



**Request for Statements of  
Qualifications for the Annual  
Professional Services List  
Dated December 1, 2020**

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

**A. Summary**

Pursuant to A.R.S. § 41-2581, the Arizona Department of Administration (ADOA), General Services Division (the State) is seeking to establish an annual statement of qualifications list compilation of persons and firms, referred throughout the solicitation as “design professionals” engaged in the lawful practice of providing architecture, engineering, landscape architecture, assayer, geologist, and land surveying services or any combination of those services.

**B. Anticipated Contracts Under the Annual Professional Services List**

In addition to State of Arizona agencies, universities, commissions, and boards, this list will be available to be utilized statewide to any entity that has a “Cooperative Purchasing Agreement” with the Arizona Department of Administration State Procurement Office under A.R.S. § 41-2632.

Contract for services and how work is awarded under the contract are at the discretion of the contracting entity. Further, awarded contracts are on an as-needed basis; the State makes no guarantee as to actual spending under any resultant contract.

Any use of this list must be pursuant to the secondary selection process outlined in A.R.S. § 41-2581, and each resulting Contract must not exceed two hundred fifty thousand dollars or less for professional services by an architect or architect firm; or five hundred thousand dollars or less for professional services by a person or firm other than an architect.

[PROCEDURE FOR UTILIZING THE ANNUAL PROFESSIONAL SERVICES LIST AS AUTHORIZED UNDER A.R.S. §41-2581](#)

**C. Location of Annual Submission Packets**

Submission packets can be obtained on the ADOA, General Services Division website at the following link:

<https://gsd.az.gov/annual-professional-services-list/annual-submission-packet#overlay-context=annual-professional-services-list>

#### **D. Inquiries and Submission of Statements of Qualifications**

Any inquiries and submission of Statements of Qualifications shall be submitted via email to [GSDprocurement@azdoa.gov](mailto:GSDprocurement@azdoa.gov).

#### **E. How and When Submissions are Due**

Submissions will be accepted on a year-round basis; however the 2019 Annual Professional Services List will become inactive on December 1, 2020. Any work not contracted for prior to December 1, 2020, will need to do so utilizing the Annual Professional Services List Dated December 1, 2020.

Please allow 10 business days to receive confirmation that your submission has been added to the Annual Professional Services List.

#### **F. Qualifications List Results**

The Annual Professional Services List and firm submissions will be compiled and posted to the following location: <https://gsd.az.gov/annual-professional-services-list>

#### **G. Required Submission Information (Forms Not Provided):**

##### **1. Organization Profile (Can submit information for each branch office)**

- a. Firm Name
- b. Year Established
- c. Address
- d. Entity Type (Corporation, Partnership, LLC)
- e. Parent Company (If Applicable)
- f. Main Contact (Please include email address and phone number)
- g. Copy of All Arizona Board of Technical Registration Licensing
- h. Copy of Arizona Corporate Commission Certificate of Good Standing (or equivalent)
- i. DUNS Number and proof of no exclusions or debarments (SAM)

##### **2. Five (5) Example Projects**

- a. Title and Locations of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
- b. Enter the year completed of the professional services (such as planning, engineering study, or design), and/or the year completed if construction. If any

of the professional services or the construction projects are not complete, indicate the status.

- c. Project Owner or user, such as a government agency or installation, an institution, a corporation or private individual.
- d. Provide the original budget or not to exceed dollar amount for the project.
- e. Provide the Total Cost of the Project. If any of the professional services or construction projects is not complete, indicate the percentage complete and whether this project will be on budget, over or under budget.
- f. Brief Description: Indicate scope, size, and length of project, principle elements and special features of the project.

### 3. **Disciplines Offered**

Please provide a list of all disciplines offered by your firm.

### 4. **References**

Please provide three client references including the following information:

- a. Client Name and Address
- b. Client Contact Information
- c. Project Name and Location
- d. Project Description
- e. Total Construction Cost

### 5. **Key Personnel**

Resumes can be provided but need to include the minimum information for each employee:

- a. Name
- b. Length of Time With Current Company
- c. Current Position and Length of Time in Current Position
- d. Job-Related Training and Education

### 6. **Exceptions to State of Arizona Uniform Terms and Conditions**

The State of Arizona utilizes standard Uniform Terms and Conditions for Design Professional services (Attachment 5). Please provide a list of any exceptions your firm may have. Exceptions may impact future contracts at the State's discretion.

**H. Required Submission Forms (Provided):**

1. Attachment 1 - Offer Form
2. Attachment 2 – Project Experience (Number of Projects and Revenue)
3. Attachment 3 – Firms Services
4. Attachment 4 – Israel Boycott Form