

**PERALTA COMMUNITY COLLEGE DISTRICT**



**REQUEST FOR QUALIFICATIONS**

**SURVEYING FIRMS**

**RFQ #21-22/16**

**DATE DUE: January 7, 2022 at 2:00 P.M.**

Buyer: Myisha Lewis

Project: Manager Sharon Serrano

## Notice to Bidders

NOTICE IS HEREBY GIVEN that the Peralta Community College District (“District”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full **SURVEYING** services to the District for the Measure A and Measure G Bond Programs (“Program”) and projects identified in the District’s Bond Project List and Long-Range Facilities Master Plan (“Projects”).

The **Non-Mandatory** Pre-Proposal Meeting will be conducted via zoom on on **December 21, 2021, at 9:00 A.M. Conference meeting ID:968 2412 5203 Password:869629 via a remote meeting on zoom.**

<https://cccconfer.zoom.us/j/96824125203?pwd=MnBCc29Rbm1JeDNlbiRSQUUpqeXZLQT09>  
Password 869629

Copies of the RFQ documents may be obtained by clicking on the following link: [Vendor Registry](#)

All proposals shall be submitted in the format specified by the District. Proposals shall be delivered **submitted electronically via Vendor Registry:** [Peralta Community College District Current Solicitations | Vendor Registry](#)

Each proposer is solely responsible for timely submission of its proposal. The District is not responsible for any technological issues in a vendor’s ability to timely submit its proposal or portion thereof by the specified date and time as prescribed in this RFQ.

**ALL SOQs & PROPOSALS are due BY 2:00 PM PST, JANUARY 07, 2022.** Oral, telegraphic, facsimile, telephone, or email SOQs will not be accepted. SOQs received after this date and time will not be accepted and will be returned, unopened.

Each submittal must conform and be responsive to the requirements set forth in this RFQ.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFP, please submit them via [Vendor Registry](#) before 2:00 PM PST on December 23, 2021. Answers will be posted on the District website by January 3, 2022.

## **RFQ RESPONSE SCHEDULE SUMMARY**

The District reserves the right to change the dates on the schedule without prior notice.

<b>Date</b>	<b>Event</b>
December 10, 2021	Release of RFQ
December 21, 2021; 9:00 AM PST	Pre-Proposal Meeting Via Remote-Meeting
December 23, 2021; 2:00 PM PST	Deadline for submitting written questions
January 3, 2021	Deadline for District answering written questions
January 7, 2022; 2:00 PM PST	Deadline for submitting SOQs
February 22, 2022 (Anticipated)	Board of Trustees Action to Approve List of Firms

## **PART I.**

### **INTRODUCTION**

Founded in 1964, the Peralta Community College District (“PCCD” or “District”) is a collaborative community of colleges comprised of Berkeley City College, College of Alameda, Laney College, and Merritt College. The Peralta Colleges provide a dynamic multicultural learning environment offering accessible, high-quality educational programs and services, including two-year degrees, certificates, and university transfer programs to more than 30,000 students. The District currently has an active program at all four sites. Approved by voters in 2006, Measure A allows the District to issue and sell bonds of up to \$390,000,000. Measure G was approved by the voters in November 2018, allowing the District to issue and sell bonds up to \$800,000,000.

The District is asking experienced and proven firms to submit their qualifications to provide full Surveying Services for the District’s Measure A and Measure G Bond Programs. This RFQ defines the Surveying Services sought and generally outlines the Projects’ requirements.

The District’s goal in issuing this RFQ is to select a pool of experienced Surveying firms. From there, the District intends to issue a request for proposals (RFP) in order to select one or more qualified firm(s) from that pool to provide said services to the District.

Information regarding the Program is available at:

<https://build.peralta.edu>

### **LIMITATIONS**

The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participating in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ. The awarding of a contract, if at all, is at the sole discretion of the District.

The District reserves the right to reject any and all SOQs, to waive any irregularities or informalities not affected by law, to evaluate each SOQ submitted, and to award contracts, if any, according to the SOQ which best serves the interest of the District at a reasonable cost to the District. Any contract(s) resulting from this RFQ, however, will be carried out using the sample Independent Consultant Services Agreement provided as a separate attachment on Vendor Registry.

The respondent's SOQ package, and any other supporting materials submitted to the District in response to this RFQ, will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari & Johnson v. Superior Court* (2006) 38 Cal.4<sup>th</sup> 1065, SOQ packages shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of the any public disclosure of any SOQ package.

