



## How to use Mohave's Architects and Engineering Contracts

Mohave has pre-selected firms for A/E services for various regions of the state for our members' convenience. To use these contracts takes a bit more member legwork as the final form of contract and pricing are negotiated between the member and the firm selected. In order to assist members through this process, we have created this guide. As with any Mohave contract, feel free to contact us at any point in the process for assistance.

### Step 1: Identify Your Region and Desired Services

Mohave awarded contracts for Architects and Engineering services by region. The awards and any restrictions on projects offered for the region by the firm, by region, are as follows:

#### **Region 1, Mohave County**

##### Architects:

- **Corgan Associates** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **EMC<sup>2</sup> Group** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **SPS+ Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **WHPacific**– Offered all requested services for all project sizes/types, except immediate projects, which were not offered for the region. Does not offer engineering services.

##### Engineers:

- **GHD** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors. Also offers some architectural services.
- **Shephard-Wesnitzer** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors.

#### **Region 2, Coconino County**

##### Architects:

- **Heery, Inc.** Offered all requested services for all project sizes/types. Some engineering services (Civil, Mechanical, Electrical) are performed with in-house personnel, others are via subcontractors.
- **NTD Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.

- **Orcutt Winslow** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **SPS+ Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.

Engineers:

- **GHD** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors. Also offers some architectural services.
- **Pearson Engineering** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors. Also offers architectural services.
- **Shephard-Wesnitzer** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors.

<b><i>Region 3, Yavapai County</i></b>
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Architects:

- **Michael Taylor Architects, Inc.** Offered all requested services for all project sizes/types. Most engineering services offered are via subcontractors.
- **NTD Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **Orcutt Winslow** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.

Engineers:

- **LSW Engineering** – Offered all requested engineering services for all project sizes/types, except immediate projects, which were not offered for the region Firm has in-house engineers for mechanical, plumbing, electrical and special systems. Other requested engineering services are via subcontractors.
- **Shephard-Wesnitzer** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors.

<b><i>Region 4, Apache and Navajo Counties</i></b>
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Architects:

- **BCDM**– Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **Corgan Associates** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **NTD Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.

- **Orcutt Winslow** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **SPS+ Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.

Engineers:

- **GHD** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors. Also offers architectural services.

<b>Region 5, Maricopa, Pinal and Gila Counties</b>
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Architects:

- **BCDM** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **Corgan Associates**– Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **EMC2 Group** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **Heery** – Offered all requested services for all project sizes/types. Some engineering services (Civil, Mechanical, Electrical) are performed with in-house personnel, others are via subcontractors.
- **Orcutt Winslow** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **SPS+ Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **WHPacific**– Offered all requested services for all architectural project sizes/types. Does not offer engineering services.

Engineers:

- **GHD** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors. Also offers architectural services.
- **LSW Engineering** – Offered all requested engineering services for all project sizes/types Firm has in-house engineers for mechanical, plumbing, electrical and special systems. Other requested engineering services are via subcontractors.

<b>Region 6, La Paz and Yuma Counties</b>
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Architects:

- **Barry Patterson (AKA Patterson Thompson)** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.

- **Breckenridge Group** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **Corgan Associates** – Experienced in adjacent regions. Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **EMC2 Group** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **NTD Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.

#### Engineers:

- **Nicklaus Engineering** – Offered all engineering services requested for all project sizes/types. Firm has in-house engineers for most requested services. Other requested engineering services are via subcontractors. Also offers some architectural services.

<b><i>Region 7, Pima, Santa Cruz, Cochise, Graham and Greenlee Counties</i></b>
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#### Architects:

- **ABA Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **BCDM** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **Breckenridge Group** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **EMC2 Group** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **Orcutt Winslow** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.
- **SPS+ Architects** – Offered all requested services for all project sizes/types. All engineering services offered are via subcontractors.

#### Engineers:

- **LSW Engineering** – Offered all engineering services requested for large and medium projects for the region. Firm has in-house engineers for mechanical, plumbing, electrical and special systems. Other requested engineering services are via subcontractors.
- **Pearson Engineering** – Offered all requested engineering services for all project sizes/types. Firm has in-house engineers for mechanical, plumbing, electrical. Other requested engineering services are via subcontractors. Also offers architectural services through subcontractors.

## **Step 2: Make Your Selection**

Find the A/E firm that best meets the needs of your project/services desired. Each set of qualifications contains information on previous experience, references, training, quality control, etc. Make sure they match well with your intentions and interests for the project. To begin your review, download the contract documentation for one or more of the firms listed for your region at [www.mesc.org/contract\\_documentation](http://www.mesc.org/contract_documentation).

Once you have found the firm, contact them with details on your project, including schedules, parameters, etc. Find out who they would propose to be the lead on the project, who will be in supporting roles, etc. Clearly define each party's responsibilities under the project. If the firm doesn't have a local office, make sure you both agree on how communications will be handled. (What means, how often, etc.). Conduct interviews as necessary.

## **Step 3: Negotiate Your Pricing and Contract Terms**

Each firm is committed to providing good value for our members. A firm's success under the Mohave contract in part will be directly related to providing equitable pricing to members. Only Mohave contracts members use will be extended for additional terms.

Members are cautioned not to contact more than one firm at a time. Enter into good faith negotiations with the firm you feel best meets your needs. Prices may be set as a percentage of the project, hourly, or as combination of the two. If you are unable to reach an agreement with the preferred firm review the list of firms for your region and select the next best qualified candidate. Do not re-open negotiations with a firm after you have elected to move on to another. Be sure to document your negotiations as per R7-2-1122.

Note: Pricing is only the first hurdle. You also must negotiate a contract with the selected firm. Some firms elected to use no additional contract, some firms elected to use a standard AIA contract, while other firms use their own contract, or your standard contract. It is critical that you understand and agree upon this additional form of contract. Information on firm's contracts is found in their answer to the RFQ's question 3.18.

## **Step 4: Order Your Services**

Once you and the selected firm have agreed on the form of contract, mail a copy of the PO (made out to the firm), the price quote, and a copy of the agreed upon contract to Mohave. We will review the order, and send an approved copy to the firm.

## **Step 5: Monitor the Project**

Keep in touch with the firm's representative. Make sure they meet all agreed upon milestones, and deliverables. When the project is completed, make sure the firm gets paid as per the agreed upon terms and amounts. Mohave will audit selected purchases after the fact to make sure terms and payments were as agreed.

As always, Mohave's Vendor Performance Report is available on our website for feedback on the firm's performance.

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