buildings. He has extensive experience in the public outreach process, community meetings, and gathering stakeholder input.



**Matt Gorman, LEED**  
Project Architect  
AZ No. 30774

Matt Gorman of Arrington Watkins Architects has over 30 years of architecture experience with fire, police, courts, and detention facilities. He has worked with many local municipalities, state governments and federal agencies and is well versed in all aspects of project management including scheduling, budgeting, programming, design, documentation, and construction administration. In addition to his architecture experience, Matt is public safety expert at the firm.



# Team Composition and Organization Chart

## Team Composition

We have strategically assembled a team of highly qualified individuals all dedicated to successful project completion.

### Arrington Watkins Architects

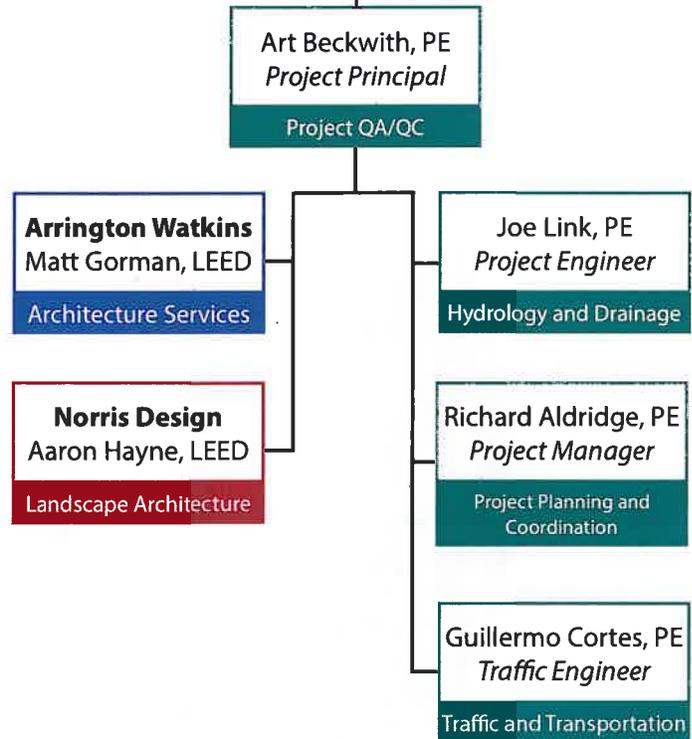
Established in 1994, Arrington Watkins Architects had a clear vision of creating a different kind of design firm. One that would focus on the needs and goals of our clients and the success of their projects. Today, the firm consists of a talented staff of 40, including 12 registered architects, who have been instrumental in sustaining this vision and core values. The firm's expertise is in the design and management of projects that are technically complex in their systems, function or processes. These projects have included court facilities, criminal justice facilities, public safety facilities, medical installations, high-tech office/assembly, manufacturing, warehouse buildings, and retail fuel installations.

*SWI has teamed with Arrington Watkins to provide civil and survey services on several projects including the Cottonwood 911 Center listed on page 4. With their strong background in municipal facilities, they will be used as needed for any site planning and overall courthouse expertise.*

### Norris Design

Established in 1985, Norris Design's strategic partnership in planning, landscape architecture and project promotion encompasses local, regional, national and international projects. Norris Design combines responsive service with creative solutions that are grounded in realism to deliver a design that thrives, both today and in the future. Their knowledge and implementation of green building strategies is key to the design process and the project success.

*With our long history together, Norris Design will be providing any needed landscape architecture and examining any potential environmental impacts as a result of the design.*



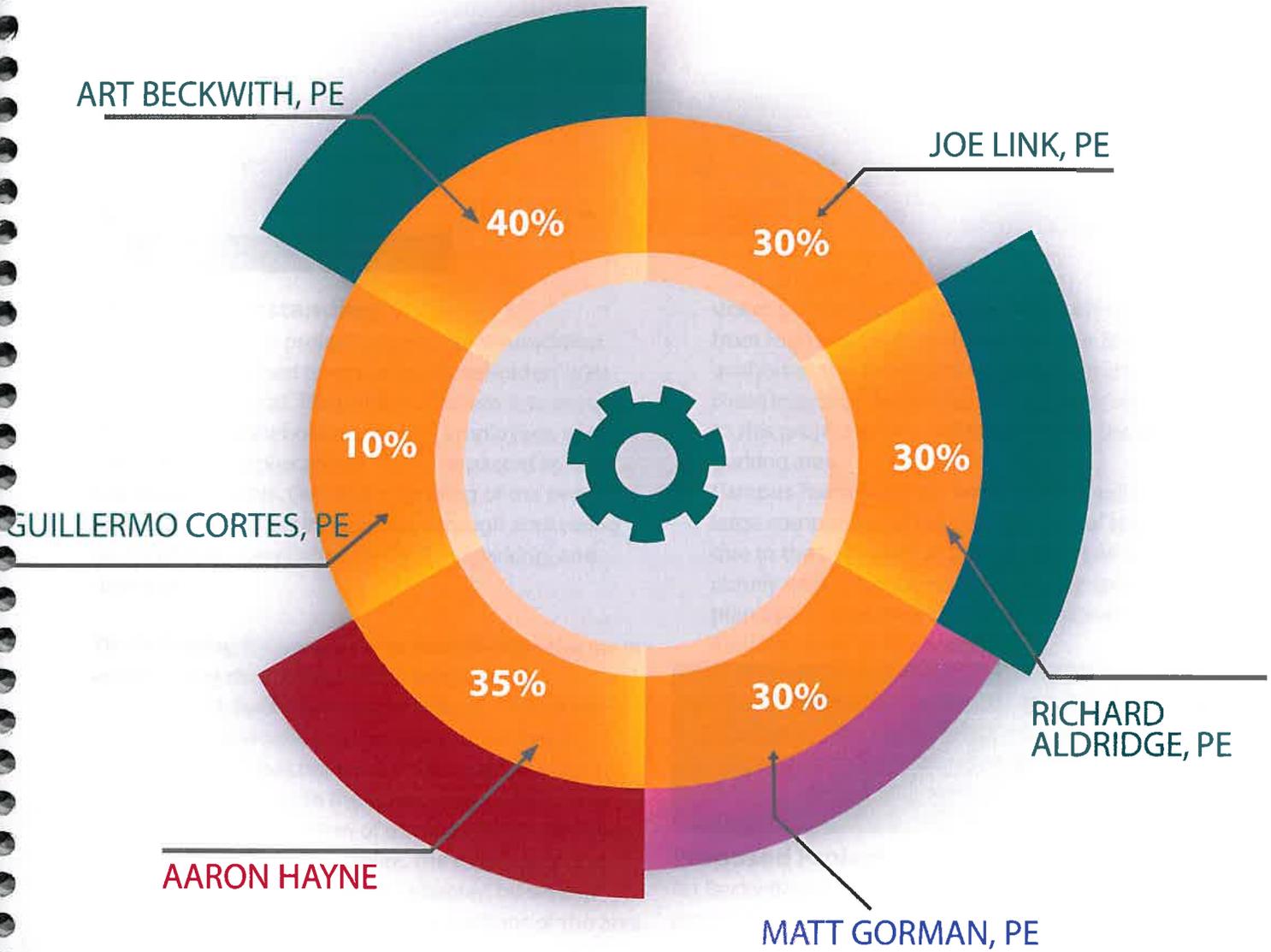
Arrington Watkins Architects has provided design for several courthouse complexes including: Maricopa County Clerk of the Courts, Ak-Chin Indian Community Justice Complex, San Tan Regional Justice Courts, and many others.

Norris Design has teamed with different firms throughout their history to provide planning and landscape design for several courthouse complexes including: Jefferson County Sheriff's Facility, Converse County Courthouse, Adam County Justice Center, and many others.



## Current Workload of Key Team Members

Listed below is the percent of each key team member will be dedicating to this project from their current workload and a list of their notable projects.





### Project Understanding

In order to achieve project success, communication between all involved teams in the stakeholders' area is absolutely critical. The primary concern is to ensure that both the stakeholders, County employees, and users of the complex are positively impacted by the site improvements. Our understanding of the project is to best utilize the entire complex through addressing issues of ADA compliance, traffic flow, parking, and drainage.

#### The following four areas were identified as the main engineering challenges of the project:

1. **Old NAPA Building and Access Road.** During the site walk and research thereafter, it has been determined that the excess drainage will need to be resolved prior to the construction of the sally port and the transition of using the NAPA building by the courthouse complex. The drainage of this area appears to have been impacted by several years of poor channeling. Many portions of the area do not have any curb or gutter.
2. **South Colcord Road and Building D's Parking Area.** The drainage of this area has been impacted by off-site flow from West Frontier Street. Lack of storm water conveyance is causing near Building D's parking area, Colcord Road, and Main Street. Drainage through Building D's parking area will be analyzed to resolve drainage concerns.
3. **Parking Areas East of the Facilities Building.** The

drainage of this area is impacted by off-site flow from Highway SR-87 and West Frontier Street. An analysis of the curb/gutter and valley gutters across these intersections will be an important aspect to this project as the overflow impacts the whole parking area.

4. **Campus Traffic Control:** Traffic control will be a large component of the construction of this project due to the heavy use of this campus. SWI will work closely with the contractor during the construction plan phase in an effort to phase construction to limit the amount of disruptions.

On page 13, we have offered some solutions for these areas in order to resolve some of the engineering issues. These solutions are based off of current research and may change as the project develops with impact from all parties involved.

### Proposed Project Approach

Art Beckwith will be the single point of contract for your project. He will attend all meetings with the County and will distribute information as necessary to insure prompt design effort. He will also monitor the schedule and budget throughout the project duration. Additionally, Art will provide the internal QC/QA reviews for the team deliverables. As part of the process to achieve project success, we will provide bi-weekly or more frequent status updates via email distribution to the County stakeholders. The updates will include schedule progress and identify any issues of concern. This keeps all necessary parties informed of the project progress.



# Project Understanding and the Approach

## Project Kickoff Meeting

In addition to the standard schedule, team, scope and contract issues, SWI will address project-specific issues by presenting a proactive plan for the project, with emphasis on listening and responding to the concerns from the affected parties at the campus. Expected concerns include: ADA compliance, addressing traffic flow, off-site drainage, exiting vegetation and landscaping, and relocation of utilities that may result in the closure of certain areas of the campus during construction.

## Assembly of 30%, 60%, & Final Construction Plans

SWI will facilitate obtaining input with the stakeholders to determine the exact plan of action for the improvements. This includes collect base information such as field surveys, as-built plans for existing infrastructure, utility information, regulatory agency requirements, checklists, submitted documents, and other relevant task information. Before proceeding with design of the improvements, our team would receive written acceptance prior to moving forward. The assemble of the design would be as follows:

- Assemble Concept Design drawings based on the scope to a 30% level of detail. Review Concept Design drawings with client before moving forward.
- Assemble 60% and 100% design drawings and specifications based on approvals for each level of submittal, including agency reviews.
- Preparation of cost estimates, providing submittals to regulatory agencies and other related tasks would be a part of the project development.

## Construction Phase Services

We are capable of administering public bid projects from project bid to close out. We can provide management of the record planholders lists, distribution of plans to plan rooms and contractors, conducting pre-bid meetings, attending bid openings and preparation of the record bid tabulations and recommendation of awards. During construction we provide inspections, QA/QC coordination with geotechnical firms, construction staking, conduct progress meetings, prepare minutes of all meetings and photo document our inspections, review payment

applications and overall quality of the work, prepare as-built plans and provide the final agency certifications as necessary.

We are consistent in our approach to construction management and inspections. This provides potential bidders with a known entity in the preparation of their bids. Our design engineers and senior staff are also inspectors. This not only helps in the design and construction, but also allows them to improve the constructibility of our plans from observing the latest construction techniques in the field. Contractors are not treated preferentially and construction standards are adhered to.

## Value Engineering Solutions

The Value Methodology Standard defines Value Engineering (VE) as the systematic method to improve the "value" of goods or products and services by using an examination of function. Value, as defined, is the ratio of function to cost. Value can therefore be increased by either improving the function or reducing the cost. It is a primary principle of value engineering that basic functions be preserved and not be reduced as a consequence of pursuing value improvements.

When it comes to the Architectural and Engineering field it's hard to rely on the "what can we remove in order to save money" thought process. At SWI, we establish a group of our senior engineers to review the project at the planning stage to identify the challenges and present ideas on a project. That same group evaluates the project during the design phase and again at an approximate 90% plan submittal. We also rely on some of our contractor relationships to sit down and discuss current projects in the design phase to discuss construction costs and opportunities for value engineering. It is this close coordination before and during the design process that will help deliver the value engineering solutions in a timely manner.

## Travel

The only major issue that SWI has identified is our travel time for meetings and other site visit requirements. However, we have successfully addressed these issues for our other municipal clients as follows:



## Project Understanding and the Approach

- We have never missed a meeting for any of our municipal clients anywhere in the State. We can travel early or make arrangements to stay in Payson when necessary. We are located about an hour and a half away from the project site and Richard Aldridge also has family nearby that welcomes overnight stays. Although it has not yet affected us to date, severe winter storms can close roadways. If this becomes an issue during travel, we can call-in to provide support for any meeting that we are unable to attend in person and that was not canceled due to the inclement weather.
- Email, faxing, and FTP sites are great resources for transmittal of plans, specifications and other important documents. For example, reviews for the City of Williams are provided via emailed PDF versions. This saves travel, shipping, and other expenses associated with reviews requested by the County. Site photos can also be transmitted and received from our phones for immediate review by the appropriate staff for unusual issues.
- SWI maintains a conference line for call-in meetings that can be accessed at any time. This has proven to be beneficial for project discussions, coordination, input from outside sources, and can be done at everyone's convenience and from their desk. Documents can be viewed from the engineer's computer during the discussions for reference and timely comments.
- SWI utilizes an FTP site that can be accessed by our Clients for transmitting very large, digital files. This is very useful for distribution of project documents to interested stakeholders on an as-needed or as-necessary basis.

### Protection of Trees on the Project Site

During the project site walk, the protection of the existing foliage was mentioned as high priority. Our team has been involved in numerous new developments and reconstruction projects in northern Arizona and we have dealt with the issue of tree protection. Projects in Flagstaff and Sedona, where the protection of trees and slopes is mandatory. SWI plans the parking, grading, and sidewalks around existing trees and slope resources. For example, we frequently utilize islands in parking areas as a way to preserve

existing trees that may have been impacted by our design otherwise.

### Project Success

In order to achieve project success, communication between all involved teams and stakeholders of the affected area is absolutely crucial. A critical success factor is to reduce the amount of interruption within the courthouse complex as much as possible throughout the design and construction of this project. Clear communication will help ease concerns among the off-site businesses and patrons of the campus that might be affected with the proposed site improvements.

### Summary

The project seems well within the realm of SWI's capabilities but there are always challenges to be overcome during the design and construction phases. The SWI team bring years of experience to the Payson Courthouse Complex design and construction which will be a benefit to the town and Gila County. We have provided design on countless projects that have had similar engineering issues.

**Thank you for the opportunity to present our qualifications and we hope that you will favorably consider our Team for this project.**



## Project References

| References               |                                      |                |                              |
|--------------------------|--------------------------------------|----------------|------------------------------|
| Name                     | Title                                | Phone Number   | Email Address                |
| <b>Joe Duffy</b>         | Chino Valley Finance Director        | (928) 626-2646 | jduffy@chinoaz.net           |
| <b>Kyle Christiansen</b> | Williams Public Works Director       | (928) 635-4451 | kchristiansen@williamsaz.gov |
| <b>Ben Mokhtari</b>      | Prescott Project Manager             | (928) 777-1601 | ben.mokhtari@prescott-az.gov |
| <b>James Duval</b>       | Flagstaff CIP Senior Project Manager | (928) 226-4859 | jduval@flagstaffaz.gov       |
| <b>Bret Petersen</b>     | Flagstaff CIP Engineer               | (928) 213-2680 | bpetersen@flagstaffaz.gov    |



## Proposed Schedule

Phases 1-5 will occur within the 120 calendar days of the contract as defined in the RFQ.

### PRELIMINARY DESIGN

Utilizing the information gathered from the kickoff meeting, SWI will begin planning with Arrington Watkins and County staff. In addition, the preparation of 30% plans will occur during this stage.

### ASSEMBLY OF 100% PLANS

Assemble 100% design drawings and specifications based on approvals and agency reviews.

1

2

3

4

5

### PROJECT KICKOFF MEETING

Initial meetings and site visits/walkthroughs with the stakeholders, the project goals and the initial level of improvements will be determined for each of the design elements. In addition, the preparation of cost estimates will occur during this stage.

### ASSEMBLY OF 60% PLANS

Assemble 60% design drawings and specifications based on approvals and agency reviews.

### BID/CONSTRUCTION PHASE

This includes pre-bid and pre-construction meeting attendance and construction-phase consultation as determined.