### **FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit SOQs in response to this RFQ, and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits or otherwise subjected to discrimination in any consideration leading to the award of contract.

### **RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person or entity responding to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding the RFQ, the evaluation or selection process or the award of the contract(s) with any member of the District's Governing Board ("Board"), selection committee members, or any member of the Citizen's Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for disqualification of the entity submitting a SOQ.

## PART II

### SCOPE OF SERVICES

The Contracted Firms may provide **Surveying** and related services and reporting, including, but not limited to the following, and/or as described in each future RFP and/or as described in the form of the Independent Consultant Agreement provided as a separate attachment on Vendor Registry.

The selected Surveying firm will be required to enter into the District's contract, a sample of which will be provided as a separate attachment on Vendor Registry. The desired Scope of Services to be performed by the Consultant shall include, without limitation, the Scope of Work which is attached to the Independent Consultant Agreement.

The following is a general guideline for the Surveys to be provided for the District on each District project to be awarded under this RFQ. There may be additional project specific tasks, which will be communicated to the selected firms when project-specific pricing is solicited.

As outlined in more detail below in – General Guideline, this Request for Qualifications (“RFQ”) is for Surveying Services (“Services”). The District is seeking qualifications from highly qualified Firms that provide Surveying Services. The anticipated services may include but are not limited to the types of surveys and related tasks described in this RFQ.

Each Consultant must be prepared to provide turn-key services for such Surveying Services as the District may hereafter require. Each Consultant must be prepared and equipped to provide such services in a timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

Consultant's proposal must set forth Consultant's understanding of all applicable professional and engineering standards and regulations relative to the work to be undertaken, as well as Consultant's ability to comply with the same and the methodology by which Consultants will do so. Consultant proposals must confirm that the nature of the Work to be performed will meet all the aforementioned requirements for said Work as set by the applicable codes and regulations and all other applicable ordinances and guidelines.

**General Guideline:** Selected firm(s) shall provide professional Surveying and related services on a project-specific basis as needed. The project(s) for which a firm is selected to perform such work may include any or all of the specific services outlined in this Section. All work performed shall comply with the approved construction documents, applicable codes and regulations. The initial scope of work for each individual project will be established prior to the issuing of an RFP. Dependent upon the project's needs, firms may be requested to perform various Survey-related tasks at different phases of design and construction.

Consultant shall furnish, without limitation, all necessary labor, materials, hardware, software, tools, testing, and equipment to complete the work as described in this document. A project contract may include related services not listed in this RFQ. The intent here is to give a brief,

general description of services which may be required for any given District project. At the time of specific project contracting, the Consultant shall verify that the contract scope of work includes all services that are necessary for the subject project and conduct all work using project documents and applicable codes and standards. The Consultant shall provide the services to the industry-standard level of professional care.

Consultant shall be ultimately responsible to plan, obtain permits for, prepare notifications, inspect, and close out a comprehensive Surveying program which will result in the Owner's ability to proceed with demolition and other construction work where applicable. Consultant shall review all requirements applicable to the scope of work of project(s) requiring its Services and ensure compliance throughout the duration of the contract.

### **Scope of Work**

Professional land surveying services may include, but are not limited to, the following activities conducted to industry standards:

- Aerial photogrammetry
- Boundary and right-of-way surveys
- Topographic surveys, including cross sections
- Alignment surveys of streets, street improvements, or utility lines
- Establishment of reference points for existing monuments
- Establishment of new monuments for horizontal (CCS 83 Zone III) and vertical (NAVD 88) control
- Preparation of Corner Records or Records of Survey
- Preparation of Legal Descriptions and Plats
- Settlement monitoring
- Construction staking or verification of Contractor-provided construction staking

Additional requirements include, but are not limited to:

1. The Consultant's survey crew should be available within a 48-hour notice.
2. The Consultant's survey crew should be experienced with the tasks listed above.
3. The Consultant's survey party should consist of two or three persons per crew. Ideally, at least one survey party member shall be a Professional Land Surveyor registered in the State of California or a Registered Civil Engineer authorized to practice land surveying in the State of California. Alternatively, the Consultant may propose an experienced, but non-licensed surveyor to serve as party chief under the direction and "responsible charge" (as defined in the Professional Land Surveyor's Act) of a Professional Land Surveyor registered in the State of California or a Registered Civil Engineer authorized to practice land surveying in the State of California. The proposal

shall consist of a resume of the party chief for the District's review and approval prior to the start of any field work. The District reserves the right to reject any proposals.

