



ADVERTISEMENT

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING SERVICES
FOR BICYCLE AND PEDESTRIAN MASTER PLAN,
STATE CONTROL NO. 00956A
FOR THE CITY OF GRAND ISLAND, NEBRASKA**

Sealed proposals will be received by the **City Clerk's Office**, 100 E. First Street, Grand Island, NE 68802 until **4:00 P.M. (local time) on Thursday, December 15, 2016** for **Professional Engineering Services for Project No. PL-1(54), State Control No. 00956A, Development of Bicycle and Pedestrian Master Plan for the Grand Island Area Metropolitan Planning Organization**. Proposals received after the specified time will be retained unopened until after award. Proposals must be based on the City's Request for Proposals.

The Request for Proposal solicitation package may be downloaded from the Quest CDN website, www.QuestCDN.com for a twenty dollar (\$20) fee. Alternatively, documents for use in preparing proposals are available at City Hall, Public Works Department (second floor), 100 E 1st Street, Grand Island, Nebraska. Proposals must be uploaded to the Quest CDN website or received at the City Clerk's Office before the specified time to be considered.

The chosen consultant will be required to comply with the City of Grand's insurance requirements and the Nebraska Department of Road's Conflict of Interest policies. This is a Federal Aid project and the selected Consultant will be required to follow the "LPA Guidelines Manual for Federal-Aid Projects" and all applicable Federal, State, and Local requirements and procedures.

Proposals will be evaluated based upon professional qualifications necessary for satisfactory performance; understanding of the project; approach to the project; capacity to accomplish the work in the required time; past performance on contracts with government agencies; quality of proposal; and possible interviews. Proposals shall remain firm for a period of ninety (90) days after the proposal due date. The City of Grand Island reserves the right to refuse any or all proposal(s), to waive technicalities, and to accept whichever proposal(s) that may be in the best interest of the City, at its sole discretion.

Contact Allan Zafft, MPO Program Manager, in writing or email (308-389-0273) or allanz@grand-island.com for any additional questions regarding the project.

RaNae Edwards, City Clerk



REQUEST FOR PROPOSALS

FOR PROFESSIONAL CONSULTING SERVICES

For Project No. PL-1(54), State Control No. 00956A

Bicycle and Pedestrian Master Plan

For the City of Grand Island - Metropolitan Planning Organization (GIAMPO)

The City of Grand Island is seeking an engineering Consultant to provide professional services for the development of a Bicycle and Pedestrian Master Plan. This project is located within the urban planning boundary as defined by the Grand Island Area Metropolitan Planning Organization (GIAMPO), Hall County, Nebraska. Map location at: <http://grand-island.com/home/showdocument?id=9762>.

This is a Federal Aid project and the selected Consultant will be required to follow the "LPA Guidelines Manual for Federal-Aid Projects" and all applicable Federal, State, and Local requirements and procedures.

The basic Scope of Services for the project is outlined in Exhibit "A" as an attachment.

- I. The selected Consultant will meet with the City of Grand Island to develop a detailed work plan. The work plan consists of a detailed scope of services along with a staffing plan identifying key members. The staffing plan should identify the categories of personnel whom will be working on this project, along with their associated labor rates.
- II. All submissions and work product including complete plans shall be submitted in electronic format suitable for archiving by the City of Grand Island. Submissions shall include, but are not limited to, GIS files, CAD files, reports, documentation, public comments, etc. Consultant shall not copyright any work product and work shall remain property of the City of Grand Island.

This Request for Proposal does not commit the City of Grand Island to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Grand Island reserves the right to award contracts to more than one qualified Consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the City of Grand Island to do so.

Project Schedule

This schedule is provided as a guide to ensure responding Consultants have staff available to complete the necessary services required. A more detailed schedule of the professional services will be required of the selected Consultant, once negotiations have been concluded.

Schedule of Activities	Date
Proposal Submittal Deadline	December 15, 2016
Short List Firms	December 30, 2016
Interview (may not be required)	3 rd week of January 2017
Notification of Selection	February 3, 2017
Scoping Meeting with Selected Consultant	2 nd week of February 2017
Grand Island City Council Approval	May 2017
Issue Notice to Proceed	May 2017
Bicycle and Pedestrian Master Plan presented to GIAMPO Policy Board and Grand Island City Council	November 2017

The City of Grand operates on a fiscal year beginning October 1st and ending on the following September 30th. Any portion of the contract from this Request for Proposal which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

Protocol

Proposals must be received the office of the City Clerk no later than December 15, 2016 4:00 PM C.S.T. No exceptions to this deadline will be given. Please provide 5 paper copies and 1 electronic copy (PDF format) of your proposal in an envelope clearly marked on the exterior as containing **“Proposal for Professional Services for GIAMPO Bicycle and Pedestrian Master Plan”** to:

City of Grand Island
 City Clerk
 100 E. First Street
 P.O. Box 1968
 Grand Island, NE 68802

Firms interested in submitting proposals should contact Allan Zafft, MPO Program Manager, by email at allanz@grand-island.com or phone at 308-389-0273 for any additional questions regarding the project.

The Consultant Selection Committee will review and evaluate all proposals deemed responsive. The evaluation will be based on the selection criteria outlined on pages 3-4 of this Request for Proposal. After reviewing the proposals, the Consultant Selection Committee may make a final selection or, at its discretion, short-list a minimum of two (2) Consultants for interviews (at Consultant’s expense at the City of Grand Island’s site). Interviews will be not more than 1.5 hours and consist of not more than 1 hour presentation and .5 hour for questions and answers. The City of Grand Island will contact the selected Consultant by phone after the selection process has been completed.

Firms may present a particular situation to the City of Grand Island in advance of their proposal, if they are unsure whether they have a real or potential conflict of interest. The City of Grand Island shall document their own analysis of the information presented, and may seek a determination from the Nebraska Department of Roads (NDOR) as to whether Consultant has an actual or potential conflict of interest for the project. Firms should notify all conflict of interest inquires to Terry Brown, Assistant Public Works Director, at 308-389-0260.

Submittal

In order to facilitate review of the project proposals by the Consultant Selection Committee, the following information must be included in the proposal in the order listed:

1. A letter of interest not to exceed two (2) pages.
2. Organizational chart of resources including the Project Manager and other key personnel not to exceed two (2) pages.
3. A narrative responding to the established evaluation factors not to exceed ten (10) pages. This should include the approach to the project in the given schedule and experience with similar projects, including references to similar projects.
4. A maximum of twenty-five (25) pages of additional supportive material such as charts, tables, or photos, and personnel qualifications.
5. DR Form 498 not to exceed six (6) pages for the prime Consultant and six (6) pages for each Subconsultant (see Exhibit "B"). A separate DR Form 498 must be submitted for each Subconsultant to be used. The DR Form 498 is located online at <http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>.
6. A Drug-Free Workplace Policy for the prime Consultant and any Subconsultant.
7. A Conflict of Interest Disclosure Form for the prime Consultant and any Subconsultant.
8. Proof of Insurance for the prime Consultant and any Subconsultant.

Interested firms must be on the NDOR list of certified Consultants for Standard Work Categories **prior** to the opening date of this advertisement, to be eligible to submit a proposal for this work. Price is not a selection criteria and it is not to be included in the firm's proposal. A maximum not-to-exceed will be negotiated after a Consultant has been selected.

Selection Criteria

The Consultant Selection Committee will evaluate all proposals deemed responsive and make a final selection based on the below criteria and the percentage of their importance. Price is not a selection criteria and it is not to be included in the firm's proposal.

Short List (this may be the final selection if no interviews)

1. Professional qualifications necessary for satisfactory performance (35 percent)
 - Project manager and key team members are qualified to perform the works categories/tasks on the project.
 - Consultant's knowledge of bicycle and pedestrian planning.
 - Computer capability for GIS integration.
 - Knowledge and experience of the Consultant's identified team with this type of project.
2. Understanding of the project (20 percent)
 - Consultant has demonstrated understanding of the nature and scope of project.
 - Consultant has provided comparable projects they have been involved with.
3. Approach to the project (15 percent)
 - Consultant has recognized and identified special circumstances on the project.
 - Consultant has provided logical approach to tasks and issues of the project.
4. The capacity to accomplish the work in the required time (10 percent)
 - Consultant has adequate staff for this project.
 - Current workload of the consultant.

5. Past performance on contracts with government agencies (10 percent)
 - Past performance evaluations.
 - References, if no past work has been performed by this Consultant.
6. Quality of proposal (10 percent)
 - Information conveyed, overall proposal quality, readability, and the technical expertise presented.

Final Selection (may not be required if no interviews)

1. Professional qualifications necessary for satisfactory performance (25 percent)
 - Project manager and key team members are qualified to perform the works categories/tasks on the project.
 - Consultant's knowledge of bicycle and pedestrian planning.
 - Computer capability for GIS integration.
 - Knowledge and experience of the Consultant's identified team with this type of project.
2. Understanding of the project (20 percent)
 - Consultant has demonstrated understanding of the nature and scope of project.
 - Consultant has provided comparable projects they have been involved with.
3. Approach to the project (20 percent)
 - Consultant has recognized and identified special circumstances on the project.
 - Consultant has provided logical approach to tasks and issues of the project.
4. Quality of the interview (35 percent)
 - Interview was clear and concise.
 - Questions were appropriately answered by consultant.

Gratuities and Kickbacks

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

Insurance

Provide a summary of the firm's (and sub-consultant's) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in this section.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$500,000 Combined Single Limit
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3. "Comprehensive General Liability." The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$ 500,000 each occurrence
	\$1,000,000 aggregate

4. "Umbrella Liability Insurance." This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$1,000,000 each occurrence
	\$1,000,000 general aggregate

5. Additional Requirements. The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the contract.

The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. Certificate of Insurance. Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this contract. The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Contractor cannot have the "endeavor to" language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.

Fair Employment Practices

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

LB 403

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Title VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

Section 504/ADA Notice to the Public

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Marlan Ferguson
308-389-0140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.

Exhibit "A"

Basic Scope of Services For PL-1(54), Control No. 00956A Bicycle and Pedestrian Master Plan

For the City of Grand Island - Metropolitan Planning Organization (GIAMPO)

The City of Grand Island has reviewed the Grand Island Area MPO's Bicycle and Pedestrian Master Plan project and the services associated with it. The Standard Work Categories listed below are anticipated on this project and will be used for a Qualification Based Selection (QBS) process to determine the most qualified Consultant. The selected Consultant will meet with the City of Grand Island to develop a detailed scope. Additional information on the Standard Work Categories can be found on the NDOR website www.roads.ne.gov/rfp.

Standard Work Categories anticipated on this project are:

- 102 - Transportation Planning
- 211 - Public Involvement

OBJECTIVE:

The overall goal of developing a Bicycle and Pedestrian Master Plan is to provide a safe, connected, and efficient transportation system for the citizens of the Grand Island metropolitan region. This Master Plan should further community health, exercise, well-being, and transportation and social interaction opportunities for all residents in the community. The objectives of the Master Plan are to:

1. Evaluate, define, and map the existing bicycle and pedestrian routes.
2. Define and map proposed routes.
3. Identify locations for the development of trailheads, public trail access points, parking, staging areas, and complementary open green space nodes.
4. Identify locations of environmental sensitive areas that need additional infrastructure (bridges, boardwalks).
5. Identify locations for complementary facility opportunities (comfort stations, recreational/educational buildings, fishing piers, shelters, etc.)
6. Provide specific recommendations for bicycle and pedestrian accommodations at highway crossings, railroad crossings and at other physical barriers.
7. Include environmental protection concerns.
8. Provide design standards for the development route enhancements and access improvements.
9. Provide cost ranges; phasing timeline; and maintenance considerations for use in securing funding to implement the plan.

SERVICES TO BE PROVIDED:

Services required include, but may not be limited to, the following:

Task 1: Kick-off and Coordination with the Working Group

A project initiation or "kick off" shall be conducted with the project's working advisory group (GIAMPO Bicycle and Pedestrian Advisory Committee). This group will consist of representatives from the various agencies and other project stakeholders. An overview of the project shall be presented at the meeting. Participants will be given an opportunity to identify issues and concerns to be addressed during the planning process.

Task 2: Field Reconnaissance

Field reconnaissance work shall be performed. Reconnaissance work shall occur in conjunction with representatives of government oversight agencies, as required, and stakeholder groups. The purpose of this task will be to jointly observe field conditions along the impacting routes for planning and development. Photographs and field notes shall be prepared to document these conditions.

Task 3: Inventory Facilities and Existing Conditions

An inventory of existing and proposed bicycle and pedestrian facilities (including trails) to evaluate current conditions and identify gaps or deficiencies in terms of accommodating bicycle and pedestrian travel. The use of Strava data will part of conducting the inventory. The inventory should note geographical and infrastructure barriers and identify facilities not compliant with the American Disabilities Act. This information will determine the extent to which existing transportation systems meet the needs of the Grand Island metropolitan region and serve as a baseline for developing performance measures.

Task 4: Identification of Sites for Trailheads / Public Access Facilities / Open Green Space Nodes

Sites where facilities will be developed to facilitate public access or where supporting open green space nodes could be developed will be identified and shown on the network maps. A general notation of the facilities proposed for each access point shall be identified and included.

Task 5: Identification and Conceptual Planning for Roadway/Rail/River Crossings

The Master Plan shall identify constraints to bicycle and pedestrian facility development and use. Conceptual solutions shall be proposed including, but not limited to, bridge structures, other grade-separated crossings, and/or segment alignments.

Task 6: Identification of Recreation / Interpretive / Trail Connection Opportunities

The Master Plan shall identify opportunities for connections between the trails and existing/planned recreation areas, regional trails and parks, and/or other sites of interest along bicycle/pedestrian routes.

Task 7: Identification and Conceptual Planning for Complementary Facility Opportunities

The Master Plan shall identify locations for opportunities for developing possible complementary facilities including amphitheatres, comfort stations, recreational/educational buildings, fishing piers, boat landings, shelters, etc.

Task 8: Bicycle and Pedestrian Facilities and Network

Recommend the pedestrian and bicycle facilities and network component of the Master Plan. This should identify types of facilities and focus areas to be considered, to provide connectivity between existing infrastructure, close transportation gaps for bicyclist and pedestrians, coordinate efforts agencies and organizations, and establish a project list. The facilities and network component will outline mobility and accessibility needs and address pedestrian facilities including access routes to activity centers, and other key area with region wide significance.

Maps of the network shall be prepared and presented in modern format. The maps shall be delivered in an ArcGIS file or personal geodatabase format.

Task 9: Draft Project List

Develop a process to identify and evaluate proposed bicycle and pedestrian projects.

Task 10: Funding Recommendations

Provide information about relevant funding sources and applicability of those sources to project types. A discussion regarding financial constraints and implementation challenges should include issues related to construction, retrofitting, and ongoing operations and maintenance. In addition, this task will develop and an implementation plan that considers establishing project priorities, cost, phasing/scheduling, and funding strategies.

Funding public education related to fostering a safe bicycle and pedestrian network for motorists, bicyclists, pedestrians, law enforcement, and local governments should also be explored.

Task 11: Draft and Final Master Plan

This involves preparing and compiling reports and documenting the entire study process into a final Bicycle and Pedestrian Master Plan. Stakeholders will have the opportunity to comment on the draft Master Plan. Comments shall be discussed with the City of Grand Island and the project's working advisory group prior to the incorporation into the final Master Plan.

Five (5) bound copies of the final Master Plan shall be provided. The digital files associated with all final maps, report text and illustrations shall be provided. Digital files shall include report text submitted in Microsoft Word format. Files shall be provided on flash drive.

Information and Services to be Provided by the City of Grand Island and GIAMPO

- Prior reports, studies, planning documents and related information deemed potentially helpful to the development of a Master Plan.
- Sharing of relevant map and other data files from the GIS database as required for the project.
- As-needed coordination with other City departments, offices, and officials.
- Written review comments related to interim submittals and draft documents.
- Meeting room(s) required for the working advisory group and public meetings.
- Communication regarding meetings.

Exhibit "B" - DR Form 498



Architect, Engineer, & Related Services Supplement to Statement of Qualifications

Nebraska Department of Roads • Planning & Project Development Division • Attn: Agreements Engineer
1500 Hwy 2 • PO Box 94759 • Lincoln NE 68509-4759

DEPT. USE ONLY

Contractor No.:

Purpose:

This form must be submitted by firms responding to the Nebraska Department of Roads (NDOR) "Request for Professional Consultant Services" (RFP).

Instructions:

Numbers below correspond to numbers on the form. **Please type all information.**

1. Submitting firm name and address.
 - a. Indicate whether this form is being submitted on behalf of a parent firm or a branch office. (Branch office submissions must list only personnel in, and experience of, that office.)
 - b. Firm's Federal Identification Number, or Social Security Number in absence of Federal I.D. No.
2. Work category(s) number(s) and name(s), identified in the NDOR's RFP, the firm is submitting on.
3. Address of the submitting office, if different than No. 1.
4. Name, title, telephone and FAX number of two principals from the submitting firm who may be contacted by the state. Listed principals must be empowered to speak for the firm on policy and contractual matters.
5. Total number of employees, by discipline, in the submitting office. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function. Include clerical personnel as "Administrative." Write in any additional disciplines on the blank lines provided, along with the number of employees in that discipline.

6. Name, office address and certificate information of key personnel of the firm holding a certificate of registration granted by the Nebraska State Board of Examiners for Professional Engineers and Architects, the Nebraska Board of Landscape Architectural Examiners, or the Nebraska State Board of Examiners for Land Surveyors. Such individuals must have full authority to make all final engineering, architectural or surveying decisions on behalf of the firm with respect to the designated work categories.
7. List not more than ten projects which demonstrate the firm's competence in the relevant work categories. The most recent projects completed for the Nebraska Department of Roads are preferred. Information must include:
 - a. Name and location of the project.
 - b. Brief description of the firm's responsibilities on the project.
 - c. Name and address of the owner of the project.
 - d. Estimated or actual project completion date.
 - e. Total construction cost of the completed project, (or where no construction was involved, the approximate cost of your work) and that portion of the cost of the project your firm was/is responsible for.
8. Brief resumes of key personnel expected to participate in the advertised projects. Each resume must include:
 - a. Individual's name and title.
 - b. Project assignment that person will be expected to fulfill.

- c. Years of relevant experience with this firm and other firms.
- d. Highest academic degree achieved, the year, and the discipline covered (if more than one highest degree such as two PhD's, list both).
- e. Active registration as an architect, engineer, surveyor, etc., the field of registration, year such registration was acquired and the state(s) granting such registration.
- f. Experience, training and other qualifications which reflect the individual's potential contributions to the advertised projects. Include such data as: familiarity with NDOR procedures and engineering techniques, similar types of work performed in the past, and management abilities. Please limit synopsis of experience to relevant work categories.
9. Brief narrative discussion indicating the primary reasons your firm is especially qualified to complete the advertised projects. Information provided might include such data as specialized equipment and computer software, awards or recognition received by the firm or individuals in the relevant work categories, or special approaches or concepts developed by the firm in the relevant work categories.
10. Name of any firms you intend to subcontract a portion of the project work to and work they will perform.
11. This completed form must be signed and dated by principal of the firm.

1. FIRM NAME AND ADDRESS:	1a. SUBMITTAL IS FOR: <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch
	1b. FEDERAL I.D. NO. OR SOCIAL SECURITY NO.:
2. WORK CATEGORY NUMBER(S) AND NAME(S):	

3. ADDRESS OF SUBMITTING OFFICE: <i>(If different from Item 1)</i>	4. NAME, TITLE, TELEPHONE AND FAX NUMBER OF PRINCIPALS TO CONTACT:
--------------------------------------------------------------------	--------------------------------------------------------------------

5. PERSONNEL BY DISCIPLINE: <i>(Submitting Office)</i>			
..... Administrative Electrical Engineers Mechanical Engineers _____
..... Architects Engr. Technicians/Aides Planners: Urban/Regional _____
..... Biologists Environ. Scientist Sanitary Engineers _____
..... Chemical Engineers Estimators Social Scientists _____
..... Civil Engineers Geologists Soils Engineers _____
..... Construction Inspectors Hydrologists Structural Engineers _____
..... Drafters Instrument/Rod/Chain Persons, etc. Surveyors, RLS _____
..... Ecologists Interior Designers Systems Engineers _____
..... Economists Landscape Architects Transportation Engineers Total Personnel in Submitting Office

Name of Firm:

6. KEY PERSONNEL:	CERTIFICATE:		
NAME AND ADDRESS	NUMBER	DATE	TYPE

7. WORK BY FIRM, OR NEW EMPLOYEES OF THE FIRM, WHICH BEST ILLUSTRATES CURRENT QUALIFICATIONS RELEVANT TO THIS CATEGORY OF WORK.

a. Project Name and Location	b. Nature of Firm's Responsibility	c. Owner's Name and Address	d. Completion Date (actual or estimated)	e. Estimated Cost (in thousands)	
				Entire Project	Work for which firm was/is responsible
(1)					
(2)					
(3)					
(4)					
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(6)					
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(9)					
(10)					

Name of Firm:

8. BRIEF RESUME OF KEY PERSONNEL: <i>(Duplicate this sheet, if necessary)</i>															
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b. PROBABLE WORK ASSIGNMENT:				b. PROBABLE WORK ASSIGNMENT:				b. PROBABLE WORK ASSIGNMENT:							
c. YEARS EXPERIENCE:				c. YEARS EXPERIENCE:				c. YEARS EXPERIENCE:							
With this Firm		-----		With Other Firms		-----		With this Firm		-----		With Other Firms		-----	
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Name of Firm:

8. BRIEF RESUME OF KEY PERSONNEL: <i>(Duplicate this sheet, if necessary)</i>											
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b. PROBABLE WORK ASSIGNMENT:				b. PROBABLE WORK ASSIGNMENT:				b. PROBABLE WORK ASSIGNMENT:			
c. YEARS EXPERIENCE:				c. YEARS EXPERIENCE:				c. YEARS EXPERIENCE:			
With this Firm		With Other Firms		With this Firm		With Other Firms		With this Firm		With Other Firms	
d. EDUCATION: Degree(s)/Year/Specialization:				d. EDUCATION: Degree(s)/Year/Specialization:				d. EDUCATION: Degree(s)/Year/Specialization:			
e. ACTIVE REGISTRATION: Year First Registered/Discipline/State				e. ACTIVE REGISTRATION: Year First Registered/Discipline/State				e. ACTIVE REGISTRATION: Year First Registered/Discipline/State			
f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.				f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.				f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.			

Name of Firm:

8. BRIEF RESUME OF KEY PERSONNEL: <i>(Duplicate this sheet, if necessary)</i>															
a. NAME AND TITLE:				a. NAME AND TITLE:				a. NAME AND TITLE:							
b. PROBABLE WORK ASSIGNMENT:				b. PROBABLE WORK ASSIGNMENT:				b. PROBABLE WORK ASSIGNMENT:							
c. YEARS EXPERIENCE:				c. YEARS EXPERIENCE:				c. YEARS EXPERIENCE:							
With this Firm		-----		With Other Firms		-----		With this Firm		-----		With Other Firms		-----	
d. EDUCATION: Degree(s)/Year/Specialization:				d. EDUCATION: Degree(s)/Year/Specialization:				d. EDUCATION: Degree(s)/Year/Specialization:							
e. ACTIVE REGISTRATION: Year First Registered/Discipline/State				e. ACTIVE REGISTRATION: Year First Registered/Discipline/State				e. ACTIVE REGISTRATION: Year First Registered/Discipline/State							
f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.				f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.				f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.							
a. NAME AND TITLE:				a. NAME AND TITLE:				a. NAME AND TITLE:							
b. PROBABLE WORK ASSIGNMENT:				b. PROBABLE WORK ASSIGNMENT:				b. PROBABLE WORK ASSIGNMENT:							
c. YEARS EXPERIENCE:				c. YEARS EXPERIENCE:				c. YEARS EXPERIENCE:							
With this Firm		-----		With Other Firms		-----		With this Firm		-----		With Other Firms		-----	
d. EDUCATION: Degree(s)/Year/Specialization:				d. EDUCATION: Degree(s)/Year/Specialization:				d. EDUCATION: Degree(s)/Year/Specialization:							
e. ACTIVE REGISTRATION: Year First Registered/Discipline/State				e. ACTIVE REGISTRATION: Year First Registered/Discipline/State				e. ACTIVE REGISTRATION: Year First Registered/Discipline/State							
f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.				f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.				f. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROPOSED PROJECT.							

Name of Firm:

9. USE THIS SPACE TO PROVIDE ANY ADDITIONAL INFORMATION OR DESCRIPTION OF RESOURCES SUPPORTING YOUR FIRM'S QUALIFICATIONS FOR THE PROPOSED PROJECT:

10. SUBCONSULTANTS AND THEIR WORK:

11. THE FOREGOING IS A STATEMENT OF FACTS. *(Signature)*

TYPED NAME AND TITLE:

DATE: