

CITY OF ST. AUGUSTINE BEACH, FLORIDA

REQUEST FOR QUALIFICATIONS



RFQ 21-06: Professional Engineering Services for Storm Drainage Master Plan Update

ISSUE DATE: Friday, October 22, 2021

RESPONSES DUE: Thursday, November 18, 2021
3:00 P.M. (Local Time)

SUBMIT TO: City of St. Augustine Beach
Finance Department
2200 S.R. A1A South
St. Augustine Beach, FL 32080

CITY OF ST. AUGUSTINE BEACH, FLORIDA
Request for Qualifications
RFQ 21-06: Professional Engineering Services for
Storm Drainage Master Plan Update

The City of St. Augustine Beach, Florida, a Florida Municipal Corporation, is requesting Statement of Qualifications (SOQ) from qualified firms interested in furnishing professional engineering services for development of a Storm Drainage Master Plan Update. The City intends to select one firm with demonstrated expertise in providing similar services to those requested herein.

Firms with demonstrated expertise in this field are invited to submit a Qualifications package. The Request for Qualifications (RFQ) can be obtained from the City of St. Augustine Beach, City Clerk's Office, 2200 S.R. A1A South, St. Augustine Beach, Florida 32080; or may be downloaded directly from DemandStar at <https://network.demandstar.com/>, beginning October 22, 2021. All questions must be received in writing no later than 3:00 PM, local time, Thursday, November 11, 2021, and will be answered via written addendum.

Responses/SOQs shall be submitted to the City of St. Augustine Beach, to the attention of City Clerk's Office, 2200 S.R. A1A South, City of St. Augustine Beach, Florida, 32080 **no later than 3:00 PM, local time, THURSDAY, November 18, 2021**.

The City of St. Augustine Beach will evaluate the responses based on the criteria established in the Request for Qualifications, and in accordance with Chapter 2 87.055 of the Florida Statutes and rank the qualified firms in order of preference. After the ranking is completed, City Commission approval will be sought to approve the ranking and select a firm with which to negotiate an Agreement, in the best interest of the City.

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event should call (904) 471-2122 (voice); or fax (904) 471-4108, not later than seven days prior to the due date.

CITY OF ST. AUGUSTINE BEACH, FLORIDA

Beverly Raddatz, MMC
City Clerk

Advertised on city website:

October 22, 2021

RFQ Document Available Online:

October 22, 2021

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Exhibit A: 2004 Storm Drainage Master Plan Update

Exhibit B: 2021 City of St. Augustine Beach Vulnerability Study

21-06-RFQ: Professional Engineering Services for Storm Drainage Master Plan Update

A. Invitation to Submit Statement of Qualifications

The City of St. Augustine Beach ("the City") is requesting Statement of Qualifications (SOQ) from qualified, experienced Engineering firms to provide stormwater engineering, planning, and permitting services to update the City's Storm Drainage Master Plan.

B. Submission Instructions

1. The City of St. Augustine Beach, Florida will receive sealed responses until 3:00 pm local time, Thursday, November 18, 2021 for the purpose of selecting a firm to provide the services requested herein.
2. Any SOQs received after the above stated time and date will not be considered. It shall be the sole responsibility of the Respondent to have their SOQ package delivered to the City Clerk's Office by US mail, hand delivery, or any other method available to them. Delay in delivery will not be the responsibility of the City.
3. A MARKED ORIGINAL, six (6) paper copies, and one (1) electronic copy on CD or USB thumb-drive of the SOQ must be provided. Submissions will be retained as property of the City. The ORIGINAL SOQ must be clearly marked on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual. All other copies may be photocopies. Submissions are to be addressed and delivered as follows:

RFQ 21-06
Professional Engineering Services for
Storm Drainage Master Plan Update
ATTN: City Clerk
City of St. Augustine Beach
2200 S.R. A1A South
St. Augustine Beach, Florida 32080

4. Submittals shall clearly indicate the legal name, federal taxpayer identification number, address and telephone number of the prospective firm. SOQs shall be signed above the typed or printed name and titles of the signer. The signer shall have the authority to bind the prospective firm to the submittal.
5. All expenses for making submittals to the City are to be borne by the Respondent.
6. The City reserves the right to accept or reject any and all responses, to waive irregularities or technicalities, and to request re-submission. The City shall be the sole judge of the response and the resulting negotiated agreement that is in the City's best interest. The City's decision shall be final.
7. Responses received prior to the time of opening will be secured unopened. The City will not be responsible for the premature opening of responses not properly addressed and identified on the outside of the envelope/package with the RFQ name and number.
8. Any questions concerning the request for qualifications process, required submittals, evaluation criteria, schedule, and selection process should be submitted in writing to Beverly Raddatz, MMC, City Clerk, via email to braddatz@cityofsab.org. Questions must be received, in writing, no later than 3:00 pm local time Thursday, November 11, 2021 and will be answered via written addendum.
9. Respondents are expected to carefully examine the scope of services, evaluation criteria, and all general and special conditions of the RFQ prior to submission. Each Respondent shall examine

the RFQ documents carefully and make a written request to the City for interpretations or corrections of any ambiguity, inconsistency, or error which may be discovered by the question deadline referenced in paragraph B.8. All interpretations or corrections will be issued via written addendum. The City will not be responsible for oral clarifications.

10. Firms responding to the RFQ must be available for interviews by City staff.
11. The contents of the SOQ of the successful firm will become part of the contractual obligations.
12. Responses must be typed or printed in ink. All corrections made by the Respondent prior to the opening must be initialed and dated by the Respondent. No changes or corrections will be allowed after the RFQ due date and time.
13. Respondents must complete and submit the enclosed Public Entity Crimes Statement.
14. The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

C. General Terms and Conditions

1. All applicable laws and regulations of the United States, the State of Florida, and the City of St. Augustine Beach will apply to any resulting agreement. The procedures of the Consultants' Competitive Negotiations Act (Section 287.055, Fla. Statue) will be followed, if and where applicable.
2. After notification of award and during the course of performance of the contract by the successful firm, and during actions taken by the City or its contractors based on or in reliance of the services provided by the successful firm, the successful firm shall indemnify, save harmless, and defend the City, its officers, employees and agents from and against all claims, suits, actions, damages or causes of action arising during the term of the resulting agreement entered into, the consultant's agents, employees, invitees, and all other persons, and from and against any orders, judgments or decrees, which may be entered thereto, and from and against all costs, attorney's fee's expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the resulting agreement shall be deemed to affect the rights, privileges and immunities of the City as set forth in Section 768.28, Florida Statutes.
3. Any agreement or contract resulting from the acceptance of the response shall be on forms either supplied or approved by the City and shall contain as a minimum, applicable provisions of the response. The City reserves the right to reject any agreement, which does not conform to the RFQ and any City requirements for agreements and contracts.
4. The City encourages the use of DBE's (Disadvantaged Business Enterprises) and MBE's (Minority Business Enterprises) where applicable for this project.
5. Any attempt by a Respondent to improperly influence a member of the evaluation committee during the response review and evaluation process shall result in response rejection.
6. The issuance of this RFQ and receipt of responses does not commit the City to award a contract. The City reserves the right to postpone the due date and time, accept or reject any or all responses received in response to this RFQ, or to negotiate with any of the firms submitting a response, waive any informality or defect in any response, or to cancel all or part of this RFQ if it is in the best interests of the City. All responses, plans and other documents submitted shall become the property of the City and are considered public information subject to review under Florida's public records law. In addition, the selected Respondent shall be expected to be familiar with and adhere to not only any applicable City Code, which can be viewed on the City's website www.cityofsab.org, but also any other laws, rules, or regulations.

