

**Request for Qualifications
for Design Services for Renovations and Additions to Existing
Schools - Historic
in Orleans Parish; New Orleans, LA for the
Recovery School District**

Paul G. Pastorek
State Superintendent of Education
September 21, 2010

Public Notice-Invitation for Design Services for Renovations and Additions to Existing Schools (Historic)

- 1. The Recovery School District is seeking Statements of Qualifications (SOQ) from a qualified consulting firm to provide complete Design Services for:**

DESIGN SERVICES FOR RENOVATIONS AND ADDITIONS TO EXISTING SCHOOLS (HISTORIC) IN ORLEANS PARISH; NEW ORLEANS, LA FOR THE NEW ORLEANS RECOVERY SCHOOL DISTRICT

Solicitation No. 2010-06

Statements of Qualifications shall only be submitted on Recovery School District Standard Qualifications Form RSD-AE titled 09-10-06. An electronic file is available on the Department of Education's website at

<http://www.prd.doa.louisiana.gov/osp/lapac/bidlist.asp?department=14>.

In addition to the above website location, interested firms may obtain an official Request for Qualifications (RFQ) package from:

Recovery School District

c/o JACOBS/CSRS Program Managers

Attention: Mercedes Hodge

909 Poydras Street, Suite 1200

New Orleans, LA 70112

(504) 592-0144

MHodge@gotech-inc.com

Only those firms that have obtained and submitted responses as called for in this solicitation from the Recovery School District c/o JACOBS/CSRS Program Managers or from the Department of Education will be considered by the RSD A/E Selection Committee.

The original and five (5) copies of the REQUIRED MINIMUM QUALIFICATIONS AND SUBMITTALS listed in this Request for Qualifications shall be delivered to Ms. Patti J. Wallace; Director of Purchasing and Contracts; 1201 North 3rd Street, Room 5-242; Baton Rouge, LA 70802.

Prime consultants must use the Standard Form RSD-AE Prime titled 09-10-06. Only Prime Consultant forms will be required for submission. Statements of Qualifications for this project will be accepted until **2:00 P.M., Central Standard Time, October 21, 2010.**

Statements of Qualifications that have not been received by the above aforementioned deadline date and time will be rejected. Additionally, failure to submit all of the information on Standard Form RSD-AE titled 09-10-06 shall be considered non-responsive and may result in the Qualifications Statement being rejected.

The Recovery School District is an Equal Opportunity Employer. Therefore, all respondents are encouraged to utilize minority participation to the extent possible through the use of small, disadvantaged, and women-owned businesses as suppliers or sub-consultants.

Updates, changes, amendments, and answers to questions to this Solicitation will be posted to Department of Education website listed above.

Additionally, the members of the RSD A/E Selection Committee request that the consultants submit Form RSD-AE titled 09-10-06 only. Unless otherwise stated or required by the instructions, all other attachments or embellishments shall be excluded. It is also requested that Form RSD-AE not be bound in a booklet, but stapled in the top left hand corner.

SOQ Respondents, their consultants, sub-consultants, or other parties representing the proposed team for this solicitation may not contact any RSD A/E Selection Committee member concerning this project from the date of the solicitation until after the date of selection.

The RSD A/E Selection Committee reserves the right to reject any or all of the submittals in response to this Request for Qualifications.

2. Project Description/Location

The projects under this contract shall consist of, but not be limited to:

Renovations and Additions to Existing Schools built before and considered Historic in New Orleans, LA. Historic Schools are those that are individually listed or eligible for listing in the National Register of Historic Places or that are contributing structures in National Register Historic Districts. These schools are typically buildings designed by the New Orleans School Board Architect, E.A. Christy. Representative examples of this building include, but are not limited to Colton at 2300 St. Claude Avenue and Audubon at 428 Broadway St. (Images are available of these facilities are available at Google Earth.) Other facilities not designed by E.A. Christy may be renovated and received additions. It is expected that there will be multiple elementary schools and multiple high schools at various sites. It is not anticipated that multiple projects will be assigned to a single firm.

