



City Of Mandeville

Request For Statements Of Qualification

# PROFESSIONAL SURVEYING SERVICES ON AN AS-NEEDED BASIS

FISCAL YEAR 2026

***Deadline for Submission: Wednesday,  
March 4, 2026, at 4:00 PM***

**Note:** Any firms presently on the City's approved Engineering Services pre-qualified list and/or submitting for the 2026 Supplemental Engineering Services RFQ which have in-house professional surveying capabilities **SHALL** submit a separate Statement of Qualifications (SOQ) for this Professional Surveying Services RFQ.

## CITY OF MANDEVILLE

### REQUEST FOR STATEMENTS OF QUALIFICATION

#### PROFESSIONAL SURVEYING SERVICES ON AN AS-NEEDED BASIS

#### FISCAL YEAR 2026

**Deadline for Submission: Wednesday, March 4, 2026, at 4:00 PM**

The City of Mandeville is soliciting Statements of Qualifications (SOQ) from individuals or firms interested and qualified to provide professional surveying services pursuant to the City of Mandeville's projects on an as-needed basis.

Project disciplines for which services are generally required shall include, but are not limited to, the following:

- **Boundary and title surveys**, such as boundary surveys, ALTA/NSPS land title surveys, plats and legal descriptions, right-of-way surveys, corner records, etc.
- **Construction and engineering surveys**, such as topographic surveys, construction staking/layout, as-built surveys, utility surveys, route surveys, photogrammetric surveys, etc.
- **Aerial Surveying** (Photogrammetry, LIDAR).
- **Other specialized and survey support services**, such as floodplain surveys and elevation certificates, bathymetric survey, etc.

All services shall be provided on an as-needed basis, and there shall be no guarantee as to the amount of work the individual(s) or firm(s) will be assigned during the term of the agreement.

The City of Mandeville will maintain an "Approved Professional Surveying Services Consultants List." The resulting pre-qualified list shall be effective for a period not less than twenty-four (24) months. As capital improvement projects and/or the need for professional surveying services arise, firms will be selected based on the necessary qualifications for the specific project.

**Important Note:** Any firms presently on the City's approved Engineering Services pre-qualified list and/or submitting for the 2026 Supplemental Engineering Services RFQ which have in-house professional surveying capabilities **SHALL** submit a separate Statement of Qualifications (SOQ) for this Professional Surveying Services RFQ.

**The City of Mandeville Approved List of Engineering Firms is attached as Attachment A.**

Interested parties may obtain the RFQ package by contacting the Purchasing Agent at 985-624-3107 or [purchasing@cityofmandeville.com](mailto:purchasing@cityofmandeville.com), or via the Central Auction House website, [www.centralauctionhouse.com](http://www.centralauctionhouse.com).

Any inquiries must be received in writing before **4:00 PM on Wednesday, February 25, 2026**. Inquiries shall be emailed to the Purchasing Agent at [purchasing@cityofmandeville.com](mailto:purchasing@cityofmandeville.com).

## I. Submission Requirements

### A. Required Documents

A complete Statement of Qualifications (SOQ) must contain the following documents:

1. An introduction letter.
2. The City of Mandeville's SOQ Questionnaire for Professional Surveying Services (Attachment 1).
3. A completed Standard Form (SF) 330, Architect-Engineer Qualifications Questionnaire.
4. An IRS Form W-9.
5. A Certification Form issued by the State of Louisiana for a registered Disadvantaged Business Enterprise (DBE) and/or Women-Owned Small Business (WOSB) (if applicable).
6. A current Certificate of Insurance meeting the requirements stated below.

## **B. Submission Methods**

Firms have two options for submitting their SOQ:

1. **Electronic Submission (Preferred):** Submissions may be made online at [www.centrauctionhouse.com](http://www.centrauctionhouse.com). For questions relating to the electronic submission process, please call Central Auction House at 225-810-4814.
2. **Physical Submission:** Non-electronic SOQs may be delivered to the Office of the Purchasing Agent, Mandeville City Hall, 3101 East Causeway Approach, Mandeville, LA 70448. Firms shall submit one (1) marked original and two (2) copies AND/OR an electronic scanned (PDF) file on a USB thumb drive.

