

**PROFESSIONAL SERVICES AGREEMENT  
WITH DFDG Architecture**

THIS AGREEMENT is made as of the \_\_\_\_ day of August 2022 (the "Effective Date") by and between THE CITY OF APACHE JUNCTION, an Arizona municipal corporation ("City"), and DFDG Architecture, an Arizona corporation, ("Consultant"), both of which may be hereinafter referred to collectively as the "Parties", for the project entitled "Space Needs Assessment".

**RECITALS**

A. City desires to retain a consultant to perform a comprehensive space needs assessment and to make payment for the same in accordance with the terms and conditions set forth in this Agreement, including all attachments and addenda which are appended hereto by mutual agreement of the Parties.

B. The open market procedures have been satisfied to the extent they apply.

C. City will utilize the Arizona Department of Administration (ADOA) Annual Professional Services List for architectural services.

D. The Parties have set forth below contemplated services Consultant will provide City, including payment terms for such services and products.

**AGREEMENT**

NOW, THEREFORE, in consideration of the Recitals noted above, the mutual covenants and conditions below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **CONSULTANT'S DUTIES:** Consultant agrees to perform the professional services detailed in Exhibit A.

2. **COMPENSATION:** In accordance with the terms and conditions of this Agreement, City shall compensate Consultant for professional services in an amount not to exceed \$176,300.00 plus a City controlled contingency of \$20,000 for a total of \$196,300.00, in accordance with Exhibit A.

3. **CONSULTANT BILLING:** Consultant shall bill City on a time and expense basis in a total amount not to exceed Section 2 above. City shall pay such billings within thirty (30) calendar days of the date of receipt.

4. **TERM/RENEWAL:** The term of this Agreement starts on August 17, 2022 and ends on June 30, 2024.

5. **CITY'S STANDARD OF PERFORMANCE:** City shall furnish Consultant with all data, information and other supporting services specified in Exhibit A.

6. **CONSULTANT'S STANDARD OF PERFORMANCE:** While performing the services, Consultant shall exercise the reasonable professional care and skill customarily exercised by reputable members of Consultant's profession practicing in the Phoenix Metropolitan Area, and shall use reasonable diligence and best judgment while exercising its professional skill and expertise. Consultant shall be responsible for all errors and omissions Consultant commits in the performance of this Agreement.

7. **NOTICES:** All notices to the a Party required under this Agreement shall be in writing and sent by first class certified mail, postage prepaid, return receipt requested, addressed to the following:

If to City: City of Apache Junction  
c/o Matt Busby  
300 East Superstition Boulevard  
Apache Junction, AZ 85119

If to Consultant: DFDG Architecture  
c/o: Darrin Orndorff  
4545 E McKinley Street  
Phoenix, AZ 85008

8. **INSURANCE:** Consultant, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed in the State of Arizona with policies and forms satisfactory to City.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Agreement is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of City, constitute a material breach of this Agreement.

Consultant's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by City shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect City.

The insurance policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against City, its agents, officers, officials and employees for any claims arising out of Contractor's acts, errors, mistakes, omissions, work or service.



The insurance policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to City under such policies. Consultant shall be solely responsible for the deductible and/or self retention and City, at its option, may require Consultant to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

City reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. City shall not be obligated, however, to review same or to advise Consultant of any deficiencies in such policies and endorsements, and such receipt shall not relieve Consultant from, or be deemed a waiver of, City's right to insist on strict fulfillment of Consultant's obligations under this Agreement.

The insurance policies, except Workers' Compensation and Professional Liability, required by this Agreement, shall name City, its agents, officers, officials and employees as Additional Insureds.

#### **REQUIRED COVERAGE**

##### **Commercial General Liability**

Consultant shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Agreement, which coverage will be at least as broad as that on Insurance Service Office, Inc. Policy Form No. CG 00011093, or the equivalent thereof.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20101185, or the equivalent thereof, and shall include coverage for Consultant's operations and products and completed operations.

If required by this Agreement, if Consultant sublets any part of the work, services or operations, Consultant shall purchase and maintain, at all times during prosecution of the work, services or operations under this Agreement, an

Owner and Consultant's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of Consultant's work, service or operations under this Agreement. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues Consultant's Commercial General Liability insurance.

#### Automobile Liability

Consultant shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Consultant's owned, hired, and non-owned vehicles assigned to or used in performance of Consultant's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00011293, or the equivalent thereof). Such insurance shall include coverage for loading and off loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

#### Workers' Compensation

Consultant shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Consultant's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

By execution of this Agreement, Consultant certifies as follows:

"I am aware and understand the provisions of A.R.S. § 23-900 *et seq.* which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of this chapter, and I will comply with such provisions before commencing the performance of the work of this Agreement."

If Consultant has no employees for whom workers' compensation insurance is required, Consultant shall submit a declaration or affidavit to City so stating and covenanting to obtain such insurance if and when Consultant employs any employees subject to coverage.

In case any work is subcontracted, Consultant will require subcontractors to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of Consultant.



### Professional Liability

Consultant retained by City to provide the work or service required by this Agreement will maintain Professional Liability insurance covering acts, errors, mistakes and omissions arising out of the work or services performed by Consultant, or any person employed by Consultant, with a limit of not less than \$1,000,000 each claim.

### Certificates of Insurance

Prior to commencing work or services under this Agreement, Consultant shall furnish City with Certificates of Insurance, or formal endorsements as required by the Agreement, issued by Consultant's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Agreement are in full force and effect. The form of the certificates of insurance and endorsements shall be subject to the approval of the Apache Junction City Attorney's Office, shall comply with the terms of this Agreement, and shall be issued and delivered to City Attorney, City of Apache Junction, 300 East Superstition Boulevard, Apache Junction, AZ 85119.

In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of Consultant's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Agreement, a renewal certificate must be sent to City thirty (30) calendar days prior to the expiration date.

All Certificates of Insurance shall be identified with bid serial number and title. Policies or certificates and completed forms of City's Additional Insured Endorsement (or a substantially equivalent insurance company form acceptable to the City Attorney) evidencing the coverage required by this section shall be filed with the City and shall include the City as an additional insured. The policy or policies shall be in the usual form of a public liability insurance, but shall also include the following provision:

"Solely as respects work done by or on behalf of the named insured for the City of Apache Junction, it is agreed that the City of Apache Junction and its officers and employees are added as additional insureds under this policy."

Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) calendar days' prior written notice to City.

9. **APPLICABLE LAW AND VENUE:** The terms and conditions of this Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. Any action at law or in equity brought by either party for

the purpose of enforcing a right or rights provided for in this Agreement, shall be tried in a court of competent jurisdiction in Pinal County, State of Arizona. The parties hereby waive all provisions of law providing for a change of venue in such proceeding to any other county. In the event either party shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition in this Agreement, it is mutually agreed that the prevailing party in such action shall recover all costs including: all litigation and appeal expenses, collection expenses, reasonable attorney fees, necessary witness fees and court costs to be determined by the court in such action.

10. **FORCE MAJEURE**: Neither City nor Consultant, as the case may be, shall be considered not to have performed its obligations under this Agreement in the event of enforced delay (an "Enforced Delay") due to causes beyond its control and without its fault or negligence or failure to comply with applicable laws, including, but not restricted to, acts of God, fires, floods, epidemics, pandemics, quarantine, restrictions, embargoes, labor disputes, and unusually severe weather or the delays of subcontractors or materialmen due to such causes, acts of a public enemy, war, terrorism or act of terror (including but not limited to bio-terrorism or eco-terrorism), nuclear radiation, blockade, insurrection, riot, labor strike or interruption, extortion, sabotage, or similar occurrence or any exercise of the power of eminent domain of any governmental body on behalf of any public entity, or a declaration of moratorium or similar hiatus (whether permanent or temporary) by any public entity directly affecting the obligations under this Agreement. In no event will Enforced Delay include any delay resulting from unavailability for any reason of labor shortages, or the unavailability for any reason of particular Consultants, subcontractors, vendors or investors desired by Consultant in connection with the obligations under this Agreement. Consultant agrees that Consultant alone will bear all risks of delay which are not Enforced Delay. In the event of the occurrence of any such Enforced Delay, the time or times for performance of the obligations of the Party claiming delay shall be extended for a period of the Enforced Delay; provided, however, that the Party seeking the benefit of the provisions of this Section shall, within thirty (30) calendar days after such Party knows or should know of any such Enforced Delay, first notify the other Party of the specific delay in writing and claim the right to an extension for the period of the Enforced Delay; and provided further that in no event shall a period of Enforced Delay exceed ninety (90) calendar days.

11. **TERMINATION**: This Agreement may be terminated by either Party for any reason upon 30 days (1) months' written notice. If this Agreement is terminated, City shall be reimbursed from Consultant the amount paid for any undelivered and/or unaccepted products or services. Upon termination, City agrees to pay for all delivered, accepted, and properly invoiced services that were provided up to the announced Termination Date.



**12. INDEMNIFICATION:** To the fullest extent permitted by law, Consultant shall defend, indemnify and hold harmless City, its boardmembers and appointed officers, officials, agents, and employees from and against any and all liability including but not limited to demands, claims, actions, fees, costs and expenses, including attorney and expert witness fees, arising from or connected with, or alleged to have arisen from or connected with, relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, Work or services of Consultant, its agents, employees, or any tier of Consultant's subconsultant in the performance of this Agreement, but only to the extent caused by the negligence, recklessness or intentional wrongful conduct of Consultant or its subconsultants in the performance of this Agreement or any subcontract. Consultant's duty to defend, hold harmless and indemnify City, its boardmembers and appointed officers, officials, agents, and employees shall arise in connection with any tortious claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by an Consultant's acts, errors, mistakes, omissions, work or services in the performance of this Agreement including any employee of Consultant, any tier of Consultant's subconsultant or any other person for whose acts, errors, mistakes, omissions, Work or services Consultant may be legally liable. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

**13. TAXES:** Consultant shall pay all license, sales, consumer, transaction privilege, use and other similar taxes for services provided by Consultant which are legally enacted at the time the obligations under this Agreement are performed.

**14. PERMITS & FEES:** Unless otherwise provided in this Agreement, Consultant shall secure and pay for all applicable permits, government fees, licenses and inspections necessary for the proper execution and completion of services which are customarily secured after execution of the Agreement. Consultant shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the obligations. Consultant represents and warrants that any license necessary to perform the services under this Agreement is current and valid. Consultant understands that the activity described herein constitutes "doing business in the City of Apache Junction" and Consultant agrees to obtain a business license pursuant to Chapter 8 of the Apache Junction City Code, Vol. I, and keep such license current during the term of this Agreement. Consultant also acknowledges that the tax provision of the Apache Junction Tax Code, Chapter 8A, may also apply and if so, shall obtain a transaction privilege license and/or other licenses as may be required by all applicable laws. Further, Consultant agrees to pay all applicable privilege and use taxes that are

applicable to the activities, products and services provided under this Agreement.

15. **RECORDS**: Records of Consultant's labor, payroll, and other costs pertaining to this Agreement shall be kept on a generally recognized accounting basis and made available to City for inspection on request. Consultant shall maintain records for a period of at least two (2) years after termination of this Agreement, and shall make such records available during that retention period for examination or audit by City personnel during regular business hours.

16. **RIGHT OF CITY TO CONTRACT WITH OTHERS**: Nothing in this Agreement shall imply City is obligated to obtain the services described herein with only this particular Consultant.

