



**VALLEY METRO RAIL, INC.
LIGHT RAIL TRANSIT SYSTEM**

**PREQUALIFICATION
SOLICITATION NOTICE
LRT-08-098-AECS**

**ON-CALL
ARCHITECTURAL & ENGINEERING
AND RELATED PROFESSIONAL
CONSULTING SERVICES**

January 24, 2008



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REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

Valley Metro Rail, Inc. (VMR), an Arizona non-profit corporation, is requesting Prequalification Submittals from architectural & engineering and professional consulting firms for fiscal year 2007-08 and beyond under the "Brooks Act", Public Law 92-582 and ARS Title 34, Chapter 6, Article 1, Section 34-603 for On-Call Architectural & Engineering and Professional Consulting Services required to support the 57 mile system in the Regional Transportation Plan ("RTP" as amended) as follows:

- I-10 West Extension
- Northwest Extension
- Glendale Extension
- Northeast Extension
- Central Mesa Extension
- Tempe South Extension

Offerors may submit prequalification submittals on any or all of the categories within the ten (10) disciplines described further herein in this solicitation. Further, in order to ensure it has the required support for future requirements identified in the Regional Transportation Plan ("RTP"), VMR may award multiple task order contracts to prequalified consultants. VMR will be solely responsible for determining the selection and participation of consultants from an established On-Call List of prequalified consultants.

Offerors agree and understand that any task order work awarded under this solicitation shall not be construed as an exclusive arrangement and further agrees and understands that VMR may secure similar services from other prequalified consultants at any time in conjunction with, or in replacement of, the consultant's services.

VMR endeavors to maintain lists of prequalified architectural & engineering and professional consulting firms that possess the ability to successfully perform On-Call, as-needed services.

This solicitation contains information necessary for Offerors to prepare and submit prequalification submittals. Offerors are advised to completely review and follow the instructions in this solicitation. Offerors must comply with all the requirements specified in this solicitation.



II. DEFINITIONS

The following definitions shall apply.

“METRO” / “VMR” / “Agency” – Valley Metro Rail, Inc., 101 N. 1st Avenue, Suite 1300, Phoenix, AZ 85003, acting by and through its authorized representatives. These three terms may be used interchangeably.

“Task Order Contract” – The term “Contract” means the written agreement between the parties inclusive of any attachments and any Change Orders issued thereto.

“Award” – Execution of a Task Order Contract with the highest qualified Offeror based upon successful negotiations and best value to VMR.

“Consultant” – An on-call firm selected by VMR to perform Work as defined by a Scope of Services.

“FTA” – The Federal Transit Administration, United States Department of Transportation, formerly known as the Urban Mass Transportation Administration.

“LRT System” – The Agency's light rail transit system and services as currently under design and construction.

“Offeror” – The individual, firm, partnership, corporation, joint venture or other entity, which submits a Prequalification Statement to VMR in response to this Solicitation, seeking to be selected as an On-Call Consultant.

III. PREQUALIFICATION PROGRAM AND BUDGETS

The initial On-Call List, once established, shall be utilized for On-Call services and be in effect until June 30, 2008. Subsequently, prequalification (and renewal for firms on an existing list) will be required biennially on or around June 30th.

VMR's biennial prequalification will have no cut-off date for submissions. VMR will continue to accept Prequalification Submittals and updates from interested firms at any time.

The budget estimate for the prequalification program, which will be in effect through June 30, 2008, is yet undetermined. However, at this time the order of magnitude estimate for the entire On-Call program over a three to five year horizon is currently programmed in the \$5,000,000-\$10,000,000 range. VMR shall provide additional budgetary information as task order projects become more defined and during its prequalification renewal process.



IV. ON-CALL DISCIPLINES REQUIRED – ARCHITECTURAL & ENGINEERING AND RELATED PROFESSIONAL CONSULTING SERVICES

Prequalification Submittals will initially be accepted for services required by VMR's Design and Construction, Long-Range Development and Finance & Administration divisions. Professional services expected to be needed on an as-needed, on-call task order basis are as follows:

DISCIPLINE 1: GENERAL CIVIL ENGINEERING - Roadway Design, Utility Design, Track/Guideway Design, Traffic Engineering, Site Planning and Design, CADD Drafting / GIS Administration, Drainage Design, Survey work

DISCIPLINE 2: COST ESTIMATING / PROGRAM CONTROLS - Civil Engineering Cost Estimating, Cost Estimating Set-up and Updating, System Engineering Cost Estimating, Scheduling, Document Control

DISCIPLINE 3: ARCHITECTURAL - Station Design, Building Design, Facilities Programming, Circulation/Pedestrian Environment Design, Landscape Design

DISCIPLINE 4: REAL ESTATE MANAGEMENT/ACQUISITION - Land Surveying, Acquisition Services, Relocation Services, Database Creation/Management, Appraisals

DISCIPLINE 5: CONSTRUCTION MANAGEMENT/INSPECTION - Resident Engineering Services, Construction Inspection Services, Bridge Inspection Services, Track/Guideway/Systems inspection

DISCIPLINE 6: LABORATORY SERVICES - Soils Testing, Metallurgical Testing, Hazardous Materials Testing, Forensic Testing

DISCIPLINE 7: PROGRAM/PROJECT MANAGEMENT - Design Program Managers, Construction Program Managers, Partnering Facilitators, Claims/Dispute Resolution

DISCIPLINE 8: SYSTEM ENGINEERING - Power Systems Design, Overhead Catenary System Design, Communications Design, ITS/Traffic Signal Controller Design/Programming

DISCIPLINE 9: ENVIRONMENTAL – Archaeology, Hazardous Materials, Environmental Analysis and Reports, Environmental Monitoring, Environmental Compliance Audits, Historic Preservation.

DISCIPLINE 10: CONTRACTS & PROCUREMENT - This discipline involves the services listed below and involves providing pre-award/contract proposal analysis and contract administration services associated with Disciplines 1 through 9 above.

Pre-Award Services - RFP/RFQ/IFB development and administration, Contractor Selection.

Post Award Activities - Pre-Negotiation Strategies, Task Order Negotiation, Contractor Selection, Cost/Price Analysis and Contract Administration.



V. PREQUALIFICATION REQUIREMENTS

Interested Offerors for the initial On-Call Program are required to **deliver submittals to VMR no later than 3:00 P.M. (prevailing local time) on Monday, March 3, 2008.** Submittals received after the specified deadline or delivered to the wrong location **will not** be considered and will be returned, unopened.

Additionally, all Subcontractors to Prime(s) must be included in Prime's Prequalification Submittal packages.

VI. SUBMITTAL REQUIREMENTS

Offerors must submit a separate Prequalification Submittal package for each Discipline 1-10 in which there is interest to participate.

Each submittal must comply with the following requirements:

- Introductory Cover Letter (no more than three pages in length) that provides:
 1. The firm's general corporate information
 2. A high level summary of related experience and staff proposed
 3. Offeror's acknowledgement it will meet VMR's minimum insurance requirements (attached) if selected
 4. Offeror's acknowledgement it has reviewed VMR's sample On-Call Contract (posted on VMR's website at:
[http://www.valleymetro.org/METRO light rail/Contracts & Purchasing/Current Opportunities/prof_services/AECS/special_notices/](http://www.valleymetro.org/METRO_light_rail/Contracts_&_Purchasing/Current_Opportunities/prof_services/AECS/special_notices/))
 5. Offeror's statement that it agrees or disagrees with the terms & conditions of the sample On-Call Contract. Any exceptions by Offeror must be noted in its introductory letter
- A limit of fifteen (15) single-sided, spiral bound, single-spaced 8-1/2" x 11" pages for all submittal sections, including high level summary resumes, presented in the following order:
 1. Professional qualifications and experience of the firm on projects of a similar size, scope, complexity and nature of the proposed discipline. Describe the firm's background, qualifications and past performance, including adherence to budget and schedule
 2. Professional experience and qualifications of staff proposed for on-call assignment on behalf of VMR
 3. Location of main office of the proposing firm and its team/subconsultants



4. Description of firm's current work load and that of its team/subconsultants

- Completion of the Prequalification Submittal forms as follows:
 - o GSA Standard Form SF254 – Architect-Engineer and Related Services Questionnaire
 - o GSA Standard Form SF255 – Architect-Engineer and Related Services Questionnaire for Specific Project
- Completion of the following Certification Forms:
 - o Certification regarding Lobbying
 - o Certification of Offeror regarding Debarment, Suspension, and Other Responsibility Matters
- An original plus six (6) copies (for a total of seven (7) copies) of each submittal is required
- Prequalification submittal(s) must be addressed to Valley Metro Rail, Inc. exactly as follows:

Valley Metro Rail, Inc.
ATTN: Joe Ramirez
Manager, Contracts & Procurement
101 N. 1st Avenue, Suite 1300
Phoenix, AZ 85003

Prequalification Submittal
Name of Submitting Firm
LRT-08-098-AES
On-Call Architectural & Engineering Consultant Services
Discipline No. _____
Fiscal Year 2007-08
DUE: March 3, 2008 3:00 P.M. (prevailing local time)

Any questions regarding this solicitation should be directed to VMR's Contracts and Procurement Section by fax to 602.271.9361 or email to LRTProcurement@metrolightrail.org (preferred).

VII. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on Wednesday, February 6, 2008 at 10:00 A.M. (prevailing local time) in the Board Room at the VMR offices, 101 N. 1st Avenue, Suite 1300, Phoenix, AZ 85003.



VMR representatives/staff will be available during the Pre-Submittal Conference to answer questions. VMR staff will not be available to respond to inquiries regarding this Solicitation outside of the Pre-Submittal Conference. It is recommended that interested Offerors attend the Pre-Submittal Conference.

Offerors are requested to submit written questions in advance of the Pre-Submittal Conference. Any changes to the solicitation shall be by written Addendum only.

Questions generated at the Pre-Submittal Conference will be answered, if necessary, by written Addendum. While it is recommended, attendance is not mandatory at the Pre-Proposal Conference.

