



REQUEST FOR QUALIFICATIONS FORM

For Architectural & Engineering Design Services

1 – Firm Information

1a. Official Firm Name: _____

1b. Office Mailing Address: _____

1c. Official Street Address: _____

2 – Contact Principal

2a. Name: _____

Title: _____

License/Registration #: _____

Phone: _____ Fax: _____

Email: _____

2b. **I certify that I am duly authorized to represent the applicant applying for this project. I further certify that the foregoing information is accurate and complete to the best of my knowledge. I have read and understand the instruction sheet of Request for Qualifications Form.**

Signature: _____ Date: _____



3 – Licenses & Registrations

3a. LA State Board License/Registration #: _____ Date Granted: _____

3b. Occupational License Number: _____

(Attach a copy of registration certification)

4 – Personnel by Discipline

All personnel in firm by discipline (list each person only once by primary function)							
	Administrative		Ecologists		Interior Designers		Structural Engineers
	Architects (Licensed)		Electrical Engineers		Landscape Architects		Information Technology
	Architects (Intern or Student)		Engineer-In-Training		Land Surveyor		Other (Title)
	Civil Engineers		Environmental Engineers		Mechanical Engineers		Other (Title)
	Construction Inspectors		Estimators		Professional Land Surveyors		Other (Title)
	Draftsmen/CADD operators		Geologists		Sanitary Engineers Specification Writers		Other (Title)
	Designer/Technician		Geotechnical Engineers				Total Personnel



6 – Project Team Organization

Project Organizational Chart. Identify the key personnel and their responsibilities. Include Consultants/Associates as appropriate





7 – Key Personnel Resumes

Brief description of key personnel pertaining, including qualifications, registration/licenses, and experiences (with photo). These must be employed by the Architecture or Engineer firm and work at the official address listed in item 1c.

1. Name: _____ Title: _____

Anticipated Role in a Project: _____

Years of Experience: (With firm) _____ (With other firms) _____

Active Registrations: State Licenses/Certifications: _____

Summary of relevant experience:

2. Name: _____ Title: _____

Anticipated Role in a Project: _____

Years of Experience: (With firm) _____ (With other firms) _____

Active Registrations: State Licenses/Certifications: _____

Summary of relevant experience:



9 – Relevant Past Projects (Max 9)

List up to a maximum of nine (9) projects your firm has performed by the official address listed in Item 1c within the past 10 years that are similar or comparable to the proposed project.

Project Name	Type/Description	Status	Value	Federal Funding (List type if yes)



10 – Litigation History

Use this space to summarize litigation history of past and current projects, including errors and omissions.





11 – Small Business Participation & Diversity

Provide information that documents Small Business Participation and diversity:

- *Provide Small Business Plan described in "Exhibit B"
- *Provide complete staff make up
- *Provide percentage for staff diversity (i.e. 24%, 45%, 60%, etc.)



12 – Compliance & Audit History

The Jefferson Parish School Board places a strong emphasis on accountability and fiscal compliance.

Respondents must provide evidence of successful performance on federally funded projects, including FEMA, CDBG-DR, ESSER, or similar programs. Firms should disclose any past audits, findings, or corrective actions and demonstrate a consistent record of compliance with federal procurement, reporting, and reimbursement requirements