

NOTICE TO ALL PROPOSERS

ADDENDUM NO. 1

TO THE REQUEST FOR QUALIFICATIONS FOR

TUCSON AIRPORT AUTHORITY PROJECT

AS NEEDED PROFESSIONAL SERVICES

ARCHITECTURAL, STRUCTURAL, MECHANICAL, AND ELECTRICAL ENGINEERING

SEPTEMBER 23, 2025

The following Addendum dated September 23, 2025, shall be made a part of the Request for Qualifications (RFQ) dated September 9, 2025, for As-Needed Professional Services for Architectural, Structural, Mechanical, and Electrical Engineering.

GENERAL

1. The Pre-Submittal Conference Summary dated September 22, 2025, and associated sign-in sheets are attached to this Addendum No. 1.

CHANGES TO DOCUMENTS

1. Under Section V, 3. B. Availability and Commitment of Qualified Staff. TAA is adding 2 (see below):

B. Availability and Commitment of Qualified Staff.

1) List the key personnel who will likely be assigned to TAA as-needed services. Describe the availability and commitment of these staff.
2) Provide an Organizational Chart showing key personnel/firms for your proposed team.

RESPONSES TO QUESTIONS

Q1: Am I able to access the RFQ Holders List?

Answer: Access to the RFQ holders list is not provided; however, the attendance sheet from the pre-submittal meeting is included in the meeting minutes/Addendum #1.

Q2: How many firms will be awarded the on-call?

Answer: It is the intent of the Authority to contract with up to three (3) firms for each of the 4 disciplines in this solicitation.

Q3: Do you want a full team of multiple firms or single firm to submit?

Answer: Full team with sub-consultants or single firm.

Q4: When are final questions due?

Answer: Monday, September 29, 2025

Q5: Would it be possible to get a list of others who are planning on attending?

Answer: Access to the RFQ holders list is not provided; however, the attendance sheet from the pre-submittal meeting is included in the meeting minutes/Addendum #1.

Q6: Is participation in this Pre-Submittal Meeting mandatory?

Answer: The Pre-Submittal Meeting is not mandatory however it is recommended if you plan to submit an SOQ.

Q7: Are there any special considerations for accessing the Catalina Room for Monday's Pre-Submittal Meeting? Anyone I need to check in with once I arrive?

Answer: There are no special requirements for accessing the Catalina Room. Just make sure to sign in on the Bid Holders list before entering, and we'll take care of parking validation.

Q8: Is this a separate procurement from the one that was advertised earlier and due on 9/23/25?

Answer: Yes, this is a separate procurement. The notice that was advertised on 9/9/2025 is for the following disciplines: Architectural, Structural, Mechanical, and Electrical Engineering.

Q9: The RFQ lists 4 professional services, if we submit under the "Architectural Services" category and are including Structural Engineering, Mechanical Engineering and Electrical Engineering, do the entire project team qualifications count towards the 20 Page limit, or are we allowed to add 5 additional pages for each additional service category? i.e. 20 pages for Architect qualifications, 5 pages for Structural, 5 pages for Mechanical, 5 pages for Electrical, for a total of 35 Pages.

Answer: If you are proposing for 1 discipline with a team of structural mechanical and electrical you are limited to 20 pages. If you are submitting for multiple disciplines the 5 additional pages apply.

PRE-SUBMITTAL CONFERENCE SUMMARY

Project Name: AS-Needed Professional Services – Architectural, Structural, Mechanical, & Electrical Engineering

Date: Monday, September 22, 2025

Time: 9:00 a.m.

Location: Catalina Room

Funding: TAA

Procurement Officer: Sara Perry, Procurement Administrator

Project Principal: Mike Williams, Vice President of Airport Development/CDO

SIGN IN AND INTRODUCTIONS

1. See attached Sign-in Sheet for attendees.
2. Sara Perry welcomed all attendees and made brief introductions. She indicated that the minutes of the pre-submittal conference will be distributed to all meeting attendees and RFQ holders of record. Further addenda, if any, will be distributed to pre-submittal meeting attendees and firms on the RFQ Holders List.

GENERAL INFORMATION

1. TAA intends to award this contract October 29, 2025, with an initial term of three (3) years.
2. The Professional Services included in this procurement will be funded by TAA funds only. As-needed services will not be funded by FAA AIP or ADOT Aeronautics grants.
3. The Professional Services included in this Request for Qualifications are for development of both non-aeronautical land holdings and traditional airport projects at TIA and Ryan Airfield. The categories of Professional Services are: Architectural, Structural Engineering, Mechanical Engineering, and Electrical Engineering.
4. TAA shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, which will be furnished to all registered RFQ holders and pre-submittal meeting attendees.
5. This RFQ does not obligate TAA to award the contract to any firm nor to pay any cost incurred in the proposal process or in the preparation of Statements of Qualifications (SOQs) submitted

in response to this RFQ. TAA reserves the right to reject any and all SOQs or to accept any firm which is deemed to be advantageous to the public and TAA.

6. The SOQ and other requested information must be completed, in its entirety, to the best of Respondent's ability and the Respondent must represent and warrant that all information contained therein is true and correct to the best of Respondent's knowledge.

7. No representative or agent of the Respondent may contact any member of the staff or Selection Committee, any member or director of TAA or any other agent or consultant of TAA, either directly or indirectly. Questions related to the RFQ or SOQ process may be directed in writing to Sara Perry by email at sperry@flytucson.com. Any communication, or attempted communication, with any person other than Sara Perry shall, in the sole discretion of TAA, be grounds for disqualification of the firm.

8. All information received by TAA in response to this RFQ or contained in the SOQs shall be confidential. The SOQs shall be open to public inspection after the contract is awarded and executed by TAA. To the extent the firm designates, and TAA concurs, trade secrets and other proprietary data contained in the firm's SOQ will be kept confidential.

9. TAA will issue the minutes of the pre-submittal conference and written responses to any questions received to all RFQ holders no later than Wednesday, September 24, 2025. Any questions that the Respondents may have about the RFQ or the project should be emailed to Sara Perry no later than 2:00 p.m. on Monday, September 29, 2025. TAA will issue a final addendum, if necessary, on Wednesday, October 1, 2025.

DISADVANTAGED BUSINESS ENTERPRISE

10. DBE. It is the policy of TAA to ensure that Disadvantaged Business Enterprise firms (DBEs) have a fair and equal opportunity to participate in TAA's contracts. Specifically, it is the goal of TAA to ensure that, to the extent reasonably possible and consistent with other legal requirements that: (a) DBEs are not discriminated against in the award and administration of TAA's contracts; (b) a level playing field is created on which DBEs can compete fairly for TAA's contracts; and (c) any barriers to the participation of DBEs in TAA's contracts are removed. A copy of this policy is available upon request. Although DBE participation in this contract is not required, TAA strongly encourages Respondents to voluntarily seek out and consider subconsultant opportunities with certified DBEs, so they have a fair and equal opportunity to participate in TAA's contracts. **As a matter of responsiveness, firms must complete and submit the provided Statement of Proposed DBE Utilization" form provided with its submittal, even if**

no DBE participation is expected. TAA recognizes current DBE certifications by the ADOT, City of Phoenix, and City of Tucson. For information regarding DBE firms recognized by TAA, or if you have any questions about TAA's DBE Program, please contact Bert Resimont, TAA DBE Liaison Officer, at 520-573-8100.

If DBEs will be used, Respondents are required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform. As a condition of the agreement between the parties, the Contractor awarded the contract will be required to report DBE participation efforts listing (1) all certified DBE subcontractors who will be working on the Project, including work performed by Contractor's own forces if Contractor is a DBE and (2) the estimated amount of dollars that will be paid to any DBE subcontractors providing services. This information will be reported on a form provided by TAA. In addition, Contractor must provide written confirmation from each DBE of its participation in the Contractor's work. Contractor will be required to track all payments to DBE and non-DBE subcontractors working on a project via TAA's online diversity compliance application. At the completion of a Project, Contractor will be required to complete and submit a final certification of payments to DBE firms on a form to be provided by TAA.

PROPOSAL REQUIREMENTS

1. Sara Perry reminded the firms to carefully review the SOQ requirements described in Section V (5) on page 3.
2. Respondents should review the insurance requirements on page 4 of the RFQ to confirm that they can comply.
3. Reference information to include three (3) names with telephone numbers and email addresses for each category of as-needed services proposing for is required under Section V.3.A.1.d of the RFQ. Client references provided in the SOQs should not include TAA.
4. Failure on the part of a Respondent to provide any portion of the required documentation may be cause for rejection of the SOQ. In the event of any conflict between any of the SOQ documents, resolution thereof shall be at TAA's sole discretion.
5. Written SOQs will be received by TAA, until 2:00 p.m. local Tucson time on Tuesday, October 7, 2025, attention Sara Perry, Procurement Administrator, at the TAA Administration Offices, Tucson International Airport Terminal, Third Floor, 7250 South Tucson Blvd., Suite 300, Tucson, Arizona 85756. One (1) original and Five (5) copies of the SOQ are required to be addressed and delivered by hand or UPS/FedEx to TAA on or before the day and hour set for receipt. Any SOQ

submitted after the designated date and time will not be accepted or considered. Make sure the Project Name is clearly indicated on the outside of the box/envelope. SOQs submitted after that time may not be accepted.

6. SOQs may be withdrawn either personally or by written request any time before the scheduled date and time of receipt.

SELECTION PROCESS

1. TAA is conducting a selection process in accordance with the requirements of Title 34 A.R.S. to select firms to provide Professional Services for the disciplines listed in the RFQ.

2. SOQs from interested firms will be evaluated by an in-house Selection Committee, which will rank the SOQs based on qualifications only. The Authority intends to select up to three (3) qualified firms for each of the following disciplines: Architectural, Structural, Mechanical, and Electrical Engineering. This ensures a diverse pool of expertise across all trades to support the operational and development needs of the airport.

3. The Selection Committee will prepare a final ranking of firms in each Professional Services category.

SCOPE OF WORK

Luis Quintero provided scope of work briefing.

Scope of work attached.

DISCUSSION:

The floor was opened to questions and answers and discussion followed.

Q1: Under requirement references, it says each type of service requires 3 references. Is that being explored within architecture as there are so many different services that will be provided? Are we going to be providing separate references, 3 references for each of those? Or is it just Architectural?

Answer: Three references for each discipline.

Q2: If we are only submitting for the architectural scope, do you want to see a full team for the resumes which may include mechanical, electrical, structural?

Answer: Yes, if you are proposing a team under Architecture, then provide resumes for the team.

Q3: Do we provide a complete team for any task order, not just individual services?

Answer: Yes, a scope of work for a specific project may require a full team but could also be for just specific services

Q4: We will be putting in subconsultants for mechanical, electrical, any service that we do not provide in house?

Answer: Yes, include any subconsultants you are considering that may be used under your discipline.

Q5: All of architecture is the full team?

Answer: Yes, it would be good to see the full team you are proposing. Keep in mind that each scope of work for a specific project may not require your full team.

Q6: For a structural engineer, I'd love to be on all the architecture teams, but I'd also like to submit for structural engineer, and I'd love to get some local structural engineers involved as well. So, do I submit as a new structural engineer and keep up with my architecture friends?

Answer: Yes, you can propose on an individual discipline and can be listed as a subconsultant on a different discipline's team.

Q7: Will you submit a landscape architecture scope of work?

Answer: Landscape architecture is included as part of our architecture discipline. It will not be a separate solicitation. It is included in this solicitation under architecture.

Q8: Will we be penalized if we do not include the subconsultant? In other words, if we have a really strong structural or mechanical and we don't include the other, would we as an architect be penalized for not including one of those?

Answer: No, if you have strong sub-disciplines within your firm, you will not be penalized for including an outside discipline. Please provide information on any sub-disciplines within your firm.

Q9: Will any of the selected firms be excluded from future opportunities

Answer: No, awarded firms are able to propose on future opportunities.

Q10: Since we are required to bring in a full team – there are certain projects that might require certain consultants. If it is, but I have a very specialized electrical need for another project order, I might want to bring in somebody else. What happens in that scenario? Or are we stuck with our team because that is the team that we need?

