

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), 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 aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, 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 the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act 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.

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.

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 Contract 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.

SPECIFIC INSTRUCTIONS

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 (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 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

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.

Code		Description	Code		Description
Federal	E&AS		Federal	E&AS	
	27	Acoustical/Sound System Engineer		10	Ground Water Geologist
01		Acoustical Engineer		38	Hazardous Materials Specialist
02		Administrative		39	Hazardous Materials Planner
03		Aerial Photographer	31		Health Facility Planner
04		Aeronautical Engineer	32	59	Hydraulic Engineer
05	13	Archeologist	33		Hydrographic Surveyor
06	01	Architect		15	Hydrologic Engineer
07		Biologist	34		Hydrologist
	44	Building Controls Consultant	35		Industrial Engineer
	43	Building Code/Code Plan Review Specialist	36	36	Industrial Hygienist
	47	CADD Drafting/Scanning/Photography	37		Interior Designer
08		CADD Technician	38	08	Land Surveyor
09		Cartographer	39	07	Landscape Architect
10		Chemical Engineer	40		Materials Engineer
11		Chemist	41		Materials Handling Engineer
12	02	Civil Engineer	42	04	Mechanical Engineer
	45	Commissioning Engineer	43		Mining Engineer
13		Communications Engineer	44		Oceanographer
14		Computer Programmer	45		Photo Interpreter
	46	Constructability Review Consultant	46		Photogrammetrist
15		Construction Inspector	47	34	Planner: Urban/Regional
16	21	Construction Project Management		16	Programming
17		Corrosion Engineer Cost	48		Project Manager
	30	Cost Estimator	49		Remote Sensing Specialist
18		Cost Engineer/Estimator	50		Risk Assessor
19		Ecologist		14	Roofing/Envelope Consultant
20		Economist		93	Safety Engineer
21	03	Electrical Engineer	51		Safety/Occupational Health Engineer
22		Electronics Engineer	52	41	Sanitary Engineer
	31	Elevator/Escalator Consultant	53		Scheduler
	33	Energy Management	54	94	Security Specialist
	25	Engineering Geologist		42	Signage Consultant
23		Environmental Engineer		09	Soil/Geo-Tech Engineer
24		Environmental Scientist	55		Soils Engineer
	37	Environmental Services		28	Solar Energy Consultant
	06	ESCO Consultant		17	Space Planning/Interior Design Services
25	11	Fire Protection Engineer	56		Specifications Writer
26		Forensic Engineer	57	05	Structural Engineer
	35	Forest Engineer	58		Technician/Analyst
27		Foundation/Geotechnical Engineer		19	Telecommunications Engineer/Designer
28		Geodetic Surveyor		18	Testing Laboratory
29		Geographic Information System Specialist	59		Toxicologist
30		Geologist	60		Transportation Engineer
	12	Geothermal Consultant	61	29	Value Engineer
			62		Water Resources Engineer

Bolded Codes are used by the Division of Engineering and Architectural Services (E&AS) for the A/E Reference File and **must be used** when submitting your statement of qualifications to the Division of Engineering and Architectural Services. **Only E&AS codes will be accepted.**

List of Experience Categories (Profile Codes)

Code		Description	Code		Description
Federal	E&AS		Federal	E&AS	
A01	001	Acoustics/Sound System	D01		Dams (<i>Concrete; Arch</i>)
	202	ADA Consulting	D02		Dams (<i>Earth; Rock</i>); Dikes; Levees
A02		Aerial Photography; Airborne Data and Imagery Collection and Analysis		015	Daycare Facilities
A03		Agricultural Development; Grain Storage; Farm Mechanization	D03		Desalinization (<i>Process & Facilities</i>)
A04	004	Air Pollution Control	D04		Design-Build -Preparation of Requests for Proposals
A05		Airports; Nav aids; Airport Lighting; Aircraft Fueling	D05		Digital Elevation and Terrain Model Development
A06		Airports; Terminals and Hangars; Freight Handling	D06		Digital Orthophotography
	094	Alarm & Security Systems	D07	027	Dinning halls/Kitchens/Food service
A07		Arctic Facilities	D08		Dining Halls; Clubs; Restaurants
	003	Archeological Investigation			Dredging Studies and Design
A08		Animal Facilities	E01	028	Ecological Investigations
A09		Anti-Terrorism/Force Protection	E02	029	Educational Facilities; Classrooms
A10		Asbestos Abatement	E03	214	Electrical Studies and Design
A11	008	Auditoriums & Theaters	E04		Electronics
A12		Automation; Controls; Instrumentation	E05	031	Elevators; Escalators; People-Movers
B01		Barracks; Dormitories	E06		Embassies and Chanceries
				207	Energy Audits
	033	Boilers	E07	035	Energy Conservation; New Energy Sources
	102	Boundry/Plats/Topgraphic Surveys		034	Energy Infrastructure
B02	011	Bridges		032	Energy Management
	212	Building Condition Assessment	E08		Engineering Economics
				217	Envelope Waterproofing (Above Ground)
				218	Envelope Waterproofing (Below Ground)
C01		Cartography	E09	208	Environmental Audits
C02		Cemeteries (<i>Planning & Relocation</i>)		220	Environmental Impact Studies,
C03		Charting: Nautical and Aeronautical			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		012	Emergency Services/Training Facilities
C09		Cold Storage; Refrigeration and Fast Freeze		203	ESCO Projects
	227	Combustion Engineering			
C10	017	Commercial Building (low rise); Shopping Centers		209	Facilities Management
			F01		Fallout Shelters; Blast-Resistant Design
C11		Community Facilities	F02		Field Houses; Gyms; Stadiums
	018	Communication – Voice data, Audio/Video		024	Fire Alarms
	108	Communication Towers	F03		Fire Protection
C12		Communications Systems; TV; Microwave	F04	037	Fisheries; Fish ladders
C13	019	Computer Facilities; Computer Service	F05		Forensic Engineering
C14	020	Conservation and Resource Management	F06		Forestry & Forest products
C15		Construction Management			
C16		Construction Surveying	G01	039	Garages; Vehicle Maintenance Facilities; Parking Decks
	113	Construction Testing & Inspection			
C17		Corrosion Control; Cathodic Protection Electrolysis	G02		Gas Systems (Propane; Natural, Etc.)
C18		Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	G03	103	Geodetic Surveying; Ground & Air borne
			G04		Geographic Information System Services:
C19		Cryogenic Facilities			Development, Analysis, and Data Collection

Bolded Codes are used by the Division of Engineering and Architectural Services (**E&AS**) for the A/E Reference File and **must be used when submitting your statement of qualifications to the Division of Engineering and Architectural Services. Only E&AS codes will be accepted**

List of Experience Categories (Profile Codes)

Code		Description	Code		Description
Federal	E&AS		Federal	E&AS	
G05		Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	M01		Mapping Location/Addressing Systems
				079	Master/Site Planning
G06		Graphic Design	M02		Materials Handling Systems; Conveyors; Sorters
	040	Groundwater heat pump systems	M03		Metallurgy
	030	Gyms, Stadiums, Field Houses	M04		Microclimatology; Tropical Engineering
			M05		Military Design Standards
			M06		Mining & Mineralogy
H01		Harbors; Jetties; Piers, Ship Terminal Facilities	M07		Missile Facilities (Silos; Fuels; Transport)
	210	Hazardous Materials, Asbestos		069	Modular/Pre-Fab Design, Temporary Structures
H02		Hazardous Materials Handling and Storage	M08		Modular Systems Design; Pre-Fabricated
H03		Hazardous, Toxic, Radioactive Waste Remediation		215	Mold and Fungus Inspection, Testing, and Abatement
H04	043	Heating; Ventilating; Air Conditioning			
H05		Health Systems Planning	N01		Naval Architecture; Off-Shore Platforms
H06		Highrise; Air-Rights-Type Buildings	N02		Navigation Structures; Locks
H07		Highways; Streets; Airfield Paving Parking Lots		005	Noise Pollution Control/Studies
H08	047	Historical Preservation	N03		Nuclear Facilities; Nuclear Shielding
H09	048	Hospital & Medical Facilities			
H10		Hotels; Motels	O01	072	Office Buildings
H11	050	Housing/Group Homes	O02		Oceanographic Engineering
H12		Hydraulics & Pneumatics	O03		Ordnance; Munitions; Special Weapons
H13		Hydrographic Surveying			
				046	Parking Lots, Streets
	213	Indoor Air Quality		216	PCB Mitigation, Inspection, Testing and Abatement
I01		Industrial Buildings; Manufacturing Plants			
I02		Industrial Processes; Quality Control	P01		Petroleum Exploration; Refining
I03		Industrial Waste Treatment	P02		Petroleum and Fuel (Storage and Distribution)
I04		Intelligent Transportation Systems	P03		Photogrammetry
I05		Interior Design; Space Planning	P04		Pipelines (Cross-Country - Liquid & Gas)
I06		Irrigation; Drainage	P05	078	Planning (Community, Regional, Areawide and State)
J01		Judicial and Courtroom Facilities	P06		Planning (Site, Installation, and Project)
			P07		Plumbing & Piping Design
L01	058	Laboratories; Medical Research Facilities	P08	084	Prisons & Correctional Facilities
L02		Land Surveying	P09		Product, Machine Equipment Design
L03		Landscape Architecture	P10		Pneumatic Structures, Air-Support Buildings
	211	Lead-based paint	P11		Postal Facilities
	204	LEED/LEED EB	P12		Power Generation, Transmission, Distribution
L04	060	Libraries	P13		Public Safety Facilities
	061	Lighting-Interior & Exterior			
L05		Lighting (Interior; Display; Theater, Etc.)	R01		Radar; Sonar; Radio & Radar Telescopes
L06		Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R02		Radio Frequency Systems & Shieldings
			R03		Railroad; Rapid Transit
	206	Load Studies	R04		Recreation Facilities (Parks, Marinas, Etc.)
	049	Log Home Restoration		088	Recreation Specialist

Bolded Codes are used by the Division of Engineering and Architectural Services (E&AS) for the A/E Reference File and **must be used** when submitting your statement of qualifications to the Division of Engineering and Architectural Services. **Only E&AS codes will be accepted.**

List of Experience Categories (Profile Codes)

Code		Description	Code		Description
Federal	E&AS		Federal	E&AS	
R05		Refrigeration Plants/Systems	V01	112	Value Analysis; Life-Cycle Costing
R06	089	Rehabilitation (Buildings; Structures; Facilities)	W01		Warehouses & Depots
R07		Remote Sensing		106	Wastewater Treatment Design & Management
R08		Research Facilities	W02		Water Resources; Hydrology; Ground Water
R09		Resources Recovery; Recycling	W03		Water Supply; Treatment and Distribution
R10		Risk Analysis		107	Watershed Management
R11	092	Rivers; Canals; Waterways; Flood Control	W04		Wind Tunnels; Research/Testing Facilities
R12		Roofing			Design
	201	Roofing, design and inspection	Z01	117	Zoning; Land Use Studies
S01		Safety Engineering; Accident Studies; OSHA Studies			
S02		Security Systems; Intruder & Smoke Detection			
	096	Security Systems Integration			
S03	095	Seismic Designs & Studies			
S04		Sewage Collection, Treatment and Disposal			
S05		Soils & Geologic Studies; Foundations			
S07		Solid Wastes; Incineration; Landfill			
S08		Special Environments; Clean Rooms, Etc.			
	097	Septic/Sewer Design			
	025	Sprinkler Systems			
S13	104	Storm Water Handling & Facilities			
	105	Storm Water Management			
S09	101	Structural Design; Special Structures, Steel Structures			
S10		Surveying; Platting; Mapping; Flood Plain Studies			
S11	100	Sustainable Design			
S12	087	Swimming Pools			
T01		Telephone Systems (<i>Rural; Mobile; Intercom,</i>			
T02		Testing & Inspection Services			
T03		Traffic & Transportation Engineering			
T04		Topographic Surveying and Mapping			
T05		Towers (<i>Self-Supporting & Guyed Systems</i>)			
T06		Tunnels & Subways			
U01		Unexploded Ordnance Remediation			
U02		Urban Renewals; Community Development			
U03		Utilities (Gas and Steam)			
	111	Underground Utilities/Subsurface Investigation			

Bolded Codes are used by the Division of Engineering and Architectural Services (E&AS) for the A/E Reference File and **must be used when submitting your statement of qualifications to the Division of Engineering and Architectural Services. Only E&AS codes will be accepted.**

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.)

<i>(Check)</i>				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

a	(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		
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		
c	(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		
d	(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		
e	(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		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 (City and State)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT	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			
	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.			
b.			
c.			
d.			
e.			
f.			

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS (Fill in "Example Projects Key" section below 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

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	

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

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (OR BRANCH OFFICE) NAME			3. YEAR ESTABLISHED	4. DUNS NUMBER
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 (If block 2a. is a branch office)	
6b. TELEPHONE NUMBER		6c. E-MAIL ADDRESS		

8a. FORMER FIRM NAME(S) (if any)	8b. YR ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
Other Employees						
Total						

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>	PROFESSIONAL SERVICES REVENUE INDEX NUMBER														
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">a. Federal Work</td> <td style="width: 33%; border: none;"></td> <td style="width: 33%; border: none;">6. \$2 million to less than \$5 million</td> </tr> <tr> <td style="border: none;">b. Non-Federal Work</td> <td style="border: none;"></td> <td style="border: none;">7. \$5 million to less than \$10 million</td> </tr> <tr> <td style="border: none;">c. Total Work</td> <td style="border: none;"></td> <td style="border: none;">8. \$10 million to less than \$25 million</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;">9. \$25 million to less than \$50 million</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;">10. \$50 million or greater</td> </tr> </table>	a. Federal Work		6. \$2 million to less than \$5 million	b. Non-Federal Work		7. \$5 million to less than \$10 million	c. Total Work		8. \$10 million to less than \$25 million			9. \$25 million to less than \$50 million			10. \$50 million or greater
a. Federal Work		6. \$2 million to less than \$5 million													
b. Non-Federal Work		7. \$5 million to less than \$10 million													
c. Total Work		8. \$10 million to less than \$25 million													
		9. \$25 million to less than \$50 million													
		10. \$50 million or greater													
	<ol style="list-style-type: none"> 1. Less than \$100,000 2. \$100,00 to less than \$250,000 3. \$250,000 to less than \$500,000 4. \$500,000 to less than \$1 million 5. \$1 million to less than \$2 million 														

12. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME AND TITLE	