D. Insurance

Without limiting any of the other obligations or liabilities, the successful Respondent shall, at its own expense, provide and maintain in force until all services to be performed under this agreement have been completed and accepted by the City (or for such duration is otherwise specified hereinafter), the following insurance coverage:

1. Workers' Compensation insurance to apply to all the consultant's employees in compliance with the "Worker's Compensation Law" of the State of Florida and all applicable federal laws, with minimum limits of \$1,000,000 for each employee, accident, and disease

Notice of Cancellation and/or Restriction of the policy(ies) must be endorsed to provide the City with thirty (30) days' notice of cancellation and/or restriction.

2. Comprehensive General Liability with minimum limits of \$1,000,000 per occurrence, combined single damage liability, and property damage liability. Coverage must be afforded on a form no more restrictive than the latest edition of the comprehensive general liability policy, without restrictive endorsements other than ISO endorsement GL 21 06 (engineers, architects or surveyors professional liability exclusion), as filed by the Insurance Services Office and must include: Premises and/or operations; Independent Contractors; broad form property damage; broad form contractual coverage; personal injury coverage with minimum limits of \$1,000,000 bodily injury liability

The consultant's insurance, including that applicable to the City as an additional insured, shall apply on a primary basis and any other insurance maintained by the City shall be in excess of and shall not contribute with the consultant's insurance.

Notice of cancellation and/or restriction of the policy(ies) must be endorsed to provide the City with thirty (30) days' notice of cancellation and/or restriction.

3. Professional liability insurance with minimum limits of \$1,000,000 per occurrence applicable to the City project and requiring notice to the City at least thirty (30) days prior to cancellation or restriction of coverage. Coverage shall be afforded on a form acceptable to the City. Consultant shall maintain such professional liability insurance until at least three (3) years after completion of all services required under this agreement.
4. Business automobile liability insurance with minimum limits of \$1,000,000 each occurrence combined single limit or \$1,000,000 each occurrence and general aggregate. Notice of cancellation and/or restriction of the policy(ies) must be endorsed to provide the City with thirty (30) days' notice of cancellation and/or restriction. This coverage must also name the City of St. Augustine Beach as an additional insured.
5. Prior to commencement of services, the firm selected shall provide to the City, certificates of insurance evidencing the insurance coverage specified in the foregoing paragraphs 1, 2, 3 and 4. The required certificates of insurance shall name the types of policies provided. The policies for general, professional and business automobile liability shall name the City as an additional insured. If the initial insurance policies required by this RFQ expire prior to the completion of the services, renewal certificates of insurance or policies shall be furnished thirty (30) days prior to the date of their expiration.

E. Scope of Work

1. Statement of Intent

The City of St. Augustine Beach is seeking qualifications for stormwater engineering, planning, modeling, permitting and other necessary services as necessary to update the City's Storm Drainage Master Plan (the Project).

2. Background

The current 2004 Storm Drainage Master Plan Update (see Exhibit A) identified 18 drainage improvement projects divided into the following two (2) parts:

- Part I – Major Ditch Improvements
- Part II – Other Improvements

The cost (in 2004 dollars) to implement the projects within the 2004 Plan was estimated to be \$3.43 million. Most of the projects identified in the 2004 Plan have been completed, with the following exceptions:

- Mickler Blvd ditch from 11th Street to 16th Street
- Mickler Blvd. ditch from A Street. to 11th Street
- 16th Street ditch from Mickler to Ocean Woods ditch
- 7th, 8th, and 9th Street piping

As part of this Storm Drainage Master Plan Update, the Consultant will review the 2004 Plan and supporting documentation to determine the cost and requirements for constructing the uncompleted projects. Though the 2004 Plan addressed drainage concerns known at that time, localized flooding still occurs in several areas within the City. Figure 1 shows areas of current drainage concern not addressed in the 2004 Plan.

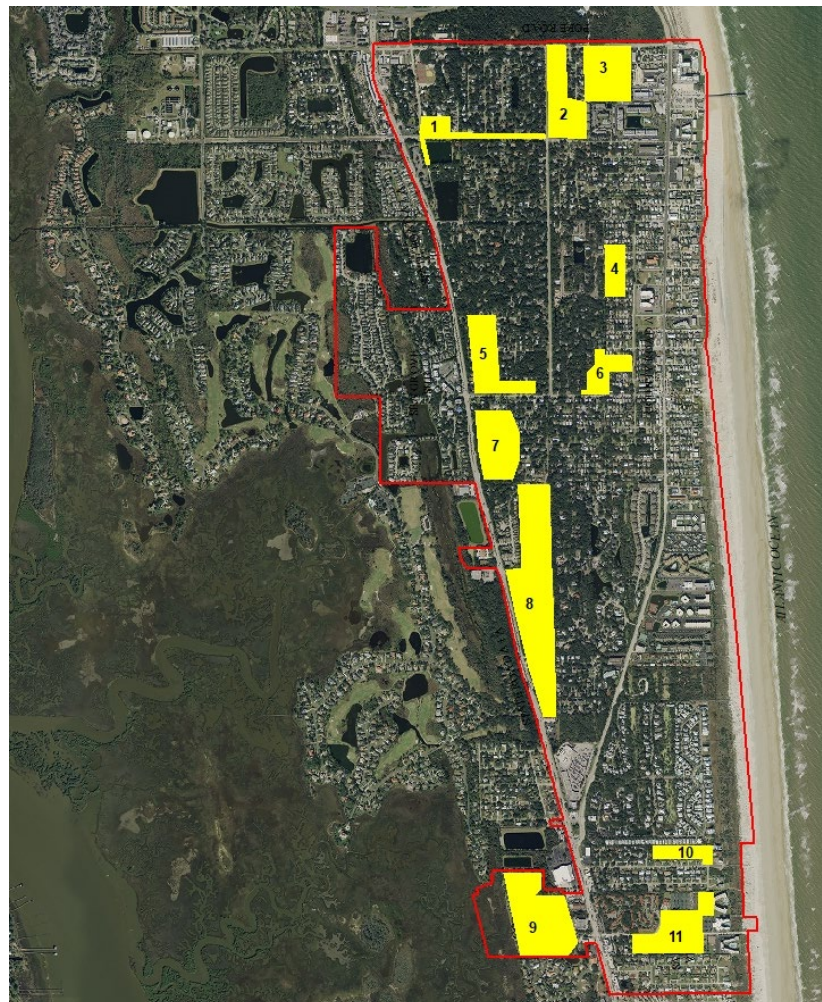


Figure 1 - Areas of Current Drainage Concern

A listing of the areas shown in Figure 1 is as follows:

1. Lake Sienna Area
2. Ocean Walk Subdivision
3. Seaside Villas
4. 7th, 8th and 9th Streets (from 2004 Plan)
5. Ocean Oaks Subdivision
6. Sea Oaks Subdivision / Ocean Pines Drive
7. Mariposa / Poinsettia Street Area
8. Magnolia Oaks, Ewing Street, Atlantic Oaks Circle
9. Ocean trace Subdivision
10. Oceanside Circle
11. Ocean Trace Road / Sabor De Sal

The areas noted in Figure 1 are presented for information only and do not represent all areas of drainage concern within the City. The Consultant will meet with City staff and solicit public input to identify additional areas of drainage concern for inclusion in the Storm Drainage Master Plan Update. Additionally, it is noted that Improvements to Area 2 – Ocean Walk Subdivision and Area 10 – Oceanside Circle are currently in design, therefore, are not anticipated to be included in the Storm Drainage Master Plan Update.

In addition to the areas of concern listed in Figure 1, the City recently completed a Vulnerability Study (see Exhibit B), which identified the City's vulnerability to storm surge and extreme tides, in conjunction with forecast sea level rise scenarios. The vulnerability study recommended solutions to increase the city's resiliency to tidal events. From this study, the City plans to develop an Adaptation Plan to improve resiliency and mitigate future sea level rise. The updated Storm Drainage Master Plan must work in tandem with the 2021 Vulnerability Study to develop a storm drainage capital improvement plan to meet the City's stormwater needs into the future.