VIII. COMMUNICATIONS AND REQUESTS FOR CLARIFICATIONS

All correspondence, communications, and/or contacts regarding clarification or interpretation of this Solicitation must be in writing and addressed to:

Manager, Contracts & Procurement
Valley Metro Rail, Inc.
101 N. 1st Avenue, Suite 1300
Phoenix, AZ 85003
602.273.9361 fax
LRTProcurement@MetroLightRail.org

Questions and/or inquiries must be submitted in writing. Responses to questions and/or inquiries will be issued by written addendum to all parties who obtained the Solicitation documents. Offerors shall not rely upon any oral statements or conversations they may have with VMR employees, agents, or representatives regarding the Solicitation documents, whether at the Pre-Submittal Conference or otherwise.

All written questions and/or inquiries must be received by VMR at least ten (10) business days before the Prequalification Submittal due date, or by February 18, 2008.

IX. EVALUATION PROCESS

Prequalification Submittals will first be reviewed to determine their compliance to the solicitation requirements. Submittals will then be evaluated by an Evaluation Committee using the Evaluation Form (attached). Firms will be given a numerical score and ranking and placed on an On-Call List.

X. TASK ORDER CONTRACTING PROCESS

Firms accepted for VMR's On-Call List are eligible to perform work on an as-needed basis for Task Orders during fiscal year 2007-2008 and beyond,



subject to availability of funds. Prequalified firms will be required to execute VMR's On-Call Contract (see sample posted on VMR's website at:

http://www.valleymetro.org/METRO_light_rail/Contracts_&_Purchasing/Current_Opportunities/prof_services/AECS/special_notices/

As RTP projects develop into Task Orders, scope, schedule and fee shall be negotiated with a firm from the On-Call List.

Each Task Order(s) shall be negotiated to establish, but not be limited to, a defined scope of work, compensation amount, method of payment, schedule, approval of subconsultants, DBE goal (if any), and any applicable Federal Transit Administration (FTA) requirements.

VMR anticipates that task order contract values generally will run between \$100,000 and \$500,000 with a 12 to 16 month duration. However, until such time as RTP work scope is further defined, VMR reserves the right to exceed the task order value limits identified above on a case-by-case basis, but in no instance would task orders exceed a \$1,000,000 threshold and/or a 5 year term per task order. VMR also reserves the right to procure its requirements by a separate single procurement action should the scope, budget and/or duration exceed the general parameters of the On-Call program identified in this solicitation.

XI. ATTACHMENTS

- GSA Standard Form SF254 – Architect-Engineer and Related Services Questionnaire
- GSA Standard Form SF255 – Architect-Engineer and Related Services Questionnaire for Specific Project
- VMR's Minimum Insurance Requirements
- Certification regarding Lobbying
- Certification of Offeror regarding Debarment, Suspension and Other Responsibility Matters
- Evaluation Form

Available electronically:

- Sample On-Call Contract
(posted on VMR's website at:
http://www.valleymetro.org/METRO_light_rail/Contracts_&_Purchasing/Current_Opportunities/prof_services/AECS/special_notices/

---- End ----

STANDARD
FORM (SF)
254

**Architect-Engineer
and Related Services
Questionnaire**

Form Approved
OMB No. 9000-0004

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0004), Washington, D.C. 20503.

Purpose:

The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254's with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

Definitions:

"Architect-Engineer Services" are defined in Part 36 of the Federal Acquisition Regulation.

"Parent Company" is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Discipline," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Joint Venture" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"Consultant," as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

"Prime" refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

"Branch Office" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
 - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide data the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.)

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Woman-owned (See 48 CFR 19.101 and 52.219-9).
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
 - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principles may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on the policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provides A-E and related services.
 - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (*If form is being submitted by main headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines—sociologists, biologists, etc.—and number of people in each, in blank spaces.

Architect-Engineer and Related Services Questionnaire

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects, and (c) all other foreign work.

Ranges of Professional Services Fees

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

10. Select and enter, in numerical sequence, **not more than thirty** (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. **Carefully review list.** (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing **must** accompany the complete SF 254 when submitted to the Federal agencies.
11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within the last five years) representative project for each code number, up to a **maximum** of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P," the prime professional, or "C," a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to

firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.
13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

NEW FIRMS (not recognized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employee of others. In so doing, notation of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.

