

TITLE: Acquisition of Consultant Professional Services

POLICY

NUMBER:

BCC-26

CANCELS

December 13, 2011

APPROVED:

July 12, 2016

ORIGINATOR:

Purchasing Services

REVIEW:

July 12, 2019

I. OBJECTIVE

To prescribe policy for the selection process and acquisition of consultant professional services as defined by § 287.055, Florida Statutes.

II. REFERENCES AND DEFINITIONS

- A. §287.055, Florida Statutes "Consultants' Competitive Negotiation Act".
- B. §287.017, Florida Statutes Purchasing Categories, Threshold Amounts.
- C. Board Brevard County Board of County Commissioners
- D. Design-Build Firm A firm who holds a current certificate of registration under Chapter 489 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or holds a current certificate of registration under Chapter 481 to practice architect or landscape architecture; or a firm who holds a current certificate as a registered engineer under Chapter 471 to practice engineering and who is employed by or under contract to the agency for the providing of professional architect services, landscape architect services, or engineering services in connection with the preparation of the design criteria package.
- E. Design Criteria Package Concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information so as to permit design-build firms to prepare a bid or a response to an agency's request for proposal, or to permit an agency to enter into a negotiated design build contract.
- F. Professional Services Those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping as defined by the laws of the State, or those services performed by an architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his/her professional employment or practice.
- G. Agency The state or state agency, municipality, or political subdivision, a school district or a school board. The term "agency" does not extend to a nongovernmental developer that contributes public facilities to a political subdivision under §380.06 or §§163.3220-163.3243 of Florida Statutes.

- H. Firm Any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, or surveying and mapping in the state.
- I. Selection Committee A committee appointed by the Board to evaluate and rate firms desiring to perform professional services for the County. The committee may be comprised of a County Commissioner in whose district the project is located or designee, County Manager or designee, the Department Director or designee, and staff employees having knowledge and interest in the project.
- J. Negotiating Committee A committee appointed by the Board to negotiate a contract for professional services. The committee shall be comprised of the County Manager or designee, Department Director or designee, and staff members of County government having knowledge and interest in the project requiring professional services. The County Attorney (or his designee) may be directed to assist the negotiating committee, but shall not be a member of the negotiating committee.
- K. Designee When used in this Policy, any title such as Board of County Commissioners, County Manager, or Department Director is presumed to include that person's official designee as if the Policy read "Board of County Commissioners or designee."
- L. §286.011, Florida Statutes Florida Government in the Sunshine Law requiring meetings be open to the public.
- M. Compensation The amount paid by the Board for professional services regardless of whether stated as compensation or stated as hourly rates, overhead rates, or other figures or formulas from which compensation can be calculated.
- N. Continuing Contract A contract for professional services entered into in accordance with all the procedures of Reference A., between an agency and a firm, whereby the firm provides professional services to the County for projects in which the estimated construction costs do not exceed \$2,000,000 per project or for study activity when the fee for such professional services does not exceed \$200,000 per, study, or for work of a specified nature as outlined in the contract required by the agency with the contract being for a fixed term or with no time limitation except that the contract shall provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.
- O. Negotiate (or any form of the word) To conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price. The term does not include presentation of flat-fee schedules with no alternatives or discussion.
- P. Project A study or planning activity described in the public notice under Section III.B. A project may include:
 - 1. A grouping of minor construction, rehabilitation, or renovation activities.
 - 2. A grouping of substantially similar construction, rehabilitation, or renovation projects.
 - M. Q, Brevard County Board of County Commissioners Procurement Policy BCC-25 Specifies directives for procurement activities.

III. DIRECTIVES

A. PROJECT REQUIREMENTS DETERMINATION

Details of recommended projects shall be submitted to the Board for consideration. If approved, the Board minutes shall reflect approval of the project, method of financing, and appointment of a selection committee.

B. PUBLIC ADVERTISEMENT OF NEED FOR SERVICES AND EXCEPTIONS

All Board approved requirements for professional services shall be publicly advertised as outlined in Procurement Policy BCC-25. The advertisement shall be published once in a newspaper of general paid circulation, which is published at least five (5) days a week in the County. The advertisement shall appear at least fourteen (14) days prior to the last day set for the day of required submittal. The public notice must include a general description of the project and must indicate how interested consultants may apply for consideration.

- 1. Allowable exceptions to public advertisement include:
 - a. Projects involving a Board certified public emergency.
 - b. There shall be no public advertisement requirement or utilization of the selection process for projects in which the agency is able to reuse existing plans from a prior project. However, public advertisement for any plans which are intended to be reused at some future time shall contain a statement which provides that the plans are subject to reuse.
- 2. With regard to paragraph 1 above, a competitive environment shall be utilized when feasible and practical.
- 3. A good faith estimate shall be provided in determining whether the proposed activity meets the threshold amounts referred to in this paragraph.

C. NON-COMPETITIVE SELECTION

In cases of planning/study activities estimated to cost is Category Two as defined in §287.017 F.S., or less, the Department Director shall submit the recommendation to the County Manager or his designee to approve the recommendation for non-competitive selection or to appoint a selection committee for further evaluation of qualified firms. However, if, in using another procurement process, the majority of the compensation proposed by firms is in excess of the appropriate threshold amount, all proposals shall be rejected and the procurement reinitiated under Section III.E. A competitive environment shall be utilized when feasible and practical.

D. COMPETITIVE SELECTION

1. Appointment and Quorum Requirements of Selection Committee

The Board or County Manager will appoint a selection committee to review and evaluate the statement of qualifications and performance data.. A County Commissioner may serve on the selection committee. A majority of the appointed selection committee shall constitute a quorum for all selection transactions.

2. Notification of Need for Services

a. The Architect/Engineer Evaluation Criteria and scoring sheet attached or a similar scoring sheet shall be the sole means of "short listing" firms who have

submitted qualification packages and shall be provided to each interested party prior to their submittal. The selection committee shall review the submittals of the prospective consultants to determine which prospective consultants meet the necessary specific qualifications. Standard Form 330 (combines SF 254 and SF 255) attached may be utilized, or a format outlined in notice, for submittal of qualifications by prospective consultants.

b. For publicly announced requirements, Purchasing Services, upon notification from the responsible Department/Office Director, shall publish a notice in a newspaper of general circulation in Brevard County and shall indicate how interested consultants may apply for consideration. Trade journals or trade magazines may also be utilized for public advertisement for consultant services. Electronic posting of competitive opportunities shall be posted on the Brevard County Purchasing Website and the County's electronic Internet posting site at www.DemandStar.com/supplier.

