

**SCHOOL DISTRICT OF INDIAN RIVER COUNTY, FLORIDA**

**REQUEST FOR QUALIFICATIONS**

**For**

**Mechanical Engineering Services**

**RFQ #02-0-2017JC**

September 9, 2016

**SCHOOL DISTRICT OF INDIAN RIVER COUNTY, FLORIDA,**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Mechanical Engineering Services**

**I. INTRODUCTION**

**A. Objectives**

The purpose of this Request for Qualifications (RFQ) is to select a minimum of three firms to provide **MECHANICAL ENGINEERING SERVICES** for HVAC, Electrical and Plumbing (MEP) district wide on an as-needed basis pursuant to School Board Policy 6330, The Florida Consultant's Competitive Negotiation Act (CCNA) F.S. 287-055, Florida Statutes Chapter 1013 and Florida Administrative Code Rule 6A-2.0010. Projects will be assigned on a rotational or best fit basis. If the District deems that interviews are necessary for the short-listed, firms shall be available on October 6, 2016.

**General Qualifications:**

1. Professional consultants submitting shall have a certificate of registration under Florida Statute Chapter 471 as a licensed engineering firm in the State of Florida preferably with experience of providing services for K – 12 public school programs.

**B. Submittal Submission Instructions**

**1. Sealed Submittals**

All Submittals shall be submitted in a sealed envelope **before 2:00 p.m., September 27, 2016**. Late Submittals will not be opened or considered.

One original and seven (7) copies to:  
Jeff Carver, CPPO  
Director of Purchasing  
Indian River County School District, Florida  
6055 62<sup>nd</sup> Ave.  
Vero Beach, FL 32967

The School Board reserves the right to reject any and all submittals, to waive any informalities or irregularities in any submittals received, to re-advertise, or take any other such actions that may be deemed to be in the best interest of the School Board and the School District.

**2. Submittal Response**

Each Submittal should address all pertinent areas and be specific. Any conditions should be clearly stated. The failure to disclose substantive terms, conditions, and covenants may be considered cause for the offeror's submittal to be rejected by the School Board.

**3. Questions, Additional Information**

All requests for clarifications or additional information should be directed to the School District of Indian River County at the following address:

One original and seven (7) copies to:  
Jeff Carver, CPPO  
Director of Purchasing  
School District of Indian River County, Florida  
6055 62<sup>nd</sup> Ave.  
Vero Beach, FL 32967  
[Jeffrey.Carver@indianriverschools.org](mailto:Jeffrey.Carver@indianriverschools.org)

**\*Contacting Board Members or district staff other than the above named individual regarding this Request for Qualifications is not allowable and will result in disqualification of your submittal.**

**4. Tentative Schedule**

The School District will attempt to adhere to the following schedule:

- 09.09.16 RFQ issued
- 09.20.16 Written questions due prior to 2:00 p.m.
- 09.27.16 Responses due prior to 2:00 p.m., at which time responses will be publicly opened.
- 10.06.16 Interviews to be held if necessary
- 10.12.16 Post recommendation
- 10.25.16 Award recommendation to the School Board for approval.

The School District reserves the right to alter scheduled dates, if necessary.

**5. TERM OF CONTRACT**

The term of the contract shall be from **October 26, 2016 through October 25, 2017** and may, by mutual agreement between the School District and the awardee, be renewable for two additional one year periods.

All terms and conditions shall be firm for the term of this contract. The awardee agrees to this condition by signing the bid.

## **II. EVALUATION OF SUBMITTALS - CRITERIA**

Submittals will be reviewed by the Evaluation Committee and the School Board in accordance with the requirements of Florida State Statute 287.055. If further information is desired, a Proposer may be requested to make additional written submissions or oral presentations before the School Board takes action. The School District will base its decision on factors including, but not necessarily limited to, the following:

1. The ability of professional personnel
2. Whether a firm is a certified minority business enterprise
3. Past performance
4. Willingness to meet time and budget requirements
5. Location
6. Recent, current, and projected workloads of the firms

## **III. INFORMATION TO BE INCLUDED WITH SUBMITTAL**

### **A. Letter of transmittal**

### **B. Table of Contents:** Include a clear identification of the material by section.

### **C. Tabs:** All proposals must be tabbed into sections containing the following information:

Tab 1: Qualification Statement. Completed SF 330

Tab 2: Proof of Liability Insurance

Tab 3: Proposed Project Team

Tab 4: Related Experience of Firm

Tab 5: Project Management and Cost Control

Tab 6: Licenses, Certificates and References

Tab 7: Current Work Load

Tab 8: Litigation

## **Insurance Requirements**

Worker's Compensation consistent with Florida Statutes shall be carried and in force during the period of work under this contract by the proposer.

Property and casualty insurance with general liability comprehensive broad form endorsement and automotive liability in limits of \$1,000,000 single occurrence; \$2,000,000 aggregate. To be considered, carrier shall be duly licensed by the State of Florida and recognized as an admitted carrier in the State of Florida.

Proposer shall provide the School District of Indian River County with a Certificate of Insurance naming the District as an "additional insured", with thirty (30) day notice of cancellation. Certificates of Insurance verifying the above coverage's and validity periods shall be provided to the Director of Purchasing and Warehousing before a purchase order can be issued, and as necessary to confirm the validity of coverage during the project.

The School District of Indian River County must be named as an additional insured under this policy. Thirty (30) days written notice must be provided to the School District of Indian River County in the event of impending cancellation. All deductibles are the responsibility of the Contractor.

### **D. Forms**

1. Drug-Free Work Place
2. Jessica Lunsford Act
3. Certification Regarding Debarment
4. Prohibition Against Contingent Fees
5. SF 330

## CONFIRMATION OF DRUG-FREE WORKPLACE

**IDENTICAL TIE BIDS:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quantity, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a Drug-Free Workplace Program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program (Florida Statutes Section 287.087 Florida Statutes). In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

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Bidders Signature

**JESSICA LUNSFORD ACT**

- A. Vendors and suppliers who are to be permitted access to school grounds while students are present, or have direct contact with students or have access to or control of school funds shall obtain Level 2 background screening in accord with Florida Statute FS1012.465 – Jessica Lunsford Act.
1. Level 2 screening excludes personnel working on school district property where students are present who have criminal records that include sexual offender, sexual misconduct with developmentally disabled or mental health patients, terrorism, murder, kidnapping, lewd, lascivious or indecent acts or exposure, incest, child abuse or neglect.
  2. Persons screened as noted above with other types of criminal history may be allowed on school grounds provided under following conditions:
    - a. Vndors and suppliers shall be under continuous direct supervision of school district employee or Level 2 screened and cleared employee as noted above.
    - b. Vendors and suppliers may be allowed on student occupied site if area of construction is isolated from students by continuous six foot high chain link fence separating work area and school.
    - c. Persons with current Level 2 clearance who are subsequently arrested for disqualifying offenses shall be disqualified from access to school sites and shall immediately surrender their Photo ID Badge to their employer who shall be responsible for returning badge to Indian River County School District's Department of Human Resources within 48 hours of arrest or notice of arrest or criminal offense.
    - d. Persons failing to notify their employer and Indian River County School District's Department of Human Resources within 48 hours of arrest will be charged with 3<sup>rd</sup> degree felony, punishable by up to five years imprisonment and \$1,000 fine.
    - e. Employers of persons having been arrested for disqualifying offenses who subsequently allows said employee to continue working on school property may also be charged with 3<sup>rd</sup> degree felony, punishable by up to five years imprisonment and \$1,000 fine.
- B. Contractor/CM, his subcontractors, vendors and suppliers working on school board sites shall be fingerprinted and obtain work badges.
1. Questions regarding fingerprinting or identification badge processing may Be directed to: Nicola Blanton, Fingerprint Specialist (772) 564-3024

School District of Indian River County  
Purchasing Department

**Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion Lower Tier Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017.510 Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

RFP, RFQ, RFP Number \_\_\_\_\_

Organization's Name \_\_\_\_\_

Name and Title of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_



## INSTRUCTIONS FOR DEBARMENT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**PROHIBITION AGAINST CONTINGENT FEES**

In accordance with Florida Statute 287.055(6)(a), and School Board of Indian River County Policy 6330 E., the following statement, duly signed and notarized, must be included in each proposal or submitted within three (3) days of request.

