

Engineering Services Questionnaire form

Riverside County Transportation Department RFQ/RFP process

Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Give name and location of the project or a description of the request for qualifications for which this form is being submitted.
2. Show name and address of the individual or firm (or joint venture) which is submitting this form.
 - 2a. List the name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
 - 2b. Give the address of the specific office which will have responsibility for performing the announced work.
3. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations excepted to be included as part of the joint venture and describe their particular areas of anticipated responsibility (ie., technical disciplines, administration, financial, sociological, environment, etc.).
 - 3a. Indicate, by checking the appropriate box, whether this particular joint venture has worked together on other projects.
4. If respondent is not a joint venture, but intends to use outside (as opposed to in-house or permanently and formally affiliated) consultants or associates, he should provide names and addresses of all such individuals or firms, as well as their particular areas of technical/professional expertise, as it relates to this project. Existence of previous working relationships should be noted. If more than eight outside consultants or associates are anticipated, attach an additional sheet containing requested information.
5. Regardless of whether respondent is a joint venture or an independent firm, provide brief resumes of key personnel expected to participate on this project. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received and the particular technical/professional discipline which that individual will bring to the project, (f) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with Government or agency procedures, similar type of work performed in the past, management abilities, familiarity with the geographic area, relevant foreign language capabilities, etc. Please limit synopsis of experience to directly relevant information.
6. List up to ten projects which demonstrate the firm's or joint venture's competence to perform work similar to that likely to be required. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project (submissions by joint ventures should indicate which member of the joint venture was the prime on that particular project and what role it played), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of work) and that portion of the cost of the project for which the named firm was/is responsible.
7. Through narrative discussion, show reason why the firm or joint venture submitting this questionnaire believes it is - especially qualified to undertake the proposed work. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances, special approaches or concepts developed by the firm relevant to similar work, etc. Respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic material and photographs which best demonstrate design capabilities of the team proposed.
8. Completed forms should be signed by the chief executive officer of the joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture, ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.

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1. NAME OF PROJECT OR DESCRIPTION OF RFQ:

2. FIRM (OR JOINT-VENTURE) NAME & ADDRESS:

2a. NAME, TITLE & TELEPHONE NUMBER OF PRINCIPAL TO CONTACT:

2b. ADDRESS OF OFFICE TO PERFORM WORK, IF DIFFERENT FROM ITEM 2:

3. IF SUBMITTAL IS BY JOINT-VENTURE LIST PARTICIPATING FIRMS AND OUTLINE SPECIFIC AREAS OF RESPONSIBILITY FOR EACH FIRM:

3a. HAS THIS JOINT-VENTURE PREVIOUSLY WORKED TOGETHER: YES NO

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4. IF RESPONDENT IS NOT A JOINT-VENTURE, LIST OUTSIDE KEY CONSULTANTS/ASSOCIATES ANTICIPATED FOR THIS PROJECT:

NAME & ADDRESS:	SPECIALTY:	WORKED WITH PRIME BEFORE (YES or NO)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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5. BRIEF RESUME OF KEY PERSONS, SPECIALIST, AND INDIVIDUAL CONSULTANTS PROPOSED IN THIS RESPONSE:

a. NAME & TITLE:	a. NAME & TITLE:
b. PROJECT ASSIGNMENT:	b. PROJECT ASSIGNMENT:
c. NAME OF FIRM WITH WHICH ASSOCIATED:	c. NAME OF FIRM WITH WHICH ASSOCIATED:
d. YEARS OF EXPERIENCE: WITH THIS FIRM _____ WITH OTHER FIRMS _____	d. YEARS OF EXPERIENCE: WITH THIS FIRM _____ WITH OTHER FIRMS _____
e. EDUCATION: DEGREE(S) / YEAR / SPECIALIZATION	e. EDUCATION: DEGREE(S) / YEAR / SPECIALIZATION
f. ACTIVE REGISTRATION: YEAR FIRST REGISTERED / DISCIPLINE	f. ACTIVE REGISTRATION: YEAR FIRST REGISTERED / DISCIPLINE
g. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROJECT:	g. OTHER EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE PROJECT:

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6. WORK BY FIRMS OR JOINT-VENTURE MEMBERS WHICH BEST ILLUSTRATES CURRENT QUALIFICATION RELEVANT TO THIS RFQ/RFP (list no more than 10 projects):

PROJECT NAME & LOCATION	NATURE OF FIRM'S RESPONSIBILITY	PROJECT OWNER'S NAME & ADDRESS & PROJECT MANAGER'S NAME & PHONE NUMBER	COMPLETION DATE	ESTIMATED COST	
				ENTIRE PROJECT	WORK FOR WHICH FIRM WAS/S RESPONSIBLE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

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7. USE THIS SPACE TO PROVIDE ANY ADDITIONAL INFORMATION OR DESCRIPTION OF RESOURCES (INCLUDING ANY COMPUTER DESIGN CAPABILITIES) SUPPORTING YOUR FIRM'S QUALIFICATIONS: