



**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
PROFESSIONAL CONSULTANTS SELECTION
ON-CALL ENGINEERING AND SURVEYING SERVICES**

City of Litchfield Park
214 W. Wigwam Boulevard, Litchfield Park, Arizona 85340

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation Title:	Professional Consultants Selection for On-Call Engineering Services
Release Date:	July 2, 2020
Advertisement Dates:	July 2, 2020 and July 9, 2020
Final Date for Inquiries:	July 23, 2020
SOQ Deadline:	July 30, 2020 by 2:00 p.m. (Arizona local time)
Oral Interviews (if necessary):	To Be Determined
Target City Council Award Date:	September 16, 2020
City Representative:	Woodrow Scoutten, PE City Engineer 214 W. Wigwam Boulevard Litchfield Park, Arizona 85340 Phone: (623) 889-6208

**PROFESSIONAL CONSULTANTS SELECTION
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**PROFESSIONAL CONSULTANTS SELECTION
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----- PART A -----

I. INTRODUCTION

The City of Litchfield Park, Arizona (the “City”) is seeking qualified professionals to be considered for contracts for on-call engineering services during the 2021 through 2024 Fiscal Years. The selected firms/individuals shall be knowledgeable in all areas of public works design and construction, including grading, drainage, paving, traffic control signing and striping, and land surveying. Firms shall also have extensive experience with CAD drafting services for exhibits and maps. Extensive knowledge of the Maricopa Association of Governments Uniform Standard Specifications and Standard Details is necessary. Qualifications shall be submitted in the form of a Statement of Qualifications (SOQ).

The Statement of Qualifications process will establish the terms and conditions governing the selection of firms/individuals to provide engineering and surveying services. All statements shall be in the specified format in the Submittal Requirements section below.

II. BACKGROUND

The City has determined that a need exists to supplement its current engineering capabilities. The City is looking for firms to provide a variety of design and drafting capabilities on an as-needed basis for a variety of assignment and projects that will typically be of a smaller size with a quick turnaround time for each assigned task. Larger projects will continue to be managed by EPS Group or other firms on a project-specific procurement basis. The tasks will be related to streets, drainage, traffic management, field surveys, legal descriptions, maps and exhibits.

It is the intent of the City to select and contract with one or more qualified engineering providers. Contract(s) that may be issued under this procurement shall be for Fiscal Years 2021 through 2024.

III. SELECTION OF QUALIFIED CONSULTANTS

Consultants will be selected in accordance with the Request for Statement of Qualifications (RFQ). Recommendations for selection shall be made by the City’s Selection Committee.

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The City of Litchfield Park (City) may award an On-Call Professional Service Agreement (Agreement) to one or more Consultants to provide Professional Engineering Services to the City. Agreements will be offered for an initial term of one (1) year, renewable for up to two (2) consecutive one-year periods at the sole discretion of the City. If the City decides to continue to receive professional services from a Consultant under the Agreement, the City will issue a professional services agreement amendment extending the term. If the City, at its sole discretion, decides not to renew, the City will issue a letter of notification of intent not to renew, which will terminate the Agreement accordingly.

Consultant(s) under contract will be selected to provide professional services based on the City's needs during the contracted period. The City shall issue a Purchase Order or Authorization for Services as required for each assigned task. No single Authorization for Services will exceed \$25,000. No Consultant will be awarded more than \$50,000 per contract year in aggregate value of Authorization for Services. Assignments will be generally small in size with quick turnaround times.

Consultants should anticipate an annual performance review, and, based on the Consultant's performance, the City may determine whether or not to offer an extension of the Agreement. The City may, at its sole discretion, terminate a Purchase Order or Authorization for Services or an Agreement if the City deems such action to be in its best interest.

IV. SUBMITTAL REQUIREMENTS

1. INSTRUCTION FOR SUBMITTAL: One (1) original unbound and two (2) bound copies of the SOQ are required by the City of Litchfield Park. The copies and the original shall be contained in a sealed envelope and marked "CITY OF LITCHFIELD PARK ON-CALL PROFESSIONAL ENGINEERING AND SURVEYING SERVICES" and shall be addressed and delivered to:

City Engineering Department
City of Litchfield Park
214 W. Wigwam Boulevard
Litchfield Park, AZ 85340

The Consultant's name and address shall be printed in the upper left corner of the envelope in which the submitted documents are contained at the time of delivery.

2. REJECTION OF SUBMITTAL: The City of Litchfield Park reserves the right to reject any and all SOQs and/or waive irregularity or informality in any such SOQ, at its sole discretion, to the extent permitted by law. The City of Litchfield Park further reserves the right to consider all Respondents submitting an SOQ to maintain interest up to 100 days following submittal of the SOQs, and to hold all SOQs, including the interest, commitments and availability indicated in the cover letter.

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JOINT-VENTURES WILL NOT BE CONSIDERED.

3. WITHDRAWAL OR CHANGE OF SUBMITTAL: A SOQ may be withdrawn by written notice, on the Consultant's letterhead stationery, received by the City of Litchfield Park Engineering Department at any time before the exact time and date specified for submittals. A submittal may be withdrawn in person by any Consultant or its authorized representative if, before the exact time set for submittal of the SOQ, the identity of the person requesting withdrawal is established and that person signs a receipt for the submittal. A withdrawn SOQ may be resubmitted and/or replaced at any time prior to the submittal time and date as specified in the RFQ.
4. NO CONSTITUTION OF OBLIGATION: This RFQ does not obligate the City of Litchfield Park to any cost incurred in the preparation of and the submission of the SOQ nor to enter into an agreement with any of the submitting firms or Consultants. All submittals become property of the City of Litchfield Park, will not be returned, and are subject to Public Records requests pursuant to Arizona law.
5. RIGHT TO REVIEW AND EVALUATE PERFORMANCE: Within forty-five (45) days after every project completion or as the City deems necessary, the City reserves the right to evaluate Consultant's performance, and provide a copy of the evaluation report to the Consultant. The Consultant shall then have ten (10) days to respond in writing to the evaluation. The evaluation factor under "Past Performance" in future selections for Consultants on City work that the Consultant may wish to participate.
6. INSTRUCTIONS, FORMAT AND EVALUATION CRITERIA FOR STATEMENT OF QUALIFICATIONS: The SOQ is limited to twelve (12) pages (excluding items as set forth below). The submittal package shall include the following pages in the order set out directly below with all pages, including resumes, subject to the formatting requirements outlined below:
 - A cover letter not to exceed one (1) page in length.
 - A narrative responding to the evaluation criteria (SECTION II. EVALUATION CRITERIA below) not to exceed eleven (11) pages in length.
 - Resumes (unlimited number of resumes, each resume not to exceed one (1) page in length; resumes do not count in the twelve (12) page limitation indicated above).
 - EXHIBIT "A" PRIME CONSULTANT INFORMATION SHEET (not to exceed one (1) page and does not count in the twelve (12) page limitation indicated above).
 - EXHIBIT "B" REFERENCES – PRIME CONSULTANT/SUB-CONSULTANT THREE-YEAR CONTRACT HISTORY (unlimited number of pages and does not count in the twelve (12) page limitation indicated above.)

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7. FORMATTING REQUIREMENTS:

- The outside of the front and back covers may be used to identify the SOQ, to display the consultant's company logo and/or address and contact information, and may contain images.
- The inside of the front and back cover shall be left blank and shall be one (1) solid color only. It is the intent that these covers not be used as part of the information provided in the SOQ.
- Do not include a Table of Contents or other pages or EXHIBITS not indicated above.
- If dividers are used, they shall be left blank except for text identifying the title or they will be counted as pages. No images or company identifying information will be permitted in divider pages.
- ***Fold out pages are not allowable.***
- A page shall be defined as an 8½ x 11 inch sheet, printed on one (1) side only.
- Type font shall be "New Times Roman" or "Arial", minimum font size 12 (uncondensed), single line spacing, and comply with the original software specifications regarding letter and line spaces. This includes the introductory letter, the narrative response to the evaluation criteria, text that is provided which is outlined or boxed, and the resumes. The ONLY exceptions to the type size requirements are Consultant name/logo, graphs, charts, maps, and image/photo captions. The font and font size requirement does not apply to the EXHIBITS as provided herein.
- Margins for all pages within the SOQ submittal (this includes the cover letter, narrative response to evaluation criteria, resumes and EXHIBITS) shall be one inch or greater on all pages of the submitted SOQ, this includes pages with text, graphs, images or the use of outlines or boxes.
- Headers and footers are allowed but shall only contain page numbers, Consultant's name/logo, and the title of the SOQ. Headers and Footers shall fall within a one (1) inch or greater area as measured from the outside edge of each sheet, and shall have a minimum of ½" clearance from the bottom and top of the edge of each page. In no case shall text (except for page number), images (except for the Consultant's logo), graphs, charts, maps or other items listed and not listed in the RFQ be allowed in the format of headers and footers.

Submittals exceeding the page limitations or failing to follow the format instructions outlined above may be considered non-responsive, and may be rejected at the sole discretion of the City, and the Consultant will be notified in writing of the reasons for rejection.

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8. SECTION CONTENT: The following describes more specifically the content of each section.

8.1 SECTION I – COVER LETTER (Maximum of **one** (1) page)

The cover letter shall be addressed to:

City Engineer
City of Litchfield Park
9555 West Van Buren Street
Litchfield Park, AZ 85353

The cover letter shall contain the following items:

- An expression of the Consultant’s interest in being selected for On-Call Professional Engineering and Surveying Services, possession of adequate, dedicated and responsible resources (personnel) and commitment to providing such services if deemed qualified and/or selected for a minimum of 100 days from the date of submission of the SOQ.
- A statement confirming the commitment of the key personnel identified in the submittal to the extent necessary to meet the City’s quality and schedule expectations.
- A summary of the key points regarding the Prime Consultant’s qualifications and those of the Consultant Team.

8.2 SECTION II – EVALUATION CRITERIA (Maximum of **eleven** (11) pages)

A. CONSULTANT TEAM

- Qualifications and relevant technical experience
- Unique qualifications of key members
- Organizational chart including significant Sub-Consultants (if applicable)
- Distance of Prime Consultant’s office from the City of Litchfield Park municipal Complex
- Knowledge of design and construction considerations specific to the City of Litchfield Park

B. FIRM’S CAPABILITIES

- Experience in municipal engineering services and land surveying and/or other specialty services related to operation and maintenance of city infrastructure
- Management and organizational capabilities
- Quality and cost control procedures/policies

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- Accountability of firm to avoid change orders

C. PAST PERFORMANCE

- Technical Performance (quality of product/service)
- Cost Control
- Timeliness
- Business Relations (professionalism, focus on satisfaction, approach to change proposals and resolution or avoidance of disputes)

The City of Litchfield Park reserves the right to contact those references shown on Exhibits B & C regarding evaluation of past performance.

D. RESPONSIVENESS

- Small assignments or exhibits undertaken on a time and material basis shall be completed within five (5) business days following the date of the Authorization for Services
- For larger assignments that require a lump sum proposal, the Consultant shall provide the proposal within five (5) business days following a written request from the City Engineer. The schedule for completion of the work will be negotiated and documented in the Authorization for Services

E. SCHEDULE

- Internal measures proposed for timely completion in accordance with the requirements of paragraph 8.2D above
- Scheduling of individual requests for services
- Mechanisms in place to ensure timely responses to City requests
- Project schedules in Microsoft Project, or compatible format where necessary
- Flexibility of consultant firm related to a variable work load throughout the contract period
- Quality Assurance or Quality Compliance measures the Consultant provides for all of its projects

8.3 SECTION III – RESUMES

Resumes shall not be more than one (1) page for all personnel who will perform the services herein.

8.4 SECTION IV – ATTACHMENTS

The items specified hereunder as EXHIBITS are not considered part of the page count limitation. Additional pages not specified will count toward the limitation.

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- PRIME CONSULTANT INFORMATION SHEET (see EXHIBIT “A”) shall be submitted by the Prime Consultant submitting the SOQ.
- PRIME CONSULTANT/SUBCONSULTANT THREE-YEAR CONTRACT HISTORY (see EXHIBIT “B”) shall be submitted by the Prime Consultant and for each subconsultant listed in the Prime Consultant’s SOQ.
- PRIME CONSULTANT PERFORMANCE INQUIRY FORM (see EXHIBIT “C”) shall be submitted for the Prime Consultant submitting the SOQ per the following instructions:

Provide the Consultant Performance Inquiry Form (EXHIBIT C) to not less than three (3) references. Those references are to e-mail, fax or mail the form directly to the City of Litchfield Park: email to wscoutten@Litchfield-Park.org, faxed to (623) 935-5427 or mailed to Engineering Department, City of Litchfield Park, 214 W. Wigwam Blvd, Litchfield Park, AZ 85340, all attention Woody Scoutten. These forms must be received on/or before the Due Date of Thursday, July 30, 2020 at 2:00 p.m., local time. Do not use the City of Litchfield Park or Litchfield Park staff or City projects for references. The Consultant responding to this RFQ is responsible for the timely receipt of completed Consultant Performance Inquiry forms by the City. Woody Scoutten may be contacted at (623) 889-6208 or wscoutten@Litchfield-Park.org to verify receipt of Consultant Performance Inquiry forms. Do not include EXHIBIT C as part of the SOQ submittal. It must be submitted to the City in confidence by the reference agency/client.

9. **SOQ submittals are due no later than 2:00 p.m. local time, on July 30, 2020.**
10. Inquiries. Any question related to the RFQ shall be directed to the City Representative whose name appears on the cover page of this RFQ. Questions shall be submitted by email before the date indicated on the cover page of this RFQ. Any correspondence related to the RFQ shall refer to the title and number, page and paragraph.
11. Late SOQs. Late SOQs will not be considered. A firm/individual submitting a late SOQ shall be so notified.
12. Withdrawal of SOQ. At any time prior to the specified Due Date and Time, a firm/individual (or designated representative) may withdraw its SOQ. Facsimile, electronic (email) or mailgram SOQ withdrawals will not be considered.
13. Amendment of SOQ. At any time prior to the specified Due Date and Time, a firm/individual (or designated representative) may amend its SOQ. Facsimile, electronic (email) or mailgram SOQ amendments will not be considered.

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14. Cost of SOQ Preparation. The City does not reimburse the cost of developing, presenting or providing any response to this solicitation. SOQs submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The firm/individual is responsible for all costs incurred in responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of the City and will not be returned.

15. Public Record. All SOQs shall become the property of the City and shall become a matter of public record available for review in accordance with applicable law.

16. Confidential Information.
 - If a firm/individual believes that a SOQ contains information that should be withheld from the public record, a statement advising the City Representative of this fact shall accompany the submission and the information shall be identified.
 - The information identified by the firm/individual as confidential shall not be disclosed until the City Representative makes a written determination.
 - The City Representative shall review the statement and information and shall determine in writing whether the information shall be withheld.
 - If the City Representative determines to disclose the information, the City Representative shall inform the firm/individual in writing of such determination.

17. Licensing and Registration. Prior to the award of the Project, the successful firms/individuals shall be licensed with the Arizona Corporation Commission and the Arizona State Board of Technical Registration to conduct business in Arizona. The firm/individual shall provide licensure information with the SOQ.

18. Certification: By submitting a SOQ, the firm/individual certifies:
 - The submission of the SOQ did not involve collusion or other anti-competitive practices.
 - It shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11456.
 - It has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor or service to a City employee, officer or agent in connection with the submitted SOQ. Failure to sign the SOQ, or signing it with a false statement, shall void the submitted SOQ and any resulting Agreement.

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- That all persons or entities who respond or intend to respond to this RFQ, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, members, lobbyists, or attorneys, shall only discuss matters associated with this RFQ with the City Representative designated in this Solicitation and shall not have any direct or indirect contact about this RFQ with any other City staff or City official, including, without limitation, members of the selection panel, the City Manager, Assistant City Managers, the Mayor, or any member of the Litchfield Park City Council.
- In addition to reviewing and understanding the submittal requirements, it has reviewed the attached Professional Services Agreement including the Scope of Work and other Exhibits.

V. SCORING

A Selection Committee will evaluate submittals. Firms/individuals will be evaluated and scored according to the following maximum 100-point system:

1. Consultant Team	40 points
2. Firm's Capabilities	30 points
3. Past Performance	15 points
4. Schedule	15 points

VI. SELECTION PROCESS

1. The City's Selection Committee will review and score each in accordance with evaluation criteria provided in this RFQ and rank the top three (3) Prime Consultants considered most qualified. These highest ranked Prime Consultants will be considered for the award of contracts.

The City reserves the right to conduct interviews of submitting Consultants. If interviews are conducted, interviews will be done of a short list of not more than three (3) Consultants submitting an SOQ. If interviews are conducted, interview evaluation criteria will be provided to the interviewed firms prior to the interviews.

2. An SOQ submittal is an offer to contract with the City based upon the terms, conditions and specifications contained in this RFQ and the firm/individual's responsive SOQ, unless any of the terms, conditions, or specifications is modified by a written addendum or agreement amendment; provided, however, that no contractual relationship shall be established until the firm/individual has signed, and the City has approved, a Professional Services Agreement between the City in substantially the form included herein.

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VII. NON-RESPONSIVE SUBMITTALS

The SOQ format herein shall be followed when expressing interest in On-Call Professional Engineering Services. An SOQ not following the correct format may be considered non-responsive and may be rejected and not be given any further consideration, at the sole discretion of the City.

VIII. AWARD OF CONTRACT

Upon the final ranking and designation of the final list, the City may proceed to negotiate and enter into an Agreement with up to three of the top three (3) highest ranked Prime Consultants with whom the City is able to successfully negotiate terms, conditions and price of an Agreement to the parties' mutual satisfaction. The Agreement will incorporate the terms set forth in Section III above. Entering into an Agreement with the City does not necessarily guarantee that the City will issue future Purchase Orders or Authorizations for Services to the Prime Consultant(s). As stated in Section III above, Purchase Orders or Authorizations will be issued based upon the City's needs.

IX. PROTESTS

Pursuant to A.R.S. Section 34-604(J), protests related to this RFQ may be filed with the City Clerk pursuant to the City's procurement protest policy and procedures of the Arizona State Department of Administration.

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EXHIBIT "A"
PRIME CONSULTANT INFORMATION SHEET
(Complete and Return with Your Qualifications Statement)

PROJECT: On-Call Professional Engineering Services

FIRM NAME: _____

Address of Primary or Corporate Headquarters	
Name of Principal, Title	
Address of Local Office	
Phone	
Fax	
e-mail	
Discipline / Service	
Name & Title Who will Execute Agreement	
Name & Title Who will Receive Notices (Article 3)	
Address of Primary or Corporate Headquarters	
Name of Contracts Contact Person	
Phone	
Fax	

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EXHIBIT "B"
PRIME CONSULTANT/SUBCONSULTANT THREE-YEAR CONTRACT HISTORY
(Complete and Return with Your Qualifications Statement)

PROJECT: On-Call Professional Engineering Services

FIRM NAME: _____

CLIENT	PROJECT NAME OR SERVICES PROVIDED	CONTRACT COMPLETION DATE (if current, so state)		TOTAL FEES PAID	REFERENCE NAME AND TEL/FAX NUMBER
		Start	Complete		

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**EXHIBIT “C”
PRIME CONSULTANT PERFORMANCE INQUIRY**

PRIME CONSULTANT: Please fill out your name & address and send to Referring Agency/Client.

PRIME CONSULTANT: _____

ADDRESS: _____

The City of Litchfield Park is considering this Prime Consultant’s application to provide Profession Engineering Services to the City. Please rank the Consultant’s past performance in the categories indicated below using a scale of 1 to 5, with 5 being exceptional. Please e-mail, fax or mail your completed questionnaire to the following on or before Thursday, July 30, 2020 prior to 2:00 p.m. local time.

EMAIL: wscoutten@Litchfield-Park.org
FAX: (623) 935-5427
ATTENTION: Woody Scoutten

MAIL: Engineering Department
 City of Litchfield Park
 214 W. Wigwam Blvd
 Litchfield Park, AZ 85353

WE SINCERELY APPRECIATE YOUR COOPERATION.

REFERRING AGENCY/CLIENT INFORMATION:

Name of Agency/Client: _____

Survey Completed By: _____ Position: _____

NAME OF THE PROJECT TO WHICH SURVEY REFERS: _____

RATING SCALE

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 = Most requirements not met
2 = Some requirements not met, ineffective correction actions
3 = Met all requirements; minor problems; effective corrective actions | 4 = Met requirements, exceed some (5%): minor problems; effective corrective actions
5 = Met all requirements, exceeded a significant amount/number; no or minor problems’ highly effective corrective actions’ quality results or product; innovative |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Note: If the consultant met all your requirements, they should get a “3”. They should get a higher score only if they exceeded your requirements and expectations.

PRIME CONSULTANT REFERENCES QUESTIONNAIRE		Rating(*)
1	Technical performance (quality of product/service)	
2	Cost Control	
3	Timeliness	
4	Business Relations (professionalism; focus on customer satisfaction, approach to change proposals, dispute resolution)	
TOTAL		

Comments: (Please include any comments you wish to offer. Respondent may attach one additional sheet if needed.)

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----- PART C -----

X. FIRM/INDIVIDUAL INFORMATION FORM

By sending a Statement of Qualifications, the submitting firm/individual certifies that it has reviewed the administrative information and draft of the Professional Services Agreement's terms and conditions and, if awarded the Agreement, agrees to be bound thereto.

FIRM/INDIVIDUAL SUBMITTING
PROPOSAL

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE: _____

EMAIL ADDRESS: _____