The respondent, \_\_\_\_\_, warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

NOTARY PUBLIC - STATE OF \_\_\_\_\_

Type or print name: \_\_\_\_\_

Commission No.: \_\_\_\_\_

(Seal)

Commission Expires \_\_\_\_\_

# ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157  
Expires: 11/30/2017

PAPERWORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 29 hours (25 hours for part 1 and 4 hours for Part 2) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to U.S. General Services Administration, Regulatory Secretariat (MVCB)/IC 9000-0157, Office of Governmentwide Acquisition Policy, 1800 F Street, NW, Washington, DC 20405.

## PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

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 Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

## 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 central, regional or local office of each Federal 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. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. 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:** Defined in FAR 2.101.

**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:** Defined in FAR 36.102.

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

## 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 Federal Business Opportunity website (FedBizOpps), 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 of the prime contractor or joint venture that the agency can contact for additional information.

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## 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 joint venture 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 contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet 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 joint venture 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.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

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 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 ten 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).

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 a joint venture or the prime 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. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

**SAMPLE ENTRIES FOR SECTION G (MATRIX)**

| 26. NAMES OF KEY PERSONNEL<br>(From Section E, Block 12) | 27. ROLE IN THIS CONTRACT<br>(From Section E, Block 13) | 28. EXAMPLE PROJECTS LISTED IN SECTION F<br>(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 Mech. Engineer                                    | X  | X | X | X |   |   |   |   |   |    |
| Tara C. Donovan  | Chief Elec. Engineer                                    | X  | X |   | X |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |

**29. EXAMPLE PROJECTS KEY**

| NO. | TITLE OF EXAMPLE PROJECT (FROM SECTION F)          | NO. | TITLE OF EXAMPLE PROJECT (FROM SECTION F) |
|-----|--|-----|---|
| 1   | Federal Courthouse, Denver, CO                     | 6   | XYZ Corporation Headquarters, Boston, MA  |
| 2   | Justin J. Wilson Federal Building, Baton Rouge, LA | 7   | Founder's Museum, Newport RI              |

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## 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. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, 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 appear in FAR Part 19. Contact the requesting agency for any questions. 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 DUNS Number. 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.

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 Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

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)

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| Code | Description                              | Code | Description                         |
|------|--|------|-------------------------------------|
| 01   | Acoustical Engineer                      | 32   | Hydraulic Engineer                  |
| 02   | Administrative                           | 33   | Hydrographic Surveyor               |
| 03   | Aerial Photographer                      | 34   | Hydrologist                         |
| 04   | Aeronautical Engineer                    | 35   | Industrial Engineer                 |
| 05   | Archeologist                             | 36   | Industrial Hygienist                |
| 06   | Architect                                | 37   | Interior Designer                   |
| 07   | Biologist                                | 38   | Land Surveyor                       |
| 08   | CADD Technician                          | 39   | Landscape Architect                 |
| 09   | 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            |

