

## AGENDA

AGENDA OF THE WORK SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON TUESDAY, SEPTEMBER 10, 2019 AT 5:30 PM AT THE CITY HALL BUILDING, 915 S. TOVREAVILLE ROAD, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY \_\_\_\_\_ AT \_\_\_\_\_ PM.

### ROLL CALL

#### **COUNCIL**

Councilmember Louis Pawlik, Ward III  
Councilmember Joni Giacomino, Ward II  
Councilmember Bill Higgins, Ward I  
Mayor David M. Smith  
Councilmember Leslie Johns, Ward I  
Councilmember Joan Hansen, Ward II  
Councilmember Anna Cline, Ward III, Mayor Pro Tempore

#### **STAFF**

Theresa Coleman, City Manager  
Ashlee Coronado, City Clerk  
Keri Bagley, Finance Director  
Joelle Landers, Personnel Director  
Jesus Haro, Public Works Director  
Albert Echave, Police Chief  
George Castillo, Fire Chief

#### **CITY ATTORNEY**

James Ledbetter

THE FOLLOWING ITEM WILL BE DISCUSSED AND/OR CONSIDERED AT THESE MEETINGS:

1. Discussion on how to proceed with the City Hall Building.  
Theresa Coleman, City Manager

### ADJOURNMENT

**Individuals with hearing disabilities can contact the City Clerk's Office (520) 432-6012 to request an Assisted Listening Device, at least 24 hours before the meeting.**

**Anyone needing special accommodation to attend this meeting should contact Ashlee Coronado at (520) 432-6012 at least twenty-four hours before the meeting.**

**Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 915 S. Tovreaville Rd., Bisbee, AZ.**

**Pursuant to A.R.S. § 38-431.03(A) (3), the Council may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s), who may appear telephonically.**



AGENDA ITEM NUMBER 1

## MAYOR & COUNCIL WORK SESSION FOR September 10, 2019

DATE ACTION SUBMITTED: September 5, 2019

PRESENTATION/ DISCUSSION ONLY

SUBJECT: DISCUSSION ON HOW TO PROCEED WITH THE CITY HALL BUILDING

FROM: Theresa Coleman, City Manager

RECOMMENDATION: DISCUSSION ONLY

PROPOSED MOTION: WORK SESSION ONLY

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DISCUSSION:

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FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:

  
Ashlee Coronado  
City Clerk

Reviewed by:

  
Theresa Coleman  
City Manager



Albert N. Hopper, Jr.  
ARCHITECT  
22 Manulito Trail  
Bisbee, Arizona 85603  
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## WHY EMPLOY AN ARCHITECT FOR THE NEW BISBEE CITY HALL PROJECT September 3, 2019

1. A community's city hall is an important focal point of civic pride. The architect is the one who brings imagination to the building process – to create a structure that goes beyond just utilitarian function. Public involvement in the design process keeps it transparent and encourages new ideas. The architect can facilitate this exchange.
2. An architect should to be employed at the very beginning of the building process. He or she has the expertise and experience to evaluate the client's requirements and budget to develop a building program and design concepts that bring the program and budget into sync.
3. In these busy times for the construction industry, costs are high. Compromise and alternatives may be required to make the project become a reality. The architect can work with the client early on to develop cost effective solutions?
4. City staff input is vital to define the facility's current space and technology demands. On the other hand, the life of the building will see many staff changes. The architect can design for present and future needs by incorporating flexible work space.
5. Some energy efficient materials and equipment may have a higher initial cost but provide for economies in the future. The architect and engineers are able to evaluate options, such as solar systems, and make recommendations for their implementation.
6. The architect assists the client with the bidding process to ensure that the best possible value for the client is obtained. During construction, the architect works with the contractor to ensure the progress, quality of the work, and compliance with the construction contract documents are being maintained.
7. On October 11, 2017 a fire gutted the existing Bisbee City Hall. August 30, 2018, according to the Bisbee Observer, "the Bisbee City Council unanimously agreed that rebuilding the damaged structure needs to be explored further and directed city staff to prepare an RFP for architectural services for design and construction at 118 Arizona Street." September 3, 2019: It is now time to proceed with the selection of an architect for the project.

