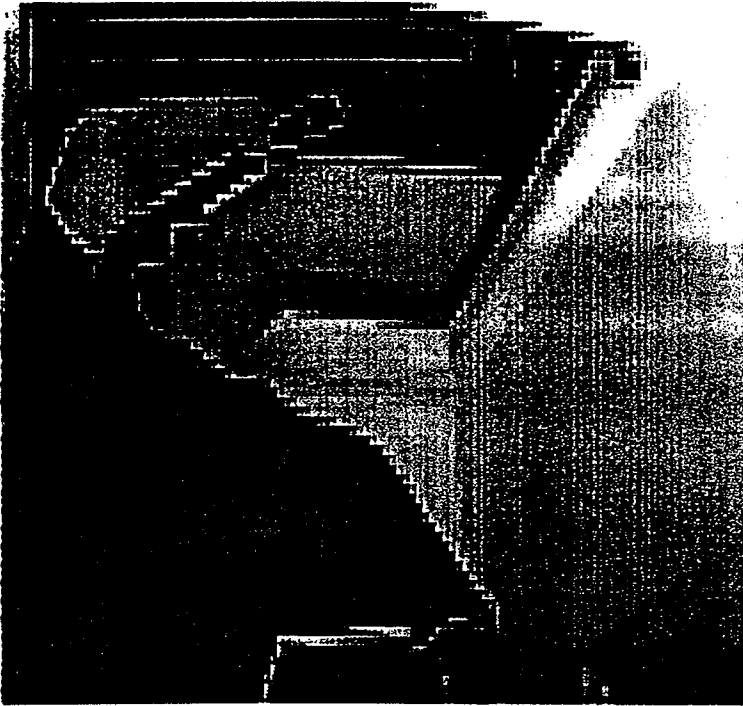
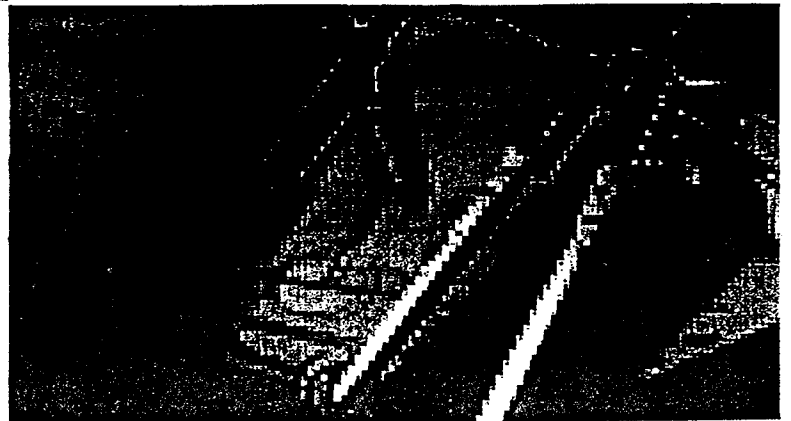


Building Code Consultant



Procedures for the Selection of Building Code Consultants

Facilities Planning & Construction



Miami-Dade County Public Schools

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CONSULTANT SELECTION PROCEDURES

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APPENDIX

PROJECT A/E PERFORMANCE EVALUATION FORM (FM-3991 Rev. 5-01)

GSA STANDARD FORM 254 AND 255

CONSULTANT SELECTION PROCEDURES

SELECTION PROCESS, BUILDING CODE CONSULTANT

PURPOSE

To identify those steps to be taken in the selection of Building Code Consultant

PROCEDURE

1. Advertisements soliciting applications will be issued in accordance with established procedures and Chapter 287.055 of the Florida Statutes also known as the "Consultants Competitive Negotiation Act."
 - a. An advertisement soliciting response from qualified applicants who wish to be considered will be prepared.
 - b. The advertisement will be run as a legal notice for a minimum of three weeks in a newspaper having countywide distribution; in a newspaper having widespread distribution in the Black Community; and in a newspaper having widespread distribution in the Hispanic community.

The advertisement may also be run in any local, regional or national publication, when such distribution is believed to be in the best interest of the Board.
 - c. The Department of A/E Selection, Negotiations and Design Management will maintain a current list of professional consultants, comprised of previous applicants and/or consultants interested in providing such services. The department shall distribute copies of the advertisements to:
 - i. Each firm or individual currently on the list of professional consultants;
 - ii. Any minority or professional organization known to have members or interest, or which has previously requested such notification;
 - iii. The Miami Builders Exchange, The Dodge Report, The Broward County Builders Exchange and the Miami Dade Chamber of Commerce;
 - iv. The Florida Register, Florida South & Broward County American Institute of Architects (AIA) Chapters; and

CONSULTANT SELECTION PROCEDURES

- v. The Association of African-American Architects and Engineers of South Florida.

