DEPARTMENT OF DEFENSE

GENERAL SERVICES ADMINISTRATION

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

48 CFR Parts 1, 36, and 53

[FAR Case 2000–608]

RIN 9000–AJ15

Federal Acquisition Regulation; New Consolidated Form for Selection of Architect-Engineer Contractors

AGENCIES: Department of Defense (DoD), General Services Administration (GSA), and National Aeronautics and Space Administration (NASA).

ACTION: Proposed rule.

SUMMARY: The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) are proposing to amend the Federal Acquisition Regulation (FAR) to replace SF 254, Architect-Engineer and Related Services Questionnaire, and SF 255, Architect-Engineer and Related Services Questionnaire for Specific Projects, with SF 330, Architect-Engineer Qualifications. SF 330 reflects current architect-engineer practices in a streamlined and updated form, organized in data blocks that readily support automation.

DATES: Interested parties should submit comments in writing on or before December 18, 2001 to be considered in the formulation of a final rule.

ADDRESSES: Submit written comments to: General Services Administration, FAR Secretariat (MVP), 1800 F Street, NW., Room 4035, ATTN: Laurie Duarte, Washington, DC 20405. Submit electronic comments via the Internet to: farcase.2000–608@gsa.gov

Please submit comments only and cite FAR case 2000–608 in all correspondence related to this case.

FOR FURTHER INFORMATION CONTACT: The FAR Secretariat, Room 4035, GS Building, Washington, DC, 20405, at (202) 501–4755 for information pertaining to status or publication schedules. For clarification of content, contact Ms. Cecelia L. Davis, Procurement Analyst, at (202) 219–0202. Please cite FAR case 2000–608.

SUPPLEMENTARY INFORMATION:

A. Background

An interagency ad hoc committee developed SF 330. The ad hoc committee based the development of the form on Federal Facilities (FCC) Council Technical Report No. 130, ''[Joint Federal-industry] Survey on the Use of SFs 254 and 255 for Architect-Engineer Qualifications,'' 1996 (The Federal Facilities Council is an arm of the Congressionally charted National Academy of Sciences.) The report states that Federal agencies and the architect-engineer industry strongly endorse maintaining a structured format for presenting architect-engineer qualifications. The report also concludes that the SFs 254 and 255 need improvement.

Both Federal and industry architect-engineer practitioners believe that the forms need streamlining, as well as updating to facilitate electronic usage. Hence the SFs 254 and 255 have been consolidated into SF 330. The SF 330 reflects current architect-engineer practices in a streamlined and updated form organized in data blocks that readily support automation.

The proposed rule replaces SFs 254 and 255 with SF 330 and makes related FAR revisions in 1.106, 36.603, 36.702, 53.236–2 and 53.301–330. The proposed rule makes the following changes:

- Merges the SFs 254 and 255 into a single streamlined SF 330.
- Expands essential information about qualifications and experience such as an organizational chart of all participating firms and key personnel.
- Reflects current architect-engineer disciplines, experience types and technology.
- Eliminates information of marginal value such as a list of all offices of a firm.
- Permits limited submission length thereby reducing costs for both the architect-engineer industry and the government.
- Facilitates electronic usage by organizing the form in data blocks.

SF 330, Part II, Block 5.b. requests information based on the North American Industry Classification System (NAICS). Effective October 1, 2000, the FAR was revised to convert size standards and other programs in the FAR that are currently based on the Standard Industrial Classification (SIC) code system to NAICS (65 FR 46055). The SF 330 has been revised to comply with the aforementioned, October 1, 2000, FAR revision.

Pending public comment, this is not considered a significant regulatory action and, therefore, is not subject to review under Section 6(b) of Executive Order 12866, Regulatory Planning and Review, dated September 30, 1993. This rule is not a major rule under 5 U.S.C. 804.

B. Regulatory Flexibility Act

The Councils do not expect this proposed rule to have a significant economic impact on a substantial number of small entities within the meaning of the Regulatory Flexibility Act, 5 U.S.C. 601, *et seq.*, because the rule only replaces two standard forms, with one consolidated streamlined standard form. An Initial Regulatory Flexibility Analysis has, therefore, not been performed. We invite comments from small businesses and other interested parties. The Councils will consider comments from small entities concerning the affected FAR Parts 1, 36, and 53 in accordance with 5 U.S.C. 610. Interested parties must submit such comments separately and should cite 5 U.S.C. 601, *et seq.* (FAR case 2000–608), in correspondence.

C. Paperwork Reduction Act

The Paperwork Reduction Act (Pub. L. 104–13) applies because the proposed rule contains information collection requirements. The proposed rule replaces the current SF 254, Architect-Engineer and Related Services, and the current SF 255, Architect-Engineer and Related Services Questionnaire for Specific Project, Questionnaire, with a new SF 330, Architect-Engineer Qualifications. The current SF 254 approved information collection requirement states that it takes 1 hour to complete; and the current SF 255 approved information collection requirement states that it takes 1.2 hours to complete. Experience has shown that these hours are substantially underestimated. The SF 330, Architect-Engineer Qualifications, has been developed by an interagency ad hoc committee, based on Federal Facilities (FCC) Council Technical Report No. 130, ''[Joint Federal-industry] Survey on the Use of SFs 254 and 255 for Architect-Engineer Qualifications,'' 1996. Accordingly, the FAR Secretariat has submitted a request for approval of a new information collection requirement concerning OMB control number 9000–00XX, New Consolidated Form for Selection of Architect-Engineer Contractors, to the Office of Management and Budget under 44 U.S.C. 3501, *et seq.*

Annual Reporting Burden

Public reporting burden for this collection of information is estimated to average 29 hours (25 hours for Part 1 and 4 hours for Part 2) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and

reviewing the collection of information. Because of the tailoring required by the form for each project submittal, there are virtually no savings in burden hours by repeat submittals.

The annual reporting burden is estimated as follows:

Respondents: 5000.
Responses per respondent: 4.
Total annual responses: 20,000.
Preparation hours per response: 29.
Total response burden hours: 580,000.

D. Request for Comments Regarding Paperwork Burden

Submit comments, including suggestions for reducing this burden, not later than December 18, 2001 to: FAR Desk Officer, OMB, Room 10102, NEOB, Washington, DC 20503, and a copy to the General Services Administration, FAR Secretariat (MVP), 1800 F Street, NW., Room 4035, Washington, DC 20405.

Public comments are particularly invited on: Whether this collection of information is necessary for the proper performance of functions of the FAR, and will have practical utility; whether our estimate of the public burden of this collection of information is accurate, and based on valid assumptions and methodology; ways to enhance the quality, utility, and clarity of the information to be collected; and ways in which we can minimize the burden of the collection of information on those who are to respond, through the use of appropriate technological collection techniques or other forms of information technology.

Requester may obtain a copy of the justification from the General Services Administration, FAR Secretariat (MVP), Room 4035, Washington, DC 20405, telephone (202) 501–4755. Please cite OMB Control Number 9000–00XX, FAR Case 2000–608 New Consolidated Form for Selection of Architect-Engineer Contractors, in all correspondence.

List of Subjects in 48 CFR Parts 1, 36, and 53

Government procurement.

Dated: October 11, 2001.

Al Matera,

Director, Acquisition Policy Division.

Therefore, DoD, GSA, and NASA propose to amend 48 CFR parts 1, 36, and 53 as set forth below:

1. The authority citation for 48 CFR parts 1, 36, and 53 continues to read as follows:

Authority: 40 U.S.C. 486(c); 10 U.S.C. chapter 137; and 42 U.S.C. 2473(c).

PART 1—FEDERAL ACQUISITION REGULATIONS SYSTEM

1.106 [Amended]

2. Amend Section 1.106 in the table following the introductory text by removing from the column ''FAR segment'' the entries ''SF 254'' and ''SF 255'' and their corresponding OMB Control Numbers; and by adding, in sequential order, to the FAR segment column ''SF 330'' and the corresponding OMB Control Number ''9000–00XX''.

PART 36—CONSTRUCTION AND ARCHITECT-ENGINEER CONTRACTS

3. Amend Section 36.603 by—

a. Revising paragraph (b) and the introductory text of paragraph (c);

b. Removing from paragraph (d) introductory text ''shall'' and adding ''must'' in its place;

c. Removing from paragraph (d)(1) ''SF 254'' and adding ''SF 330, Part II'' in its place; and

d. Removing from paragraph (d)(2) ''SF's 254 and 255'' and inserting ''SF 330'' in its place.

The revised text reads as follows:

36.603 Collecting data on and appraising firms' qualifications.

* * * * *

(b) *Qualifications data.* To be considered for architect-engineer contracts, a firm must file with the appropriate office or board the Standard Form 330, ''Architect-Engineer Qualifications'', Part II, and when applicable, SF 330, Part I.

(c) *Data files and the classification of firms.* Under the direction of the parent agency, offices or permanent evaluation boards must maintain an architect-engineer qualifications data file. These offices or boards must review the SF 330 filed, and must classify each firm with respect to—

* * * * *

4. Amend Section 36.702 by revising paragraph (b) to read as follows:

36.702 Forms for use in contracting for architect-engineer services.

* * * * *

(b) The SF 330, Architect-Engineer Qualifications, shall be used to evaluate firms before awarding a contract for architect-engineer services:

(1) Use the SF 330, Part I—Contract-Specific Qualifications, to obtain information from an architect-engineer firm about its qualifications for a specific contract when the contract amount is expected to exceed the simplified acquisition threshold. Part 1 may be used when the contract amount is expected to be at or below the simplified acquisition threshold, if the contracting officer determines that its use is appropriate.

(2) Use the SF 330, Part II—General Qualifications, to obtain information from an architect-engineer firm about its general professional qualifications.

* * * * *

PART 53—FORMS

5. Amend Section 53.236–2 by revising the section heading and paragraph (b); and by removing paragraph (c) and redesignating paragraph (d) as (c). The revised text reads as follows:

53.236–2 Architect-engineer services (SFs 252, 330, and 1421).

* * * * *

(b) *SF 330 (xx/01), Architect-Engineer Qualifications.* SF 330 is prescribed for use in obtaining information from architect-engineer firms regarding their professional qualifications, as specified in 36.702(b)(1) and (2).

* * * * *

53.301–254 and 53.301–255 [Removed]

5. Sections 53.301–254 and 53.301–255 are removed.

53.301–330 [Added]

6. Section 53.301–330 is added as follows:

53.301–330 Architect-Engineer Qualifications.

BILLING CODE 6820–EP–P

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0004
Expires:

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 (MVP), Acquisition Policy 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. 541-544) 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 and interviews with 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 with the most highly qualified firm at a fair and reasonable price.

The information used to evaluate firms is from this form and other sources; it includes performance evaluations, any additonal 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 is part of 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 is part of the proposed 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:

1. and 2. Page Number and Total Pages. Number each page of Part I sequentially, including any additional sheets, and indicate the total number of pages on each page.

Section A. Contract Information.

3. and 4. 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.

5. Public Notice Date. Enter the posted date of the agency's notice on FedBizOpps, other form of public announcement or agency request for this contract.

6. 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

7-11. Name, Title, 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

12-14. Firm Name, Address, and Role in This Contract. Indicate the contractual relationship (prime contractor, joint venture partner or subcontractor) and provide the name, full mailing address, and role of each firm that will be involved in performance of this contract. If a firm has branch offices, indicate each individual branch office that will be part of 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 Firms and Key Personnel

On a separate sheet, inserted after Section C, present an organizational flowchart showing each firm (and each branch office, if appropriate) listed in Section C, and the names and roles of all key personnel listed in Section E.

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:

15. Name. Self-explanatory.

16. Role in This Contract. Self-explanatory.

17. Years Experience. Total years of relevant experience (block 17a), and years of relevant experience with this firm, but not necessarily the same branch office (block 17b).

18. and 19. Firm Name and Firm 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.

20. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of emphasis for each degree under Specialization (block 20d). If the person has more than two relevant degrees, show in Other Professional Qualifications (block 22).

21. 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. If the person has more than two relevant professional registrations, show in Other Professional Qualifications (block 22).

22. 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, security clearance, and foreign language capabilities.

23. 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. If any of the professional services or construction projects are not complete, leave Year Completed (block (3)) blank and indicate the status in Description (block (4)). Only attach photographs if requested by the agency.

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:

24. Title. Title of project or contract.

25. Location. Self-explanatory.

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

27. Project Owner's Point of Contact. Provide information about 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.

28. 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. Only attach photographs if requested by the agency.

29. and 30. Professional Services and Construction. Enter the year completed and cost of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed and cost of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed (block 29a or 30a) blank and indicate the status in Brief Description (block 28).

31. 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 in Section C.

32. Awards. Describe any awards the project received from governmental agencies or industry or professional organizations. Only attach the awards if requested by the agency.

33. Additional Project Information. Enter specific data requested by the agency for each example project. See the Commerce Business Daily or other types of announcements.

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).

34. and 35. 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.

36. Example Projects Listed in Section F. In the column under each project key number (see block 37) and for each key person, insert a "1" if the person was involved in any role with the project or a "2" if the person performed in the same or similar role as proposed for this contract. Attach an additional Section G sheet if needed.

37. Example Projects Key. List the titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information

38. Use this section to provide information specifically requested by the agency or to address selection criteria which are not covered by the information provided in Sections A-G. Typical information which may be required in this section includes: computer-aided design capabilities, metric design experience, quality management procedures, special contract capabilities, specialized equipment, security clearances, capacity to perform this contract in the required time period, knowledge of the project locality and local regulations, and contract awards by Federal agencies.

Section I. Authorized Representative

39. and 40. 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.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

34. NAMES OF KEY PERSONNEL (From Section E, Block 15)	35. ROLE IN THIS CONTRACT (From Section E, Block 16)	36. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "1" under project key number for project participation in any role; Place "2" 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	1		2							
Joseph B. Williams	Chief Mech. Engineer	2	2	2	2						
Tara C. Donovan	Chief Elec. Engineer	2	1		2						
Evan D. Summer	CADD Technician	1	1	2	1						

37. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	3	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	4	Founder's Museum, Newport RI

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41. and 42. Name and Title of Authorized Representative. Provide this information for the authorized representative who signed the form.

Part II - General Qualifications

See the **"General Instructions"** on page 1 for firms with branch offices. If a firm has branch offices, prepare Part II for the specific branch office seeking work.

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-2f. 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. See FAR Part 4. No DUNS number is required if the firm has not been issued one.

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 description of the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions.

6a-6d. 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. If Part II is prepared for a firm (including all branch offices), enter the number of employees by discipline in Col. c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in Col. c(2) and for the firm in Col. c(1). 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. Each person can be counted only once according to his/her primary function.

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 additional relevant project experiences and leave the profile code 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 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 FAR Subpart 19.1 "Annual Receipts".

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
01	Administrative
02	Architects
03	Biologists
04	CADD Technicians
05	Cartographers
06	Chemists
07	Construction Inspectors
08	Construction Managers
09	Draftspersons
10	Ecologists
11	Economists
	Engineers:
	12 Acoustical
	13 Aeronautical
	14 Chemical
	15 Civil
	16 Communications
	17 Corrosion
	18 Cost (Estimators)
	19 Electrical/Electronic
	20 Environmental
	21 Fire Protection
	22 Forensic
	23 Foundation/Geotechnical
	24 Industrial
	25 Information Systems
	26 Materials
	27 Mechanical
	28 Mining
	29 Safety/Occupational Health
	30 Soils
	31 Specifications
	32 Structural
	33 Transportation
	34 Value
35	Environmental Scientists
36	Geodetic Surveyors
37	Geologists
38	Geospacial Information Systems
39	Technicians/Analysts
40	Health Facility Planners
41	Hydrologists
42	Industrial Hygienists
43	Interior Designers
44	Landscape Architects
45	Oceanographers
46	Planners: Urban/Regional
47	Project Managers
48	Risk Assessors
49	Schedulers
50	Security Specialists
51	Topographic Surveyors
52	Toxicologists

List of Experience Categories (Profile Codes)

Code	Description
A01	Acoustics, Noise Abatement
A02	Aerial Photogrammetry
A03	Agricultural Development; Grain Storage; Farm Mechanization
A04	Air Pollution Control
A05	Airports; Navaids; Airport Lighting; Aircraft Fueling; Paving
A06	Airports; Terminals and Hangars; Freight Handling
A07	Arctic Facilities
A08	Animal Facilities
A09	Asbestos Abatement
A10	Auditoriums & Theaters
A11	Automation; Controls; Instrumentation
B01	Barracks; Dormitories
B02	Bridges
C01	Cemeteries *(Planning & Relocation)*
C02	Chemical Processing & Storage
C03	Child Care/Development Facilities
C04	Churches; Chapels
C05	Coastal Engineering
C06	Codes; Standards; Ordinances
C07	Cold Storage; Refrigeration and Fast Freeze
C08	Commercial Building *(low rise)*; Shopping Centers
C09	Community Facilities
C10	Communications Systems; TV; Microwave
C11	Computer Facilities; Computer Service
C12	Conservation and Resource Management
C13	Construction Management
C14	Construction Surveying
C15	Corrosion Control; Cathodic Protection; Electrolysis
C16	Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing
C17	Cryogenic Facilities
D01	Dams *(Concrete; Arch)*
D02	Dams *(Earth; Rock)*; Dikes; Levees
D03	Desalinization *(Process & Facilities)*
D04	Design-Build
D05	Dining Halls; Clubs; Restaurants
D06	Dredging Studies and Design
E01	Ecological & Archeological Investigations
E02	Educational Facilities; Classrooms
E03	Electrical Studies and Design
E04	Electronics
E05	Elevators; Escalators; People-Movers
E06	Energy Conservation; New Energy Sources
E07	Engineering Economics
E08	Environmental Impact Studies, Assessments or Statements
E09	Environmental Remediation
E10	Environmental Testing and Analysis
F01	Fallout Shelters; Blast-Resistant Design
F02	Field Houses; Gyms; Stadiums
F03	Fire Protection
F04	Fisheries; Fish ladders
F05	Forensic Engineering
F06	Forestry & Forest products
G01	Galleries
G02	Garages; Vehicle Maintenance Facilities; Parking Decks
G03	Gas Systems (Propane; Natural, Etc.)
G04	Geographic Information System Development/Analysis
G05	Graphic Design
H01	Harbors; Jetties; Piers, Ship Terminal Facilities
H02	Hazardous Materials Handling and Storage
H03	Hazardous, Toxic, Radioactive Waste Remediation
H04	Heating; Ventilating; Air Conditioning
H05	Health Systems Planning
H06	Highrise; Air-Rights-Type Buildings
H07	Highways; Streets; Parking Lots
H08	Historical Preservation
H09	Hospital & Medical Facilities
H10	Hotels; Motels
H11	Housing *(Residential, Multi-Family; Apartments; Condominiums)*
H12	Hydraulics & Pneumatics
H13	Hydrographic Surveying
I01	Industrial Buildings; Manufacturing Plants
I02	Industrial Processes; Quality Control
I03	Industrial Waste Treatment
I04	Interior Design; Space Planning
I05	Irrigation; Drainage
J01	Judicial and Courtroom Facilities
L01	Laboratories
L02	Land Boundary Surveying
L03	Landscape Architecture
L04	Libraries

List of Experience Categories (Profile Codes)

Code	Description
L05	Lighting (Interior; Display; Theater, Etc.)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)
M01	Materials Handling Systems; Conveyors; Sorters
M02	Metallurgy
M03	Microclimatology; Tropical Engineering
M04	Military Design Standards
M05	Mining & Mineralogy
M06	Missile Facilities (Silos; Fuels; Transport)
M07	Modular Systems Design; Pre-Fabricated Structures or Components
M08	Museums
N01	Naval Architecture; Off-Shore Platforms
N02	Nuclear Facilities; Nuclear Shielding
O01	Office Buildings; Industrial Parks
O02	Oceanographic Engineering
O03	Ordnance; Munitions; Special Weapons
P01	Petroleum Exploration; Refining
P02	Petroleum and Fuel (Storage and Distribution)
P03	Pipelines (Cross-Country - Liquid & Gas)
P04	Planning (Community, Regional, Areawide and State)
P05	Planning (Site, Installation, and Project)
P06	Plumbing & Piping Design
P07	Prisons & Correctional Facilities
P08	Product, Machine Equipment Design
P09	Pneumatic Structures, Air-Support Buildings
P10	Postal Facilities
P11	Power Generation, Transmission, Distribution
P12	Public Safety Facilities
R01	Radar; Sonar; Radio & Radar Telescopes
R02	Radio Frequency Systems & Shieldings
R03	Railroad; Rapid Transit
R04	Recreation Facilities (Parks, Marinas, Etc.)
R05	Refrigeration Plants/Systems
R06	Rehabilitation (Buildings; Structures; Facilities)
R07	Research Facilities
R08	Resources Recovery;
R09	Recycling Risk Analysis
R10	Rivers; Canals; Waterways; Flood Control
R11	Roofing
S01	Safety Engineering; Accident Studies; OSHA Studies
S02	Security Systems; Intruder & Smoke Detection
S03	Seismic Designs & Studies
S04	Sewage Collection, Treatment and Disposal
S05	Soils & Geologic Studies; Foundations
S06	Solar Energy Systems
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling & Facilities
T01	Telephone Systems *(Rural; Mobile; Intercom, Etc.)*
T02	Testing & Inspection Services
T03	Traffic & Transportation Engineering
T04	Topographic Mapping
T05	Towers *(Self-Supporting & Guyed Systems)*
T06	Tunnels & Subways
U01	Unexploded Ordinance Remediation
U02	Urban Renewals; Community Development
U03	Utilities
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	1. PAGE NUMBER	2. TOTAL PAGES

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

3. TITLE	4. LOCATION *(City and State)*
5. PUBLIC NOTICE DATE	6. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

7. NAME		8. TITLE
9. TELEPHONE NUMBER	10. FAX NUMBER	11. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all other firms proposed for this contract. If a firm has branch offices, complete this section for the particular branch office(s) proposed for the contract.)

	"X" ONE			12. FIRM NAME	13. ADDRESS	14. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.						
b.						
c.						
d.						
e.						
f.						
g.						
h.						
i.						

D. ORGANIZATIONAL CHART OF FIRMS AND KEY PERSONNEL ☐ *(Attached)*

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

PAGE NUMBER	TOTAL PAGES

15. NAME	16. ROLE IN THIS CONTRACT	17. YEARS EXPERIENCE	
		a. TOTAL	b. WITH THIS FIRM

18. FIRM NAME	19. FIRM LOCATION *(City and State)*

20. EDUCATION

a. DEGREE	b. DISCIPLINE	c. YEAR	d. SPECIALIZATION

21. CURRENT PROFESSIONAL REGISTRATION

a. STATE	b. YEAR FIRST REGISTERED	c. DISCIPLINE

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

23. RELEVANT PROJECTS

a.

(1) TITLE	(2) LOCATION *(City and State)*	(3) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
(4) DESCRIPTION *(Brief scope, size, cost, etc.)*		(5) SPECIFIC ROLE	
☐ Check if photos attached			

b.

(1) TITLE	(2) LOCATION *(City and State)*	(3) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
(4) DESCRIPTION *(Brief scope, size, cost, etc.)*		(5) SPECIFIC ROLE	
☐ Check if photos attached			

c.

(1) TITLE	(2) LOCATION *(City and State)*	(3) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
(4) DESCRIPTION *(Brief scope, size, cost, etc.)*		(5) SPECIFIC ROLE	
☐ Check if photos attached			

d.

(1) TITLE	(2) LOCATION *(City and State)*	(3) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
(4) DESCRIPTION *(Brief scope, size, cost, etc.)*		(5) SPECIFIC ROLE	
☐ Check if photos attached			

e.

(1) TITLE	(2) LOCATION *(City and State)*	(3) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
(4) DESCRIPTION *(Brief scope, size, cost, etc.)*		(5) SPECIFIC ROLE	
☐ Check if photos attached			

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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	PAGE NUMBER	TOTAL PAGES

24. TITLE

25. LOCATION *(City and State)*	26. PROJECT OWNER

27. PROJECT OWNER'S POINT OF CONTACT

a. NAME	b. TELEPHONE	d. E-MAIL ADDRESS
	c. FAX NUMBER	

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

☐ CHECK IF PHOTOGRAPH(S) OF PROJECT ATTACHED *(If applicable)*

29. PROFESSIONAL SERVICES		30. CONSTRUCTION *(If applicable)*	
a. YEAR COMPLETED	b. FEE	a. YEAR COMPLETED	b. COST

31. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			

32. AWARDS *(If applicable)*	33. ADDITIONAL PROJECT INFORMATION

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G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS												PAGE NUMBER	TOTAL PAGES
34. NAMES OF KEY PERSONNEL (From Section E, Block 15)	35. ROLE IN THIS CONTRACT (From Section E, Block 16)	36. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "1" under project key number for project participation in any role; Place "2" under project key number for participation in same or similar role.)											
		1	2	3	4	5	6	7	8	9	10		

37. EXAMPLE PROJECTS KEY

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

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H. ADDITIONAL INFORMATION	PAGE NUMBER	TOTAL PAGES
38. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS REQUIRED.		

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

39. SIGNATURE	40. DATE

41. NAME *(Print or type)*	42. TITLE *(Print or type)*

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ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

PART II - GENERAL QUALIFICATIONS

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

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

8a. FORMER FIRM NAME(S) *(If any)*	8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees (1) FIRM	c. No. of Employees (2) BRANCH
	Total		

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,00 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME OF AUTHORIZED *(Print or type)*	d. TITLE *(Print or type)*

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