# **ARCHITECT - ENGINEER QUALIFICATIONS**

#### PART I - CONTRACT-SPECIFIC QUALIFICATIONS

	PART 1 - CONTRACT-SPECIFIC QUALIFICATIONS									
A. CONTRACT INFORMATION										
1. TI	TLE ANI	D LOCA	TION (C	ity and State)						
2. P	2. PUBLIC NOTICE DATE 3. SOLICITATION OR PROJECT NUMBER									
					B. ARCHITECT	-ENGINEER	POINT OF CONTACT			
4. N	AME AN	D TITLE	<u> </u>							
5. N	AME OF	FIRM								
6. TI	6. TELEPHONE NUMBER 7. FAX NUMBER 8. E-MAIL ADDRESS									
						PROPOSE	DITEAM			
				(Complete		the prime con	D TEAM tractor and all key subcontra	ctors.)		
	(	Check	ĺ							
	PRIME	J-V PARTNER	SUBCON- TRACTOR	9. FIRM	NAME		10. ADDRESS	1	1. ROLE IN THIS CONTRACT	
a.				CHECK IF BRAN	ICH OFFICE					
b.				CHECK IF BRAN	ICH OFFICE					
c.				CHECK IF BRAN	ICH OFFICE					
d.				CHECK IF BRAN	ICH OFFICE					
e.				CHECK IF BRAN	ICH OFFICE					
f.						( <u>www.formsi</u> version (\$34	ordsworth & Forms in Word nword.com). Our long upgrade) has the org chart d as well as numerous other			
				CHECK IF BRAN	ICH OFFICE	features if yo	ou want to upgrade. Just om our Web site if so.			
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. I	NAME	13. ROLE IN THIS CON		,		14. YEARS EXPERIENCE			
					a. TOTAL	b. WITH CURRENT FIRM			
15. I	FIRM NAME AND LOCATION (City and State)	<u> </u>							
16. I	EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRE	NT PROFESSIONAL R	REGISTRA	TION (STATE AND DISCIPLINE)			
18. (	OTHER PROFESSIONAL QUALIFICATIONS (Publications, O	rganizations, Training, Awa	ards, etc.)						
		19. RELEVANT PI	ROJECTS						
	(1) TITLE AND LOCATION (City and State)				(2) YEAR	COMPLETED			
				PROFESSIONAL SE	RVICES	CONSTRUCTION (If applicable)			
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	) SPECIFIC ROLE		Check if project	performe	d with current firm			
	(Reminder from Wordsworth to insert special unfor	matted if you are pastin	ng from oth	er documents; that	way you'	ll preserve the styles.)			
	(1) TITLE AND LOCATION (City and State)				(2) YEAR	COMPLETED			
				PROFESSIONAL SE	RVICES	CONSTRUCTION (If applicable)			
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	Check if project p	performed	with current firm					
	(1) TITLE AND LOCATION (City and State)				(2) YEAR	COMPLETED			
				PROFESSIONAL SE	RVICES	CONSTRUCTION (If applicable)			
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	Check if project performed with current firm							
	(1) TITLE AND LOCATION (City and State)				(2) YEAR	COMPLETED			
				PROFESSIONAL SE	RVICES	CONSTRUCTION (If applicable)			
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	SPECIFIC ROLE		Check if project	t perform	ed with current firm			
	(1) TITLE AND LOCATION (City and State)				(2) YEAR	COMPLETED			
				PROFESSIONAL SE	RVICES	CONSTRUCTION (If applicable)			
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	SPECIFIC ROLE		Check if project	ct perform	ned with current firm			

#### 20. EXAMPLE PROJECT KEY F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S NUMBER **QUALIFICATIONS FOR THIS CONTRACT** (Present as many projects as requested by the agency, or 10 projects, if not specified.

1

Complete of	one Section F for each project.)					
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED				
		PROFESSIONAL S	SERVICES	CONSTRUCTION (If applicable)		
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER	b. POINT OF CONTACT NAME		c. POINT OF	CONTACT TELEPHONE NUMBER		

Note from Wordsworth & Forms in Word: You can also insert a picture here if you wish. Go to insert, picture, from file; then use the picture toolbar to format, resize, put borders around, and text wrap around your picture.