3. Scope of Services to be Performed

The City is seeking an experienced firm to update the Storm Drainage Master Plan. The updated Plan will identify existing storm drainage needs, identify and develop opinions of probable cost for solutions, and develop a 10-year implementation strategy for needed improvements. Specific work is anticipated to include, but not be limited to:

- Review and summarize the documentation provided in the 2004 Storm Drainage Master Plan and become familiar with how the City has evolved its stormwater management program in accordance with the Federal Clean Water Act, Department of Environmental Protection Rules and Regulations, Saint John's Water Management District Rules and Regulations, and standards and objectives set by the City of St. Augustine Beach.
- Identify and analyze areas of drainage concern within the City. Meet with City staff to discuss a wide range of information and thoughts regarding the City's stormwater management system as it has evolved, as it is today, and where it might be in the future.
- Review the mission, goals and objectives of the City including operations, maintenance, capital projects and budgets. Consider strategies for improvements in an effort to align resources with the recommendations of the proposed 2022 Storm Drainage Master Plan Update and the projects and programs contained therein. Improvements may include management strategies, staffing levels, budget allocations (by line item), equipment, etc.
- Review and summarize the last 10-years of project and program accomplishments, setbacks, and continued challenges.

- Identify the existing regulatory standards in place for receiving water bodies and stormwater discharges. Furthermore, potential future regulatory standards regarding water quality, water conservation, and ecological preservation should be considered during the upcoming 10-year horizon.
- Review and make recommendations regarding the City's land development codes, ordinances, and policies on stormwater management design requirements, building reviews and inspections, and the Stormwater Utility Ordinance.
- Review the City's NPDES MS-4 Permit and program elements. Recommendations for changes or modifications should be developed for consideration, particularly as it relates to public education, source control, development requirements, and revenue generation for stormwater projects and programs over the next 10-years.
- Review the City's 2021 Vulnerability Study and develop strategies within the Storm Drainage Master Plan Update for how the City might prepare and/or cope with sea level rise and storm surge events.
- Evaluate the City's stormwater level of service as defined by the City's Comprehensive Plan and then compare this with actual service levels within various stormwater basins. Provide insight and recommendations regarding stormwater levels of service and particularly provide recommendations for moving into the future, particularly over the next 10-years, should service levels change and how might new service levels serve as criteria for future infrastructure projects.
- Summarize and evaluate non-City sources of stormwater to the City's drainage system the impacts of pollutant loading to water quality and habitat. Develop strategies for mitigating negative effects of these outside sources, prioritize those strategies among City programs and projects.
- Develop stormwater modeling as necessary to identify and develop solutions for existing stormwater deficiencies within the City.
- Identify capital improvement needs based on a 10-year time frame and recommend projects based on five (5) year increments. Include cost estimates for engineering, construction, contingency, operation and maintenance costs, time requirements, cost/benefit ration and priority ranking.
- Modify the City's St. Johns River Water Management District Storm Drainage Master Plan Permit (permit no. 21554) as necessary and feasible to implement recommended projects.
- Conduct a public involvement process that allows interest groups/individuals to understand the City's approach to stormwater master planning, comment on the process, projects and programs, and provide recommendations. Conduct a minimum of one (1) public involvement meeting in the early stages of Plan development to solicit input relating to areas of drainage concern to be analyzed and incorporated as applicable into the Storm Drainage Master Plan update.
- Prepare an update to the City's Storm Drainage Master Plan in the following phases: 50% 90% and Final Plan. Each phase should include a draft of the updated plan. The 50% plan shall be presented to the City Commission and/or Commission Advisory Board in a regularly scheduled meeting. The 90% plan shall be presented to the City Commission at a regularly scheduled meeting to solicit feedback to be included into the Final Plan.
- Evaluate operational strategies and evaluate their effectiveness in protecting public

safety, property and the environment.

- Any other recommendations for scope that the proposing firm has that would add value to the overall project.
- The Consultant will complete this project no later than 9 months from contract execution.
- The Consultant is expected to coordinate regular meetings with the City Public Works Department to further refine the project goals, budget, and design of the project.

4. Project Timeline

The following projected timeline should be used as for planning purposes only. The City reserves the right to adjust this timeline as required.

Procurement Event	Tentative Date
RFQ Advertised	October 22, 2021
Last day for questions	November 11, 2021; 3:00 PM EST
Written Addendum issued (if applicable)	
Submissions Due	November 18, 2021; 3:00 PM EST
Evaluation Committee Meeting	November 23, 2021
Presentations (if applicable)	
Notice of Recommendation	November 29, 2021
Approval of Consultant Ranking by City Commission	December 6, 2021
Tentative award of negotiated contract by City Commission	January 3, 2022
Project Event	Estimated Completion Time
Storm Master Plan Update	September 30, 2022

F. Minimum Qualifications

The Consultant shall have verifiable civil engineering experience in developing municipal Storm Drainage Master Plans of a similar size and nature. The Project team shall consist of a minimum of:

- One Florida Licensed Professional Surveyor with at least 10 years of experience
- One Licensed Professional Engineer with at least 10 years of demonstrable experience in storm water master plan development
- Florida Licensed Professional Engineers with demonstrable experience in
 - Stormwater and drainage engineering, including H&H modeling
 - Permitting (SJRWMD, FDEP, FDOT, USACOE, EPA, etc.)
 - Stormwater pump station design and permitting
 - Infiltration system design and permitting
 - Geotechnical engineering
 - Survey
 - Utility design
 - Roadway design
 - Electrical Engineering

G. Submittal Requirements

Responses shall be designed to portray to the City how the Consultant's range of services can best assist the City in the development and implementation of the Storm Drainage Master Plan Update. In order for the City to evaluate the responses, each Respondent shall provide information relative to their ability to provide services that will best meet the needs of the City.

All Responses shall follow the format described in this section and be accompanied by all applicable forms contained in the Request for Qualifications. Responses should be limited to the page maximums outlined below for each section and include all required forms. Respondents are encouraged to print SOQs double sided; a double-sided print will be considered two pages. Responses shall be appropriately sequenced per the following outline:

SOQ CONTENTS:

(Provide the following information in the order in which it appears below)

Tab 1: General / Background Information (6 page maximum)

Tab 2: Project Approach (6 page maximum)

Tab 3: Relevant Projects Summary (10 page maximum)

Tab 4: Team Resumes (20 page maximum)

Tab 5: Required Forms:

- Response Cover Sheet*
- Public Entity Crimes Statement*
- Certification Regarding Debarment, Suspension and Other Responsibility Matters*
- SFR 330-16f for each firm represented in SOQ*

Tab 6: Required Disclosures

- Statement of any Conflicts of Interest
- Statement of Good Standing

***Required forms included with this RFQ document**

Tab 1: General / Background Information (6 page maximum)

- If the team wishes to provide a cover letter, it should be included in this section
- Provide general overview of Firm and project team
- Provide organizational chart of the project team structure, and which team members will be responsible for meeting each minimum qualification
- Discussion of qualifications and what distinguishes team
- Describe the organization's ability in providing service like those detailed in this RFQ
- Note: any changes to the submitted personnel list in the SOQ must be approved by the City

Tab 2: Project Approach (6 page maximum)

- Describe the team's approach to meeting the Scope of Work
- Describe how the project team will work to save money, meet demands of schedule, design to maximize functionality and aesthetics
- Describe methods for quality assurance and quality control (QA/QC)

Tab 3: Relevant Project Summary (10 page maximum)

- Detail no more than ten (10) of the most relevant projects to this Scope of Work completed by the design team, with an emphasis on the past five (5) years
 - Provide project schedules
 - Highlight which project team members were associated with the project, and what their role was in the project
 - Include a contact for the project lead for each project, including their contact information

Tab 4: Team Resumes (20 page maximum)

- Demonstrate what each person's role will be for this project
- Provide resumes for the key personnel working on this project
- Describe the specific role each person filled on the projects listed on their resume

Tab 5: Required Forms

- Provide all forms listed above, filled out completely and signed by a principal of firm

Tab 6: Required Disclosures

- **Conflict of Interest:**

In order to avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City of St. Augustine Beach.

