Architect – Engineer and Related Services Questionnaire TUL 9280

Purpose

The policy of the City of Tulsa, in procuring architectural, engineering, and related professional services, is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. TUL 9280, "Architect – Engineer and Related Services Questionnaire" is provided for that purpose. Interested A - E firms (including new, small, and/or minority firms) should complete and file TUL 9280 with each City Department for which the A - E is qualified to perform services. The Department head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the Department, in relation to the proposed project. The TUL 9280 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

Definitions

"ARCHITECT – ENGINEER AND RELATED SERVICES" are those professional services associated with research, development, design and construction, alteration, or repair of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals, and other related services.

"PARENT COMPANY" is that firm, company corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e. Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

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

"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 firms or individuals for which the participants are both jointly and individually responsible.

"CONSULTANT", as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

"PRIME" refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

"BRANCH OFFICE" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences 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.

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

- 1. Type accurate and complete name of submitting firm, its address, and zip code.
 - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
- 2. Provide date the firm was established under the name shown in question 1.
- 3. Show date upon which all submitted information is current and accurate.
- 4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.)
 - 4a. Check appropriate box indicating if firm is minority-owned. (See 41 CFR 1-1.13 or ASPR 1-332.3(a) for definitions of minority ownership.)
- Branches or subsidiaries of larger or parent companies, or conglomerates, should insert name and address of highest-tier owner.
 - 5a. If present firm is the successor to , or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.
- 6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals

must be empowered to speak for the firm on policy and contractual matters.

- 7. Beginning with the submitting office, list name, location, total number of personnel and telephone numbers for all associated or branch offices, (including headquarters) which provide A E and related services.
 - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
- 8. Show total number of employees, by discipline, in submitting office. (If form is being submitted by main or headquarters office, firm should list total employees, by discipline, in ALL offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative". Write in any additional disciplines sociologists, biologists, etc., and number of people in each, in blank spaces.
- 9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the City of Tulsa or as a sub to other professionals performing work directly for the City of Tulsa, and, (b) all other domestic work.

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Ranges of Professional Services Fees INDEX

1. LESS THAN \$100,000

5. \$1 million to \$2 million

2. \$100,00 to \$250,000

6. \$2 million to \$5 million

3. \$250,000 to \$500,000

7. \$5 million to \$10 million

4. \$500,000 to \$1 MILLION

8. \$10 million or greater

- 10. Select and enter, in numerical sequence, not more than thirty (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. CAREFULLY REVIEW LIST. (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type of scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past five years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing must accompany the complete TUL 9280 when submitted to the City of Tulsa.
- 11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a <u>maximum</u> of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms that select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm of "P", the prime professional, or "C", a consultant, or

- "JV", part of a joint venture on that particular project (New firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience.); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.
- 12. A principal of the firm, preferably the chief executive officer, should sign the completed TUL 9280.
- 13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

NEW FIRMS (NOT REORGANIZED OR RECENTLY AMALGAMATED FIRMS) ARE ELIGIBLE AND ENCOURAGED TO SEEK WORK FROM THE CITY OF TULSA IN CONNECTION WITH PERFORMANCE OF PROJECTS FOR WHICH THEY ARE QUALIFIED. SUCH FIRMS ARE ENCOURAGED TO COMPLETE AND SUBMIT TUL 9280 TO APPROPRIATE DEPARTMENTS. QUESTIONS ON THE FORM DEALING WITH PERSONNEL OR EXPERIENCE MAY BE ANSWERED BY CITING EXPERIENCE AND CAPABILITIES OF INDIVIDUALS IN THE FIRM, BASED ON PERFORMANCE AND RESPONSIBILITY WHILE IN THE EMPLOY OF OTHERS. IN SO DOING, NOTATION OF THIS FACT SHOULD BE MADE ON THE FORM. IN QUESTION 9, WRITE IN "N/A" TO INDICATE "NOT APPLICABLE" FOR THOSE YEARS PRIOR TO FIRM'S ORGANIZATION.

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	Business Address:			2. Year Present Firm Established:		3. Date Prepared:
10FEB06	☐ Parent Comp	oany 🗌 Brancl	n Office	4. Type of Ownership: 4a. Minority Owned	∵ ☐ Yes	□No
5. Name of Parent Company, if any	: 5a. Forme	er Firm Name(s), i	f any, and Year(s)) Established:		
6. Names of not more than Two Pri	ncipals to Contact: Title /	Telephone				
2) 7. Present Offices: City / State / Tel	lephone / No. Personnel E	Each Office		7a. Total Per	rsonnel	
	Electrical Engineers	Oceanogr	anhers			
Administrative	Electrical Engineers	Oceanogr Planners:	•			
Administrative Architects	Estimators	Planners:	Urban/Regional			
Administrative	•	_	Urban/Regional Engineers			
Administrative Architects Chemical Engineers	Estimators Geologists	Planners: Sanitary E Soils Engi	Urban/Regional Engineers			
Administrative Architects Chemical Engineers Civil Engineers Construction Inspectors Draftsmen	Estimators Geologists Hydrologists Interior Designers Landscape Architects	Planners: Sanitary E Soils Engi Specificat Structural	Urban/Regional Engineers ineers ion Writers Engineers			
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Administrative Architects Chemical Engineers Civil Engineers Construction Inspectors Draftsmen Ecologists Economists 9. Summary of Professional Service Received: (insert index number)	Estimators Geologists Hydrologists Interior Designers Landscape Architects Mechanical Engineers Mining Engineers	Planners: Sanitary E Soils Engi Specificat Structural Surveyors Transport Last 5 Years (mos	Urban/Regional Engineers ineers ion Writers Engineers s ation Engineers	20 1. LESS TH	EX IAN \$100,000	5. \$1 million to \$2 million
Architects Chemical Engineers Civil Engineers Construction Inspectors Draftsmen Ecologists Economists 9. Summary of Professional Service	Estimators Geologists Hydrologists Interior Designers Landscape Architects Mechanical Engineers Mining Engineers es Fees	Planners: Sanitary E Soils Engi Specificat Structural Surveyors Transport Last 5 Years (mos	Urban/Regional Engineers ineers ion Writers Engineers s ation Engineers st recent year first	20 1. LESS TH 2. \$100,000 3. \$250,000	EX HAN \$100,000 0 to \$250,000 0 to \$500,000	

10. Profile of Fi	irm's Project E	xperience, Last 5 Yea	ars					
Profile	Number of	Total Gross Fees	Profile	Number of	Total Gross Fees	Profile	Number of	Total Gross Fees
Code	Projects	(in 1,000's)	Code	Projects	(in 1,000's)	Code	Projects	(in 1,000's)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

11. Project Examples, Last 5 Years

Profile Code	"P", "C", "JV", or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in 1,000's)	Completion Date (Actual or Estimated)
		1			
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	30			
12. The foregoing	is a statement of facts		Date:	
Signature:	Tv	ped Name and Title:		
olgi latul 6.				