**Experience Profile Code
Numbers
for use with questions 10 and 11**

001 Acoustics, Noise Abatement
002 Aerial Photogrammetry
003 Agricultural Development; Grain Storage; Farm Mechanization
004 Air Pollution Control
005 Airports; Navais; Airport Lighting; Aircraft Fueling
006 Airports; Terminals and Hangers; Freight Handling
007 Arctic Facilities
008 Auditoriums and Theatres
009 Automation; Controls; Instrumentation
010 Barracks; Dormitories
011 Bridges
012 Cemeteries (*Planning and Relocation*)
013 Chemical Processing and Storage
014 Churches; Chapels
015 Codes; Standards; Ordinances
016 Cold Storage; Refrigeration; Fast Freeze
017 Commercial Building (*low rise*); Shopping Centers
018 Communications Systems; TV; Microwave
019 Computer Facilities; Computer Service
020 Conservation and Resource Management
021 Construction Management
022 Corrosion Control; Cathodic Protection; Electrolysis
023 Cost Estimating
024 Dams (*Concrete; Arch*)
025 Dams (*Earth; Rock*); Dikes; Levees
026 Desalinization (*Process and Facilities*)
027 Dining Halls; Clubs; Restaurants
028 Ecological and Archeological Investigations
029 Educational Facilities; Classrooms
030 Electronics
031 Elevators; Escalators; People-Movers
032 Energy Conservation; New Energy Sources
033 Environmental Impact Studies, Assessments, or Statements
034 Fallout Shelters; Blast-Resistant Design
035 Field Houses; Gyms; Stadiums
036 Fire Protection
037 Fisheries; Fish Ladders
038 Forestry and Forest Products
039 Garages; Vehicle Maintenance Facilities; Parking Decks
040 Gas Systems (Propane; Natural, etc.)
041 Graphic Design

042 Harbors; Jetties; Piers; Ship Terminal Facilities
043 Heating; Ventilating; Air Conditioning
044 Health Systems Planning
045 High-rise; Air-Rights-Type Buildings
046 Highways; Streets; Airfield Paving; Parking Lots
047 Historical Preservation
048 Hospital and Medical Facilities
049 Hotels; Models
050 Housing (*Residential; Multi-Family; Apartments; Condominiums*)
051 Hydraulics and Pneumatics
052 Industrial Buildings; Manufacturing Plants
053 Industrial Processes; Quality Control
054 Industrial Waste Treatment
055 Interior Design; Space Planning
056 Irrigation; Drainage
057 Judicial and Courtroom Facilities
058 Laboratories; Medical Research Facilities
059 Landscape Architecture
060 Libraries; Museums; Galleries
061 Lighting (*Interiors; Display; Theatre, etc.*)
062 Lighting (*Exteriors; Streets; Memorials; Athletic Fields, etc.*)
063 Materials Handling Systems; Conveyors; Sorters
064 Metallurgy
065 Microclimatology; Tropical Engineering
066 Military Design Standards
067 Mining and Mineralogy
068 Missile Facilities (*Silos; Fuels; Transport*)
069 Modular Systems Design; Pre-Fabricated Structures or Components
070 Naval Architecture; Off-Shore Platforms
071 Nuclear Facilities; Nuclear Shielding
072 Office Buildings; Industrial Parks
073 Oceanographic Engineering
074 Ordnance; Munitions; Special Weapons
075 Petroleum Exploration
076 Petroleum and Fuel (*Storage and Distribution*)
077 Pipelines (*Cross-Country – Liquid and Gas*)
078 Planning (*Community, Regional, Areawide and State*)
079 Planning (*Site, Installation, and Project*)
080 Plumbing and Piping Design
081 Pneumatic Structures; Air-Support Buildings
082 Postal Facilities
083 Power Generation; Transmission; Distribution
084 Prison and Correctional Facilities
085 Product; Machine and Equipment Design

086 Radar; Sonar; Radio and Radar Telescope
087 Railroad; Rapid Transit
088 Recreation Facilities (*Parks; Marinas, etc.*)
089 Rehabilitation (*Buildings; Structures; Facilities*)
090 Resource Recovery; Recycling
091 Radio Frequency Systems and Shieldings
092 Rivers; Canals; Waterways; Flood Control
093 Safety Engineering; Accident Studies; OSHA Studies
094 Security Systems; Intruder and Smoke Detection
095 Seismic Designs and Studies
096 Sewage Collection; Treatment; Disposal
097 Soils and Geologic Studies; Foundations
098 Solar Energy Utilization
099 Solid Wastes; Incineration; Landfill
100 Special Environments; Clean Rooms, etc.
101 Structural Design; Special Structures
102 Surveying; Platting; Mapping; Flood Plain Studies
103 Swimming Pools
104 Storm Water Handling and Facilities
105 Telephone Systems (*Rural; Mobile; Intercom, etc.*)
106 Testing and Inspection Services
107 Traffic and Transportation Engineering
108 Towers (*Self-Supporting and Guyed Systems*)
109 Tunnels and Subways
110 Urban Renewals; Community Development
111 Utilities (*Gas and Steam*)
112 Value Analysis; Life-Cycle Costing
113 Warehouses and Depots
114 Water Resources; Hydrology; Ground Water
115 Water Supply; Treatment and Distribution
116 Wind Tunnels; Research/Testing Facilities Design
117 Zoning; Land Use Studies
201 Animal Control Facilities
202 Asbestos and Lead Abatement
203 Convention Centers; Exhibit Halls
204 Due Diligence; Forensic Investigations
205 Environmental Studies; HAZMAT Disposal
206 Fire Stations
207 Other Maintenance Facilities
208 Architectural Programming
209 Roof Design, Reconstruction, Replacement
210 Sporting Facilities (Ball Fields, Golf, Tennis)
211 Police Facilities
212 _____
213 _____
214 _____
215 _____

**STANDARD
FORM (SF)**

254

Architect-Engineer
And Related Services
Questionnaire

1. Firm Name/Business Address:

2. Year Present Firm
Established

3. Date Prepared:

4. Specify type of ownership and check below, if applicable.

☐ A. Small Business

☐ B. Small Disadvantaged Business

☐ C. Woman-owned Business

1a. Submittal is for ☐ Parent Company ☐ Branch or Subsidiary Office

5. Name of Parent Company, if any:

5a. Former Parent Company Name(s), if any, and Year(s) Established:

6. Names of not more than Two Principals to Contact: Title/Telephone

1)

2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel _____

8. Personnel by Discipline: (List each person only once, by primary function.)

☐ Administrative	☐ Electrical Engineers	☐ Oceanographers	☐ _____
☐ Architects	☐ Estimators	☐ Planners: Urban/Regional	☐ _____
☐ Chemical Engineers	☐ Geologists	☐ Sanitary Engineers	☐ _____
☐ Civil Engineers	☐ Hydrologists	☐ Soils Engineers	☐ _____
☐ Construction Inspectors	☐ Interior Designers	☐ Specification Writers	☐ _____
☐ Draftsmen	☐ Landscape Architects	☐ Structural Engineers	☐ _____
☐ Ecologists	☐ Mechanical Engineers	☐ Surveyors	☐ _____
☐ Economists	☐ Mining Engineers	☐ Transportation Engineers	☐ _____

9. Summary of Professional Services Fees

Received: (Insert index number)

Last 5 Years (most recent year first)

	19 _____	19 _____	19 _____	19 _____	19 _____
Direct Federal contract work, including overseas	_____	_____	_____	_____	_____
All other domestic work	_____	_____	_____	_____	_____
All other foreign work *	_____	_____	_____	_____	_____

Ranges of Professional Services Fees
INDEX

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

*Firms interested in foreign work, but without such experience, check here: ☐

10. Profile of Firm's Project Experience, Last 5 Years

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

11. Project Examples, Last 5 Years

Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
		1			
		2			
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12. The foregoing is a statement of facts

Signature: _____ Typed Name and Title: _____

Date: _____

**Architect-Engineer
and Related Services
Questionnaire for
Specific Project**

Form Approved
OMB No. 9000-0005

Public reporting burden for this collection of information is estimated to average 1.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0005), Washington, D.C. 20503.

Purpose:

This form is a supplement to the "Architect-Engineer and Related Services Questionnaire" (SF 254). Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific Federal A-E project. Firms, or branch offices of firms, submitting this form should enclose (or already have on file with the appropriate office of the agency) a current (within the past year) and accurate copy of the SF 254 for that office.

The procurement official responsible for each proposed project may request submission of the SF 255 "Architect-Engineer and Related Services Questionnaire for Specific Project" in accord with applicable civilian and military procurement regulations and shall evaluate such submissions, as well as related information contained on the Standard Form 254, and any other performance data on file with the agency, and shall select firms for subsequent discussions leading to contract award in conformance with Public Law 92-582. This form should only be filed by an architect-engineer or related services firm when requested to do so by the agency or by a public announcements. Responses should be as complete and accurate as possible, contain data relative to the specific project for which you wish to be considered, and should be provided, by the required due date, to the office specified in the request or public announcement.

This form will be used only for the specified project. Do not refer to this submittal in response to other requests or public announcements.

Definitions:

"**Architect-Engineer Services**" are defined in Part 36 of the Federal Acquisition Regulation.

"**Principals**" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"**Discipline**," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"**Joint Venture**" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"**Key Persons, Specialists, and Individual Consultants**," as used in this questionnaire, refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Give name and location of the project for which this form is being submitted.
2. Provide appropriated data from the Commerce Business Daily (CBD) identifying the particular project for which this form is being filed.
 - 2a. Give the date of the Commerce Business Daily in which the project announcement appeared, or indicate "not applicable" (N/A) if the source of the announcement is other than the CBD.
 - 2b. Indicate Agency identification or contract number as provided in the CBD announcement.
3. Show name and address of the individual or firm (or joint venture) which is submitting this form for the project.
 - 3a. List the name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
 - 3b. Give the address of the specific office which will have responsibility for performing the announced work.
4. Insert the number of consultant personnel by discipline proposed for subject project on line (A). Insert the number of in-house personnel by discipline proposed for subject project on line (B). While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.
5. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations excepted to be included as part of the joint venture and describe their particular areas of anticipated responsibility (ie., technical disciplines, administration, financial, sociological, environment, etc.).
 - 5a. Indicate, by checking the appropriate box, whether this particular joint venture has worked together on other projects.

Each firm participating in the joint venture should have a Standard Form 254 on file with the contracting office receiving this form. Firms which do not have such forms on file should provide same immediately along with a notation at the top of page 1 of the form regarding their association with this joint venture submittal.

**Architect-Engineer
and Related Services
Questionnaire for
Specific Project**

Standard Form 255
General Services Administration
Washington, D.C. 20405

6. If respondent is not a joint venture, but intends to use outside (as opposed to in-house or permanently and formally affiliated) consultants or associates, he should provide names and addresses of all such individuals or firms, as well as their particular areas of technical/professional expertise, as it relates to this project. Existence of previous working relationships should be noted. If more than eight outside consultants or associates are anticipated, attach an additional sheet containing requested information.

7. Regardless of whether respondent is a joint venture or an independent firm, provide brief resumes of key personnel expected to participate on this project. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received and the particular technical/professional discipline which that individual will bring to the project, (f) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with Government or agency procedures, similar type of work performed in the past, management abilities, familiarity with the geographic area, relevant foreign language capabilities, etc. Please limit synopsis of experience to directly relevant information.

8. List up to ten projects which demonstrate the firm's or joint venture's competence to perform work similar to that likely to be required on this project. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project (submissions by joint ventures should indicate which member of the joint venture was the prime on that particular project and what role it played), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of your work) and that portion of the cost of the project for which the named firm was/is responsible.

9. List only those projects which the A-E firm or joint venture, or members of the joint venture, are currently performing under direct contract with an agency or department of the Federal Government. Exclude any grant or loan projects being financed by the Federal Government but being performed under contract to other non-Federal Government entities. Information provided under each heading is similar to that requested in the preceding Item 8, except for (d) "Percent Complete." Indicate in this item the percentage of A-E work completed upon filing this form.

10. Through narrative discussion, show reason why the firm or joint venture submitting this questionnaire believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances, special approaches or concepts developed by the firm relevant to this project, etc. Respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic material and photographs which best demonstrate design capabilities of the team proposed for this project.

11. Completed forms should be signed by the chief executive officer of the joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the architect-engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture. ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.

STANDARD
FORM (SF)**255**Architect-Engineer
and Related Services
Questionnaire for
Specific Project

1. Project Name/Location for which Firm is Filing:

2a. Commerce Business
Daily Announcement
Date, if any:2b. Agency Identification
Number, if any:

3. Firm (or Joint-Venture) Name & Address

3a. Name, Title & Telephone Number of Principal to Contact

3b. Address of office to perform work, if different from Item 3

4. Personnel by Discipline: (List each person only once, by primary function.) Enter proposed consultant personnel to be utilized on this project on line (A) and in-house personnel on line (B).

(A) _____	(B) _____	Administrative	(A) _____	(B) _____	Electrical Engineers	(A) _____	(B) _____	Oceanographers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Architects	(A) _____	(B) _____	Estimators	(A) _____	(B) _____	Planners: Urban/Regional	(A) _____	(B) _____	_____
(A) _____	(B) _____	Chemical Engineers	(A) _____	(B) _____	Geologists	(A) _____	(B) _____	Sanitary Engineers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Civil Engineers	(A) _____	(B) _____	Hydrologists	(A) _____	(B) _____	Soils Engineers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Construction Inspectors	(A) _____	(B) _____	Interior Designers	(A) _____	(B) _____	Specification Writers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Draftsmen	(A) _____	(B) _____	Landscape Architects	(A) _____	(B) _____	Structural Engineers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Ecologists	(A) _____	(B) _____	Mechanical Engineers	(A) _____	(B) _____	Surveyors	(A) _____	(B) _____	_____
(A) _____	(B) _____	Economists	(A) _____	(B) _____	Mining Engineers	(A) _____	(B) _____	Transportation Engineers	(A) _____	(B) _____	_____
											Total Personnel

5. If submittal is by JOINT-VENTURE list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office.)

5a. Has this Joint-Venture previously worked together? ☐ Yes ☐ No

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).

Name & Address	Specialty	Worked with Prime before (Yes or No)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With this Firm_____ With Other Firms _____	d. Years experience: With this Firm_____ With Other Firms _____
e. Education: Degree(s)/Year/Specialization	e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With this Firm_____ With Other Firms _____	d. Years experience: With this Firm_____ With Other Firms _____
e. Education: Degree(s)/Year/Specialization	e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.

a. Name & Title:

a. Name & Title:

b. Project Assignment:

b. Project Assignment:

c. Name of Firm with which associated:

c. Name of Firm with which associated:

d. Years experience: With this Firm_____ With Other Firms _____

d. Years experience: With this Firm_____ With Other Firms _____

e. Education: Degree(s)/Year/Specialization

e. Education: Degree(s)/Year/Specialization

f. Active Registration: Year First Registered/Discipline

f. Active Registration: Year First Registered/Discipline

g. Other Experience and Qualifications relevant to the proposed project:

g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.

a. Name & Title:

a. Name & Title:

b. Project Assignment:

b. Project Assignment:

c. Name of Firm with which associated:

c. Name of Firm with which associated:

d. Years experience: With this Firm_____ With Other Firms _____

d. Years experience: With this Firm_____ With Other Firms _____

e. Education: Degree(s)/Year/Specialization

e. Education: Degree(s)/Year/Specialization

f. Active Registration: Year First Registered/Discipline

f. Active Registration: Year First Registered/Discipline

g. Other Experience and Qualifications relevant to the proposed project:

g. Other Experience and Qualifications relevant to the proposed project:

8. Work by firms or joint-venture members which best illustrates current qualifications relevant to this project (list not more than 10 projects).

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name& Address and Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost (in Thousands)	
				Entire Project	Work for Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

9. All work by firms or joint-venture members currently being performed directly for Federal agencies.

Cols. NOT divided like item 8 a. Project Name & Location	b. Nature of Firm's Responsibility	c. Agency (Responsible Office) Name and Address and Project Manager's Name & Phone Number	d. Percent Complete	e. Estimated Cost (in Thousands)	
				Entire Project	Work for Which Firm Is Responsible

10. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for the proposed project

11. The foregoing is a statement of facts.

Signature: _____

Typed Name and Title: _____

Date: _____



VMR'S MINIMUM INSURANCE REQUIREMENTS

Insurance

Consultant is primarily responsible for the risk management of its Professional Services under this Agreement, including but not limited to, obtaining and maintaining the required insurance and establishing and maintaining a reasonable risk control and safety program. METRO reserves the right to amend the requirements under this section at any time during the term of this Agreement, subject to at least sixty (60) days written notice, including, but not limited to, providing any or all of the coverage's required in this section.

Prior to beginning the Consulting Services under this Agreement and without limiting any liabilities or other obligations of Consultant, Consultant shall obtain and maintain, and/or cause to be obtained and maintained, the required forms and minimum amounts of insurance coverage's as outlined below. Coverage's shall be in full force and effect during the Contract Time and the period covered by the Contract.

All Insurance Coverages

Upon execution of Contract, all required insurance coverage's must be evidenced to METRO through receipt of acceptable certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing full compliance with the insurance requirements set forth in this Section.

Failure of METRO to demand such certificate(s) or other evidence of full compliance with these insurance requirements, or failure of METRO to identify a deficiency from the evidence that is provided, shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

Certificate(s) of insurance is to be mailed to the following address or such other addresses as designated by METRO from time to time:

Manager, Contracts and Procurement
Valley Metro Rail, Inc.
101 N. 1st Avenue, Suite 1300
Phoenix, AZ 85003

Failure to maintain the required insurance may result in the termination of this Agreement at METRO's option.

If the Consultant fails to maintain the insurance as set forth in this Section, METRO shall have the right, but not the obligation, to purchase said insurance at Consultant's expense, in which case, Consultant shall promptly reimburse METRO upon demand.

The Consultant's insurance or self-insurance program, responsive to the requirements of this Section, including, but not limited to, insurance/reinsurance company(ies), third party administrators, and deductibles/self-insured retentions, are subject to approval by METRO prior to the start of Consulting Services.



Each insurance policy shall not be subject to lapse, cancellation or material change in coverage unless at least thirty (30) days prior to written notice is provided to METRO by the Consultant.

Each insurance policy shall be written on a primary coverage basis, including any self-insured retentions, unless expressly approved by METRO, in writing.

Each insurance policy, with the exception of the workers' compensation and Professional liability policies, shall include, by specific endorsement, using a form at least equal to Insurance Service Office ("ISO") CG2010, the following as additional insureds:

"Valley Metro Rail, its Members, RPTA, State of Arizona/Arizona Dept. Of Transportation and their respective consultants, representatives' agents, officers, employees, and directors."

Any failure by the Consultant to comply with the reporting requirements of the required insurance coverage shall not affect the coverage provided to METRO, METRO's members and each of their respective agents, officers, employees, and directors.

If Consultant's commercial general and automobile liability policies do not contain a separation of insured provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

To the extent permitted by insurance and State Law, Consultant waives all rights of subrogation or similar rights against METRO, its Members, RPTA, State of Arizona/Arizona Dept. of Transportation their respective consultants, representatives, agents, officers, employees, and directors.

By requiring this minimum insurance, METRO does not represent that coverage and limits will be adequate to protect Consultant and such coverage and limits shall not be deemed as a limitation on Consultant's liability under the indemnities granted to METRO in this Agreement.

Commercial General Liability Insurance.

Consultant shall maintain general liability and, if necessary, excess/umbrella insurance with a limit of liability not less than \$5,000,000 each occurrence. If such insurance contains an aggregate limit, it shall apply separately to this Agreement. The insurance shall, at a minimum, cover liability arising from premises, operations, independent contractors, products and completed operations, personal injury, advertising injury and liability assumed under insured contract, including the tort liability of another assumed in a business contract.

Coverage for claims or incidents occurring, but not known, during the policy period will extend for a period of at least three (3) years past acceptance, cancellation or termination of the Consulting Services.



Automobile Liability Insurance.

Consultant shall maintain automobile liability and, if necessary, excess/umbrella insurance with a limit of liability of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any vehicle, including owned, hired, leased, borrowed and non-owned vehicles assigned to or used in performance of the Consultant services. If necessary, the policy shall be endorsed to provide contractual liability coverage.

Workers' Compensation Insurance.

Consultant shall maintain workers' compensation and employers' liability insurance in accordance with the Federal and State statutes having jurisdiction over the employees where the Professional Services are performed. The limits of liability for employers' liability coverage shall not be less than \$500,000 each accident for bodily injury by accident and \$500,000 each employee for bodily injury by disease.

Professional Liability.

Consultant shall maintain a professional liability insurance policy, appropriate to the Consultant's profession, covering errors and omissions arising out of the Consultant's Professional Services, or services of any person employed by the Consultant, or any person for whose acts, errors, mistakes or omissions the Consultant may be legally liable with a limit of liability of not less than \$3,000,000 per claim.

Purchase of additional professional liability insurance, including insurance to cover policy deductibles, shall be at the Consultant's sole expense. All premiums, fees or costs for additional insurance will not be allowed under this Agreement, either as a direct expense or as part of the Consultant's overhead, unless agreed to in writing by METRO.

Indemnification.

To the fullest extent permitted by law, Consultant, and its successors and assigns, shall pay, defend, indemnify and hold harmless Valley Metro Rail, Inc., its Members, RPTA, State of Arizona/Arizona Dept. of Transportation and their respective Consultants, representative, officers, directors and employees ("**Indemnified Group**") from and against all allegations, demands, proceeding, suits, actions, claims, damages, losses, expenses, including, but not limited to, reasonable attorney fees, court costs, cost of appellate proceedings and all claim adjusting and handling expenses, but only to the extent related to, arising from or out of any negligent or willful acts, errors, or omissions of Consultant or any Subconsultant relating to services performed under this Agreement.

Relative to Professional Liability, METRO and Consultant expressly agree that the indemnification for professional malpractice shall be null and void if any claim results in whole, or in part, from the negligence, misrepresentation (whether intentional or unintentional), willful acts or omissions, by METRO and its officers, directors, employees and agents.

Consultant shall not be liable for fraudulent information provided by either third parties or METRO which was relied upon by the Consultant.



LOBBYING CERTIFICATE

The undersigned (Offeror) certifies to the best of his or her knowledge or belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions, [as amended by "Government wide Guidance for New Restrictions on Lobbying, "61 Fed, Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. Section 1352 (c) (1)-(2)(A), any person who makes a prohibited expenditure or fails to amend a required certification or disclosure form shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Offeror _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Offeror understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.



Offeror:

(Type or Print Company Name)

BY:

(Signature)

(Title)

PRINT NAME:

NOTE: OFFERORS ARE REQUIRED, PURSUANT TO FEDERAL LAW, TO INCLUDE THE ABOVE LANGUAGE IN SUBCONTRACTS OVER \$100,000, AND TO OBTAIN THIS FROM EACH SUBCONTRACTOR BEING PAID \$100,000 OR MORE UNDER THIS CONTRACT.



CERTIFICATION OF OFFEROR REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Instructions for Certification:

By signing and submitting a Proposal, the Offeror certifies for itself and all prospective lower tier participants as follows:

1. The certification is a material representation of fact upon which reliance was placed when this transaction was entered into.
2. The Offeror and each prospective lower tier participant shall provide immediate written notice to the Agency if at any time any of them learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "lower tier transaction," "principal," "bid or proposal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. The Offeror may contact the Agency for assistance in obtaining a copy of those regulations.
4. The Offeror and prospective lower tier participant agrees by submitting this Proposal that, should the proposed covered transaction be entered into, neither it nor any of them shall knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by the Agency.
5. The Offeror and each prospective lower tier participant further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List issued by U.S. General Service Administration.
7. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith this certification. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under Paragraph 5 herein, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, the Agency may pursue available remedies including suspension and/or debarment.



“Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion”

- (1) The Offeror certifies, by submission of this Proposal, that neither it nor its “principals” [as defined at 49 C.F.R. § 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) When the Offeror is unable to certify to the statements in this certification such prospective participant shall attach an explanation to this bid or proposal.

OFFEROR:

(Type or Print Company Name)

BY:

(Signature)

(Title)

PRINT NAME:

NOTE: OFFERORS ARE REQUIRED, PURSUANT TO FEDERAL LAW, TO INCLUDE THE ABOVE LANGUAGE IN SUBCONTRACTS OVER \$100,000, AND TO OBTAIN THIS CERTIFICATE FROM EACH SUBCONTRACTOR BEING PAID \$100,000 OR MORE UNDER THIS CONTRACT.



**PREQUALIFICATION FOR ON-CALL
ARCHITECTURAL/ENGINEERING AND PROFESSIONAL CONSULTING SERVICES**

EVALUATION FORM

ON-CALL DISCIPLINE: _____

CONSULTANT: _____

SUBCONSULTANT(S): _____

EVALUATION CRITERIA		MAXIMUM POINTS POSSIBLE	SCORE
1.	Firm's Qualifications and Experience with Light Rail Transit Planning, Design and Construction Services. Firm's Experience with Similar types of Projects.	30	
2.	Experience and Qualifications of Staff Proposed for On-Call Assignment.	25	
3.	Firm's Overall Past Performance for providing Quality Services, Adherence to Schedule and Budget of task order(s).	20	
4.	Description of Firm's Current Work Load and Availability of its Team and Subconsultants.	15	
5.	Location of the Main Office of the Proposing Firm and its Team and Subconsultants.	10	
TOTAL		100	

A total score of 65 points or less precludes a firm from placement on the On Call List, and any further consideration under this Solicitation.