## Ashlee Coronado

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**From:** Nina Williams  
**Sent:** Tuesday, September 3, 2019 8:50 AM  
**To:** Ashlee Coronado  
**Subject:** FW: New City Hall Building  
**Attachments:** SF330-16f.pdf

Nina Williams, CMC  
Deputy City Clerk  
City of Bisbee  
915 S. Tovreaville Road #4601  
P.O. Box 4601  
Bisbee, AZ 85603-4601  
520-432-6011

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**From:** Theresa Coleman  
**Sent:** Tuesday, September 3, 2019 7:43 AM  
**To:** Nina Williams <[NWilliams@bisbeeaz.gov](mailto:NWilliams@bisbeeaz.gov)>  
**Subject:** FW: New City Hall Building

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**From:** Al Anderson [<mailto:aanderson@kwrconst.com>]  
**Sent:** Friday, August 30, 2019 11:22 AM  
**To:** Theresa Coleman <[tc Coleman@bisbeeaz.gov](mailto:tc Coleman@bisbeeaz.gov)>  
**Subject:** New City Hall Building

Hello Theresa

I sent the following emails to our mayor. I just want you to also consider my recommendations, not knowing your background. Anne and I will be out of town next week or I'd attend Tuesday's council meeting.

Al Anderson  
*KWR Construction Inc, SBA 8a Certified*  
76 N. Ten Pond Place  
Sierra Vista AZ 85635  
(520) 459-6766 x 204  
\*

Program Offices at Fort Huachuca & Yuma Proving Grounds Army Bases and Luke & Davis Monthan AFB AZ

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**From:** Al Anderson  
**Sent:** Monday, February 11, 2019 6:24 AM  
**To:** 'LJohns@Bisbeeaz.gov' <[LJohns@Bisbeeaz.gov](mailto:LJohns@Bisbeeaz.gov)>; 'JHansen@BisbeeAz.gov' <[JHansen@BisbeeAz.gov](mailto:JHansen@BisbeeAz.gov)>; 'JGiacomino@Bisbeeaz.gov' <[JGiacomino@Bisbeeaz.gov](mailto:JGiacomino@Bisbeeaz.gov)>; 'GLindstrom@BisbeeAz.gov' <[GLindstrom@BisbeeAz.gov](mailto:GLindstrom@BisbeeAz.gov)>; 'BHiggins@BisbeeAz.gov' <[BHiggins@BisbeeAz.gov](mailto:BHiggins@BisbeeAz.gov)>; 'ACline@BisbeeAz.gov' <[ACline@BisbeeAz.gov](mailto:ACline@BisbeeAz.gov)>; David Smith <[dsmith@bisbeeaz.gov](mailto:dsmith@bisbeeaz.gov)>  
**Subject:** RE: New City Hall Building

Dear Mayor and Council

You are in the process of choosing a contract vehicle that will result in Bisbee getting a new city hall building. There are many types of contract vehicles that can be used to construct this building and the choices can be very confusing. We call them vehicles because using the wrong or right one can be an ordeal as bad as taking a cross country trip in the back of a greyhound bus or fun as a prom night in a limousine.

Some of the choices are:

Lease back.

Construction Manager at Risk

Design-Build

Design-Bid-Build

Bid-build Lump Sum

Cost Plus

Sole Source

Then there are the IDIQ contracts.

MACC (Multiple Award Construction Contract)

MATOC (Multiple Award Task Order Contract)

SABER (Simplified Acquisition of Base Engineering Requirements)

JOC (Job Order Contract)

BOA (Basic Ordering Agreement)

POCA (Performance Oriented Construction Activity)

And lastly....Do si does,, This is where local unlicensed handymen take homeowners to the dance and then leave with another girl.

No matter which one you choose or what its name implies, the City has a lot of risk. It comes down to a personal choice of if you want to swallow your risk chased with a teaspoon of sugar or a shot of whiskey. I have seen many examples of each of these types of contracts being completed smoothly and failing measurably.

