

Architect/Engineer Statement of Qualifications

Insert the following:

Name of firm

Address of Firm

Telephone & Fax Numbers

A. Qualifications to undertake this project

Insert a narrative describing your design team's qualification to undertake this particular project. Also, include the following:

1. Size of firm/staff
2. Years in business
3. Organizational chart

B. Experience with budgets and project cost control, with some results of the firm's activities

Insert a narrative describing your team's success with maintaining budgets and controlling project costs. Also, include the following:

1. List the cost per square foot for your new construction projects in the past five years. Exclude site costs and professional fees.
2. For projects completed in the last five years please list the cost estimate, bid amount, and difference. Please list any changes in scope if appropriate and if this change in scope resulted in an increase to your fee.

C. List of projects that demonstrate the firm's capabilities

Insert a list of the projects that demonstrate the team's broad capabilities. Include the following:

1. List the last five new construction projects for which bids have been received or recently completed. Please include:
 - a. Completion date
 - b. Name and location
 - c. Budget
 - d. Graphic description
 - e. Photographs
 - f. Total square footage
 - i. Additions
 - ii. Renovations
 - g. Cost per square foot – Exclude site costs and architectural fees
 - h. Change order percentage
 - i. Owner Representative
2. Describe your firm's management approach for these projects. Please include your approach and the benefit each step has for the owner.

3. Please describe unique aspects your firm may employ in the design of the project.

D. List of recently completed work of similar type and size projects, with client contact information for each project.

Insert a list of the recent projects that demonstrate the team's capabilities specifically relevant to this project. Please include:

1. List a minimum of five (5) projects completed by your firm that best represents a similar scope, budget, program and complexity. For each project, please include:
 - a. Completion date
 - b. Name and location
 - c. Budget
 - d. Graphic description
 - e. Photographs
 - f. Total square footage
 - i. Additions
 - ii. Renovations
 - g. Cost per square foot – Exclude site costs and architectural fees
 - h. Change order percentage
 - i. Owner Representative
2. Describe your firm's management approach for these projects. Please include your approach and the benefit each step has for the owner.
3. Please describe unique aspects your firm may employ in the design of the project.

E. Profiles of key personnel who will be involved in the project.

Insert evidence of the training, experience, qualifications, et cetera of the team's key personnel assigned to this project. Include the following:

1. Architectural Team
 - a. Principal in charge
 - b. Director of correctional design
 - c. Project Manager
 - d. Project Architect
 - e. Interior Design
 - f. Functional Programming and space programming
 - g. Estimator
2. Resumes of Team Members
 - a. Name
 - b. Office location
 - c. Phone Number & Email address
 - d. Years of service with firm
 - e. Education
 - f. Professional experience
 - g. Pertinent experience
3. Consultants
 - a. Structural Engineer

- b. Mechanical/Electrical Engineer
- c. Security Consultant
- d. Kitchen Consultant
- e. Interior Design
- f. Civil Engineer
- g. Technology

F. Statement of current workload and ability to absorb the project

Insert a statement that addresses your team's ability to incorporate this project into your current workload.

1. Describe the current projects that your firm is engaged in.
2. Explain your ability to absorb this project.

G. List of business references other than those listed above, including contact information

Insert a list of business references not shown above, with full contact information