Florida Statutes requires reasonable notice of public meetings, such as selection/negotiating sessions with consultants. The notice will include the committee name and purpose, location of meeting, date and time of meeting and required statements outlined under Sections 4 of Administrative Order AO-50, Notification and Site Selection of Public Meetings/Hearings for Compliance with the Americans with Disabilities Act (ADA) and the Florida Accessibility Code (FAC). A copy of the notice of public meeting shall be posted at the Purchasing Services Bulletin Board and County/Purchasing Website and in accordance with Administrative Order AO-50., Notification and Site Selection of Public Meetings/Hearings for Compliance with the Americans with Disabilities Act (ADA) and the Florida Accessibility Code (FAC).

The Chairman of the selection/negotiations committee will ensure a record of the meeting is maintained, either through a written or recorded method.

3. Certification of Consultants

Any firm or individual desiring to provide professional services to the County a. must first be certified by the County as qualified pursuant to law and the regulations of the County. The County shall make a finding that the firm or individual with whom it contracts is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual. The selection committee shall review statements of qualification and performance data submitted in response to the public announcement and shall select, in order of preference, no fewer than three (3) firms deemed to be the most highly qualified, if at least three (3) firms respond to the announcement. Consultant certification criteria shall include but may not be limited to ability of professional personnel; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads; and volume of work previously awarded, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. Attachment 1 shall be utilized for evaluation and

scoring to short list prospective firms for public presentations. The higher the score the more qualified the firm.

- b. The selection committee may observe public presentations and conduct discussions with the firms pertaining to the firms' qualifications, approach to the project, and ability to furnish the required service. Each selection committee member shall rate each firm/individual observed through personal presentations by assigning the top firm number 1, the second ranked firm number 2, etc. If interviews are not conducted, the ratings applied during the "short-list" phase will determine the rank order of firms for negotiation.
- c. The committee shall maintain this summary listing of the rank order of the firms being evaluated, present their recommendations of the three most qualified firms to the Board if at least three (3) firms respond to the announcement, and request appointment of a negotiating committee to negotiate a contract. Should the County be unable to negotiate a satisfactory contract with the firm considered to be most qualified at a price the County determines to be fair, competitive, and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm, the County shall terminate negotiations. The County shall then undertake negotiations with the third most qualified firm.

E. CONTRACT NEGOTIATION

- 1. The negotiating committee shall be appointed by the Board. The committee shall be comprised of the County Manager or his designee, Department Directors or designees, and staff members of County government having knowledge and interest in the project requiring professional services. A majority of the negotiating committee shall constitute a quorum for contract negotiations. The negotiating committee shall negotiate a contract with the most qualified firm for professional services at compensation, which is determined to be fair and reasonable. The County Attorney (or his designee) shall be assigned to assist the committee in its negotiations, but shall not be a member of the negotiating committee.
- 2. For all lump-sum or cost-plus fixed fee contracts exceeding Category 4 as defined in §287.017 F.S., the firm awarded the contract must execute a truth-in-negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete, and current, at the time of contracting. Any contract requiring this certificate shall contain a provision that the original contract price and any additions shall be adjusted to exclude any significant sums by which the agency determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustment shall be made within one (1) year following the end of the contract.
- 3. Each contract shall contain a prohibition against contingent fees as follows: "The architect (or registered land surveyor or professional engineer, as applicable) warrant that he has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered land surveyor, or professional engineer as applicable) to solicit or secure this agreement and that he has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered land surveyor or professional engineer, as applicable) any fee, commission, percentage, gift or other

consideration contingent upon or resulting from the award or making of this agreement.

F. REJECTION OF ALL PROPOSALS

The Board shall reserve the right to reject all proposals and re-issue the notice of need for professional services.

G. PRECEDENCE OF FLORIDA STATUES AND FEDERAL/STATE GRANT GUIDELINES

In the case of any contradictions, irregularities or ambiguities between the procedures established in this policy and §287.055, Florida Statutes, also known as the Consultants' Competitive Negotiation Act, requirements directed in §287.055, F.S., applicable federal laws, as well as grant guidelines and provisions, or any other applicable Statute shall apply.

H. CONTRACT ADMINISTRATION

- 1. When a contract has complied with the acquisition process set forth in this policy and has been approved and executed by the Board, the Board delegates authority to the County Manager, or designee, to execute individual amendments, addenda, or task order increases when under \$100,000 and greater than or equal to \$50,000; Assistant County Manager when under \$50,000 and greater than or equal to \$25,000; and Department Director when under \$25,000, when each is within the budgeted amount for the project.
- 2. Amendments, addenda or task order increase amounts are to be considered individually and not cumulatively for the purpose of determining approval authority.
- 3. Splitting of amendments, addenda or task order increases to circumvent established approval authority thresholds is prohibited.
- 4. In the case of continuing consultant contracts, all amendments, addenda, and task order increases shall comply with the limitations for continuing consultant contracts as set forth herein and in §287.055, Florida Statutes.

IV. RESERVATION OF AUTHORITY

The Board reserves the right to amend or modify this policy at anytime.

Attest:

SCOTT ELLIS, CLERK

Board of County Commissioners

Brevard County, Florida

Jim/Barfield, Chairman

(Approved by the Board of County Commissioners on July 12, 2016.

PROJECT NAME ARCHITECTURAL/ENGINEERING DESIGN SERVICES BREVARD COUNTY, FLORIDA

SELECTION COMMITTEE SHORTLIST WORKSHEET

FIRM	NAME:	MEMB	DATE: ER:
COMM	MIIILL	INITIMID	
A.	INTRO Respond	DUCTI ents shoul	ON/COVER LETTER (Y/N) Id provide no more than a two (2) page letter of introduction. The letter should highlight or summarize on a respondent deems appropriate as a cover letter, but at the least, this section should include the ephone number and FAX number of one person to whom all correspondence should be directed.
	Notes/0	Commen	its:
B.	Describe	the busin	RGANIZATION (Y/N) less organization, who will serve as major participants and their respective roles, and the following usiness operations:
	1.	Organiza Include F	<u>ttion:</u> State the full name, address and telephone number of the proposing firm/organization(s) rederal I.D. number and Corporate Charter Number.
		a.	Indicate whether those in the proposing group will operate as a sole proprietorship, individual partnership or corporation, and the state of its incorporation or license to operate.
		b.	As applicable, provide the name of the branch office or other subordinate element that will perform of assist in performing the services described herein.
	2.	partners	articipants: Recognizing the scope of this project, interested parties may select to use joint venture or sub-consultants. Provide the following in list form on a summary page (specific information about buld be provided in an Appendix, if desired).
		a.	A list of major participants and complete addresses, and their relationship to the respondent, whether as a joint venture, partner, subsidiary, or sub-consultant.
		b.	Should any of the above participants include a Minority Business Enterprise (MBE), this should be noted along with the entity under which they are designated or certified as an MBE, along with the entity that has so certified the respondent as an MBE.
		c.	Specific role in the project of all participants noted above.
		d.	Estimated percentages of participation of all participants noted above.