17. **INDEPENDENT CONTRACTOR**: City and Consultant agree and understand that the relationship between both Parties is that of an independent contractor.

18. **WAIVER OF TERMS AND CONDITIONS**: The failure of City or Consultant to insist in any one or more instances on performance of any of the terms or conditions of this Agreement or to exercise any right or privilege contained herein shall not be considered as thereafter waiving such terms, conditions, rights or privileges, and they shall remain in full force and effect.

19. **COMPLIANCE WITH FEDERAL AND STATE LAWS**: Consultant understands and acknowledges the applicability of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989 to the services performed under this Agreement.

As required by A.R.S. § 41-4401, Consultant hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). Consultant further warrants that after hiring an employee, Consultant will verify the employment eligibility of the employee through the E-Verify program. If Consultant uses any subcontractors in performance of services, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Agreement that is subject to penalties up to and including termination of this Agreement. Consultant is subject to a penalty of \$100 per day for the first violation, \$500 per day for the second violation, and \$1,000 per day for the third violation. City at its option may terminate this Agreement after the third violation. Consultant shall not be deemed in material breach of this Agreement if the Consultant and/or subcontractors establish compliance with the employment verification provisions of Sections 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in



A.R.S. § 23-214(A). City retains the legal right to inspect the papers of any Consultant or subcontractor employee who works under this Agreement to ensure that the Consultant or subcontractor is complying with the warranty. Any inspection will be conducted after reasonable notice and at reasonable times. If state law is amended, the Parties may modify this paragraph consistent with state law.

20. **ENTIRE AGREEMENT:** This Agreement and any attachments represent the entire agreement between City and Consultant and supersede all prior negotiations, representations or agreements, either express or implied, written or oral. It is mutually understood and agreed that no alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the Parties hereto. Written and signed amendments shall automatically become part of the Supporting Documents, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.

21. **SEVERABILITY:** City and Consultant each believe that the execution, delivery and performance of this Agreement are in compliance with all applicable laws. However, in the unlikely event that any provision of this Agreement is declared void or unenforceable (or is construed as requiring City to do any act in violation of any applicable laws, including any constitutional provision, law, regulation, or city code), such provision shall be deemed severed from this Agreement and this Agreement shall otherwise remain in full force and effect; provided that this Agreement shall retroactively be deemed reformed to the extent reasonably possible in such a manner so that the reformed agreement (and any related agreements effective as of the same date) provide essentially the same rights and benefits (economic and otherwise) to the Parties as if such severance and reformation were not required. Unless prohibited by applicable laws, the Parties further shall perform all acts and execute, acknowledge and/or deliver all amendments, instruments and consents necessary to accomplish and to give effect to the purposes of this Agreement, as reformed.

22. **SUCCESSORS, ASSIGNMENT & DELEGATION:** City and Consultant each bind themselves, their partners, successors, assigns and legal representatives to the other Party hereto and to the partners, successors, assigns and legal representatives of such other Party in respect to all covenants, agreements and obligations contained in this Agreement. Neither Party to the Agreement shall assign the Agreement or sublet it as a whole or delegate the duties hereunder, without the written consent of the other, nor shall Consultant assign any monies due or to become due to it without the previous written consent of City.

23. **ACCURACY OF WORK:** Acceptance of services or work by City shall not relieve Consultant of the responsibility for subsequent correction of any such errors and the clarification of any ambiguities. Consultant shall make

all necessary revisions or corrections resulting from errors and omissions on the part of Consultant without additional compensation.

24. **TIME IS OF THE ESSENCE:** Time is of the essence with respect to all provisions in this Agreement. Any delay in performance by either Party shall constitute a material breach of this Agreement.

25. **PROHIBITION TO CONTRACT WITH CONSULTANTS WHO ENGAGE IN BOYCOTT OF THE STATE OF ISRAEL:** The Parties acknowledge A.R.S. §§ 35-393 through 35-393.03, as amended, which forbids public entities from contracting with Consultants who engage in boycotts of the State of Israel. Should Consultant under this Agreement engage in any such boycott against the State of Israel, this Agreement shall be deemed automatically terminated by operation of law. Any such boycott is a material breach of contract.

26. **CONFLICTS OF INTEREST:** This Agreement is subject to, and may be terminated by City in accordance with, the provisions of A.R.S. § 38-511.

IN WITNESS WHEREOF, Consultant and City have executed this Agreement as of the date first set forth above.

**CONSULTANT:**

DFDG Architecture, an Arizona corporation

  
By: Darrin Orndorff  
Its: President

**CITY:**

CITY OF APACHE JUNCTION, ARIZONA,  
an Arizona municipal corporation


By: Walter "Chip" Wilson  
Its: Mayor

**ATTEST:**

Jennifer Pena  
City Clerk



APPROVED AS TO FORM:

 7.18.22

R. Joel Stern  
City Attorney

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing was subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of  
[Company Name], an Arizona [corporation/limited liability company].

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

STATE OF ARIZONA )  
 ) ss.  
COUNTY OF PINAL )

The foregoing was subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, by Walter "Chip" Wilson, as Mayor of the City of  
Apache Junction, Arizona, an Arizona municipal corporation.

\_\_\_\_\_  
Notary Public

My Commission Expires:



## Exhibit A



July 5, 2022

City of Apache Junction  
300 E Superstition Blvd  
Apache Junction, AZ 85119

Matt Busby  
[mbusby@apachejunctionaz.gov](mailto:mbusby@apachejunctionaz.gov)

Re: Apache Junction Space Needs Assessment Fee Proposal

Dear Matt:

DFDG Architecture is excited for the opportunity to submit this proposal for design services on the city-wide space needs assessment. The following proposal outlines our understanding of the scope and requirements for this project.

## **A. PROJECT SCOPE**

### **1) General Scope Information.**

The project will be a space needs assessment for multiple buildings and sites managed and operated by the City of Apache Junction. Refer to Scoping Document dated 6/27/2022 for description of City assets included in this assessment.

### **2) Owner/Client Information.**

City of Apache Junction is the owner and Client for this project and will be represented by Susan Billings of Elevated Design Studio. The Client is responsible for the following:

- a. Provide any existing building and site drawings in PDF and CAD formats.
- b. Provide information about projected staff growth, or accept proposal for supplemental services included in Section D.

### **3) Building/Site Information.**

The existing buildings will be evaluated based on information provided to DFDG by the client. Any facilities that do not have CAD or PDF drawings available that accurately depict current layout and usage will require Additional Services to conduct field investigation by DFDG to collect that information. Facilities included on Scoping Document dated 6/27/2022 are all included in this scope, with recap of major elements noted below.

- a. City Hall (multiple departments) – 48,700 SF, 2 story facility.
- b. Police Station – 15,800 SF 2 story facility with 2,900 SF offsite training spaces and 2,500 SF offsite storage
- c. Parks – 40,700 SF 2 story multi-gen facility with 4 ancillary facilities totaling 6,300 SF.
- d. Library – 31,500 SF 1 story facility
- e. Public Works – 20,000 SF combined in 6 facilities with 14.5 acre public works site area.
- f. IT – 2,500 SF facility.
- g. Animal Control – 4,000 SF facility with 9,000 SF shelter yard with shade structures.



#### 4) Schedule.

The space needs assessment is the first phase of the City's effort to make sure they are meeting their organization's current and future capital asset needs. Not included in this proposal is phase 2 which is to create a master plan for this city to implement the information presented in this space needs assessment. Additional phases beyond the master planning would include additions, renovations and new construction to expand the City's infrastructure as needed to implement the master plan.

- a. Space Needs Assessment shall take approximately 4 months with the schedule largely determined by the city's responsiveness to questionnaires and reviews of draft assessments.
- b. Supplemental services will increase the project schedule based on the extent of services requested.

### **B. BASIC SERVICES**

#### 1) Consultant Team.

- a. DFDG will be the prime consultant, and provide architectural and planning services. Subconsultants will include the following disciplines (see attached proposals for additional information):
- b. FM Solutions (FMS) will provide consulting services to DFDG including building and site analysis.

#### 2) Programming and Conceptual Design (PD).

- a. DFDG will review any preliminary information provided by the Client and will consult with the Client, interview user groups (as applicable) to create a final space needs assessment document.
  - i. DFDG will prepare an analysis of workplace trends to include traditional office and open office spaces, "hoteling" spaces for shared staff use, work from home (WFH) integration and a hybrid of these spaces.
  - ii. Review existing space usage. This will establish existing space types and area per employee.
  - iii. City Space Needs. Prepare a space needs summary by department based on DFDG's recommendations selected by City's key stakeholder team.
  - iv. Explore planning concepts. DFDG will incorporate the preferred space use concepts into conceptual layouts of key spaces to test fit departments into key existing facilities. This will not be a complete master plan of all facilities, but will provide an example for the city to understand how the space concepts presented would be reflected in their existing spaces.
- b. Site work during this phase includes analysis of the needs for police and public works departments to have adequate exterior storage and yard space to satisfy their current and projected site needs.
- c. DFDG will attend bi-weekly meetings during this phase. Based on the project schedule in section A, 8 meetings are included in this phase.
- d. Final deliverable for this phase includes a written space needs assessment. This document will be used as the basis for a future Master Plan prepared by the City separate from this proposal.

#### 3) Supplemental Services.

The following Supplemental Services are noted as separate line items in the fee proposal of Section D below and will be included in the full scope of services provided by DFDG.

- a. Staff Projection Analysis. FMS will provide questionnaires and conduct interviews with key staff in order to calculate growth of staff for each department.
- b. Facility Condition Assessment. FMS will provide a facility condition assessment of selected buildings and site. Refer to attached consultant proposal for cost breakdown per building or site amenity. This proposal indicates direct consultant costs which would be marked up 10%.

### C. EXCLUSIONS

The following services are not included under Basic Services, and would be provided as Additional Services if requested by the Client.

- a. A change or increase in the project scope, or making changes to the documents that are inconsistent with previously furnished information or approvals.
- b. Design for future building expansions, campus master planning, or engineering analysis of any facility.
- c. Special studies or reports involving traffic studies, geotechnical analysis, archeological or environmental studies or reports, or other special studies requiring special expertise.
- d. Additional meetings or presentations beyond those indicated in Section B above.

### D. FEE PROPOSAL

Table below indicates basic and supplemental services by DFDG and the consultant team. The consultant fees are marked up 10%. The individual consultant fees can be seen on the attached proposals.

Basic Services	\$126,200
Space Needs Assessment	\$126,200
Supplemental Services	\$45,100*
Staff Project Analysis	\$45,100
Facility Condition Assessment*	Varies*
Reimbursable Expenses	\$5,000
Total Fee Proposal	\$176,300*

\*See attached proposal from FMS for per facility breakdown cost for facility condition assessment. Final total for this supplemental service will be based on the specific facilities included.

