

CITY OF EL PASO A/E PREQUALIFICATION APPLICATION

Instructions:

1. Provide one (1) hard copy and a CD with a PDF file of the application package.
2. The package should be no more than 10 pages.
3. Ensure the package is signed by the authorized principal.
4. The firm is required to notify the City should there be a reduction in workforce of more than 20%.
5. The firm is required to notify the City should there be a change in key staff members.
6. The package should follow the outline listed below
7. A separate package is required for each discipline.

COMPANY PROFILE QUESTIONNAIRE

Business Name or Firm
Home Office Business Address
City, State, Zip

Phone and Fax
Person to Contact (cell phone and email address)
State and Year Established

Type of Business Organization:

Individual/Sole Proprietorship
Partnership

Other (attach explanation)
Joint Venture
Corporation

Present Branch Offices (home office for any key staff listed)

Discipline for which prequalification is being requested

Architectural
Civil Engineering
Commissioning
Construction Management
Cost Estimating
Electrical
Project 25/Radio Communications

Environmental
Geotechnical
Landscape
Mechanical
Structural
Survey
Traffic

Section A - Staff Members/Key Staff Members

1. List the Principals of the firm and give a personal History Statement for each as follows:

| | |
|------------------------------------|---------------------------------------|
| Name | As Principal in another firm: years |
| Years of Experience: | As other than Principal: years |
| As Principal in this firm: years | (Repeat for each Principal) |

2. List the Project Managers (list experience and qualifications under Section D)

| | |
|---------------------------------------|--|
| Name | Project Manager in another firm: years |
| Years of Experience: | As other than Associate: years |
| Project Manager in this firm: years | |

3. Identify other key personnel of the firm, list names and indicate specialties as appropriate

4. Attach an organization Chart

Section B - List of all in-house capabilities

List all in-house capabilities, i.e. survey, construction management, structural, etc.

Section C - Projects demonstrating expertise in discipline

| | |
|--|--------------------------------|
| Project Title - brief project description | Total Contract Value: |
| Location/Client | Owner Representative: |
| Project Manager & Design Project Engineer: | (Person familiar with project) |

Section D - Project Manager Competency and Qualifications

Expand on the experience/certifications/competencies of the Project Manager

CITY OF EL PASO A/E PREQUALIFICATION CRITERIA

PREQUALIFICATION APPLICATION EVALUATION

Consultant: _____

Discipline: _____ **Score due date:** _____

SCORESHEET

| | MAX POINTS | Scorer 1 | Scorer 2 | Scorer 3 | Score |
|---|------------|----------|----------|----------|----------|
| SUBMITTAL BY THE FIRM | 35 | | | | |
| A. Identification of all staff members and key staff members | 5 | | | | 0 |
| B. List of all in-house capabilities/disciplines | 5 | | | | 0 |
| C. Projects listed demonstrate expertise in discipline | 10 | | | | 0 |
| D. Technical competency and experience of the project managers proposed for the contract | 10 | | | | 0 |
| E. Based on the available staff and experience, does the consultant have the capability of completing the design of the project within a 5 month period. | 5 | | | | 0 |
| SUBTOTAL | | | | | 0 |

Reviewer 1: _____ **Effective date:** _____

Reviewer 2: _____ **Effective date:** _____

Reviewer 3: _____ **Effective date:** _____

Comments: