REQUEST FOR PROPOSALS

for

CITY OF EL CENTRO
AQUATIC CENTER
ARCHITECTURAL/ENGINEERING SERVICES

The RFP includes an overview of architectural/engineering services required on the City of El Centro’s aquatic center project. It provides information on the site, project schedule, as well as submittal procedures and selection criteria for interested candidates.

A pre-proposal conference is scheduled for 10:00AM on August 21, 2014 at the Old Post Office Pavilion located at 230 South 5th Street in El Centro. Candidate submittals must be received by the Community Services Department Economic Development Division no later than 5:00PM pacific time September 5, 2014.

The City of El Centro anticipates the design to be complete and ready to bid for construction in August 2015.

Requested by:

City of El Centro
Community Services Department
Economic Development Division
1249 West Main Street
El Centro, CA 92243
Phone: (760) 337-4543
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Attachment 1 – Project Schematic Drawings (for illustration purposes only)

Attachment 2 – Sample Proposal Evaluation Form

Attachment 3 – Architect-Engineer Qualifications (SF-330)

Attachment 4 – Sample Agreement for Consulting Services
CITY OF EL CENTRO
REQUEST FOR PROPOSALS
FOR ARCHITECTURAL/ENGINEERING
SERVICES FOR DESIGN OF AQUATIC CENTER

A. BACKGROUND

The City of El Centro (“the City”) is requesting proposals from qualified engineering professionals to provide architectural/engineering and project management services for construction of an aquatic center. Firms interested in providing architectural and engineering (“A/E”) services relating to the conceptual design, design and future construction of a new aquatic center should submit proposals. The firm ultimately selected will provide full A/E services for the design and construction engineering of the new aquatic center as directed by the City. The primary funding for this project is being provided through revenue bonds issued by the El Centro Financing Authority.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City. The engineering consultant entity is hereinafter referred to as “the Consultant.”

Any contract resulting from this Request for Proposals (“RFP”) shall be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. The City requires evidence of general liability, automobile liability, Workers’ Compensation and professional errors and omissions insurance coverage. If the Consultant does not have coverage in accordance with the City’s policies, then evidence must be submitted indicating that such coverage will be effective prior to entering into a contractual agreement with the City.

Pursuant to Public Contract Code section 20103.6, the Consultant is advised that the contract for this project includes provisions requiring the contracting architect to indemnify and hold harmless the City against any and all liability, whether or not caused by the activity of the contracting architect. The requirement of this indemnification can be found in the sample contract agreement attached to this document.


The City anticipates the design to be complete and ready to bid for construction in August 2015.

The RFP is available on our website (www.cityofelcentro.org) or the Community Services Department Economic Development Division located at 1249 West Main Street, El Centro, CA 92243.

B. PROJECT DESCRIPTION

The City intends to construct an aquatic center. The site for the aquatic center is in the general area bounded by Sixth Street to the west, Fourth Street to the east, Adams Avenue (SR-86) to the north and Park Avenue to the south and consists of roughly 3 acres. The project site faces on the north by residential properties, to the west by an existing park and proposed skate park, to the south by residential properties, and to the east by commercial and industrial lands. The site was previously improved with lawn and trees, as well as a restroom building and metal shade structures. Said structures shall be identified for removal.

The project includes conceptual design and final design, project budgeting, preparation of complete documents of contract, assistance and recommendation in construction advertisement and contract award as well as construction support such as RFI’s and submittal approvals. The contract bid and award of this project must be approved by the City’s City Council. The City anticipates having available approximately $8.0 million to complete the construction phase of this project. Additional funding is set aside for design and construction administration costs.

The proposed project consists of the development of an Aquatic center in El Centro. This approximately 3 acre aquatic center may consist of a competition pool (25 yard x 25 meter), a recreational/leisure pool, splash pad, a lazy river, water slides,
wet/dry classroom, party areas, decking, shade area(s), office/restroom/locker facilities, sidewalks/paths and other items listed below. A total of 105 off-street parking spaces are to be incorporated into the project.

The project proposes the abandonment of Fifth Street between Park Avenue and Adams Avenue and the utilization of the area as part of the aquatic center footprint. Power pole lines along the west side of Fifth Street shall be relocated/abandoned. Said work and requirements shall be coordinated with the Imperial Irrigation District (“IID”). Preliminary talks with IID staff indicated that the line between Park Avenue and Adams Avenue can be abandoned; however some poles may need to be relocated closer to Adams Avenue or Park Avenue to avoid the project area.

The project shall retain the 100-year storm event on-site, calculated as 3” x the surface area of the site. The held water may be released to the surface or nearby storm system at a rate that matches the existing runoff rate from the site, however the 1-year 24-hour event must be treated on-site prior to entering the storm system.

In addition to the above stated, the consultant should provide for the following in each of the project areas:

**Site**
- Site preparation, including geotechnical investigation and other engineering services as required
- Installation of utilities
- Draining control for entire parcel including retention area for storm water/backwash
- Competition pool (25 yard minimum x 25 meter lap pool with a minimum of 8 lanes, 4 foot shallow end to a 9 foot deep end, pool should connect to a smaller side beach entry pool). Pool to be heated, preferably with solar technologies, or combination gas-solar
- Multi-purpose activity/play pool with a beach entry, spray play equipment and 1-3 foot depth teaching area. Shall be heated with solar technologies or combination of gas-solar
- Lighting for entire pool areas to allow evening use
- Shaded spectator areas
- Start system/scoreboard
- Aeration system on pools
- Pool decking
- Shade/picnic/party areas with no grass options
- Pump room w/storage room
- Storage
- ADA chair lift
- Off-street parking lot(s) with lighting
- Sidewalks/paths
- 8 foot fencing with dust control measures
- Landscaping
- Pool equipment storage
- Sound system throughout the building and pool areas

**Building to accommodate:**
- Snack bar
- Public family restroom/locker
- Public restroom/locker/shower facility
- Aquatics manager & administrative offices
- Front office and counter
- Administrative restroom
- Administrative storage
- Lifeguard office with area to provide first aid
- Wet/dry classroom w/lockers
- Lifeguard restrooms
- Lifeguard storage
- Maintenance office
- Maintenance storage room
• Training room which can also be used for private party rental area

Wish list if funding is available in the following priority:

• Lazy river (if not feasible due to funding limitations, design shall accommodate for simple future addition with supporting underground infrastructure and future tie-in points)
• Two water slides
• Other items may be removed or re-sized as required to keep within funding limitation.

Off-site Improvements

• Off-site improvements for all fronting streets as may be required for the facility if disturbed or new improvements proposed.
• Demolition of existing Fifth Street improvements between Park Avenue and Adams Avenue. No wet utilities are known to exist in the street segment; however the overhead power line will need to be re-routed. Preliminary talks with IID suggest the line can be abandoned and poles in the site can be relocated to Park Avenue or Adams Avenue.
• Connection of curb/gutter sidewalk improvements along Adams Avenue and Park Avenue to connect along abandoned Fifth Street. Coordination with Caltrans for improvements along Caltrans ROW and approval of Caltrans encroachment permit will be required.

NOTE: City will depend on designer expertise to advise City of items not-foreseen by City or items requested by City, but not necessary for the type of facility. Said comments will be evaluated by the City along with the conceptual design submittal.

C. SCOPE OF SERVICES

The following is a representative sample of the work scope for this project. It is not meant to be all inclusive and the actual engagement will certainly require additional duties of a similar nature to those summarized below as the need arises. In fact, responses to this RFP are strongly encouraged to suggest other tasks and duties that may be applicable and useful to the City.

The selected firm will provide A/E services that include but are not limited to those listed in this section. All work shall be performed under the direction of a licensed architect or engineer registered with the State of California. No subcontractors shall be utilized without prior authorization by the City.

The A/E services will be conducted in two phases: Phase I – is conceptual design, design, preparation of complete documents of contract, assistance and recommendation in construction advertisement and contract award which includes all pre-design services, conceptual and final design and project budgeting. Phase II is the construction support. These are described as follows:

PHASE I - Conceptual design, design, preparation of complete documents of contract, assistance and recommendation in construction advertisement and contract award.

1. A project kick-off meeting. The Consultant will be required to attend a kick-off meeting with the City’s staff. At that meeting the A/E will be required to provide:
   a. A detailed schedule clearly identifying when conceptual design plans, 60%, 90% and 100% submittals will be delivered to the City.
   b. A list of the team members who will be involved in the project along with their phone numbers and e-mail addresses.
   c. An organizational chart showing the relationships of all team members.
   d. Any submittals contractually required.
   e. Attend a field review meeting.
2. **Review of existing documentation.** The Consultant shall become familiar with existing site conditions, including shallow water table, Fifth Street utilities, Caltrans requirements and the City’s Adams Park Conceptual Master Plan: A Guide to Revitalization. Review of Water Resources Control Geotracker website states that groundwater levels as high as 7 feet below existing surface may be encountered.

3. **Preparation of conceptual design plans.** The Consultant shall prepare and submit a set of conceptual design plans following review and implementation of existing documentation [up to 8 copies]. This submittal shall consist of a plan view depicting proposed improvements. Preliminary Statement of Probable Construction Costs will be required at the completion of the conceptual design plans. The conceptual plan shall be inspired by the character of the schematic design that is presented in the Adams Park Conceptual Master Plan. Conceptual design will depict any proposed changes in character from the schematic design that may need to occur to permit functionality of the aquatic center under the constraints of the site. Any deficiencies found, along with rectification proposals shall be presented at this time. Draft hydrology study shall be presented at this time.

4. **City Council presentations.** The Consultant will be required to prepare concept plan presentation(s) for awarding at the City Council meeting(s). The outcome of Council recommendations, if feasible, shall be incorporated into the plans. The Consultant shall be prepared to answer questions and explain the process that led to the proposed conceptual design, if requested.

5. **Monthly progress meetings.** For the duration of the project, the City and the Consultant shall meet monthly to discuss the project status and all pertinent matter issues. This schedule will likely be augmented with additional meetings when issues, requiring action, arise. As such, the City will expect the Consultant to be available to advise the City’s staff, the City’s committee and the City Council, on any and all issues when the City deems such briefings are needed.

6. **Preparation of design plan.** The Consultant shall prepare and submit a set of conceptual design plans. The Consultant must submit, attend, and incorporate comments from the City’s staff and community forums. This submittal shall consist of a plan view depicting proposed improvements and existing right-of-way limits. These plans shall incorporate applicable utility plans, and applicable environmental mitigation measures.

7. **On-site/off-site improvements.** The Consultant will coordinate improvements with the City’s staff regarding existing utilities locations.

8. **Preparation of 60% plans.** The Consultant shall submit a set of preliminary plans at the 60% level of completion. These plans will show, at a minimum, the plan and profile views of all existing features, all new improvements, existing utility locations and existing right-of-ways, drainage controls, including off-site improvements, and implement all mitigation measures.

9. **Preparation of 90% plans.** The Consultant shall incorporate all alternative selections, changes, corrections and/or additions from the 60% plan review. The 90% plans shall be submitted to the City for building permit review, final adjustments, and/or corrections.

10. **Preparation of final (100%) bidding documents.** The final plans complying with the requirements of the City, State Title 14, and the International Building Code (IBC) shall be prepared incorporating all adjustments or corrections made during review of the 90% set. Additionally, the Consultant shall prepare the technical specifications, special provisions, final Consultant’s estimate, and the bidding schedule. A set of final reproducible plans shall be provided stamped by licensed engineers and architects in the state of California as applicable.

11. **Assistance during the bidding process.** The Consultant shall be required to attend and actively participate in the pre-bid meeting, the pre-construction meeting, and the bid opening.

**PHASE II: Construction Support**

1. ** Provision of construction staking.** The Consultant shall provide survey control for use by the contractor during construction.

2. ** Provision of post-design consultation services.** The Consultant shall be required to provide
consultation assistance during construction, for the purpose of addressing unforeseen or new design issues not covered under the design scope of work or for the consideration of apparent design errors or omissions shall be addressed by the Consultant at no additional cost, and may not be considered an extra work under this item.

3. **Construction support.** This phase of work shall include responding to RFI s and reviewing and approving submittals. It is expected that the Consultant will attend construction meetings every 6 weeks during construction.

4. **Preparation of final as-built drawings.** The Consultant shall be required to prepare mylars of the final as-built conditions based on the redline markups from the contractor.

### C.1 CITY’S DUTIES AND RESPONSIBILITIES

The City shall undertake the following duties and responsibilities:

1. Coordinate with the Consultant by way of in-house meeting, correspondence, telephone, and/or e-mail for purposes of facilitating implementation and completion of the project in a timely and acceptable fashion.

2. Pay all applicable permit fees imposed by the City.

3. Review, comment on, and approve the Consultant’s designs and plans within a reasonable period of time.

4. The City will pay the Consultant in conformance with a mutually agreed upon schedule within 30 days after receipt of an invoice (payment of invoices may be arranged to coincide with completion of stages of work).

5. The City will **not** provide dedicated work space facilities (i.e., office space).

6. The City shall furnish all applicable policies, procedures and reference materials that represent the City’s minimum requirements.

### D. PROJECT DELIVERY METHOD

The project delivery method will be design, bid, and build for each phase of the project.

### E. STATEMENT OF QUALIFICATION

Each firm shall submit Standard Form 330 and complete Parts I & II as part of this RFP. SF 330 is attached as Attachment 3.

### F. CONSULTANT CONTRACT ADMINISTRATION

All consultant work will be authorized on an hourly rate not to exceed for each of the tasks above.

### G. RFP CONTENT

*The submittals in response to this solicitation shall not exceed 25 total pages in length including cover letter, proposed staffing plan, previous experience, proposed approach, Levine Act disclosure (sample available upon request) and labor rate sheet. No appendices or elaborate brochures or other presentation material are desired.* The RFP submittal content and format should demonstrate ability to follow direction set forth in this RFP. The RFP should be organized in the following sequence:

- **Cover Letter** - Describe the firm’s or team’s interest in and commitment to the project.

- **Proposed Approach** - Provide a detailed explanation of the approach you would take for completing the work, addressing the tasks above and discussing the issues, challenges and solutions you would employ during the engagement. *In particular describe what issues you foresee in your role as the Consultant.* Please also describe your overall approach to this role and
how you anticipate interacting with the entire team including the City project manager, the project construction manager, the City’s Aquatic Center Task Force and the contractors.

**Proposed Staffing Plan** - Designate the Principal, the Project Manager in charge of the project and the City’s contact throughout the duration of the contract. The submittal should describe the individuals and their roles on the team. Identify key staff members and a brief resume describing *similar projects* on which they have been involved, availability of the staff member over the duration of the project, and a description of the benefits the person brings to the team. Indicate recent, relevant experience and references on similar projects where a similar role was performed. Proposals shall clearly establish principal team member firms and sub consultants. An organization chart should be included. Any substitution of key staff during the project will require approval from the City. Evaluation of this segment of the proposals will be focused on individual members as well as the depth of your proposed team.

**Previous Experience** – Include descriptions of *similar projects* (aquatic centers of at least half the size of the one proposed here) previously performed by the staff proposed. The descriptions should include what services were performed, the date of the project, unique features of the project which would be beneficial to the City, and a client reference including email and phone contact information. Evaluation of this segment will be heavily weighted on your client reference remarks as solicited by the City.

**Agreement Exclusions** – Indicate in the proposal any clauses, if any, in the City’s proposed agreement which are unacceptable to the firm or team. Federal and State requirements are non-negotiable.

**Modified Scope of Work** – The Consultant should specifically indicate in its proposal any recommended changes for the “Scope of Work.”

**Lawsuit History** – List any pending or settled lawsuits or professional liability claims in which the Consultant was involved during the past 10 years.

**Insurance** – A copy of insurance certificate, or a letter of intent to provide insurance from the issuing company (including a description of types of coverage and dollar amount limits).

**Estimated Costs** – Submit with your response your hourly rate and overhead information in a *separate sealed envelope* clearly labeled as follows:

Sealed Fee Schedule Proposal
City of El Centro
Community Services Department Economic Development Division
Design of City of El Centro Aquatic Center
September 5, 2014

**Sealed fee schedule**

1. Develop costs and fees for the services based on hourly rates. Provide a clear breakdown of these costs by task. Task order shall closely mimic the proposed scope. Each task shall include proposed staffing effort, with corresponding hourly rates. List all professional service expenses anticipated including insurance, printing, communications and travel. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, insurance, equipment, normal supplies and materials, in-house reproduction services and local travel costs. Indirect costs shall be based on undisputed audited records.

**H. CONFLICT OF INTEREST**

The Consultant and its principal subs, as may be selected by this RFP, are precluded from responding to a future RFP for serving as the CM/Owner’s Representative for this project.

**I. DESIGN WITHIN FUNDING LIMITATIONS**
A. The Consultant shall accomplish the design services required under this contract so as to permit the award for the construction of the proposed facility at a price that does not exceed the estimated construction contract price as set forth in paragraph (C) below. When bids or proposals for the construction contract are received that exceed the estimated price, the City shall analyze the reasons for the excessive prices and, if appropriate, the Consultant shall perform such redesign and other services as are necessary to permit contract award within the funding limitation. These additional services shall be performed at no increase in the price of this contract. However, the Consultant shall not be required to perform such additional services at no cost to the City if the unfavorable bids, or proposals are the result of conditions beyond the Consultant’s reasonable control.

B. The Consultant will promptly advise the City’s project manager if it finds that the project being designed will exceed or is likely to exceed the funding limitations and it is unable to design a usable facility within these limitations. Upon receipt of such information the City’s project manager will review the Consultant’s revised estimate of construction cost. The City may, if it determines that the estimated construction cost contract price set forth in this contract is so low that award of a construction contract not in excess of such estimate is improbable, authorize a change in scope or materials as required to reduce the estimated construction cost to an amount within the estimated construction contract price set forth in paragraph (C) below.

C. The estimated construction contract price for the project described in this contract is $8.0 million.

J. SELECTION CRITERIA AND SCHEDULE

The City will hold a pre-proposal conference to review this RFP. Explanations or clarifications desired by respondents regarding the meaning or interpretation of this RFP may be requested at this conference or in written form by contacting the City’s Community Services Department Economic Development Division at 760.337.4543 or emailing at scox@cityofelcentro.org

The City specifically requests that any questions concerning this RFP be directed to Stacy Cox only. Please do not contact other of the City’s staff.

Responses will be reviewed based on the following criteria:

- Proposed approach to the project.
- Previous experience with similar projects.
- Past success with managing all processes, procedures and paperwork for similar projects.
- Qualifications of team members/organizational chart with names and resumes.
- Satisfaction of previous clients.
- Project understanding and ability to work in a collaborative environment with other consultants, the contractor(s), regulatory and oversight agencies, etc., to help solve problems and deal in a constructive manner with issues and any conflicts that may arise during the entire design, procurement and construction processes.
- Ability to provide justification for indirect costs through an undisputed audit conducted by a Federal or State agency.
- At interview, power point presentation highlighting the above criteria

Final staff recommendations to the City Council as to the proposed successful respondent to this solicitation will be based on rankings established by the evaluation committee.

The following SCHEDULE is targeted for the Consultant’s selection:

RFP release date: August 7, 2014

Pre-proposal conference: 10:00 AM August 21, 2014
Old Post Office Pavilion
230 South 5th Street, El Centro, CA 92243
Deadline to submit requests for clarifications, corrections or modifications: August 29, 2014

Submittals due: 5:00 PM Pacific Standard Time September 5, 2014

Interviews: September 15-19, 2014

Consultant Selection/City Council Approval: October 21, 2014

Notice to Proceed: November 12, 2014

K. SELECTION PROCESS
The Consultant will be selected utilizing qualifications-based selection (Government Code sections 4525-4529 or the Mini-Brooks Act). A summary of the City’s selection process is as follows:

1. Qualifications will be reviewed and ranked by the selection committee.
2. A short-list of no more than 5 will be created from the ranking.
3. Interviews will be requested from the short-list firms or teams.
4. The Task Force committee will rank the “top 3” firms to be the most highly qualified to perform the services, the City Council will approve the list and authorize the contracting officer to begin negotiations with the top-ranked firm.
5. Negotiations will begin with the top-ranked firm, if no agreement is made, negotiations will move to the next ranked firm, and so on.

The City reserves the right to reject any and all proposals submitted and/or request additional information for clarification. This RFP does not commit the City to award a contract or pay any costs associated with the preparation of a proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City.

Questions concerning the proposal should be sent to the City’s Community Services Department Economic Development Division via electronic mail to scox@cityofelcentro.org.

L. PROCEDURES FOR SUBMISSION
A/E services firms or teams wishing to be considered should submit background materials in accordance with “RF P CONTENT” section of this RFP and Standard Form 330.

Responses should be submitted to:

City Of El Centro
Community Services Department
Economic Development Division
1249 West Main Street
El Centro, CA 92243

Six copies and 1 original must be received at the above address no later than 5:00PM pacific time on September 5, 2014

The response shall be enclosed in a sealed envelope and be plainly marked on the upper left hand corner with the name and address of the bidder and bear the following:

Community Services Department
Economic Development Division
Design of a City of El Centro Aquatic Center
September 5, 2014
5:00 p.m.
Submit with your response your hourly rate and overhead information in a *separate sealed envelope* clearly labeled as follows:

**Sealed Fee Schedule Proposal**  
City of El Centro  
Design of City of El Centro Aquatic Center  
September 5, 2014
ATTACHMENT 1

EL CENTRO
AQUATIC CENTER PROJECT

Project Design Schematic Drawings
(Illustration purposes only)
Attachment 2

Request for Proposals for design services for the City of El Centro Aquatic Center

SCORING SHEET FOR SELECTION OF CONSULTANT

NAME OF COMPANY: ________________________________

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<th>SELECTION CRITERIA</th>
<th>MAXIMUM POINTS</th>
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<td>1. Firm Experience:</td>
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<td>• Number of years in operation and employee turnover rate.</td>
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<td>• Ability to provide a full range of services</td>
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<td>• Work on similar projects</td>
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<td>• References</td>
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<td>2. Coordination and Supervision:</td>
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<td>• Responsiveness and understanding of scope of work.</td>
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<td>• Evidence and ability to provide efficient and comprehensive hands-on</td>
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<td>project management.</td>
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<td>• Ability to maintain quality of work product.</td>
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<td>• Demonstrated experience of project manager</td>
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<td>3. Qualifications and Experience of Staff and/or Subconsultants:</td>
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<td>• Current workload and record of meeting schedules and projects.</td>
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<td>• Completeness, accuracy and quality of proposal.</td>
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<td>• Present qualification of principals and project team members</td>
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<td>including a clear definition of primary responsibility of each,</td>
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<td>and previous experience performing similar services.</td>
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<td>• Demonstrated recent work experience with similar projects.</td>
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<td>4. Teamwork:</td>
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<td>• Demonstrated experience, ability and willingness to work as a team</td>
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<td>and with City staff.</td>
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<td>5. Schedule and Budget Responsiveness:</td>
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<td>• Demonstrated ability to complete previous projects, to meet</td>
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<td>critical deadlines, and remain within budget estimates.</td>
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### Quality Control and Assurance:
Evidence of:
- quality management policies
- assurance that projects are approached with critical and comprehensive thought
- ensure work meets professional standards

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<th>6. Quality Control and Assurance:</th>
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### Litigation
- Firm’s history of litigation as both plaintiff and defendant

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### TOTAL VALUE

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Comments:

________________________________________________________________________
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Name of Reviewer: _____________________________________________

Signature: ___________________________________________ Date: __________
# 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.)

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<th>PRIME</th>
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<th>9. FIRM NAME</th>
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<td>b,</td>
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<td>c,</td>
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<td>d,</td>
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<td>e,</td>
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<tr>
<td>f,</td>
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</tr>
</tbody>
</table>

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)
### E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

<table>
<thead>
<tr>
<th>12. NAME</th>
<th>12. ROLE IN THIS CONTRACT</th>
<th>14. YEARS EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. FIRM NAME AND LOCATION (City and State)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. EDUCATION (DEGREE AND SPECIALIZATION)</td>
<td>17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</td>
<td></td>
</tr>
<tr>
<td>18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 19. RELEVANT PROJECTS

<table>
<thead>
<tr>
<th>19. TITLE AND LOCATION (City and State)</th>
<th>20. YEAR COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>CONSTRUCTION if applicable</td>
</tr>
<tr>
<td></td>
<td>Check if project performed with current firm</td>
</tr>
<tr>
<td>1. BRIEF DESCRIPTION (brief scope, size, cost, etc.) AND SPECIFIC ROLE</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td></td>
</tr>
<tr>
<td>2. BRIEF DESCRIPTION (brief scope, size, cost, etc.) AND SPECIFIC ROLE</td>
<td></td>
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<tr>
<td>b.</td>
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<tr>
<td>3. BRIEF DESCRIPTION (brief scope, size, cost, etc.) AND SPECIFIC ROLE</td>
<td></td>
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<tr>
<td>c.</td>
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<tr>
<td>4. BRIEF DESCRIPTION (brief scope, size, cost, etc.) AND SPECIFIC ROLE</td>
<td></td>
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<tr>
<td>d.</td>
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<tr>
<td>5. BRIEF DESCRIPTION (brief scope, size, cost, etc.) AND SPECIFIC ROLE</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td></td>
</tr>
</tbody>
</table>
23. PROJECT OWNER'S INFORMATION

<table>
<thead>
<tr>
<th>a. PROJECT OWNER</th>
<th>b. POINT OF CONTACT NAME</th>
<th>c. POINT OF CONTACT TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

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

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| a. FIRM NAME | 2| FIRM LOCATION (City and State) | 3| ROLE |
|--------------|-------------------------------|-----------------|-----|
| b. FIRM NAME | 2| FIRM LOCATION (City and State) | 3| ROLE |
| c. FIRM NAME | 2| FIRM LOCATION (City and State) | 3| ROLE |
| d. FIRM NAME | 2| FIRM LOCATION (City and State) | 3| ROLE |
| e. FIRM NAME | 2| FIRM LOCATION (City and State) | 3| ROLE |
| f. FIRM NAME | 2| FIRM LOCATION (City and State) | 3| ROLE |
### G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

<table>
<thead>
<tr>
<th>26. NAMES OF KEY PERSONNEL (From Section E, Block 12)</th>
<th>27. ROLE IN THIS CONTRACT (From Section E, Block 13)</th>
<th>28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in &quot;Example Projects Key&quot; section below before completing table. Place &quot;X&quot; under project key number for participation in same or similar role.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
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<td></td>
</tr>
</tbody>
</table>

### 29. EXAMPLE PROJECTS KEY

<table>
<thead>
<tr>
<th>NO.</th>
<th>TITLE OF EXAMPLE PROJECT (FROM SECTION F)</th>
<th>NO.</th>
<th>TITLE OF EXAMPLE PROJECT (FROM SECTION F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>6</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>8</td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td>9</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

STANDARD FORM 330 (10/2004) PAGE 4
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. NAME AND TITLE

32. DATE

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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
2b. STREET
2c. CITY
2d. STATE
2e. ZIP CODE
4a. TYPE
4b. SMALL BUSINESS STATUS
5. OWNERSHIP
6a. NAME OF CONTACT NAME AND TITLE
6b. TELEPHONE NUMBER
6c. EMAIL ADDRESS
6d. FIRM NAME(S) (if any)
6e. YEAR ESTABLISHED
6f. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Firm</td>
<td>2. Branch</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>1. Total</td>
<td></td>
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</tr>
</tbody>
</table>

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

(Insert revenue index number shown at right)

<table>
<thead>
<tr>
<th>a. Federal Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Non-Federal Work</td>
</tr>
<tr>
<td>c. Total Work</td>
</tr>
</tbody>
</table>

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 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 AND TITLE

AUTHORIZED FOR LOCAL REPRODUCTION

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Attachment 4

SAMPLE AGREEMENT