Please outline any conflicts of interest that may exist for your firm in relation to providing services for the City of St. Augustine Beach.

- **Good Standing:**

Your firm must be in compliance with Federal, State, County and local units of government; which specifically includes good tax payment status and good corporate registration status.

Please indicate the payment status of taxes applicable to your firm and provide your firm's legal corporate name and Tax ID number.

H. Evaluation of Submissions

The City desires to award the contract to the firm which most demonstrates the ability to provide the highest quality of service. To accomplish this goal, the City criteria for evaluation of responses will include, but not be limited to:

1. The project team's project approach meets the intent of the project and provides value-added betterments and innovations.
2. The project team's experience in providing timely, cost-effective, and high-quality projects similar to the scope and type of this project.

3. The project team demonstrates a commitment to high quality assurance and quality control and has a program to ensure both.
4. The qualifications of the primary team members in the technical disciplines required to complete the project.

Evaluation criteria will be reviewed and scored based on the following matrix:

Category	% of Score	Rating	Max Score
Project Approach	20	1-5	100
Relevant Project Experience	20	1-5	100
Quality Control and Quality Assurance	10	1-5	50
Proximity to and Familiarity with Project Area	5	1-5	25
Qualifications in Technical Disciplines			
Hydrologic and Hydraulic Modeling	10	1-5	50
Drainage System Design	10	1-5	50
Stormwater Pump Station Design	10	1-5	50
Environmental Resource and NPDES Permitting	10	1-5	50
Roadway, Utility and Other Design	5	1-5	25
Total Maximum Points Available			500

Each category has specific weights of importance to the project. Each design team will be scored 1 to 5 in each category listed:

- 1 – Non-responsive in category
- 2 – Below Expectations
- 3 – Meets Expectations
- 4 – Exceeds Expectations
- 5 – Far-Exceeds Expectations

I. Selection and Ranking

The City will review all responses. A selection committee made up of no less than three (3) members will evaluate, score, and rank the responses relative to their qualifications, approach to the project and ability to provide services to best serve the needs of the City and project.

It is the intention of the City to select a consultant based upon the written submittals and rankings, however, the City may opt to conduct interview/oral presentations. Any interviews/oral presentations the City opts to conduct are fact finding and explanation sessions only and do not include negotiations. The City Clerk's office will schedule the time and location of any interview or presentation. All interviews or presentations shall be held on site at a City location unless virtual attendance is coordinated in advance with the City, and all costs involved shall be the responsibility of the Respondent. Interviews or presentations are an option of the City and may or may not be conducted. A specific time schedule will be established after the SOQs are received and reviewed. Upon completion of the oral presentation(s), the Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation, utilizing the same evaluation criteria detailed herein.

Following evaluations, should the scores result in a tie for the top-ranked Respondent, the City will utilize a tie-breaker procedure, including but not limited to, the Respondent scoring highest in the component with greatest weight; Respondent with the most first or second place ranks among

the individual score cards, or the Respondent who has been awarded the least dollar value of contracts over the past five years.

J. Negotiations and Award

After the ranking is completed, the City will attempt to negotiate an Agreement with the top ranked firm, which will be in the best interest of the City. If no Agreement is reached with the top ranked prospective firm, negotiations will be terminated with that firm and initiated with the second ranked prospective firm, and so on until an Agreement is reached.

Upon the successful negotiation of an Agreement, a formal contract will be prepared, submitted to the City Commission for approval, and executed by both parties.

K. Contract/Agreement Term

The City intends on executing an Agreement with a term valid through the completion of work, as determined during the negotiation process, and reflected in the final Agreement. It is anticipated that the phases will be negotiated in the following payment methods:

Lump Sum

Required Forms

Includes the following:

- Response Cover Sheet
- Public Entity Crimes Statement
- Certification Regarding Debarment, Suspension and Other Responsibility Matters
- SFR 330-16f (complete one for each firm represented in SOQ)

Response Cover Sheet

This page is to be completed and included as the cover sheet for your response to the Request for Qualifications.

