



City of Pearland,

Engineering & Capital Projects Department

Professional Services Qualifications, Short Form

Purpose:

It is the practice of the City, when seeking engineering and related professional services, to encourage firms engaged in those professions to submit a statement of qualifications and performance data for use by the Department. Interested firms should use this form when:

- submitting qualifications to be entered into the Department's data base (annually or upon significant change)
- responding to a specific RFQ seeking team qualifications for a project, add sheets as necessary for items 9 & 10

Interested firms should complete and file the attached Professional Services Qualifications form with the Engineering & Capital Projects Department for each discipline category for which the firm seeks recognition. The information may be used to select firms for the type of service which the firm has special qualifications or to screen firms for invitation to submit additional information.

Definitions:

"Engineer and Related Professional Services" are those professional services associated with research, development, design and construction, alteration, or repair of infrastructure, as well as incidental services that members of these professions and those in their employ may legally and justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual design, plan and specify, cost estimate, inspection, review of shop drawings, sample recommendation, preparation of operating and maintenance manuals, and other related services.

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Project Team" is the term used to define, collectively, the members of the Prime's professionals and those of the sub-consultants' firms whom are drawn together by the Prime for the purpose of providing professional services for a project under a Joint Venture arrangement.

"Discipline" as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Joint Venture" is a collaborative undertaking by two or more individuals or firms for which the participants are both jointly and individually responsible. Individuals in this instance are referred to as "Team Members"

"Consultant" as used in this questionnaire, is a highly specialized individual or firm, seeking a business relationship with the City, having significant input and responsibility for certain aspects of a project and possessing unique capabilities or contractual responsibilities for assuring success of the finished work.

"Prime" refers to that firm which may be coordinating the concerted and complementary inputs of several firms, or individuals to produce a complete study or project. The "prime" is regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction and is a direct party to the contract with the Owner.

"Branch Office" is a satellite or subsidiary extension, of a headquarters office of a company, regardless of any difference in name or legal structure of such a branch due to local or state laws. "Branch Offices" are normally subject to the management decisions, bookkeeping and policies of the main office.

"Owner" the Owner is a reference to the City of Pearland or any joint venture partner with the City and a signatory to the contract.

"Individual Experience" as used in this document, refers to that experience of individuals in the responding firm. This reflects an individual's experience of significant input and responsibility for critical and/or major aspects of a project, assuring success of the finished work.



**City of Pearland,
Engineering & Capital Projects Department**

Instructions for Filing: *Numbers below correspond to information categories contained in form:*

Submittal Date: Show date on which form is prepared. All information on this form shall be current as of this date. Firms are encouraged to update information bi-annually or upon substantial change to personnel and specialty capabilities.

This form is intended to provide documented evidence of specific qualifications of specialized areas of civil engineering and related supporting disciplines such as: Surveying, Geotechnical, Material Testing, Construction Management, Transportation design, Utility design, Architectural design, Drainage design, Landscape design, Hydrology & Hydraulics design, and Traffic engineering.

Type of Project: Separate standard forms should be submitted for each discipline. Page 1 of the form is generally expected to be common to all types of projects.

Project Types include: Utilities/ Drainage/ Transportation/ Facility/ Parks

1. Provide accurate and complete name of firm, address and zip code. Do not use P.O. Box number.
2. Provide year the firm was established under the name shown in questions one.
3. Indicate whether the firm is being submitted on behalf of a parent company or a branch.
4. Indicate the Firm's application status: SBE =Small Business Enterprise/ DBE=Disadvantaged Business Enterprise
5. List names of two principals who may be contacted and who are empowered to speak for the firm on the policy and contractual matters, OR, Will occupy leadership roles on the Project Team. Telephone numbers cannot be those responded to by answering services or answering machines.
6. List personnel (by discipline) in the responsible office only. Also indicate total personnel within the responding office. While some personnel may be qualified in several disciplines, each person should be counted only once based on his/her primary function or specialty.
7. List name, location, telephone number of personnel from branch offices that might perform services related to the project not resident in the responding office.
8. Using the table provided, list any professional service fees earned by the firm during the most recent 5-year period in conjunction with the, a) City of Pearland, b) other local municipal entities.
9. When this form is submitted in response to a specific RFQ: Provide separate one-page resumes of Project Manager and Project Engineer or Architect and other principal team members specifically proposed for the project for which this form is being submitted.
When this form is submitted for general informational purposes, use the attached resume item (9). Add additional pages as necessary to account for the firm's proposed principal personnel.
10. Give details of work experience of the proposed team in the last 5 years for each project in which the team has worked together. Specifically relate the type of project and the services performed by each member. List only relevant projects to the project this Statement of Qualification is being submitted for and no more than five projects should be included. Identify firm's specific role in each project listed. See definitions of "Prime", "Consultant", "Joint Venture", and "Individual Experience" provided elsewhere on this form.
11. Forward a signed electronic copy in pdf format to the Engineering & Capital Projects Department unless form is being submitted in response to a specific Request for Qualifications.



City of Pearland,

Engineering & Capital Projects Department

Professional Services Qualifications, Short Form

Indicate the individual specialty for which firm is filing (File separate form for each)

Specialty Discipline	Number of Specialist

Submittal Date: _____ Date of Previous Submittal: _____ New Submittal

1. Firm Name & Business Address:

Mailing Address: (if different than business address)

Website Address: _____

2. Year Established: _____ Years of Specialization: _____

3. Local Office is: Parent Company Branch or Subsidiary

Principal in charge of Local Office: _____

Parent Co. / Principal Contact information: _____

List names of firm’s individuals with declared specialization. Use attached resume sheets, one for each.

Texas Board of Professional Engineer Certification Number: _____

4. Firm Operates as a Certified: SBE (Small Business Enterprise) DBE (Disadvantaged Business Enterprise) (Specify)

Certification Authority and Registration ID Number _____

5. Names & Titles of Two Principals to Contact:

Principal Name: _____ Principal Name: _____

Phone Number: _____ Phone Number: _____

Email Address: _____ Email Address: _____

6. Provide list of supporting personnel by discipline. Example: Surveyors, Hydrologist, CADD operators ect.

				Total Local Personnel
				Total Firm Personnel

7. Personnel in other offices that may participate or support project effort:

Name:	Phone Number:	Email Address:
Services to be Provided:	Location:	Percent of Available Time for this Project:
Name:	Phone Number:	Email Address:
Services to be Provided:	Location:	Percent of Available Time for this Project:

8. Summary of Professional Services Fees earned over the 5 most recent years:

	20__	20__	20__	20__	20__	Project Type	Service
Direct City of Pearland Work							
Total Fees of Other Municipal Projects							

9. Provide resume information for each Team Member providing these specialized services. Add additional sheets for more Team Members. Discipline: _____

Individuals Name: _____ Title in the Company _____	Individuals Name: _____ Title in the Company _____
Home office location: (City & State)	Home office location: (City & State)
Years of experience with this firm:	Years of experience with this firm:
Years of experience overall:	Years of experience overall:
Education: Degree(s)/Year/Specialization: _____ _____	Education: Degree(s)/Year/Specialization: _____ _____
Active registration: Year first registered /discipline _____ _____	Active registration: Year first registered /discipline _____ _____
Experience relevant to this type of project: _____ _____ _____ _____ _____ _____ _____ _____	Experience relevant to this type of project: _____ _____ _____ _____ _____ _____ _____ _____

Individuals Name: _____ Title in the Company _____	Individuals Name: _____ Title in the Company _____
Home office location: (City & State)	Home office location: (City & State)
Years of experience with this firm:	Years of experience with this firm:
Years of experience overall:	Years of experience overall:
Education: Degree(s)/Year/Specialization: _____ _____	Education: Degree(s)/Year/Specialization: _____ _____
Active registration: Year first registered /discipline _____ _____	Active registration: Year first registered /discipline _____ _____
Experience relevant to this type of project: _____ _____ _____ _____ _____ _____ _____ _____	Experience relevant to this type of project: _____ _____ _____ _____ _____ _____ _____ _____

List the last 5 projects completed which the firm provided these specialized disciplines.

10. Work experience by firm or proposed joint-venture which best illustrates current qualifications and relevant experience to this type of specialty. Show prior project experience with current proposed Team Members, if applicable.

Project Name & Location:	Prime Or Sub	Firm Responsibility	Project Owner's Name, Contact Person & Phone Number	Completion Date	Construction Cost which Firm was/is Responsible For
_____ _____ _____ _____			_____ _____ _____ _____		
_____ _____ _____ _____			_____ _____ _____ _____		
_____ _____ _____ _____			_____ _____ _____ _____		
_____ _____ _____ _____			_____ _____ _____ _____		
_____ _____ _____ _____			_____ _____ _____ _____		
_____ _____ _____ _____			_____ _____ _____ _____		
_____ _____ _____ _____			_____ _____ _____ _____		
_____ _____ _____ _____			_____ _____ _____ _____		
_____ _____ _____ _____			_____ _____ _____ _____		

11. The foregoing is a statement of facts

Typed Name

Title

Signature

Date