

PROFESSIONAL ADVICE QUESTIONNAIRE

ARCHITECT/ENGINEER

Purpose: The purpose of this form is to provide information regarding the qualifications of interested firms in providing a specific professional service.

1. Project Name/Location for which firm is filing:

2a. Public Advertisement Announcement Date, if any:

2b. Identification Number, if any:

3. Firm 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:

- | | | | |
|-----------------------------|------------------------------|---------------------------|---------------------|
| ___ Administrative | ___ Electrical Engineers | ___ Soils Engineers | _____ |
| ___ (Secretarial/Clerical) | ___ Estimators | ___ Specification Writers | _____ |
| ___ Architects | ___ Landscape Architects | ___ Structural Engineers | _____ |
| ___ Civil Engineers | ___ Mechanical Engineers | ___ Surveyors | _____ |
| ___ Construction Inspectors | ___ Planners: Urban/Regional | _____ | _____ |
| ___ Draftsmen | | _____ | ___ Total Personnel |



FIRM NAME:

PROJECT NUMBER:

<p>5. Does your firm qualify under one of the following:</p> <ul style="list-style-type: none"> A. Female Owned Business Firm _____ B. Labor Surplus Area Business Firm _____ C. Minority Owned Business Firm _____ D. Section 3 Business Firm _____ E. Small Business Firm _____ 	<p>6. Outside key consultants/associates anticipated for this project:</p>
<p>7. Brief Resume' of KEY Persons, Specialists, and Individual Consultants anticipated for this Project:</p> <p>a. Name and Title:</p>	<p>a. Name and Title:</p>
<p>b. Project Assignment:</p>	<p>b. Project Assignment:</p>
<p>c. Name of firm with which associated:</p>	<p>c. Name of firm with which associated:</p>
<p>d. Years experience: With this firm _____ With other firms _____</p>	<p>d. Years experience: With this firm _____ With other firms _____</p>
<p>e. Education: Degree(s)/Year/Specialization</p>	<p>e. Education: Degree(s)/Year/Specialization</p>
<p>f. Active Registration: Year first registered/Discipline</p>	<p>f. Active Registration: Year first registered/Discipline</p>
<p>g. Other experience and qualifications relevant to the proposed project:</p>	<p>g. Other experience and qualifications relevant to the proposed project:</p>

FIRM NAME:
PROJECT NUMBER:

h. Estimated level of effort, in terms of time commitment, to be provided (add additional pages, if necessary):

h. Estimated level of effort, in terms of time commitment, to be provided (add additional pages, if necessary):

a. Project Name & Location	b. Nature of firm's responsibility:	c. Owner's Name & Address	d. Estimated Completion Time Actual Completion Time	e. Estimated Entire Project Cost:	Estimated Cost of work for which firm was/is responsible:	f. Actual Fee Charged
1.			/			
2.			/			
3.			/			
4.			/			

8. Work by firm which best illustrates current qualifications relevant to this project, in terms of overall business experience and capabilities, and producing satisfactory results in a scheduled time frame. (Add additional information on back page, if necessary). (List no more than four (4) projects.)

FIRM NAME:

PROJECT NUMBER:

9. Use this space to provide any additional information, or description of resources supporting your qualifications for the proposed project:

10. USE THIS SPACE TO PROVIDE AN HOURLY RANGE OF FEES, INCLUDING A NOT TO EXCEED TOTAL CONTRACT AMOUNT, FOR SERVICES REQUESTED IN THIS RFP. ALL ADDITIONAL ITEMS OF COMPENSATION SHOULD ALSO BE IDENTIFIED. PLEASE NOTE THIS IS NOT A BID, IT IS MERELY AN INDICATOR OF YOUR COMPENSATORY EXPECTATIONS. COMPENSATION FOR PERFORMANCE OF SERVICES WILL BE NEGOTIATED UPON SELECTION OF THE MOST ADVANTAGEOUS PROPOSAL.

The foregoing is a statement of facts.

Date: _____

Signature: _____

Typed Name and Title