- 2. With the exception of Factor 4-B, which will be evaluated by a staff committee, applicants will be evaluated initially (FM - 4666 - Certification/Qualification Form 1 - Consultant) based on information presented in their application and database information on file in the Department of A/E Selection, Negotiations and Design Management (No subcommittee will be involved - interpretation of data will be made by staff).

- 3. Applicants will be ranked on the basis of the Form 1 score in each category.

- 4. An A/E Service Committee composed of a representatives of the Department of A/E Selection, Negotiations and Design Management, a representative of the Division of Business Development and Assistance, and four appointees of the Superintendent will meet for interviewing each applicant.
 - a. The top ranked applicants, at least five in number, or a lesser number if deemed appropriate, will be contacted for interviews by the A/E Service Committee established in this section.

 - b. Interviewees will be ranked on basis of interview, using Form 2 - Final Evaluation Form Consultant (FM- 4667). Each interviewer will complete a Form 2 for each applicant. Final overall score for each applicant will be the average Form 2 score.

The highest and lowest of the Committee's six scores will be dropped, and an average taken of the remaining four scores.

- 5. A Negotiating Committee consisting of members appointed by the Superintendent, or his designee, will negotiate the fee, or fee structure, with the first-ranked applicant.
 - a. The Negotiating Committee will negotiate with the highest ranked applicants or applicant for the projects advertised. If negotiations are successful, those applicants will be recommended for commission.

 - b. Negotiations may be conducted on a single or multi-session basis. The Negotiating Committee will continue to meet with the highest ranked applicants until satisfactory agreement is reached, or until negotiations are considered by the Negotiating Committee to be no longer productive.

CONSULTANT SELECTION PROCEDURES

- c. If an agreement cannot be reached, the Negotiating Committee will terminate negotiations with the applicants, advise the applicants of termination in writing, and proceed to negotiate with the next ranked applicants. Negotiations with the next ranked applicants will be conducted on the same basis, and with the same maximum fee as with the previous applicants. If negotiations are unsuccessful, the applicants will be advised of termination and the process repeated with the next ranked applicant and so on.
 - d. If the Board is unable to negotiate satisfactory contracts, additional firms shall be selected in the order of their competence and qualifications.
6. Once an agreement is reached, the Negotiating Committee will submit a recommendation to the Board, outlining all of the negotiating points such as fees, schedules, owner responsibilities and any other pertinent information.

CONSULTANT SELECTION PROCEDURES

INSTRUCTIONS FOR USE OF MIAMI-DADE COUNTY PUBLIC SCHOOLS PROFESSIONAL SERVICES SELECTION CERTIFICATION/QUALIFICATION FORM 1 - CONSULTANT

Each applicant will be evaluated on each factor. All factors will be evaluated on the basis of the information retrieved from the A/E database and the review of submittal data (Forms 254/255), and other forms as may be developed by M-DCPS to elicit information from the applicants. Factors are specific and the score will be based solely on the data. All factor ratings will be on a scale of 0-10 unless otherwise noted. The total score for each factor will be the score multiplied by the weight. The total score will be the score multiplied by the weight. The total score will be the sum of the total scores for each factor.

Only Architectural, Electrical, Mechanical, Structural and Civil Engineering firms will be considered as acceptable partners in a joint venture.

In the case of a Joint Venture applicant, points will be prorated for each Joint Venturer based on the percentage participation in the Joint Venture.

For the purposes of this selection process M/WBE shall be considered to be Black, females, Asians, American Indians, and Alaskan Native.

FACTOR 1 LOCATION OF EXISTING OFFICE:

Based on main office or nearest established, fully staffed branch office in which all work will be performed. Branch office must be in operation for at least two years of continuous full operation immediately preceding application for work with M-DCPS. (10 pts. Max.)

Miami-Dade County	=	10 points
Broward or Monroe County	=	5 points
State of Florida	=	2 points
Outside of State	=	0 points

CONSULTANT SELECTION PROCEDURES

FACTOR 2

YEARS ESTABLISHED:

One point for each year the firm has been established, under same or different names, up to a maximum of 10 points.

FACTOR 3

ACTIVE NUMBER OF COMMISSIONS WITH M-DCPS:

Scoring of this factor will be based on the number of active projects commissioned within the past three years shown on the chart below:

No active commissions within the past three years	0 points
One active commission within the past three years	3 points
Two active commissions within the past three years/two year annual contract	7 points
Three or more active commissions within the past three years/three year annual contract	10 points

FACTOR 4-A

PREVIOUS PERFORMANCE WITH M-DCPS (AS PROJECT A/E):

Scoring of this factor will be solely on the basis of routine evaluations of past performance, an analysis of past errors & omissions, change order amounts and days of delay. These scores will be on a scale of 0-10

1. Score will be the average score received on Project A/E Performance Evaluation Form (FM-3991 Rev. 05-01) on all projects currently underway, or completed in the previous three (3) years.