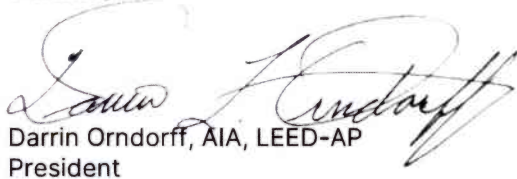
### E. OTHER TERMS AND CONDITIONS

- a. This proposal, if accepted, will become an exhibit to the formal contract between the Client and DFDG.
- b. We recommend using the standard AIA contract form unless the Client prefers to use a different contract.
- c. Payment for professional services, additional services, reimbursable expenses, and other related fees will be invoiced on a monthly basis. Invoices that remain unpaid beyond 60 days of the invoice date will accrue a service charge at the rate of 1.0% per month.
- d. In addition to the Fee for Professional Services, we would be reimbursed for direct expenses including the cost of printing, delivery service, CADD plotting, software beyond our standard programs, online software application service (cloud computing) fees, pay for subscription software, and similar direct expenses, multiplied by a factor of 1.10. Auto mileage will be billed at our current cost per mile based on the GSA federal employee's reimbursement rate. This allowance also includes hourly rates for administrative staff to scan any drawings not available in PDF format. Reimbursable expenses line item indicated in section D above is an allowance. Reimbursable expenses shall be invoiced on a monthly basis as accrued.
- e. Additional Services, if authorized by the Client, would be performed at our standard hourly rates or for a mutually agreeable fee. Additional services of consultants will be billed at the invoice cost multiplied by a factor of 1.10.
- f. DFDG's attached Standard Hourly Rates are current as of the initiation of this agreement but are subject to change. Where the fee arrangement is based upon an hourly rate, or extra work is required, the hourly rates will be those that prevail at the time services are rendered.



- g. This fee proposal does not include sales taxes. In the event any governmental jurisdiction levies a sales or other tax on professional services, such tax would be calculated and added to the fee amount.
- h. The architect will retain original drawings, calculations and reports provided under the agreement for a period of 2 years following completion of work.
- i. This Agreement may be terminated by either party at any time, in writing, with or without cause. In the event of termination, the Client agrees to pay DFDG for all services performed up through the date of termination, whether or not such services have been fully completed, on a pro-rata or hourly basis, along with accrued reimbursable expenses. The Client shall be provided with copies of any applicable work product for which DFDG has been paid.
- j. In performing duties under this Agreement, DFDG shall exercise the generally accepted standard of care determined for Arizona for projects of similar scope and complexity.

Sincerely,



Darrin Orndorff, AIA, LEED-AP  
President

July 1, 2022

fmsolutions.net

Chad Billings  
Principal  
DFDG Architecture

**Subject: Apache Junction Space Needs Assessment-Phase 1**

p 602.265.7900  
f 602.265.9477

Chad,

This letter will acknowledge and confirm our recent discussions to provide space needs assessment services for the above referenced project. We propose to furnish the following professional services as set forth herein.

#### **I. PROJECT ASSUMPTIONS**

DFDG to provide:

1. A single point of contact as a representative that FMS can work with on an ongoing basis
2. Schedule all meetings and interviews
3. Provide access to all necessary facilities
4. Support FMS on Questionnaire by providing review and comments, providing email of appropriate leaders to be sent to, and follow up with those leaders should it be required.
5. Provide FMS a list of all facilities, facility address, facility age, occupant of each facility along with current number of people/offices in each facility.
6. Provide all information in a timely manner that is requested on FMS provided Checklist. Electronic information is preferred to hard copy.
7. Provide a Conference Room space for FMS team to occupy and use during their investigative work.

#### **II. OBJECTIVES**

The following objectives are outlined for the Space Needs Assessment:

- a. Part I: The interviews and questionnaires will be used to collect information related to services and resources that will allow a documented understanding of each leader and each business. This understanding will be used and compared to industry trends.
- b. Part II: To provide a growth matrix showing anticipated growth of each department over the next 5, 10, and 20 years.

### III. SCOPE OF SERVICES

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#### PART I: ASSESSMENT OF SPACE NEEDS

The first part of the process will be a comprehensive assessment of the client's departments, their associated services, available resources, and culture. Data will be gathered at following levels to ensure a comprehensive understanding of the facility opportunities and challenges from key stakeholders, employees, managers and elected.

- 30k ft view: visionary, policy, process and political aspects i.e. Department Directors and above (approximately 20 people)

An interview format will be developed in a collaborative fashion with the Client and used to interview Individuals at this level selected by the Client to collect data related to long-term planning and future vision for the department.

- 10k ft view- spatial dynamics, spatial plans, business planners, long range planners, key budget people i.e. Senior Managers (approximately 40 people)

A questionnaire will be developed in a collaborative fashion with the Client and issued for collection of data related to their current and future staff projections, the needs for day-to-day function, level of public interface, and ability to function in a hybrid workplace.

#### PART II: DEVELOPMENT OF STRATEGIES

The second part of the process will use the data collected during Phase 1. FMS will use these strategies to create tools that can be applied to the client's employee growth matrix.

FMS will use the results of the interviews and questionnaires to create an anticipated growth matrix showing staff growth over the next 5, 10, and 20 years.

- o The growth matrix will be a flexible document allowing the growth values to be adjusted for each time-period and department.

Outcome: Documentation of the growth matrix showing anticipated growth of each department over the next 5, 10, and 20 years.

#### DELIVERABLES

- Table of Contents
- Executive Summary
- Formal discussion of each Phase
- List of Working Tools/Discussion of research method
- Extended Appendices

### IV. COMPENSATION

Professional fees for the scope of work outlined above for each project will be as detailed below plus reimbursable expenses.

**Fixed Fees: \$41,000.00**



## V. REIMBURSABLE EXPENSES

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Reimbursable expenses are not anticipated but should they be incurred; they are considered an addition to the fee indicated above; the following costs shall be reimbursable at actual cost +10%. FM Solutions will receive prior written approval for any reimbursable expenses. Copies of actual receipts will be submitted with payment requests.

Reimbursable expenses include expenditures made in the interest of the Project for:

- Plotting
- Reproductions
- Postage
- Deliveries
- Photos
- Transportation and other travel expenses related to travel outside the metro area.
- Mileage related to travel within the metro area. Mileage shall be charged per the current IRS rate.
- Regulatory Agency review fees.
- Employment of, with client's prior approval, special consultants other than those listed in this proposal.

p 602.265.7900  
t 602.265.9477

## VI. TERMS & CONDITIONS

Invoicing shall be monthly based on the percentage of the project completed, up to the proposed Fixed Fee and payment shall be made on a pay when paid basis. Once DFDG is paid, FMS will be paid within a week or as noted on an agreed upon AIA contract.

Services other than those mentioned and described herein will be performed only with your authorization and as an additional service. We look forward to proceeding with your project upon receipt of your approval. We are excited to assist you with your project, should you have any questions please contact me to discuss.

A handwritten signature in black ink, reading 'Heather Unger', written over a horizontal line.

Heather Unger, CSI  
FM Solutions Management LLC

A horizontal line representing a signature, with no visible text.

Chad Billings  
DFDG Architecture

cc:

Curtis L. Slife AIA, NCARB, CFM, FMP, FCI, IFMA FELLOW  
FM Solutions Management LLC



June 30, 2022

fmsolutions.net

Chad Billings  
Principal  
DFDG Architecture

**Subject: Apache Junction Facility Condition Assessments**

p 602.265.7900  
f 602.265.9477

Chad,

This letter will acknowledge and confirm our recent discussions to provide facility assessment services for the above referenced project. We propose to furnish the following professional services as set forth herein. The facility assessments will be performed utilizing the ASTM E2018-15 Standard Guide for Property Condition Assessments.

**I. PROJECT ASSUMPTIONS**

1. DFDG will provide one (1) Facility escort at each site with pre-coordinated access to all rooms/areas within the building (mechanical rooms, electrical rooms, roof, etc...). The escorts will walk with the assessment team(s) throughout the on-site survey.
2. FMS Assessment Team will coordinate with DFDG staff to schedule any meetings and/or phone calls required. FM Solutions will notify the DFDG contact no less than two weeks in advance to schedule meetings or facility access.
3. FMS for each subject building will provide a ladder to access ceiling areas above the grid and the roof if no direct access is provided.
4. FMS may use a Civil Subconsultant for evaluation of the pavement.

**II. OBJECTIVES**

The following objectives are outlined for the Facility Condition Assessment:

1. To provide an objective and technical analysis of the physical condition of each facility within the project scope.
2. To identify the cost required to bring the buildings to a standard condition, addressing both the building deficiencies and necessary improvements.
3. To develop an implementation strategy, based upon a predeveloped priority system for improving, repairing, and upgrading the buildings based on a prioritization of equipment and system-wide needs.

### III. SCOPE OF SERVICES

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#### 1. Task 1:

- a. Input of asset data/inventory to create a math-based estimated Facility Condition Index (FCI) for the Facilities listed below to include
  - i. Facility Replacement Models
  - ii. Statistical Life Analysis of Building Systems
  - iii. Calculate Estimated FCI for Each Facility

p 602.265.7900  
f 602.265.9477

#### 2. Task 2:

- a. Gather and review existing information & data to include:
  - i. FM Solutions will request building floor plans and drawings. If FM Solutions is required to scan these documents an additional fee will apply.
  - ii. FM Solutions will request any existing reports/studies associated with subject buildings.
- b. Kick-Off Meeting:
  - i. A kick-off meeting for each facility shall be held to gather historical information in groups of likeness, so that no more than 3 meetings are needed for all buildings. The intent of this meeting is to capture previous work completed, identify problem areas within the building, and receive input from staff that are most knowledgeable of the facility. Recommended to attend this meeting at a minimum are:
    1. Facility Consultant
    2. DFDG Facility Supervisors
    3. O&M staff responsible for maintaining each building
    4. IT Representative
- c. Perform physical survey of each building
  - i. The assessment team will conduct visual assessments of system conditions and gather life-cycle data on each of the following systems:
    1. Building Shell (Roofs, Walls, Window Systems, Exterior Doors and Structural Components)
    2. Building Interior (Walls, Doors, Floors & Ceilings)
    3. HVAC Systems
    4. Electrical & Electrical Distribution Systems (Primary and Backup)
    5. Lighting & Lighting Control Systems
    6. Plumbing Systems & Fixtures
    7. Fire Protection Sprinkler Systems
    8. Fire Alarm Systems and Security Systems



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9. Vertical Transportation
10. Paving, Curbing, and Parking
11. Storm Water Drainage and Landscaping
12. Flatwork and Topography

ii. The following will also be identified:

1. Code compliance issues
2. Fire/life-safety issues
3. Risk Issues

iii. Pictures will be taken to document any deficiencies identified throughout survey

d. Data entry/upload

i. Upload information gathered into database

1. Facilitize is an online asset management application. This tool provides detailed reports for each building assessed which can be provided to the customer for an additional fee, outlining building systems' inventory, recommended capital improvements, existing deficiencies, associated costs, condition indices, and future funding projections.

ii. Develop comprehensive cost estimates for recommended improvements/projects

iii. Calculate the FCI for each facility

iv. Establish current and project 10-year funding requirements.

v. Access to Facilitize with capital renewal and CMMS will be available at no charge for a 90-day trial period upon completion of final report. It would then be available for \$10,000 annually for the foreseeable future.

3. Deliverables

a. FMS will issue a PDF digital report for the building titled by the project name for your review when the assessments are completed. Typical reports include:

i. Summary Report - is a description of each facility and a summary of condition and deficiencies including FCI and projected repair costs.

ii. Survey Detail Report is a detail description of deficiencies and repair costs.

iii. Life Cycle Costing - for facility in terms of its building systems, including site systems, and age of each system so that an understanding of the facility's true condition and remaining life can be determined at, and strategic decisions can be made.

iv. FCI Report - essentially the "report card" for the facility. The facility is ranked on a scale from 0% to 100% for strategic planning purposes.

v. Survey Summary - will prioritize each of the expired building systems so that dollars may be budgeted in a logical manner— on a scale from one to six.

- vi. Future Funding Projections - that model future capital budget costs for each of the facilities ten years into the future, as well as noted above. an immediate, 5-years, and 20-years requirements.
- vii. Renewal Schedule - charts and graphs which show, on an annual basis, how much money needs to be spent at each facility, and for which building systems.

#### IV. COMPENSATION & SCHEDULE

Professional fees for the scope of work outlined above for each project will be as detailed below plus reimbursable expenses.

##### Fixed Fees:

##### FMS Assessment performed by Architect, CFM, and Certified FCI Assessor

Facility Name or Address	Address	Base Assessment Fee	Gross Square Footage	Basic SF Rate	Basic Total Cost
City Hall	300 E Superstition Boulevard	\$ 1,600.00	48700	0.426	\$ 22,331
Police Station	1001 N Idaho Road	\$ 1,600.00	15800	0.997	\$ 17,355
Multi Generational Recreation Center	1035 N Idaho Rd	\$ 1,600.00	37252	0.463	\$ 18,857
Library	1177 N Idaho Rd	\$ 1,600.00	31545	0.473	\$ 16,508
Public Works with Fleet	575 E. Baseline Ave	\$ 1,600.00	4763	1.145	\$ 7,052
Animal Control with Kennel	725 E Baseline Ave	\$ 1,600.00	4350	1.145	\$ 6,579
*Offsite Evidence Storage (AJ School-Need Address)	0	\$ 1,600.00	2000	1.190	\$ 3,980
PR Admin Addition (current project)	1035 N Idaho Rd	\$ 1,600.00	3500	1.047	\$ 5,264
Prospector Park (shop/yard/storage/break room-north team)	3015 N Idaho Rd	\$ 1,600.00	1200	1.190	\$ 3,028
Superstition Shadows Park (Temp Office / Storage South team 3 Conex spaces)	1091 W Southern Ave	\$ 1,600.00	1800	2.040	\$ 5,272
IT (Stand alone building)	1035 N Idaho Rd	\$ 1,600.00	2500	3.927	\$ 11,418
Park Ranger / Conference Center	1035 N Idaho Rd	\$ 1,600.00	3000	1.145	\$ 5,034
*Storage Need Address	0	\$ 1,600.00	300	1.700	\$ 2,110
Public Works Storage 1	575 E. Baseline Ave	\$ 1,600.00	1700	1.190	\$ 3,623
Public Works Storage 2	575 E. Baseline Ave	\$ 1,600.00	1600	1.190	\$ 3,504
Public Works Storage 3	575 E. Baseline Ave	\$ 1,600.00	1400	1.190	\$ 3,266
*Warehouse Public Works (site is 14.5 Acres) Water District (Need Sq. Ft.. and Facility Type)	575 E. Baseline Ave	\$ 1,600.00	8000	0.431	\$ 5,045
Office Public Works (site is 14.5 Acres) Office is 400SF	575 E. Baseline Ave	\$ 1,600.00	400	2.856	\$ 2,742
Public Works Fenced 1.1 acre around Storage Building	575 E. Baseline Ave	\$ 1,600.00	2900	1.190	\$ 5,051
Secure vehicle parking/fleet, bike storage, etc	1001 N Idaho Road	\$ 1,600.00	2025	1.190	\$ 4,010
Animal Shelter Yard	725 E Baseline Ave	\$ 1,600.00	9000	0.431	\$ 5,476
*Police 2.7 Acres (Need Sq. Ft. and Address) - not included in proposal	0	\$ -	0	0.000	\$ -
* = Facilities Need clarification on Sq. Ft., Need Address or Facility Type					\$ 157,505

#### V. REIMBURSABLE EXPENSES

Reimbursable expenses are not anticipated but should they be incurred; they are considered an addition to the fee indicated above; the following costs shall be reimbursable at actual cost +10%. FM Solutions will

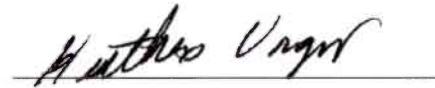
receive prior written approval for any reimbursable expenses. Copies of actual receipts will be submitted with payment requests.

- Long distance telephone and facsimile charges, postage, deliveries, printing, express charges, and other related items.

#### VI. TERMS & CONDITIONS

Invoicing shall be monthly based on the percentage of the project completed, up to the proposed Fixed Fee and payment shall be made on a pay when paid basis. Once DFDG is paid, FMS will be paid within a week or as noted on an agreed upon AIA contract.

Services other than those mentioned and described herein will be performed only with your authorization and as an additional service. Please refer to Attachment 1 for details of what is included and excluded within assessment scope. We look forward to proceeding with your project upon receipt of your approval. We are excited to assist you with your project, should you have any questions please contact me to discuss.



Heather Unger, CSI  
FM Solutions Management LLC

Chad Billings  
DFDG Architecture

cc:

Curtis L. Slife AIA, NCARB, CFM, FMP, FCI, IFMA FELLOW  
FM Solutions Management LLC



*Attachment 1 – Notes*

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1. 'Per Site Fee' Charged Once for Each Site Included in a Project
2. For buildings comprised of multiple building types (as defined above), split fee into separate spaces by building type for pricing
3. Project Team Includes:
  - Architectural: FM Solutions
  - Roofing: FM Solutions
  - HVAC: FM Solutions
  - Electrical: FM Solutions
- Additional consultants required by owner shall be considered additional costs
4. Assessment" Includes:
  - Assessment Team Site Visit
  - Equipment List Verification/Update
  - Deficiency List Verification/Update
  - Report Update
5. Excludes Structural and Civil scope, Stairwell pressurization, Smoke evacuation, Type of wiring, Any apparent issues identified during site visits will still be captured and brought to Owner's attention.
6. Each building shall be priced independently within the scope of work (aggregated SF is not used to determine assessment rate(s))

p 602.265.7900  
f 602.265.9477

# AJ Space Needs Assessment

## *Scoping Document*

### Introduction

Apache Junction is planning for the future and the future is now. It is an exciting time for the City of Apache Junction, in part because of the growth opportunity due to the approved annexation of 6600 acres of formerly state-owned land. In 2021, the city annexed 10 square miles, the first section out of a 275-square-mile swath of master-planned land known as 'Superstition Vistas'. This is the city's biggest project in its history, and it will change the face of Apache Junction.

It has been over 20 years since the last campus master plan effort and 20 years since the last significant capital projects (AJ Multigenerational Recreation Center and City Hall). The city has facilities that are past their useful life, as well as current additional space needs. The population boom that is anticipated over the next 10 years from the addition of 10,500 households will have an impact on city services, facilities and staffing. The City of Apache Junction is seeking a professional services firm to perform a space needs assessment that will serve as the business case and guiding document for a subsequent Master Plan effort. This space needs assessment shall consider not only the organizational growth that has occurred over the past 20 years, but the anticipated growth in the next 5, 10, 20+ years.

Below is the current asset list. It is important to note that in addition to interior conditioned building space for staff, the City also has space needs that involve secure storage for fleet (public works and police), yard space for Public Works. These types of spaces should also be assessed, as the fleet will grow, and therefore outdoor space needs for these types of items will grow.



# AJ Space Needs Assessment

## Scoping Document



## Current Building Assets

- See Exhibit A for aerial photos of these facilities.

	1st Floor	2nd Floor	Total	Remarks
City Hall (Courts, HR, Finance, Devel. Services, City Manager, Tax, IT, Water District)	38,900	9,800	48,700	
Police Station Main campus	8,390	7,410	15,800	
Secure vehicle parking/fleet, bike storage, etc...important too				need to consider secure space needs for vehicles/fleet
Offsite Evidence storage (@ AJ school)	2,000		2,000	PD to confirm SF of offsite storage
Police 2.7 acres				PD to confirm what this outdoor space is used for
Multigenerational Recreation Center	29,648	7,604	37,252	
PR Admin Addition (Current project)	3,500		3,500	
Prospector Park			1,200	(Shop/yard/storage/break room for north team)
Superstition Shadows Park			1,800	Temporary office/storage for south team 3 modular conex spaces
Library	31,545		31,545	
IT (stand alone building)	2,500		2,500	Liz confirming SF
Park Ranger / Conference Center	3,000		3,000	Liz confirming SF
Storage	300		300	Liz confirming SF
Public Works With Fleet	1,987	1,250	3,237	
Fenced 1.1 acre around Storage Building			4,763	Be aware of secure parking need
Storage	1,700		1,700	
Storage	1,600		1,600	
Storage	1,400		1,400	
Fuel Island				An amenity
Office and Shop	8,000		8,000	Is this Water District Warehouse & Office (400SF)
Public Works Site is 14.5 Acres				DFDG to ask about functions/components of this site
Animal Control with Kennel	4,350		4,350	
Animal Shelter Yard (all exterior with shade structures)	9,000			Outdoor functional space need
Total Bldg SF				169,410

## Procurement and Schedule

The city will direct select a qualified local professional services firm with municipal architecture, programming, space needs, facility assessment and master planning experience. Interested firms shall provide a list of projects highlighting their applicable experience for our consideration.

Please provide information on available state contracts or cooperative agreements that can be used to procure your services. Lastly, please indicate your availability to take on this project and complete it within approximately 6 months from NTP.

## AJ Space Needs Assessment

### Scoping Document



## Schedule

Anticipated schedule:

Firm Selected: June 23, 2022

Contract and Fee Negotiation: June/July 2022

Contract to PMCM & City Attorney for review: On or before July 11, 2022

Packet to Council: on or before July 18, 2022

Council Work Session: Monday, August 1, 2022 (PMCM and Arch to attend)

Council Approval: Tuesday, August 16, 2022 (PMCM and Arch to attend)

NTP: August 18, 2022

Complete Space Needs Assessment: Early 2023

## Contact

Susan Billings

Director PMCM | Principal Architect

Elevated Design Studio, LLC

[SBillings@eds-az.com](mailto:SBillings@eds-az.com)



Exhibit A







# AJ Space Needs Assessment

## Scoping Document



**ADOA  
COOPERATIVE AGREEMENT  
SUPPORTING DOCUMENTS**

**Submission Package:**

**Attachment 1**

**Attachment 2**

**Attachment 3**

**Attachment 4**

**Annual Design Professional Services Packet - DFDG**



## Attachment 1

**SUBMISSION OF OFFER:** Undersigned hereby offers and agrees to provide qualifications for **Annual Professional Services List Dated December 1, 2020**, in compliance with the Request for Statements of Qualifications indicated above and our Offer indicated by the latest dated version below:

<b>Initial Offer:</b>	1.	11/19/2020	CMB	
	date		initial	

CMB

### DFDG Architecture

<p>Offeror company name</p> <hr/> <p>4545 E. McKinley Street</p> <hr/> <p>Address</p> <hr/> <p>Phoenix, AZ 85008</p> <hr/> <p>City   State   ZIP</p> <hr/> <p>86-0324041</p> <hr/> <p>Federal tax identifier (EIN or SSN)</p>	<p>Signature of person authorized to sign Offer    Initials</p> <hr/> <p>Chad Billings, AIA, LEED AP, WELL AP / Principal</p> <hr/> <p>Printed name and title</p> <hr/> <p>Chad Billings, AIA, LEED AP, WELL AP / Principal</p> <hr/> <p>Contact name and title</p> <hr/> <p><a href="mailto:cbillings@dfdg.com">cbillings@dfdg.com</a>                      602.761.5123</p> <hr/> <p>Contact Email Address                      Contact phone number</p>
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Request for Statement

**Arizona Department of  
Administration  
General Services Division**  
100 N 15<sup>th</sup> Avenue, Suite 103  
Phoenix, AZ 85007

Attachment 1

	<div>me n ts o f Q u a l i f i c a t i o n s f o r t h e A n n u a l P r o f e s s i o n a l</div>	
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Attachment 1

	S e r v i c e s L i s t D a t e D e c e m b e r 1, 2 0 2 0	
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ATTACHMENT 1 – OFFER FORM

**CERTIFICATION:** By signature in the above, Offeror certifies that it:

- 1. will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465;



## **Attachment 1**

2. has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
3. complies with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance; and
4. is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.

## Attachment 2

Project Experience - Number of Projects and Revenue  
2020 Annual Professional Services List (save document as a .pdf and submit as an attachment).

FIRM NAME: DFDG Architecture

TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS COMPLETED IN LAST THREE YEARS-ANY STATE	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only	TYPE OF PROJECT	TOTAL NUMBER OF FIRM PROJECTS COMPLETED IN LAST THREE YEARS-ANY STATE	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY state, municipal, federal etc. government projects only	Using the Revenue Index (Enter 1-10) indicate the approximate revenue the firm has earned over the last three years from ARIZONA ONLY non-government projects only
Acoustics, Noise Abatement				Land Surveying			
Activity Centers	2		5	Landscape Architecture			
Aerial Photography; Airborne Data and Imagery Collection and Analysis				LEED Accredited A/E	4	6	
Agricultural Development; Grain Storage; Farm Mechanization				LEED Independent 3rd Party Building Commissioning			
Air Pollution Control				Libraries; Museums; Galleries	2	3	
Airports; Navais; Airport Lighting; Aircraft Fueling				Lighting (Exterior; Streets; Memorials; Athletic Fields, Etc.)			
Airports; Terminals and Hangars; Freight Handling				Lighting (Interior; Display; Theater, Etc.)			
Animal Facilities				Lighting (Cave; Cavern)			
Anti-Terrorism/Force Protection				Mapping Location/Addressing Systems			
Area Master Planning	4	3		Materials Handling Systems; Conveyors; Sorters			
Auditoriums and Theaters	2		3	Materials Testing			
Automation; Controls; Instrumentation				Measurement / Verification / Conservation			
Barracks; Dormitories				Water Consumption			
Bridge Design; Bridges				Medical Related			
Cartography				Metallurgy			
Cemeteries (Planning and Relocation)				Mining and Mineralogy			
Chemical Processing and Storage				Modular Systems Design; Pre-Fabricated			
Child Care/Development Facilities				Mold Investigation			
Codes; Standards; Ordinances				Museums	1	1	
Cold Storage; Refrigeration and Fast Freeze				Nuclear Facilities; Nuclear Shielding			
Commercial Building (Low Rise); Shopping Centers				Office Buildings; Industrial Parks	6		4
Communications Systems; TV; Microwave				Outdoor Recreation			
Community Facilities				Petroleum and Fuel (Storage and Distribution)			
Computer Facilities				Phase I Environmental			
Conservation and Resource Management				Photogrammetry			
Construction Management				Pipelines (Cross-Country - Liquid and Gas)			
Construction Materials Testing				Plumbing and Piping Design			
Construction Surveying				Pneumatic Structures; Air-Support Buildings			
Controls and Electronics Engineer				Power Generation; Transmission; Distribution			
Corrosion Control; Cathodic Protection Electrolysis				Prisons and Correctional Facilities			
Cost Estimating; Cost Engineering and Analysis; Construction Cost Estimating				Product, Machine Equipment Design			
Cryogenic Facilities				Public Safety Facilities	4	5	
Dams (Concrete; Arch)				Radar; Sonar; Radio and Radar Telescopes			
Dams (Earth; Rock); Dikes; Levees				Radio Frequency Systems and Shieldings			
Desalination (Process and Facilities)				Railroad; Rapid Transit			
Design & Planning Structured Parking Facilities	3	4		Recreation Facilities (Parks, Marinas, Etc.)			
Design-Build - Preparation of Requests for Proposals	1	2		Refrigeration Plants/Systems			
Detention Security Systems				Rehabilitation (Buildings; Structures; Facilities)	2	2	
Digital Elevation and Terrain Model Development				Research Facilities	4	4	
Digital Orthophotography				Resources Recovery; Recycling			
Dining Halls; Clubs; Restaurants	1			Rivers; Canals; Waterways; Flood Control			
Disability / Special Needs				Roof Infrared Imaging to Identify Water Leaks			
Dredging Studies and Design				Roofing			
Ecological and Archeological Investigations				Safety Engineering; Accident Studies; OSHA			
Educational Facilities; Classrooms	30	5		Security Systems; Intruder and Smoke			
Electrical Studies and Design				Seismic Designs and Studies			
Electronics				Sewage Collection, Treatment and Disposal			
Elevators; Escalators; People-Movers				Soils and Geologic Studies; Foundations			
Energy / Water Auditing Savings				Solar Energy Utilization			
Energy Conservation; New Energy Sources				Solid Wastes; Incineration; Landfill			
Environmental Impact Studies, Assessments or				Special Environments; Clean Rooms, Etc.			
Fallout Shelters; Blast-Resistant Design				Specifications Writing			
Fire Protection				Storm Water Handling and Facilities			
Fisheries; Fish Ladders				Structural Design; Special Structures			
Forensic Engineering				Surveying; Platting; Mapping; Flood Plain			
Garages; Vehicles Maintenance Facilities; Parking	3	4		Sustainable Design			
Gas Systems (Propane; Natural, Etc.)				Swimming Pools			
Geodetic Surveying; Ground and Airborne				Testing and Inspection Services			
Heating; Ventilating; Air Conditioning				Topographic Surveying and Mapping			
Highways; Streets; Airfield Paving; Parking Lots				Towers (Self-Supporting and Guyed)			
Historical Preservation				Toxicology			
Hospital and Medical Facilities				Traffic and Transportation Engineering			
Hotels; Motels				Traffic Studies			
Housing (Residential, Multi-Family; Apartments; Condominiums)				Transportation			
Hydraulics and Pneumatics				Tunnels and Subways			
Hydrographic Surveying				Urban Renewals; Community Development			
Industrial Buildings; Manufacturing Plants	1		2	Utilities (Gas and Steam)			
Industrial Processes; Quality Control				Value Analysis; Life-Cycle Costing			
Industrial Waste Treatment				Warehouse and Depots			
Intelligent Transportation Systems				Waste Water Treatment Facility			
Infrastructure				Water Resources; Hydrology; Ground			
Irrigation; Drainage				Water Supply; Treatment and Distribution			
Judicial and Courtroom Facilities	3	4		Water Well Rehabilitation; Water Well			
Laboratories; Medical Research Facilities	4	3		Wind Tunnels; Research/Testing Facilities			
Labs - General				Zoning; Land Use Studies			
Labs - Research - Dry							
Labs - Research - Wet							

Professional Services  
Index Number

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,00
4. \$500,000 to less than \$1 Million
5. \$1 Million to less than \$2 Million
6. \$2 Million to less than \$5 Million
7. \$5 Million to less than \$10 Million
8. \$10 Million to less than \$25 Million
9. \$25 Million to less than \$50 Million
10. \$50 Million or greater

Revenue

Attachment 3

7/8/2022

Annual Professional Services List of Firms Services December 1, 2020


IT IS IMPORTANT THAT YOU NOT ADD OR DELETE ANY COLUMNS OR CELLS.

Instructions: Enter Firm Name and complete sections as indicated and upload with offer submitted

		Indicate which Services firm is qualified to perform. Place an "X" in the appropriate boxes.						Indicate in which Regions firm will perform work in. Place an "X" in the appropriate boxes.					Indicate project cost range firm will perform work. Place an "X" in the appropriate boxes.			
		Professional Services Categories						Locations Served					Project Size			
		Architect Services	Assessor Services	Engineer Services	Geologist Services	Landscape Architect Services	Land Surveying Services	Planning/Policy Area	Seismic and Surrounding Area	Flagstaff and Surrounding Area	Yuma and Surrounding Area	Northeast	10,000 - 100,000	101,000 - 250,000	251,000 - 500,000	501,000 - 1,000,000
Firm Name	Firm Contact Email	X						X	X	X	X	X	X	X	X	X
CPGPA Architecture	cp@cpupa.com															



## Attachment 4

	<b>Participation in Boycott of Israel</b>		<b>State of Arizona Arizona Department of Administration General Services Division 100 N 15<sup>th</sup> Avenue, Suite 103 Phoenix, AZ 85007</b>
	<b>Request for Statements of Qualifications for the Annual Professional Services List Dated December 1, 2020</b>	PAGE 1	
		OF 2	

### Boycott of Israel Disclosure

Please note that if any of the following apply to this Solicitation, Contract, or Contractor, then the Offeror shall select the "Exempt Solicitation, Contract, or Contractor" option below:

- The Solicitation or Contract has an estimated value of less than \$100,000;
- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; OR
- Contractor is a non-profit organization.

Pursuant to A.R.S. §35-393.01, public entities are prohibited from entering into contracts "unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of goods or services from Israel."

Under A.R.S. §35-393:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
    - (a) Based in part on the fact that the entity does business in Israel or in territories controlled by Israel.
    - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
  2. "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
- ...
5. "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.

The certification below does not include boycotts prohibited by 50 United States Code Section 4842 or a regulation issued pursuant to that section. See A.R.S. §35-393.03.

**In compliance with A.R.S. §§35-393 *et seq.*, all offerors must select one of the following:**

The Company submitting this Offer **does not** participate in, and agrees not to participate in during the term of the contract, a boycott of Israel in accordance with A.R.S. §§35-393 *et seq.* I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.

	<b>Participation in Boycott of Israel</b>		<b>State of Arizona</b> <b>Arizona Department of</b> <b>Administration</b> <b>General Services Division</b> 100 N 15 <sup>th</sup> Avenue, Suite 103 Phoenix, AZ 85007
	<b>Request for Statements of Qualifications for the Annual</b> <b>Professional Services List Dated December 1, 2020</b>	PAGE 2	
		OF 2	

☐ The Company submitting this Offer **does** participate in a boycott of Israel as described in A.R.S. §§35-393 *et seq.*

☐ **Exempt Solicitation, Contract, or Contractor.**

Indicate which of the following statements applies to this Contract:

- ☐ Solicitation or Contract has an estimated value of less than \$100,000;
- ☐ Contractor is a sole proprietorship;
- ☐ Contractor has fewer than ten (10) employees; and/or
- ☐ Contractor is a non-profit organization.

**DFDG Architecture**  
 \_\_\_\_\_  
 Company Name

**4545 E. McKinley Street**  
 \_\_\_\_\_  
 Address

**Phoenix**                      **AZ**                      **85008**  
 \_\_\_\_\_  
 City                              State                      Zip

  
 \_\_\_\_\_  
 Signature of Person Authorized to Sign

**Chad Billings, AIA, LEED AP, WELL AP**  
 \_\_\_\_\_  
 Printed Name

**Principal**  
 \_\_\_\_\_  
 Title



ARIZONA DEPARTMENT OF ADMINISTRATION

# ANNUAL DESIGN PROFESSIONAL SERVICES

Statement of Qualifications / December 1, 2020





# 1. ORGANIZATION PROFILE

**a. Firm Name**

DFDG Architecture

**b. Year Established**

1970

**c. Address**

4545 E. McKinley Street  
Phoenix, AZ 85008

**d. Entity Type**

Corporation

**e. Parent Company**

Not applicable

**f. Main Contact**

Chad Billings, AIA, LEED AP, WELL AP  
cbillings@dfdg.com  
602.761.5123

**g. Copy of all Arizona Board of Technical Registration Licensing****Dick & Fritzsche Design Group, AKA DFDG**

Registration Number: 14913

Branch ID: 0

Initial Registration: July 25, 2007

Expiration Date: July 30, 2021

Contact Information

4545 E McKinley Street

Phoenix

Arizona


85008

(602) 954-9060

Firm Status: Active

Firm Services:  
ARCHITECT

**h. Copy of Arizona Corporate Commission Certificate of Good Standing**

<div>STATE OF ARIZONA</div> <div></div> <div>Office of the CORPORATION COMMISSION</div> <div>CERTIFICATE OF GOOD STANDING</div> <div>To all to whom these presents shall come, greeting:</div> <div>I, Jodi A. Jerich, Executive Director of the Arizona Corporation Commission, do hereby certify that</div> <div>***DICK &amp; FRITSCH DESIGN GROUP, INC.***</div> <div>a domestic corporation organized under the laws of the State of Arizona, did incorporate on January 13, 1977.</div> <div>I further certify that according to the records of the Arizona Corporation Commission, as of the date set forth hereunder, the said corporation is not administratively dissolved for failure to comply with the provisions of the Arizona Business Corporation Act; and that its most recent Annual Report, subject to the provisions of A.R.S. sections 10-122, 10-123, 10-125 &amp; 10-1622, has been delivered to the Arizona Corporation Commission for filing; and that the said corporation has not filed Articles of Dissolution as of the date of this certificate.</div> <div>This certificate relates only to the legal existence of the above named entity as of the date issued. This certificate is not to be construed as an endorsement, recommendation, or notice of approval of the entity's condition or business activities and practices.</div> <div>IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Arizona Corporation Commission. Done at Phoenix, the Capital, this 29th Day of May, 2014, A. D.</div> <div></div> <div><div>Jodi A. Jerich</div><div>Jodi A. Jerich, Executive Director</div><div>By: 1071173</div></div>	
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**i. DUNS Number and proof of no exclusions or debarments (SAM)**



Jana Brickey **Log Out**

**⚠** ALERT: SAM.gov will be down for scheduled maintenance Saturday, 11/14/2020 from 8:00 AM to Sunday, 11/15/2020 12:00 AM.

**Entity Dashboard**

- Entity Overview
- Entity Registration
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

[BACK TO USER DASHBOARD](#)

Dick & Fritsche Design Group, Inc.  
DUNS: 081686412 CAGE Code: oHNX8  
Status: Active  
Expiration Date: 06/05/2021  
Purpose of Registration: All Awards

4545 E McKinley St  
Phoenix, AZ, 85008-6529,  
UNITED STATES

**Page Description**

There are no active exclusion records associated to this entity by its unique entity identifier, i.e. the DUNS Number. You may conduct additional searches for exclusion records using different search criteria by selecting Search Records in the main navigation.

[PRINT](#)



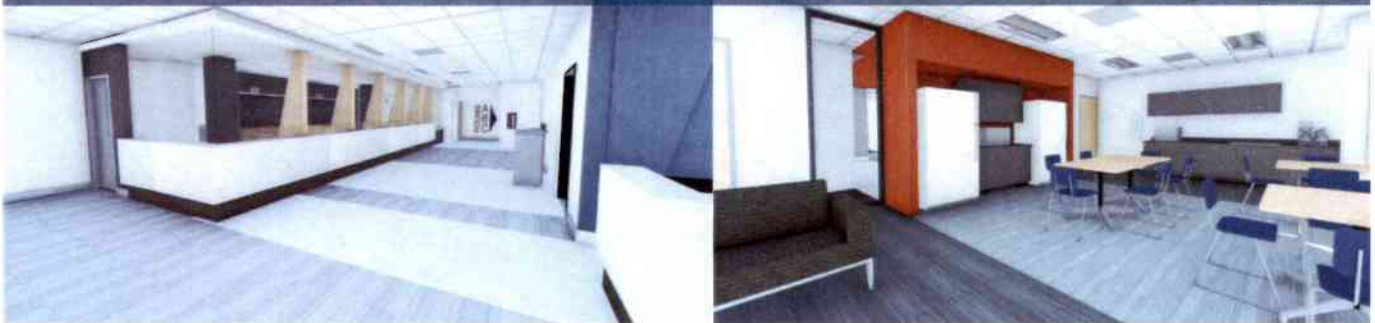
IBM-P-20201105-1716  
WWW1

Search Records	Disclaimers	FAPIS.gov
Data Access	Accessibility	GSA.gov/IAE
Check Status	Privacy Policy	GSA.gov
About		USA.gov
Help		



## 2. FIVE (5) EXAMPLE PROJECTS

### a. ADOA 1740 W. ADAMS BUILDING RE-STACK & RENOVATION / PHOENIX, AZ



**b. Professional Services Completed:** 2017

**Construction Completed:** 2018

**c. Project Owner:** Arizona Department of Administration

**d. Original Budget:** \$6.2M

**e. Total Project Cost:** \$6.4M

**f. Description:** DFDG completed the re-stack and renovation of the six-story ADOA Building. The project consolidated 28 State boards allowing the State to exit out of multiple leases in various private buildings. DFDG's main strategy was to design a functional facility without adjusting the building's core structural elements such as walls, columns and key rooms.

We identified zones for new functions, maximizing the layout, keeping circulation to a minimum and allowing for openness across each floor-plate. Each department is placed directly adjacent to one another in an open office environment. Consolidation allows the boards to share resources, including a single public access counter, security staff, and large boardrooms. Long-term file storage was also relocated out of their suites into the basement to maximize viable office locations.

### a. GLENDALE HEROES PARK LIBRARY / GLENDALE, AZ



**b. Professional Services Completed:** 2018

**Construction Completed:** 2019

**c. Project Owner:** City of Glendale

**d. Original Budget:** \$2.5M

**e. Total Project Cost:** \$3.6M

**f. Description:** The City of Glendale's vision for the library was born more than 20 years ago, with the intent of providing city residents with a state-of-the-art library serving inter-generational visitors. At the time, the library was planned and designed at 35,000-sf. Due to budget cuts and a recession, the project was placed on hold and then re-emerged with the same vision and goals, but with a significantly less budget and size variation.

The DFDG team eagerly took up the creative opportunity to provide as much of the client's original vision as possible, succeeding in planting the seeds for the future of the site.

The design of Heroes Park Regional Library promotes several of the most important trends in library spaces: culture, creativity, community engagement, arts, and equity. The library provides engagement for adults, teens, and children to interact with each other or independently as they use the library's resources. It also boasts programs and materials for all ages.



## 2. FIVE (5) EXAMPLE PROJECTS

### a. PEORIA FIRE STATION / PEORIA, AZ



**b. Professional Services Completed:** 2018  
**Construction Completed:** 2018

**c. Project Owner:** City of Peoria

**d. Original Budget:** \$1.0M

**e. Total Project Cost:** \$985,000

**f. Description:** Renovations (8,214-sf) and addition (2,012-sf) performed under a Job Order Contract for the City of Peoria. This three-bay station responds to standard calls, and is also the city's hazardous materials response unit.

The fourth apparatus bay was the primary scope for this project. The addition also includes a new turn out gear locker room allowing clean gear to be stored in the bays away from running diesel engines. Initially, the project included general building storage, but during design, it was determined that existing spaces in the building could be better configured to provide for all the storage needs. This allowed the budget to include a new fitness room to replace an undersized interior space.

### a. PARADISE VALLEY MUNICIPAL COURT / PARADISE VALLEY, AZ



**b. Professional Services Completed:** 2012  
**Construction Completed:** 2013

**c. Project Owner:** Town of Paradise Valley

**d. Original Budget:** \$2.0M

**e. Total Project Cost:** \$2.0M

**f. Description:** The project was originally a courtroom remodel at Paradise Valley's Town Hall. During design, Town representatives determined a new court building was preferred. DFDG's creative design for the facility incorporated similar materials, forms, and colors to create a cohesive environment, and the functional layout provided for enhanced security for visitors, judges, and staff, while maintaining an open and inviting layout.

The small but impressive 6,000-sf facility blends seamlessly into the Town campus' architectural vernacular by bringing in elements from the nearby police and fire stations. The exterior architecture is a rhythm of stone, glass, and steel that extends inward to create harmony both inside and out. The sloped ceiling and striking angles in the courtroom reinterpret the traditional judicial design giving it a modern sensibility.

## 2. FIVE (5) EXAMPLE PROJECTS

### a. FREESTONE RECREATION CENTER ROOF REPAIR / GILBERT, AZ



**b. Professional Services Completed:** 2016  
**Construction Completed:** 2020

**c. Project Owner:** Town of Gilbert

**d. Original Budget:** \$1.1M

**e. Total Project Cost:** \$1.1M

**f. Description:** Gilbert Freestone Recreation Center was originally constructed in 2002. Since its opening it has suffered extensive water intrusion problems. These issues created with the clerestory windows, parapet caps, and CMU walls. In addition, there was damage to the structural security of the suspended running track.

DFDG Architecture was selected along with Core Construction to remediate the damage. The first step in our process was completing a thorough analysis of the roofing and structural systems. During the analysis several areas were identified for either remediation or replacement. A complete reroofing system was applied to the structure creating a watertight seal. In addition, all coping and flashing was removed and reinstalled. The masonry block was also resealed to prevent water penetration.

As part of an addition to our scope of services, DFDG was contracted to select new floor and wall finishes and paint colors for the facility. DFDG also created strategies to repair floor cracks created from water damage.

## 3. DISCIPLINES OFFERED

DFDG Architecture offers the following disciplines:

- Programming
- Architectural Design
- Furniture, Fixtures & Equipment
- Interior Design
- Site Analysis
- Construction Documents
- Master Planning
- Building Information Modeling
- Construction Administration
- Historic Preservation
- Permitting
- LEED Review



## 4. REFERENCES

### Reference No. 1 / ADOA

- a. **Client Name:** Arizona Department of Administration  
**Client Address:** 100 North 15th Avenue, Suite 202, Phoenix, AZ 85007
- b. **Client Contact Information:** Ruben Duran, Building & Planning Manager / 602.364.4851 / ruben.duran.azdoa.gov
- c. **Project Name and Location:** 1740 W. Adams Building Re-stack and Renovation / Phoenix, AZ
- d. **Project Description:** Re-stack and renovation of the six-story ADOA Building. The project consolidated 28 State boards allowing the State to exit out of multiple leases in various private buildings. DFDG's main strategy was to design a functional facility without adjusting the building's core structural elements such as walls, columns and key rooms.
- e. **Total Construction Cost:** \$6.4M



### Reference No. 2 / City of Peoria

- a. **Client Name:** City of Peoria  
**Client Address:** 8401 W. Monroe Street, Peoria, AZ 85345
- b. **Client Contact Information:** Ed Striffler, Design & Construction Manager / 623.773.7721 / ed.striffler@peoriaaz.gov
- c. **Project Name and Location:** Fire Station 174 / Peoria, AZ
- d. **Description:** Renovations (8,214-sf) and addition (2,012-sf) performed under a Job Order Contract for the City of Peoria. This three-bay station responds to standard calls, and is also the city's hazardous materials response unit.
- e. **Total Construction Cost:** \$985,000



### Reference No. 3 / Maricopa Community College District

- a. **Client Name:** Maricopa Community College District  
**Client Address:** 2411 W. 14th Street, Tempe, AZ 85284
- b. **Client Contact Information:** Ross Bern, Architectural Project Manager / 480.731.8077 / ross.bern@domail.maricopa.edu
- c. **Project Name and Location:** Paradise Valley CC Health Sciences Building
- d. **Project Description:** Design of a 4,446-sf building housing PVCC's EMT and Nursing programs. DFDG developed several strategies to accommodate all the required spaces. The project features classrooms and training spaces; administrative offices; and nursing simulations labs. The new spaces help students thoroughly prepare students for their future career in nursing, simulation labs were created to emulate real world settings for learning.
- e. **Total Construction Cost:** \$1,021,937



## 5. RESUMES

Resumes are provided on the following pages.

## 6. EXCEPTIONS TO THE UNIFORM TERMS AND CONDITIONS

DFDG Architecture has no exceptions to the State of Arizona Uniform Terms and Conditions for Design Professional Services.



## **CHAD BILLINGS AIA, LEED AP BD+C, WELL AP**

### **Principal / Project Director**

Chad Billings is a partner in the firm and our Director of Sustainability. He combines his architectural skill set and knowledge of architectural design with the use of sustainable building methods and materials to design buildings and facilities that minimize negative impacts on the environment. As a principal and project director, Chad balances the team's technical skills and creative aptitude in a fast-paced environment to deliver a building that meets the client's timetable and financial plan. Chad's ability to coordinate diverse project teams to establish and guide goals and expectations has made him a valuable asset to the firm.

#### **Years with the Firm:**

18 years (24 years total experience)

Length of time in current position as  
Principal: 7 years

#### **Education:**

Master of Architecture,  
Arizona State University

BA, Architecture, Washington University,  
St. Louis

#### **Registration/Certifications:**

Architect, Arizona 47384

LEED AP BD+C

NCARB Certification

WELL Accredited Professional (4<sup>th</sup> in AZ)

#### **Professional Organizations:**

American Institute of Architects

United States Green Building Council,  
Arizona Chapter

Phoenix Community Alliance

His community leadership role in the US Green Building Council, Arizona for nine years, including as the 2014 Chairperson prove he has dedicated himself to sustainability, both within the firm and in the greater Phoenix area. He has played a role in all of the firm's Leadership in Energy and Environmental Design (LEED) related projects.

#### **Relevant Project Experience:**

- Mesa Center Street Master Plan\*
- Mesa Public Safety Training Facility Master Plan\*
- ADOA 1740 W. Adams Building Remodel
- ADOA Office Building Modifications
- ADOA De-Icing Building\*
- ADOA Keams Canyon Truck Barn\*
- ADOA Kingman District Lab, Site Plan\*
- Apache Junction City Hall & Court
- ASU B & F Wing Renovation\*
- ASU Fitness & Wellness Center\*
- ASU Physical Science D-Wing Lab Remodel\*
- Avondale Fire Station No 172 Renovation\*
- Chandler Courts Security Upgrades\*
- Estrella Mountain Community College Lab Remodel\*
- Glendale City Courthouse (Target LEED Silver)
- Haydon Corporate Headquarters (LEED Silver)
- Maricopa County - Gila Bend Court Remodel\*
- Maricopa County Downtown Justice Courts (LEED Certified)
- Maricopa County E. Court Building Renovations\*
- Maricopa County Northeast Courts Complex
- Maricopa County Security Building Remodel
- Paradise Valley Community College Black Mountain Campus Aquila Hall
- Paradise Valley Municipal Court Renovation
- Peoria Central Plant Upgrades
- Peoria Community & Development Services Building
- Peoria Community Center - LEED Certification Services\*
- Peoria Fire Station # 193 Renovation\*
- Peoria Patrol Center LEED Peer Review\*
- PVCC Health Sciences Building\*

\*Continuing Service Contract





**MICHAEL SCHMITT** AIA, LEED AP  
President / Project Director

Mike is a Principal and Project Director with DFDG and has designed commercial, industrial, and public sector projects involving both new design and renovation. The majority of Mike's work with DFDG has been with design-build and CMAR project delivery, and he is well respected for his ability to work in the collaborative project delivery environment.

His passion is for the planning and design of highly sustainable projects. Mike is skilled in the art of leading the integrated design process for large, complex projects, and in building team consensus around the ideas and concepts that are generated by the group. He is a hands-on leader, fully committed to the Owner's interests from the beginning to the end of each commission.

**YEARS WITH THE FIRM:**

37 years (42 years total experience)

Length of time in current position as

President: 12 years

**EDUCATION:**

BS, Architecture, Kansas State University

**REGISTRATION/CERTIFICATIONS:**

Architect, Arizona 29913

Architect, Nevada

NCARB Certification

LEED AP

ParkSmart Advisor

**PROFESSIONAL ORGANIZATIONS:**

American Institute of Architects

East Valley Partnership

Scottsdale Planning Commission

Scottsdale Leadership

Central Arizona Society for Healthcare

Engineering

Phoenix Community Alliance

**Relevant Project Experience:**

- Aviation Office & Facilities Multi Site
- Avondale Community Center Study\*
- Billings Empire Mixed-Use Parking Garage
- City of Glendale - TOD Study\*
- City of Phoenix Mixed-Use Parking Structure
- Climatec / Concert Headquarters Renovation
- Climatec San Diego TI
- Copper Point Business Park
- Glendale Courthouse
- Glendale Heroes Regional Park Library
- Glendale Parking Garage
- Glendale Parking Garage Study\*
- Glendale WAB Library Study\*
- Hayden Corporate Center
- North Glendale Transit Center
- Peoria Sports Complex Clubhouse Renovations
- PetSmart Store Support Group Headquarters
- Phoenix Suns 5G Performance Center, Phoenix, AZ
- Phoenix Sky Harbor Airport Terminal 4 Restroom Renovations\*
- Scottsdale Mustang Transit Center
- Sky Harbor Rental Car Center, Sky Harbor International Airport
- Southwest Ambulance\*
- Tempe Main Police Building Renovation
- Town of Gilbert - MOB II - Phase II
- Town of Paradise Valley - Court Location Study\*
- University of Arizona - South Stadium Garage
- Yavapai County Complex

\*Continuing Service Contract





## **DARRIN ORNDORFF AIA, LEED AP** **Principal / Project Director**

Darrin Orndorff is a firm Principal and a front-runner in developing quality control policies and procedures for alternative delivery projects, including CMAR and Design/Build at DFDG. He has taken a lead role in promoting the implementation of new technologies, including various graphic evaluation tools and the integration of BIM technologies firm-wide. He advocates the use of design models to improve our clients' projects. His expertise includes all project phases from concept design and design development to construction documents, through construction administration and project closeout.

### **YEARS WITH THE FIRM:**

24 years (34 years total experience)

Length of time in current position as

Principal: 15 years

### **EDUCATION:**

BS, Architecture, Kansas State University

### **REGISTRATION/CERTIFICATIONS:**

Architect, Arizona 25655

NCARB Certification

LEED AP BD+C

### **PROFESSIONAL ORGANIZATIONS:**

American Institute of Architects

International Code Council

Phoenix Community Alliance

For many large projects, his talents have focused on the construction phases of project development. His extensive technical knowledge assists in creating design solutions to any problems encountered on project job sites. With more than \$250 million of design and construction projects in his portfolio, Darrin maintains a positive relationship with owners, contractors, and subcontractors.

### **Relevant Project Experience:**

- 1990 Office Building Tenant Improvement
- Arizona Historical Society Museum
- ASU Dr. Namanich Lab Renovation\*
- ASU Health Solutions Innovations Center
- ASU Interdisciplinary Sciences Building 1
- ASU Packard Drive Parking Structure
- ASU Psychology North Physics Chair Renovation\*
- Chandler-Gilbert Community College Coyote Center
- Gilbert Freestone Recreation Center Roof Repair
- Glendale Courts Bridging Documents
- Jefferson Street Parking Structure
- Maricopa County Clerk of Court
- Maricopa County Jury Assembly
- Maricopa County Law Library
- Mitsubishi Pure Chemicals America Office Addition
- Montelucia Parking Garage
- North Glendale Park Ride
- North Glendale Transit Center
- Peoria Development & Community Services Bldg
- Peoria Sports Complex Clubhouse Renovations
- Salt River Pima PERA Skills Training Facility
- Salt River Pima PERA Training and Innovations Center
- The Salvation Army Ray & Joan Kroc Community Center
- USPS Phoenix GMF Waterline Investigation\*
- Veteran Affairs Cardiac Catheterization Lab

\*Continuing Service Contract



**JAMES LLOYD AIA, CDT**  
**Principal / Project Director**

Jim Lloyd has 25 years experience and has managed multiple projects of varying complexities and project types including religious, educational, community center, retail, restaurant, industrial, office and residential. In addition to design and construction, Jim has spent four years teaching building information modeling using the Revit platform at Arizona State University and conducted multiple architectural licensing seminars for the local American Institute of Architects. Jim is familiar with architectural standards, engineering practices, building codes, and zoning ordinances in order to communicate effectively with clients and team members. His responsibilities encompass all aspects of architecture and interiors including programming, design, construction documents, and construction administration.

**YEARS WITH THE FIRM:**

7 years (25 years total experience)

Length of time as Principal: 1 year

Length of time as Project Director 15 years

**EDUCATION:**

Master of Architecture,  
 Arizona State University

BS, Design, Arizona State University

**REGISTRATION/CERTIFICATIONS:**

Architect, Arizona 46411

Certified Document Technician

**PROFESSIONAL ORGANIZATIONS:**

Urban Land Institute

American Institute of Architects

**Relevant Project Experience:**

- Avondale City Center Conceptual Design\*
- Chandler-Gilbert Community College Agave Hall
- City of Avondale Parking Canopies\*
- Diablo Technology Park Bldg. C Landlord Tenant Improvement Code Review\*
- Diablo Technology Park Guardshack\*
- Eastern Arizona College - Entrepreneurial Resource Center
- El Dorado Center Retail\*
- Empire Garage - Billings, Montana
- Estrella Mountain Community College Arroyo Hall
- Glendale Heroes Park Regional Library
- Glendale WAB Library Study\*
- Maricopa County East Court 7th Floor Specifications\*
- Nikola Office Building
- North Glendale Transit Center
- Paradise Valley Community College Black Mountain Campus Concept Design Package\*
- SRP Skills Training Facility
- SRP Training and Innovations Center
- SRP Southside Water
- Scottsdale Mustang Transit Center
- University of Arizona South Stadium Garage

\*Continuing Service Contract



**BECKY TOMASEK** IIDA, ASID, LEED AP ID+C, COEE  
Principal Interior Design

Becky Tomasek is the firm's Director of Interior Design. She works closely with the design team and the client's team to articulate strategies and core values with the dynamic use of space. She makes sure the client's vision for the project's interior architecture is maintained during the course of design and construction.

Becky's experience in commercial interior design and higher education environments includes all project phases from programming to construction administration. She interfaces with the client on the coordination of interior architecture and design. The focus of her work is the user experience and her wide-ranging portfolio includes both new construction and renovation projects of all sizes for both private and public sector clients.

**YEARS WITH THE FIRM:**

17 years (24 years total experience)

Length of time as Principal: 1 year

Length of time as Interiors Director: 10 years

**EDUCATION:**

BS, Interior Design  
University of Nebraska

**REGISTRATIONS/CERTIFICATIONS:**

NCIDQ Certificate 17398  
LEED AP ID+C  
Certified Office Ergonomics Evaluator

**Relevant Project Experience:**

- ADOA 1740 W. Adams Building Remodel
- Apache Junction Police Dept Renovation\*
- ASU Interdisciplinary Sciences Building I (LEED Gold)
- City of Phoenix Cholla Library
- City of Phoenix Orpheum Theatre Study\*
- City of Phoenix Transit Lobby Renovation
- Estrella Mountain Community College Arroyo Hall
- Estrella Mountain Community College Komatke Hall\*
- Gilbert Municipal Master Plan\*
- Glendale Heroes Park Regional Library
- Glendale Municipal Courthouse
- Glendale WAB Library Study\*
- Goodyear Library\*
- Maricopa Association of Government Tenant Improvements
- Maricopa County Department of Transportation Fitness Center Remodel\*
- Maricopa County Downtown Justice Courts
- Maricopa County Justice Courts Administration Tenant Improvement
- Maricopa County Northeast Regional Court Master Plan
- Maricopa County Superior Court Feasibility Study\*
- Mohave County/Bullhead City Master Plan
- Northwest Public Safety Facility - Avondale
- Papago Spectrum Office Building\*
- Peoria Development & Community Services Building
- Peoria Municipal Court Renovation & Addition
- Salvation Army Kroc Community Center & Chapel
- Sky Harbor International Airport Rental Car Center
- Town of Paradise Valley Court Master Plan\*
- Valley Metro Regional Public Transportation Authority Master Plan
- Valley Metro Tenant Improvements

\*Continuing Service Contract





## **GREG BIALLAS RA**

### **Senior Project Manager**

As Project Manager, Greg will work with the contractor's project superintendent throughout the development and coordination of working drawings and specifications. As the liaison involved in the production of the project's BIM model, he keeps communications current relative to project budget, schedule, and contracting. As a licensed architect, he has a solid background and knowledge in reviewing the drawings with strong attention to detail. He is capable of creating a team atmosphere that leads to successful completion of projects.

#### **YEARS WITH THE FIRM:**

8 years (25 years total experience)

Length of time as Sr. Project Manager: 12 years

#### **EDUCATION:**

Bachelor of Environmental Design  
Texas A&M University, College Station

BS, Construction Services  
Texas A&M University, College Station

#### **REGISTRATION/CERTIFICATIONS:**

Architect, Arizona 39789

#### **Relevant Project Experience:**

- Tempe Council Chambers Remodel
- Apache Junction Police Dept. Renovation\*
- Buckeye Community Services Building Renovation
- Chandler-Gilbert Community College Coyote Center
- CVS Caremark - AZ Board Room\*
- CVS Caremark - Cotton Center Exiting Study & Diagram\*
- CVS Caremark - Exterior Revolving Doors\*
- CVS Caremark - ICC Command Center\*
- CVS Caremark - Mountain View/Record Drawings\*
- CVS Caremark - Mountain View Exiting Study & Diagram\*
- CVS Caremark - Raintree Exiting Study & Diagram\*
- CVS Caremark - Shea HQ Exiting Study & Diagram\*
- CVS Caremark - Tape Vault Ramp\*
- Diablo Technology Park Parking Lot Reconfiguration\*
- Glendale Transit Center
- Goodyear Police Facility Study\*
- Maricopa County E. Courts 8th Floor Renovation\*
- Maricopa County West Courts BIX Room Upgrades\*
- Paradise Valley Municipal Court New Building
- Peoria Sports Complex Stadium Improvements - JOC Pkg 1\*
- Peoria Sports Complex Stadium Improvements - JOC Pkg 2\*
- Peoria Sports Complex Stadium Improvements - JOC Pkg 3\*
- Peoria Sports Complex Stadium Improvements - Phase II Pkg 5\*
- PetSmart - Ongoing Tenant Improvements\*
- Phoenix Sky Harbor Airport - Terminal 4 Rest Room Renovation\*
- University of Arizona South Stadium Garage

\*Continuing Service Contract



**MIKE GIBSON AIA, LEED AP**  
**Senior Project Manager**

In his 21 years of experience, Mike has served as a project manager and project architect on a wide variety of projects including healthcare, commercial, and industrial. He is a leader in working with clients to safeguard their project vision and ensure each project meets their budget and schedule goals. He is seasoned project leader, experienced in leading internal project teams and consultants through all phases of work from programming through construction and construction administration.

**Years with the Firm:**

1 Year (21 years total experience)  
 Length of time as Sr. Project Manager: 10 years

**Education:**

BA, History, Architecture & Design,  
 Southwestern University  
 MA, Architecture, Arizona State University

**REGISTRATIONS/CERTIFICATIONS:**

Architect, Arizona, #62129

**Relevant Project Experience:**

- AHCCCS 801 E. Jefferson TI\*
- Maricopa County Admin Restack\*, Phoenix, AZ
- Estrella Mountain Community College, Arroyo Hall, Avondale, AZ
- Lincoln County Medical Center, Ruidoso, NM\*
- Multinational Financial Corp, McDowell Mtn Business Park TI\*
- Midlands Regional Rehabilitation Hospital, Elgin, SC\*
- Mountain Valley Rehabilitation Hospital Addition, Prescott Valley, AZ\*
- Northern Arizona Rehabilitation Hospital, Flagstaff, AZ\*
- Phoenix Suns 5G Performance Center, Phoenix, AZ
- Sacred Peaks Health Clinic, Flagstaff, AZ\*
- Rust Medical Center Tower 2 and MD Anderson Cancer Center, Rio Rancho, NM\*
- IHS Fort Yuma Medical Center, Winterhaven, CA\*
- IHS Kayenta Medical Center Medical Center, Kayenta, AZ\*

\* Completed with a prior firm



**MICHAEL VIVIEN AIA, NCARB, LEED GA**  
**Senior Project Manager**

Michael has more than 25 years of experience in the field of architecture and design, working in a diverse set of market sectors including educational, civic, healthcare, multi-family/mixed-use and adaptive reuse. He works rigorously in the pursuit of design-oriented projects that seek to create a synergy between project stakeholders, end users and the overall community in order to create intuitive and honest design solutions which serve all interests. He brings a focus to the building's site, climate and context in order to develop thoughtful design solutions that are both sustainable and economically prudent. A strong advocate of sustainable materials and methods, Michael is credentialed as both a LEED AP and Sustainable Building Advisor through the Sustainable Building Advisor Institute in Seattle.

**Years with the Firm:**

2 Years (26 years total experience)

Length of time as Sr. Project Manager: 10 years

**Education:**

B.Arch, University of Southern California

**REGISTRATIONS/CERTIFICATIONS:**

Architect, Arizona, 52071

LEED GA

**Relevant Project Experience:**

- ADOT Kingman Materials Lab\*
- ASU NFAC & Music Center Plaza
- Brookdale North Phoenix Memory Care Facility\*\*
- Chandler Oregon Street Parking Structure
- CPMC Cathedral Hill Hospital\*
- DPS Training Building\*
- Estrella Mountain Community College Arroyo Hall
- Nikola Cafeteria
- Peoria Resource Center\*
- Paradise Valley Community College Black Mountain Planning\*
- Paradise Earth
- MIHS Central Utility Plant and Behavioral Health Renovations
- New Life Care Campus Memory Care and Assisted Living Facility\*\*
- Olympic and Hill Mixed-Use\*\*
- Hamad Medical Center\*\*

\* Continuing Services Contract

\*\* Completed with a prior firm





**TRACY PUDDY NCIDQ**  
**Senior Interior Designer**

Tracy contributes to the success of our client's objectives by designing authentic environments. Her interior architecture and design expertise includes all aspects of the design process. Her recent project focus is in the corporate, commercial and municipal markets. Her proven project management, design, and construction administration skills are a valuable asset to our team and clients.

Tracy meets face-to-face with the project representatives identifying the design objectives and developing the interior design concepts. Her responsibilities include specification preparation and consultant coordination. She will direct the production staff in the proper detailing and documentation of the design.

**Years with the Firm:**

5 Years (24 years total experience)

Length of time as Sr. Interior Designer: 12 years

**Education:**

Bachelor of Applied Arts Interior Design, Central Michigan University

**REGISTRATIONS/CERTIFICATIONS:**

NCIDQ Certificate #17981

**Relevant Project Experience:**

- Phoenix Suns 5G Performance Center
- Paradise Valley Community College Library Addition\*
- ASU Student Success Tutoring\*\*
- Peoria Sports Complex Stadium Improvements - JOC Pkg 3\*
- Peoria Sports Complex Stadium Improvements - JOC Pkg 2\*
- City of Phoenix Sky Harbor T4 N3 Restrooms 39 & 40 Remodel\*
- City of Phoenix Sky Harbor T4 N1 Restrooms 28 & 29 Remodel\*
- City of Phoenix Sky Harbor T4 N2 Restrooms 33 & 34 Remodel\*
- Chandler-Gilbert Community College Coyote Center
- Diablo Technology Park - Bldg A Motorola Tenant Improvement\*
- Diablo Technology Park Fitness Center Renovation\*
- Diablo Technology Park Bldg C Lobby Renovation\*
- Diablo Technology Park Guardshack\*
- Diablo Technology Park Bldg. C Landlord Tenant Improvement\*
- Diablo Technology Park Bldg. C Xerox Tenant Improvement\*
- Diablo Technology Park Bldg. C Common Area Tenant Improvement\*
- Estrella Mountain Community College Komatke Hall\*
- Lake County Court Building\*\*
- Long Beach Court Building\*\*

\* Continuing Services Contract

\*\* Completed with a prior firm



## **SARA SALAS**

### **Senior Interior Designer**

Sarah Salas is a Senior Interior Designer whose design sensibility, organizational skills and judgment are a valuable asset on project types ranging from corporate workplaces, retail environments and hospitality. Throughout her 16 years of experience, Sarah has actively pursued a wide variety of opportunities and professional challenges, endeavoring to expand the boundaries of her professional knowledge and abilities. She believes that design is a powerful tool that allows her to create transformational experiences, and that design needs to be relevant, and therefore, creative collaboration with clients is essential.

#### **Years with the Firm:**

1 Year (16 years total experience)

Length of time as Sr. Interior Designer: 7 Years

#### **Education:**

BA, Interior Design, Art Institute of Phoenix

#### **Relevant Project Experience:**

- Estrella Mountain Community College Arroyo Hall
- Nikola Motor Company Corporate Headquarters
- ADOA DES Space Plan / TI\*
- Gilbert Freestone Recreation Flooring Replacement\*
- SRP West Valley Service Center, Building 1
- Arizona State University Aravapai Auditorium\*
- Arizona State University Polytechnic Academic Complex\*\*
- Northern Arizona University Ardrey Memorial Auditorium\*\*
- Anheuser-Busch Employees' Credit Union HQ Renovation\*\*
- Texas Tech Federal Credit Union HQ\*\*
- Petsmart - Phoenix \*\*
- Harrah's AK-Chin Hotel Expansion\*\*
- Friendship Village Café Renovation\*\*
- The Yard | Culinary Dropouts & Little Cleo's Seafood House Renovation\*\*
- Harrah's Ak-Chin Buffet Renovation\*\*
- Comerica, Multiple Locations\*\*

\* Continuing Services Contract

\*\*Completed with a prior firm