

Birk Development LLC

City of Tempe - RFP 12-063

Prepared for: City of Tempe

Prepared by: Marilizabeth Birk, Member

December 6, 2011

Proposal number: 12-063

Birk Development LLC

8711 E Pinnacle Pk Rd #219 Scottsdale, AZ 85255 T 480.323.8544 F 602.971.7244 birkdevelopment@gmail.com www.birkdevelopment.com

Vendor's Offer

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

Company Name: Birk Development LLC
Company Mailing Address: 8711 E. Pinnacle Peak Road, #219, Scottsdale, AZ 85255
Contact Person: Marilizabeth Birk, Manager
Phone Number: 480.323.8544 Fax: 602.971.7244 Email: BirkDevelopment@gmail.com

Company Tax Information:

Arizona Transaction Privilege (Sales) Tax No: 07654862
Federal ID No.: 86-1048027
Tempe Sales Tax No.: 122152

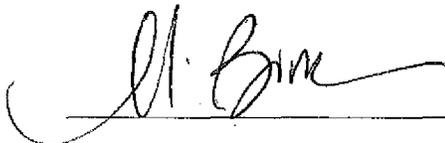
THIS PROPOSAL IS OFFERED BY

Name of Authorized Individual: Marilizabeth Birk
Title of Authorized Individual: Manager

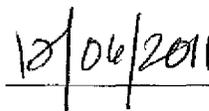
REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (Must sign in ink)

By signing this Proposal 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 35-393.06, 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 offer will be considered nonresponsive and rejected.

BIRK DEVELOPMENT LLC



Signature of authorized offeror



date

(H:/RFP 3-2008)

Proposal Questionnaire

Listed below are questions that will be used in the evaluation process. Please answer the questions in detail and in an orderly fashion.

Qualifications

1. *Describe your company and it's history - include information about years you have been in business.*

Birk Development LLC (since 2003), formerly Birk Car Wash Services LLC (1980 - 2003)
 Holds B-01, B & K-11 licenses from State of Arizona (John Birk, qualifying party)
 Majority Owner, Manager: Marilizabeth Birk

- Over the years, we have developed many relationships - both with customers and with vendors. We have been able to create a very competitive price structure plus pricing from our vendors to allow us to provide great value for even better end results. Our vendors - namely our suppliers and our subcontractors, have worked with us for many years and understand that if we don't receive great pricing and service, then we will look elsewhere for suppliers. As a result, we have maintained many of our vendors for years and consider them part of the Birk Development family. Our projects have ranged from commercial jobs of \$2.5-9.0 million to quick interior residential paint jobs for \$300.00. We enjoy all spectrums of the construction industry - and with John Birk being a well experienced electrician, re-finisher, welder, and supervisor, he is also the individual in charge of all lead and mold abatement and weatherization.
- **Experience/Projects Completed:**
 - Danny's Family Carwash, Gourmet Market 2001
 - Barcelona Business Center, Scottsdale Arizona 2005
 - LaRouge Martini Bar 2005
 - Project manager for Danny's Family Car Wash, Happy Valley 2005
 - Danny's Family Carwash, Raintree 2006
 - Avondale Truck & Auto Center 2006
 - Danny's Family Carwash, Crossroads 2007
 - Sutra Sushi Restaurant w/ Commercial Kitchen 2008
 - Remodel of Barcelona Restaurant & Bar 2009
 - Remodel, Maintain, Supervise Maintenance & Construction Staff for 60+/- Carwashes 1980-2009
 - Remodel Loftus/Douglas Private Residence 2009-11
 Phoenix, AZ. Refinish wood floors, remodel master bathroom, re-paint, re-built fireplace, installed stonework, install kitchen tile backsplash, install new interior lighting, installed

electrical switches & GFIs, replace plumbing fixtures, install overhang/canopy for shade

- Remodel Krain Private Residence 2007-11
Scottsdale, AZ. Redesign circular driveway, install exterior tile, install interior tile in bathrooms, replace windows, stonework, re-insulated West facing wall, tint windows, re-stucco exterior, re-float interior walls & repaint, remove and relocate electrical service, replace HVAC units
- Remodel Markham Private Residence & Rentals 2006-11
Phoenix, AZ. Remove & Replace interior tile, re-float interior walls, install interior tile in bathrooms, replace windows stonework, re-insulated West facing wall, tint windows, re-stucco exterior, paint interior & exterior, install new cabinetry, install new interior lighting & switching, remove & replace water heaters & plumbing fixtures
- City of Tempe Housing Rehabilitation Program 2009-11
Bid, won & completed rehabilitation projects as specified by the City of Tempe Housing Rehabilitation Coordinator. Completed projects which including but not exclusive of the following services:
 - * electrical, including service panel, breakers, wiring, code compliance, lighting & fan installation
 - * countertop replacement
 - * flooring replacement
 - * drywall, paint
 - * block wall construction, including footers
 - * plumbing
 - * window and door replacement
 - * HVAC replacement
 - * stucco
 - * cabinetry
 - * roof replacement
- City of Scottsdale Housing Rehabilitation Program 2010-current
Bid, won & completed rehabilitation projects as specified by the City of Scottsdale Housing Rehabilitation Coordinator. Completed projects which including but not exclusive of the following services:
 - * electrical, including service panel, breakers, wiring, code compliance, lighting & fan installation
 - * countertop replacement
 - * flooring replacement
 - * drywall, paint

- * block wall construction, including footers
- * plumbing
- * window and door replacement
- * HVAC replacement
- * stucco
- * cabinetry
- * roof replacement

- Finishing Touch 203k FHA Housing Rehabilitation Program 2009-current
 Bid, won & completed rehabilitation projects as specified
 Provided residential remodeling services for private homebuyers complying with HUD, FHA, and mortgage servicer requirements in creating code-compliant and fully functioning residences for home-buyers. Full spectrum remodeling services provided as needed on a job-by-job basis.

2. *List and provide copies of current, valid, State of Arizona Contractors licenses to each trade you are requesting to be on the qualified list.*

John Birk holds the following licenses:

- AZ ROC253341 - General Residential Contractor (B)
- AZ ROC253419 - General Residential & Commercial Electrical (K-11)
- AZ ROC197437 - General Commercial Contractor (B01)

He also is a certified renovator (lead) and certificate for weatherization. He is sitting for his BPI certification on December 7, 2012.

3. *Identify any subcontractors you will utilize. List the firm's name, address, name of principal, phone number and service they will perform.*

Glazing:	Mirage Glass	Rich Craft	
	2245 N. 7th St., Phoenix, AZ	85006	602.252.8010
Electrical:	Contractors Inc.	John Birk, qualifying party	
	8711 E Pinnacle Pk Rd #219, Scottsdale, AZ	85255	480.323.8544
Flooring:	Baker Brothers d/b/a Floors	Jane Tobin (sales rep)	
	7350 N. Dobson Road, Ste. 138, Scottsdale, AZ	85256	480.970.1892
Roofing:	Sterling Construction, Inc.	Gary Hegel	
	21944 E. Domingo Road, Queen Creek, AZ	85242	480.338.3344
Plumbing:	All Sun Plumbing & Solar LLC	Jason Etherton	
	POB 52906, Mesa, AZ	85208	480.202.0552
Cult. Marble:	Patrician Marble Co.	Kevin Daniels (sales rep)	
	3333 W. Osborn Rd., Phoenix, AZ	85017	602.400.2150
HVAC:	Chandler Air, Inc.	Brandon (Sales rep/installer)	
	POB 2650, Chandler, AZ	85244	480.899.0267

Experience of Key Personnel

4. *Identify the key individuals you would assign to the City and briefly describe their qualifications and experience.*

1. John Birk: 31 years experience with all general & electrical contracting and all items listed in #2, above. Also the owner, operator & qualifying party for Birk Development LLC and qualifying party & Member of Contractors Inc. Mr. Birk is a Certified Renovator (Lead Abatement) and Weatherization certificates. He is sitting for his final BPI Certification on 12/07/2012. See copies of Certificates and Resume Included.
2. Marilizabeth Birk: 15 years experience with all operational functions of businesses; CEO/President & operator of Contractors Inc., a woman owned business; Manager & operator of Birk Development, LLC, a woman owned business; project management; employee relations; scheduling; accounts payable; Responsible for all customer relationship development, advertising, vendor relationships. Ms. Birk has completed OSHA 300 Log/Record-keeping and REM Design. Extensive experience with specifications, including with appliances, plumbing/electrical fixtures, finish coverings (flooring/walls/counters), cabinetry and accessibility (ADA) design.
3. William Mercado: 8 years experience with electrical, plumbing and supervision.
4. John Johnson: 25 years experience with construction management.
5. Higinio Siginio: 22 years experience with all general & electrical contracting & items listed in commercial work, listed above
6. Jim Baxter: 22 years supervisory experience. Mr. Baxter also has over 35 years in the energy efficiency and solar industry and currently teaches solar engineering around the valley.

All individuals were involved in previous work with the City of Tempe Housing Rehabilitation projects and have experience with the program. They have also been involved with projects for the City of Scottsdale Housing Rehabilitation.

5. *List three references for which you have provided similar services in the past two (2) years. Other government programs similar to the City's should be identified*. Include company, contact name and phone number.*

Company	Contact Name	Phone Number
<u>*City of Tempe Housing Rehabilitation</u>	<u>Matthew Hess</u>	<u>480.350.8961</u>
<u>*City of Scottsdale Housing Rehabilitation</u>	<u>Chad Beougher</u>	<u>480.312.7424</u>
<u>Finishing Touch/203k Program</u>	<u>Scott Tallman</u>	<u>602.717.7268</u>

6. *Describe your present and recent experience with Housing Rehabilitation programs with Tempe or other local government agencies.*

We have provided services for the City of Tempe Housing Rehabilitation Department since 2009 and the City of Scottsdale Housing Rehabilitation Department since 2010 and found both to be a very symbiotic relationships. We enjoy the work and feel that we are helping people that otherwise would not be able to make their home safe and code compliant. The customers are typically very appreciative and we aim to build positive, long-term relationships with them. We prefer to work for the local government agencies overall and that type work is our main business focus. We offer services that most contractors don't in our base pricing: basic design services. Marilizabeth Birk, ASID, has been an interior designer for nearly 10 years and is able to assist the homeowners in not only making sound selections but also aesthetically pleasing ones, although these are not specifically beautification programs. Additionally, our competitive pricing structure has allowed us to be awarded a majority of the bids we submit, and we are proud to complete the work!

Acceptance of Terms and Conditions

7. *Will you comply with, or exceed, the guarantee on all projects as described on page 24?*

XX Yes _____ No

If Yes, what guarantee will you provide?

We are happy to comply with the State of Arizona and provide a (2) two year warranty on projects. We complete all jobs in a workmanlike manner and ensure code compliance to protect the health, safety and welfare of all clients.

If No, please explain:

N/A

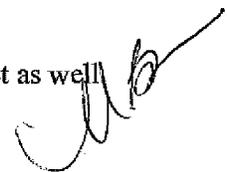
8. *Do you agree to the terms and conditions of this RFP?*

XXX Yes _____ No

We agree to all terms and conditions within the Housing Improvement Contract as well

If no, please explain:

N/A



Evaluation Criteria

An evaluation committee composed of City staff will review the responses and score them according to the criteria listed below. Sub categories carry equal weight unless otherwise noted.

Award Criteria		Weight	x	Rating	=	Points
1.	Cost	6 (25%)	x		=	
2.	Qualifications	6 (25%)	x		=	
	a. Qualifications of Firm					
	b. Licensing					
	c. Acceptability of sub-contracted firms – if utilized					
3.	Experience of Firm	6 (25%)	x		=	
4.	References and past performance with the City and this program or similar programs	4 (17%)				
5.	Overall Response to RFP	2 (8%)	x		=	
	a. Quality, composition and completeness of response					
	b. Acceptance of Terms and Conditions					
Total						

This proposal will be evaluated on a cumulative point system using the rating scale shown below (fractional points may be selected within this range).

Scoring

Outstanding	10
	9
Good	8
	7
	6
Average	5
	4
	3
Poor	2
	1
Not Addressed or Unacceptable	0

To evaluate the cost portion of the above criteria, the City may elect to evaluate each firm on a percentage basis of the lowest cost Offer. The formula would be: (Lowest Priced Offer/Evaluated Firm's Price) X Points Possible = Evaluation Points.

Please complete the following table for evaluation purposes. In addition, offerors to provide a schedule of all hourly rates and fees applicable to this RFP.

	Applicable Hours		Cost per hour		
	From	To	Helper	Journeyman	Supervisor
Weekdays – Straight Time	07:00	17:30	\$18	\$27	\$45
Weekdays – Overtime	17:31	06:59	\$27	\$40.50	\$67.50
Weekends – Straight Time	07:00	17:30	\$18	\$27	\$45
Weekends – Overtime	17:30	06:59	\$27	\$40.50	\$67.50
Holidays – Straight Time	07:00	17:30	\$18	\$27	\$45
Holidays – Overtime	17:30	06:59	\$27	\$40.50	\$67.50
Markup on direct cost of parts and materials			10%		

* Applicable Tax is whatever prevailing rate is in Tempe, AZ at time of work.

* 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 0 % 0 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.

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.



STATE OF ARIZONA

Office of the
Registrar of Contractors

License No. ROC253341

This is to Certify That

BIRK DEVELOPMENT L L C

*having been shown to possess all the necessary qualifications, and having complied with all the requirements of the law,
is by order of the Registrar of Contractors duly licensed and admitted to engage in and pursue the business of*

**B-
GENERAL RESIDENTIAL CONTRACTOR**

Contractor in the State of Arizona. Given under my hand and the seal of the Registrar of Contractors

in my office, City of Phoenix, this 5TH day of MARCH, 2009.



Armando A. Contreras

DIRECTOR

STATE OF ARIZONA

Office of the
Registrar of Contractors

License No. ROC253419

This is to Certify That

**CONTRACTORS INCORPORATED DBA
INFINITE ELECTRICITY (CORP.)**

*having been shown to possess all the necessary qualifications, and having complied with all the requirements of the law,
is by order of the Registrar of Contractors duly licensed and admitted to engage in and pursue the business of*

K-11

ELECTRICAL

Contractor in the State of Arizona. Given under my hand and the seal of the Registrar of Contractors

in my office, City of Phoenix, this 7TH day of MARCH, 2009.

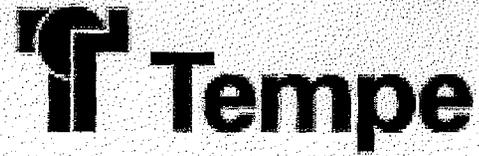


Armando A. Contreras

DIRECTOR

Account Number
122152

Valid until 12/31/2011
unless revoked



2011

Privilege Tax

The person or firm listed below is hereby licensed to conduct business in the City of Tempe subject to the provisions of the Tempe City Code, Chapter 16

Post in a Conspicuous Place

BIRK DEVELOPMENT LLC
8711 E PINNACLE PEAK RD #219
SCOTTSDALE AZ 85255

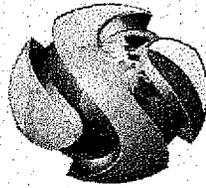
Business Address:

BIRK DEVELOPMENT LLC
8711 E PINNACLE PEAK RD #219
SCOTTSDALE AZ 85255

Non-Transferable

A handwritten signature in black ink, appearing to read 'Bruce Smith', written over a horizontal line.

Bruce Smith, License and Collection Supervisor



SWBSTC
SOUTHWEST BUILDING SCIENCE TRAINING CENTER

*3051 South 45th Street
Phoenix, Arizona 85040*

Certificate of Attendance presented to

John Birk

for attending

WAP BootCamp

October 31 - November 4, 2011

**Understanding the Basics:
Weatherization, Applied Building Science, Thermal Performance, Pressure Diagnostics and
Combustion Safety**

Esmeralda G. Duran, Training Coordinator Assistant



Certificate of Training and Successful Course Completion

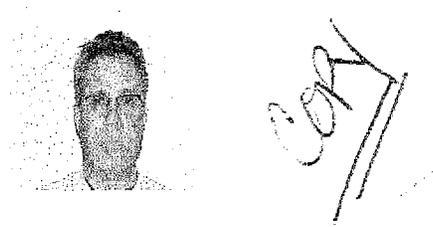
Renovator – Initial Course (English)

This training course meets the requirements of 40 CFR Part 745.225

Awarded to:

John Birk

8711 E. Pinnacle Park # 219, Scottsdale, AZ 85255



Course Date: February 11, 2010
Examination Date: February 11, 2010
Expiration Date: February 11, 2015
Certificate Number: R-I-08846-10-00005

Steven Trueman

Training Manager

February 11, 2010

Date Issued

Allstate Services
2279 Eagle Glen Parkway, Suite 112-206, Corona, CA 92883
(951) 245-3700 (800) 497- LEAD



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/5/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Clements Agency 8350 E Raintree Dr Ste 235 Scottsdale AZ 85260		CONTACT NAME: Kelly Gore PHONE (A/C No. Ext.): (480) 477-5245 FAX (A/C No.): (480) 477-5246 E-MAIL ADDRESS:	
INSURED Birk Development, LLC 8711 E Pinnacle Peak Rd #219 Scottsdale AZ 85255		INSURER(S) AFFORDING COVERAGE INSURER A: AMCO Ins Co NAIC # 19100 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