### Response Time of the Team

SWI will manage the workloads of the project over the 120 calendar days using an internal project management practice. We currently provide design for many private developments and are use to expedited schedules. This project is no different. SWI manages long-duration projects the same way we manage those of a shorter duration. Staff resources are always assigned at utilizations less than 100%, and task schedules are "buffered" to allow some staff resource flexibility.



## Proposed Improvements



Although, a more specific plan for improving the drainage and traffic flow needs to be worked out in detail, we have several ideas for improvements that we have illustrated above and described on this page.

These suggestions are based on our project understanding, existing drainage, and our experience on similar projects.

**1:** There were concerns about protecting the existing pine trees and other foliage during the site walk. SWI, Norris Design, and Arrington Watkins will to minimize impact in this area and others during the design.

**2:** The existing channel appears has poor slope and flow capacity issues. Because of the proposed thru-street near the future entrance to the complex and increased parking, our drainage experts will focus a lot of their energy to improve the drainage of this area.

**3:** Due to the lack of curb and gutter in this section off-site drainage is causing drainage issues on the complex. Installing curb and valley gutters across this section will could improve drainage.

**4:** Potentially adding curbs, gutters, and a storm drain line connecting to the catch basins south of Main Street, Building D, and east towards the courthouse complex.

**5:** Installing a valley gutter or storm drain in this area will reduce drainage problems in the parking lot due to the off-site overflow from Highway 87. Item number 3 may also improve the drainage issues in this area.

**6:** With the help of ADOT partners and the County, we propose enlarging the catch basins on Highway 87 to reduce the overflow to the courthouse complex.



1. Section F. **RESPONSE CERTIFICATION**

August 17, 2016  
(DATE)

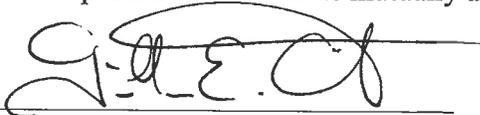
Purchasing Services Department

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)

Guillermo E. Cortes  
(by)

Shephard Nesnitzer, Inc.  
(firm)

Vice President  
(title)

110 W. Dale Ave., Flagstaff, AZ  
(address)  
86001

928-773-0354  
(phone number)



**GILA COUNTY  
PAYSON COURTHOUSE COMPLEX  
REQUEST FOR QUALIFICATIONS NO. 060916**

**ADDENDUM #1:**  
**DATE: 08/04/2016**

**CLARIFICATIONS:**

- 1. *QUESTION:*** Does this Request for Qualification include architectural work on the buildings, or has that work already been completed? Are you just looking for engineering services?  
***ANSWER:*** The Request for Qualification is for site improvements only. See Section E, Item 2-Scope of Work. Therefore, this would be non-building related improvements. The building improvements are/will be addressed by a separate contract.
- 2. *QUESTION:*** Where is the meeting place for the pre-proposal walk through?  
***ANSWER:*** The meeting will be just northwest of Building A. Building A is shown on Exhibit A.
- 3. *QUESTION:*** What time is the Pre-Proposal walk through?  
***ANSWER:*** The Pre-Proposal walk through is scheduled for 9:30 A.M.

**This concludes Addendum No. 1 to Request for Qualifications No. 060916**



**GILA COUNTY  
PAYSON COURTHOUSE COMPLEX  
REQUEST FOR QUALIFICATIONS NO. 060916**

**ADDENDUM #2:**  
**DATE: 08/08/2016**

**CLARIFICATIONS:**

1. **QUESTION:** Does Gila County have any additional requirements regarding proposal format, such as page limitations or font requirements?  
**ANSWER:** Gila County does not have any set limitations on proposal format.
2. **QUESTION:** Should respondents submit team member resumes for this project? If so, are there any specific requirements associated with that request, such as page limitations, content, etc.?  
**ANSWER:** It is up to the firm to decide if they want to submit resumes for their proposed team members. There is no specific format to which a firm may present proposed team members.

**This concludes Addendum No. 2 to Request for Qualifications No. 060916**



**GILA COUNTY  
PAYSON COURTHOUSE COMPLEX  
REQUEST FOR QUALIFICATIONS NO. 060916 #2**

**ADDENDUM #3:**  
**DATE: 08/11/2016**

**CLARIFICATIONS:**

1. **QUESTION:** How will the proposals be evaluated?  
**ANSWER:** The Proposals will be evaluated by a panel consisting of County employees.

**This concludes Addendum No. 3 to Request for Qualifications No. 060916**