

City of West Melbourne

Request for Proposals



U.S. 192 Decorative Street Lighting Design Engineering and Construction Bid and Construction Observation Support

**REQUEST FOR PROPOSALS
CITY OF WEST MELBOURNE, FLORIDA**

Notice is hereby given that the City of West Melbourne will be receiving sealed proposals in the office of the City Clerk, 2240 Minton Road, West Melbourne, Florida 32904 (321) 837-7771, for

**U.S. 192 Decorative Street Lighting Design Engineering
and Construction Bid and Construction Observation Support**

The intent of the City is to select the most qualified firm to perform professional engineering services for the installation of new City owned and maintained decorative L.E.D. street lighting along U.S. 192 from Columbia Lane to Pearl Street.

PROPOSAL DUE DATE: 2:00 p.m., Thursday, April 23, 2015

**SELECTION COMMITTEE MEETING
10:00 a.m., Tuesday, April 28, 2015
City Hall, Main Conference Room**

Information regarding this project may be viewed and downloaded from DemandStar's website at www.demandstar.com and the Florida Redevelopment Association at <http://redevevelopment.net/>

Links to DemandStar are also available from the City website at www.westmelbourne.org. Requests for additional information or clarification must be sent via facsimile to (321) 768-2390 or via e-mail to sfrank@westmelbourne.org. No verbal requests will be honored. All requests must be submitted no later than **Thursday, April 16, 2015 @ 4:00 p.m.**

Notice of Availability

March 23, 2015

<http://westmelbourne.org>

www.DemandStar.com

<http://redevelopment.net/>

**TABLE OF CONTENTS
REQUEST FOR PROPOSALS
CITY OF WEST MELBOURNE, FLORIDA**

TITLE	PAGES
<i>Invitation for Request for Proposals</i>	2
<i>Table of Contents</i>	3
<i>Instructions to Offerors</i>	4 – 14
<i>Scope of Services</i>	15-22
<i>Submittal Format and Evaluation Method</i>	23 - 24

The following pages are forms that must be executed and returned with your submittal:

<i>Submittal Form</i>	25
<i>Drug Free Workplace</i>	25
<i>Public Entity Crime Information</i>	27
<i>Non-Collusive Affidavit</i>	28
<i>Statement of Organization</i>	29-30
<i>Standard Form 330</i>	31-32

**REQUEST FOR PROPOSALS
CITY OF WEST MELBOURNE, FLORIDA**

**INSTRUCTIONS TO OFFERORS
PART I**

PURPOSE: Pursuant to Florida State Statutes, Chapter 287.055 Consultant's Competitive Negotiations Act (CCNA), the City of West Melbourne invites proposals from qualified professional engineers with experience in the preparation of plans, specifications and estimates, permitting, and bidding support and construction phase support services for the installation of new decorative highway lighting along US 192 from Columbia Lane to Pearl Street. An exhibit showing the project limits can be found on page 16 of this RFP.

TIME AND DATE PROPOSALS DUE – The City of West Melbourne will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida until **2:00 p.m., Thursday, April 23, 2015.**

CONTRACT AWARD: Proposers need to understand that responding to this Request for Proposals (RFP) does not constitute an agreement or a contract between the City and any proposer. Nothing is binding until the selected consultant is approved by the City Council and a formal contract in the standard form currently used by City of West Melbourne for Professional Services is executed by both parties.

PROPOSAL DEVELOPMENT COSTS: The City shall not be liable for any expense incurred in connection with preparation of any responses to this RFP. Consultants should prepare a straightforward and concise description of his or her ability to meet the requirements of the RFP.

RFP ADDENDA: In case the City finds it necessary to supplement, modify or interpret any portion of the RFP documents during the solicitation period, such procedure will be accomplished by issuance of written addenda to the RFP document which will be mailed or faxed to all prospective Offerors at the respective addresses furnished for such purposes. It shall be the responsibility of the Offeror, prior to submitting their proposal, to contact the City to determine if addenda were issued acknowledging and incorporating them into their Proposal. Failure to do so could result in rejection of the Proposal as unresponsive. No addenda shall be issued after Friday April 17, 2015.

NO ORAL INQUIRIES: The City will not respond to oral inquiries. Offerors may submit e-mails or faxed inquiries regarding this RFP to sfrank@westmelbourne.org, 2240 Minton Road, West Melbourne, Florida 32904, Fax No. (321) 768-2390. Written or faxed inquiries must be received by Thursday, April 16, 2015 @ 4:00 p.m.

ANTICIPATED SCHEDULE: Subject to change at the discretion of the City, the currently projected schedule of events for this RFP is as follows:

03/23/2015	City advertises request for proposals
04/16/2015	Proposer questions due
04/23/2015	RFP due date
04/28/2015	City Staff Committee evaluates proposals at 10:00 am, City Hall, Main Conference Room
05/05/2015	City Council approves firm selection
05/19/2015	Contract with selected firm entered into
05/20/2015	Anticipated date of Notice to Proceed

NEGOTIATION: Following City Council selection of a preferred provider (currently anticipated on May 5, 2015), a City management negotiating team shall attempt to negotiate a precise scope of services, the time for performance and the fee schedule with the selected preferred firm. In the event negotiations are unsuccessful with the selected preferred firm, the City may, at its discretion, proceed to negotiate with the next highest scoring proposer.

WORK AUTHORIZATION: Once negotiations are concluded, including of the negotiated scope and fee, the City Council shall consider (presently anticipated on May 19, 2015) the negotiated contract for approval. Work on the project may commence only after City issuance of an official Notice to Proceed (presently anticipated on May 20, 2015).

RFP SUBMISSION AND WITHDRAWAL: RFP responses are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted in **one (1) completely unbound, original form plus three (3) bound, signed copies** and placed in a sealed package clearly marked on the outside "**CITY OF WEST MELBOURNE U.S. 192 DECORATIVE STREET LIGHTING ENGINEERING PROPOSAL**" and addressed to:

**Sue Frank, City Clerk
City of West Melbourne
2240 Minton Road
West Melbourne, Florida 32904**

Proposals received after the established deadline will not be opened. Consultants may withdraw their proposal by notifying the City in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 180 days to provide City of West Melbourne the services set forth in these specifications until one of the proposals has been accepted by the City. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

PROPOSAL RESTRICTIONS: Number of Pages – In order to control the cost of preparation, submittals will be restricted to a maximum of 50 one (1) sided pages, excluding cover letter, index, resumes, dividers and the required forms. The City will request billing rates by employee classifications with the return of an executed contract.