Answer: The project manager will evaluate team composition on a case-by-case basis. We understand that certain task orders may call for specialized expertise. In those instances, adjustments to the team, such as bringing in a different sub-consultant, can be considered based on the specific needs of the project. Please note, submitting with an entire team is not required.

Q11: Will there be any kind of benefit to award of having multiple disciplines offered, like mechanical, structural, and architectural all in one? Or is it okay to submit only on one?

Answer: You are welcome to submit an SOQ for a single discipline or multiple disciplines. There is no direct advantage in the award process for submitting multiple disciplines together; however, offering a broader range of services does increase the flexibility and depth of the overall pool. If one team reaches its capacity for the year, having additional options allows TAA to pivot to another qualified team. So, while it's not required, submitting multiple disciplines can enhance visibility and opportunity across task orders. Please note, a firm can be chosen for more than one discipline.

Q12: Just to clarify there won't be any added benefit to being selected of having multiple verses having just one discipline offered?

Answer: No. Anyone who has opportunity to submit as a specialist or under a team would be ideal for the Tucson airport.

Q13: Is it okay to submit on only one discipline?

Answer: Yes.

Q14: Are you looking for full services? In the document it says mechanical, structural, electrical but are you looking for other disciplines like technology, acoustics, energy, the full engineering services?

Answer: Yes, solicitations for technology, geotechnical, land planning, environmental, and survey will be advertised in the near future. If you are interested in receiving notification for any future solicitations, please submit an Interest List. Directions to submit information for our Interest List are attached to the Addendum.

Q15: Is this one contract or will there be multiple contracts?

Answer: It is the intent of the Authority to contract with up to three (3) firms for each of the 4 disciplines in this solicitation. As a project is identified, a thorough scope of work will be developed, and a Work Authorization will be issued to the chosen firm.

Q16: The questions asked today, will they be provided with a formal response or will we need to submit questions formally?

Answer: Q&A will be provided in the minutes. Questions arising after the pre-submittal meeting should be emailed directly to Sara Perry, sperry@flytucson.com.

Q17: If the 500k a year is going to be for individual consultants say for instance I have a project I am bringing with me 3 sub-consultants would that mean our pool and or project cost increase?

Answer: No. The Prime Consultant that is awarded an as-needed contract is limited to \$500,000.00 per fiscal year. Additional sub-consultants this firm brings to a project are included in the Prime's fees. A Work Authorization issued for a specific scope of work for a project shall not exceed \$500,000.00.

Q18: Let's say in this scenario there is a Tenant improvement project – were redoing the roof and the lighting and mechanical and sprinkler and all that stuff – would that come out as an architectural project and then you would use the engineers on the architectural firm's team, or will you select the mechanical from the mechanical discipline? And then select from the electrical discipline of those other four kinds of service?

Answer: We would use the engineers that are part of the architectural firm's team. When a Work Order is awarded to an architecture-led team, the associated sub-consultants, including engineers, should come from that team's original submission. This ensures consistency and accountability within the awarded scope.

Q19: RFQ states wet signature (ink), will you also accept a digital signature?

Answer: Yes, digital signatures are acceptable.

Q20: The part of money, the \$500,000 a year, is it going to be for individual consultants? Say for instance, I have 3 consultants with me, would that then mean now our pool is increased or is it still the same \$500,000?

Answer: Still \$500,000. The \$500,000 annual cap applies to each awarded discipline, not to individual sub-consultants within a team. If your firm is awarded the contract for a discipline,

the total available funding remains \$500,000 per year, regardless of how many sub-consultants you include. Adding more sub-consultants does not increase the funding pool. The prime firm is responsible for managing that budget across its team. See also response to Q17.

Q21: So that means the entire project cost we are submitting would then be deducted from the architects \$500,000 or would it then go into the individual consultants and then be pared out so that then the architect could do another project?

Answer: No. Refer to the answers in Q17 and Q20.

Q22: If the architect's portion was 50% and the sub-consultant's portion was 50% now the architects cap is complete, they have finished their \$500,000 so they wouldn't be able to do another project even though their portion was only 50%.

Answer: Correct. Refer to the answer in Q17 and Q20.

Q23: The RFQ statement that mentions each additional professional services category must be limited to 5 pages, is that included in the 20 maximum pages or is that in addition to? And is there a way that you are expecting us to represent information on those 5 pages? Is that resumes or would you like us to use that to respond to A through D?

Answer: The initial 20 pages should address the first discipline applying for (A - Firm Qualifications & Experience, B - Availability & Commitment of Qualified Staff, C - Experience of Key Personnel to be Assigned to that discipline). If submitting for a second discipline, the 5 pages should address (B - Availability & Commitment of Qualified Staff and C - Experience of Key Personnel to be Assigned to that discipline). If submitting for a third discipline, the 5 pages should address (B - Availability & Commitment of Qualified Staff and C - Experience of Key Personnel to be Assigned to that discipline). If submitting for a fourth discipline, the 5 pages should address (B – Availability & Commitment of Qualified Staff and C – Experience of Key Personnel to be Assigned to that discipline). If the availability & commitment of qualified staff would be the same for each discipline, a line in each additional discipline's 5 pages could reference the section in the initial 20 pages.

Q24: Would you say that engineering services cover plumbing as well?

Answer: Yes

Q25: Are there other projects at the Airport that in addition to this activity? More often than not there's on-call stuff phantasm going on. Plus, other master plan completion activities and things. Are there other things out there that are on call, would we be precluded from the other activities or?

Answer: Yes there are other projects at the airport in addition to this activity. No, you would not be precluded. The additional opportunities would not be considered 'on call' and would pertain to a specific project.

Q26: Since an org chart was not asked of in the SOQ, would something like that be helpful to see?, We want you to understand the makeup of our entire team, would we be advised to add something like that?

Answer: TAA will require that an organizational chart be submitted as part of the SOQ. Please see Addendum #1 "CHANGES TO DOCUMENTS."

Q27: Will the attendee list be posted or sent out?

Answer: Yes. It will be included in the minutes.

Q28: Are the minutes posted or sent out?

Answer: The meeting minutes will be published on our website and distributed to all individuals listed on the RFQ Holders List and Pre-Submittal Attendees.

Q29: Would TAA consider advising or amending the amount of services to include commercial planning?

Answer: A future solicitation for Land Planning As-Needed Services will be advertised in the near future. TAA does not have plans to solicitate for commercial planning.

Attendees were reminded that the last day for questions is September 29, 2025, and the SOQ due date and time is Tuesday, October 7, 2025, by 2:00 p.m.

The conference adjourned at 9:38 a.m.

The above is intended to be a summary of the proceedings as recalled by Sara Perry. The proceedings were recorded and on file in the TAA's Procurement Department.

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ATTENDANCE SIGN IN SHEET
PRE-SUBMITTAL CONFERENCE



As-Needed Professional Services
Architectural, Structural, Mechanical, & Electrical Engineering

Date:	Time:	Location:	
Name	Company Name	Phone	Email
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As-Needed Professional Services
Architectural, Structural, Mechanical, & Electrical Engineering

Date:	Time:	Location:	
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Date:	Time:	Location:	
Name	Company Name	Phone	Email
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Architectural, Structural, Mechanical, & Electrical Engineering

Date:	Time:	Location:	
Name	Company Name	Phone	Email
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Architectural, Structural, Mechanical, & Electrical Engineering

Date:	Time:	Location:	
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Architectural, Structural, Mechanical, & Electrical Engineering

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As-Needed Professional Services
Architectural, Structural, Mechanical, & Electrical Engineering

Date:

Time:

Location:

[illegible]

TUCSON AIRPORT AUTHORITY INTEREST LIST SIGN-UP INSTRUCTIONS

The Tucson Airport Authority (“TAA”), in compliance with federal regulations, compiles a list of firms who have an interest in airport projects. Please follow these instructions to add your company to the list:

Step 1: Go to the website www.flytucson.com

Step 2: Once at the website, click on the section at the top of the page labeled Tucson Airport Authority

Step 3: On this page, which is the Tucson Airport Authority section, click on the section on the left side of the page titled “Doing Business with TAA.”

Step 4: On this page you will see several options to choose from. Click on “Vendor/DBE Registration.”

Step 5: On this page, scroll to the bottom and enter your company information in the fields provided and then click submit.

You will now receive email notification from TAA of new construction and professional services opportunities.