4. The Consultant's project manager shall be available for periodic meetings to discuss issues related to the project.
5. All supplies, such as, but not limited to, stakes, flagging, nails, spikes, ties, paint, etc. shall be included in the hourly rate for the survey party.
6. The Consultant must be adequately insured for liability and property damage pursuant to the conditions of the Agreement.
7. The Consultant's survey crew shall be able to provide proper traffic control in accordance with the latest California MUTCD in effect or as required by the District when carrying out their functions and duties. An encroachment permit from the local governing agency may also be required.
8. The Consultant's survey crew should be available for occasional night work (4:30 p.m. to 7:00 a.m.) upon 72-hour advance notice.
9. All survey work shall be performed and delivered in U.S. Survey Feet or as required by the District.
10. All survey work shall be performed on Epoch 2008.00, CCS 83 Zone III horizontal coordinates and use NAVD 88 vertical control.
11. Plans and Maps shall be submitted in AutoCAD Civil 3D format, and any estimates, schedules, or reports shall be submitted in Microsoft Office format.
12. All deliverables shall be signed and sealed pursuant to Section 8761 of the Business and Professions Code.

The selected consultant(s) and/or consultant teams shall keep proper records of all projects for Surveying Services pursuant to contracted services, including, but not limited to, copies of all project correspondence, submittals, shop drawings, and schedules. All such project records shall be submitted to the District after the completion of the project and shall become property of the District.

The selected consultant(s) must have sufficient staff to handle several projects simultaneously and promptly complete assigned tasks. Work must begin on assigned tasks within ten (10) days of notification to proceed.

Deliverables, as specified in each project RFP, will be prepared in accordance with the applicable codes and regulations and District standards including, but not limited to, the District and/or College standards.

## PART III

### REQUIREMENTS FOR SUBMITTAL OF QUALIFICATIONS

#### A. FORMAT REQUIREMENTS

Please limit proposals to no more than twelve (12) pages (*cover letters, table of contents, dividers, licenses, resumes, and exhibits are not included in the page count*). Firms submitting SOQs in response to this RFQ must follow format below. Material must be in 8-1/2 x 11 inch format, font size 12 point or larger. Each SOQ shall include a Front Cover stating the following: "Statement of Qualifications for [Firm Name] in Response to Peralta Community College District's RFQ #21-22/16."

The SOQ electronic file shall be formatted as follows:

1. Each SOQ shall include a table of contents.
2. Proposals shall include divider tabs labeled with boldface headers as outlined below (e.g. the first tab will be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.).
3. Proposals shall include a cover sheet listing the firm's name, the total number of pages, and identifying any pages that were removed due to proprietary information.

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

#### B. SOQ CONTENT REQUIREMENTS

##### 1. TAB 1- COVER LETTER (maximum of 1 page)

- a. Provide a letter of introduction signed by an authorized officer of the firm. If the **Surveying** firm is a joint venture, duplicate the signature block and have a principal officer also sign on behalf of each party to the joint venture.
- b. Include a brief description of why your firm is well-suited for, and can meet, District's needs.
- c. Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process and provide their contact information.
- d. **Must include the following statement:** ["INSERT COMPANY'S NAME] received a copy of the District's form of Independent Consultant Agreement ("Agreement") as a separate file under RFQ in Vendor Registry. [INSERT COMPANY'S NAME] has reviewed the indemnity provisions and professional



liability insurance provisions contained in the agreement. If given the opportunity to contract with the District, [INSERT SERVICE COMPANY'S NAME] has no objections to the use of the Agreement.”

- e. Respondent shall certify that no official employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- f. Respondent shall certify that no official employee of the firm has ever been convicted of an ethics violation.

## **2. TAB 2- BUSINESS INFORMATION**

Please provide the following information

- a. Company name
- b. Address
- c. Telephone
- d. Fax
- e. Website
- f. Name and email of main contact
- g. Federal Tax I.D. Number
- h. License or registration number
- i. Type of organization/business structure (ownership; legal form, i.e. corporation, partnership, etc., and senior officials in company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm
- j. A brief description and history of the firm, including number of years the firm has been in business and the date firm was established under its given name
- k. Number of employees (licensed professionals, technical support)
- l. Location of office where the bulk of services solicited will be performed
- m. Any State or California certification for your firm indicating small business or Disabled Veteran Business Enterprise status
- n. How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant
- o. Provide similar information for proposed sub-consultants

## **3. TAB 3– PROJECT APPROACH AND FIRM QUALIFICATIONS [MODIFY TO THE SPECIFIC SERVICE BEING REQUESTED]**

- a. Provide a statement demonstrating your firm or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District's goal of moving projects into construction within the earliest possible timeframe

- b. Describe your firm's approach to quality control/assurance procedures
- c. A brief written summary of the firm's philosophy related to the planning and design of the Project(s)
- d. Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount
- e. Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification
- f. Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements
- g. Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction
- h. Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a community college district
- i. Describe your experience with DSA and working within the DSA process
- j. Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches

**4. TAB 4- RELEVANT K-14 PROJECT EXPERIENCE AND REFERENCES  
[MODIFY TO THE SPECIFIC SERVICE BEING REQUESTED]**

- a. Provide information about prior services performed by your firm in the last ten (10) years on a **minimum** of five (5) K-14 educational projects your firm has completed.
- b. Experience with projects for public agencies in California
- c. Experience working on a campus while school is in session
- d. For each project, please include the following information:
  - i. Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFQ. Briefly explain
  - ii. Specify role of firm or individual if work was not exclusively by the firm (i.e. joint venture, association)
  - iii. Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction
  - iv. Provide a list of the following for each project noted above:
    - 1. Project name, type, program, and location
    - 2. Beginning and end dates of project (including design and construction)
    - 3. Square footage
    - 4. Original budget, bid amount, and final amount at close-out
    - 5. Key individuals of the firm involved and their roles in the project
    - 6. Any sub-consultants that worked with the firm

7. References: district name with name of contact person, title, telephone number, and email address to be contacted for a reference

## 5. TAB 5- SURVEY TEAM SUMMARY AND QUALIFICATIONS (See Matrix Attached in Vendor Registry)

The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for surveying services as described herein:

- a. Identify and provide resumes for key members within your **SURVEY** firm that you would assign to the **SURVEY** team and their roles. Include, at a minimum: List specific roles, list license numbers, dates, and office addresses. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers
- b. Identify roles and qualifications of sub-consultants, if any. Note: firm(s) selected for inclusion in the District's pool of **SURVEYING FIRMS** will be required to demonstrate long-term relationships with sub-consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent **Request for Proposals** for the Project(s)
- c. Each response must include evidence that the **SURVEY** company is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California
- d. The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve the team member's replacement

## 6. TAB 6- LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration, and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A SOQ failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

## 7. TAB 7 –RATE SCHEDULE

Provide the following rate and cost information:

- a. Provide a rate schedule for all costs associated with providing the requested services, if your firm is selected.
- b. For all rate structures, include the classification of personnel and the hourly billing rate for each classification.
- c. List any additional services that you foresee may be necessary, if any, and list the proposed costs for such services.
- d. Provide example of how rates are calculated.

## 8. TAB 8 – Authorized Signature

- a. **Insurance Requirements:** include statement that “[insert name of Respondent] has reviewed the indemnity provisions and insurance requirements contained in the sample contract and”:
  - “has no objections.”
- b. **Other Modifications:** include statement that “[insert name of Respondent] has reviewed all provisions of the sample Agreement and”:
  - “has no objections.”
- c. **Debarment:** Provide statement that the Proposer, and all of its proposed subconsultants and other partners, have not been debarred from providing services to any Federal, State, or Local Agency within the last five (5) years. If Proposer or any of its proposed subconsultants or other partners has been debarred, identify the agency and individual that issued the debarment, the agency’s basis for the debarment, and the date of the debarment.

Proposer or any of its proposed subconsultants or other partners has been debarred, identify the agency and individual that issued the debarment, the agency’s basis for the debarment, and the date of the debarment.
- d. **Ethics Certification:** Certify that no official or employee of Respondent has ever been convicted of an ethics violation.
- e. **Other Certifications and Forms:**
  - i. Acknowledgement and Signature Form

1. Use the Acknowledgement and Signature Form in **RFP Exhibit 1**.

- f. Authorization and Declaration:** Provide statement that the person signing the Proposal is authorized to submit proposals on the behalf of the entity, and that “by virtue of submission, *[insert name of authorized signatory]* declares that all information provided is true and correct.”
- g. Signature:** Signature of authorized person, printed name and title of authorized person, and date. If Respondent is a joint venture, duplicate the signature block and provide an authorized person for each party to the joint venture.