DRUG FREE WORKPLACE: The City of West Melbourne is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned with the proposal

PUBLIC ENTITY CRIMES STATEMENT: In accordance with Florida Statutes, Section 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list."

CANCELLATION: The City shall have the right to unilaterally cancel, terminate or suspend the Contract, in whole or in part, by providing the successful consultant thirty (30) days written notice by certified mail.

RESERVED RIGHTS: The City reserves the right to accept or reject any and/or proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the City, depending on available competition and timely needs of the City. The City shall be the sole judge of the proposal and the resulting agreement that is in its best interest, and its decision shall be final.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: The City of West Melbourne, Florida, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All proposers are hereby notified that the successful proposer must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, Contractor agrees that:

- No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through this Contract.
- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- City may require Contractor to submit reports as may be necessary to indicate non-discrimination. City officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that City shall have the right to terminate this Contract upon receipt of evidence of discrimination.

PAYMENT: Request for payment must be submitted to the City of West Melbourne on a form approved by the City in accordance with contract documents. Price shall be net and all invoices payable according to the Local Government Prompt Payment Act (F.S.218.74).

PERFORMANCE EVALUATION: At the end of the Contract, the Public Works Department may perform a written evaluation of the successful consultant's performance. If this is done, the evaluation will become public record.

INSURANCE REQUIREMENTS: The successful firm shall be required to supply, at their cost, the following minimum insurance coverage:

- a. Workers Compensation: Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident; \$500,000 each employee; and \$500,000 policy limit for disease.

- b. Professional Liability Insurance: with minimum \$1,000,000 per occurrence for this project with a \$1,000,000 policy term general aggregate. Coverage shall be extended beyond the policy year term either by a supplemental extended reporting period (ERP) with as great of duration as available, with no less coverage and reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.
- c. Comprehensive Commercial General Liability Insurance: Occurrence from required. Aggregate must apply separately to this contract/job. Minimum \$500,000 each occurrence; \$1,000,000 general aggregate; \$1,000,000 products and completed ops.
- d. Automobile Insurance: To include all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 per each accident and for property damage and bodily injury, with contractual liability coverage for all work performed under this agreement.
- e. The City of West Melbourne is to be named additional insured on Comprehensive Commercial General Liability Policy and the Business Auto Policy. Certification of same shall be required. All certificates of insurance must be on file with and approved by the City before commencement of any work activities under this agreement.
- f. Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.
- g. All insurance policies must be issued by companies of recognized responsibility licensed to do business in Florida and must contain a provision that prohibits cancellation unless the City is given at least ten (10) days' prior written notice of cancellation by the insurance company.

INDEMNIFICATION/HOLD HARMLESS – PROFESSIONAL INDEMNITY AGREEMENT

The PROFESSIONAL shall indemnify and hold harmless, the CITY, its City Council, officers and employees, from all liabilities, damages, losses and costs (including, but not limited to, reasonable attorneys' fees and court costs, whether such fees and costs are incurred in negotiations, at the trial level or on appeal, or in the collection of attorneys' fees), to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the PROFESSIONAL, or PROFESSIONAL's officers, employees, agents, and other persons employed or utilized by the PROFESSIONAL in the performance of, or the failure to perform, the Contract.

In the event of a claim, the CITY shall promptly notify the PROFESSIONAL in writing by prepaid certified mail (return receipt requested) or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery, at the following address:

Such notification may also be provided by fax transmission to the following fax number:

The CITY shall provide all available information and assistance that the PROFESSIONAL may reasonably require regarding any claim.

This agreement for indemnification shall continue in force for five (5) years from the date of full completion of all obligations of the PROFESSIONAL under the Contract.

In the event that there is a conflict between this agreement and any other applicable indemnification agreement between the CITY and the PROFESSIONAL, the agreement which provides the most protection for the CITY shall take precedence.

I, _____, located in the City of _____, State of Florida, having read and understood the contents above, hereby enter into this agreement as of this Date, _____, 2013.

Signature

PUBLIC RECORDS: Upon award recommendation or ten (10) days after opening, whichever is earlier per section 119.07(3)(m), submittals become "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Offerors must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

PATENT AND COPYRIGHT INDEMNIFICATION: Consultant agrees to indemnify, defend, save and hold harmless the City, its officers, agents and employees from all damages, liabilities, losses, claims, fines and fees, and from any and all suits and actions of every name and description that may be brought against City, its officers, agents and employees, on account of any claims, fees, royalties, or costs for any invention or patent and/or for the infringement of any and all copyrights or patent rights claimed by any person, Consultant, or corporation.

RESERVED RIGHTS: The City reserves the right to waive formalities in any submittal, and to reject any or all submittals in whole or in part, with or without cause and/or to accept the submittal that in the City's judgment will be in the best interest of the City. The City specifically reserves the right to reject any conditional submittal.

To the extent permitted by applicable state and federal laws and regulations, City reserves the right to reject any and all proposals, to waive any and all informalities not involving price, time or changes in the work with the successful Offeror, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional proposals. Proposal will be considered irregular and may be rejected, if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.

City reserves the right to reject the proposal of any Offeror if City believes that it would not be in the best interest of the City to make an award to that Offeror, whether because the proposal is not responsive or the Offeror is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City.

PUBLIC ENTITY CRIMES/NON-COLLUSIVE AFFIDAVIT: Each Offeror shall complete the Non-Collusive Affidavit and the Public Entity Crimes Form and shall submit the forms with the Proposal. City considers the failure of the Offeror to submit these documents to be a major irregularity and may be cause for rejection of the proposal.

Consultant convicted of public entity crimes: Any person or affiliate, as defined in Section 287.133 of the Florida Statutes, shall not be allowed to contract with the City, nor be allowed to enter into a Sub-consultant for Work on this Project, if such a person or affiliate has been convicted of a public entity crime within three (3) years of the date this Project was advertised, or if such person or affiliate was listed on the State's convicted vendor list, within three (3) years of the date this Project was advertised, whichever

time period is greater. A public entity crime means a violation of any state or federal law with respect to and directly related to the transaction of business with any public building or public work involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, forgery, falsification of records, receiving stolen property or material misrepresentation.

Termination for Cause: Any agreement with the City obtained in violation of this section shall be subject to termination for cause. A sub-consultant who obtains a subcontract in violation of this section shall be removed from the Project and promptly replaced by a sub-consultant acceptable to the City.

GRATUITIES AND KICKBACKS: Gratuities – it is unethical for any person to offer, give, or agree to give any employee or for any employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, audit, or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or an agreement or subcontract, or to any solicitation or proposal therefore.

Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a Sub-consultant under a Contract to Consultant/Engineer or higher tier Sub-consultant any person associated therewith, as an inducement of the award of a subcontract or order.

Contract Clause: The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every Contract and subcontract and solicitation therefore.

CONFLICT OF INTEREST: The award of any Contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Offerors must disclose with their proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of City or any of its agencies. Further, all Offerors must disclose the name of any officer or employee of City who owns, directly or indirectly, an interest of five percent (5%) or more in the Offeror's firm or any of its branches or affiliate companies.

APPLICABLE LAWS: Interested parties are advised that all City contracts and/or documentation pertinent to this RFP are subject in full or in part to all legal requirements provided in applicable City Ordinances, State Statutes, and Federal Regulations. Uniform Commercial Code, Chapter 672, Florida State Statutes shall prevail, as the basis for contractual obligations between the selected consultant and the City for any terms and conditions not specifically stated within the context of this Contract.

COMPETENT PERSONNEL: Competent Personnel – All interested firms are to warrant that services shall be performed by skilled and competent personnel to the highest professional standards in this field of work.

SPECIFICATIONS: The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

For the purpose of evaluation, the Offeror must indicate any variance or exceptions to the stated specifications, no matter how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Offeror meets all the specifications in every respect.

CANCELLATION CLAUSE: Failure to comply with any of the terms, conditions, and service as a result of this RFP will be just cause for termination of the contract by a 30-day written notice of intent forwarded to the selected firm.

ACCEPTING CONTENT OF PROPOSAL: By submission of this Proposal, the proposed certifies that he or she has fully read and understands the context of the RFP and has full knowledge of the scope, nature, and detailed requirements of services to be provided and so performed.

LICENSE: Firm shall be licensed to perform engineering work in the State of Florida.

QUALIFICATIONS OF OFFERORS: Each Offeror shall complete the Qualifications Statement and submit the same with their Proposal. Failure to submit the Qualifications Statement and the documents required hereunder with the Proposal shall constitute grounds for rejection of the Proposal.

Offeror must have adequate organization, facilities, equipment and personnel to insure services are performed. The City reserves the right before recommending any award, to inspect the facilities, organization and financial condition or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions.

Offeror must have all required licenses and permits as is required by the City and State or be able to obtain said licenses within thirty (30) days of notification that firm was ranked most qualified.

No Proposal shall be accepted from, nor will any Contract be awarded to, any person, who is in arrears to City, upon any debt or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is deemed irresponsible or unreliable by City.

TAXES: The negotiated cost shall include any freight, handling, delivery, surcharges or other incidental charges. The City of West Melbourne is exempt from the payment of Federal and State taxes, including sales tax. Your cost proposal shall not include sales tax to be collected from the City. The City's sales tax exemption is not available to you for items you purchase, regardless of whether these items will be transferred to the City.

ASSIGNMENT: Successful Offeror shall not assign, transfer or subject the Contract or its rights, title or interests or obligations.

Violation of the terms of this paragraph shall constitute a breach of the Contract by Successful Offeror and City may, at its discretion, cancel the Contract and all rights, title and interest of Successful Offeror shall thereupon cease and terminate.

MINORITY BUSINESS ENTERPRISE (MBE): M/WBEs are encouraged to participate in the proposal process. All MBEs shall be certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes, or by statewide and interlocal agreement certification, as provided for by Section 287.09431, Florida Statutes. A State of Florida MBE Certificate or interlocal agreement from an agency having an interlocal agreement with the State of Florida must accompany the RFP submission.

FISCAL NON-FUNDING CLAUSE: In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the successful Proposer of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

CONTRACTING WITH CITY EMPLOYEES OR BOARD MEMBERS: Any City employee, Board member or member of his or her immediate family seeking to Contract with the City shall seek a conflict of interest opinion from the City Attorney prior to submittal of a response or application of any type to Contract with the City. The affected employee or Board member shall disclose his or her assigned function within the City and interest or the interest of his or her immediate family in the proposed Contract and the nature of the intended Contract.

Florida Statute §112.313(12) Standards Of Conduct For Public Officers, Employees Of Agencies, And Local Government Attorneys controls contracting with City employees or board members, and provides as follows:

(12) **EXEMPTION.** The requirements of subsections (3) and (7) as they pertain to persons serving on advisory boards may be waived in a particular instance by the body which appointed the person to the advisory board, upon a full disclosure of the transaction or relationship to the appointing body prior to the waiver and an affirmative vote in favor of waiver by two-thirds vote of that body. In instances in which appointment to the advisory board is made by an individual, waiver may be effected, after public hearing, by a determination by the appointing person and full disclosure of the transaction or relationship by the appointee to the appointing person. In addition, no person shall be held in violation of subsection (3) or subsection (7) if:

(b) The business is awarded under a system of sealed, competitive bidding to the lowest or best bidder and:

1. The official or the official's spouse or child has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder;
2. The official or the official's spouse or child has in no way used or attempted to use the official's influence to persuade the agency or any personnel thereof to enter such a contract other than by the mere submission of the bid; and
3. The official, prior to or at the time of the submission of the bid, has filed a statement with the Commission on Ethics, if the official is a state officer or employee, or with the supervisor of elections of the county in which the agency has its principal office, if the official is an officer or employee of a political subdivision, disclosing the official's interest, or the interest of the official's spouse or child, and the nature of the intended business.

NON-DISCRIMINATION: The City of West Melbourne does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services.

(A) Title VI Nondiscrimination Policy Statement: During the performance of this Contract, the **PROFESSIONAL**, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

(1) **Compliance with Regulations:** The Contractor shall comply with the regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Contract.

(2) **Nondiscrimination:** The Contractor, with regard to the work performed during the Contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of Subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

(4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books,

records, accounts, other sources of information and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, the Federal Motor Carrier Safety Administration and/or the U.S. Department of Energy* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, the Federal Motor Carrier Safety Administration and/or the Department of Energy* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the **City** shall impose such contract sanctions as the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, the Federal Motor Carrier Safety Administration and/or the Department of Energy* may determine to be appropriate, including, but not limited to:

- a) withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- b) cancellation, termination or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, the Federal Motor Carrier Safety Administration and/or the Department of Energy* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

(B) Civil Rights – The following requirements apply to this Contract:

Nondiscrimination - In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332:

“The **PROFESSIONAL** shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The **PROFESSIONAL** shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the **PROFESSIONAL** to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy, as the **City** deems appropriate.”

Each subcontract the **PROFESSIONAL** signs in regards to this federal aid Project must include the assurance in this paragraph (see 49 CFR 26.13(b)). The **PROFESSIONAL** agrees to comply with all applicable federal implementing regulations and other implementing requirements the Federal government may issue.

(C) Equal Employment Opportunity – The following equal employment opportunity requirements apply to this Contract:

(1) **Race, Color, Creed, National Origin, Sex** – In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. §5332, the **PROFESSIONAL** agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project.

The **PROFESSIONAL** agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following:

Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the **PROFESSIONAL** agrees to comply with any implementing requirements the Federal government may issue.

(2) **Age** – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 through 634 and Federal transit law at 49 U.S.C. § 5332, the **PROFESSIONAL** agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the **PROFESSIONAL** agrees to comply with any implementing requirements the Federal government may issue.

(3) **Disabilities** – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the **PROFESSIONAL** agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the **PROFESSIONAL** agrees to comply with any implementing requirements the Federal government may issue.

(4) **Access to Services for Persons with Limited English Proficiency** – To the extent applicable and except to the extent that FTA determines otherwise in writing, the **PROFESSIONAL** agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 66 Fed. Reg. 6733 et seq., January 22, 2001.

(5) **Drug or Alcohol Abuse** – Confidentiality and Other Civil Rights Protections – To the extent applicable, the **PROFESSIONAL** agrees to comply with the confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 et seq., with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 et seq., and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 201 et seq., and any amendments to these laws.

(6) **Other Nondiscrimination Laws** – The **PROFESSIONAL** agrees to comply with all applicable provisions of other federal laws, regulations, and directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines

otherwise in writing. The **PROFESSIONAL** also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance, modified only if necessary to identify the affected parties.

CITY COUNCIL CONTACT PROHIBITION: All prospective proposers are hereby instructed NOT to contact any member of the City of West Melbourne City Council regarding this solicitation package, or their submittal package, the City's Intent to Award, or the City's Intent to Reject (if applicable) at any time prior to the open and public City Council meeting where the selection of consultant is to be confirmed. Any such contact prior to the open and public City Council meeting shall be cause for rejection of your submittal.

END OF PART I

PART II SCOPE OF SERVICES

INTENT: It is the intent of City to select the proposal which, in the City's best judgment, best meets the City's needs for the project.

PROJECT INFORMATION: On March 17, 2015, the City Council, acting as the Joint West Melbourne/Brevard County Community Redevelopment Agency, selected a decorative street lighting pole, arm, and fixture. Attached to this RFP is the project limits area, the selected street light, and initial estimated street lighting materials cost. Initial photometrics have been performed, and, as of this writing, are being reviewed by Florida Department of Transportation District 5 personnel. Project photometrics must meet State standards, and it is anticipated that the State will be funding a portion of the cost of the improvements.

SCOPE OF SERVICES: Proposers must provide a proposed scope of services, a list of deliverables, and a proposed project schedule that will commence after the City issues its notice to proceed, presently anticipated to be around May 20, 2015. The proposal must include biographies of project team staff members, including all subconsultants, and a description of their responsibilities in the project, the relevant experience of each project team staff member, and the availability of the project staff to work on this job.

Plans, specifications and estimates developed for the project should include, at a minimum:

- Plan sheets that show existing right-of-way, roadway, curb, gutter, sidewalk, curb ramps, driveways, storm drain inlets and drainages, traffic signals and equipment boxes, utility poles, pull boxes, overhead and underground electrical and communication lines, pole stabilization wires, water lines, fire hydrants, sewer lines and any trees affecting the project.
- Plan sheets that show removals of the minimal existing street lighting, including, as necessary, pull boxes, poles, pole stabilization wire, and electric lines and services.
- Plan sheets that show new street light locations, conduit, pull box locations, and service location(s) for the new Florida Power & Light metered service.

LIKELY SERVICES REQUIRED: The services likely required in connection with this project may include, but are not limited to: surveying, right-of-way, above ground utility and underground data collection, geotechnical analysis, design, construction drawings, construction documents, permitting, inspections, bidding support services, supervision during construction, and engineering testing services. The construction contract will be entered into utilizing normal competitive procurement procedures.

The selected firm shall be responsible for knowledge of and compliance with all federal, state and local laws, rules, practices and regulations. The consultant must conclusively demonstrate his/her professional ability to represent the City before any and all regulatory agencies as necessary. Additionally, the consultant shall possess professional experience, expertise and a working familiarity with the tasks required.


The consultant shall have an office staffed with professional technical personnel to prepare, assemble, and present deliverables to the City. These reports will include items such as design standards, preliminary analysis, and progress.

No guarantee is expressed or implied by the City as to the quantity of services, if any, to be procured under this RFP. The City, at its sole discretion, may expand the scope of work to include additional requirements. The City reserves the right to investigate as it deems necessary to determine the ability of any firm to perform the work or services requested. Information the City deems necessary in order to make determination shall be provided by the firms upon request.

City of West Melbourne Lighting Project Area on US 192
(Columbia Lane to Pearl Street)



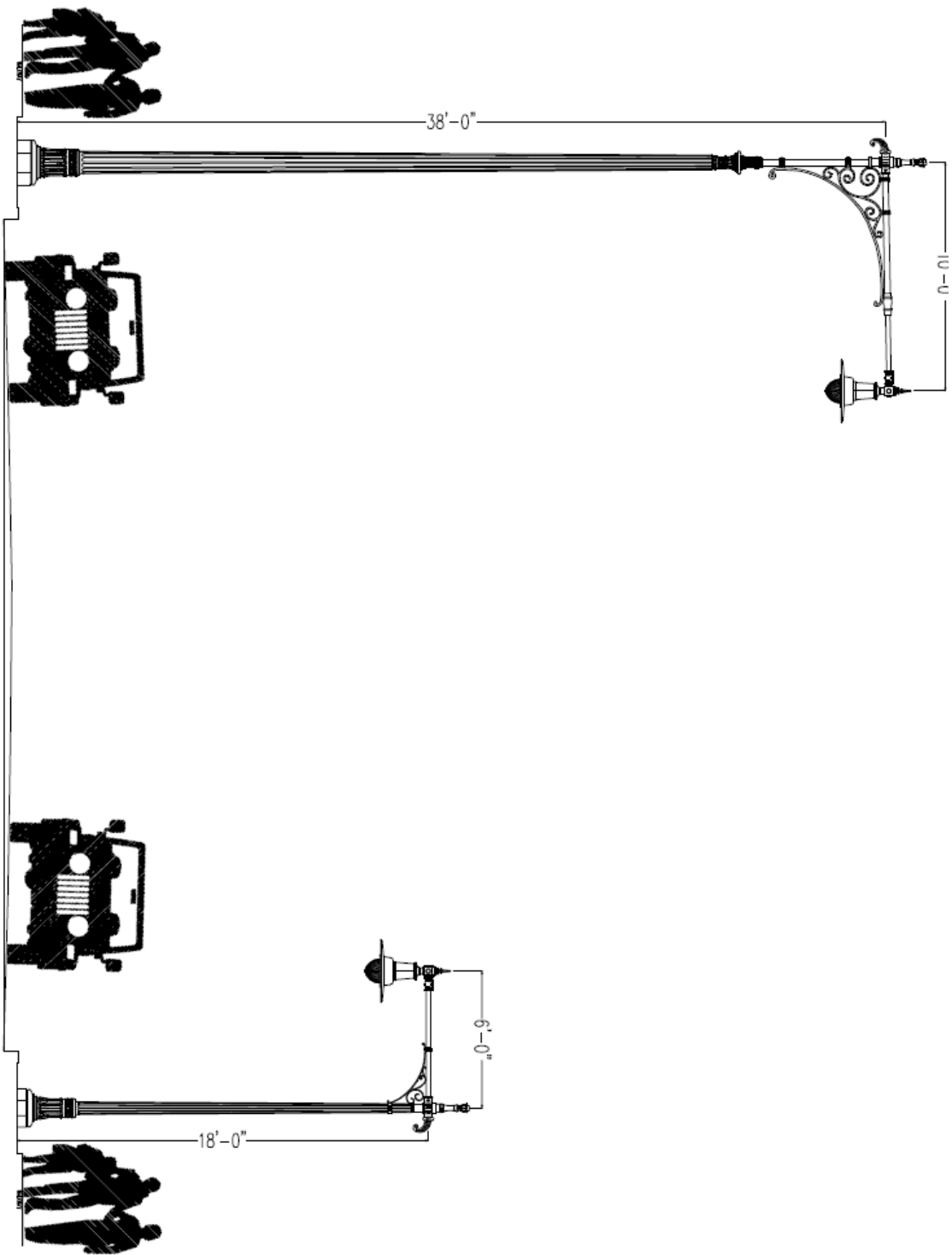
Legend:

Project Limits 
West of I-95 (Columbia Lane)
to Pearl Street/Circle Drive
(east of Baer's Furniture)



Estimated Lighting Fixtures Materials Cost

Quantity	Description	Contractor price	Pricing with Markups	with Sales tax	Total with markups & sales tax
25	North side of roadway- Pole "steel round fluted tapered" , decorative two piece base cover "Parkwood", decorative arm "NYC", decorative LED fixture "Lechmere" - Includes banner arms and anchor bolts 250 watts	\$8,430.00	\$9,803.00	\$10,392.00	\$259,800.00
48	South side of roadway- Pole "steel round fluted tapered" , decorative two piece base cover "Parkwood", decorative arm "NYC", decorative LED fixture "Lechmere" - Includes banner arms and anchor bolts 150 watts	\$5,310.00	\$6,175.00	\$6,546.00	\$314,208.00
73	Concrete foundations				
73	Labor to install				
Total					\$574,008.00

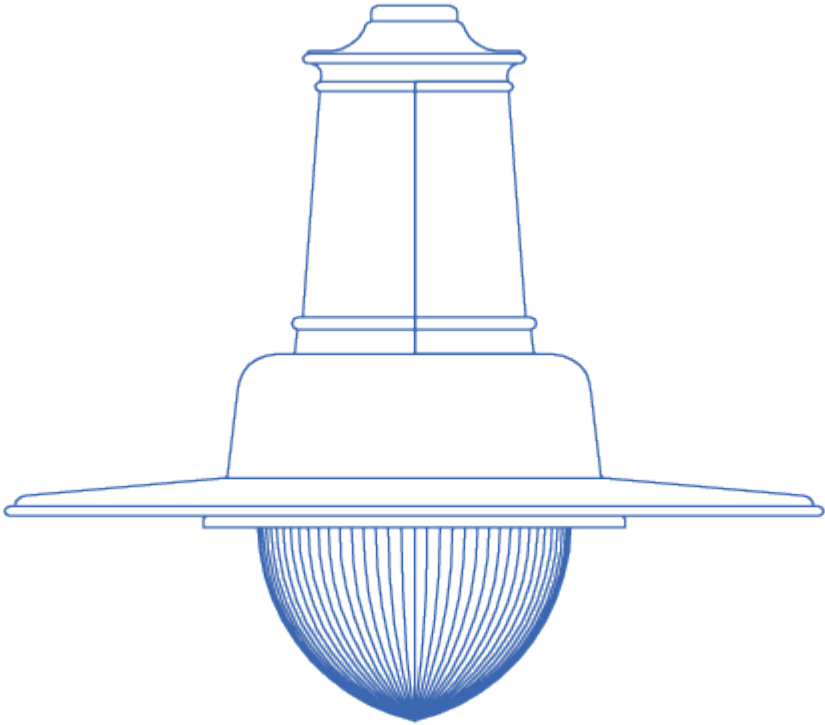


	<p>Spring City Electrical Mfg. Co. 3411 AND MAIN STREETS - P.O. BOX 19 - SPRING CITY, PA 19475 PHONE (610) 546-4000 - FAX (610) 546-5577 - WWW.SPRINGCITY.COM</p>
<p>DESCRIPTION</p>	<p>PARKWOOD STEEL POST WITH NYC CROSS ARM AND THE LECHWIRE LED LUMINAIRE</p>
<p>CUSTOMER</p>	<p></p>

Light Fixture Manufacturer – Spring City Electrical Mfg. Co.

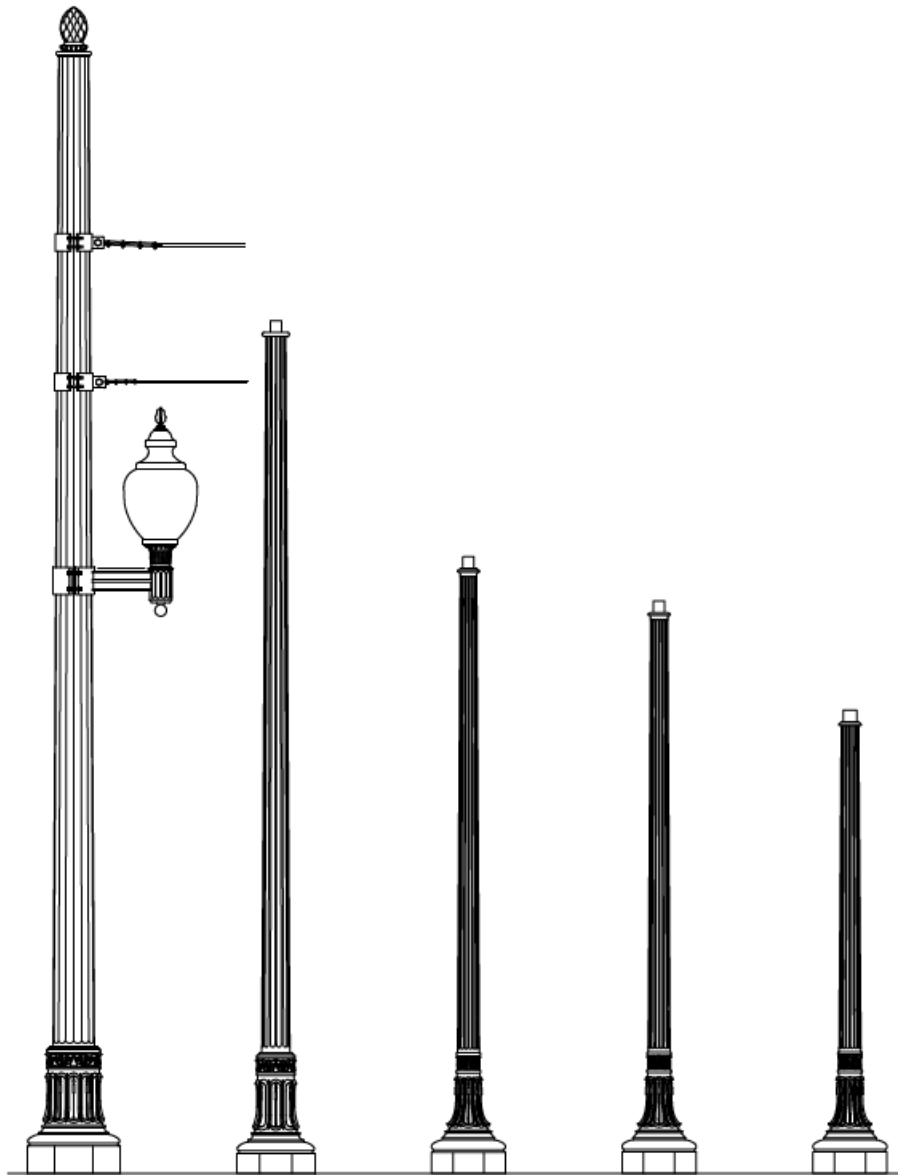
Lechmere LED Luminaire

ALMLCH-LE___/EVX/X2-___-CR3-GS10-___



Part Number	ALMLCH-LE___/EVX/X2-___-CR3-GS10-___
Material	Cast Aluminum
LED Maximum Watts	200
Tenon	2" NPT Pipe Nipple
Standard Colors	Standard Colors
Height	28 7/8"
Width	33"
Color Temperature	2200-6000K

Parkwood Steel Post by Spring City Electrical Mfg. Co.

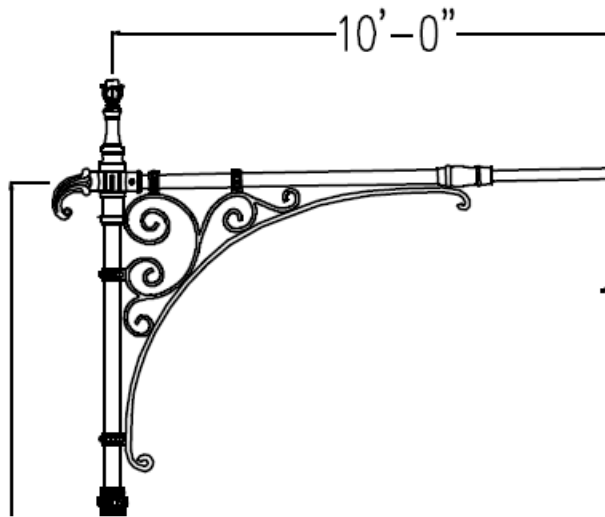


SERIES PRODUCTS: Luminaire - *HID*

POPULAR CONFIGURATIONS: Cross Arm – *Washington Simple*; Luminaires – *Washington, Parkwood*

NYC Cross Arm by Spring City Electrical Mfg. Co.

PART NUMBER: ARNYP-1S



Part Number AARNYP-1S

Orientation P-1S

Spread 48"

Material Cast Aluminum with Aluminum Pipe

Standard Colors [Standard Colors](#)

END OF PART II

PART III - SUBMITTAL FORMAT & EVALUATION METHOD

RULES FOR SUBMISSION:

A. The submission must name all persons or entities that are part of the proposal. Proposers must declare that their proposal is made without collusion with any other person or entity submitting a responding proposal to this RFP.

B. Any questions regarding a project or submittal shall be directed to the designated person for a response. There shall not be any contact between a proposer and any member of the City Council regarding the project or proposal submitted by any proposer prior to the open and public City Council meeting in which the selection of the consultant is to be confirmed. Any proposer contacting any member of the of the City Council regarding a submitted proposal prior to the open and public City Council meeting, is subject to sanctions up to and including having the City disqualify that firm's submittal.

