



Mailing Address
City of Sanford
Post Office Box 1788
Sanford, Florida 32772-1788

Physical Address
City Hall
300 North Park Avenue
Sanford, Florida 32771-1244

Telephone
407.688.5028

Facsimile
407.688.5021

Email
bill.smith@sanfordfl.gov

Website
www.sanfordfl.gov

City Commission

Linda Kuhn
Mayor

Art Woodruff
District 1

Dr. Velma H. Williams
District 2, Vice Mayor

Randy Jones
District 3

Jack T. Bridges
District 4

City Manager
Thomas George, Acting

Purchasing Manager
F. William Smith

Finance Department; Purchasing Division

Request for Statements of Qualifications

Solicitation Number: RFQ 09/10-02
Sanford Avenue Street Scape Design

Date Issued: December 27, 2009

Opening Date and Time: January 26, 2010 at 2:00 p.m.

The City of Sanford, Florida hereby requests statements of qualifications from qualified firms to provide architectural and engineering services associated with the Sanford Avenue Street Scape Project. Submissions shall be prepared as provided in the attached solicitation and delivered to the Purchasing Office, Room 236, City Hall, no later than the date and time indicated above. At the opening time and date, the submissions will be opened nonpublically and the names of the firms or individuals who responded will be released to the public. All contacts during the solicitation and evaluation stage of this request must be addressed to the City of Sanford Purchasing Office.

It is noted that this request is to initiate proceedings to ultimately establish a contract for the identified service using competitive negotiation procedures in compliance with section 287.055 of florida statutes known as the "consultants' competitive negotiation act."(ccna)

Submission Documents, addenda, short lists, tabulation reports, subsequent awards, etc. may be found and downloaded from the Onvia DemandStar internet site - the official posting site for solicitations issued by the City of Sanford. This site can be accessed through the City of Sanford's web site: www.sanfordfl.gov. Under Departments select Purchasing then Sanford Bid Information.

It is noted that information, documents, addenda, etc. provided by sites or services other than Onvia DemandStar, unless the solicitation or invitation issued by the city specifically instructs otherwise, shall not have standing and The City of Sanford assumes no responsibility in case of omissions, conflict, missing notifications regarding addenda, posting of results or other relevant notifications from such sites.

Submissions delivered after the date and time indicated above will not be opened or otherwise considered. Please note that facsimile, telegraph, email submissions not enclosed in a sealed envelope and/or lacking original signatures will not be considered.

Persons who need assistance to participate in any of these proceedings are to contact the ADA Coordinator, at 407.688.5025, 48 hours in advance of the meeting.

Respectfully,

F. WILLIAM SMITH, Purchasing Manager

GENERAL SUBMISSION INSTRUCTIONS

INTRODUCTION: The City of Sanford hereby requests and invites qualified Architectural and Engineering (A and E) firms to submit statements of qualifications to participate in a competitive process in which the City of Sanford, Florida will select an A and E firm to provide professional services associated with the design and construction of a revitalized street scape for Sanford Avenue.

The project calls for streetscape design similar to and compatible with the existing 1st Street streetscape. Design will include recycling the original street pavers (located under the existing asphalt), planters, landscaping, irrigation, streetlights with hanging planter baskets and irrigation, potential relocation of underground utilities/water main, underground electrical, 20amp receptacles, installation of conduit/fiber optic cable, treatment of corner radius', sidewalks, installation of new storm water and inlets, and heritage markers along a five block section of Sanford Avenue between 1st Street and 6th Street (east and west sides of the street).

The focus area includes the City of Sanford Cultural Corridor overlay. As such, design shall consider the Cultural Corridor and include heritage markers and elements of public art incorporated into finishes such as benches, trash receptacles, and signage. Firms with experience in placemaking and public art are encouraged to submit examples of previously completed projects that incorporated such elements in their design.

1. PREPARATION OF SUBMISSIONS:

- A. Firms submitting a response to this request will be referred to herein as Offeror(s). Offerors who are preparing a response to this request are expected to examine this request including all relevant forms, terms, conditions, and instructions. All costs associated with preparation and submission of the statements of qualifications and any other information shall be borne entirely by the Offeror(s).
- B. Time is of the essence in the delivery of response to this solicitation and any other information or documentation as may be requested by the City of Sanford in the evaluation and/or award process.
- C. Submissions and modifications thereof shall be enclosed in sealed envelopes, with the required forms, addressed to the office specified in the Invitation, with the name and address of the Responder, the date and hour of opening, and the Invitation Number on the face of the envelope. Submissions received after the stated time and date will be returned to the sender unopened.
- D. A "black-out-period" is hereby established for the time frame between the time the request for statements of qualifications is issued and the City Commission selects the Contractor to perform the service(s) identified by this request.
 - (1). It is noted that attempts to contact City Commission members and City employees other than through the indicated contact person(s) during this procurement process

is contrary the public interest due to the potential to distort, compromise and get in the way of the City's decision making process. Therefore, attempts to contact, fraternize, or influence personnel indicated above may result in disqualification of a responding firm.

- E. **QUESTIONS:** It is the responsibility of the Offeror(s) to carefully examine the documents and information requested, provided or contained herein before and after and to report any ambiguities or inconsistencies to F. William Smith, Purchasing Manager at least seven(7) days prior to the submission deadline. Any Offeror who is in doubt as to the true meaning of any part of the Solicitation Documents, or finds a discrepancy or omission therein, may contact F. William Smith, Purchasing Manager no less than seven(7) days prior to the submission deadline for an interpretation or correction. Questions or inquiries seven(7) days or less from the submission will not receive a response. This in no way relieves the Offeror of the responsibility of completeness, correctness and accuracy of response to this request. **Only interpretation, instructions or correction(s) given, in writing, by the Purchasing Manager will be binding upon the City of Sanford.** Offerors are hereby notified that no other source is authorized to give information concerning explaining and/or interpreting this Request.

Questions must be submitted in writing and may be submitted via fax or email. The attached RFI Form is the vehicle to be used when submitting questions or requests for information.

- F. The City of Sanford reserves the right to declare any Offeror ineligible at any time during the process where developments arise which adversely affect the Offeror's responsibility.
- G. The City of Sanford reserves the right to conduct any investigation and consider any evidence relevant to the qualifications and capabilities of Offeror(s) to perform the work contemplated. The investigation may include, but is not limited to, a detailed review of references, current and previous entities for whom similar work has been performed, an inspection of the offeror's facilities, equipment, personnel and any other evidence including financial, technical and other qualifications and abilities of the Offeror
- H. The city of Sanford reserves the right to cancel a solicitation at any time prior to award, to reject any and all responses and/or portions thereof.

- I. The Offeror must submit evidence of registration with the Florida Department of Business and Professional Regulations (DBPR). The current license is the preferred form of documentation.
 - (1) If the Offeror is a corporation, it must provide proof that it is properly chartered with the Florida Department of State. A current Corporate Certificate of Status from the Florida Department of State is the preferred form of documentation.
- J. PROHIBITION AGAINST CONTINGENT FEES.--
 - (1) The architect (or registered surveyor and mapper or professional engineer, as applicable warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect, registered surveyor, mapper, or professional engineer, as applicable, to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect, registered surveyor, mapper or professional engineer, as applicable, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of an agreement resulting from this solicitation. "For the breach or violation of this provision, the City shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

2. SUBMISSION DELIVERABLES: The **submission shall be unbound printed on 8 1/2 " x 11" white paper, printed on one side.** Items which to not conform to this requirement will be discarded and will not be considered.

- A. Letter of Interest-**Limited to no more than three(3) pages, 8 1/2" x 11", printed on one side.**
- B. Standard Forms--SF 330 Current and Appropriately Completed. A copy is attached to this solicitation.
- C. A summary listing consisting of experience germane to **(and) limited to no more than four(4) pages 8 1/2" X 11", printed on one side)** projects in which the Offeror under the name in which this response is being submitted has performed services indicated in this request during the last ten (10) years. Use attached form: sanfpur-32604
- D. A copy of the current Florida Department of Professional

Regulation License(s) with the appropriate Boards(s) for each of the licenses listed.

- E. Any additional relevant information regarding the Responder's capabilities not included in the material requested. This item is **limited to no more than five (5) pages, 8 ½" x 11", printed on one side only.**
- F. Proposal Submission Form. Provided herein.
- G. Disputes Disclosure Form. Provided herein
- H. Drug Free Work Place Form. Provided herein
- I. Conflict of Interest Statement. Provided herein.
- J. Insurance Requirements Form. Provided herein.
- K. Florida Statutes, on Public Entity Crimes. Provided herein.
- L. Certification of Non Segregated Facilities. Provided herein.

***The submittals indicated above shall be attached in the same order as listed above. Any information provided in addition must be inserted after the information indicated above as separate item.**

3. The submission package shall consist of:

- (1) **One set with original signatures.**
- (2) **Ten (10) hard copies of the submission**
- (3) **One electronic disc in pdf format containing only the submission as specified above.**

4. AWARD OF CONTRACT

Required submittals will be used by the City of Sanford to evaluate and rank firms. The selection process will be made in accordance with Florida Statute 287.055 which is known as the "Consultants Competitive Negotiation Act."

- A. The following factors as weighted will be considered when evaluating Responses.

Overall general and specific qualifications of the firm, background of firm as presented in a collective, concise and comprehensive presentation of information	
Office location where effort applicable to this project will be performed	
Education, talent/skills, experience and successes of the proposed project team. Was the project team the lead personnel during the presentation process?	
Similar projects completed by the Principal, Proposed Project Manager, Proposed project Engineer, Firm	
Experience of the firm in designing Street Scape Projects in the size range indicated above.	
Scorer's impression of Firm's approach and understanding of Project	
Relevant confirmation of references	
Familiarity with Sanford, its special needs and character	
Demonstrated/documented experience and performance in the context of placemaking and public art as related to the project	
Additional items as may be determined by the evaluation panel	

B. In the context of the above factors the submissions will be evaluated and initially ranked. Firms ranked number 1, 2, 3, 4 and 5 will be placed on the short list for further review and evaluation.

- (1). Additional criteria, factors, submissions and information required to be submitted by companies on the shortlist will be provided at the time the shortlist is released to the public.
 - a. Oral presentations by Offerors included on the shortlist will be scheduled by and at the pleasure of the evaluation panel. Requests for additional information or other appointments are not encouraged at this time, but, may be addressed to the Purchasing Manger using an RFI.
 - b. Upon completion of the oral presentations and evaluations of the short listed firms the initial rankings will re reconsidered and adjusted as deemed appropriate by the evaluation panel.
 - c. The City will enter into negotiations with Offeror ranked number one in an effort to establish a contract for the identified services. If a "meetings of the minds" occurs, the process is complete. If agreement cannot be reached with the Offeror ranked number one, negotiations will be broken off and entered into with the

Offeror ranked number two. The process repeats itself in this fashion until an agreement is reached. It is noted that once negotiations are broken-off with an Offeror, negotiations shall not be reopened with that Offeror. This will be done in accordance with Florida Statute 287.055

- C. The City reserves the right that, if so desired by both the A and E Firm and the City, a continuing, master contract may be established based upon this solicitation in addition to any other resulting agreement.
5. Failure to observe any of the above instructions and conditions may constitute grounds for rejection of your Response.

Submission Form

PART 1 General

1.01 Description

The following Request for Statements of Qualifications, for the (1) RFQ 09/10-02 Sanford Avenue, Sanford, Florida Street Scape Design. This Response is submitted by (2)

(1) Title and Solicitation number as shown in the Invitation

(2) Name, address, telephone, fax number and email of Proposer.

1.02 The Undersigned:

A. Acknowledges receipt of:

Addenda:	Number	_____	Dated	_____
	Number	_____	Dated	_____

B. Has examined the Solicitation Documents and understands that in submitting his/her Response, he/she waives all right to plead any misunderstanding regarding the same.

C. Understands that the responsibility for delivering the submission to the City on or before the specified date and time will be solely and strictly the responsibility of the Respondent. The City will not be responsible for delays caused by the United States Postal Office or a delay caused by any other occurrence. Offers by telephone, fax, email or other electronic means will not be accepted. It is understood that any deviation from a completed, signed (original signatures) proposal delivered on or before the designated time, date and place, as provided herein, to the City will be resolved against the individual or firm submitting the response.

D. Agrees:

1. To hold this Offer open for **60** calendar days after the opening date.
2. By signing this document the responding individual or firm hereby agrees to negotiate in good faith, to be bound by specifications, terms, conditions, scheduling, pricing and representations as stated and submitted with this form and/or as established by subsequent negotiations. However, it is understood that the City reserves the right to declare any submission nonresponsive if exceptions to specifications, terms, conditions, etc. of the solicitation are not acceptable in the opinion of the City to meet the requirements of said solicitation.
3. To enter into and execute a contract with the City, if awarded on the basis of this Offer and/or subsequent negotiations agreed upon by the City and the Bidder/Proposer.

4. To accomplish the work or service in accordance with any Contract resulting from this request.

1.03 Miscellaneous Requirements and Affirmations

Statements of Qualifications shall be submitted using the attached forms and in compliance with the instructions provided with this request.

- **Number of originals and complete copies to submit:**

- a. **One original and 10 copies and one electronic disc in pdf format all in one package, to City of Sanford as indicated below- see items 2 and 3 of the solicitation for details.**

1.04 Protests

Protests, if any, shall be submitted in compliance with City of Sanford Purchasing Policy in all respects. Failure to file protest to the Purchasing Manager within the requirements a and time prescribed by the City's Purchasing Policy, shall constitute a waiver of proceedings.

1.05 SUBMITTED, signed and sealed this _____ day of _____

Bidder/Proposer By (Signature)

Date

Printed Name and Title

Corporate/Company Seal

On the Envelope Containing Your Submission:

The Return address – Your Company Name and Address

Address or Deliver To:

William Smith, Purchasing Manager

City of Sanford

P.O. Box 1788 (300 N. Park Avenue, Room 236)

Sanford, FL 32772

In the Lower Left Corner of the Envelope, Provide the Following:

RFQ Number: RFQ 09/10-02 Sanford Avenue, Sanford, Florida Street Scape Design

Open Date: January 26, 2010 Open Time: 2:00 p.m. (Nonpublic Opening)

This Form Must Be Completed and Returned with your Submission

Disputes Disclosure Form

Answer the following questions by answering "YES" or "NO". If you answer "YES", please explain in the space provided, please add a page(s) if additional space is needed.

1. Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years? _____

2. Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years? _____

3. Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business? _____ If yes, the explanation must state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of the project identified.

Firm

Authorized Signature

Date

Printed or Typed Name and Title

Project: Street Scape-Sanford Avenue

Drug-Free Work Place

The undersigned, in accordance with Florida Statute 287.087 hereby certifies that the company named below does:

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

Firm

Authorized Signature

Date

Printed or Typed Name and Title

Project: Street Scape-Sanford Avenue
FORM NO. DFWP 14.204

This Form Must Be Completed and Returned with your Submission

Florida Statutes On Public Entity Crimes

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to The City of Sanford

by _____ on behalf of _____

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this statement: _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand the "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity were charged with and convicted of a public entity crime after July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity was charged with and convicted of a public entity crime after July 1, 1989.

_____ The entity submitting this sworn statement, or one of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any

affiliate of the entity was charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

(date)

State of Florida

County of _____

On this _____ day of _____, 20____, before me, the undersigned Notary Public of the State of Florida, personally appeared

_____ and _____

(Name(s) of individuals who appeared before notary)

whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand
and official seal.

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp, or Type as Commissioned.)

____ Personally known to me, or
____ Produced identification:

(Type of Identification Produced)

____ DID take an oath, or
____ DID NOT take an oath.

Project: Street Scape-Sanford Avenue
FORM NO. PEC 15.204

This Form Must Be Completed and Returned with your Submission

Certification of Non-Segregated Facilities

By affixing his signature to this form, the Offeror/Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage and dressing areas, parking lots, drinking fountains, recreation or entertainment area, transportation and housing facilities provided for employees which are segregated by explicit directive, or are in fact segregated on the basis of race, color, religious disability or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The nondiscriminatory guidelines as promulgated in Section 202, Executive Order 11246, and as amended by Executive Order 11375 and as amended, relative to Equal Opportunity for all persons and implementations of rules and regulations prescribed by the United States Secretary of Labor are incorporated herein.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date: _____

By: _____

Print Name

Title

Official Address:

Project: Street Scape-Sanford Avenue

FORM NO. SFAC 16.204

This Form Must Be Completed and Returned with your Submission



MEMORANDUM
FINANCE DEPARTMENT - PURCHASING DIVISION

Email: bill.smith@sanford.fl.gov Phone: 407.688.5028 Fax: 407.688.5021

**INSURANCE REQUIREMENTS OUTLINED BELOW APPLICABLE WHEN THE
CONTRACTOR PERFORMS ON CITY PREMISES**

1. The CONTRACTOR/CONSULTANT bidder shall be **required** to provide, to the City of Sanford "City," **prior commencing** any work, a Certificate of Insurance which verifies coverage in **full** compliance with the requirements outlined below. **Any work initiated without completion of this requirement shall be unauthorized and the City will not be responsible (Ref: items 17 and 18, standard terms and conditions included with City of Sanford Purchase Order).**
2. The City reserves the right, as conditions warrant, to modify or increase insurance requirements outlined below as may be determined by the project, conditions and exposure.

Outline of Requirements:

COVERAGE REQUIRED	MINIMUM POLICY LIMITS
Workers' Compensation *Certificates of exemption are not acceptable in lieu of workers compensation insurance	Employers Liability \$ 500,000 Each Accident \$ 500,000 Disease \$ 500,000
Commercial General <i>Liability shall include- Bodily injury liability, Property Damage liability; Personal Injury liability and Advertising injury liability</i> Coverages shall include: Premises/ Operations; Products/Completed Operations; Contractual liability; Independent Contractors, Explosion; Collapse; Underground	\$ 1,000,000 Per Occurrence \$ 1,000,000 General Aggregate
Comprehensive Auto Liability, CSL, <i>shall include "any auto" or shall include: owned, leased, hired, non-owned autos</i>	\$ 1,000,000 Combined Single Limit \$ 1,000,000 General Aggregate
Professional Liability (When Required)	\$ 1,000,000 Minimum

Specific Requirements:

- The insurance limits indicated above and otherwise referenced are **minimum limits acceptable** to the City. Also, all **contractor policies shall to be considered primary to City coverage** and shall not Contain co-insurance provisions.
- All policies are to be endorsed to include the **City of Sanford as Additional Insured**, except for professional liability policies and workers compensation policies.
- **Professional Liability** Coverage, when applicable, will be defined on a case by case basis.

- In the event that the insurance coverage expires prior to the completion of the project, a **renewal certificate shall be issued 30 days prior to said expiration date.**
- **All limits are per occurrence** and must include Bodily Injury and Property Damage.
- **All policies must be written on occurrence form,** not on claims made form.
- **Deductibles and self insured retentions** shall not be allowed on any liability coverage.
- **In the notification of cancellation clause the number "30" shall be inserted** into the blank space provided prior to the words "days prior notice...".
- All insurers must have an **A.M. Best rating of at least A-VII.**
- It is the responsibility of the Contractor to responsible to ensure that all **Subcontractors retained by the Prime Contractor shall provide coverage** as defined herein before and after and are the responsibility of said Prime Contractor in all respects.
- Any changes to the coverage requirements indicated above shall be approved by the City of Sanford, Risk Manager
- Address of "Certificate Holder" is: City of Sanford
Attention: Purchasing Manager
300 N Park Avenue
Sanford, FL 32771
Phone: 407.688.5028
FAX: 407.688.5021
All certificates of insurance, notices, etc. must be provided to the above address.

3. I hereby certify that if the contractor on whose behalf this information is submitted is awarded a contract for any portion of the work contemplated, the insurance and bonding requirements outlined above shall be met as required.

_____	_____
Firm	Date
_____	_____
Authorized Signature	Title

Project: Street Scape-Sanford Avenue
FORM NO. INS 17.20

This Form Must Be Completed and Returned with your Submission

Conflict of Interest Statement

1. _____ of _____ deposes and states that
Name of Affiant Name of Company
2. The above named entity is submitting an Expression of Interest for the City of Sanford project identified below.
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of the City of Sanford.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Sanford.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Sanford in writing.

Signature of Affiant

Date

Typed or Printed Name of Affiant

Title

State of Florida, County of _____

On this _____ day of _____, 20____, before me, the undersigned Notary Public of the State of Florida, personally appeared

_____ and _____
(Name(s) of individuals who appeared before notary)

whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.
WITNESS my hand
and official seal.

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp, or Type as Commissioned.)

Project: Street Scape-Sanford Avenue

LISTING OF PROJECTS COMPLETED BY OFFEROR DURING THE PAST THREE YEARS					
NAME OF OFFEROR:		DATE:	PREPARED BY		
PROJECT NAME AND LOCATION	OWNERC NAME, ADDRESS, CONTACT PERSON AND PHONE NUMBER	IDENTIFY PROJECT MANAGER AND PROJECT ENGINEER	COST OF PROJECT (\$1,000's)	BUDGET (\$1000's)	COMPLETION DATE

FORM NUMBER: SANFPUR-32604
Project: Street Scape-Sanford Avenue

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157
Expires: 12/31/2006

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

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

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

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

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 (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

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

Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

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

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

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

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

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

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

List of Experience Categories (Profile Codes)

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

List of Experience Categories (Profile Codes)

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.)

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER SUBCON- TRACTOR			
a.				☐ CHECK IF BRANCH OFFICE		
b.				☐ CHECK IF BRANCH OFFICE		
c.				☐ CHECK IF BRANCH OFFICE		
d.				☐ CHECK IF BRANCH OFFICE		
e.				☐ CHECK IF BRANCH OFFICE		
f.				☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ *(Attached)*

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION (City and State)			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
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 <i>(Include scope, size, and cost)</i>		

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

[illegible]

29. EXAMPLE PROJECTS KEY

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

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 <i>(If any)</i>
---	---

ARCHITECT-ENGINEER QUALIFICATIONS	1. SOLICITATION NUMBER <i>(If any)</i>
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PART II - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work.)

PART II - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME			3. YEAR ESTABLISHED		4. DUNS NUMBER	
2b. STREET			5. OWNERSHIP			
2c. CITY						
2d. STATE		2e. ZIP CODE		b. SMALL BUSINESS STATUS		
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM (If block 2a is a branch office)			
6b. TELEPHONE NUMBER		6c. E-MAIL ADDRESS				
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED		8c. DUNS NUMBER	

[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work		2. \$100,00 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

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

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

a. SIGNATURE	b. DATE
c. NAME AND TITLE	