Notes/Comments:

- 3. Experience/References (35 Pts): Respondents must provide a list of work on projects relating to consulting. The information will be presented in summary form and then can be followed as appropriate by a narrative.
 - List the five projects for which your firm has provided/is providing consulting services. In determining which projects are most related, consider: related size and complexity; how many of the consultants which are part of your proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related project listed first.
 - b. For each of the listed projects, provide the following information: size, construction cost (original construction cost and final construction cost), current phase of development, estimated (or past) completion date, type of delivery method (lump sum, design/build, construction management at risk, etc.), scope of services, name of design team members within your firm and titles, name of Consultants Owner's contact person and telephone number, and the name and telephone number of the general contractor.

Notes/Comments:

Respondent's Personnel (15 pts) 4.

- List total number of your firm's key personnel by skill group (ie: construction administrators, mechanical, electrical, civil, structural, etc).
- Name all key personnel which will be part of the consulting team for this program and provide their b. cities of residence. Describe in detail each member's experiences with consulting services including evaluations, peer review of designs by others, construction monitoring, core sampling, fastener pullout resistance testing and other related services as may be required by Brevard County.
- For each project listed in response to Number 3, list the members of the proposed team who worked C. on the project and describe their roles.
- If the team as a whole provided design services for any of the projects listed in response to Number d. 3. so indicate.

Notes/Comments:

Respondent's Consultants (Y/N) Name any consultants which are included as part of the proposed team and the name and title of each 5. individual and their specific responsibility.

Notes/Comments:

Construction Cost Control (12 pts) For any three (3) of the projects listed in response to Number 3, describe cost control methods for the 6. construction phase. How did you develop cost estimates and how often were they updated? Provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality. Include a sample of a cost estimate. (Note: follow instructions for work product samples included in this section of the Request for Proposal when submitting this example).

Notes/Comments:

Scheduling (9 pts) 7. For any three (3) of the projects listed in response to Number 3, describe the way in which your firm developed and maintained design and construction project schedules. How did you develop schedules and how often were they updated? Provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them. Submit an example of a project schedule. (Note: follow instructions for work product samples included in this section of the Request for Proposal when submitting this example).

Notes/Comments:

Information Management (8 pts) 8 For any three (3) of the projects listed in response to Number 3, describe the types of records, field records, logs, meeting minutes, monthly reports, monitoring systems and information management systems which your firm used in the management of those projects. Provide examples of each report used. (Note: follow instructions for work product samples included in this section of the Request for Proposal when submitting these examples).

Notes/Comments:

Conflict Resolution (4 pts) 9 For any three (3) of the projects listed in response to Number 3, describe conflicts or potential conflicts with the Owner, general contractor or trade contractors, and describe the methods used to prevent and/or resolve those conflicts.

Notes/Comments:

Quality Control (4 pts) 10. For any three (3) of the projects listed in response to Number 3, describe the way your firm maintained quality control during the programming, schematic design, design development, construction and warranty phases. Provide specific examples of how these techniques were used.

Notes/Comments:

11. <u>Joint Venture (Y/N)</u>
Is the applicant a joint venture? If so, describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm. <u>Also</u>, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the proposal. (The joint venture agreement should be numbered).

Notes/Comments:

Design Cost Controls (13 pts)
 For three (3) of the projects listed in response to Number 3, describe how your firm controls internal costs during the design and construction administration phases.

Notes/Comments:

- 13. Confirmation and Acceptance (Y/N)

 By submission of a response to this Request for Proposal the respondent makes the following acknowledgements/certifications. Include a signed and notarized statement indicating confirmation and acceptance.
 - a. Your firm/organization/joint venture consents that proposals will not be accepted from any company, firm, person, or party, parent or subsidiary, against which the County has an outstanding claim, or a financial dispute relating to prior contract performance with the County. If at any point of the evaluation the County discovers such a dispute, the Proposal will be rejected.
 - b. Through a statement of disclosure, your firm/organization/joint venture will provide sufficient detail of any relationship, especially financial, between members of your firm and any County employees or their family members. This will allow the County to evaluate possible conflicts of interest. The County will determine whether the extent of any conflict of interest will disqualify the respondent.
 - Your firm/organization/joint venture consents that its proposal will remain valid for a period of not less than sixty (60) days from the due date of proposals.
 - d. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):
 - 1. All information of a factual nature is certified to be true and accurate.
 - All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the respondent if awarded the contract.
 - The respondent has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.
 - f. If any information provided by the applicant is found to be, in the sole discretion of the Selection Committee or Board of County Commissioners, substantially unreliable, the applicant's proposal may be rejected.
 - g. The Selection Committee may reject all applicants and may stop the selection process at any time and for any reason.
 - h. The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their total scores earned as a result of their responses to the interview questions and the results of the reference checks.
 - It is understood that this proposal must be received at Brevard County (Department/Division), 2725
 Judge Fran Jamieson Way, Viera, Florida 32940 no later than _____ on ______.

Notes/Comments:

POINT MATRIX

ARCHITECTURAL/ENGINEERING DESIGN SERVICES BREVARD COUNTY, FLORIDA

SECTION	MAXIMUM POINTS	ACTUAL POINTS
Introduction/Cover Letter	Y/N	
2. Business Organization	Y/N	
3. Experience/References	35 points	
4. Respondent's Personnel	15 points	
5. Respondent's Consultants	Y/N	
6. Construction Cost Control	12 points	
7. Scheduling	9 points	
8. Information Management	8 points	
9. Conflict Resolution	4 points	
10. Quality Control	4 points	
11. Joint Venture	Y/N	
12. Design Cost Controls	13 points	
13. Confirmation of Acceptance	Y/N	
TOTAL	Possible 100 Points	

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0004

Expires:

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVP), Acquisition Policy Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 541-544) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection and interviews with at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract with the most highly qualified firm at a fair and reasonable price.

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

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that is part of the proposed team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications:

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

Section A. Contract Information.

- and 4. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.
- 5. Public Notice Date. Enter the posted date of the agency's notice on FedBizOpps, other form of public announcement or agency request for this contract.
- 6. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact

7-11. Name, Title, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team

12-14. Firm Name, Address, and Role in This Contract. Indicate the contractual relationship (prime contractor, joint venture partner or subcontractor) and provide the name, full mailing address, and role of each firm that will be involved in performance of this contract. If a firm has branch offices, indicate each individual branch office that will be part of the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Firms and Key Personnel

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

Section E. Resumes of Key Personnel Proposed for This Contract

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

- 15. Name. Self-explanatory.
- 16. Role in This Contract. Self-explanatory.
- 17. Years Experience. Total years of relevant experience (block 17a), and years of relevant experience with this firm, but not necessarily the same branch office (block 17b).
- 18. and 19. Firm Name and Firm Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.
- 20. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of emphasis for each degree under Specialization (block 20d). If the person has more than two relevant degrees, show in Other Professional Qualifications (block 22).
- 21. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36. If the person has more than two relevant professional registrations, show in Other Professional Qualifications (block 22).

- 22. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, security clearance, and foreign language capabilities.
- 23. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. If any of the professional services or construction projects are not complete, leave Year Completed (block (3)) blank and indicate the status in Description (block (4)). Only attach photographs if requested by the agency.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

- 24. Title. Title of project or contract.
- 25. Location. Self-explanatory.
- 26. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.
- 27. Project Owner's Point of Contact. Provide information about a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 28. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Only attach photographs if requested by the agency.
- 29. and 30. Professional Services and Construction. Enter the year completed and cost of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed and cost of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed (block 29a or 30a) blank and indicate the status in Brief Description (block 28).

- 31. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as in Section C.
- 32. Awards. Describe any awards the project received from governmental agencies or industry or professional organizations. Only attach the awards if requested by the agency.
- 33. Additional Project Information. Enter specific data requested by the agency for each example project. See the Commerce Business Daily or other types of announcements.
- Section G. Key Personnel Participation in Example Projects

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

- 34. and 35. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.
- 36. Example Projects Listed in Section F. In the column under each project key number (see block 37) and for each key person, insert a "1" if the person was involved in any

role with the project or a "2" if the person performed in the same or similar role as proposed for this contract. Attach an additional Section G sheet if needed.

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

Section H. Additional Information

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

Section I. Authorized Representative

39. and 40. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

34. NAMES OF KEY PERSONNEL (From Section E,	35. ROLE IN THIS CONTRACT (From Section E, Block 16)	CONTRACT table. Place "1" under project key number for project participation in												
Block 15)		1	2	3	4	5	6	7	8	9	10			
Jane A. Smith	Chief Architect	1		2										
Joseph B. Williams	s Chief Mech. Engineer		2	2	2									
Tara C. Donovan	Chief Elec. Engineer	2	1		2									
Evan D. Summer	CADD Technician	1	1	2	1									

37. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	3	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	4	Founder's Museum, Newport RI
		p4	STANDARD FORM 330 () PAGE :

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

Part II - General Qualifications

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

- 1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.
- 2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory.
- Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.
- 4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. See FAR Part 4. No DUNS number is required if the firm has not been issued one.

5. Ownership.

- a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).
- b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the description of the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions.
- 6a-6d. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.
- 7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.
- 8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years.

- Insert the year that this corporate name change was effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.
- 9. Employees by Discipline. If Part II is prepared for a firm (including all branch offices), enter the number of employees by discipline in Col. c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in Col. c(2) and for the firm in Col. c(1). Use the relevant disciplines and associated function codes shown at the end of these instructions, and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. Each person can be counted only once according to his/her primary function.
- 10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any additional relevant project experiences and leave the profile code blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.
- 11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see FAR Subpart 19.1 "Annual Receipts".
- 12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code		Description
01	Admir	nistrative
02	Archi	tects
03	Biolog	gists
04		Technicians
05		graphers
06	Chem	
07	Const	truction Inspectors
08		truction Managers
09	Drafts	spersons
10	Ecolo	gists
11	Econo	omists
	Engin	eers:
	12	Acoustical
	13	Aeronautical
	14	Chemical
	15	Civil
	16	Communications
	17	Corrosion
	18	Cost (Estimators)
	19	Electrical/Electronic
	20	Environmental
	21	Fire Protection
	22	Forensic
	23	Foundation/Geotechnical
7.	24	Industrial
	25	Information Systems
	26	Materials
	27	Mechanical
	28	Mining Safety/Occupational Health
	29	
	30 31	Soils
	32	Specifications Structural
	33	Transportation
	34	Value
35		nmental Scientists
36		etic Surveyors
37	Geolo	
38		acial Information Systems
39		icians/Analysts
40		Facility Planners
41		logists
42		rial Hygienists
43		r Designers
44		cape Architects
45		nographers
46		ers: Urban/Regional
47		t Managers
48		Assessors
49	Sched	
50		ty Specialists
51		raphic Surveyors
52		ologists

List of Experience Categories (Profile Codes)