In the past 35 years I have been the general manger of three contracting firms. Through those firms I have completed nearly a half billion dollars' worth of construction projects involving all thirteen of the above mentioned types of contract vehicles. I currently have in-progress over \$6M in Construction Manager at Risk; \$14M in Design/Build Lump Sum; and \$6M in Bid-build Lump Sum contracts. I'd prefer that this remains confidential even though it is public information due to them being federal contracts.

As a long-time Bisbee resident, property and business owner, I have a vested interest in making sure that you make informed decisions on Bisbee's behalf.

I am willing to share my experiences, thoughts and recommendations with you at any time, but it will take much more than 3 minutes.

Also constructing a new building will take a lot of time and input from the City and Council over the course of maybe a year or so. I recommend that you get a qualified and dedicated person that understands all aspects of construction business to advocate for our City's best interests during this process.

Thank you for your service.

Today I am adding this section:

I understand that you have chosen a design/build approach. This happens to be my favorite but there are pitfalls for the customer.

It has been my experience that those require that there already is a small pool of select of contractors (4-5) in-place that have been pre-vetted and that were chosen from a much larger pool of applicants. That initial vetting phase can take up to 6-months because it includes submissions of past experience, verification of past performance, approved safety and quality control programs, management staff qualifications and their resumes. My company was recently accepted into a B/D IDIQ pool with 5 other contractors out of 250 national applicants. That is the exception because it is typical to start more like with 20 and go down to 4 finalists. Four is manageable, gives the client good competitive bids and a diversity of designs.

All the federal agencies that I have D/B IDIQ contracts with also require that their pool of contractors comply with all sections of the Unified Facilities Criteria guide specifications, because one contractor's idea of how to build a quality building might differ from another's. <http://www.wbdg.org/FFC/dod/unified-facilities-criteria-ufc> Having and enforcing good specifications keeps the playing field level and assures that the customer receives a well-built project.

There are other and less costly specs that are used in the private sector, or for municipalities and schools. I particularly like an A&E firm that over-time has developed its own specs (architectural, structural, mechanical, plumbing, electrical) which marry the best approach of all specs but that yields both good quality and low price projects. Also the specs must comply with the local codes and the approving Authority Having Jurisdiction. For instance, I have seen plenty of electrical engineers that were not familiar with the local requirements and designed and specified main electrical panels that did not comply with the local utility company (APS, SSVEC, TEP) requirements (and there are huge differences). This can result in big change-order costs if this is not caught before the drawings are put out to bid. Hot water recirculating pumps, programable thermostats, insulated hot-water pipes, and property line set-backs are just a few other examples of Design Quality Control measures that need to be addressed in the design phase. Local A&E firms that have experience working with the AHJ should be given preference and/or outside firms have to be held accountable for their design defects.

Hidden site-visit costs are another way firms can run up the bill. Do not accept an open-ended proposal that is based on an unknown or 'best-guess' number of site-visits. We can't afford engineers charging us \$1,500 each time they drive from their offices in Tucson or Phoenix to the jobsite. The price has to be 'turn-key' and cover however many site-visits as it takes, both during the design and during the construction.

The design phase should also include a few design-charrette meetings with COB staff and the AHJ. The design drawings should be developed in stages that allow input from the users at each step (at least initial-charrette, 65%, 95% and 100%). Your staff knows best how they interact between each other and the public so their input is valuable. The firm must have a good track-record in advertising a solicitation, handling pre-bid questions and giving answers, evaluating proposals, and performing construction over-sight and management. These are things that should be done by a professional that has proven to be an advocate for the COB and not for their out-of-town contractor-crony friends. COB has a poor record on this issue, which was before your time.

I think you are on the right path in requiring A&E firms to submit their qualifications (technical approach) and a price proposal. I'd require the use of a standardized form like the one attached, otherwise you will receive a hodgepodge assortment of glitzy brochures and any firm can buy those but it does not mean that they are good companies. A lot of federal solicitations now state that submitting color brochures is prohibited. Standardized forms are much easier to evaluate, especially if there are many to go through. Also, qualifications have to be weighed with price. No use choosing a firm that has every imaginable engineering-discipline under one roof if their price is sky-high. I highly recommend that you state in the solicitation that the evaluation approach will be based on "best value". That will prevent sore-losers from protesting the award when they had a lower price or were more qualified and it will give you the upmost discretion in making your decision. It would be good to have an evaluation form already in-hand that looked at a set number of factors and weighted each with a numeric value (1 to 5). Price, past performance, qualifications, local experience and references, past relationship, etc.

I would also state in the solicitation what the COB's budget is. There is no use in having A&E firms thinking Cadillac when we are thinking Mini Cooper. That has been my biggest problem in dealing with A&E firms. They always want to overbuild projects because they are used to setting their fees as a percentage of the building's final cost. It has taken me many years to find a A&E team that works together well and within a competitive-pool type D/B environment but still gives my clients good quality best-value results.

You'd be surprised how many firms can't design within a fixed budget. I've had them tell me that they have software that helps them compute the build-price as they are designing. That maybe true for a few firms but a very well-known firm from Tucson designed the Salvation Army community building that I built in Sierra Vista. They wasted a lot of my time and my clients money trying many failed attempts to design a building that could be built within the available

budget. Our company ended up donating over \$250K to the Salvation Army just to get that A&E firm off the job so we could get the project completed after they drug it out for a year.

I guess it would also not hurt to request two A&E prices – one to retain the existing structure and one to start from scratch. This would at-least give you cover from certain members of the public from criticizing you that we wasted money by not saving the existing structure. It is reasonable for anyone not familiar with construction to think that there would be a cost savings in reutilizing the existing walls, etc.

I have stated to you before that remodeling cost per square foot is higher than all-new construction costs. Selective demo is much more time consuming than wholesale demo. Plus anyone that thinks that those existing walls can be reused obviously is not a structural engineer and someone who has to put their latent-defect professional liability insurance on the line to guarantee that the building does not fall down during an earthquake. In 1887, the Sonoran earthquake caused significant destruction in Southern Arizona towns, including as far north as Tucson and was one of the largest earthquakes in North American history. The earthquake was said to have been felt from Guaymas, Mexico to Albuquerque, New Mexico and was estimated as an intensity of 7.2. A lot of local people scoff at the likelihood of another earthquake occurring here, but they are not the ones who would be liable for any of the damages done when another quake does come. Structural engineers have to work under the premise of a recurrence is not a matter of 'if' but 'when'. There are a lot of local handyman-types that look at those walls and say: "looks good to go, to me". I do not take comfort from those sources. There are even on-line structural engineers just like there are on-line fire protection engineers. Those people will stamp any drawing, for a price. The problem is that they disappear once a problem occurs and the client is left holding a destroyed building with no means of relief.

I am happy to help the COB more in any way that I can.

Al Anderson (520) 227-6504f  
*KWR Construction Inc, SBA 8a Certified*  
76 N. Ten Pond Place  
Sierra Vista AZ 85635  
(520) 459-6766 x 204  
\*

Program Offices at Fort Huachuca & Yuma Proving Grounds Army Bases and Luke & Davis Monthan AFB AZ. National Park Service project offices in AZ, UT, NM, TX & OK.

# ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157  
Expiration Date: 12/31/2020

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

## PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

## GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

## INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

## DEFINITIONS

**Architect-Engineer Services:** Defined in FAR 2.101.

**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 FAR 36.102.

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

## SPECIFIC INSTRUCTIONS

### Part I - Contract-Specific Qualifications

#### Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

#### Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.



**Section C. Proposed Team.**

**9-11. Firm Name, Address, and Role in This Contract.**

Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)"). Attach an additional sheet in the same format as Section C if needed.

**Section D. Organizational Chart of Proposed Team.**

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

**Section E. Resumes of Key Personnel Proposed for this Contract.**

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

**Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.**

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. 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 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

**Section G. Key Personnel Participation in Example Projects.**

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

**Section H. Additional Information.**

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

**Section I. Authorized Representative.**

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

**SAMPLE ENTRIES FOR SECTION G (MATRIX)**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electrical Engineer	X	X		X						

**29. EXAMPLE PROJECTS KEY**

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

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## Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. **Solicitation Number.** If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. **Firm (or Branch Office) Name and Address.** Self-explanatory.

3. **Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. **Unique Entity Identifier.** Insert the unique entity identifier issued by the entity designated at SAM. See FAR part 4.6.

5. **Ownership.**

a. **Type.** Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. **Small Business Status.** Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. **Point of Contact.** Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. **Name of Firm.** Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. **Former Firm Names.** Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. **Employees by Discipline.** Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. **Profile of Firm's Experience and Annual Average Revenue for Last 5 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. **Annual Average Professional Services Revenues of Firm for Last 3 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. **Authorized Representative.** An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

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**List of Disciplines (Function Codes)**

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<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

**List of Experience Categories (Profile Codes)**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries ( <i>Planning &amp; Relocation</i> )	F03	Fire Protection
C03	Charting: Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building ( <i>low rise</i> ); Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams ( <i>Concrete; Arch</i> )	H09	Hospital & Medical Facilities
D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	H10	Hotels; Motels
D03	Desalinization ( <i>Process &amp; Facilities</i> )	H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

**List of Experience Categories (Profile Codes continued)**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (Rural; Mobile; Intercom, Etc.)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (Self-Supporting & Guyed Systems)
		T06	Tunnels & Subways

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**List of Experience Categories (Profile Codes continued)**

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<b>Code</b>	<b>Description</b>
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

a.	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION <i>(Degree and Specialization)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>
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<b>21. TITLE AND LOCATION (City and State)</b>	<b>22. YEAR COMPLETED</b>	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b>	<b>b. POINT OF CONTACT NAME</b>	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b>
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE



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**H. ADDITIONAL INFORMATION**

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30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

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**I. AUTHORIZED REPRESENTATIVE**

*The foregoing is a statement of facts.*

31. SIGNATURE

32. DATE

33. NAME AND TITLE



## Ashlee Coronado

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**From:** Theresa Coleman  
**Sent:** Thursday, September 5, 2019 9:58 AM  
**To:** Ashlee Coronado  
**Subject:** FW: Dan Cavanagh-Building contracts

Ashlee,

Please include this email correspondence with the work session packet. Perhaps including the emails and handouts we received for the previous Council Meeting.

Thanks,

Theresa

-----Original Message-----

**From:** Email [mailto:dandjcavanagh@aol.com]  
**Sent:** Wednesday, September 4, 2019 2:49 PM  
**To:** Theresa Coleman <tc Coleman@bisbeeaz.gov>; Councilman Dave Smith Bisbee <damith@cityofbisbee.com>  
**Cc:** brent.davis@gmi-tucson.com; tbee@azbuilders.org; rosemary@lloydconstruction.com  
**Subject:** Dan Cavanagh-Building contracts

Hi Theresa.

Last night, Mayor and Council discussed the type of contract that might be used in building the next City Hall.

Having worked with the ever changing procurement laws and forms of delivery, I have copied three people on this email:

Brent Davis is executive Director of the Cornerstone Building Foundation of Southern Arizona, an organization formed to promote strategic alliances within the construction industry. Brent is also past exec of the local chapter of the American Institute of Architects.

Tim Bee is currently Southern Arizona Director of the Arizona Builders Alliance, the local chapter of the AGC and the ABC-two of the largest and most influential construction trade organizations in America. Tim is also Past President of the Arizona State Senate and very familiar forms of construction delivery and contracts.

Third is Rosemary Bright of Lloyd Construction, the largest general contractor headquartered in Pima County. Rosemary graduated with a degree in architecture...and has an excellent "mix" of construction / architecture skills. (I also do some consulting for Lloyd).

I have mentioned to them that the City of Bisbee is currently reviewing its options in developing a new City Hall. Options are opened, but I mentioned your comments about the desire to have a building that is serviceable for City needs while visually reflecting the heritage of Bisbee and Arizona.

As I said last night, the type of contract/ delivery system often determines final outcome. These three people, and their organizations, would be glad to share their considerable experience...as well as those of their members.

In addition, Ms Bright has offered to bring her company owner to Bisbee to tour Hall remains, and talk with you about your goals. This would be done at your convenience and at no cost or obligation. Her phone is 520-833-8085.

I have asked the above three to consider your situation, and to share it with their members...leading firms in the development industry. I added that any advice they may want to offer would be appreciated.

Dan

Sent from my iPhone