

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES**  
**FOR THE HAWAI'I CONVENTION CENTER**

**RFQ No. 2024-6**

**HONOLULU, HAWAII**

**FEBRUARY 2024**

**Qualification Submissions Due: Monday, February 26, 2024**

**For Information, Contact:**  
**Cumming Management Group, Inc.,**  
**HCC's Construction Manager at [atanton@cumming-group.com](mailto:atanton@cumming-group.com)**

## NOTICE TO PROVIDERS OF PROFESSIONAL ARCHITECTURAL SERVICES

AEG Management HCC, LLC a wholly owned subsidiary of ASM Global ("HCC") is seeking one or more qualified firms to provide professional architectural and engineering services related to several interior and exterior projects relating to water intrusion in multiple areas at the Hawaii Convention Center. Qualification submittals must be submitted to HCC via email (as indicated herein) no later than 4:00 p.m. (HST), on **Monday, February 26, 2024**.

HCC's intent is to retain a Firm with the qualifications and staff resources necessary to perform planning, designing, bidding, and construction oversight of certain projects at the Hawaii Convention Center involving water intrusion.

Water intrusion has been identified in multiple areas of the Hawaii Convention Center and is causing damage to building systems. HCC is looking for a Firm with the capability to design and specify fixes for areas at the Convention Center where water has intruded and damaged building systems, including, but not limited to, gypsum/EIFS wall systems, structural, mechanical, roofing, and fire sprinklers.

The Firm shall demonstrate substantial experience in undertaking and completing the type of work required.

Written questions regarding this RFQ may be submitted via email to the PM/CM with copy to the Contracting Officer by **4:00 p.m. Hawaii Standard Time ("HST") on Friday, February 16, 2024**. Questions about this RFQ should be directed to:

Project and Construction Manager for AEG / HCC (PM/CM) - Mr. Andrew Tanton  
Cumming Management Group, Inc.  
841 Bishop Street – Suite 725  
Honolulu, Hawaii 96813  
Email: [atanton@cumming-group.com](mailto:atanton@cumming-group.com)

And by copy to:

Contracting Officer – Ms. Mari Tait  
AEG/Hawaii Convention Center  
1801 Kalakaua Avenue  
Honolulu, Hawaii 96815  
Email: [hccrfp@hccasm.com](mailto:hccrfp@hccasm.com)

It is the intent to award one or more Owner/Architect contracts during this procurement process as outlined below.

This RFQ does not commit HCC to award a contract, nor to pay any costs incurred in the preparation and submission of Proposals in anticipation of a contract. HCC also reserves the right to unilaterally cancel this solicitation at any time without any liability.

<b>GENERAL INFORMATION/INSTRUCTIONS TO PROPOSERS</b>
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**Deadline For Proposals**

Proposals **MUST** be submitted via email to the PM/CM with copy to the Contracting Officer no later than 4:00 p.m. HST, **Monday, February 26, 2024**. Proper delivery of the proposal is the sole responsibility of the Offeror.

**Contracting Officer & Project & Construction Manager**

The Contracting Officer is responsible for administering/facilitating all requirements of the RFQ solicitation process. The Contracting Officer will also be responsible for "contractual actions" throughout the term of the contract. The Contracting Officer is:

Contracting Officer -- Ms. Mari Tait  
AEG/Hawai'i Convention Center  
1801 Kalakaua Avenue  
Honolulu, HI 96815  
Email: [hccrfp@hccasm.com](mailto:hccrfp@hccasm.com)

Assisting and providing guidance, oversight, procurement, construction, and project management services for HCC on the Project is HCC's Project and Construction Manager, Cumming Construction Management, Inc. ("PM/CM" or "Cumming"). Cumming shall be the primary point of contact on the project for procurement and work-related issues and will provide construction and project management services throughout the term of the contract. Cumming's project manager for the HCC is:

Project and Construction Manager for AEG / HCC – Mr. Andrew Tanton  
Cumming Management Group, Inc.  
841 Bishop Street – Suite 725  
Honolulu, HI 96813  
Email: [atanton@cumming-group.com](mailto:atanton@cumming-group.com)

**AEG Company Overview**

ASM Global is the world's leading venue management and services company. The company was formed by the combination of AEG Facilities and SMG, global leaders in venue and event strategy and management. The company's elite venue network spans five continents, with a portfolio of more than 300 of the world's most prestigious arenas, stadiums, conventions, and exhibition centers, and performing arts venues. For more information, please visit [www.asmglobal.com](http://www.asmglobal.com).

**Facility Overview**

The Hawaii Convention Center opened to the public in June 1998 and is used for a variety of events, including conventions, trade shows, public shows, meetings, and sporting events. The Hawaii Convention Center offers approximately 350,000 square feet of rentable space, including 51 meeting rooms. AEG Management HCC, LLC, a part of the ASM Global collection of companies, is the manager of the HCC pursuant to a Contract for Professional Services effective as of January 1, 2014, as may have been amended, with the Hawai'i Tourism Authority ("HTA"), a duly organized authority of the State of Hawai'i (the "State").

For more information on HCC, please visit <https://www.meethawaii.com/convention-center/>

## 1.1 PROCUREMENT TIMETABLE and SIGNIFICANT DEADLINES

The Timetable and Significant Deadlines set out herein; represents HCC's best estimate of the schedule to be followed in the RFQ process. If an activity of the timetable (i.e., Proposal Due Date for Receipt of Proposals) is delayed, the rest of the timetable deadlines may be shifted by the same number of days. HCC will advise Offerors by issuing an addendum to the RFP of any changes to the proposed timetable.

<u>Activity</u>	<u>Scheduled Date</u>
RFQ Announcement	Sunday, February 11, 2024
RFQ Issue	Monday, February 12, 2024
Register by	Wednesday, February 14, 2024
Closing Date for Receipt of Questions	Friday, February 16, 2024
HCC's Response to Offeror's Questions	Wednesday, February 21, 2024
Proposal Due Date	Monday, February 26, 2024
Selection/Award of Contract	March 2024

## 1.2 SUBMISSION OF QUESTIONS

Offerors are encouraged to submit written questions pertaining to the RFQ. Questions must be submitted in writing via email to PM/CM, with a copy to the Contracting Officer. All written questions will receive an official written response from HCC and become addendums to the RFQ. The only official position of HCC is that which is stated in writing and issued in the RFQ as addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response/statement, and may not be relied upon.

## 1.3 SOLICITATION REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter must be made in writing and should be received by the Contracting Officer no later than **4:00 p.m. HST on Friday, February 16, 2024**. This will allow issuance of any necessary amendments to the RFQ. It will also assist in preventing the opening of proposals upon which award may not be made due to a defective solicitation package. Offerors may not raise any issues with the contents of the RFQ after Proposals have been submitted.



#### **1.4 RFQ AMENDMENTS and ADDENDA**

HCC reserves the right to amend the RFQ any time prior to the ending date for proposal review/evaluation period. Such changes shall come in the form of amendments or Addenda.

#### **1.5 CANCELLATION OF RFQ**

The RFQ may be unilaterally canceled by HCC at any time if such cancellation is determined by HCC in its sole discretion to be in the best interests of HCC.

#### **1.6 CONDITIONS AND LIMITATIONS**

The proposal and any information made a part of the proposal will become part of HCC's official files without obligation on HCC's part to return them to the original Offerors.

This RFQ and the selected Offeror's response will, by reference, become part of the formal Contract between HCC and the selected Offeror resulting from this solicitation.

Offerors shall not offer any gratuities, favors, or anything of monetary value to any official or employee of HCC or the State for the purpose of influencing consideration of a proposal.

#### **1.7 RULES OF CONTACT AND COMMUNICATIONS**

Offerors may not contact HCC officials, employees, or representatives (including the PM/CM) concerning this RFQ while the solicitation process is in progress, except as expressly required or permitted by these General Instructions, the RFQ Documents, or other instruction from HCC or its PM/CM. The solicitation process begins when the RFQ is issued and will be completed with the award of the Contract. Any contact determined to be improper, at the sole discretion of HCC, may result in disqualification.

## SCOPE OF WORK

### **Introduction**

HCC is seeking an architect to address water intrusion at several locations at the HCC: (1) The Ballroom foyer gutter and transom ceiling, (2) the Main Lobby glass transom roof (horizontal glass), and (3) the exterior wall at a kitchen located on the Kalakaua side of the HCC (collectively the "Projects"). This has resulted in damaged interior spaces which will need to be repaired. Additionally, the existing interior electrical, HVAC, fire sprinkler, etc. will need to be addressed as needed.

Photographs showing the general locations of water intrusion and some of the damage caused by the water intrusion is attached hereto as Appendix A. Please note the design services being procured by this RFQ will not be involved in the design and repair of the main roof deck structure – that work is being performed by another entity.

The following scope of services is included as a guide for the Firm. It is designed to identify the minimum service level expected from the successful Firm and as such should be modified and augmented, based upon the experience of the Firm, as necessary to complete the Projects.

The Firm selected will enter into an agreement with HCC to provide professional services related to the Projects from pre-design to post-construction.

Based on the requirements of HCC, the selected Firm shall provide professional services meeting all standards and codes used in design for basic services as required on the Project as follows:

1. Pre-Design Evaluation
2. Cost Estimating / Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Permit Processing
7. Bidding/Award
8. Construction Oversight

### **The Professional Services shall include, but is not limited to:**

1. Review existing drawings, plans, and actual conditions, and advise HCC on issues of concern in regard to design, material selection, cost estimation as well as cost (life-cycle) analysis.
2. Provide schematic and design development submittals, bid documents, and a detailed cost estimate at each phase of the Projects (i.e. demolition, repair, construction, and installation), which may include:
  - a. Attending coordination meetings.
  - b. Providing progress prints/cost estimates (labor and materials) at appropriate intervals.

- c. Including elevations of exposed mechanical or electrical units, and/or three-dimensional renderings (as requested).
  - d. Providing complete architectural and/or engineering design drawings which shall include all components and accessories necessary for construction (including obtaining building permits).
- 3. Assist in the bidding phases:
  - a. Attend pre-bid and pre-construction meetings.
  - b. Answer questions/clarifications during bidding.
  - c. Prepare Addendums.
- 4. Review and evaluate submittals and/or claims for extra costs, and unforeseen conditions. Review and respond to requests for information (RFI) and requests for clarifications (RFC).
- 5. Inspect the construction site and actively participate in on-site construction meetings. Advise the HCC regarding interpretations of contract documents and payments to contractors.
- 6. Conduct and assist HCC for substantial completion by preparing a punch list and conducting a final inspection.
- 7. Make recommendations to the Contractor to prepare and provide as-built drawings.

**Detail/Phases of Services:**

1. Pre-Design Evaluation:

Review the site and as-built drawings from the original construction of the HCC to get an understanding of the scope of the Project. Consult with the CM/PM, and other necessary and appropriate government units, utilities, organizations, and persons in order to ascertain Project requirements, and recommending any necessary revisions.

2. Cost Estimating / Condition Survey and Report:

Investigate, analyze and measure the existing facilities to the extent necessary to determine the information necessary for project work. Measure and verify floor plans and equipment locations in the existing building in the affected areas. Review existing roof repair, structural, waterproofing and replacement studies, analyze building components, heating/cooling, load requirements, floor plans and drawings (as available), and make design recommendations. Prepare drawings and a report summarizing existing facilities and their condition. Prepare probable construction cost estimates to assist HCC in the preparation of the Project. As part of the investigation, identify and document issues pertaining to any future project (accessibility, operations impact, etc.)

3. Schematic Design:

Upon receipt of written notification to proceed, prepare schematic designs for review and approval by HCC. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request. Advancement to next design phase pending HCC review and approval of report, comments and Notice to Proceed.

4. Design Development:

After the approval of the final schematic design submission, HCC shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.

Provide architectural and/or engineering design drawings which shall include all components and accessories, including system elevations (when applicable) in relation to project. Prepare a list of all permits, licenses, review, and approvals as required. Advancement to next design phase pending HCC review of report, comments and Notice to Proceed.

5. Contract Documents:

Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations ("codes") for all elements of work including architectural and/or engineering plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with HCC, DPP and other authorities as required, if necessary. Provide progress prints, specifications and revised cost estimates at specified intervals for HCC's review and approval.

7. Permits and Approvals:

Apply for, and process, building permit applications, and obtain any other required permits and approvals, if necessary.

8. Bidding / Award:

The Firm shall assist HCC in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommendation awards, evaluating alternate bids, and preparing a construction contract, as well as assist in the evaluation of product or systems substitutions and preparing necessary addenda for HCC issuance.

9. Construction Oversight:

Provide periodic inspections at the site to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by HCC. Assist the PM/CM to conduct a preconstruction conference. Such preconstruction conference shall include at least the Firm, or its authorized representative, the selected contractor(s), authorized representatives of HCC and the PM/CM. At the preconstruction conference, the Firm may/shall:

Observe that all necessary permits and licenses have been obtained prior to work commencement;

Raise for discussion and decision, the manner in which the construction will be administered by HCC, the PM/CM firm, and itself;

Scheduling of construction, and any and all other issues or questions which in the opinion of the Firm must be settled before the start of construction;

Before convening the preconstruction conference, the Firm shall confer with HCC and the PM/CM concerning the agenda and who is to attend; and

Prepare and distribute minutes within a specified time following the meeting.

Recommend necessary or desirable changes (adds and credits) to HCC. Review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to HCC. If changes are accepted, review change orders for HCC authorization. There shall be no change in the scope of the work or in materials specified by the Firm until approval for such change has been given in writing by HCC.

Review and make recommendations to HTA on any claims received from contractors or suppliers.

Make visits to the job site for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings to review procedures, progress, scheduling, contractor compliance and other issues.

Where field condition differs from contract documents or disputes arise, the Firm shall resolve issues satisfactorily to HCC.

Issue punch list(s) and re-inspect as necessary. Following the contractor's completion of the punch list, conduct final inspections in conjunction with HCC.

Furnish to HCC a set of reproducible drawings showing all construction (elements/systems), including all revisions made by the Firm such as addendums, post-contract documents and sketches for the Contractor to prepare the as-build drawings.

Provide HCC with drawings (i.e. AutoCAD files) in a format acceptable to HCC, and one set of reproducible drawings.

## GENERAL REQUIREMENTS

1. The Firm (including principals, project managers, and key personnel) shall have relevant experience with (1) forensic investigation specific to water problems, and (2) waterproofing and water penetration issues, and shall be competent to perform the architectural and/or engineering services required for the Project.
2. The work contemplated is professional in nature. It is understood that the Firm, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Hawaii.
3. It is understood that all reports, information, or data prepared or assembled by the Firm shall be kept confidential in nature and shall not be made available to any individual or organization, except the HCC, the Hawaii Tourism Authority (“HTA”) and the State of Hawaii, without the prior written approval of HCC, HTA or ordered by a Judge/Arbitrator.
4. The Firm and its sub-consultants shall be financially solvent. HCC reserves the right to request information to determine solvency.
5. The Firm and its sub-consultants shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

## THE SELECTION PROCESS

Although the HCC’s selection of the Firm under this RFQ is not subject to Section 103D-304, Hawaii Revised Statutes, and Section 3-122 Subchapter 7, Hawaii Administrative Rules, as amended, nevertheless, HCC will follow the spirit of the foregoing in its selection of the Firm or Firms for the Projects. The selection criteria employed in descending order of importance shall be:

1. Experience and professional qualifications relevant to the project type as provided herein;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies; and
3. Capacity to accomplish the work in the required time.

## SUBMITTAL REQUIREMENTS AND DUE DATE/TIME

Firms interested in providing professional services must submit the following items via email to [atanton@cumming-group.com](mailto:atanton@cumming-group.com) with a copy to [hccrfp@hccasm.com](mailto:hccrfp@hccasm.com) (5 MB maximum aggregate size for attachments) with subject line “RFQ 2024-6 Architectural/Engineering Services at the Hawai’i Convention Center” no later than **4:00 p.m. Hawaii Standard Time (HST) on February 26, 2024:**

1. Completed DPW Form 120 (Revised 6/99) including Supplement 1 (MS Word file for the form is included with this solicitation). A copy of DPW Form 120 is attached hereto as Appendix B. Note: Hawaii state license is required for architecture, engineering, landscape architecture, and surveying services.

2. Statement of Qualifications (SQQ) for the project which includes:
  - a. Firm's experience and professional qualifications relevant to the project type.
    - Describe firm's experience (including roles and responsibilities) in providing services for relevant past projects.
    - Identify individuals (and provide their qualifications) who will be assigned and working on this project for the entire design team including the subconsultants.
    - Provide the number of projects of this type that firm has been involved with (in total and in the last five years). Indicate if experience was as a prime consultant or subconsultant.
  - b. Firm's past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.
    - Provide past projects' title, location, year completed, and scope and describe:
      - o successful elements of the past projects.
      - o challenges (and how they were overcome) on the past projects.
      - o how success or lessons learned can apply to this project.
    - Include any evaluation forms, letters of recommendations, testimonials, etc. that attest to the firm's past performance and quality of work.
  - c. Firm's capacity to accomplish work in the required time.
    - For the individuals who will be assigned and working on this project: Identify all other projects assigned to the persons and the time commitments for those projects.
  - d. Firms with home offices outside of Hawaii: Indicate whether or not the firm has an office in Hawaii or affiliation with another firm having a Hawaii office. If not, explain how firm will conduct business with HTA during normal Hawaii State business hours of 7:45 a.m. to 4:30 p.m. HST.
3. Names and phone numbers of a minimum of three (maximum of five) clients who may be contacted, including at least two for whom services were rendered during the preceding year.
4. Statement indicating any objections to retaining specialty sub-consultant(s) under the prime contract. Objections may affect the firm's consideration for the project. Note that it is HCC's intent that all subconsultants shall come under the prime consultant's contract.
5. Incomplete and Late Submittals.
  - a. Submittals received by the aforementioned due date/time but with missing or deficient information will be accepted "as-is".
  - b. Submittals received after the aforementioned due date/time will be considered non-responsive to this notice.

<b>INSURANCE</b>
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1. Insurance: Firms are not required to submit insurance documentation at this time. However, firms are advised that the listed coverages that follow are required to be awarded a contract after selection for a project:
  - a. Commercial General Liability insurance, written on an occurrence form, with policy limits of not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate and follow a form umbrella or excess liability with a limit of five million dollars (\$5,000,000). The HCC, HTA and the STATE shall be named as additional insureds.
  - b. Automobile Liability insurance covering vehicles owned, and non-owned vehicles used, by the Firm, with policy limits of not less than one million dollars (\$1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the management, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage. Automobile Liability insurance shall include coverage for automobile contractual liability. The HCC, HTA, and the STATE shall be named as additional insureds.
  - c. Professional Liability/Errors & Omissions insurance for limit of not less than five million dollars (\$5,000,000) per claim and five million dollars (\$5,000,000) annual aggregate. Deductible/retention is limited to one hundred thousand (\$100,000). Continuous coverage or tail coverage is required for at least three (3) years post completion of the project. The Professional Liability/Errors & Omissions insurance shall be for protection of claims arising out of negligent acts, professional services/errors and omissions by or for the Firm.
  - d. Worker's Compensation and Employer's Liability (where required by HRS 386). The minimum limit of liability for workers compensation is the HRS 386 statutory limit. The Minimum limit of employer's liability for bodily injury from each accident is one million dollars (\$1,000,000). The Minimum limit of employer's liability for bodily injury from disease per employee is one million dollars (\$1,000,000). Minimum limit of employer's liability for bodily injury from disease one million dollars (\$1,000,000).



# APPENDIX A

## General Location of Water Intrusion and Sample Photographs

### Project Locations

Roofing locations include:

Main Lobby Canopy and Glass Roof

3<sup>rd</sup> & 4<sup>th</sup> Floor Glass Transom Roof



EXTERIOR SITE CONDITION PHOTOGRAPHS



EXTERIOR: CONDITION SKYLIGHT  
VARIES PHOTO 001



EXTERIOR: CONDITION SKYLIGHT  
VARIES PHOTO 002



EXTERIOR: CONDITION SKYLIGHT  
VARIES PHOTO 003



EXTERIOR: CONDITION SKYLIGHT  
VARIES PHOTO 004





INTERIOR: CONDITION SKYLIGHT  
VARIES PHOTO 005



INTERIOR: CONDITION SKYLIGHT VARIES  
PHOTO 006



INTERIOR: CONDITION SKYLIGHT  
VARIES PHOTO 007



INTERIOR: CONDITION AT PUMP  
ROOM VARIES 008



INTERIOR: CONDITION SKYLIGHT  
VARIES PHOTO 009



INTERIOR: CONDITION SKYLIGHT  
VARIES PHOTO 010

# **APPENDIX B**

**DPW FORM 120 (Rev. 6/99)**

**STATE OF HAWAII**  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

**QUESTIONNAIRE FOR ARCHITECTS, ENGINEERS AND OTHER PROFESSIONAL SERVICES**

QUESTIONNAIRE FOR: (LIST DISCIPLINE)	OTHER QUESTIONNAIRES SUBMITTED: (LIST DISCIPLINES)	DATE
FIRM NAME	ESTABLISHED YEAR      STATE	TYPE OF ORGANIZATION (Underline)  INDIVIDUAL      PARTNERSHIP      CORPORATION      JOINT VENTURE      OTHER
BUSINESS ADDRESS, TELEPHONE & FAX NO. OF HAWAII OFFICE	AGE OF FIRM	FEDERAL ID NO.  YEARS ESTABLISHED IN HAWAII
PRINCIPALS OF FIRM: (NAMES)	ASSOCIATE MEMBERS OF FIRM: (NAMES)	
PRESENT BRANCH OFFICE(s): (ADDRESS, TELEPHONE & FAX NO.)	PERSON IN CHARGE: (NAMES)	

**NUMBER OF PERSONNEL IN YOUR PRESENT ORGANIZATION**

LOCATED AT	PRINCIPALS & KEY PERSONNEL			OTHER PERSONNEL											TOTAL
	Architect	Engineer	Others	Architect	Engineers				Draftsmen	Spec. Writer	Estimator	Inspector	Surveyor	Balance	
					Mech.	Electri	Civil	Others							
HOME OFFICE															
BRANCH IN															
<b>TOTAL</b>															
TECHNICAL PERSONNEL:				NUMBER OF PERSONNEL WITH HAWAII LICENSES						NUMBER OF PERSONNEL WITHOUT HAWAII LICENSES					

<b>PERSONAL HISTORY STATEMENT OF PRINCIPALS AND ASSOCIATES WITHIN YOUR FIRM</b>									
NAME			RESIDENT OF		NAME			RESIDENT	
TITLE					TITLE				
YEARS OF EXPERIENCE	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL		YEARS OF EXPERIENCE	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL	
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)					EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)				
MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS					MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS				
REGISTRATION (TYPE, YEAR, STATE)					REGISTRATION (TYPE, YEAR, STATE)				
NAME			RESIDENT OF		NAME			RESIDENT OF	
TITLE					TITLE				
YEARS OF EXPERIENCE	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS		OTHER THAN PRINCIPAL	YEARS OF EXPERIENCE	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS		OTHER THAN PRINCIPAL
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)					EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)				
MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS					MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS				
REGISTRATION (TYPE, YEAR, STATE)					REGISTRATION (TYPE, YEAR, STATE)				

**PERSONAL HISTORY STATEMENT OF TECHNICAL PERSONNEL WITHIN YOUR FIRM**

NAME		STATUS (Underline) Full-Time Part-Time	NAME		STATUS (Underline) Full-Time Part-Time
TITLE OR POSITION		YEARS OF EXPERIENCE	TITLE OR POSITION		YEARS OF EXPERIENCE
WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS	WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)			EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)		
REGISTRATION (TYPE, YEAR, STATE)			REGISTRATION (TYPE, YEAR, STATE)		

  

NAME		STATUS (Underline) Full-Time Part-Time	NAME		STATUS (Underline) Full-Time Part-Time
TITLE OR POSITION		YEARS OF EXPERIENCE	TITLE OR POSITION		YEARS OF EXPERIENCE
WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS	WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)			EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)		
REGISTRATION (TYPE, YEAR, STATE)			REGISTRATION (TYPE, YEAR, STATE)		

  

NAME		STATUS (Underline) Full-Time Part-Time	NAME		STATUS (Underline) Full-Time Part-Time
TITLE OR POSITION		YEARS OF EXPERIENCE	TITLE OR POSITION		YEARS OF EXPERIENCE
WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS	WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)			EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)		
REGISTRATION (TYPE, YEAR, STATE)			REGISTRATION (TYPE, YEAR, STATE)		



**OUTSIDE ASSOCIATES AND CONSULTANTS USUALLY EMPLOYED**

DISCIPLINE	NAME OF FIRM OR INDIVIDUAL		DISCIPLINE	NAME OF FIRM OR INDIVIDUAL

**ERRORS AND OMISSIONS INSURANCE**

DOES YOUR FIRM HAVE ERRORS & OMISSION (E&O) INSURANCE? (Underline)			AMOUNT OF COVERAGE PER CLAIM	AMOUNT OF DEDUCTIBLE
YES	NO	PROJECT INSURANCE	\$	\$

Submit proof of insurance or insurability from your insurance carrier with this form.

**SUMMARY OF YOUR FIRM'S COMPLETED AND PRESENT PROJECTS DURING THE LAST TEN YEARS****AS A PRIME A/E CONSULTANT**

TOTAL NUMBER OF COMPLETED PROJECTS	
TOTAL ESTIMATED CONSTRUCTION COST OF COMPLETED PROJECTS	\$
TOTAL NUMBER OF PRESENT PROJECTS	
TOTAL ESTIMATED CONSTRUCTION COST OF PRESENT PROJECTS	\$

**AS AN ASSOCIATE WITH OTHER A/E CONSULTANTS**

TOTAL NUMBER OF COMPLETED PROJECTS	
TOTAL ESTIMATED CONSTRUCTION COST OF COMPLETED PROJECTS (ONLY THE PORTION OF WORK FOR WHICH YOUR FIRM WAS RESPONSIBLE)	\$
TOTAL NUMBER OF PRESENT PROJECTS	
TOTAL ESTIMATED CONSTRUCTION COST OF PRESENT PROJECTS (ONLY THE PORTION OF WORK FOR WHICH YOUR FIRM IS RESPONSIBLE)	\$

**CLASS OF WORK AND PROJECT TYPE SPECIALIZATION**

TYPE OF PROJECT	TOTAL NO. OF COMPLETED PROJECTS	TOTAL ESTIMATED CONSTRUCTION COST	TOTAL ESTIMATED PROJECT SIZE (G.S.F.)