- 2,3. Score will be based on cumulative total architectural or engineering errors and omissions on all projects currently underway, or completed in the previous three (3) years. The average record of the engineering consultants will be utilized. Scoring will be as follows:

CONSULTANT SELECTION PROCEDURES

<u>Percentage Errors & Omissions</u>	<u>Points</u>
0.00	--
0.00 - .25%	--
.26 - .05 %	--
.51 - .75 %	--
.76 - 1.00 %	--
Over - 1.00 %	--

Percentages are based on cumulative extra construction costs due to errors and omissions divided by total construction of contract award amounts for projects commissioned in the three (3) years. In the case of omissions the extra construction cost shall be multiplied by twenty-percent (20%).

- 4,5. Score will be based on the "percentage rate," defined as: total days late which are attributable to the project architect or engineers on active and completed projects which were commissioned within the three (3) years, divided by the total number of "elapsed schedule days." Elapsed schedule days refers to the actual time elapsed on a particular design or construction schedule contained in the Owner/Architect Agreement from the commission date to the completion of the most recently completed phase.

The average record of the engineering consultants will be utilized.

<u>Percentage Rate</u>	<u>Points</u>
0.0% - 1.0%	10
1.01% - 2.0%	8
2.01% - 3.0%	6
3.01% - 4.0%	4
4.01% - 5.0%	2
Over - 5.0%	0

NOTE: An applicant which has recently been commissioned by the Board and therefore has not yet been evaluated, or has not been previously commissioned by the Board shall receive a rating of 7 for each of factors 4A-1., 2.,3. and 4,5.

CONSULTANT SELECTION PROCEDURES

FACTOR 4-B PREVIOUS PERFORMANCE WITH M-DCPS (AS TECHNICAL REVIEW SERVICES CONSULTANT (TRSC), UNIFORM BUILDING CODE INSPECTOR (UBCI), EDUCATIONAL FACILITY COMPLIANCE OFFICER (EFCO), OR BUILDING CODE CONSULTANT:

Scoring of this factor will be based solely on the basis of staff evaluations of past performance. These scores will be on a scale of 0-10.

Applicants will be given a score for past performance in either Factor 4A or 4B, but not both.

If 4B is utilized either 1. or 2. shall be scored, but not both.

FACTOR 5 MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION:

(M/WBE Certification must be obtained prior to application in order to qualify for points) (If a joint venture, a copy of the executed joint venture agreement must be submitted with application.)

- A. If the applicant is certified as 51% owned, operated, and controlled by a M/WBE, assign 10 points.
- B. If the applicant is not a M/WBE firm, but is a joint venture where 60% or more of the joint venture interest is with a principal or principals which are M/WBE's, assign eight (8) points.
- C. If the applicant is not a M/WBE firm, but is a joint venture where 30% or more of the joint venture interest is with a principal or principals which are W/MBE's, assign four (4) points.
- D. If the applicant is not a M/WBE firm or joint venture consisting of M/WBE participation, but the team consists of A/E consultants or consulting firms which are M/WBE's, assign one (1) 1 point for each A/E discipline which is provided by a M/WBE consultant. (Maximum

CONSULTANT SELECTION PROCEDURES

four (4) points).

Not more than 10 points total, may be accrued by any applicant for M/WBE participation.

FACTOR 6

CAPABILITIES/QUALITY:

Scoring of this factor will be based solely on the basis of data submitted by each applicant in GSA Standard Form 254 and 255.

- A. One point will be awarded for each annual contract an applicant has served as consultant for a public agency, up to a maximum of 10 points.
- B. One point for each registered professional employed by an applicant in the fields of architecture, and structural, mechanical, electrical and civil engineering up to maximum of five (5) points for this specific project.
- C. One point for each staff person that holds a DOE district wide UBCI Certification Certificate or State Certification per Florida Building Code. Maximum five (5) points.



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ARCHITECTURAL/ENGINEERING SERVICES SELECTION
CERTIFICATION / QUALIFICATION FORM 1 - CONSULTANT**

APPLICANT:				J.V.	Applic. Date
ARCHITECTURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of Consultants	
ELEC. ENGINEER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
MECH. ENGINEER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
STRUCT. ENG.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CIVIL ENG.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PROJECT:					
FACTORS	RATING	MULT	SCORE	COMMENTS	
1. Location of Office-max. 10 pts.		1			
2. Years Firm or J.V. Established (1 pt./yr-max. 10 pts.)		1			
3. Active Commissions with M-DCPS - (max. 10 pts.)		1			
4A. Previous Performance on M-DCPS Projects					
(1) General Periodic Evaluations - (max. 5 pts.)		1			
(2) Architectural Errors & Omissions Costs - (max. 10 pts.)		1			
(3) Engineering Errors & Omissions Costs - (max. 10 pts.)		1			
(4) Architectural Delays - (max. 10 pts.)		1			
(5) Engineering Delays - (max. 10 pts.)		1			
4B. Previous Performance on M-DCPS Projects					
(1) Review Services Periodic Review - (max. 10 pts.) x 5= _____		1			
(2) Code Inspector Periodic Review -(max. 10 pts.) x 5= _____		1			
5. MBE Participation		1			
6. Capabilities/Quality					
A. Annual Contracts for Public Agency(1 pt./yr-max.10 pts.)		3			
B. Registered Professionals (1 pt./Reg. Prof.-max.5 pts.)		2			
C. Certified Inspectors (1 pt./ certified inspector - max. 5 pts.)		2			
TOTAL SCORE				CHECKED BY:	
ADDITIONAL COMMENTS: _____					
EVALUATOR:					DATE:



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ARCHITECTURAL/ENGINEERING SERVICES SELECTION
FINAL EVALUATION FORM 2 - BUILDING CODE INSPECTION SERVICES**

APPLICANT:				J.V.	Applic. Date
ARCHITECTURE	Appl	JV	Cons	Name of Consultants	
ELEC. ENGINEER					
MECH. ENGINEER					
STRUCT. ENG.					
CIVIL ENG.					
PROJECT:					
FACTORS		RATING	MULT	SCORE	COMMENTS
1. Experience of Team					
a. Overall Experience			1		
b. Experience In Construction Observation/Administration			2		
c. Code Inspection Experience with In-State School Districts			3		
2. Specific Capabilities of Team					
a. Management Team			2		
* Principal-In-Charge (Exp./Discipline/Training)					
* Project Manager (Exp./Discipline/Training)					
* Field Observation Monitoring & Quality Control					
b. Construction Inspectors Background (Exp./Discipline/Training)			3		
* Code					
* Regulations					
* Architects					
* Engineers					
* Construction Managers					
* Contractors					
* Certified for Code Inspections					
c. Administrative Staff			2		
* Scheduling of Inspection					
* Preparation of Reports					
* Distribution of Reports					
* Quality Control Procedures					
* Document Control					

FACTORS	RATING	MULT	SCORE	COMMENTS
d. Experience of Inspection Staff in Following Disciplines		2		
* Architecture				
* Structural				
* Mechanical				
* Electrical				
* Civil				
* Code Requirements				
* General Construction				
3. Professional Attitude of Team				
a. Management Team		1		
b. Management Approach to Project		1		
c. Representation of Owner		2		
d. Relationship with A/E and Contractors		1		
e. Quality Control Approach		2		
4. Approach to Project				
a. Initiative		2		
b. Understanding Scope of Services		1		
c. Applicability of Presentation		1		
d. Staffing/Work Load		2		
TOTAL SCORE				Checked By: _____
Additional Comments				

Evaluator _____			Date: _____	

Grading Scale for Final Evaluation Form 2 - Building Code Inspection Services

- 10 - Outstanding
- 9 - Very Good
- 8 - Good
- 7 - Fair
- 6 - Poor
- 5-1 - Unacceptable



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ARCHITECTURAL/ENGINEERING SERVICES SELECTION
FINAL EVALUATION FORM 2 - BUILDING CODE REVIEW SERVICES**

APPLICANT:				J.V.	Applic. Date
	Appl	JV	Consult	Name of Consultants	
ARCHITECTURE					
ELEC. ENGINEER					
MECH. ENGINEER					
STRUCT. ENG.					
CIVIL ENG.					
PROJECT:					
FACTORS	RATING	MULT	SCORE	COMMENTS	
1. Experience of Team					
a. Overall Experience		1			
b. Experience Project Adm. & Management and Review		2			
c. Experience with In-State School Districts In Project Adm./Management/Review		4			
2. Specific Capabilities of Team					
a. Familiarity with Code and State Requirements		2			
b. Familiarity with M-DCPS Design Guidelines/Specs/ Procedures Manuals		2			
c. Technical Staff Capabilities in:		3			
• Architecture					
• Structural					
• MEP					
• Civil					
• Specifications					
• Expediting of Review Process					
3. Professional Attitude of Team					
a. Management Approach to Project		1			
b. Representation of Owner		1			
c. Relationship with A/E and Contractors		1			
d. Quality Control Approach		2			
4. Approach to Project					
a. Initiative		1			

FACTORS	RATING	MULT	SCORE	COMMENTS
b. Understanding of the Scope of Services		1		
c. Applicability of Presentation		1		
d. Staffing Work Load		1		
TOTAL SCORE				Checked By:
Additional Comments				
Evaluator _____ Date: _____				

Grading Scale for Final Evaluation Form 2 - Building Code Review Services:

- 10 -- Outstanding
- 9 -- Very Good
- 8 -- Good
- 7 -- Fair
- 6 -- Poor
- 5-1 -- Unacceptable

CONSULTANT SELECTION PROCEDURES

APPENDIX

MDCPS PROJECT A/E, SPC, DCP, AEPC, T & B AND GEOTECHNICAL PERFORMANCE EVALUATION FORM

PROJECT# _____	SCHOOL NAME: _____																				
FIRM NAME: _____	Type of services: <input type="checkbox"/> A/E <input type="checkbox"/> SPC <input type="checkbox"/> AEPC <input type="checkbox"/> DCP <input type="checkbox"/> T&B <input type="checkbox"/> Geotechnical (check one)																				
COMMISSION DATE: _____	MDCPS (PM)																				
EVALUATION (QUARTERLY)	<table border="1" style="width:100%; text-align: center;"> <tr> <td><input type="checkbox"/> Mar. <small>1st quarter</small></td> <td><input type="checkbox"/> Jun. <small>2nd quarter</small></td> <td><input type="checkbox"/> Sep. <small>3rd quarter</small></td> <td><input type="checkbox"/> Dec. <small>4th quarter</small></td> <td>EVALUATION DATE: _____</td> </tr> </table>	<input type="checkbox"/> Mar. <small>1st quarter</small>	<input type="checkbox"/> Jun. <small>2nd quarter</small>	<input type="checkbox"/> Sep. <small>3rd quarter</small>	<input type="checkbox"/> Dec. <small>4th quarter</small>	EVALUATION DATE: _____															
<input type="checkbox"/> Mar. <small>1st quarter</small>	<input type="checkbox"/> Jun. <small>2nd quarter</small>	<input type="checkbox"/> Sep. <small>3rd quarter</small>	<input type="checkbox"/> Dec. <small>4th quarter</small>	EVALUATION DATE: _____																	
CURRENT PROJECT STATUS:	<table border="1" style="width:100%; text-align: center;"> <tr> <td><input type="checkbox"/> Prog.</td> <td><input type="checkbox"/> Ph-I</td> <td><input type="checkbox"/> Ph-II</td> <td><input type="checkbox"/> Ph-III</td> <td><input type="checkbox"/> Bid</td> <td><input type="checkbox"/> Const.</td> <td><input type="checkbox"/> F.Insp.</td> <td><input type="checkbox"/> Warr.</td> </tr> </table>	<input type="checkbox"/> Prog.	<input type="checkbox"/> Ph-I	<input type="checkbox"/> Ph-II	<input type="checkbox"/> Ph-III	<input type="checkbox"/> Bid	<input type="checkbox"/> Const.	<input type="checkbox"/> F.Insp.	<input type="checkbox"/> Warr.												
<input type="checkbox"/> Prog.	<input type="checkbox"/> Ph-I	<input type="checkbox"/> Ph-II	<input type="checkbox"/> Ph-III	<input type="checkbox"/> Bid	<input type="checkbox"/> Const.	<input type="checkbox"/> F.Insp.	<input type="checkbox"/> Warr.														
PERCENTAGE OF COMPLETION: (AT CURRENT PHASE)	<table border="1" style="width:100%; text-align: center;"> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> <tr> <td>0%</td><td>25%</td><td>50%</td><td>75%</td><td>100%</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%	25%	50%	75%	100%					
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0%	25%	50%	75%	100%																	

DESIGN:	
A - Meets District Requirements	
B - Budget Compliance/Analysis	
C - Compliance w/codes & review comments	
D - Coordination among A/E Disciplines	
E - Constructability of Documents	
F - Phase Completed on Schedule	
G - Coordination w/Owner/other agencies	
H - Initiative in Problem Solving	
I - Team Management Evaluation	NA
TOTAL	

CONSTRUCTION:	
A - Adequacy & Frequency of Inspections	
B - Quality of Documentation and recordkeeping	
C - Timeliness of Shop Drawing Processing	
D - Quality of Contractor Invoice Review and Processing	
E - Quality and cost of Errors and omissions	
F - Quality & timelines of Change Order Review	
G - Initiative in Problem Solving	
H - Quality of Communications	
I - Team Management Evaluation	NA
TOTAL	

HYAC TEST AND BALANCE CRITERIA:	
A - Completeness of Reviews	
B - Timeliness of Reviews	
C - Accuracy of Reviews	
D - Utilizes Current Standards (NEBB)	
E - Exhibits Technical Knowledge	
F - Coordination with Owner	
G - Proactive Approach to Quality Control	
H - Timeliness of periodic Inspection Plan	
I - Completeness of Test and Balance of Systems	
J - Completeness of Component Performance Analysis	
K - Timeliness of Operating & Maintenance Instruction	
TOTAL	

COMMENTS: _____

BIDDING:	
A - Market Analysis and Bid Stimulation	
B - Quality of Pre Bid & Post Award Meetings	
C - Quality & Timeliness of Addenda	
D - Quality of Estimates	
E - Completed on Schedule	
F - Quality & Timing of Bid Analysis	
G - Initiative in Problem Solving	
H - Team Management Evaluation	NA
TOTAL	

FINAL INSPECTION/ACCEPTANCE:	
A - Inspection Completed on Schedule	
B - Quality & Timeliness of Punch List Processing	
C - Completed Project Documents and As-Builts	
D - Quality of Communications	
E - Accuracy and Timeliness of Final Billing, Releases	
F - Team Management Evaluation	NA
TOTAL	

END OF WARRANTY:	
A - Processing of Warranty Work	
B - Usefulness & Applicability of Design	
C - Design Defects	
D - Material Defects	
E - Operational Efficiency	
F - Maintainability	
G - Overall Appearance	
H - Team Management Evaluation	NA
TOTAL	

GEOTECHNICAL TESTING SERVICES:	
A - Completeness of Sampling and Reviews	
B - Timeliness of Inspections and Test results	
C - Accuracy of Test Results	
D - Utilizes Current Standards (ASTM)	
E - Exhibits Technical Knowledge	
F - Coordination with Owner	
G - Proactive Approach to Quality Control	
TOTAL	

EVALUATED BY _____	Date: _____	Evaluation: Each evaluator shall provide a score for each criterion shown above, on the basis of the following scale: 1 = unsatisfactory; 2 = below expectation; 3 = satisfactory; 4 = above expectation; 5 = exemplary
REVIEWED BY: _____ <small>(Project manager)</small>	Date: _____	
_____	_____	
REVIEWED BY: _____ <small>(Region Supervisor)</small>		

STANDARD
FORM (SF)
254

Architect-Engineer
and Related Services
Questionnaire

Form Approved
OMB No. 9000-0004

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

Purpose:

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

Definitions:

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

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

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

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

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

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

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

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

Instructions for Filing (Numbers below correspond to numbers contained in form):
1. Type accurate and complete name of submitting firm, its address, and zip code.
1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)

2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.).

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Woman-owned (See 48 CFR 19.101 and 52.219-9).

5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.

5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.

6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on policy and contractual matters.

7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.

7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (* If form is being submitted by main or headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines--sociologists, biologists, etc. -- and number of people in each, in blank spaces.

STANDARD
FORM (SF)
254
**Architect-Engineer
and Related Services
Questionnaire**

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

Ranges of Professional Services Fees

INDEX

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

10. Select and enter, in numerical sequence, not more than thirty (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. Carefully review list. (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing must accompany the complete SF 254 when submitted to the Federal agencies.

11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a maximum of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P," the prime professional, or "C," a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "JE" to indicate "Individual Experience" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the

owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.

13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

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

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

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

- 042 Harbors; Jetties; Piers, Ship Terminal Facilities
- 043 Heating; Ventilating; Air Conditioning
- 044 Health Systems Planning
- 045 Highrise; Air-Rights-Type Buildings
- 046 Highways; Streets; Airfield Paving Parking Lots
- 047 Historical Preservation
- 048 Hospital & Medical Facilities
- 049 Hotels; Models
- 050 Housing (Residential, Multi-Family; Apartments; Condominiums)
- 051 Hydraulics & Pneumatics
- 052 Industrial Buildings; Manufacturing Plants
- 053 Industrial Processes; Quality Control
- 054 Industrial Waste Treatment
- 055 Interior Design; Space Planning
- 056 Irrigation; Drainage
- 057 Judicial and Courtroom Facilities
- 058 Laboratories; Medical Research Facilities
- 059 Landscape Architecture
- 060 Libraries; Museums; Galleries
- 061 Lighting (Interiors; Display; Theatre, Etc.)
- 062 Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)
- 063 Materials Handling Systems; Conveyors; Sorters
- 064 Metallurgy
- 065 Microclimatology; Tropical Engineering
- 066 Military Design Standards
- 067 Mining & Mineralogy
- 068 Missile Facilities (Silos; Fuels; Transport)
- 069 Modular Systems Design; Pre-Fabricated Structures or Components
- 070 Naval Architecture; Off-Shore Platforms
- 071 Nuclear Facilities; Nuclear Shielding
- 072 Office Buildings; Industrial Parks
- 073 Oceanographic Engineering
- 074 Ordnance; Munitions; Special Weapons
- 075 Petroleum Exploration; Refining
- 076 Petroleum and Fuel (Storage and Distribution)
- 077 Pipelines (Cross-Country - Liquid & Gas)
- 078 Planning (Community, Regional, Areawide and State)
- 079 Planning (Site, Installation, and Project)
- 080 Plumbing & Piping Design
- 081 Pneumatic Structures, Air-Support Buildings
- 082 Postal Facilities
- 083 Power Generation, Transmission, Distribution
- 084 Prisons & Correctional Facilities
- 085 Product, Machine & Equipment Design
- 086 Radar; Sonar; Radio & Radar Telescopes
- 087 Railroad; Rapid Transit
- 088 Recreation Facilities (Parks, Marrinas Etc.)
- 089 Rehabilitation (Buildings; Structures Facilities)
- 090 Resource Recovery; Recycling
- 091 Radio Frequency Systems & Shieldings
- 092 Rivers; Canals; Waterways; Flood Control
- 093 Safety Engineering; Accident Studies; OSHA Studies
- 094 Security Systems; Intruder & Smoke Detection
- 095 Seismic Designs & Studies
- 096 Sewage Collection, Treatment and Disposal
- 097 Soils & Geologic Studies; Foundations
- 098 Solar Energy Utilization
- 099 Solid Wastes; Incineration; Land Fill
- 100 Special Environments; Clean Rooms, Etc.
- 101 Structural Design; Special Structures
- 102 Surveying; Platting; Mapping; Flood Plain Studies
- 103 Swimming Pools
- 104 Storm Water Handling & Facilities
- 105 Telephone Systems (Rural; Mobile; Intercom, Etc.)
- 106 Testing & Inspection Services
- 107 Traffic & Transportation Engineering
- 108 Towers (Self-Supporting & Guyed Systems)
- 109 Tunnels & Subways
- 110 Urban Renewals; Community Development
- 111 Utilities (Gas & Steam)
- 112 Value Analysis; Life-Cycle Costing
- 113 Warehouses & Depots
- 114 Water Resources; Hydrology; Ground Water
- 115 Water Supply; Treatment and Distribution
- 116 Wind Tunnels; Research/Testing Facilities Design
- 117 Zoning; Land Use Studies
- 201 _____
- 202 _____
- 203 _____
- 204 _____
- 205 _____

STANDARD FORM (SF)

254

Architect-Engineer and Related Services Questionnaire

<p>1. Firm Name/Business Address:</p>	<p>2. Year Present Firm Established</p>	<p>3. Date Prepared:</p>									
<p>4. Specify type of ownership and check below, if applicable.</p> <p><input type="checkbox"/> A. Small Business</p> <p><input type="checkbox"/> B. Small Disadvantaged Business</p> <p><input type="checkbox"/> C. Woman-owned Business</p>											
<p>5. Name of Parent Company, if any:</p> <p>1a. Submittal is for <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office</p> <p>5a. Former Parent Company Name(s), if any, and Year(s) Established:</p>											
<p>6. Names of not more than Two Principals to Contact: Title/Telephone</p> <p>1) _____</p> <p>2) _____</p>											
<p>7. Present Offices: City / State / Telephone / No. Personnel Each Office</p> <p>7a. Total Personnel _____</p>											
<p>8. Personnel by Discipline: (List each person only once, by primary function.)</p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"> <input type="checkbox"/> Administrative <input type="checkbox"/> Architects <input type="checkbox"/> Chemical Engineers <input type="checkbox"/> Civil Engineers <input type="checkbox"/> Construction Inspectors <input type="checkbox"/> Draftsmen <input type="checkbox"/> Ecologists <input type="checkbox"/> Economists </td> <td style="width:50%; border: none;"> <input type="checkbox"/> Electrical Engineers <input type="checkbox"/> Estimators <input type="checkbox"/> Geologists <input type="checkbox"/> Hydrologists <input type="checkbox"/> Interior Designers <input type="checkbox"/> Landscape Architects <input type="checkbox"/> Mechanical Engineers <input type="checkbox"/> Mining Engineers <input type="checkbox"/> Oceanographers <input type="checkbox"/> Planners: Urban/Regional <input type="checkbox"/> Sanitary Engineers <input type="checkbox"/> Soils Engineers <input type="checkbox"/> Specification Writers <input type="checkbox"/> Structural Engineers <input type="checkbox"/> Surveyors <input type="checkbox"/> Transportation Engineers </td> </tr> </table>			<input type="checkbox"/> Administrative <input type="checkbox"/> Architects <input type="checkbox"/> Chemical Engineers <input type="checkbox"/> Civil Engineers <input type="checkbox"/> Construction Inspectors <input type="checkbox"/> Draftsmen <input type="checkbox"/> Ecologists <input type="checkbox"/> Economists	<input type="checkbox"/> Electrical Engineers <input type="checkbox"/> Estimators <input type="checkbox"/> Geologists <input type="checkbox"/> Hydrologists <input type="checkbox"/> Interior Designers <input type="checkbox"/> Landscape Architects <input type="checkbox"/> Mechanical Engineers <input type="checkbox"/> Mining Engineers <input type="checkbox"/> Oceanographers <input type="checkbox"/> Planners: Urban/Regional <input type="checkbox"/> Sanitary Engineers <input type="checkbox"/> Soils Engineers <input type="checkbox"/> Specification Writers <input type="checkbox"/> Structural Engineers <input type="checkbox"/> Surveyors <input type="checkbox"/> Transportation Engineers							
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<p>9. Summary of Professional Services Fees</p> <table style="width:100%; border: none;"> <tr> <td style="width:30%; border: none;">Received: (Insert index number)</td> <td style="width:30%; border: none;">Last 5 Years (most recent year first)</td> <td style="width:40%; border: none;">Ranges of Professional Services Fees INDEX</td> </tr> <tr> <td style="border: none;"> 19 _____ 19 _____ 19 _____ </td> <td style="border: none;"> 19 _____ 19 _____ 19 _____ </td> <td style="border: none;"> 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater </td> </tr> <tr> <td colspan="3" style="border: none;"> Direct Federal contract work, including overseas _____ All other domestic work _____ All other foreign work* _____ </td> </tr> </table> <p>*Firms interested in foreign work, but without such experience, check here: <input type="checkbox"/></p>			Received: (Insert index number)	Last 5 Years (most recent year first)	Ranges of Professional Services Fees INDEX	19 _____ 19 _____ 19 _____	19 _____ 19 _____ 19 _____	1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater	Direct Federal contract work, including overseas _____ All other domestic work _____ All other foreign work* _____		
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Direct Federal contract work, including overseas _____ All other domestic work _____ All other foreign work* _____											

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

11. Project Examples, Last 5 Years						
Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)	
		1				
		2				
		3				
		4				
		5				
		6				
		7				

Architect-Engineer and Related Services Questionnaire for Specific Project

STANDARD FORM (SF) 255

Form Approved
OMB No. 9000-0005

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

Purpose:

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

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

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

Definitions:

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

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

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

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

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

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

1. Give name and location of the project for which this form is being submitted.
2. Provide appropriate data from the Commerce Business Daily (CBD) identifying the particular project for which this form is being filed.
 - 2a. Give the date of the Commerce Business Daily in which the project announcement is appeared, or indicate "not applicable" (N/A) if the source of the announcement is other than the CBD.
 - 2b. Indicate Agency identification or contract number as provided in the CBD announcement.
3. Show name and address of the individual or firm (or joint venture) which is submitting this form for the project.
 - 3a. List the name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
 - 3b. Give the address of the specific office which will have responsibility for performing the announced work.
4. Insert the number of consultant personnel by discipline proposed for subject project on line (A). Insert the number of in-house personnel by discipline proposed for subject project on line (B). While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.
5. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations expected to be included as part of the joint venture and describe their particular areas of anticipated responsibility (i.e., technical disciplines, administration, financial, sociological, environmental, etc.).
 - 5a. Indicate, by checking the appropriate box, whether this particular joint venture has worked together on other projects.
Each firm participating in the joint venture should have a Standard Form 254 on file with the contracting office receiving this form. Firms which do not have such forms on file should provide same immediately along with a notation at the top of page 1 of the form regarding their association with this joint venture submittal.

Architect-Engineer and Related Services Questionnaire for Specific Project

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

6. If respondent is not a joint venture, but intends to use outside (as opposed to in-house or permanently and formally affiliated) consultants or associates, he should provide names and addresses of all such individuals or firms, as well as their particular areas of technical/professional expertise, as it relates to this project. Existence of previous working relationships should be noted. If more than eight outside consultants or associates are anticipated, attach an additional sheet containing requested information.
7. Regardless of whether respondent is a joint venture or an independent firm, provide brief resumes of key personnel expected to participate on this project. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received and the particular technical/professional discipline which that individual will bring to the project, (f) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with Government or agency procedures, similar type of work performed in the past, management abilities, familiarity with the geographic area, relevant foreign language capabilities, etc. Please limit synopsis of experience to directly relevant information.
8. List up to ten projects which demonstrate the firm's or joint venture's competence to perform work similar to that likely to be required on this project. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project (submissions by joint ventures should indicate which member of the joint venture was the prime on that particular project and what role it played), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of your work) and that portion of the cost of the project for which the named firm was/is responsible.

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

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

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

**STANDARD
FORM (SF)
255**

Architect-Engineer
and Related Services
Questionnaire for
Specific Project

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

2a. Commerce Business
Daily Announcement
Date, if any:

2b. Agency Identification
Number, if any.

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

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

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

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

(A) _____ (B) _____	Administrative	(A) _____ (B) _____	Oceanographers	(A) _____ (B) _____
(A) _____ (B) _____	Architects	(A) _____ (B) _____	Planners: Urban/Regional	(A) _____ (B) _____
(A) _____ (B) _____	Chemical Engineers	(A) _____ (B) _____	Sanitary Engineers	(A) _____ (B) _____
(A) _____ (B) _____	Civil Engineers	(A) _____ (B) _____	Soils Engineers	(A) _____ (B) _____
(A) _____ (B) _____	Construction Inspectors	(A) _____ (B) _____	Specification Writers	(A) _____ (B) _____
(A) _____ (B) _____	Draftsmen	(A) _____ (B) _____	Structural Engineers	(A) _____ (B) _____
(A) _____ (B) _____	Ecologists	(A) _____ (B) _____	Surveyors	(A) _____ (B) _____
(A) _____ (B) _____	Economists	(A) _____ (B) _____	Transportation Engineers	(A) _____ (B) _____
				Total Personnel

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

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

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

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

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

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

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

8. Work by firms or joint-venture members which best illustrates current qualifications relevant to this project (list not more than 10 projects).					
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address and Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost (in Thousands)	
				Entire Project	Work For Which Firm Was/is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

REVISED 8/1/01