



**CHUUK STATE
PROJECT MANAGEMENT OFFICE (PMO)**

P.O. Box 1659, Weno
Chuuk 96942

Tel. No. : (691) 330 - 3069
www.chuukpmo.org

May 08, 2020

**Request For
Qualifications (RFQ)**

**A/E Services for Design of Three Schools and Two Dispensaries
Chuuk State, Federated States of Micronesia**

The Chuuk State Government, through the PMO office is hereby soliciting Statement of Qualification from individuals or firms to provide A/ E Services for the design of Three (3) Schools and Two (2) Dispensaries, namely:

Sl. No.	Description	Location
1.	Lekinioch Elementary School	Lekinioch Island, Mortlock Region
2.	Lekinioch Junior High School	
3.	Lekinioch Dispensary	
4.	Mortlock High School	Satawan Island, Mortlock Region
5.	Mortlock Dispensary	

The submission of SOQs for the Design Services for the above Schools and Dispensaries will be received until 4:00pm Chuuk time on Thursday, June 15, 2020, at the Chuuk State PMO Office, Weno, Chuuk, FSM. Shortly thereafter all submitted SOQs will be opened by the Selection Committee. Any SOQ received after the closing time will not be accepted and will be returned to the Consultant unopened. It is the responsibility of the Consultant to see that any SOQ submitted shall have sufficient time to be received by the Chuuk State Government PMO office to the SOQ's opening day and time. All SOQs must bear company authorized signature. Interested individuals or firms must fill up and submit A/E Qualifications and Past Performance Questionnaire (See attached).

All interested individuals / firms(s) shall submit their SOQ to:

**T. H. Lt. Gov. Mark Mailo
State Contracting Officer / IPIC Chairman**

The SOQ submitted shall be labeled:

**Re: PMO RFQ #2020-007: Design of Three (3) Schools and Two Dispensaries,
Mortlock Region, Chuuk State, FSM**

General:

The Chuuk State PMO Office is currently seeking qualified professional Architects / Engineers to provide Services for the design of Three (3) schools and Two (2) Dispensaries, funded under the US Compact infrastructure Sector Grant for the State of Chuuk, FSM. Outlined below are the requirements, selection process and documentation necessary to respond to this Request for Qualifications (RFQ).

Should you require additional information and / or clarifications regarding the preparation of the SOQ, contact Mr. Sasha Savich, P.E., Project Manager – Chuuk State PMO at (691) 330 - 3069 or sasha@engrinc.com. Oral responses made by Chuuk State PMO Office employees or representatives should not be relied upon as definitive.

This Request for Qualifications does not commit Chuuk State PMO Office to award a contract, to pay any costs incurred in the preparation of a proposal based on this request, or to procure or contract for services. The Chuuk State reserves the right to refuse or reject any or all SOQs and to waive any or all formalities or technicalities and to accept the SOQ deemed most advantageous to the Chuuk State PMO for A/E Services for the design of Three (3) Schools and Two (2) Dispensaries.

A map showing the locations of the project sites is attached for ready reference.

Chuuk State PMO Office can hold the SOQs for a period of 60 days without taking any action.



T. H. Lt. Governor Mark Mailo
State Contracting Officer and IPIC Chairman

Date: 5.8.2020

NORTHWEST REGION

LAGOON ISLANDS

MORTLOCK REGION



WENO

LEKINIOCH

SATOWAN

Graphic Scale



Miles

**Architectural and Engineering Services
for the Design of Three Schools and Two Dispensaries
(Lekinioch Elementary School, Lekinioch Junior High School, Lekinioch Dispensary,
Mortlock High School, Mortlock Dispensary)
for the Project Management Office (PMO), Chuuk State, Federated States of Micronesia
SOLICITATION NUMBER: PMO RFQ# 2020-007**

NOTICE DETAILS

Solicitation #: PMO-RFQ-2020-007

PROCUREMENT TYPE:

Combined Synopsis/Solicitation

DATE POSTED:

May 08, 2020

TITLE:

Architectural and Engineering Services, Three Schools and Two Dispensaries (Lekinioch E/S, Lekinioch J/HS, Lekinioch Dispensary, Mortlock H/S and Mortlock Dispensary) for the Project Management Office (PMO), Chuuk State, Federated States of Micronesia

RESPONSE DATE:

June 15, 2020, 4:00 pm, Chuuk Time

PRIMARY POINT OF CONTACT:

Mr. Sasha Savich, P.E.
Project Manager
Chuuk State Project Management Office (PMO)
P.O. Box 1659, Weno, Chuuk State, FSM 96942
sasha@engrinc.com
Tel #: (691)330-3069

SECONDARY POINT OF CONTACT:

Mr. Sanjata M. Basu, P.E.
Contract Specialist
Chuuk State Project Management Office (PMO)
P.O. Box 1659, Weno, Chuuk State, FSM 96942
sanjata.basu@gmail.com
Tel #: (691)330-3069

DESCRIPTION

Architectural and Engineering Services for the Architectural, Structural, Surveying, Geotechnical, Civil, Mechanical, Fire Protection, and Electrical Engineering Design for Three Schools and Two Dispensaries (Lekinioch E/S, Lekinioch JH/S, Lekinioch Dispensary, Mortlock H/S and Mortlock Dispensary), located in Chuuk State, Federated States of Micronesia.