**List of Experience Categories (Profile Codes)**

| <b>Code</b> | <b>Description</b>  | <b>Code</b> | <b>Description</b>   |
|-------------|---|-------------|--|
| A01         | Acoustics, Noise Abatement  | E01         | Ecological & Archeological Investigations  |
| A02         | Aerial Photography; Airborne Data and Imagery Collection and Analysis           | E02         | Educational Facilities; Classrooms   |
| A03         | Agricultural Development; Grain Storage; Farm Mechanization                     | E03         | Electrical Studies and Design  |
| A04         | Air Pollution Control   | E04         | Electronics  |
| A05         | Airports; Nav aids; Airport Lighting; Aircraft Fueling                          | E05         | Elevators; Escalators; People-Movers   |
| A06         | Airports; Terminals and Hangars; Freight Handling                               | E06         | Embassies and Chanceries   |
| A07         | Arctic Facilities   | E07         | Energy Conservation; New Energy Sources  |
| A08         | Animal Facilities   | E08         | Engineering Economics  |
| A09         | Anti-Terrorism/Force Protection   | E09         | Environmental Impact Studies, Assessments or Statements  |
| A10         | Asbestos Abatement  | E10         | Environmental and Natural Resource Mapping   |
| A11         | Auditoriums & Theaters  | E11         | Environmental Planning   |
| A12         | Automation; Controls; Instrumentation   | E12         | Environmental Remediation  |
|             |   | E13         | Environmental Testing and Analysis   |
| B01         | Barracks; Dormitories   | F01         | Fallout Shelters; Blast-Resistant Design   |
| B02         | Bridges   | F02         | Field Houses; Gyms; Stadiums   |
| C01         | Cartography   | F03         | Fire Protection  |
| C02         | Cemeteries ( <i>Planning &amp; Relocation</i> )                                 | F04         | Fisheries; Fish ladders  |
| C03         | Charting: Nautical and Aeronautical   | F05         | Forensic Engineering   |
| C04         | Chemical Processing & Storage   | F06         | Forestry & Forest products   |
| C05         | Child Care/Development Facilities   | G01         | Garages; Vehicle Maintenance Facilities; Parking Decks   |
| C06         | Churches; Chapels   | G02         | Gas Systems (Propane; Natural, Etc.)   |
| C07         | Coastal Engineering   | G03         | Geodetic Surveying: Ground and Air-borne   |
| C08         | Codes; Standards; Ordinances  | G04         | Geographic Information System Services: Development, Analysis, and Data Collection             |
| C09         | Cold Storage; Refrigeration and Fast Freeze                                     | G05         | Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting |
| C10         | Commercial Building ( <i>low rise</i> ) ; Shopping Centers                      | G06         | Graphic Design   |
| C11         | Community Facilities  | H01         | Harbors; Jetties; Piers, Ship Terminal Facilities  |
| C12         | Communications Systems; TV; Microwave   | H02         | Hazardous Materials Handling and Storage   |
| C13         | Computer Facilities; Computer Service   | H03         | Hazardous, Toxic, Radioactive Waste Remediation  |
| C14         | Conservation and Resource Management  | H04         | Heating; Ventilating; Air Conditioning   |
| C15         | Construction Management   | H05         | Health Systems Planning  |
| C16         | Construction Surveying  | H06         | Highrise; Air-Rights-Type Buildings  |
| C17         | Corrosion Control; Cathodic Protection; Electrolysis                            | H07         | Highways; Streets; Airfield Paving; Parking Lots   |
| C18         | Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting | H08         | Historical Preservation  |
| C19         | Cryogenic Facilities  | H09         | Hospital & Medical Facilities  |
| D01         | Dams ( <i>Concrete; Arch</i> )  | H10         | Hotels; Motels   |
| D02         | Dams ( <i>Earth; Rock</i> ); Dikes; Levees                                      | H11         | Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )                         |
| D03         | Desalinization ( <i>Process &amp; Facilities</i> )                              | H12         | Hydraulics & Pneumatics  |
| D04         | Design-Build - Preparation of Requests for Proposals                            | H13         | Hydrographic Surveying   |
| D05         | Digital Elevation and Terrain Model Development                                 |             |  |
| D06         | Digital Orthophotography  |             |  |
| D07         | Dining Halls; Clubs; Restaurants  |             |  |
| D08         | Dredging Studies and Design   |             |  |



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List of Experience Categories (Profile Codes)