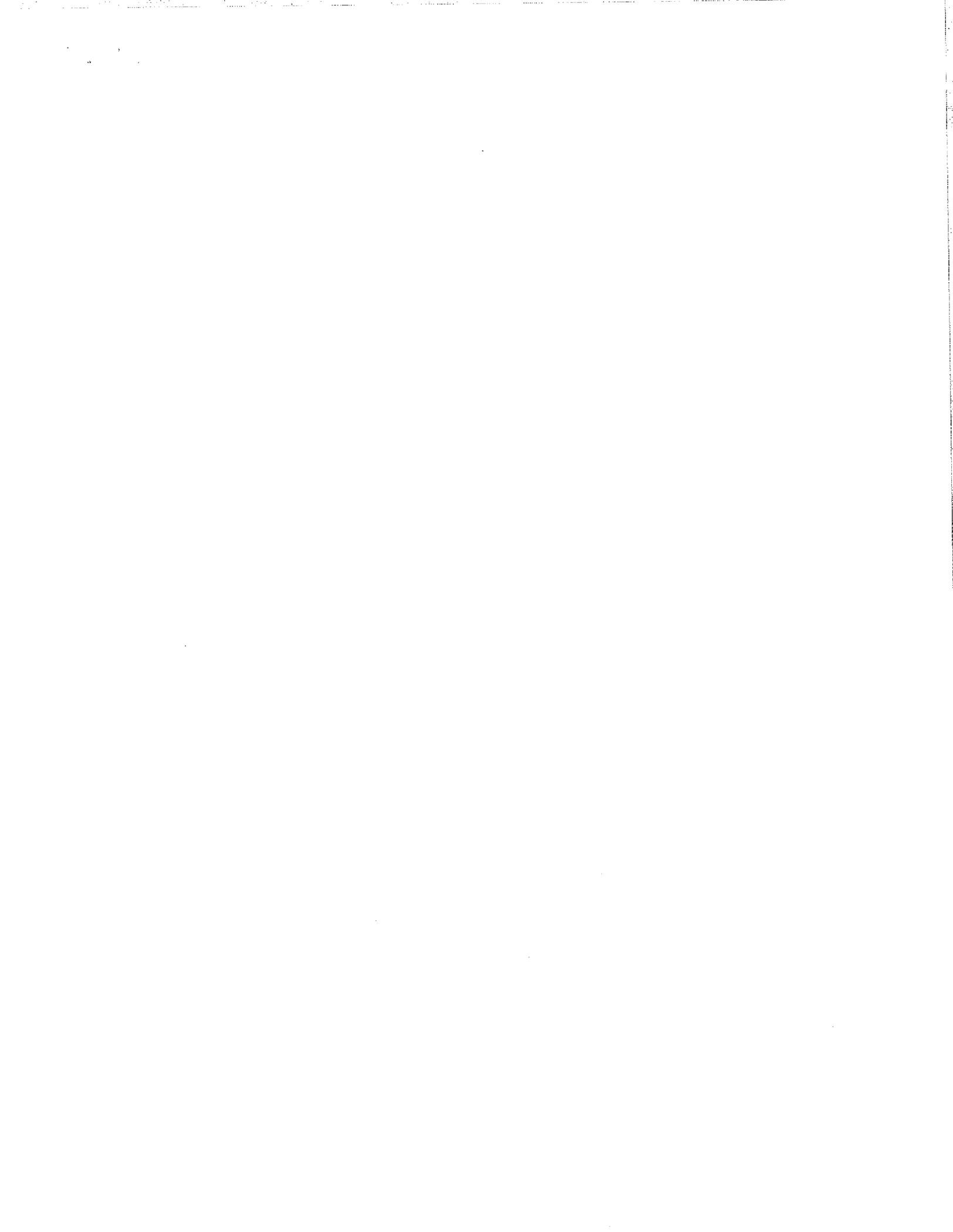
COVERAGES **CERTIFICATE NUMBER:** CL1112506450 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	ACP7214787260	12/14/2011	12/14/2012	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		ACP7214787260	12/14/2011	12/14/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N if yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is named as an additional insured as respects general liability; Completed operations added on a per project basis

CERTIFICATE HOLDER (480) 350-8902 City of Tempe Housing Rehabilitation Services ATTN: Matthew Hess 20 E. 6th Street Tempe, AZ 85281	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE J Clements, CTC/CECIL
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Proposal Checklist for Submittals

- One signed and complete original of the proposal response, including "Vendor's Proposal Offer" (Form 201-B).
- Five (5) copies of your submittal have been included.
- Proposal Questionnaire has been completed and included.
- Price Information completed and included.
- Any addenda have been included.
- Copies of all AZROC licenses have been included.
- A description of your company and its history is included.
- Three references have been included.
- All subcontractors have been identified and are included.
- Key personnel are identified and their qualifications and experience are included.
- Guarantee for all projects is included.