CONTRACT INFORMATION:

Architectural and Engineering Services, to include but not limited to Architectural, Structural, Civil, Mechanical, Survey, Electrical, Fire Protection, and Geotechnical Services and FAR Part 36.

PROJECT INFORMATION:

Work primarily includes but is not limited to:

1. Complete architectural design.
2. Structural engineering and design, to include seismic and wind load analysis.
3. Surveying to include Cadastral and Topographic mapping.
4. Geotechnical Services to include soil borings, associated laboratory analysis for structural and foundation design recommendations, as well as soil percolation analysis and recommendations for design of leach field wastewater disposal system.
5. Civil engineering design to include site grading, drainage, and waste water disposal system (septic tank and leach field).
6. Fire Protection design limited to fire/smoke alarms and fire extinguishers.
7. Mechanical engineering to include plumbing system, fixtures, water supply piping system, ventilation and wastewater piping.
8. Electrical engineering to include solar power supply & battery system to provide power during evenings and when the is cloud cover.

All engineering designs shall include complete plans, details, specifications, design analysis calculation reports, cost estimates, and bill of quantities for the construction of the project.

Proposed project progress schedule for design of elementary and high school classroom facilities and the dispensaries shall be submitted at the start of the project. The proposed construction of new school and dispensary projects are primarily in support for the improvement of Chuuk State Department of Education and Department of Health.

All design and other engineering-related services must be performed by or under the direct supervision of licensed professional Engineers. All services shall be performed in accordance with all applicable codes and criteria required for Government work (e.g. IBC) and all applicable laws, codes and regulations pertinent to accessibility. The awarded contract will follow acquisition processes included in the Federal Acquisition Regulation (FAR) (<https://www.acquisition.gov/>).

Scope of specific required Work will be provided in the Request for Proposal (RFP) dissemination.

SELECTION CRITERIA:

The selection criteria for this solicitation is listed below in descending order of importance. Primary criteria consist of (a) through (e). Criteria (a) and (b) are considered most important and of equal importance; Criteria (c) (d) and (e) are of lesser importance and listed in descending order of importance.

Secondary criteria, (f) will be used only as tie-breakers among firms ranked technically equal using the primary criteria.

(a) Specialized experience and technical competence (28%)

- (1) The evaluation will consider the extent of the offeror's specialized experience and technical competence of the prime firm and sub-consultants for engineering services described in paragraph 2 "Project Information."

SF330 requirement: Provide within SF 330, Part I, Section F examples of not more than 5 projects completed within the last 5 years that best demonstrate specialized

experience and technical competency in the areas listed above in section 2. Project information. Project experience where the Prime was the lead, and projects where the prime and significant subcontractors worked together, will be given more consideration. Project examples submitted should be of completed projects. All projects cited shall identify design start/complete dates as well as the project size (cost and scope). (SF 330, Part I, Section F).

- (2) The evaluation will consider the firm's management plan/structure and design quality control procedures. The Management plan and organizational structure will be evaluated to determine the sufficiency of oversight of how task orders will be managed to meet project milestones. Design QC procedures will be evaluated to ascertain its effectiveness in producing quality deliverables.

SF330 requirement: Provide management plan/structure and design quality control procedures within Part I, Section H (Additional Information).

(b) Professional qualifications of the prime firm's staff and sub-consultants to be assigned to the projects (28%)

The evaluation will consider the extent of the education, training, registration and overall relevant experience of the key personnel identified below. This criterion primarily focuses on the qualifications of the key personnel for the contract and not the quantity of personnel, which is addressed under the "capacity to accomplish the work" criterion.

SF330 requirement: Provide a maximum of Three (3) key personnel for the Architectural and Structural Engineer disciplines. Provide a minimum of one (1) individual / up to a maximum of two (2) key personnel for the remaining disciplines identified below. Firms will not be evaluated more favorably for identifying additional Key Personnel beyond those identified here. Identified key personnel will be more highly evaluated if he or she participated in the firm's sample projects submitted in the SF 330 Section F. Use a separate Section E for each individual. Do not generalize professional registrations or certifications but provide specific details. The lead architect or engineer in each discipline must be registered in the appropriate professional field. For purposes of selection criteria, the use of the term "registered" means a Registered Architect or Professional Engineer registered to practice within the APEC economies. Key personnel are as follows:

- PROJECT MANAGERS (Registered Architect or Engineer)
- REGISTERED CIVIL ENGINEERS
- REGISTERED ARCHITECTS
- REGISTERED STRUCTURAL ENGINEERS
- REGISTERED MECHANICAL ENGINEERS
- REGISTERED FIRE PROTECTION ENGINEERS
- REGISTERED ELECTRICAL ENGINEERS
- REGISTERED ENVIRONMENTAL ENGINEERS
- REGISTERED SURVEYORS
- REGISTERED GEOTECHNICAL ENGINEERS
- COST ENGINEER (Degree in Engineering or Architecture with at least ten (10) years cost estimating experience.

(c) Past Performance of the firm for similar work (15%)

Firms will be evaluated on past performance for quality of work products, compliance to project schedules, and effectiveness of management. Performance evaluations for any significant sub-consultants may also be considered. The FSM does not currently have a corporate past performance evaluation system and evaluation will consider past performance from other sources. The relevancy of past performance information will be considered. The more relevant the information, the more weight it carries. NOTE: if no relevant past performance information is available to evaluate, or if the record is so sparse such that no meaningful rating can be reasonably assigned, the offeror will be assigned a rating of neutral and shall not be evaluated favorably or unfavorably.

SF330 requirement: Past performance data for projects presented under Part I, Section F of the SF330 will be considered. Performance evaluations will be queried for all firms. Any credible, documented information on past performance may be submitted, but the FSM Government is not required to seek other information on past performance if none is available or submitted. (Note: Past Performance Questionnaires (PPQ) can be submitted to provide or supplement a firm's past performance. Firms which choose to use the PPQ may complete and coordinate the enclosed example questionnaire with their client, and submit the PPQ in accordance with instructions below.).

(d) Knowledge of the locality of the projects (13%)

Firms will be evaluated on specific familiarity with the site conditions in the Federated States of Micronesia, with higher consideration for familiarity in Chuuk State. The intent is to demonstrate knowledge and understanding of local conditions, including the physical environment, local engineering criteria, local construction methods, and construction market conditions.

SF330 Requirement: The basis of evaluation for this criterion will focus on the information provided in SF330, Part I, Section E (Resume of Key Personnel), item 19 (Relevant Projects). Information presented shall demonstrate general understanding of the local conditions listed above, based on specific work experience.

(e) Capacity of the firm to accomplish work in the required time (11%)

Firms will be evaluated on their capacity to accomplish the work: Adherence to project schedules for all projects is critical to the Government. Completion within the schedule requires the engagement of sufficient and competent staff and subcontractors.

SECONDARY selection criteria, to be used as quote mark tie-breakers quote mark among technically equal firms, are listed in descending order of importance as follows:

(f) Geographic proximity in relation to the location of the work (5%)

Firms will be evaluated based on their main office's physical proximity to Chuuk State, Federated States of Micronesia.

SUBMISSION REQUIREMENTS:

Firms desiring consideration must submit the Standard Form 330 along with Past Performance Questionnaire form through electronic files via email for immediate review no later than June 15, 2020, 4:00PM Chuuk standard time. The selected firm(s) will be required to submit one hard copy and one pdf file with searchable text on CD/DVD or USB flash drive.

Specific details regarding the content of the SF330 are provided in the preceding paragraphs. SF330s will be sent to T. H. Lt. Gov. Mark Mailo, Contracting Officer at amj653@gmail.com, along with a cc to Sasha Savich, P.E., Project Manager Chuuk PMO, at sasha@engrinc.com, and Sanjata M. Basu, P.E., Contract Specialist Chuuk PMO at sanjata.basu@gmail.com, P.O. Box 1659, Weno, Chuuk State, FSM 96942. Request for Qualification PMO-RFQ-2020-007 shall be utilized to solicit a proposal from the firm. This is not a request for a proposal.

PLACE OF CONTRACT PERFORMANCE:

Chuuk State, Federated States of Micronesia

SET ASIDE:

NA

ARCHIVING POLICY:

Manual Archive

ALLOW VENDORS TO ADD/REMOVE FROM INTERESTED VENDORS:

Yes

ALLOW VENDORS TO VIEW INTERESTED VENDORS LIST:

Yes

ARCHITECT-ENGINEER QUALIFICATIONS

Control Number: PMO RFQ#2020-007

This form is borrowed from U.S. Federal Form SF330 (Architect-Engineer Qualifications)

PURPOSE

Federated States of Micronesia (FSM) agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. FSM agencies select firms for A-E contracts on the basis of professional qualifications as required by FSM Law.