The City Commission of the City of St. Augustine Beach reserves the right to accept or reject any and/or all responses in the best interest of the City.

This response is submitted by the below named firm/individual by the undersigned authorized representative.

	(Firm Name)
BY	_____
	(Authorized Representative)

	(Printed Or Typed Name)
ADDRESS	_____

CITY, STATE, ZIP	_____
TELEPHONE	_____
FAX	_____

ADDENDA ACKNOWLEDGEMENTS: (IF APPLICABLE)

Addendum# 1 dated_____Initials _____

Addendum# 2 dated_____Initials _____

Addendum# 3 dated_____Initials _____

Public Entity Crimes Statement

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. This sworn statement is submitted to _____
(print name of the public entity)
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)
whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, robbery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officer, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement in which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies).**

☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order).**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Corporate Seal)

Authorized Representative-Sign in Ink

Authorized Signature (typed) Title

Company Name

Mailing Address

City, State, Zip

(Area Code) Telephone Number

SUBSCRIBED AND SWORN BEFORE ME AT:

THIS ____ DAY OF _____ 20 ____.

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three (3) year period preceding this application/response been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph 1 (b) of this certification; and
 - d. Have not within a five (5) year period preceding this application/response had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this response.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Firm Name and Address

ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157
Expiration Date: 12/31/2020

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, 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 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute 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 Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electricial Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	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. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM. 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 unique entity identifier. 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; Nav aids; 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
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
		E13	Environmental Testing and Analysis
B01	Barracks; Dormitories	F01	Fallout Shelters; Blast-Resistant Design
B02	Bridges	F02	Field Houses; Gyms; Stadiums
C01	Cartography	F03	Fire Protection
C02	Cemeteries (<i>Planning & Relocation</i>)	F04	Fisheries; Fish ladders
C03	Charting: Nautical and Aeronautical	F05	Forensic Engineering
C04	Chemical Processing & Storage	F06	Forestry & Forest products
C05	Child Care/Development Facilities	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C06	Churches; Chapels	G02	Gas Systems (Propane; Natural, Etc.)
C07	Coastal Engineering	G03	Geodetic Surveying: Ground and Air-borne
C08	Codes; Standards; Ordinances	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C09	Cold Storage; Refrigeration and Fast Freeze	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G06	Graphic Design
C11	Community Facilities	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C12	Communications Systems; TV; Microwave	H02	Hazardous Materials Handling and Storage
C13	Computer Facilities; Computer Service	H03	Hazardous, Toxic, Radioactive Waste Remediation
C14	Conservation and Resource Management	H04	Heating; Ventilating; Air Conditioning
C15	Construction Management	H05	Health Systems Planning
C16	Construction Surveying	H06	Highrise; Air-Rights-Type Buildings
C17	Corrosion Control; Cathodic Protection; Electrolysis	H07	Highways; Streets; Airfield Paving; Parking Lots
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H08	Historical Preservation
C19	Cryogenic Facilities	H09	Hospital & Medical Facilities
D01	Dams (<i>Concrete; Arch</i>)	H10	Hotels; Motels
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D03	Desalinization (<i>Process & Facilities</i>)	H12	Hydraulics & Pneumatics
D04	Design-Build - Preparation of Requests for Proposals	H13	Hydrographic Surveying
D05	Digital Elevation and Terrain Model Development		
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (*Profile Codes continued*)

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

List of Experience Categories (*Profile Codes continued*)

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 <i>(City and State)</i>			
16. EDUCATION <i>(Degree and Specialization)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED <div style="display: flex; justify-content: space-between;"> PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i> </div>	
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 <i>(Include scope, size, and cost)</i>		

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

[illegible]

9. **EXAMPLE PROJECTS KEY**

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	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

1. SOLICITATION NUMBER (If any)

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

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11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		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. \$100,000 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.

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