

## ARCHITECT-ENGINEER QUALIFICATIONS

RFQ: 2022-014  
RETENTION: 1 YEAR

### PURPOSE:

The Hillsborough County Sheriff's Office (HCSO) will use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications.

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement.

The information used to evaluate firms is RFQ 2022-014 *Design-Build Services (PART D)*, including performance evaluations, any additional data requested by the HCSO, and may include interviews with the most highly qualified firms and their references. Attachment A will be used to select Awarded Firms for contract. Firms selected for A-E contracts will be selected based on professional qualifications listed herein, as required, on a project-by-project basis.

### GENERAL INSTRUCTIONS:

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate Buyer of the Agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. The retention period of this file for the HCSO is one (1) year. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

### INDIVIDUAL AGENCY INSTRUCTIONS:

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

### DEFINITIONS:

**Architect-Engineer Services:** Services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state.

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** Any legal entity permitted by law to practice architecture, engineering, or surveying and mapping in the State of Florida.

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

### GENERAL INFORMATION



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### SPECIFIC INSTRUCTIONS:

#### Part I - Contract-Specific Qualifications

##### Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.
2. Public Notice Date. Enter the posted date of the agency's notice on the HCSO's website ([www.TeamHCSO.com](http://www.TeamHCSO.com)), other form of public announcement, or agency request for this contract.
3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

##### Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative that the HCSO can contact for additional information.

##### Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the HCSO. Attach additional sheet(s) in the same format as Section C if needed.

##### Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

##### Section E. Resumes of Key Personnel Proposed for this Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.
13. Role in this contract. Self-explanatory.
14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
15. Firm Name and Location. Name, city, and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.
16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

### GENERAL INFORMATION

17. Current Professional Registration. Provide information on current relevant professional registration(s) applicable in the State of Florida.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five (5) projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

**Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.**

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present three (3) projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation, or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements, and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

**Section G. Key Personnel Participation in Example Projects.**

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

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26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

### Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

### Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of the contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project.

32. Name and Title. Self-explanatory.

### SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electrical Engineer	X	X		X						

### 29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Federal Courthouse, Denver, CO	6	PQR Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI
3	ACME Jail Facility, Venice, FL	8	Office Building Complex, Hell, MI
4	ABC Library, Atlanta, GA	9	STU Car-Wash, Athens, TN
5	XYZ Park Structure, Punta Gorda, FL	10	VWX Speedway Medical Center, Sebring, FL

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self- explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM (formerly DUNS Number).

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, LLC/LLP, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes can be found at <https://www.naics.com/search/>. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category, or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.



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11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate work performed either as the prime contractor or subcontractor, work specific to public facilities and correctional facilities and the total.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

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### List of Disciplines (*Function Codes*)

Code	Description		
1	Acoustical Engineer	32	Hydraulic Engineer
2	Administrative	33	Hydrographic Surveyor
3	Aerial Photographer	34	Hydrologist
4	Aeronautical Engineer	35	Industrial Engineer
5	Archeologist	36	Industrial Hygienist
6	Architect	37	Interior Designer
7	Biologist	38	Land Surveyor
8	CADD Technician	39	Landscape Architect
9	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer



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### List of Experience Categories (Profile Codes)

Code	Description		
A01	Acoustics, Noise Abatement	D01	Dams (Concrete; Arch)
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	D02	Dams (Earth; Rock); Dikes; Levees
A03	Agricultural Development; Grain Storage; Farm Mechanization	D03	Desalinization (Process & Facilities)
A04	Air Pollution Control	D04	Design-Build - Preparation of Requests for Proposals
A05	Airports; Navais; Airport Lighting; Aircraft Fueling	D05	Digital Elevation and Terrain Model Development
A06	Airports; Terminals and Hangars; Freight Handling	D06	Digital Orthophotography
A07	Arctic Facilities	D07	Dining Halls; Clubs; Restaurants
A08	Animal Facilities	D08	Dredging Studies and Design
A09	Anti-Terrorism/Force Protection	E01	Ecological & Archeological Investigations
A10	Asbestos Abatement	E02	Educational Facilities; Classrooms
A11	Auditoriums & Theaters	E03	Electrical Studies and Design
A12	Automation; Controls; Instrumentation	E04	Electronics
B01	Barracks; Dormitories	E05	Elevators; Escalators; People-Movers
B02	Bridges	E06	Embassies and Chanceries
C01	Cartography	E07	Energy Conservation; New Energy Sources
C02	Cemeteries (Planning & Relocation)	E08	Engineering Economics
C03	Charting; Nautical and Aeronautical	E09	Environmental Impact Studies, Assessments or Statements
C04	Chemical Processing & Storage	E10	Environmental and Natural Resource Mapping
C05	Child Care/Development Facilities	E11	Environmental Planning
C06	Churches; Chapels	E12	Environmental Remediation
C07	Coastal Engineering	E13	Environmental Testing and Analysis
C08	Codes; Standards; Ordinances	F01	Fallout Shelters; Blast-Resistant Design
C09	Cold Storage; Refrigeration and Fast Freeze	F02	Field Houses; Gyms; Stadiums
C10	Commercial Building (low rise); Shopping Centers	F03	Fire Protection
C11	Community Facilities	F04	Fisheries; Fish ladders
C12	Communications Systems; TV; Microwave	F05	Forensic Engineering
C13	Computer Facilities; Computer Service	F06	Forestry & Forest products
C14	Conservation and Resource Management	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C15	Construction Management	G02	Gas Systems (Propane; Natural, Etc.)
C16	Construction Surveying	G03	Geodetic Surveying: Ground and Air-borne
C17	Corrosion Control; Cathodic Protection; Electrolysis	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C19	Cryogenic Facilities	G06	Graphic Design
		H01	Harbors; Jetties; Piers, Ship Terminal Facilities



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H02	Hazardous Materials Handling and Storage	O03	Ordnance; Munitions; Special Weapons
H03	Hazardous, Toxic, Radioactive Waste Remediation	P01	Petroleum Exploration; Refining
H04	Heating; Ventilating; Air Conditioning	P02	Petroleum and Fuel (Storage and Distribution)
H05	Health Systems Planning	P03	Photogrammetry
H06	Highrise; Air-Rights-Type Buildings	P04	Pipelines (Cross-Country - Liquid & Gas)
H07	Highways; Streets; Airfield Paving; Parking Lots	P05	Planning (Community, Regional, Areawide and State)
H08	Historical Preservation	P06	Planning (Site, Installation, and Project)
H09	Hospital & Medical Facilities	P07	Plumbing & Piping Design
H10	Hotels; Motels	P08	Prisons & Correctional Facilities
H11	Housing (Residential, Multi-Family; Apartments; Condominiums)	P09	Product, Machine Equipment Design
H12	Hydraulics & Pneumatics	P10	Pneumatic Structures, Air-Support Buildings
H13	Hydrographic Surveying	P11	Postal Facilities
I01	Industrial Buildings; Manufacturing Plants	P12	Power Generation, Transmission, Distribution
I02	Industrial Processes; Quality Control	P13	Public Safety Facilities
I03	Industrial Waste Treatment	R01	Radar; Sonar; Radio & Radar Telescopes
I04	Intelligent Transportation Systems	R02	Radio Frequency Systems & Shieldings
I05	Interior Design; Space Planning	R03	Railroad; Rapid Transit
I06	Irrigation; Drainage	R04	Recreation Facilities (Parks, Marinas, Etc.)
J01	Judicial and Courtroom Facilities	R05	Refrigeration Plants/Systems
L01	Laboratories; Medical Research Facilities	R06	Rehabilitation (Buildings; Structures; Facilities)
L02	Land Surveying	R07	Remote Sensing
L03	Landscape Architecture	R08	Research Facilities
L04	Libraries; Museums; Galleries	R09	Resources Recovery; Recycling
L05	Lighting (Interior; Display; Theater, Etc.)	R10	Risk Analysis
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R11	Rivers; Canals; Waterways; Flood Control
M01	Mapping Location/Addressing Systems	R12	Roofing
M02	Materials Handling Systems; Conveyors; Sorters	S01	Safety Engineering; Accident Studies; OSHA Studies
M03	Metallurgy	S02	Security Systems; Intruder & Smoke Detection
M04	Microclimatology; Tropical Engineering	S03	Seismic Designs & Studies
M05	Military Design Standards	S04	Sewage Collection, Treatment and Disposal
M06	Mining & Mineralogy	S05	Soils & Geologic Studies; Foundations
M07	Missile Facilities (Silos; Fuels; Transport)	S06	Solar Energy Utilization
M08	Modular Systems Design; Prefabricated Structures or Components	S07	Solid Wastes; Incineration; Landfill
N01	Naval Architecture; Off-Shore Platforms	S08	Special Environments; Clean Rooms, etc.
N02	Navigation Structures; Locks	S09	Structural Design; Special Structures
N03	Nuclear Facilities; Nuclear Shielding	S10	Surveying; Platting; Mapping; Flood Plain Studies
O01	Office Buildings; Industrial Parks	S11	Sustainable Design
O02	Oceanographic Engineering	S12	Swimming Pools
		S13	Storm Water Handling & Facilities

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T01	Telephone Systems (Rural; Mobile; Intercom, Etc.)
T02	Testing & Inspection Services
T03	Traffic & Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers (Self-Supporting & Guyed Systems)
T06	Tunnels & Subways
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development

U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

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### PART I - CONTRACT-SPECIFIC QUALIFICATIONS

#### **ARCHITECT-ENGINEER QUALIFICATIONS**

##### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)	
2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER

##### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE		
5. NAME OF FIRM		
6. TELEPHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS

##### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors)*

(Check)

				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
c.a c.b c.c c.d c.e c.f	PRIME	J-V PARTNER	SUBCONTRACTOR			

##### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)



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### E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT *(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION *(Degree and Specialization)*

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

### 19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		



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**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT** *(Present as many projects as requested by the agency, or three (3) projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

22. YEAR COMPLETED

PROFESSIONAL  
SERVICES

CONSTRUCTION (if  
applicable)

### 23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE





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**H. ADDITIONAL INFORMATION**

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

**I. AUTHORIZED REPRESENTATIVE**

*The foregoing is a statement of facts.*

31. SIGNATURE

32. DATE

33. NAME AND TITLE





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<b>PART II - GENERAL QUALIFICATIONS</b> <i>(If a firm has branch offices, complete for each specific branch office seeking work.)</i>	1. SOLICITATION NUMBER <i>(If any)</i>
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### ARCHITECT-ENGINEER QUALIFICATIONS

2a. FIRM (or Branch Office) NAME			3. YEARS ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
2b. STREET			5. OWNERSHIP	
2c. CITY			a. TYPE	
2d. STATE	2e. ZIP CODE	b. SMALL BUSINESS STATUS		
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM <i>(If block 2a is a Branch Office)</i>	
6b. TELEPHONE NUMBER	6c. E-MAIL ADDRESS			

8a. FORMER FIRM NAME(S) <i>(If any)</i>	8b. YEARS ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Discipline	c. Revenue Index Number <i>(See below)</i>
		(1) FIRM	(2) BRANCH			
<b>Total</b>						

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>	<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>	
a. Prime Contractor	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Subcontracted	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
	4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
	5. \$1 million to less than \$2 million	10. \$50 million or greater

### I. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

31. SIGNATURE	32. DATE
33. NAME AND TITLE	