The RSD expects to create a pool of Prime Consultants to assign work as needed. The RSD does not guarantee or warrant the awarding of work if a firm is selected or placed in a pool of applicants. The Prime Consultant selected will be the Architect and/or Engineer of Record and will be responsible for assembling an appropriate team of sub-consultants to meet the design requirements of each individual assignment. The Recovery School District reserves the right to review the proposed design team and reject any members identified to be part of the Prime Consultant's team due to poor past performance either upon review of a SOQ or after placement in a pool of applicants, prior to award.

3. Scope of Services

The selected Prime Consultant shall be responsible for providing the following professional design services: Existing Conditions Assessments, Programming and Project Scoping, Project Design, Bidding, Construction Administration, and Project Close-out.

The selected Prime Consultant may be required to provide as Basic Services as part of the design team the following sub-consultants: Environmental Engineer, Civil/Site Engineering,

Structural Engineering, MEP Engineering, Kitchen Consultant, Acoustical Consultant, LEED AP, Energy Modeler and Landscape Architect.

The selected Prime Consultant may be required to provide the following sub-consultants: Surveyors, Roof Consultant and any other special consultants not identified above as part of the Basic Services that may be required as part of Additional Services.

It is anticipated that renovations and additions to schools will be funded with Federal dollars and will be required to comply with the Secretary of Interior's Standards for the Treatment Historic Properties.

It is anticipated that these schools will be LEED Silver Certified. Consultant will provide at a minimum a LEED AP to coordinate LEED registration, design requirements, documentation, and submission to USGBC for certification. Additionally, the Consultant will provide necessary consultants for LEED prerequisites and requirements for LEED Certification.

The total term of the proposed contract shall be for a period of not more than three (3) years from the date of the notification letter from DOE.

4. Statement of Qualifications Standard Form RSD AE (09-10-06)

4.1 General

The purpose of this form (Standard Form RSD-AE) is to provide members of the RSD A/E Selection Committee with specific information regarding the qualifications of interested firms submitting for a particular project.

4.2 Statement of Qualifications Deadline and Submittal

The original and five (5) copies of the Statements of Qualifications Standard Form RSD-AE (09-10-06) shall be submitted to Ms. Patti J. Wallace; Director of Purchasing and Contracts; 1201 North 3rd Street, Room 5-242; Baton Rouge, LA 70802.

Proposers mailings their proposals should allow sufficient mail delivery to ensure receipt of their proposal by the time specified.

Proposers are hereby advised that the U.S. Postal Service does **not** make deliveries to our physical location. Proposals may be **mailed through the U.S. Postal Service** to the following address:

**Department of Education
Purchasing and Contracts
P O Box 94064
Baton Rouge, LA 70804-9064**

Proposals may be **delivered by hand or courier service** to the following physical location:

**Department of Education
Purchasing and Contracts Section
Claiborne Building – 5th Floor
Room 5-242
1201 North Third Street
Baton Rouge, LA 70802**

Statements of Qualifications for this project will be accepted until **2:00 P.M., Central Standard Time, October 21, 2010**. SOQ Respondents shall respond to the written RFQ and any exhibits, attachments, or amendments. Statement of Qualifications that have not been received by the deadline date and time will be rejected. Additionally, failure to submit all of the information on Standard Form RSD-AE (09-10-06) shall be considered non-responsive and may be disqualified.

SOQ Respondents assume the risk of the method of dispatch chosen. The Recovery School District assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual SOQ receipt by the RSD. Late Statements of Qualifications shall not be accepted nor shall additional time be granted to any potential SOQ Respondent. Statements of Qualifications may not be delivered orally, or by facsimile transmission, other telecommunication or electronic means.

4.3 Participation

Architecture and/or Engineering firms are limited to submitting one SOQ, either as a Prime Consultant, as a single Prime Consultant, or as a Joint Venture of multiple Prime Consultants that can be classified as a Corporation, Limited Liability Co.(LLC), Joint Venture or Limited Liability Partnership. If a firm submits more than one (1) application for this project as a single Prime Consultant and/or as a Joint Venture, all Qualification Statements submitted by the Consultant(s) or Firm(s) will be rejected.

This rule is not intended to limit firms from entering into nonexclusive agreements as a sub-consultant with more than one SOQ Prime Respondent. Sub-consultants include but are not limited to, Environmental Engineers, LEED Consultants, Civil Engineers, Structural Engineers, MEP Engineers, Acoustical Consultants, Kitchen Consultants, Landscape Architects, Associated Architects and Architects and other design professionals experienced in Historic Preservation that are not part of a Joint Venture and are not signatories to the SOQ and to any future Agreement for Services.

It is not necessary for the Joint Venture to be recorded or registered as a Joint Venture with the Louisiana Secretary of State at the time of the submission of the SOQ. However upon submission of contract, the Joint Venture shall be registered in accordance with the appropriate Federal, State and Local Statutes.

4.4 Point-of-Contact

The main point of contact for this RFQ is, unless notified otherwise:

Recovery School District
c/o JACOBS/CSRS Program Managers

Attention: Mercedes Hodge
909 Poydras Street, Suite 1200
New Orleans, LA 70112
(504) 592-0144
MHodge@gotech-inc.com

All correspondence regarding the RFP should be in writing, by mail, hand delivery, fax, electronic means, or other method, and should be directed to the RFQ Main Point of Contact.

4.5 Statement of Qualifications Preparation Costs

The Recovery School District is not responsible for any costs associated with the preparation, submittal, or presentation of any statement of qualifications submittal.

4.6 Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Recovery School District's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal constitutional statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Recovery School District or in the employment practices of the Recovery School District's contractors. Accordingly, all SOQ Respondents entering contracts with the Recovery School District shall, upon request, be required to show proof of such nondiscrimination.

4.7 Minority, Women-Owned and Small Entrepreneurship Business Participation

The Recovery School District encourages participation from minority-owned, women-owned and small entrepreneurship businesses. The team will be evaluated in this area on the extent to which SOQ Respondents identify and commit to minority-owned, women-owned and/or small entrepreneurship businesses, whether as a prime, joint venture teaming arrangement, or through the use of sub-consultants.

4.8 State of Louisiana's Small Entrepreneurship (Hudson Initiative) Program

Other Desirable Requirements: This procurement has been designated as suitable for small entrepreneurship participation. The State of Louisiana's Small Entrepreneurship (Hudson Initiative) Program, is designed to provide additional opportunities for Louisiana-based small entrepreneurs (sometimes referred to as SE's) to participate in contracting and procurement with the state. A certified small entrepreneurship is one that has been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at:

<https://www.ledsmallbiz.com/seinformation.htm>

Proposers are encouraged to use small entrepreneurs where sub-contracting opportunities exist.

Five percent (5%) of the total evaluation points on the RFP are reserved for the proposers who are themselves a certified SE or who have made a good faith effort to use one or more SE's as subcontractors.

Written notification to certified small entrepreneurships is the preferred method to inform certified SE's of potential subcontracting opportunities. A current list of small entrepreneurships, which have been certified by the Louisiana Department of Economic Development, may be accessed from the State of Louisiana Procurement and Contract Network (LaPAC) "Search for Registered Vendors" at:

<http://wwwsrch2.doa.louisiana.gov/osp/lapac/Vendor/srchven.asp>

You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SmallE". Copies of notification to at least three (or more) certified SE's will satisfy the notification requirements. Notification must be provided to the certified SE's by the proposer in writing no less than five working days prior to the date of the proposal deadline. Notification must include the scope of work, location to review plans and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact.

Proposers that plan to use certified SE's should include in their proposal the names of their certified SE subcontractor(s), a description of the work each will perform, and the dollar value of each proposed certified SE subcontract. If a certified SE was not selected, the proposer should provide written justification of the selection process.

Proposers that plan to use certified SE's should provide documentation to demonstrate their good faith subcontracting effort (i.e., phone logs, fax transmittal logs, letters, e-mails) in order to receive any reserved points.

In the event questions arise after an award is made relative to the proposer's good faith efforts, the proposer will be required to provide supporting documentation to demonstrate it's good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform it's good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report small entrepreneurship subcontractor or distributor participation and the dollar amount of each. The statutes (R.S. 39:2001 et. seq.) and rules (LAC 19:VII.Chapters 11 and 13) concerning this program may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265> and <http://www.doa.louisiana.gov/osp/SE/rule.pdf> respectively. The State requires competitive pricing, qualifications, and demonstrative competencies in the selection of contractors.

4.9 Required Review and Waiver of Objections by Proposers

RFQ Respondents should carefully review this RFQ and all attachments for defects, objections, or any other matter requiring clarification or correction. Comments concerning RFQ objections must be made in writing prior to the RFQ deadline. This will allow issuance of any necessary amendments.

Protests based on any objection shall be considered waived and invalid if these faults have not been brought to the attention of the Recovery School District prior to the RFQ deadline.

Submittal of a Statement of Qualifications shall constitute acceptance of the terms,

conditions, criteria, requirements, and evaluation process of the RFQ and resulting contract, and operates as a waiver of any objection.

4.10 Statement of Qualifications Withdrawal

SOQ Respondents may withdraw a submitted Statement of Qualifications at any time up to the deadline for submitting Standard Form RSD-AE (09-10-06). To withdraw a Statement of Qualifications, the SOQ Respondent must submit a written request, signed by an authorized representative, to the RFQ point of contact before the deadline for submitting Statements of Qualifications. After withdrawing a previously submitted Statement of Qualifications, the SOQ Respondent, may submit another Statement of Qualifications at any time up to the deadline for submitting Statements of Qualifications.

4.11 Statement of Qualifications Amendments and Errors

The Recovery School District shall not accept any amendments, revisions, or alterations to Statements of Qualifications after the deadline for submittal.

SOQ Respondents are liable for all errors or omissions contained in their Statements of Qualifications. RFQ Respondents shall not be allowed to alter Statements of Qualifications, Standard Form RSD-AE documents after the deadline for submittal.

4.12 Property of Statement of Qualifications

All Statements of Qualifications and other materials submitted in response to this RFQ procurement process become the property of the Recovery School District. Selection or rejection of a response does not affect this right. All submittal information shall be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Upon the completion of the review and evaluation of all Statements of Qualifications submitted in response to the RFQ, all responses shall become public documents of the Recovery School District and open for review by the public. By submitting a Statement of Qualifications, the Submitter acknowledges and accepts that the full contents of the Statement of Qualifications shall become a public record open to public inspection. The wishes of any SOQ Respondents marking a Statement of Qualifications, or any part of a Statement of Qualifications as proprietary and/or confidential shall be neither accepted nor honored.

4.13 Insurance Requirements

Professional Liability Insurance in the amount of \$ 1,000,000 for construction costs of \$1,000,000 to \$10,000,000, in the amount \$ 1,500,000 for construction costs of \$10,000,000 to \$20,000,000 and in the amount \$ 2,000,000 for construction costs over \$20,000,000 with a maximum deductible of \$ 50,000 will be required to be carried by the design professional.

Comprehensive General Liability with minimum limits of \$500,000 per accident/occurrence.

Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 per accident/occurrence.

Design Professional shall provide a certificate as proof of Workmen's Compensation coverage.

4.14 RSD-AE (09-10-06) Standard Form & Instructions

Refer to Exhibit "A" of this solicitation for Instructions on completing the RSD-AE Prime forms.

5.0 Evaluation Criteria and Selection Process

5.1 Evaluation Criteria

The following general criteria will be used in evaluating the Qualifications Statements (Standard Form RSD-AE, titled (09-10-06).

- LA Registration number, date granted and a copy of Registration Certificate (Mandatory)
- Office Location (5%)
- Professional qualifications of the Prime Consultant or Joint Venture to perform the services required for the project (25%)
- Assigned key personnel's professional qualifications and availability for the proposed project (20%)
- Qualifications and experience of sub-consultants' SOQ for the project team (20%)
- Recent firm experience of the Prime Consultant with providing similar Design Services for New Elementary School projects (25%)
- Small Entrepreneurship Participation (Hudson Institute) (5%)

5.2 Right To Reject Statements of Qualifications

The Recovery School District reserves the right, at its sole discretion, to reject any and all Statements of Qualifications, to cancel this RFQ in its entirety, or to cancel the selected pool of approved applicants.

Any submittal which does not meet the requirements of this RFQ may be considered to be non-responsive, and the SOQ may be rejected. SOQ Respondents must comply with all of the terms of this RFQ and all applicable local, state, and federal laws and regulations. The Recovery School District may reject any SOQ that does not comply with all of the terms, conditions, and performance requirements of this RFQ.

It is the intent of this RFQ to replace a previous RFQ for similar services. If a Prime Consultant from a previous similar RFQ is in the process of preparing work and is placed in the pool of successful applicants, that Prime Consultant will not be awarded new work under this RFQ until work under the previous RFQ has reached the Construction Contract Administration phase.

5.3 Selection Process

The contract for this project will be awarded through a qualifications based selection process. All qualification statements (Standard Form RSD-AE, titled 09-10-06) will be reviewed by the RSD A/E Selection Committee.

The Selection Committee will carefully consider all SOQ according to the aforementioned evaluation criteria and make a recommendation to the Recovery School District on the highest ranked firms.

6. Schedule of Events

The following RFQ Schedule of Events represents the Recovery School District's best estimate of the schedule that shall be followed. Unless otherwise specified, the time and day for the following events shall be between 8:00 a.m., and 4:30 p.m., Central Standard Time.

The Recovery School District reserves the right at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the schedule of events shall be provided to all SOQ Respondents.

Event	Date	Time
Advertise Solicitation	September 21, 2010	
Deadline to Submit Inquiries/Clarifications	October 5, 2010	2:00 PM
Receipt of Statements of Qualifications	October 21, 2010	2:00 PM
Recommendation(s) presented to Committee	November 4, 2010	
Committee's recommendation to DOE	November 25, 2010	
Notice of Award Issued (Anticipated)	December 16, 2010	

End of Request for Qualifications

7. Professional qualifications of the Prime Consultant or Joint Venture to perform the services required for the project.

8. Brief resume of key personnel. These must be employed by the Prime Consultant or Joint Venture (Use as many pages as required)	
a. Name and title	a. Name and title
b. Position or assignment for this project	b. Position or assignment for this project
c. Years professional experience <div style="display: flex; justify-content: space-around; width: 100%;"> With this firm With other firms </div>	c. Years professional experience <div style="display: flex; justify-content: space-around; width: 100%;"> With this firm With other firms </div>
d. Active registration: State/discipline/license number or applicable certifications for inspectors	d. Active registration: State/discipline/license number or applicable certifications for inspectors
e. Specific experience and qualifications relevant to this project	e. Specific experience and qualifications relevant to this project

9. List Sub-Consultants to be utilized on this project.

Name and Address	Specific Responsibilities and scope of work on this project	Approximate % of work this project	Worked with Prime before (yes or no)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

10. Project organization chart. Identify the key personnel and their responsibilities for this project. Include Consultants/Associates as appropriate.

11. List all projects your firm has performed at the official address listed in Item 1c within the past 10 years that are similar or comparable to the proposed project.

a. Project Type or Name Project Description Name of Architect Responsible or in Charge Client Contact Person and Phone Number	a. Nature of firm's responsibility	c. Actual (A) or estimated (E) fee	d. Current status or percent complete	e. Actual (A) or estimated (E) completion date
1.				
2.				
3.				
4.				
5.				
6.				
7.				

12. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria and the stated scope of work should be included. A maximum of three (3) additional sheets may be utilized to answer this question. All other attachments not specifically requested or embellishments shall be excluded.

“EXHIBIT A”

INSTRUCTIONS FOR COMPLETING FORM RSD-AE PRIME

Design Services for Renovations and Additions to Existing Schools (Historic) in Orleans Parish; New Orleans, LA for the Recovery School District

(Note: Numbers below correspond to numbers contained in RSD-AE form titled 09-10-06.)

- 1a. Indicate in this block the complete name of the submitting firm.
- 1b. Indicate in this block the address of the specific office that will be performing the work on the project. If this form is being submitted on behalf of a parent company with a branch office, please indicate in this block that the address shown is for the “main office” or “branch office”.
- 1c. Indicate in this block the official street address of the specific office (Block 1b) that will be performing the work on the project.
2. Indicate in this block the complete project name and RFQ project number, and any other project numbers provided in the public notice.
- 3a. Indicate in this block the name, title, state license or registration number, telephone number, fax number and E-mail address 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.
- 3b. This block shall be signed and dated by the individual indicated in Block 3a. All information contained in the form should be current and factual. **Additionally, failure to sign and date the form will be considered non-responsive and will result in the firm or associated firms being rejected.**
- 4a. If applicable, indicate the firm’s Louisiana State Board of Architectural, Engineering, Surveying, Landscape Architectural, Interior Designer License or Registration number and the date granted. For an individual or non-incorporated firms, a copy of your current Registration Certification Card shall be attached to the form. For all architectural, engineering, surveying, landscape architectural or interior design firms that are incorporated a copy of the firm’s Certificate of Registration shall be attached to the form. **Failure to attach the required Registration Certification Card(s) will be considered non-responsive and will result in the firm or associated firms being rejected.**
- 4b. If applicable, indicate the firm’s Occupational License Number on this line.
5. Indicate in this block by discipline and number of all employees presently employed at the work location (Item 1c) on the date this form was signed. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function.

The term “Architect”, “Engineer”, “Surveyor”, “Landscape Architect” or “Interior Designer” shall mean a Registered or Licensed Professional Architect, Engineer, Landscape Architect or Interior Designer that is currently registered with the appropriate Louisiana State Board for Architectural Examiners or Engineering Examiners or Landscape Architectural Examiners or Interior Designer Examiners. Include all clerical personnel as “Administrative.” If applicable, write in any other additional disciplines not indicated e.g. planners, biologists, etc. In all cases indicate the total number of people in each blank space and show grand total. For national firms wishing to utilize office personnel other than (or additional to) the branch office indicated in Item 1b for this project, the firm shall submit separate RSD-AE Forms showing those offices as sub-consultants for this project.

6. The “Prime” Consultant shall indicate in this block the percentage of the total work that will be performed by the prime at the official work location (Item 1c). **The prime must perform more than fifty percent (50%) of the work.** Additionally, all sub-consultants shall also indicate on their form the name of the “Prime” and the percentage amount of the work that will be performed by the Prime. The prime and sub-consultants percentage of the work shall total 100% (see Item 5).

“EXHIBIT A”

7. The applicable respondent shall indicate in this block a brief summary of the professional qualifications of the prime, joint venture firm to perform the services required for the project.
8. The applicable respondent shall indicate in this block a brief resume of only the key personnel that are expected to participate (Item 6) on this project. Care should be taken to limit resumes to only those key persons or specialists that are employed by the firm, and 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) years of professional or relevant experience with present firm and other firms; (d) if registered as an architect, engineer, surveyor, etc., show the field of registration and the year that such registration was first acquired; and (e) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with RSD procedures, similar type of work performed in the past, management abilities, etc. Please limit synopsis of experience to directly relevant information. (Note: Additional sheets may be utilized to complete this item.)
9. The “Prime” Consultant shall list in this block the name(s) of the various sub-consultants(s) or associates that will be performing other work task(s). The prime shall also indicate the specific technical or professional responsibilities the sub-consultants(s) will be performing, and the percentage of the total work that will be performed by the sub-consultant. Additionally, the prime and sub-consultants shall indicate in the appropriate block the prime's previous working relationships with the sub-consultant or associate listed.
10. Indicate in this block the individual members of the project team and their technical or professional responsibilities that will be utilized to perform the project work. Also include individual members of any sub-consultants or associates, if applicable. The individual who is the contact person (Item 3a) shall also be indicated in the organizational chart and their relationship to the project team.
11. The respondent may list up to seven (7) projects that the firm has performed within the past ten (10) years that demonstrate the firm's competence to perform work similar to, or likely will be required on this project. The more recent projects shall be listed first. 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, including name of client, contact person and their telephone number; (b) brief description of type and extent of services provided for each project; (c) the actual (A) or estimated (E) contract fee; (d) the current status of the project or percent completed; and (e) the actual (A) or estimated (E) completion date of the contract.
12. In this block the respondent should indicate through narrative discussion the reasons why the firm or design team submitting this form believes it is especially qualified to undertake this project. Information provided should include, but not be limited to, such data as: specialized personnel or equipment available for this work; any awards or recognition received by a firm or individuals for similar work; required security clearances to perform the work; special approaches or concepts developed by the firm relevant to this project, etc.

Additionally, the narrative should also include specific reference to the various items specified in the Request For Qualifications Evaluation Criteria. The sheet for item 12 should also indicate participation in the Small Entrepreneurship program (Hudson Initiative). Certification documentation must be attached.

A maximum of three (3) additional sheets (four (4) sheets total) may be utilized to answer this question. Unless otherwise specifically requested in the Request For Qualifications, all other attachments i.e. company brochures, cover pages, etc. shall be excluded. It is also requested that Form RSD-AE not be bound in a booklet, but be stapled in the upper right-hand or left-hand corner.