Code		· · · · · · · · · · · · · · · · · · ·		
Acrail Protogrammetry Agricultural Development; Grain Storage; Agricultural Development; Grain Storage; Apricultural Protogrammetry Apricultural Protogrammetry Apricultural Protogrammetry Apricultural Protogrammetry Application Statement Apricultural Protogrammetry Application Application Statement Ap	Code	Description	Code	Description
Acid Protogrammetry	Δ01	Acoustics Noise Ahatement	E06	Energy Conservation; New Energy
Agricutural Development; Grain Storage; Farm Mechanization A04 Air Pollution Control A05 Air Pollution Control A06 Air Pollution Control A07 Arcter fueling; Paving Aircraft Fueling; Paving A08 Airports; Paving A08 Airports; Terminals and Hangars; Freight Handling A08 Airports; Terminals and Hangars; Freight Handling A09 Absetus Abatement A09 Absetus Abatement A10 Auditoriums & Theaters A11 Automation; Controls; Instrumentation B10 Barracks; Dormitories B10 Barracks; Ordinances C10 Contenties; (Planning & Relocation) C11 Cometeries, (Planning & Relocation) C12 Chemical Processing & Storage C13 Child Care/Development Facilities C14 Constal Engineering C15 Coastal Engineering C16 Codes; Standards; Ordinances C17 Codes; Standards; Ordinances C18 Communical Building (Iow rise); Shopping Centers Shopping Centers Shopping Centers Shopping Centers C19 Communical Processing C10 Communical Processing C11 Computer Facilities; Computer Service C12 Conservation and Resource C13 Construction Management C14 Construction Management C15 Conservation Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Construction Management C16 Construction Management C17 Cycogenic Facilities Costing C18 Control; Cathodie Protection; B10 Dams (Earth; Rock); Dikes; Leves C19 Dams (Earth; Rock); Dikes; Leves C10 Dams (Earth; Rock); Dikes; Leves C10 Dams (Earth; Rock); Dikes; Leves C10 Dining Halls; Clubs; Restaurants C10 Dining Halls; Clubs; Restaurants C10 Dining Hall				Sources
Farm Mechanization A04 Air Pollution Control Aliports, Navaids; Airport Liphting; Aircraft Fueling; Paving Arcraft Fueling; Paving Arcraft Fueling; Paving Arcric Faelitites A7 Arcric Faelitites A8 Animal Faelitites A7 Arcric Faelitites A7 Arcric Faelitites A7 Ferror Forbection A7 Auditoriums & Theaters A7 All Automation; Controls; Instrumentation A7 Auditoriums & Theaters A7 Arcric Faelitites B7 Forest products		10 10 10 10 10 10 10 10 10 10 10 10 10 1	E07	Engineering Economics
Assessments of Statements Assessments of Statement Environmental Residues Assessments of Statement Assessments of Statements Environmental Residues For Fallout Shelters Fa	7.00		E08	
Airports; Navaids; Airport Lighting; Aircraft Fueling; Paving Another Auditoriums & Theaters Bridges Bridges Controls; Instrumentation Bnother Auditoriums & Theaters Controls Bridges Controls; Chamical Processing & Storage Controls Chemical Processing & Storage Controls Chemical Processing & Storage Controls; Chamber & Good Galleries Graphic Design Controls; Chaples Controls; Chamber & Good Goods, Standards; Ordinances Controls Codes; Standards; Ordinances Controls Codes; Standards; Ordinances Controls Storage; Refrigeration and Fast Freeze; Control Communications Systems; TV; Microwave Control Control Surveying Control Control Surveying Anagement Hod Health; Systems Planning Highries; Air Conditioning Highries; Air-Rights-Type Buildings; Microways; Streets; Parking Lots Historical Preservation Hods Hardrows, Streets; Parking Lots Historical Preservation Control Controls Surveying Cryogenic Pacilities Costing; Forecasting; Risk Analysis; Life Cycle Costing Controls; Arch) Dams (Earth; Rock); Dikes; Leves	A04			Assessments or Statements
Aircraft Fueling; Paving AO6 Airports; Terminals and Hangars; Freight Handling AO7 Arctic Facilities AO8 Animal Facilities AO9 Asbestos Abstement AO1 Auditoriums & Theaters AO1 Auditoriums & Theaters AO2 Auditoriums & Theaters AO3 Asbestos Abstement AO3 Asbestos Abstement AO4 AUditoriums & Theaters AO5 AO6 ANIMAL Facilities BO7 Bridges Bridges Bridges Bridges Bridges Bridges CO6 Cemeteries (Planning & Relocation) CO7 Cemeteries (Planning & Relocation) CO8 Chemical Processing & Storage CO7 CO8 Chemical Processing & Storage CO8 CO8 Codes; Standards; Ordinances CO7 CO8 Codes; Standards; Ordinances AF are Freeze CO8 CO8 CO8 CO8 CO8 CO8 CO8 CO9			E09	Environmental Remediation
Aliports; Terminals and Hangars; Freight Handling Fo1 Andrib Facilities Fo2 Field Houses; Gyms; Stadiums Freight Handling Fo1 Fallout Shelters; Blast-Resistant Design Fo2 Field Houses; Gyms; Stadiums Freight Handling Fo2 Field Houses; Gyms; Stadiums Freight Handling Fo2 Field Houses; Gyms; Stadiums Freight Handling Fo2 Fisheries; Fish ladders Fo2 Fo2 Forensic Engineering Fo2 Forensic Engineering Fo2 Forensic Engineering Go2 Bridges Go2 Bridges Go3 Bridges Go3 Grages; Vehicle Maintenance Facilities; Parking Decks Garages; Vehicle Maintenance Facilities; Parking Decks Garages; Vehicle Maintenance Facilities; Parking Decks Grages; Vehicle Maintenance Facilities; Parking Decks Grages Go3 Grages; Vehicle Maintenance Facilities; Parking Decks Go3 Grages; Vehicle Mai			E10	Environmental Testing and Analysis
Handling AD7 Arctic Facilities AD8 Animal Facilities AD9 Asbestors Abatement AD9 Arctic Abatement AD9 Asbestors Abatement AD9 Commercial Building Robertors Abatement Abatement AD9 Asbestors Abatemen	A06			
Animal Facilities Animal Automation; Controls; Instrumentation Animal Automation; Controls; Instrumentation Animal Automation; Controls; Instrumentation Animal Facilities Coresti Animal Automation; Controls; Instrumentation Animal Facilities Coresti Animal Automation; Controls; Instrumentation Coresti Animal Animal Automation; Controls; Instrumentation Coresti Animal Ani			F01	
Asbestos Abstrement A10 Auditoriums & Theaters A11 Auditoriums & Theaters A11 Auditomism & Theaters A11 Auditomism & Theaters B01 Barracks; Dormitories B02 Bridges B102 Bridges B103 Bridges B104 Bridges B105 Bridges B105 Bridges B106 Bridges B106 Bridges B106 Bridges B107 Bridges B108 Bridges B108 Bridges B109 Bridges B100 Bridg	A07	Arctic Facilities		
Automation; Controls; Instrumentation Automation; Controls; Instrumentation Both additoriums & Theaters Both Barracks; Dornitories Both Bidges Cothemical Processing & Storage Cothemical Processing & Storage & Painting Industrial Waster Treatment Interior Design; Space Planning Irrigation; Drainage Cothemical Processing & Storage Processing & Storage Processing & Paints Cothemical Processes; Cuality & Control Industrial Processes; Cuality & Control Industrial Waster Treatment Interior Design; Space Planning Irrigati	A08	Animal Facilities		
Automation; Controls; Instrumentation Both Barracks; Dormitories Both Bridges Bridges Bridges Cothemical Processing & Storage Cothemical Process & Pall Androis Processes; Parking Development/Analysis Cothemical Processing Plants Cothemical Processing Plants Cothemical Processing Plants Cothemical Process & Parking Development/Analysis Cothemical Processing Plants Cothemical Processing Plants Cothemical Processes Planting Plants Control Industrial Buildings; Manufacturing Plants Control Cothemical Process & Pacifildes Cothemical Process	A09	Asbestos Abatement		
BO1 Barracks; Dormitories BO2 Bridges Braking Decks Gas Systems (Propane; Natural, Etc.) Geographic Information System Dev- velopment/Analysis CO4 Chemical Processing & Storage CO5 Chid Care/Development Facilities CO5 Coastal Engineering CO6 Codes; Standards; Ordinances CO7 Cold Storage; Refrigeration and Fast Freeze Freeze Bridges	A10	Auditoriums & Theaters		
Bildges Bridges Bridges Bridges Bridges Bridges Bridges Go2 Bridges Bridges Go3 Garages; Vehicle Maintenance Facilities; Parking Decks Gas Systems (Propane; Natural, Etc.) Go3 Child Care/Development Facilities Co4 Churches; Chapels Co5 Coastal Engineering Co6 Codes; Standards; Ordinances Co7 Co1d Storage; Refrigeration and Fast Freeze Co9 Community Facilities Co9 Community Facilities Co9 Community Facilities Co10 Communications Systems, Propane; Natural, Etc.) Go4 Fast Freeze Co9 Community Facilities Co9 Community Facilities Co11 Computer Facilities; Computer Service Co12 Conservation and Resource Management H06 Construction Management H07 Construction Management H07 Construction Management H08 Highways; Streets; Parking Lots Highways; Streets; Parking Lots Highways; Streets; Parking Lots H11 Hospital & Medical Facilities H02 Hospital & Medical Facilities H03 Hospital & Medical Facilities H04 Hashing & Medical Facilities H05 Hospital & Medical Facilities H06 H17 H18 H19 H19 H11 H11 H11 H11 H11	A11	Automation; Controls; Instrumentation	F06	Forestry & Forest products
B02 Bridges C01 Cemeteries (Planning & Relocation) C02 Chémical Processing & Storage C03 Child Care/Development Facilities C04 Churches; Chapels C05 Coastal Engineering C06 Codes; Standards; Ordinances C07 Cold Storage; Refrigeration and Fast Freeze C08 Commercial Building (low rise); Shopping Centers C09 Community Facilities C10 Communications Systems; TV; Microwave C11 Communications Systems; TV; Microwave C12 Conservation and Resource C13 Construction Management C14 Construction Management C15 Corrosion Control; Cathodic Protection; Bectrolysis Bectrolysis C16 Corrosine Facilities C17 Cryogenic Facilities C18 Experimental Analysis; Parametric Costing; Forecasting; Bisk Analysis; Lifte Cycle Costing C19 Commercial Analysis; Leves C10 Corrosine Facilities C11 Construction Management C12 Construction Management C13 Construction Control; Cathodic Protection; Bectrolysis C14 Corrosine Control; Cathodic Protection; Bectrolysis C15 Corrosine Control; Cathodic Protection; Bectrolysis C16 Cost Engineering and Analysis; Parametric Costing; Forecasting; Bisk Analysis; Lifte Cycle Costing C17 Cryogenic Facilities C18 Cost Engineering and Analysis; Parametric Costing; Forecasting; Bisk Analysis; Lifte Cycle Costing C19 Dams (Concrete; Arch) C19 Dams (Concrete; Arch) C19 Dams (Concrete; Arch) C19 Dams (Earth; Rockl; Dikes; Leves C10 Dams (Earth; Rockl; Dikes; Leves C10 Dining Halls; Clubs; Restaurants C10 Ecological & Archeological Investigations C10 Electroles C10 Educational Facilities; Classrooms C10 Electroles C10 Electroles C10 Electroles C10 Electroles C10 Electroles C11 Electroles C12 Educational Facilities; Classrooms C13 Electroles C14 Electroles C15 Elevators; Escalators; People-Movers C17 Electroles C18 Electroles C19 Electroles C19 Electroles C19 Electroles C19 Electroles C10 Electroles C10 Electroles C10 Elevators; Escalators; People-Movers C10 Electroles C10 Elevators; Escalators; People-Movers C10	B01	Barracks: Dormitories	G01	
CO1 Cemeteries (Planning & Relocation) CO2 Chemical Processing & Storage CO3 Child Care/Development Facilities CO4 Churches; Chapels CO5 Churches; Chapels CO5 Coastal Engineering CO6 Codes; Standards; Ordinances CO7 Cold Storage; Refrigeration and Fast Freeze CO8 Commercial Building (low rise); Shopping Centers CO9 Community Facilities CO9 Community Facilities CO9 Community Facilities, Computer Service CO1 Conservation and Resource Management CO1 Construction Management CO1 Construction Management CO2 Construction Management CO3 Construction Management CO4 Construction Surveying CO5 Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing CO7 Costing Forecasting; Risk Analysis; Life Cycle Costing CO7 Corosion Control; Cathodic Protection; CO8 Costing CO9 Community Facilities CO9 Community Facil		The state of the s	G02	
Chemical Processing & Storage CO3 Chid Care/Development Facilities CO4 Churches; Chapels CO5 Churches; Chapels CO5 Coastal Engineering CO6 Codes; Standards; Ordinances CO7 Cold Storage; Refrigeration and Fast Freeze CO8 Commercial Building (flow rise); Shopping Centers CO9 Community Facilities CO1 Community Facilities CO1 Community Facilities CO2 Conservation and Resource CO3 Conservation and Resource CO4 Conservation and Resource CO5 Conservation and Resource CO6 Conservation and Resource CO7 Conservation and Resource CO8 Conservation and Resource CO9 Conservation and		2		
Child Care/Development Facilities Churches; Chapels Cot Coastal Engineering Cot Coastal Engineering Cot Codes; Standards; Ordinances Cot Commercial Building (flow risel); Shopping Centers Shopping Centers Cot Community Facilities Community Facilities Community Facilities; Computer Service Cot Computer Facilities; Computer Service Consputer Facilities; Computer Service Conservation and Resource Management Management Construction Management Construction Management Corrosion Control; Cathodic Protection; Electrolysis Corsoin Control; Cathodic Protection; Electrolysis Cot Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing Costing Coryogenic Facilities Dot Dams (Concrete; Arch) Doz Dams (Earth; Rock); Dikes; Levees Dos Desalinization (Process & Facilities) Do Dams (Farth; Rock); Dikes; Levees Do Desagn-Build Ecological & Archeological Investigations Ecological & Archeological Investigations Electroles Elevators; Escalators; People-Movers Electroles E	C01	Cemeteries (Planning & Relocation)	G03	
Churches; Chapels CO5 Coastal Engineering CO6 Codes; Standards; Ordinances CO7 Cold Storage; Refrigeration and Fast Freeze CO8 Commercial Building (low risel; Shopping Centers CO9 Community Facilities CO1 Community Facilities CO2 Community Facilities CO3 Community Facilities CO3 Community Facilities CO3 Community Facilities CO4 Community Facilities CO5 Community Facilities CO5 Community Facilities CO6 Community Facilities CO7 Community Facilities CO8 Community Facilities CO8 Community Facilities CO8 Community Facilities; Computer Service CO9 Community Facilities; Computer Service CO9 Community Facilities; Computer Service CO10 Communications Systems; TV; Microwave CO11 Computer Facilities; Computer Service CO12 Conservation and Resource Management H06 Health Systems Planning H07 Highways; Streets; Parking Lots H10 Highways; Streets; Parking Lots H11 Housing (Residential, Multi-Family; Apartments; Condominiums) H11 Housing (Residential, Multi-Family; Apartments; Condominiums) H12 Hydrographic Surveying C17 Cryogenic Facilities D01 Dams (Concrete; Arch) D02 Dams (Earth; Rock); Dikes; Levees D03 Desalinization (Process & Facilities) D04 Design-Build D05 Dining Halls; Clubs; Restaurants D06 Dredging Studies and Design E01 Ecological & Archeological Investigations E02 Educational Facilities; Classrooms E03 Electrical Studies and Design E04 Electronics E10 Laboratories E10 Electronics E1	C02	Chemical Processing & Storage	G04	Geographic Information System Dev-
Co5 Coastal Engineering Co6 Codes; Standards; Ordinances Co7 Cold Storage; Refrigeration and Fast Freeze Co8 Commercial Building (low risel); Shopping Centers Co9 Community Facilities C10 Community Facilities C11 Computer Facilities; Computer Service C12 Conservation and Resource Management C13 Construction Management C14 Construction Surveying C15 Corrosion Control; Cathodic Protection; Electrolysis C16 Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing C17 Cryogenic Facilities C18 Dams (Concrete; Arch) C19 Dams (Concrete; Arch) C19 Design-Build C10 Design-Build C110 Design-Build C111 Design & Restaurants C111 Construction Management C112 Construction Surveying C12 Conservation and Resource Management Management M10 Heating; Ventilating; Air Conditioning Heatth Systems Planning Highways; Streets; Parking Lots Highries; Air-Rights-Type Buildings Highries; Air-Rights-Type Buildings Highways; Streets; Parking Lots Hobital Madical Facilities; Condominiums Hotels; Motels Housing Residential, Multi-Family; Housing Residential, Multi-Family; Housing Residential, Multi-Family; Housing Resident	C03	Child Care/Development Facilities		