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| Code | Description   | Code | Description  |
|------|---|------|--|
| I01  | Industrial Buildings; Manufacturing Plants                      | P09  | Product, Machine Equipment Design                          |
| I02  | Industrial Processes; Quality Control                           | P10  | Pneumatic Structures, Air-Support Buildings                |
| I03  | Industrial Waste Treatment                                      | P11  | Postal Facilities  |
| I04  | Intelligent Transportation Systems                              | P12  | Power Generation, Transmission, Distribution               |
| I05  | Interior Design; Space Planning                                 | P13  | Public Safety Facilities                                   |
| I06  | Irrigation; Drainage  | R01  | Radar; Sonar; Radio & Radar Telescopes                     |
| J01  | Judicial and Courtroom Facilities                               | R02  | Radio Frequency Systems & Shieldings                       |
| L01  | Laboratories; Medical Research Facilities                       | R03  | Railroad; Rapid Transit                                    |
| L02  | Land Surveying  | R04  | Recreation Facilities (Parks, Marinas, Etc.)               |
| L03  | Landscape Architecture  | R05  | Refrigeration Plants/Systems                               |
| L04  | Libraries; Museums; Galleries                                   | R06  | Rehabilitation (Buildings; Structures; Facilities)         |
| L05  | Lighting (Interior; Display; Theater, Etc.)                     | R07  | Remote Sensing   |
| L06  | Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.) | R08  | Research Facilities  |
| M01  | Mapping Location/Addressing Systems                             | R09  | Resources Recovery; Recycling                              |
| M02  | Materials Handling Systems; Conveyors; Sorters                  | R10  | Risk Analysis  |
| M03  | Metallurgy  | R11  | Rivers; Canals; Waterways; Flood Control                   |
| M04  | Microclimatology; Tropical Engineering                          | R12  | Roofing  |
| M05  | Military Design Standards                                       | S01  | Safety Engineering; Accident Studies; OSHA Studies         |
| M06  | Mining & Mineralogy   | S02  | Security Systems; Intruder & Smoke Detection               |
| M07  | Missile Facilities (Silos; Fuels; Transport)                    | S03  | Seismic Designs & Studies                                  |
| M08  | Modular Systems Design; Pre-Fabricated Structures or Components | S04  | Sewage Collection, Treatment and Disposal                  |
| N01  | Naval Architecture; Off-Shore Platforms                         | S05  | Soils & Geologic Studies; Foundations                      |
| N02  | Navigation Structures; Locks                                    | S06  | Solar Energy Utilization                                   |
| N03  | Nuclear Facilities; Nuclear Shielding                           | S07  | Solid Wastes; Incineration; Landfill                       |
| O01  | Office Buildings; Industrial Parks                              | S08  | Special Environments; Clean Rooms, Etc.                    |
| O02  | Oceanographic Engineering                                       | S09  | Structural Design; Special Structures                      |
| O03  | Ordnance; Munitions; Special Weapons                            | S10  | Surveying; Platting; Mapping; Flood Plain Studies          |
| P01  | Petroleum Exploration; Refining                                 | S11  | Sustainable Design   |
| P02  | Petroleum and Fuel (Storage and Distribution)                   | S12  | Swimming Pools   |
| P03  | Photogrammetry  | S13  | Storm Water Handling & Facilities                          |
| P04  | Pipelines (Cross-Country - Liquid & Gas)                        | T01  | Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> ) |
| P05  | Planning (Community, Regional, Areawide and State)              | T02  | Testing & Inspection Services                              |
| P06  | Planning (Site, Installation, and Project)                      | T03  | Traffic & Transportation Engineering                       |
| P07  | Plumbing & Piping Design  | T04  | Topographic Surveying and Mapping                          |
| P08  | Prisons & Correctional Facilities                               | T05  | Towers ( <i>Self-Supporting &amp; Guyed Systems</i> )      |
|      |   | T06  | Tunnels & Subways  |

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List of Experience Categories (Profile Codes)

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| <b>Code</b> | <b>Description</b>                               |
|-------------|--|
| 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                         |

# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC 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 |
|----|---------|-----|---------|----------------|---|-------------|---------------------------|
|    | PRIME   | J-V | PARTNER | SUBCON-TRACTOR |   |             |                           |
| a. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE |             |                           |
| b. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE |             |                           |
| c. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE |             |                           |
| d. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE |             |                           |
| e. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE |             |                           |
| f. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE |             |                           |

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

**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**

|           |   |   |                              |
|-----------|---|---|------------------------------|
| <b>a.</b> | (1) TITLE AND LOCATION (City and State)                                 | (2) YEAR COMPLETED  |                              |
|           |   | PROFESSIONAL SERVICES   | CONSTRUCTION (If applicable) |
|           | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE |   |                              |
|           |   | <input type="checkbox"/> Check if project performed with current firm |                              |
| <b>b.</b> | (1) TITLE AND LOCATION (City and State)                                 | (2) YEAR COMPLETED  |                              |
|           |   | PROFESSIONAL SERVICES   | CONSTRUCTION (If applicable) |
|           | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE |   |                              |
|           |   | <input type="checkbox"/> Check if project performed with current firm |                              |
| <b>c.</b> | (1) TITLE AND LOCATION (City and State)                                 | (2) YEAR COMPLETED  |                              |
|           |   | PROFESSIONAL SERVICES   | CONSTRUCTION (If applicable) |
|           | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE |   |                              |
|           |   | <input type="checkbox"/> Check if project performed with current firm |                              |
| <b>d.</b> | (1) TITLE AND LOCATION (City and State)                                 | (2) YEAR COMPLETED  |                              |
|           |   | PROFESSIONAL SERVICES   | CONSTRUCTION (If applicable) |
|           | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE |   |                              |
|           |   | <input type="checkbox"/> Check if project performed with current firm |                              |
|           | (1) TITLE AND LOCATION (City and State)                                 | (2) YEAR COMPLETED  |                              |
|           |   | PROFESSIONAL SERVICES   | CONSTRUCTION (If applicable) |
|           | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE |   |                              |
|           |   | <input type="checkbox"/> Check if project performed with current firm |                              |

| e. | (3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE | Check if project performed with current firm |
|----|--|--|
|    |  |  |

|   |  |                                      |
|---|--|--------------------------------------|
| <b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b><br><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i> |  | 20. EXAMPLE PROJECT KEY NUMBER       |
| 21. TITLE AND LOCATION <i>(City and State)</i>  | 22. YEAR COMPLETED<br>PROFESSIONAL SERVICES      CONSTRUCTION <i>(If applicable)</i> |                                      |
| <b>23. PROJECT OWNER'S INFORMATION</b>  |  |                                      |
| a. PROJECT OWNER  | b. POINT OF CONTACT NAME   | c. POINT OF CONTACT TELEPHONE NUMBER |
| 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>  |  |                                      |

| 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT |               |   |          |
|---|---------------|---|----------|
| <b>a.</b>   | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| <b>b.</b>   | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| <b>c.</b>   | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| <b>d.</b>   | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| <b>e.</b>   | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

|    |               |   |          |
|----|---------------|---|----------|
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
|----|---------------|---|----------|

[illegible]

## 29. EXAMPLE PROJECTS KEY

| NO. | TITLE OF EXAMPLE PROJECT (FROM SECTION F) | NO. | TITLE OF EXAMPLE PROJECT (FROM SECTION F) |
|-----|---|-----|---|
| 1   |   | 6   |   |
| 2   |   | 7   |   |
| 3   |   | 8   |   |
| 4   |   | 9   |   |
| 5   |   | 10  |   |



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**H. ADDITIONAL INFORMATION**

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

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**I. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

## 1. SOLICITATION NUMBER (If any)

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

[illegible]

| 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS<br>(Insert revenue index number shown at right) |  | PROFESSIONAL SERVICES REVENUE INDEX NUMBER |   |
|--|--|--|---|
| a. Federal Work  |  | 1. Less than \$100,000                     | 6. \$2 million to less than \$5 million   |
| b. Non-Federal Work  |  | 2. \$100,00 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               |

The foregoing is a statement of facts.

|                   |         |
|-------------------|---------|
| a. SIGNATURE      | b. DATE |
| c. NAME AND TITLE |         |