SUBMITTAL FORMAT: Proposals are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted in one (1) completely **unbound signed original** (clearly marked "Original" on the front page), plus three (3) signed copies and placed in a sealed package clearly marked on the outside "**CITY OF WEST MELBOURNE U.S. 192 DECORATIVE STREET LIGHTING ENGINEERING PROPOSAL**", and addressed to:

**Sue Frank, City Clerk
City of West Melbourne
2240 Minton Road
West Melbourne, Florida 32904**

Each interested firm's submittal shall not exceed fifty (50) 8" x 11" single-sided pages. Standard Form 330 shall be provided along with the submittal and shall not be counted as part of the fifty pages. In determining the overall quality and completeness of the submittal, document presentation, organization, and format shall be taken into account. Submittals shall be organized in the following manner:

SECTION I - Letter of Interest (not to exceed three (3) single-sided pages) addressed to Sue Frank, City Clerk, introducing the firm and exhibiting its interest.

SECTION II - Organized so as to follow this outline:

Part 1. Team Capability: This section should describe the overall capability and background of all team members relevant to the projects. Quality of key management staff should be addressed as well as the qualifications and relevant experience of project manager(s) and technical personnel. The City reserves the right to reject any team member that does not demonstrate the expertise required. Reasonable proposed staff size and balancing skills/experience will be taken into account.

Part 2. Previous Relevant Experience: This section should clearly demonstrate the firm's prior experience in performing similar work. The proposer should list specific relevant projects that have been successfully completed. The firm's grasp of technical management and coordination issues sensitive to similar project settings; ability to pursue work in a skillful and timely manner; and utilization of cost control techniques should be provided.

The firm shall demonstrate its capabilities by describing successful experience managing completed similar projects, and evidence of and adherence to time and budget constraints. Other factors to be considered are the number and value of change orders (as a percentage of contract costs), number, nature, and value of construction claims, and subsequent settlements/litigation results.

Part 3. Location of Facilities: This section should briefly identify the location of and the facilities available at the working office(s) of the primary firm.

Part 4. Project Control: This section should describe the techniques that are planned to assure project schedule(s) will be met.

SECTION III - This section shall include required licenses, certifications, and/or registrations. Also, included in this section shall be proof of MBE certification and any awards received for design excellence, if applicable. If the firm has been involved in litigation within the past five (5) years, describe the circumstances and outcome of each case.

EVALUATION METHOD:

Based upon the number of responses to this RFP, the City of West Melbourne Selection Committee may determine to rank the submitted proposals based solely upon the written submissions, or, alternatively, to invite either a short list or all responders to make an oral presentation to the Committee on Tuesday April 28, 2015. As such, proposers should be prepared to attend the Committee meeting in the event you are invited to do so.

The Selection Committee will score each proposal on a 100 point scale with the following component parts:

- Qualifications and relevant experience of firm – 20 points
- Qualifications and experience of project team manager – 20 points
- Qualifications and experience of project team members – 20 points
- Demonstration of previous timely project delivery and cost containment – 20 points
- Project schedule plan – 10 points
- Proximity of project staff to West Melbourne – 5 points
- MBE – 5 points

END OF PART III

PART IV – SUBMITTAL FORMS

RFP SUBMITTAL SIGNATURE FORM

The undersigned attests to his/her authority to submit this response to the City's RFP and to bind the firm herein named to perform as per contract, if the firm is awarded the Contract by the City.

The undersigned further certifies that he/she has read the Request for Proposals, Terms and Conditions, Insurance Requirements, and any other documentation relating to this request, and this letter of interest is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As Addenda are considered binding as if contained in the original specifications, it is critical that the consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addenda No. _____ **Date** _____ **Addenda No.** _____ **Date** _____
Addenda No. _____ **Date** _____ **Addenda No.** _____ **Date** _____

Company Name		
Telephone #	Fax #	
Main Office Address		
City	State	Zip Code
Address of Office Servicing City of West Melbourne, if different than above		
City	State	Zip Code
Name & Title of Firm Representative		
Telephone #	Fax #	
E-mail (individual receiving the RLI)		
Signature	Date	

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that
_____ does: (Company Name)

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature

Date

PUBLIC ENTITY CRIME INFORMATION

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, _____, being an authorized representative of the
firm of _____, located at

City: _____ State: _____ Zip Code: _____,

have read and understand the contents above.

Signature: _____ Date: _____

Telephone #: _____ Fax #: _____

Federal ID #: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20_____, by
_____ who is personally known to me or has
produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: _____

Commission No: _____

NON-COLLUSIVE AFFIDAVIT

State of _____
County of _____ } SS.

Before me, the undersigned authority, personally appeared:

_____ who, being first duly sworn, deposes and says that:

1. _____ He/She is the _____ (Owner, Partner, Officer, Representative or Agent) of _____ the Offeror that has submitted the attached proposal;
2. _____ He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. _____ Such proposal is genuine and is not a collusive or sham proposal;
4. _____ Neither the said offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other offeror, firm, or person to submit a collusive or sham proposal in connection with the work for which the attached proposal has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any offeror, firm, or person to fix the price or prices in the attached proposal or of any other offeror, or to fix any overhead, profit, or cost elements of the proposal price or the proposal price of any other offeror, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposal work.

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20_____, by _____ who is personally known to me or has produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: _____

Commission No: _____

STATEMENT OF ORGANIZATION

Proposer must state whether he/she is an individual, partnership, corporation or joint venture. Partnerships shall show the names, titles, and original signature of all partners with authority to bind the company. Corporations must be signed in the name and with the seal of the corporation, followed by the original signature and title of the person authorized to bind the corporation. Each joint venture shall be required to sign for each individual, partnership and corporation that is a party to the joint venture.

If the Proposer is an **INDIVIDUAL**:

Individual's Name: _____

D/B/A: _____

Signature: _____

Business Address: _____

Phone: _____ Fax: _____

If the Proposer is a **PARTNERSHIP** (Provide names and signatures of all partners):

Company Name: _____

Partner: _____

Signature: _____

Partner: _____

Signature: _____

Partner: _____

Signature: _____

Business Address: _____

Phone: _____ Fax: _____

(Attach additional sheets if necessary)

If the Proposer is a **CORPORATION**:

Corporation Name: _____

State of Incorporation: _____ CORPORATE SEAL _____

Name/Title of person authorized to bind: _____

Signature: _____

Name/Title of person authorized to bind: _____

Signature: _____

Business Address: _____

Phone: _____ Fax: _____

If Proposer is a **JOINT VENTURE**:

Name/Title: _____

Business Address: _____

Phone: _____ Fax: _____

Name/Title: _____

Business Address: _____

Phone: _____ Fax: _____

Name/Title of person authorized to bind: _____

Signature: _____

Name/Title of person authorized to bind: _____

Signature: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20_____, by _____ who is personally known to me or has produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: _____

Commission No: _____

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No. 9000-0157

Expires: 5/31/2011

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

PURPOSE

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

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

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

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

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

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

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

INDIVIDUAL AGENCY INSTRUCTIONS

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

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

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

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

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

Firm: Defined in FAR 36.102.

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

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

- 4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number
Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

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

29. EXAMPLE PROJECTS KEY

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

Part II - General Qualifications

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

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

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

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

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

5. Ownership.

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

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

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

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

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

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

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

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

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

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

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Navais; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources Engineering
A08	Animal Facilities	E08	Economics Environmental
A09	Anti-Terrorism/Force Protection	E09	Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping Environmental
A11	Auditoriums & Theaters	E11	Planning Environmental Remediation
A12	Automation; Controls; Instrumentation	E12	Environmental Testing and Analysis
		E13	Fallout Shelters; Blast-Resistant Design
B01	Barracks; Dormitories	F01	Field Houses; Gyms; Stadiums
B02	Bridges	F02	Fire Protection Fisheries;
		F03	Fish ladders Forensic
C01	Cartography	F04	Engineering Forestry &
C02	Cemeteries (Planning & Relocation)	F05	Forest products
C03	Charting: Nautical and Aeronautical	F06	
C04	Chemical Processing & Storage		Garages; Vehicle Maintenance Facilities;
C05	Child Care/Development Facilities	G01	Parking Decks
C06	Churches; Chapels		Gas Systems (Propane; Natural, Etc.)
C07	Coastal Engineering	G02	Geodetic Surveying: Ground and Air-
C08	Codes; Standards; Ordinances	G03	borne
C09	Cold Storage; Refrigeration and Fast Freeze		Geographic Information System
C10	Commercial Building (low rise); Shopping Centers	G04	Services: Development, Analysis, and Data Collection
C11	Community Facilities		Geospatial Data Conversion: Scanning,
C12	Communications Systems; TV; Microwave	G05	Digitizing, Compilation, Attributing, Scribing, Drafting
C13	Computer Facilities; Computer Service		Graphic Design
C14	Conservation and Resource Management	G06	
C15	Construction Management		Harbors; Jetties; Piers, Ship
C16	Construction Surveying	H01	Terminal Facilities
C17	Corrosion Control; Cathodic Protection; Electrolysis	H02	Hazardous Materials Handling and Storage
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H03	Hazardous, Toxic, Radioactive Waste Remediation
C19	Cryogenic Facilities	H04	Heating; Ventilating; Air Conditioning
			Health Systems Planning
D01	Dams (Concrete; Arch)	H05	Highrise; Air-Rights-Type Buildings
D02	Dams (Earth; Rock); Dikes; Levees	H06	Highways; Streets; Airfield Paving;
D03	Desalinization (Process & Facilities)	H07	Parking Lots
D04	Design-Build - Preparation of Requests for Proposals		Historical Preservation
D05	Digital Elevation and Terrain Model Development	H08	Hospital & Medical Facilities
D06	Digital Orthophotography	H09	Hotels; Motels
D07	Dining Halls; Clubs; Restaurants	H10	Housing (Residential, Multi-Family; Apartments; Condominiums)
D08	Dredging Studies and Design	H11	
			Hydraulics & Pneumatics
		H12	Hydrographic Surveying
		H13	

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage		
J01	Judicial and Courtroom Facilities	R01	Radar; Sonar; Radio & Radar Telescopes
L01	Laboratories; Medical Research Facilities Land	R02	Radio Frequency Systems & Shieldings
L02	Surveying Landscape	R03	Railroad; Rapid Transit
L03	Architecture	R04	Recreation Facilities (Parks, Marinas, Etc.)
L04	Libraries; Museums; Galleries	R05	Refrigeration Plants/Systems
L05	Lighting (Interior; Display; Theater, Etc.)	R06	Rehabilitation (Buildings; Structures; Facilities)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R07	Remote Sensing
M01	Mapping Location/Addressing Systems	R08	Research Facilities
M02	Materials Handling Systems; Conveyors; Sorters	R09	Resources Recovery; Recycling
M03	Metallurgy	R10	Risk Analysis
M04	Microclimatology; Tropical Engineering	R11	Rivers; Canals; Waterways; Flood Control
M05	Military Design Standards	R12	Roofing
M06	Mining & Mineralogy	S01	Safety Engineering; Accident Studies; OSHA Studies
M07	Missile Facilities (Silos; Fuels; Transport)	S02	Security Systems; Intruder & Smoke Detection
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S03	Seismic Designs & Studies
N01	Naval Architecture; Off-Shore Platforms	S04	Sewage Collection, Treatment and Disposal
N02	Navigation Structures; Locks	S05	Soils & Geologic Studies; Foundations
N03	Nuclear Facilities; Nuclear Shielding	S06	Solar Energy Utilization
O01	Office Buildings; Industrial Parks	S07	Solid Wastes; Incineration; Landfill
O02	Oceanographic Engineering	S08	Special Environments; Clean Rooms, Etc.
O03	Ordnance; Munitions; Special Weapons	S09	Structural Design; Special Structures
P01	Petroleum Exploration; Refining	S10	Surveying; Platting; Mapping; Flood Plain Studies
P02	Petroleum and Fuel (Storage and Distribution)	S11	Sustainable Design
P03	Photogrammetry	S12	Swimming Pools
P04	Pipelines (Cross-Country - Liquid & Gas)	S13	Storm Water Handling & Facilities
P05	Planning (Community, Regional, Areawide and State)	T01	Telephone Systems (Rural; Mobile; Intercom, Etc.)
P06	Planning (Site, Installation, and Project)	T02	Testing & Inspection Services
P07	Plumbing & Piping Design	T03	Traffic & Transportation Engineering
P08	Prisons & Correctional Facilities	T04	Topographic Surveying and Mapping
		T05	Towers (Self-Supporting & Guyed Systems)
		T06	Tunnels & Subways

List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

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

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

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

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

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION (City and State)

16. EDUCATION (DEGREE AND SPECIALIZATION)

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
----	---------------	------------------------------------	----------

[illegible]

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

H. ADDITIONAL INFORMATION

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

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

31. SIGNATURE

32. DATE

33. NAME AND TITLE

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

[illegible]

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

The foregoing is a statement of facts.

c. NAME AND TITLE