Cofe Codes; Standards; Ordinances Cofe Cold Storage; Refrigeration and Fast Freeze Coff Community Facilities Coff Community Facilities Coff Community Facilities Coff Community Facilities Community Facilities Community Facilities Community Facilities Community Facilities Community Facilities Computer Facilities; Computer Service Community Facilities Computer Facilities; Computer Service Conservation and Resource Management Construction Management Construction Management Construction Surveying Construction Surveying Corrosion Control; Cathodic Protection; Electrolysis Electrolysis Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing Coryogenic Facilities Coryogenic Facilities Cost Coryogenic Facilities Cost Engineering And Concrete; Arch) Doams (Concrete; Arch) Doams (Earth; Rockl; Dikes; Levees Doams	C04	Churches; Chapels	G05	Graphic Design
CO7 Cold Storage; Refrigeration and Fast Freeze CO8 Commercial Building (low rise); Shopping Centers CO9 Community Facilities CO9 Community Facilities CO9 Community Facilities CO9 Computer Facilities; Computer Service CO10 Computer Facilities; Computer Service CO11 Computer Facilities; Computer Service CO12 Conservation and Resource Management CO3 Construction Management CO3 Construction Management CO4 Construction Management CO5 Corrosion Control; Cathodic Protection; Electrolysis CO5 Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing CO5 Costing CO5 Costing CO7 Cryogenic Facilities CO5 Dams (Carth; Rock); Dikes; Leves CO5 Dining Halls; Clubs; Restaurants CO5 Dredging Studies and Design CO5 Electrolics CO5 Electrolics; Pople-Movers CO5 Libraries CO5 Electrolics; Pople-Movers CO6 Electrolics; Pople-Movers CO6 Libraries CO7 Corrosion Condary; Surveying CO7 Co	C05	Coastal Engineering		
Fast Freeze Commercial Building (low rise); Shopping Centers Community Facilities Community Facilities Community Facilities Communications Systems; TV; Microwave Comercial Building (low rise); Communications Systems; TV; Microwave Communications Systems; TV; Microwave Conditioning Conservation and Resource Management Construction Management Construction Management Construction Surveying Construction Surveying Construction Surveying Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing Costing Cost Costing Cost Engineering and Earth; Rockl; Dikes; Levees Doans (Carth; Rockl; Dikes; Levees Doans (Carth; Rockl; Dikes; Levees Doans (Earth; Rockl; Clubs; Restaurants Does Ining Halls; Clubs; Restaurants Does Ining Halls; Clubs; Restaurants Does Dredging Studies and Design Eou Educational Facilities Lost Engineering Eou Laboratories Lost Engineering and Earth; Rockl; Dikes; Levees Losting Costing	C06	Codes; Standards; Ordinances	H01	
CO8 Commercial Building (low rise); Shopping Centers CO9 Community Facilities C10 Community Facilities C11 Computer Facilities; Computer Service C12 Conservation and Resource Management Management C13 Construction Management C14 Construction Management C15 Corrosion Control; Cathodic Protection; Electrolysis C16 Cost Engineering and Analysis; Parametric Costing; Risk Analysis; Life Cycle Costing C17 Cryogenic Facilities C18 Dams (Cantry, Rock); Dikes; Levees C19 Dams (Cantry, Rock); Dikes; Levees C19 Dams (Earth; Rock); Dikes; Levees C19 Dredging Studies and Design C10 Ecological & Archeological Investigations C11 Ecological & Archeological Investigations C12 Libraries C13 Construction Management C14 Construction Management C15 Construction Management C16 Highways; Streets; Parking Lots Hootels; Motels Housing (Residential, Multi-Family; Apartments; Condominiums) Hotels; Motels Housing (Residential, Multi-Family; Apartments; Condominiums) Hydragraphic Surveying C17 Cryogenic Facilities Costing C17 Cryogenic Facilities C18 Levees C19 Industrial Buildings; Manufacturing Plants C19 Levees Control C19 Dams (Cantry, Rock); Dikes; Levees C10 Industrial Waste Treatment C10 Dining Halls; Clubs; Restaurants C10 Industrial Waste Treatment C11 Laboratories C12 Educational Facilities; Classrooms C13 Electrical Studies and Design C19 Ecological Archeological C10 Laboratories C11 Laboratories C12 Land Boundary Surveying C13 Landscape Architecture C14 Electronics C15 Elevators; Escalators; People-Movers C16 Elevators; Escalators; People-Movers C17 Laboratories C18 Leverors; Escalators; People-Movers C18 Construction Management C19 Heath Systems Plants C19 Leverors Plants C10 Laboratories C2 Land Boundary Surveying C17 Laboratories C18 Leverors; Escalators; People-Movers C19 Leverors Plants C19 Heath Systems Planting C19 Leverors Planting Architecture C20 Libraries C20 Libraries C21 Leverors Planting	C07	Cold Storage; Refrigeration and		
Shopping Centers Cop Community Facilities Conditioning Hoalth Systems Planning Healths, Yentilating; Air Conditioning Healths Systems Planning Highrivas; Air-Rights-Type Buildings Highrivas; Streets; Parking Lots Highrivas; Streets; Parking Lots Highrivas; Streets; Parking Lots Historical Preservation Hospital & Medical Facilities Hotels; Motels Hotels; Motels Hotels; Motels Hotels; Motels Hotels; Motels Housing (Residential, Multi-Family; Apartments; Condominiums) Hydraulics & Pneumatics Lotating Costing Costing Costing Cryogenic Facilities Donams (Concrete; Arch) Dams (Concrete; Arch) Dams (Concrete; Arch) Dosalinization (Process & Facilities) Doams (Earth; Rock); Dikes; Levees Doams (Ea		Fast Freeze	H02	• • • • • • • • • • • • • • • • • •
CO9 Community Facilities Waste Remediation C10 Communications Systems; TV; Microwave C11 Computer Facilities; Computer Service C12 Conservation and Resource Management C13 Construction Management C14 Construction Management C15 Corrosion Control; Cathodic Protection; Electrolysis C16 Cost Engineering and Analysis; Parametric Costing; Risk Analysis; Life Cycle Costing C17 Cryogenic Facilities C18 Cryogenic Facilities C19 Dams (Concrete; Arch) D02 Dams (Carth; Rock); Dikes; Levees D03 Desalinization (Process & Facilities) D04 Design-Build D05 Dining Halls; Clubs; Restaurants D06 Dredging Studies and Design E07 Ecological & Archeological Investigations E10 Laboratories E10 Libraries E10 Laboratories E10 Libraries E10 Libraries E10 Libraries E10 Libraries E10 Libraries E10 Libraries	C08 -	Commercial Building (low rise);		
C10 Communications Systems; TV; Microwave C11 Computer Facilities; Computer Service C12 Conservation and Resource Management Management C13 Construction Management C14 Construction Surveying C15 Corrosion Control; Cathodic Protection; Electrolysis C16 Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing C17 Cryogenic Facilities C18 Dams (Concrete; Arch) D02 Dams (Concrete; Arch) D03 Desalinization (Process & Facilities) D04 Design-Build D05 Dining Halls; Clubs; Restaurants D06 Dredging Studies and Design E02 Educational Facilities; Classrooms E03 Electrical Studies and Design E05 Elevators; Escalators; People-Movers E104 Laboratories E105 Communications Systems; TV; Microwave H04 Heating; Ventilating; Air Condiditioning Halth Systems Planning Halth Systems Planning Highrise; Air-Rights-Type Buildings Highrise; Air-Rights-Type Buildings Historical Procevation Highways; Streets; Parking Lots Hovestigations L01 Industrial Process Parking Lots Hovestigations L02 Industrial Processes; Quality Control In		Shopping Centers	H03	
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	E05	Elevators; Escalators; People-Movers	L04	Libraries
				CTANDARD FORM 220 # PAGE 6

List of Experience Categories (Profile Codes)

0-4-	Description	Code	Description
Code		RO6	Rehabilitation (Buildings; Structures;
L05	Lighting (Interior; Display; Theater, Etc.)		Facilities)
L06	Lighting (Exteriors; Streets;	R07	Research Facilities
	Memorials; Athletic Fields, Etc.)	R08	Resources Recovery;
		R09	Recycling Risk Analysis
M01	Materials Handling Systems; Conveyors; Sorters	R10	Rivers; Canals; Waterways; Flood Control
M02	45	R11	Roofing
	Metallurgy	20.5A T	
M03	Microclimatology; Tropical	S01	Safety Engineering; Accident
	Engineering		Studies; OSHA Studies
M04	Military Design Standards	S02	Security Systems; Intruder & Smoke
M05	Mining & Mineralogy	302	Detection
M06	Missile Facilities (Silos; Fuels;	S03	Seismic Designs & Studies
	Transport)	S04	Sewage Collection, Treatment and
M07	Modular Systems Design;	304	Disposal
	Pre-Fabricated Structures or	COL	Soils & Geologic Studies;
	Components	S05	Foundations
M08	Museums	200	
		S06	Solar Energy Systems Solid Wastes; Incineration; Landfill
N01	Naval Architecture; Off-Shore	S07	
	Platforms	S08	Special Environments; Clean Rooms,
N02	Nuclear Facilities; Nuclear Shielding	TO PROPERTY	Etc.
		S09	Structural Design; Special
001	Office Buildings; Industrial Parks		Structures
002	Oceanographic Engineering	S10	Surveying; Platting; Mapping; Flood
003	Ordnance; Munitions; Special		Plain Studies
	Weapons	S11	Sustainable Design
	garangata • tanantagan	S12	Swimming Pools
P01	Petroleum Exploration; Refining	S13	Storm Water Handling & Facilities
P02	Petroleum and Fuel (Storage and		
	Distribution)	T01	Telephone Systems (Rural; Mobile;
P03	Pipelines (Cross-Country - Liquid &		Intercom, Etc.)
	Gas)	T02	Testing & Inspection Services
P04	Planning (Community, Regional,	T03	Traffic & Transportation Engineering
	Areawide and State)	T04	Topographic Mapping
P05	Planning (Site, Installation, and Project)	T05	Towers (Self-Supporting & Guyed
P06	Plumbing & Piping Design		Systems)
P07	Prisons & Correctional Facilities	T06	Tunnels & Subways
P08	Product, Machine Equipment Design		And a special control of the control
P09	Pneumatic Structures, Air-Support	U01	Unexploded Ordinance Remediation
P09		U02	Urban Renewals; Community
D10	Buildings	002	Development
P10	Postal Facilities	U03	Utilities
P11	Power Generation, Transmission, Distribution	003	Others
P12	Public Safety Facilities	V01	Value Analysis; Life-Cycle Costing
R01	Radar; Sonar; Radio & Radar	W01	Warehouses & Depots
	Telescopes	W02	Water Resources; Hydrology;
R02	Radio Frequency Systems &		Ground Water
	Shieldings	W03	Water Supply; Treatment and
R03	Railroad; Rapid Transit		Distribution
R04	Recreation Facilities (Parks,	W04	Wind Tunnels; Research/Testing
	Marinas, Etc.)		Facilities Design
R05	Refrigeration Plants/Systems		18
	•	Z01	Zoning; Land Use Studies

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20 DOUBLE ANY ADDITIONAL INFORMATION REQUIESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS REQUIRED.			

I. AUTI	HORIZED REPRESENTATIVE	
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[FR Doc. 01-26203 Filed 10-18-01; 8:45 am] BILLING CODE 6820-EP-C