**9. TAB 9 – REQUIRED FORMS**

Exhibits to this RFQ, completed according to their instructions. ***(The forms listed below must be completed and returned with the SOQ package. They do not count towards the page count.)***

- a.** Vendor’s Questionnaire and Certificate of Compliance
- b.** Certificate Regarding Worker’s Compensation
- c.** Statement of Equal Employment Opportunity
- d.** Small Local Business Enterprise / Small Emerging Local Business Enterprise Program (Information Only, not required in SOQ)
- e.** SLBE / SELBE Self-Certification Affidavit
- f.** Non-Collusion Declaration
- g.** RFQ Acknowledgement and Signature Form
- h.** Team Experience Template

## PART IV

### SELECTION CRITERIA

#### A. EVALUATION

The SOQ will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ, including, without limitation:

1. The Firm's experience and performance history with similar services for California K-14 school districts with particular experience in community college work, including:
2. Experience, results, professional and technical expertise of proposed personnel
3. Acceptable and verifiable references from clients contacted by the District, including:
  - a. Firm's reputation
  - b. Satisfaction of previous clients (client relationships)
  - c. Timeliness of work and ability of the firm to meet schedules
4. Overall responsiveness of the SOQ
5. Location of office and accessibility to the District
6. Quality of proposal

A selection committee will evaluate all submissions. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and are grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether respondents are responsive, responsible, and qualified. Based upon the information presented in the SOQs, the District's Selection Committee will choose the most highly-qualified firms; and may or may not include interviews. At the Selection Committee's discretion, firms may be requested to arrange a tour of a representative facility which they have been responsible for.

Item	Criteria	Points
1	Firm experience	35
2	Client references	20
3	Staff experience	40
4	SLBE: Prime is certified SLBE (5 points maximum) 25% of Prime's subcontractors are SLBE firm (4 points maximum)	5
	<b>Total</b>	100

#### B. DISTRICT INVESTIGATIONS

The District may investigate responding parties that extend beyond contacting the references identified in the SOQ. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

**THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!**

**Acknowledgment and Signature Form**

**The undersigned having carefully examined the Request for Proposals, location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Vendor’s Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work described in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the RFP, including any Addenda, within the time specified.**

Addendum Acknowledgement

The following addendum(s) are acknowledged in this RFP: \_\_\_\_\_

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the services stipulated on this proposal.

Vendor (Respondent) Name: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

(date)

**Team Experience**

<b>Proposed Staff (Please designate SUB Consultant Firms where applicable)</b>						
<b>#</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Name</b>						
<b>Project Position</b>						
<b>DSA Experience (Yes/No)</b>						
<b>State Funding Experience (Yes/No)</b>						
<b>K14 Experience (Yes, No)</b>						
<b>Public Agency Experience (Yes, No)</b>						
<b>License Number</b>						
<b>Number of Projects Concurrently Inspecting</b>						
<b>Hourly Rate</b>						
<b>Project Hours</b>						
<b>Past Project Experience</b>						
<b>#</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Owner/Client Name</b>						
<b>Project Name</b>						
<b>Sub Consultants Utilized</b>						
<b>Start/Finish Dates</b>						
<b>Brief Description (Bldg Type, Sqft, S/U, etc)</b>						
<b>Position Held During this Project</b>						
<b>New Construction or Modernization (New/Mod)</b>						
<b>Awarded Company Contract Value</b>						
<b>Amendment</b>						
<b>Amendments Value</b>						
<b>Final Company Contract Value</b>						
<b>Original Project Construction Value</b>						
<b>Total Change Orders \$</b>						
<b>% Change Order</b>						
<b>Final Project Construction Value</b>						
<b>Reasons for Change Orders: Unforeseen, Owner Requests, State Agency Request, Errors &amp; Omissions (Provide % of Each)</b>						



<b>DSA Closeout Status and date of</b>						
<b>Owner/Client Reference (please provide three references per position proposed)</b>						
<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Reference 1 Name</b>						
<b>Employer Name</b>						
<b>Phone Number</b>						
<b>Email</b>						
<b>Project Name</b>						
<b>Reference 2 Name</b>						
<b>Employer Name</b>						
<b>Phone Number</b>						
<b>Email</b>						
<b>Project Name</b>						
<b>Reference 3 Name</b>						
<b>Position</b>						
<b>Phone Number</b>						
<b>Email</b>						
<b>Project Name</b>						