



## Architect & Engineering Contractor Administration Support System



# SF330 Information

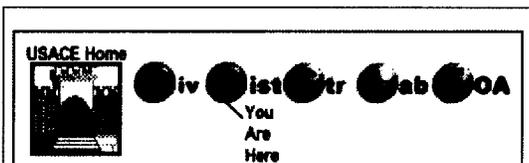
- **Current Status:**  
The SF 330 becomes effective June 8, 2004. Firms should continue to submit their SF 254 to ACASS until June 8, 2004. ACASS will continue to be the central Department of Defense repository for the SF 254 until the June 8th implementation date. Do not submit a SF 330 Part II to ACASS. USACE is working with other agencies on a Federal-wide process for electronically submitting the SF 330 Part II.
- [Instructions to firms: Submission of the SF 330 to ACASS, effective 8 June 2004](#) (Updated 4/8/2004)
- [SF330 FAQs](#) (Updated 1/27/2004)
- [Official SF330 Form fillable PDF, MS Word Format, other formats](#) (Updated 1/12/04)  
We have noted some problems with the pdf file, Blocks 8c, 9a, and 10a. GSA has been notified of the problems. We have also noted some problems with the MS Word file, certain experience and discipline codes appear offset from their columns..
- [SF330 Background and Comparison to the SF254/255](#) (Added 12/16/03)
- [Federal Register Revised SF330 Announcement 1/7/2004](#) (Added 1/12/04)  
Effective Date ammendment to June 8, 2004 for SF330
- [Federal Register SF330 Announcement 12/11/2003](#)
- [ECB 2003-21 USACE Guidance For Implementation of the SF330](#) (Added 12/16/03)
- [ECB 2003-21-1 USACE Guidance For Implementation of the SF330 Revision 1](#) (Added 1/29/04)

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*U.S. Army Corps of Engineers, Portland District  
Contractor Appraisal Information Center,  
POC for this page: CAIC Help Desk, Contracting, (503)808-4590*

*Page last modified: Monday September 15 2003*



# ARCHITECT-ENGINEER QUALIFICATIONS

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

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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 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.

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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 (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 information 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 which it is 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 submit it along 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, exact 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 webs (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, 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 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 named subcontractors and outside associates or consultants must be used, and any change must be approved by the contract officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Use 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 role of 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 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 a 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 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 with whom 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) or 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 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 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 in Section F.

**Section H. Additional Information.**

30. Use this section to provide additional information specifically requested by the agency or to address selectic 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 prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make availat 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 before completing table. Place "X" under proje key number for participation in same or similar

		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 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

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 public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code 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 your 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 track 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 code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person 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 including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition "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)**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
A01	Acoustics, Noise Abatement	D01	Dams ( <i>Concrete; Arch</i> )
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees
A03	Agricultural Development; Grain Storage; Farm Mechanization	D03	Desalinization ( <i>Process and Facilities</i> )
A04	Air Pollution Control	D04	Design-Build - Preparation of Requests f Proposals
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	D05	Digital Elevation and Terrain Model Deve ment
A06	Airports; Terminals and Hangars; Freight Handling	D06	Digital Orthophotography
A07	Arctic Facilities	D07	Dining Halls; Clubs; Restaurants
A08	Animal Facilities	D08	Dredging Studies and Design
A09	Anti-Terrorism/Force Protection	E01	Ecological and Archeological Investigations
A10	Asbestos Abatement	E02	Educational Facilities; Classrooms
A11	Auditoriums and Theaters	E03	Electrical Studies and Design
A12	Automation; Controls; Instrumentation	E04	Electronics
B01	Barracks; Dormitories	E05	Elevators; Escalators; People-Movers
B02	Bridges	E06	Embassies and Chanceries
C01	Cartography	E07	Energy Conservation; New Energy Sour
C02	Cemeteries ( <i>Planning and Relocation</i> )	E08	Engineering Economics
C03	Charting; Nautical and Aeronautical	E09	Environmental Impact Studies, Assessments or Statements
C04	Chemical Processing and Storage	E10	Environmental and natural Resource Mapping
C05	Child Care/Development Facilities	E11	Environmental Planning
C06	Churches; Chapels	E12	Environmental Remediation
C07	Coastal Engineering	E13	Environmental Testing and Analysis
C08	Codes; Standards; Ordinances	F01	Fallout Shelters; Blast-Resistant Design
C09	Cold Storage; Refrigeration and Fast Freeze	F02	Field Houses; Gyms; Stadiums
C10	Commercial Building ( <i>Low Rise</i> ); Shopping Centers	F03	Fire Protection
C11	Community Facilities	F04	Fisheries; Fish Ladders
C12	Communications Systems; TV; Microwave	F05	Forensic Engineering
C13	Computer Facilities; Computer Service	F06	Forestry and Forest Products
C14	Conservation and Resource Management	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C15	Construction Management	G02	Gas Systems ( <i>Propane; Natural, Etc.</i> )
C16	Construction Surveying	G03	Geodetic Surveying: Ground and Air- borne
C17	Corrosion Control; Cathodic Protection Electrolysis	G04	Geographic Information System Services: Developer Analysis, and Data Col
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting		
C19	Cryogenic Facilities		

Code	Description	Code	Description
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	M08	Modular systems Design; Pre-Fabricated Structures or Components
G06	Graphic Design		
H01	Harbors; Jetties; Piers, Ship Terminal Facilities	N01	Naval Architecture; Off-Shore Platforms
H02	Hazardous Materials Handling and Storage	N02	Navigation Structures; Locks
H03	Hazardous, Toxic, Radioactive Waste Remediation	N03	Nuclear Facilities; Nuclear Shielding
H04	Heating; Ventilating; Air Conditioning	O01	Office Buildings; Industrial Par
H05	Health Systems Planning	O02	Oceanographic Engineering
H06	High-rise; Air-Rights-Type Buildings	O03	Ordnance; Munitions; Special Weapons
H07	Highways; Streets; Airfield Paving; Parking Lots	P01	Petroleum Exploration; Refinin
H08	Historical Preservation	P02	Petroleum and Fuel ( <i>Storage a Distribution</i> )
H09	Hospital and Medical Facilities	P03	Photogrammetry
H10	Hotels; Motels	P04	Pipelines ( <i>Cross-Country - Liquid and Gas</i> )
H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )	P05	Planning ( <i>Community, Regiona Areawide and State</i> )
H12	Hydraulics and Pneumatics	P06	Planning ( <i>Site, Installation and Project</i> )
H13	Hydrographic Surveying	P07	Plumbing and Piping Design
I01	Industrial Buildings; Manufacturing Plants	P08	Prisons and Correctional Facilities
I02	Industrial Processes; Quality Control	P09	Product, Machine Equipment I
I03	Industrial Waste Treatment	P10	Pneumatic Structures, Air-Support Buildings
I04	Intelligent Transportation Systems	P11	Postal Facilities
I05	Interior Design; Space Planning	P12	Power Generation, Transmission, Distribution
I06	Irrigation; Drainage	P13	Public Safety Facilities
J01	Judicial and Courtroom Facilities	R01	Radar; Sonar; Radio and Radar Telescopes
L01	Laboratories; Medical Research Facilities	R02	Radio Frequency Systems and Shieldings
L02	Land Surveying	R03	Railroad; Rapid Transit
L03	Landscape Architecture	R04	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )
L04	Libraries; Museums; Galleries	R05	Refrigeration Plants/Systems
L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )	R06	Rehabilitation ( <i>Buildings; Struc Facilities</i> )
L06	Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )	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 and Mineralogy	S01	Safety Engineering; Accident Studies; OSHA Studies
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	S02	Security Systems; Intruder and Smoke Detection
		S03	Seismic Designs and Studies

<b>Code</b>	<b>Description</b>
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers ( <i>Self-Supporting and Guyed Systems</i> )
T06	Tunnels and Subways
U01	Unexploded Ordnance Remediation
U02	Urban renewals; Community Development
U03	Utilities ( <i>Gas and Steam</i> )
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and 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

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## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*):
2. PUBLIC NOTICE DATE:
3. SOLICITATION OR PROJECT NUMBER:

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### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE:
5. NAME OF FIRM:
6. TELEPHONE NUMBER:
7. FAX NUMBER:
8. E-MAIL ADDRESS:

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### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

- 
- 9a. PRIME (CHECK HERE):
  - 9a. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9a. SUBCONTRACTOR (CHECK HERE):
  - 9a. FIRM NAME:
  - 9a. IF BRANCH OFFICE CHECK HERE:
  - 10a. ADDRESS
  - 11a. ROLE IN THIS CONTRACT
- 
- 9b. PRIME (CHECK HERE):
  - 9b. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9b. SUBCONTRACTOR (CHECK HERE):
  - 9b. FIRM NAME:
  - 9b. IF BRANCH OFFICE CHECK HERE:
  - 10b. ADDRESS
  - 11b. ROLE IN THIS CONTRACT
-

- 9c. PRIME (CHECK HERE):
- 9c. JOINT-VENTURE PARTNER (CHECK HERE):
- 9c. SUBCONTRACTOR (CHECK HERE):
- 9c. FIRM NAME:
- 9c. IF BRANCH OFFICE CHECK HERE:
- 10c. ADDRESS
- 11c. ROLE IN THIS CONTRACT

- 
- 9d. PRIME (CHECK HERE):
  - 9d. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9d. SUBCONTRACTOR (CHECK HERE):
  - 9d. FIRM NAME:
  - 9d. IF BRANCH OFFICE CHECK HERE:
  - 10d. ADDRESS
  - 11d. ROLE IN THIS CONTRACT

- 
- 9e. PRIME (CHECK HERE):
  - 9e. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9e. SUBCONTRACTOR (CHECK HERE):
  - 9e. FIRM NAME:
  - 9e. IF BRANCH OFFICE CHECK HERE:
  - 10e. ADDRESS
  - 11e. ROLE IN THIS CONTRACT

- 
- 9f. PRIME (CHECK HERE):
  - 9f. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9f. SUBCONTRACTOR (CHECK HERE):
  - 9f. FIRM NAME:
  - 9f. IF BRANCH OFFICE CHECK HERE:
  - 10f. ADDRESS
  - 11f. ROLE IN THIS CONTRACT

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**D. ORGANIZATIONAL CHART OF PROPOSED TEAM** *(Attached; check here)*

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

12. NAME:

13. ROLE IN THIS CONTRACT:

14a. YEARS EXPERIENCE - TOTAL:

14b. YEARS EXPERIENCE - 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.)*:

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19a(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:

19a(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19a(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:

19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

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19b(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:

19b(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19b(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:

19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

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19c(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:

19c(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19c(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:

19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

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19d(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:

19d(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19d(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:

19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

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19e(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19e(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19e(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

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

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

D. EXAMPLE PROJECT KEY NUMBER:

E. TITLE AND LOCATION *(City and State)*:

F. YEAR COMPLETED - PROFESSIONAL SERVICES:

G. YEAR COMPLETED - CONSTRUCTION *(If applicable)*:

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER:

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME:

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER:

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

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE



**H. ADDITIONAL INFORMATION**

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30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED:

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**9. AUTHORIZED REPRESENTATIVE**  
**The foregoing is a statement of facts.**

31. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

32. DATE SIGNED:

33. NAME AND TITLE OF SIGNER:

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART II - GENERAL QUALIFICATIONS

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

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

8a. FORMER FIRM NAME(S) <i>(If any)</i>	8b. YR. ESTABLISHED	8c. DUNS NUMBER