Categorize your firm's class for work during the last ten years by project type. Examples of project types include Educational, Commercial, Industrial, Residential, Health Care, Correctional and Judicial Facilities. Work may also be categorized as planning, civil sitework, renovation/alteration, architectural barrier removal, fire alarm system, etc.

**PRESENT/COMPLETED PROJECTS IN WHICH YOUR FIRM IS/WAS DESIGNATED THE PRIME CONSULTANT (BY TYPE)**

(LIST A MAXIMUM OF 10 PROJECTS FOR EACH DISCIPLINE/TYPE OF WORK BEING APPLIED FOR. LIST PROJECTS THAT REFLECT YOUR ABILITY TO PROVIDE QUALITY WORK FOR YOUR REQUESTED PROJECTS.)

TYPE :							
YEAR	NAME AND LOCATION OF THE PROJECT	NAME OF LEAD DESIGNER	NAME, ADDRESS, PHONE & FAX NO. OF THE OWNER	ESTIMATED CONST. COST (\$)	DURATION FOR DESIGN (MONTHS)	% COMPLETED	
						DESIGN	CONST.

**PRESENT/COMPLETED PROJECTS THAT YOUR FIRM IS/WAS ASSOCIATED WITH OTHERS (BY TYPE)**

(LIST A MAXIMUM OF 10 PROJECTS FOR EACH DISCIPLINE/TYPE OF WORK BEING APPLIED FOR. LIST PROJECTS THAT REFLECT YOUR ABILITY TO PROVIDE QUALITY WORK FOR YOUR REQUESTED PROJECTS.)

TYPE :								
YEAR	NAME AND LOCATION OF THE PROJECT	NAME, ADDRESS, PHONE & FAX NO. OF THE OWNER	ESTIMATED CONSTRUCTION COST		DURATION FOR DESIGN (MONTHS)	PRIME FIRM ASSOCIATED WITH	% COMPLETED	
			ENTIRE PROJECT	YOUR FIRM'S WORK			DESIGN	CONST.

**Explain firm's individual project assignment, project management structure, project execution (work flow and responsibilities) and quality control process.** In the event the spaces provided on this form are not sufficient for entries, or if you wish to furnish additional information, it may be inserted here or on separate sheets, with appropriate references.

As of this date \_\_\_\_\_ the foregoing is a true statement of facts.

**NAME OF FIRM OR INDIVIDUAL SUBMITTING QUESTIONNAIRE**

**TYPE NAME AND TITLE OF PERSON SIGNING**

**SIGNATURE**

NOTE: It is to a firm's advantage to maintain its experience record on a current basis. This may be accomplished by periodically forwarding current data to DAGS.

NAME	TITLE AND POSITION	YEARS WITH FIRM
MAJOR RESPONSIBILITIES WITH THIS FIRM		

**PRIOR EMPLOYMENT**

(START WITH LATEST EMPLOYMENT PRIOR TO JOINING THIS FIRM AND PROVIDE SIMILAR INFORMATION FOR EACH SEPARATE EMPLOYMENT OR MAJOR CHANGES IN DUTIES WITH THE SAME EMPLOYER.)

FIRM:	DATE		FIRM:	DATE	
	FROM:	TO:		FROM:	TO:
ADDRESS:			ADDRESS:		
JOB TITLE:			JOB TITLE:		
SUPERVISOR'S NAME AND TITLE:			SUPERVISOR'S NAME AND TITLE:		
MAJOR DUTIES:			MAJOR DUTIES:		

FIRM:	DATE		FIRM:	DATE	
	FROM:	TO:		FROM:	TO:
ADDRESS:			ADDRESS:		
JOB TITLE:			JOB TITLE:		
SUPERVISOR'S NAME AND TITLE:			SUPERVISOR'S NAME AND TITLE:		
MAJOR DUTIES:			MAJOR DUTIES:		