



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, or via the Central Auction House website, 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.

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.centrallauctionhouse.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
Professional training and experience in relation to the type of professional surveying services required for the project.	35
Past performance by the individual or firm to provide the type of professional surveying services.	10
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).	15
Capacity for completion of work, taking into consideration firm's workload and extent of staff (professional and support personnel).	20
Adversarial legal proceedings and/or disputes between the City of Mandeville and the individual or firm submitting to perform under this RFQ.	10

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.)

Continuation page attached

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

Continuation page attached

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

Continuation page attached

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

Continuation page attached

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

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.)

Continuation page attached

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

Continuation page attached

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

Continuation page attached

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

Continuation page attached

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

Continuation page attached

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

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

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@BKIUSA.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	kimberly@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 S	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@DEI-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	5/23/2024	88	Thomas H. Buckel, P.E.	16564 East Brewster Road; Suite 101	Covington	LA	70433	VP OF ENGINEERING	985-249-6180	TBUCKEL@DDGPC.COM		
ECS SOUTHEAST	5/22/2024	94	Joe Cobena, PE	11211 Industrialplex Boulevard, Suite 300	BATON ROUGE	LA	70809	Principal Office Manager	225.224.2583	jcobena@eclsimited.com		
EVANS-GRAVES ENGINEERS, INC.	5/23/2024	90	ASHLYNN A. GRAVES	909 POYDRAS ST	NEW ORLEANS	LA	70112	VICE PRESIDENT	(504) 836-8190	agrades@evans-graves.com		
FAIRWAY CONSULTING + ENGINEERING, LLC.	5/24/2024	90	JOHN A. CALATANOTTO 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	jcocoo@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@gecinc.com		
GIS ENGINEERING, LLC	5/22/2024	93	ONEL MALBROUGH, REM	935 Gravier Street Suite 600	NEW ORLEANS	LA	70112	SR. VICE PRESIDENT	504-367-4988	JLOESKE@GISY.COM		
DAVIS COALE & ASSOCIATES, LLC	5/22/2024	89	DAVID A. MARTIN	1340 POYDRAS ST	NEW ORLEANS	LA	70112	VICE PRESIDENT	504-836-2020	DMARTIN@DAVISCOALE.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@hightidelia.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	wthomasie@infinityec.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	NIJUNIUS@LHJUNIUS.COM		
MARAIIS 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	gdecoursey@mca-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-l.com		
MODIESKI & 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@MODIESKI.COM		
MSMM	5/24/2024	96.5	Manish Mardia, P.E.	4508 Clearview Parkway	METAIRIE	LA	70006	President	504-559-1897	mmardia@mssmmeng.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 ARIKOL, 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@betagroupic.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	SHEELAGH 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, SE	
YKH	5/15/2024	88	Gene Yenari, P.E.	3701 HESSMER AVE.	METAIRIE	LA	70002	Principal Engineer	(504) 231-3231	gyenari@ykhconsulting.com	DBE	

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.

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 <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)</i>									
		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 <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
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. **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.

List of Disciplines (*Function Codes*)

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*)

Code	Description	Code	Description
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; Navaids; 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 & 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
		H10	Hotels; Motels
D01	Dams (<i>Concrete; Arch</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H12	Hydraulics & Pneumatics
D03	Desalination (<i>Process & Facilities</i>)	H13	Hydrographic Surveying
D04	Design-Build - Preparation of Requests for Proposals		
D05	Digital Elevation and Terrain Model Development		
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (*Profile Codes continued*)

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 & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (*Profile Codes continued*)

Code	Description
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	SUBCONTRACTOR			
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 <i>(City and State)</i>			
16. EDUCATION <i>(Degree and Specialization)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

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

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S
QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)*

**20. EXAMPLE PROJECT KEY
NUMBER**

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION *(If applicable)*

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

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

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

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

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. UNIQUE ENTITY IDENTIFIER
2b. STREET		5. OWNERSHIP	
2c. CITY		2d. STATE	2e. ZIP CODE
6a. POINT OF CONTACT NAME AND TITLE		b. SMALL BUSINESS STATUS	
6b. TELEPHONE NUMBER		7. NAME OF FIRM (If Block 2a is a Branch Office)	
8a. FORMER FIRM NAME(S) (If any)		8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than \$100,000	6. \$2 million to less than \$5 million
2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
5. \$1 million to less than \$2 million	10. \$50 million or greater

12 AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts

<i>The foregoing is a statement of facts.</i>	
a. SIGNATURE	b. DATE
c. NAME AND TITLE	