



April 11, 2013

Michael Greene, C.P.M.
City of Tempe
20 East Sixth Street (2nd Floor)
Tempe Arizona, 85281

RE: **RFP 13-115**; Building Inspection and Plan Review Services

Dear Mr. Greene,

Sunrise Engineering, Inc. has a great deal of interest in providing Complete Plan Review and Contract Inspection Services for City of Tempe. Plan Review and Building Inspections are what we do best; it is our "bread and butter". Since its beginning, Sunrise has served over 100 cities, universities, hospitals and private entities in the intermountain area on municipal projects with similar elements to those in the City of Tempe. We have experience and expertise in all the areas identified in your request.

Some of our keys to a successful project for City of Tempe are:

- Responsiveness – Our corporate structure places the responsibility and authority on the project manager to deliver our services on time and within budget. When special or urgent needs arise, the Lead Contact marshals the necessary resources and produces the deliverables to your expectations.
- Availability – The Sunrise Building and Safety and Plan Review Team is immediately available to begin work on the project.
- Competitive rates/reasonable expenses – Our level of expertise and experience is very cost effective for you.
- Customer Service – Sunrise is nationally recognized for its customer service. For three consecutive years, (2010-2012) Sunrise has received the PSMJ National Client Satisfaction Award for Customer Service as mentioned on our reference page in this proposal.
- We maintain continuous communication through personal visits, regularly scheduled meetings, conference calls, e-mails and written correspondence as needed for key project decisions and maintenance of the project budget and schedule.

We look forward with a great deal of enthusiasm to develop a relationship with the City of Tempe and its Staff. Should you have any questions, please do not hesitate to contact me at 801-376-6708. Thank you for considering Sunrise Engineering.

Sincerely,

A handwritten signature in black ink that reads "Jason Bullock". The signature is fluid and cursive.

Jason Bullock
Building and Safety Department Manager
jbullock@sunrise-eng.com
801.376.6708

Vendor's Offer

Form 201-B (RFP)

"Return this Section with your Response"

It is required that Offeror complete, sign and submit the original of this form to the City Procurement Office with the proposal response. An unsigned "Vendor's Offer", late proposal response and/or a materially incomplete response will be considered nonresponsive and rejected.

Offeror is to type or legibly write in ink all information required below.

Company Name: Sunrise Engineering, Inc

Company Mailing Address: 2152 South Vineyard #123

City: Mesa State: Arizona Zip: 85210

Contact Person: Jason Bullock Title: Building and Safety Department Manager

Phone No.: 801-376-6708 FAX: 480.768.8609 E-mail: jbullock@sunrise-eng.com

Company Tax Information:

Arizona Transaction Privilege (Sales) Tax No.: 07509286-T or

Arizona Use Tax No.: _____

Federal I.D. No.: 87-0395347

City & State Where Sales Tax is Paid: Phoenix, Arizona

If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.: _____

THIS PROPOSAL IS OFFERED BY

Name of Authorized Individual (TYPE OR PRINT IN INK) Jason Bullock

Title of Authorized Individual (TYPE OR PRINT IN INK) Building and Safety Department Manager

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (MUST SIGN IN INK)

By signing this Vendor's Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. In accordance with A.R.S. 35-393, et seq., the Offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with proposal response will be considered nonresponsive and rejected.


Signature of Authorized Offeror

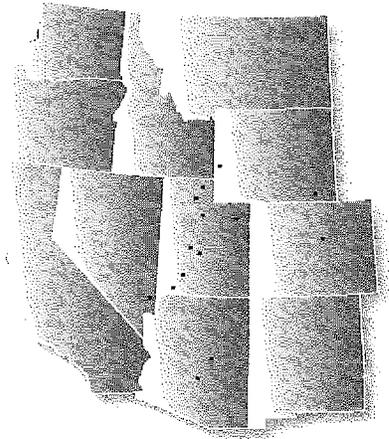
(H/RFP 3-2008)

5-1-2013
Date

Plan Review and Building Inspection Services

City of Tempe, Arizona

Qualifications | Firm Profile



OFFICE LOCATIONS

Mesa, Arizona

480.768.8600

Payson, Arizona

928.768.8609

Salt Lake City, Utah

801.523.0100

Ogden, Utah

801.692.6515

Fillmore, Utah

435.743.6151

Washington City, Utah

435.652.8450

Cache Valley, Utah

435.563.3734

Vernal, Utah

801.367.9251

Cedar City, Utah

435.867.8834

Richfield, Utah

435.689.0299

Afton, Wyoming

307.885.8500

Cheyenne, Wyoming

307.775.9269

Mesquite, Nevada

702.345.5005

Sunrise Engineering has been established for 35 years and is acknowledged as a regional leader for professional building and safety, surveying, and engineering consulting services. Our multi-disciplinary practice serves both public and private clients in a diverse range of markets across the western United States.

We collaborate with our clients to develop solutions that work well within their constraints. The result is an optimum balance of cost and operational performance. We recognize that there are multiple solutions to every problem and that there are economic and operational trade-offs with local practices and preferences to be weighed in choosing workable alternatives. Most clients have their own established practices, specifications, and standards that provide a starting point for identifying and selecting the best approach for them.

Sunrise provides building inspection for public, and private projects throughout Utah. Our services include:

INSPECTION SERVICES

- Footings/Foundations
- Underslab/Underfloor
- Combination Frame (4 -Way)
- Lath/Drywall
- Final Inspections/Occupancy
- On-Call or Full Time Inspections for Residential or Commercial
- Independent Quality Assurance Inspections
- Third Party Inspection Services
- Third Party Ceiling Grid

BUILDING CODE ADMINISTRATION

- Municipal Codes
- County Codes
- International Code Council
- Uniform Codes

PERMIT PROCESSING

- Document Controls/Filing
- Liaison Between Contractors and Building Department Personnel
- Building Department Administration/Staffing

PLAN REVIEW

- Model Code Compliance
- Constructibility Reviews
- In-Facility Reviews
- Third Party Plan Reviews
- Structural Review
- Electrical Review

For a more detailed description of our company, locations and the services we provide, please visit our website at sunrise-eng.com.



Creating solutions that work and relationships that last.

Plan Review and Building Inspection Services

City of Tempe, Arizona

Time Limits for Performance

Type of Job	Initial Check	Recheck	Expedited Initial/Recheck
Residential including additions and/or accessory buildings	7 Working Days	3 Working Days	5/3 Working Days
Single Family Dwelling	7 Working Days	3 Working Days	5/3 Working Days
Duplex Dwelling	7 Working Days	3 Working Days	5/3 Working Days
Multi-Family (3 units or more)	10 Working Days	5 Working Days	7/3 Working Days
Commercial/Industrial Buildings	10 Working Days	5 Working Days	7/3 Working Days



Pricing Section

"Return this Section with your Response"

Plan Review Services – Pricing for plan review services shall be based upon a percentage of the City's Collected Plan Check Fee.

<u>Structure Type</u>	<u>Initial Review</u>	<u>Second Review</u>	<u>Third/Additional Review</u>
Single-family residences, duplexes, garages and related structures	60 %	included %	hourly rate %
Multiple Residences (apartments, condominiums)	60 %	included %	hourly rate %
Commercial/Industrial building and other related structures	65 %	included %	hourly rate %
High-rise mixed use residential/retail buildings	60 %	included %	hourly rate %
Indicate any fees for expedited reviews	Twice the plan review fee of the negotiated fee above to include two reviews		
Indicate any fees for deferred submittals, construction change directives and revisions	Outside consultants at cost plus 10%		

Turnaround Times for Review Services – Indicate your firm's turnaround times for each of the following:

Single-family residences, duplexes, garages and related structures	7 Business Days
Multiple Residences (apartments, condominiums)	7 Business Days
Commercial/Industrial building and other related structures	10 Business Days
High-rise mixed use residential/retail buildings	10 Business Days
Expedited Reviews	5 Business Days

Inspection Services – Pricing for inspection services shall be based upon an hourly rate.

<u>Job Description</u>	<u>Hourly Rate</u>
Principal Engineer	\$ 179
Project Manager	\$ N/A
Planning Manager	\$ N/A
Project Engineer	\$ N/A
Construction Manager	\$ N/A
Plan Reviewer	\$ 75
Engineer	\$ N/A

Pricing Section

"Return this Section with your Response"

Senior Planner	\$ N/A
Special Districts Manager	\$ N/A
Senior Designer	\$ N/A
Planner	\$ N/A
Public Works Inspector	\$ N/A
Building Inspector	\$ 75
CAD Drafter	\$ N/A
Technician	\$ N/A
Administrative	\$ N/A

Additional Job Descriptions (not listed above)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Identify any additional charges not identified above.

* Applicable Tax _____ %

* State correct jurisdiction to receive sales tax on the Vendor's Offer, Form 201-B (RFP) included in this Request for Proposal.

Less prompt payments discount terms of ___ % ___ days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Pricing Section

"Return this Section with your Response"

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.

Statement mailing address: City of Tempe
Accounting (see below for your contact)
P.O. Box 5002
Tempe, Arizona 85280
Phone: 480-350-8355

Accounting Contacts:	Ramona Zapien	Letters A – H
	Cecilia Miller	Letters I – Z
	Candace Duke	General AP Inquiries and AP Checks

Plan Review and Building Inspection Services

City of Tempe, Arizona



Sunrise Engineering is committed to producing quality work and lasting relationships. In 2012 Sunrise Engineering was one of only two firms to receive the National PSMJ Premier Client Satisfaction Award for the third year in a row.

The Premier Award honors Architecture/Engineering/Construction firms that provide their clients with top quality communications, impressive performance and cost effective solutions.

Sunrise Engineering exceeded the average award winner, with 89% of its scores at "Exceeded Expectations" or above and the majority of its scores landing in the highest bracket; "Exceptional."

One client responded, "We have worked with Sunrise for a number of years on multiple projects. Not only are they an exceptional engineering firm, they are an integral part of the water team. We could not meet our responsibilities to the public without their assistance."

Our clients' confidence in our skilled engineers has led to long term relationships and years of successful projects.

References

JOEL SHAFFER, BUILDING OFFICIAL

St. George, Utah
435.627.4109

LANCE GIFFORD, CITY BUILDING INSPECTOR

Hurricane City
435.635.2811

ERIC MILLER, CITY BUILDING OFFICIAL

Farmington, Utah
801.451.2383

DAVE ALLRED, CITY BUILDING OFFICIAL

Green River, Wyoming
307.872.6146

MAYOR JOHN MILLS

Herriman, Utah
801.446.5323

RICH NELSON, CITY ADMINISTRATOR

Alpine, Utah
801.756.6347

SCOTT BALL, CITY BUILDING INSPECTOR

Riverton City, Utah
801.232.4776

BILL BOWEN, PROJECT MANAGER

State of Utah DFCM
801.538.3018