**Note: Emailed SOQs will not be accepted.**

## **C. Packaging for Physical Submissions**

All physical submissions must be delivered in a sealed envelope marked as follows:

- **Sealed SOQ: CITY OF MANDEVILLE PROFESSIONAL SURVEYING SERVICES ON AN AS-NEEDED BASIS, FISCAL YEAR 2026**
- **Submission Due Date & Time: Wednesday, March 4, 2026, 4:00 PM**
- **Attention: PURCHASING AGENT**
- **Include: INDIVIDUAL/FIRM NAME, ADDRESS**

The firms submitting a Statement of Qualifications must identify all sub-consultant firms which they expect to use to provide specialized professional surveying services for which they are not capable of providing and submit a Statement of Qualifications for each sub-consultant firm. No submittals will be accepted after the deadline.

## **D. Document Formatting & Mandatory Affidavits**

All submitted documents must be machine-readable (OCR scannable). The following documents are **not required** at the time of SOQ submission but **MUST** be submitted by the selected firm(s) prior to contract approval:

- Campaign Contribution Affidavit (48-month reporting period).
- Non-Collusion Affidavit.
- E-Verify Affidavit (pursuant to R.S. 38:2212.10).
- Vendor Code of Conduct Acknowledgement.

# **II. Insurance Requirements**

The selected individual or firm shall secure and maintain, at its own expense, insurance that will protect it and the City of Mandeville from claims which may arise from the performance of services under this agreement. All insurance is to be placed with insurers authorized to do business in Louisiana and holding an A.M. Best rating of no less than A-, Category VII.

## **A. Required Coverages & Minimum Limits**

- **Professional Liability (Errors & Omissions):** Minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- **Commercial General Liability (CGL):** At least \$1,000,000 per occurrence and a \$2,000,000 general aggregate limit per project.
- **Business Automobile Liability:** A minimum combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.
- **Workers' Compensation and Employer's Liability:** Workers' Compensation coverage as statutorily required. Employer's Liability coverage with minimum limits of \$1,000,000 each accident, \$1,000,000 each disease, and a \$1,000,000 disease policy aggregate.
- **Excess/Umbrella Liability:** At least \$3,000,000 per occurrence on a follow-form basis over the underlying General Liability, Auto Liability, and Employer's Liability policies.

#### **B. Required Policy Endorsements & Conditions**

- **Additional Insured:** The City of Mandeville, its officers, agents, employees, and volunteers shall be named as an Additional Insured on all General Liability, Automobile Liability, and Excess/Umbrella Liability policies.
- **Waiver of Subrogation:** The contractor's insurers shall issue an endorsement waiving all rights of subrogation against the City of Mandeville.
- **Notice of Cancellation:** Policies shall not be canceled or substantively changed without thirty (30) days prior written notice of cancellation given to the City.
- **Subcontractors:** The contractor is responsible for requiring that all subcontractors meet these same insurance requirements.

### **III. Minimum Requirements for Selection**

Individuals or firms under consideration shall meet the following minimum criteria:

- **Principal Experience:** Have at least one Principal who is a professional land surveyor registered as such in the State of Louisiana.
- **Professional in Charge:** A professional in charge of the project, who is a professional land surveyor registered in Louisiana, with a minimum of ten (10) years of experience in providing professional surveying services. (A subcontractor may not be used to meet this requirement.)
- **Project Examples:** Provide 3-5 examples of completed projects for each relevant professional surveying discipline category for which the firm is submitting.
- **Resumes:** Provide resumes of the lead professional and key staff who will be responsible for project work, including drafting services.

### **IV. Compensation & Task Orders**

#### **C. Compensation Basis:**

Compensation for the required services will be made on an hourly rate basis, a fixed fee basis, or a combination of both, depending on the scope and complexity of the work. The City reserves the right to determine the method of payment. All fees shall be negotiated and shall be mutually agreeable to both parties. Contracts will be task order based with no minimum guaranteed value.

#### **D. Task Order Authorization:**

No work shall commence, and no costs shall be incurred by the firm, until a specific written Task Order and Notice to Proceed have been issued and executed by the City of Mandeville.

## V. Federal Funding Compliance

In the event that a project is funded in whole or in part by federal funds (including, but not limited to, FEMA, HUD/CDBG, ARPA, or other federal grant programs), the resulting contract and any task orders issued thereunder shall be subject to all applicable federal laws, regulations, and executive orders. This includes, but is not limited to:

- Compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).
- Debarment and Suspension requirements (Executive Orders 12549 and 12689).
- Compliance with the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.
- Prohibition on certain telecommunications and video surveillance services or equipment (2 CFR 200.216).
- Domestic preferences for procurements (2 CFR 200.322).

Firms must be registered and active in the System for Award Management (SAM.gov) and not be debarred or suspended from federal procurement programs.

## VI. Evaluation Criteria

SOQs will be reviewed and scored by a selection committee under the following criteria:

| Criteria  | Possible Points |
|---|-----------------|
| <b>Professional training and experience in relation to the type of professional surveying services required for the project.</b>  | <b>35</b>       |
| <b>Past performance by the individual or firm to provide the type of professional surveying services.</b>   | <b>10</b>       |
| <b>Location of principal office where the work will be performed: Within the City of Mandeville (15 Pts); within St. Tammany Parish (15 Pts); within 50 miles of the City of Mandeville (10 Pts); or outside Louisiana (5 Pts).</b> | <b>15</b>       |
| <b>Capacity for completion of work, taking into consideration firm's workload and extent of staff (professional and support personnel).</b>   | <b>20</b>       |
| <b>Adversarial legal proceedings and/or disputes between the City of Mandeville and the individual or firm submitting to perform under this RFQ.</b>  | <b>10</b>       |

**Disadvantaged Business Enterprise (DBE) or Women-Owned Small Business (WOSB):** Five (5) bonus points will be added to the total score for firms that are certified as a Disadvantaged Business Enterprise (DBE) or Women-Owned Small Business (WOSB) with the State of Louisiana. To receive these points, the proposer must include a valid copy of their certification issued by the State of Louisiana with their Statement of Qualifications.

The City of Mandeville is an equal opportunity entity and does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. The City strongly encourages the participation of Disadvantaged Business Enterprises (DBEs), Minority-Owned Business Enterprises (MBEs), Woman-Owned Business Enterprises (WBEs), and firms certified by the State of Louisiana Hudson Initiative (Small and Emerging Business Development Program) in all solicitations.

## **VII. Protests & Disputes**

Any protest regarding this Request for Qualifications must be submitted in writing to the Purchasing Agent before the deadline for SOQ submission. Any legal action or proceeding arising from this solicitation, the evaluation process, or the final selection shall be brought exclusively in the 22nd Judicial District Court for the Parish of St. Tammany, State of Louisiana.

### **Attachments:**

- 1. City of Mandeville Statement of Qualifications Questionnaire: Professional Surveying Services on an As-Needed Basis, FY 2026**
- 2. Attachment A: City of Mandeville Approved List of Engineering Firms**
- 3. Standard Form 330 (REV. 7/2021)**

# Statement of Qualifications Questionnaire:

## Professional Surveying Services on an As-Needed Basis (FY 2026)

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

| Question  | YES | NO |
|---|-----|----|
| Disadvantaged, Women, or Minority Owned? (Used for federal reporting) |     |    |
| Individual  |     |    |
| Partnership   |     |    |
| Corporation   |     |    |
| Experience with federally funded projects?                            |     |    |
| Interested in federally funded projects?                              |     |    |
| Currently licensed to do business in the State of Louisiana?          |     |    |
| In continuous business in Louisiana for five (5) years or more?       |     |    |

License Number: \_\_\_\_\_

### Questionnaire Details (Attach continuation pages where necessary):

1. **Professional Training and Experience:** (Degrees, training, licenses, awards, experience, etc.)

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☐ Continuation page attached

2. **Capacity for Timely Project Completion:** (Detail professional staff and support manpower relevant to surveying.)

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☐ Continuation page attached

3. **Public Sector Experience:** (List past projects—maximum 10—that illustrate qualifications.)

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☐ Continuation page attached

4. **Current Projects:** (List current professional public surveying projects.)

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5. **Key Personnel:** (List names, positions, and qualifications of key personnel, including drafting services.)