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

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

PART II IS NOT APPLICABLE TO THIS SOLICITATION PMO-RFQ#2018-002(REV. D)

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each FSM 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. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Professional services of an architectural or engineering that are required to be performed or approved by a person licensed, registered, or certified to provide those services; performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and that members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

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

Firm: in conjunction with architect-engineer services, means any individual, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering.

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

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract.

Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for this Contract.

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

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia or with substantial equivalence of competence standards within the APEC economies.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

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

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

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section G. Key Personnel Participation in Example Projects.

Section H. Additional Information.

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).

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

Section I. Authorized Representative.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electricial Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. Unique Entity Identifier. (Not Applicable)

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. (Not Applicable)

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate FSM work (performed directly for the FSM Government, either as the prime contractor or subcontractor), non-FSM work (all other domestic and foreign work), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FSM.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (*Function Codes*)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (*Profile Codes*)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries (<i>Planning & Relocation</i>)	F03	Fire Protection
C03	Charting; Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams (<i>Concrete; Arch</i>)	H09	Hospital & Medical Facilities
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H10	Hotels; Motels
D03	Desalinization (<i>Process & Facilities</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (*Profile Codes continued*)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (*Profile Codes continued*)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV	PARTNER	SUBCONTRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(Degree and Specialization)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
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21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

PAST PERFORMANCE QUESTIONNAIRE

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

1. Consultant's Information

Firm Name:

Address:

Phone Number:

Email Address:

Point of Contact:

Contact Phone Number:

2. Work Performed as: Prime Consultant Sub Consultant Joint Venture Other (Explain)

Percent of project work performed:

If subcontractor, who was the prime (Name/Phone #):

3. Contract Information

Contract Number:

Delivery/Task Order Number (if applicable):

Contract Type: Firm Fixed Price Cost Reimbursement Other (Please specify):

Contract Title:

Contract Location:

Award Date (mm/dd/yy):

Contract Completion Date (mm/dd/yy):

Actual Completion Date (mm/dd/yy):

Explain Differences:

Original Contract Price (Award Amount):

Final Contract Price (to include all modifications, if applicable):

Explain Differences:

4. Project Description:

Complexity of Work High Med Routine

How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.)

CLIENT INFORMATION (Client to complete Blocks 5-8)

5. Client Information

Name:

Title:

Phone Number:

Email Address:

6. Describe the client's role in the project:

7. Date Questionnaire was completed (mm/dd/yy):

8. Client's Signature:

*ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE*

RATING	DEFINITION	NOTE
(E) Exceptional	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
(VG) Very Good	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
(S) Satisfactory	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
(U) Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
(N) Not Applicable	No information or did not apply to your contract	Rating will be neither positive nor negative.

TO BE COMPLETED BY CLIENT

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.	
1. QUALITY:	
a) Quality of technical data/report preparation efforts	E VG S M U N
b) Ability to meet quality standards specified for technical performance	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If the schedule was not met, please address below)</i>	E VG S M U N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E VG S M U N
3. CUSTOMER SATISFACTION:	
a) To what extent were the end users satisfied with the project?	E VG S M U N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
d) Overall customer satisfaction	E VG S M U N
4. MANAGEMENT/ PERSONNEL/LABOR	
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E VG S M U N
b) Ability to hire, apply, and retain a qualified workforce to this effort	E VG S M U N
c) Property Control	E VG S M U N
d) Knowledge/expertise demonstrated by contractor personnel	E VG S M U N
e) Utilization of Small Business concerns	E VG S M U N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to changes	E VG S M U N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E VG S M U N
5. COST/FINANCIAL MANAGEMENT	
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E VG S M U N
b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E VG S M U N

c) If this is/was a cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E	VG	S	M	U	N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes			No		
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes			No		
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes			No		
6. SAFETY/SECURITY						
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E	VG	S	M	U	N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E	VG	S	M	U	N
7. GENERAL						
a) Ability to successfully respond to emergency and/or surge situations (including notifying the PM or Contracting Officer in a timely manner regarding urgent contractual issues).	E	VG	S	M	U	N
b) Compliance with contractual terms/provisions (<i>explain if specific issues</i>)	E	VG	S	M	U	N
c) Would you hire or work with this firm again? (<i>If no, please explain below</i>)	Yes			No		
d) In summary, provide an overall rating for the work performed by this contractor.	E	VG	S	M	U	N

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (please attach additional pages if necessary):