	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				

<sup>24.</sup> BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)   27. ROLE IN THIS CONTRACT (From Section E, Block 12)   12   2   3   4   5   6   7   8   9   10			G. KEY PERSONNEL PARTIC	IPATIO	N IN E	EXAMPL	E PRO	JECTS					
1 2 3 4 5 6 7 8 9 10		26. NAMES OF KEY PERSONNEL CONTRACT CONTRACT From Section F, Block 12) (From Section F, Block 13) (From Section F, Block 13)								able. ar role.)			
		m Gooden E, Blook 12)	(1 Total Goodell E, Blook To)	1	2	3	4	5	6	7	8	9	10
29. EXAMPLE PROJECT (FROM SECTION F)  1													
29. EXAMPLE PROJECT (FROM SECTION F)  1													
29. EXAMPLE PROJECT (FROM SECTION F)  1													
29. EXAMPLE PROJECT (FROM SECTION F)  1													
29. EXAMPLE PROJECT (FROM SECTION F)  NO. TITLE OF EXAMPLE PROJECT (FROM SECTION F)  6  7  8  8  4  9  10  10  10  10  10  10  10  10  10													
29. EXAMPLE PROJECT (FROM SECTION F)  NO. TITLE OF EXAMPLE PROJECT (FROM SECTION F)  6  7  8  8  4  9  10  10  10  10  10  10  10  10  10													
29. EXAMPLE PROJECTS KEY  NO. TITLE OF EXAMPLE PROJECT (FROM SECTION F)  6  7  8  8  4  9													
NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)         NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)           1         6         7           3         8         8           4         9													
NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)         NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)           1         6         7           3         8         8           4         9													
NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)         NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)           1         6         7           3         8         8           4         9													
NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)         NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)           1         6         7           3         8         8           4         9													
NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)         NO.         TITLE OF EXAMPLE PROJECT (FROM SECTION F)           1         6         7           3         8         8           4         9													
1     6       2     7       3     8       4     9			29. EXAMPLI	PROJ	ECTS	KEY							
2     7       3     8       4     9	NO.	TITLE OF EXAMPLE F	PROJECT (FROM SECTION F)	NO.	TI	TLE OF	EXAM	PLE PR	OJECT	(FRO	и SEC	TION F	-)
3     8       4     9	1			6									
4 9	2			7			_						
	3			8									
5 10	4			9									
	5			10									

#### H. ADDITIONAL INFORMATION

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

NOTE FROM DR. OSWALD OR WORDSWORTH (<u>WWW.WORDSWORTHWRITING.NET</u>): YOU CAN INSERT AS MANY EXTRA H PAGES AS YOU NEED (depending on the proposal requirements, of course), OR DELETE EXTRAS. YOU CAN ALSO SELECT THE TEXT AND CHANGE THIS INTO TWO OR THREE COLUMNS INSTEAD OF ONE. TO INSERT PICTURES, YOU MIGHT WANT TO INSERT A TEXT BOX AND PLACE THE PICTURE INSIDE THE TEXT BOX FOR BEST MANEUVERABILITY. I ALSO LIKE TO INSERT A PICTURE INTO EACH OF THE PROJECT PAGES, USING THIS SAME TECHNIQUE. Again, an upgrade to our SF330 long form will save you a lot of time formatting this SF330 (only \$34 more for \$25 version purchasers.)

You do not have to insert a table of contents, but I did, as well as sample headings, to show you how I like to do it. I also like to make this section into two columns; I think it looks better, but that is up to you. Please contact me if you would like me to edit and format (or fix any formatting) on your SF330 or other proposals, reports, or other documents. Just email me the document at <a href="mailto:editor@wordsworthwriting.net">editor@wordsworthwriting.net</a>, and I will give you an estimate for editing it. Thank you! --Lori Jo Oswald, Ph.D., Wordsworth, 907-745-5674

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	2.1.	Heading 2	
		2.1.1. Heading 3 Sample 2	5

# 1.0 HEADING 1 HERE

Text here. Note that you can also use colors on these headings.

# 1.1. Heading 2 Sample

Text sample

1.1.1. Heading 3 sample

Text

# 2.0 HEADING 1 SAMPLE 2

Text

# 2.1. Heading 2

Text

### 2.1.1. Heading 3 Sample 2

AUTHORIZED REPRESENTATIVE	
ie foregoing is a statement of facts.	
32. DAT	īE
	AUTHORIZED REPRESENTATIVE he foregoing is a statement of facts.  32. DAT

33. NAME AND TITLE

1. SOLICITATION NUMBER (If any) ARCHITECT ENGINEER QUALIFICATIONS 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. STREET 5. OWNERSHIP a. TYPE 2c. CITY 2d. STATE 2e. ZIP CODE b. SMALL BUSINESS STATUS 6a. POINT OF CONTACT NAME AND TITLE 7. NAME OF FIRM (If block 2a is a branch office) 6b. TELEPHONE NUMBER 6c. E-MAIL ADDRESS 8a. FORMER FIRM NAME(S) (If any) 8b. YR. ESTABLISHED 8c. DUNS NUMBER 10. PROFILE OF FIRM'S EXPERIENCE AND 9. EMPLOYEES BY DISCIPLINE ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS c. Revenue Index c. No. of Employees a. Function a. Profile b. Discipline b. Experience Number Code Code (1) FIRM (2) BRANCH (see below) Other Employees Total 11. ANNUAL AVERAGE PROFESSIONAL PROFESSIONAL SERVICES REVENUE INDEX NUMBER SERVICES REVENUES OF FIRM Less than \$100,000. \$2 million to less than \$5 million FOR LAST 3 YEARS \$100,000 to less than \$250,000 \$5 million to less than \$10 million 2. (Insert revenue index number shown at right) 3. \$250,000 to less than \$500,000 \$10 million to less than \$25 million a. Federal Work \$500,000 to less than \$1 million \$25 million to less than \$50 million \$1 million to less than \$2 million 10. \$50 million or greater b. Non-Federal Work c. Total Work 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE b. DATE	
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c. NAME AND TITLE