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☐ Continuation page attached

6. **Campaign Contributions:** (List contributions to elected officials of the City of Mandeville in the last 48 months. Include name, amount, and date.)

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☐ Continuation page attached

7. **Disqualification/Debarment:** (Has the firm ever been disqualified or debarred by any public agency?)

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☐ Continuation page attached

8. **Insurance:** (Do you maintain Professional Liability, Errors & Omissions Insurance? List type and amounts.)

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☐ Continuation page attached

9. **Personal/Business Relationships:** (List any dealings or relationships with any city or elected official of Mandeville.)

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☐ Continuation page attached

10. **Conflicts of Interest:** (Are there any potential conflicts conducting business with Mandeville?)

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11. **Litigation:** (Have you or any officers/owners been involved in litigation with any public agency regarding a public contract?)

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☐ Continuation page attached

### Checklist for Areas of Expertise:

☐ Boundary surveys, ALTA/NSPS land title surveys, plats and legal descriptions, right-of-way surveys, corner records, etc.

☐ Construction and engineering surveys (topographic, construction staking, as-built, utility, route surveys).

☐ Aerial Surveying (Photogrammetry, LIDAR).

☐ Other specialized and survey support services (floodplain surveys, elevation certificates, bathymetric).

☐ Other: \_\_\_\_\_

**Certification:** I certify that my answers are true and complete to the best of my knowledge.

**Signature of Authorized Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ATTACHMENT A

| CITY OF MANDEVILLE - PROFESSIONAL SERVICES APPROVED LIST - ENGINEERING FIRMS |                   |                 |  |  |              |       |       |   |                    |                                  |                 |
|--|-------------------|-----------------|--|--|--------------|-------|-------|---|--------------------|----------------------------------|-----------------|
| Company Name   | Last SOQ Received | Consensus Score | Contact Name                                     | Address                                  | City         | State | Zip   | Contact Title                                       | Phone Number       | E-Mail Address                   | Notes           |
| ADAPTIVE MANAGEMENT  | 5/24/2024         | 94              | VENU TAMMINENI, P.E.                             | 11429 Pennywood Avenue                   | BATON ROUGE  | LA    | 70809 | PRINCIPAL   | 225-424-7869       | venut@amesouth.com               | DBE             |
| ALL SOUTH CONSULTING ENGINEERS, LLC  | 5/22/2024         | 87              | TIMOTHY P. BONURA, P.E.                          | 652 PAPWORTH AVE                         | METAIRIE     | LA    | 70119 | MANAGING PARTNER                                    | 504-322-2783       | tim@ascellc.com                  |                 |
| ARTOVIA, LLC   | 5/17/2024         | 87              | Paul Barcelona, P.E.                             | 69090 HWY 190 E SERVICE RD. SUITE 201    | COVINGTON    | LA    | 70433 | PRESIDENT   | 985-900-2320       | PBARCELONA@ARTOVIA.COM           |                 |
| BRYANT HAMMETT   | 5/21/2024         | 91.5            | Bryant O. Hammett, Jr, P.E., P.L.S.              | 1104 Dealers Ave                         | HARAHAN      | LA    | 70123 | Owner/Manager                                       | 504-833-7004       | etanner@bha-engineers.com        |                 |
| BURK-KLEINPETER, INC.  | 8/5/2022          | 94              | HENRY M. PICARD, III, PE, PLS                    | 2895 HWY 190                             | MANDEVILLE   | LA    | 70471 | SENIOR VICE PRESIDENT                               | 985-727-6769       | HPICARD@BKIIUSA.COM              |                 |
| C. H. Fenstermaker & Associates, L.L.C.                                      | 5/22/2024         | 96              | Kimberly McDaniel, P.E., PTOE                    | 1502 West Causeway Approach, Suite C     | MANDEVILLE   | LA    | 70471 | Project Principal                                   | (337) 237-2200     | kimberlym@fenstermaker.com       |                 |
| CDM SMITH INC.   | 8/25/2022         | 89              | AMANDA GAZE                                      | 1515 POYDRAS ST, SUITE 1130              | NEW ORLEANS  | LA    | 70112 | CLIENT SERVICE LEADER                               | 504-799-1108       | GAZEA@CDMSMITH.COM               |                 |
| CENTURION  | 5/22/2024         | 86.5            | Chad Guzzardo                                    | 3888 S. Sherwood Forest Blvd, Suite 5    | BATON ROUGE  | LA    | 70816 | Principal   | 225-389-6507       | chad@centurioncm.net             |                 |
| CSRS   | 5/24/2024         | 90              | TRAVIS WOODWARD, PE                              | 6767 PERKINS RD, SUITE 200               | BATON ROUGE  | LA    | 70808 | PRINCIPAL IN CHARGE                                 | 225-769-0546       | TRAVIS.WOODWARD@CSRSINC.COM      |                 |
| DESIGN ENGINEERING, INC.   | 5/24/2024         | 94              | JIM MARTIN Ph.D, P. E.                           | 3330 W. ESPLANADE AVE                    | METAIRIE     | LA    | 70002 | PRESIDENT   | 504-836-2155       | JMARTIN@DE-ENGR.COM              | DBE SBE         |
| DIGITAL ENGINEERING  | 8/15/2022         | 93              | DAVID LEBRETON                                   | 1080 W CAUSEWAY APPROACH                 | MANDEVILLE   | LA    | 70471 | Senior Project Manager                              | 833-917-2076       | DLEBRETON@DEI.NET                |                 |
| DUPLANTIS DESIGN GROUP   | 5/22/2024         | 88              | Thomas H. Buckel, P.E.                           | 16564 East Brewster Road; Suite 101      | Covington    | LA    | 70433 | VP OF ENGINEERING                                   | 985-249-6180       | TBUCKET@DDGPC.COM                |                 |
| ECS SOUTHEAST  | 5/22/2024         | 94              | Joe Cobena, PE                                   | 11211 Industriplex Boulevard, Suite 300  | BATON ROUGE  | LA    | 70809 | Principal   Office Manager                          | 225.224.2583       | jcobena@ecslimited.com           |                 |
| EVANS-GRAVES ENGINEERS, INC.   | 5/23/2024         | 90              | ASHLYNN A. GRAVES                                | 909 POYDRAS ST                           | NEW ORLEANS  | LA    | 70112 | VICE PRESIDENT                                      | (504) 836-8190     | agraves@evans-graves.com         |                 |
| FAIRWAY CONSULTING + ENGINEERING, LLC.                                       | 5/24/2024         | 90              | JOHN A. CATALANOTTO PE, PMP                      | 403 N JEFFERSON AVE                      | COVINGTON    | LA    | 70433 | PRESIDENT   | 985-288-2770       | john.catalanotto@fairwayce.com   |                 |
| FORTE & TABLADA  | 5/22/2002         | 90              | Russell J. "Joey" Coco, P.E., MBA, CEO/President | 9107 Interline Avenue                    | Baton Rouge  | LA    | 70809 | PRESIDENT   | (225) 927-9321     | jcoco@forteandtablada.com        |                 |
| G.E.C., INC  | 5/23/2024         | 89              | CARY BOURGEOIS, PE                               | 3445 N CAUSEWAY BLVD, SUITE 401          | METAIRIE     | LA    | 70002 | Senior Vice President                               | 225-405-9513       | cbourgeois@gescinc.com           |                 |
| GIS ENGINEERING, LLC   | 5/22/2024         | 93              | ONEIL MALBROUGH, REM                             | 935 Gravier Street Suite 600             | NEW ORLEANS  | LA    | 70112 | SR. VICE PRESIDENT                                  | 504-367-4988       | JLOESKE@GISY.COM                 |                 |
| H. DAVIS COLE & ASSOCIATES, LLC  | 5/22/2024         | 89              | DAVID A. MARTIN                                  | 1340 POYDRAS ST                          | NEW ORLEANS  | LA    | 70112 | VICE PRESIDENT                                      | 504-836-2020       | DMARTIN@HDAVISCOLE.COM           |                 |
| HARTMAN ENGINEERING, INC.  | 5/22/2024         | 87              | Jared B. Monceaux PE                             | 527 W. ESPLANADE AVE                     | KENNER       | LA    | 70065 | PRESIDENT   | 504-466-5667       | JMONCEAUX@HARTENG.COM            |                 |
| HIGH TIDE CONSULTANTS, LLC   | 11/13/2020        | 88              | Richard "Ricky" Galloway, PE                     | 215 N Columbia Street                    | COVINGTON    | LA    | 70433 | PRINCIPAL   | 985-446-1110       | ricky@hightidela.com             |                 |
| HORIZON  | 5/24/2024         | 90              | John Karlin, SE, PE                              | 1013 N. Causeway Blvd. Suite 201         | METAIRIE     | LA    | 70001 | Co-Founder and Principal                            | (504) 270-1830     | info@horizonengineeringllc.com   |                 |
| Infinity Engineering Consultants, LLC.                                       | 11/13/2020        | 93              | William Thomassie, P.E.                          | 4001 Division Street                     | METAIRIE     | LA    | 70002 | Principal   | (504) 304-0548     | wthomassie@infinitycec.com       | DBE             |
| INFRASTRUCTURE CONSULTING  | 5/24/2024         | 81.5            | William L. Coleman, III, PE                      | 4000 S. Sherwood Forest Blvd., Suite 301 | BATON ROUGE  | LA    | 70816 | Executive Vice President / Chief Operations Officer | 843-200-6196       | billy.coleman@ice-eng.com        |                 |
| INTERTEK PSI (PROFESSIONAL SERVICE INDUSTRIES, INC.)                         | 3/15/2023         | 83              | Reda Bakeer, P.E.                                | 724 CENTRAL AVE                          | JEFFERSON    | LA    | 70121 | Chief Engineer/Principle-in-Charge                  | 504-733-9411       | DEVIN.RICHARDSON@INTERTEK.COM    |                 |
| KYLE ASSOCIATES, LLC   | 11/11/2020        | 94              | CHRISTOPHER J. HNATYSHYN                         | 638 VILLAGE LANE NORTH                   | MANDEVILLE   | LA    | 70471 | POC   | 985-727-9377       | CHRIS@KYLEASSOCIATES.NET         |                 |
| Linfield, Hunter & Junius, Inc.  | 11/13/2020        | 90              | Ralph W. Junius, Jr.                             | 3608 18th Street, Suite 200              | METAIRIE     | LA    | 70002 | President   | 504-833-5300       | NJUNIUS@LHJUNIOUS.COM            |                 |
| MARAIS CONSULTANTS   | 5/24/2024         | 84              | Jennifer Snape, PE                               | 2018 Jena Street                         | NEW ORLEANS  | LA    | 70115 | Owner and Principal                                 | 504.350.2644       | info@maraisconsultants.com       | DBE             |
| Marrero, Couvillon & Associates, LLC.  | 11/12/2020        | 90              | Gregory DeCoursey                                | 3525 Hessmer Ave. Suite 304              | METAIRIE     | LA    | 70002 | Project Manager                                     | 504-834-3448       | gdcoursey@mc-la-llc.com          | DBE             |
| MCKIM & CREED  | 3/15/2023         | 91              | Kimberly Koehl                                   | 1022 South Purpera Avenue                | GONZALES     | LA    | 70737 | Project Manager                                     | 225.644.5523       | kkoehl@mckimcreed.com            |                 |
| MEYER ENGINEERS, LTD   | 11/13/2020        | 91              | Richard C. Meyer, P.E.                           | 4937 Hearst Street, Ste. 1B              | METAIRIE     | LA    | 70001 | President   | 504-885-9892       | rickmeyer@meyer-e-l.com          |                 |
| MODJESKI & MASTERS   | 3/15/2023         | 88              | NEWELL H. SCHINDLER                              | 1100 POYDRAS ST, SUITE 900               | NEW ORLEANS  | LA    | 70163 | Senior Engineer - Highway Section Manager           | 504-524-4344       | NHSCHINDLER@MODJESKI.COM         |                 |
| MSMM   | 5/24/2024         | 96.5            | Manish Mardia, P.E.                              | 4508 Clearview Parkway                   | METAIRIE     | LA    | 70006 | President   | 504-559-1897       | mmardia@msmmeng.com              | DBE             |
| NEEL-SCHAFFER, INC   | 11/13/2020        | 96              | DON LANCASTER, P.E.                              | 2900 E CAUSEWAY APPROACH, SUITE E        | MANDEVILLE   | LA    | 70448 | ENGINEER MANAGER                                    | 985-674-9820       | DON.LANCASTER@NEEL-SCHAFFER.COM  |                 |
| N-Y ASSOCIATES, INC  | 3/15/2023         | 89              | MICHAEL F. NICOLADIS, EI, MBA                    | 2750 LAKE VILLA DR                       | METAIRIE     | LA    | 70002 | SR. VICE PRESIDENT                                  | 504-885-0500 X 111 | MNICOLADIS@N-YASSOCIATES.COM     |                 |
| PRINCIPAL ENGINEERING  | 11/13/2020        | 96              | HENRY I. DIFRANCO, JR., PE                       | 1011 N CAUSEWAY BLVD                     | MANDEVILLE   | LA    | 70471 | PRESIDENT   | 985-624-5001       | HENRY@PI-AEC.COM                 |                 |
| PROFESSIONAL ENGINEERING CONSULTANTS CORP. (PEC)                             | 11/13/2020        | 88              | TONY ARKOL, P.E.                                 | 7600 INNOVATION PARK DR                  | BATON ROUGE  | LA    | 70820 | PRESIDENT   | 225-769-2810       | TARIKOL@PECLA.COM                |                 |
| QUALITY ENGINEERING & SURVEYING, LLC   | 11/13/2020        | 83              | DERIC J. MURPHY, PE, LSI                         | 18320 HWY 42                             | PORT VINCENT | LA    | 70726 | PRINCIPAL IN CHARGE                                 | 225-698-1600       | DMURPHY@QESLA.COM                |                 |
| RICHARD C. LAMBERT CONSULTANTS LLC   | 11/13/2020        | 96              | RICHARD C. LAMBERT, PE                           | 900 W CAUSEWAY APPROACH                  | MANDEVILLE   | LA    | 70471 | MANAGER, MEMBER                                     | 985-727-4440       | RCLC@RCLCONSULTANTS.COM          |                 |
| SIGMA CONSULTING GROUP, INC  | 11/13/2020        | 89              | GREG SEPEDA, PE                                  | 10305 AIRLINE HWY                        | BATON ROUGE  | LA    | 70816 | VP, CHIEF ENGINEER                                  | 225-298-0800       | GSEPEDA@SIGMACG.COM              |                 |
| STUART CONSULTING GROUP, INC   | 11/13/2020        | 85              | THOMAS J. MARTIN, JR, P.E.                       | 1018 CENTRAL AVENUE, SUITE 200           | METAIRIE     | LA    | 70001 | PRESIDENT   | 504-888-5733       | TOMMY@STUARTCONSULTING.GROUP.COM |                 |
| T. BAKER SMITH, LLC  | 11/13/2020        | 90              | ANDREE CORTEZ                                    | 170 NEW CAMELLIA BLVD, SUITE 100         | COVINGTON    | LA    | 70433 | CHIEF OPERATIONS OFFICER                            | 985-302-0730       | ANDREE.CORTEZ@TBSMITH.COM        |                 |
| TERRACON   | 11/13/2020        | 87              | ZACK DIAL, PE                                    | 524 ELMWOOD PARK, #10                    | NEW ORLEANS  | LA    | 70123 | SR OFFICER  | 504-818-3638       | LEM.DIAL@TERRACON.COM            |                 |
| THE BETA GROUP   | 11/11/2020        | 92              | MURRAY WHITE                                     | PO BOX 2203                              | GRETNA       | LA    | 70054 | PRESIDENT   | 504-227-2273       | betagroup@betagrouppc.com        |                 |
| TRIGON ASSOCIATES, LLC   | 11/13/2020        | 95              | MICHELLE HERBERT                                 | 1515 POYDRAS ST, SUITE 2200              | NEW ORLEANS  | LA    | 70112 | MANAGING PARTNER                                    | 504-585-5767       | MHERBERT@TRIGONASSOCIATES.COM    | DBE             |
| VECTURA CONSULTING LLC   | 3/15/2023         | 84.5            | SHELAGH BRIN FERLITO                             | PO BOX 14269                             | BATON ROUGE  | LA    | 70898 | MANAGER PARTNER                                     | 225-223-6685       | BFERLITO@VECTURACS.COM           | DBE SBE         |
| VOLKERT, INC   | 11/13/2020        | 95              | JANET L. EVANS, PE, MBA                          | 1580 W CAUSEWAY APPROACH, SUITE 4        | MANDEVILLE   | LA    | 70471 | VP  | 985-661-1455       | JAN.EVANS@VOLKERT.COM            |                 |
| WINGATE ENGINEERS  | 3/15/2023         | 91              | JOSHUA TORREGANO, P.E.                           | 1419 PRESSBURG ST                        | NEW ORLEANS  | LA    | 70122 | PRESIDENT   | 504-813-3479       | JOSH@WINGATEENGINEERS.COM        | DBE SBE         |
| WTAA ENGINEERS   | 11/10/2020        | 88              | W. T. WINFIELD                                   | 2622 NORTH ST                            | BATON ROUGE  | LA    | 70802 | MANAGING MEMBER                                     | 225-383-0822       | WT@WTAAENGINEERS.COM             | SLDBE, DBE, SBE |
| YKH  | 5/15/2024         | 88              | Gene Yenari, P.E.                                | 3701 HESSMER AVE.                        | METAIRIE     | LA    | 70002 | Principal Engineer                                  | (504) 231-3231     | gyenari@ykhconsulting.com        | DBE             |
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# ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157  
Expiration Date: 1/31/2027

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 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 Mechanical Engineer                               | X  | X | X | X |   |   |   |   |   |    |
| Tara C. Donovan  | Chief Electrical Engineer                               | X  | X |   | X |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |

### 29. EXAMPLE PROJECTS KEY

| NUMBER | TITLE OF EXAMPLE PROJECT (From Section F)          | NUMBER | TITLE OF EXAMPLE PROJECT (From Section F) |
|--------|--|--------|---|
| 1      | Federal Courthouse, Denver, CO                     | 6      | 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. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM. 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 unique entity identifier. This information is used to review past performance on Federal contracts.

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

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

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.

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 continued*)

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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 continued*)

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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**

|    |  |   |                                     |
|----|--|---|-------------------------------------|
| a. | (1) TITLE AND LOCATION <i>(City and State)</i>                                 | (2) YEAR COMPLETED  |                                     |
|    | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE | PROFESSIONAL SERVICES   | CONSTRUCTION <i>(If applicable)</i> |
|    |  | <input type="checkbox"/> Check if project performed with current firm |                                     |
| b. | (1) TITLE AND LOCATION <i>(City and State)</i>                                 | (2) YEAR COMPLETED  |                                     |
|    | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE | PROFESSIONAL SERVICES   | CONSTRUCTION <i>(If applicable)</i> |
|    |  | <input type="checkbox"/> Check if project performed with current firm |                                     |
| c. | (1) TITLE AND LOCATION <i>(City and State)</i>                                 | (2) YEAR COMPLETED  |                                     |
|    | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE | PROFESSIONAL SERVICES   | CONSTRUCTION <i>(If applicable)</i> |
|    |  | <input type="checkbox"/> Check if project performed with current firm |                                     |
| d. | (1) TITLE AND LOCATION <i>(City and State)</i>                                 | (2) YEAR COMPLETED  |                                     |
|    | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE | PROFESSIONAL SERVICES   | CONSTRUCTION <i>(If applicable)</i> |
|    |  | <input type="checkbox"/> Check if project performed with current firm |                                     |
| e. | (1) TITLE AND LOCATION <i>(City and State)</i>                                 | (2) YEAR COMPLETED  |                                     |
|    | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE | PROFESSIONAL SERVICES   | CONSTRUCTION <i>(If applicable)</i> |
|    |  | <input type="checkbox"/> 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><table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border: none;">CONSTRUCTION <i>(If applicable)</i></td> </tr> </table> |                                      | PROFESSIONAL SERVICES | CONSTRUCTION <i>(If applicable)</i> |
| 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>  |  |                                      |                       |                                     |

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

[illegible]

## 29. EXAMPLE PROJECTS KEY

| NUMBER | TITLE OF EXAMPLE PROJECT <i>(From Section F)</i> | NUMBER | TITLE OF EXAMPLE PROJECT <i>(From Section F)</i> |
|--------|--|--------|--|
| 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

