STATEMENT OF QUALIFICATIONS
SCORING

****

CONTACT: _____

NAME OF FIRM: _____

FIRM ADDRESS: _____

Evaluate the Architectural and/or Engineering Firm based on the points assigned to each selected criterion.

		CIRCLE POINTS			
	CRITERION	**POOR**	**GOOD**	**EXCELLENT**	**POINTS ASSIGNED**
1.	Ability to provide the disciplines necessary for this project.	0	1	2	_____
2.	The Firm's and Key personnel experience with this type of Project	0	1	2	_____
3.	Quality of reference information.	0	1	2	_____
4.	Has the Firm had experience with similar projects (provides examples)?	0	1	2	_____
5.	Is the price competitive? ____%	0	1	2	_____
				TOTAL POINTS	_____

Firm can meet PER/PAR deadline? ____ Yes _ No

Firm carries Errors and Omissions insurance? ____ Yes _ No

REVIEW COMMENTS: _____

_____

_____

_____

NAME & TITILE: _____

DATE OF REVIEW: _____

Appendix C:
Engineering/Architectural
Sample Statement of Qualifications

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NAME OF FIRM: _____

ADDRESS: _____

_____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

_____

_____

3. Titles, Names, and Addresses of all Officers:

_____

_____

_____

4. List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.

_____

_____

5. Does your firm carry Errors and Omissions Insurance?_____

6. If you were awarded the design, bid phase, and inspection for this project, what would your fee be?

_____

7. Does your firm charge for the preliminary engineering report (PER)?

If yes, what would the charge be? $_____

Can your firm meet the draft PER deadline? YES____ NO_____

8. List up to five (5) projects which demonstrate skills to be used on CDBG projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility.

1. _____

2. _____

3. _____

4. _____

5. _____

9. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

_____

_____

_____

10. List three (3) references for the Firm.

1. _____

2. _____

3. _____

11. Certifying that:

Mr./Mrs./Ms. _____ (signature) being duly sworn deposes and states that he/she is the _____ (title) of _____ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.