

# Statement of Qualifications

Professional Architectural and Engineering Services

**SOQ No. 007-014**

Packet for the Term  
July 2008 to June 2010



**PROFESSIONAL ARCHITECTURAL AND  
ENGINEERING SERVICES  
STATEMENT OF QUALIFICATIONS**

**Packet for the term of  
July 2008 to June 2010**

**TABLE OF CONTENTS**

Chapter:	Title:	
	Table of Contents .....	1
1	Introduction .....	2
2	Submittal Instructions .....	3
3	Service Categories Defined .....	6
4	Evaluation Procedure .....	12
	Frequently Asked Questions .....	13
5	Submittal Forms .....	15
	• CNLV Form A - General Information	
	• CNLV Form B - Personnel Experience - Professional	
	• CNLV Form C - Personnel Experience - Technical and Key Staff	
	• CNLV Form D - Equipment Listing	
	• CNLV Form E - List of Tests and Procedures for Geo-technical Engineering and Materials Testing & Inspection	
	• CNLV Form F - Service Category	

## Chapter 1 INTRODUCTION

On Monday, June 30, 2008, the City of North Las Vegas, (City), Public Works Department, Engineering Services Division (Division) will discard all Statement of Qualifications (SOQs) and Technical Proposals currently on file. The City is now requesting updated SOQs from qualified firms to provide professional architectural and engineering services, for the term July 2008 to June 2010, to facilitate the implementation of the City's Capital Improvement Program.

This packet contains all the forms necessary for firms to respond to the City's request for Statements of Qualifications (SOQ Packets) for professional architectural and engineering Services for the term July 2008 to June 2010. Firms are advised to carefully review all contents of this packet. Only submittals properly completed as instructed will be accepted for evaluation.

Firms interested in providing one or more of the services identified herein must complete a **separate**, bound SOQ Submittal for **each** Service Area using the information and forms contained in this packet. Submittals will be accepted from 8:00 a.m. to 5:30 p.m., Monday through Thursday, until the **deadline of 5:00 p.m., Thursday, May 22, 2008.** Electronic copies of the SOQ Packet may be obtained online at Demandstar.com, rfpdepot.com, and on the City's website at:

[www.cityofnorthlasvegas.com/Departments/PublicWorks/Engineering](http://www.cityofnorthlasvegas.com/Departments/PublicWorks/Engineering)

The packet may also be picked up in person at Engineering Services, 2288 Civic Center Drive, North Las Vegas, Nevada, 89030.

Submittals shall be delivered to the following address:

City of North Las Vegas  
Public Works Department  
2288 Civic Center Drive  
North Las Vegas, NV 89030

Any questions regarding this solicitation for services shall be directed to Ms. Kelly J. Moon, Engineering Project Coordinator, at phone number (702) 633-1363, TDD (800) 326-6868, fax number (702) 633-1158, or by email at [moonk@cityofnorthlasvegas.com](mailto:moonk@cityofnorthlasvegas.com). Please note that the Public Works Department and other City Staff will not be available to personally meet with any proposing firm to discuss this solicitation prior to the submission deadline.

There will be an SOQ General Informational Meeting held on Wednesday, April 16, 2008 at 9:00 a.m. at the City of North Las Vegas Library Meeting Room located at 2300 Civic Center Drive, North Las Vegas, Nevada 89030.

The City is an Equal Opportunity Employer, and women-owned and minority business enterprises are encouraged to submit.

## Chapter 2

### SUBMITTAL INSTRUCTIONS

#### General

1. Each firm must provide four (4) bound hard copies of its submittal.
2. Each hard copy must be bound as a separate submittal for each Service Area.
3. Submittals must contain a compact disc (CD) of an exact copy of all the hard copy information in Adobe Acrobat (.PDF) format. This CD will become the City of North Las Vegas' record copy.
4. Please follow the organization, order, and numbering presented in this package.
5. All submittals must be typed on the forms provided in this package. Facsimile forms, created with microcomputer word processing programs or on typewriters, are acceptable. These facsimiles, however, must use the layout and format as the original forms. Slight adjustments to the forms, such as margin and paragraph spacing, are acceptable. These adjustments, however, must not change the wording or numbering of questions, the order of requested information, or increase, or decrease, the amount of information requested.
6. All forms can be downloaded from the City's "web" site at:

[http. //www.cityofnorthlasvegas.com/Departments/PublicWorks/Engineering](http://www.cityofnorthlasvegas.com/Departments/PublicWorks/Engineering)

To receive a Statement of Qualifications Packet via e-mail, or a hardcopy, please contact Glenda Washington at (702) 633-2005 or by e-mail at [washingtong@cityofnorthlasvegas.com](mailto:washingtong@cityofnorthlasvegas.com). In general, all typing on the forms should be in ten to twelve point (or ten to twelve pitch) size font, using normal font types such as Arial, Times Roman, Helvetica, Courier, Pica or Elite. Do not use cursive, script or brush type fonts. Tab and separator sheets may use larger font sizes.

7. Each submittal section must have a clearly recognizable divider. Preferably, this divider will be a tabbed sheet or a colored, heavy bond paper, with the name of the section clearly typed on this divider.

#### Submittal Order:

Each Service Area Submittal must conform to the following organization order, numbering page limit, and contents:

##### Section I - Firm's Cover Letter

The firm's cover letter is a brief (one- to two-page) introduction of the firm's submittal and the proposed scope of services. An officer of the firm must sign the letter. The firm must state that it meets the following requirements:

- (1) The firm has a local office in the Las Vegas Valley,
- (2) A majority of the work will be performed locally,

- (3) The firm will have a project manager, agreeable to the City, available at the firm's local office during the term of any contract with the City, and
- (4) The local office representative is able to legally execute all contracts with the City.

## **Section II - CNLV Form A - General Information**

Please complete all lines of the form and check off the boxes agreeing to requirements for providing professional services to the City of North Las Vegas.

## **Section III - CNLV Form B - Personnel Experience – Professional Staff**

Complete the fields for the local office's professional staff. The form requires the State of Nevada Board of Professional Engineering and Land Surveyors license number, Nevada State Board of Architectural Interior Design and Residential Design (NSBAIDRD) number, or Nevada State Board of Landscape Architects number.

### **Professional Resumes**

Provide resumes for all local, professional staff that are registered with the Nevada State Board of Architecture, Interior Design, and Residential Design, the State of Nevada Landscape Architecture Board, or the State Board of Professional Engineers and Land Surveyors. Be sure to include certifications such as LEED AP. Please limit resumes to approximately one page per person.

## **Section IV - CNLV Form C - Personnel Experience – Other Technical and Key Staff**

List all other employees in technical fields or key staff positions along with any pertinent certifications or endorsements they hold. This form may include any staff required to complete a project within the firm's service categories. Form requires the firm to certify that the listed individuals are residents of the Southern Nevada community.

## **Section V - CNLV Form D - Equipment Listing**

List all equipment necessary to provide the service being considered that the firm is willing to commit locally and which it currently owns or leases.

## **Section VI – CNLV Form E - List of Tests and Procedures for Geotechnical Engineering and Materials Testing & Inspection**

If the submittal contains a "Geotechnical and Environmental Engineering" service category, the firm must include a CNLV Form E - List of Tests and Procedures for Geotechnical Engineering and Materials Testing & Inspection. Otherwise, this form is not required.

**Note that Sections I through VI may be duplicated but must be submitted for each Service Category Area Submittal.**

## **Section VII - Service Category**

Complete the following forms for each service category the firm is interested in providing service. Photos are acceptable.

Firms interested in providing services in these categories must be the prime consultant for the services provided and must perform more than fifty percent (50%) of the work.

### **- CNLV Form F - Service Category**

Page 1 of 2 - Provide the evaluator with a tentative project team that would be used to complete a typical project in this service category. Use table B to list sub-consultants.

Page 2 of 2 – Provide the firm's relevant projects to the Service Category. Do not list more than 10 projects. List the firm's most recent and local projects first. For each project, check the box indicating whether the firm was the prime consultant or a sub-consultant. List up to three (3) key staff involved with the project and the role they served on the project team.

### **Project Resumes**

Following Form F, please provide up to 10 project descriptions, including photos, renderings, site plans, etc. Order these to match the order of the projects listed on Form F and identify the pages with the same project names as listed. Provide details such as the project limits, the scope of services, and the project bid structure (i.e. bid-build, design-build, construction management at risk). Feel free to list any personnel and their involvement with projects that are not listed on Form F. Any person listed in the project description should be listed in Form B and have a resume in the section following Form B.

## Chapter 3

### SERVICE CATEGORIES DEFINED

The City of North Las Vegas is looking for firms to provide expertise in one or more of the service categories listed below.

- A. New Building Design
- B. Renovations & Tenant Improvements
- C. Construction Management – Horizontal
- D. Construction Management – Vertical
- E. Flood Control Engineering
- F. Geotechnical & Environmental Engineering
- G. Interior Design & Space Planning
- H. Land Surveying
- I. Mechanical / Electrical / Plumbing (M/E/P)
- J. Parks Design
- K. Right-of-Way Engineering & Acquisition
- L. Roadway Design
- M. Sewer & Water Utility Design
- N. Traffic Engineering
- O. Trails & Landscape Design
- P. Utilities Rehabilitation

Firms interested in providing a service in one of the aforementioned service areas must be the prime consultant for that service and must perform more than fifty percent (50%) of the service.

#### **A. New Building Design**

Provide all architectural and engineering services for the design and construction of new municipal buildings and/or associated sitework. Services may include, but not be limited, to the following: site selection, master planning, programming, renderings, cost estimates, feasibility studies, ADA evaluation and resolution, life cycle cost estimates, schematic design, design development, final design, presentations, FF&Es, construction plans, construction documents, permitting, construction support, peer review of building designs by others, and On-Call Services. Firms should also include experience in LEED certified projects, design-build projects, and construction management-at-risk projects.

#### **B. Renovations & Tenant Improvements**

Provide all architectural and engineering services, including subconsultants as necessary, to design minor renovations, building remodels, and expansion of existing facilities. Services may include, but not be limited, to the following: master planning, renderings, cost estimates, feasibility studies, ADA evaluation and resolution, programming, staff relocation plans, life cycle cost estimates, peer review of building designs by others, schematic design, design development, final design, presentations, FF&Es, construction plans, construction support, and On-Call Services.

Projects will typically cost less than one million dollars and will likely include architecture and mechanical, electrical and civil engineering services.

**C. Construction Management – Horizontal**

**D. Construction Management – Vertical**

Administration: Provide resident project representative(s) and licensed project engineer and/or project manager for a construction project. Inspect and document contractor's work, prepare pay requests and change orders, as needed. Provide liaison with the public, sub-contractors, utilities, other governmental agencies, and other involved parties.

Material Testing and Inspection: Conduct plant and/or field sampling, inspection and perform standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures. Document results of tests performed.

Bidability and Constructability Review: Provide services to perform detailed plan and specification reviews to identify errors, omissions, and insufficient or ambiguous details, to review coordination between design disciplines, to analyze and/or develop project schedules, to identify areas where significant cost savings could be realized and to provide a constructability report summarizing their findings. Work may include attendance at design coordination meetings, field reviews, and utility / right-of-way research.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, the consultant should be capable of evaluation and enhancement of existing City of North Las Vegas claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Preference may be given to those firms that exhibit construction claims experience.

*Firms interested in providing horizontal construction services will typically have experience in the construction of roadways, bridges, traffic signals, flood control systems and facilities, parks, trails, and/or utilities. Vertical construction is reflective of services required for new buildings, remodels or expansion projects, and requires expertise with North Las Vegas building code requirements.*

**E. Flood Control Design**

Provide engineering services for the design of both open and closed conduit storm water collection and conveyance facilities as are typically identified in the Clark County Regional Flood Control District's Master Plan. Services may include preliminary engineering, final design, bid phase support and construction management support services for the preparation of plans, specifications, bid documents, and construction cost estimates for the facilities including inlets, transition structures, culverts, and

associated hydrology and hydraulics for off-site and on-site for existing, proposed and/or future conditions. Design may include right-of-way and easement acquisition.

## **F. Geotechnical & Environmental Engineering**

**Site Investigation and Soil Analysis:** Investigate on-site/off-site soil and rock properties and make recommendations on the use of those materials for structures normally associated with buildings, roadways, utility, and flood control improvements. Services may also involve conducting and documenting results of plant and/or field sampling, inspecting and performing standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO, or other applicable procedures.

**Environmental Engineering:** Provide on-site assessments, surveys and laboratory tests for the presence of hazardous materials and make recommendations. This work may include, but not be limited to the following: environmental permitting, environmental clean-up and restoration, environmental sample collection and testing, preparation of environmental assessments and impact statements, environmental modeling, and asbestos abatement.

## **G. Interior Design & Space Planning**

Provide professional services to evaluate interior space utilization needs and prepare conceptual drawings and construction documents for interior spaces. Services may include developing office space standards, programming, circulation studies, relocation plans, layouts, 2- and 3-dimensional renderings presentation materials, and providing assistance in preparation of specifications and procurement of furniture, finishes, fixtures, and equipment for remodels, renovations and new construction.

## **H. Land Surveying**

**Aerial Mapping:** The employment of the principles and practices of aerial photogrammetry as it relates to infrastructure project development.

**Boundary, Topographical and Alignment Surveys:** Establishment of boundaries, alignments, limits of rights-of-way and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor's authority, the preparation of certified legal descriptions of the area surveyed and acquisition areas, preparation of right-of-way plans/plats and the measurement of the earth's contours and of fixed works.

**Construction Staking:** Construction staking will include the verification of horizontal alignment or boundary configuration, limits of right-of-way, the vertical controls from which a project is to be constructed, the establishment of necessary site specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed project improvements. Project improvements may be defined as improvements normally

associated with the construction of urban arterial roads, collector roads, special improvement districts, flood control improvements, sanitary sewer improvements, and/or park improvements.

## **I. Mechanical / Electrical / Plumbing (M/E/P)**

NOTE – Consultant may submit for all three sub-areas or for any of the individual sub-areas.

**Mechanical Engineering:** Provide HVAC design services for new facilities or remodel of existing facilities including preliminary design, final design, bid phase support and construction management support services. This work may include, but not be limited to: Heating/Ventilating/Air Conditioning design, drawings, specifications, material specification and cost estimating.

**Electrical Engineering:** Provide professional engineering services for the design of electrical systems for new facilities or remodel of existing facilities including preliminary design, final design, bid phase support and construction management support services. This work may include, but not be limited to: electrical design, drawings, specifications, material specification and cost estimating, including building electrical and backup power. This category also incorporates low voltage, audio-visual and electronic signage design. Services may also include the design, layout, and development of conduit, wiring, and infrastructure systems necessary for use within building interiors for network, voice, data, video, and security applications.

**Plumbing Engineering:** Provide plumbing design services for new facilities or remodel of existing facilities including preliminary design, final design, bid phase support and construction management support services. This work may include, but not be limited to: Plumbing design, drawings, specifications, material specification and cost estimating.

## **J. Parks Design**

Provide professional landscape architecture and engineering services for the preparation of plans, specifications, and bid documents for the design and construction of new community neighborhood and regional parks, recreation facilities, open spaces, and the renovation of mature parks. This work may include programming, feasibility studies, reports, master planning, community outreach and park element definition, design development and final design, irrigation and lighting design, permitting, and offsite improvements design.

## **K. Right-of-Way Engineering & Acquisition**

**Right-of-Way Engineering:** Provide professional services necessary to perform right-of-way acquisition, negotiations, and relocation services. These services may include title searches, appraisal coordination and review, preparation of right-of-way maps and descriptions, right-of-entry and license agreements, and property management tasks.

Negotiations: Assist in the acquisition of right-of-way by negotiation or eminent domain proceedings, make offers, explain appraisals, provide liaison duties between the City and property owners, monitor escrows, maintain diaries, records and paperwork, and prepare pre-condemnation packages.

Relocation Services: In compliance with the Uniform Relocation Act and applicable state and federal policies and regulations, perform project relocation studies, and provide relocation advisory assistance to displaced commercial and residential occupants; compute benefits and review benefit applications; maintain diaries and generate reports; and provide close coordination between relocation and acquisition activities.

## **L. Roadway Design**

Urban Street Design: Design of typical arterials (normally four to eight lanes wide with right-of-way widths of 80 to 120 feet) located in North Las Vegas. Design includes pavement, curb, gutter, sidewalks, ADA accessibility, drainage improvements, traffic control devices, median landscaping (as required), utility relocation, Special Improvements Districts (SID), and reconstruction within developed areas. Provide all engineering services for the preparation of plans, specifications, bid documents, and construction cost estimates.

Rehabilitation Design: Provide all engineering services for the testing and evaluating existing pavement sections. Provide all engineering services for the preparation of plans, specifications, bid documents, and construction cost estimates. Project may involve some minor structures and minimal right-of-way engineering.

*Major Projects will typically cost more than two million dollars and may require a special improvement district work, traffic improvement work, electrical engineering, structural engineering, and right-of-way engineering. Minor projects will typically cost less than two million dollars and will not normally require special improvement district engineering, electrical work, or structural engineering.*

## **M. Sewer & Water Utilities Design**

The design of sanitary sewer collection systems, manholes, lift stations, and meter stations; water pipelines, pipe reservoirs, wells, pump stations; related special structures and wet utility relocations. Provide all engineering services for the preparation of plans, specifications, bid documents, and construction cost estimates.

## **N. Traffic Engineering**

Traffic Design: Provide design and/or peer review services for related traffic control devices, such as traffic signals, pedestrian signals, signal equipment, roundabouts, traffic control plans, fiber optics, interconnectivity, intelligent transportation systems (ITS), pavement markings, traffic calming, signs, other traffic control device plans, preparation of geometric design and delineation plans. Provide all engineering

services for the preparation of plans, specifications, bid documents, and construction cost estimates.

**Traffic Study and Modeling:** Perform analysis of traffic operation, analysis of traffic flows, travel demand modeling and traffic simulation. Model and simulation requires knowledge of specialized transportation modeling software such as, but not limited to: CORSIM, HCS, SYNCHRO, and TRANSCAD applications.

**Plan Review:** Provide engineering review services related to off-site improvement plans for private land development projects, traffic studies, warrant studies, as well as permitting issues associated with special events and/or business licenses.

**O. Trails & Landscape Design**

Provide professional engineering, landscape architectural, and minor architectural services for the design and construction of multi-use trail improvements, streetscapes, highway/bridge aesthetic treatments, medians and landscaping for areas within public right-of-way. These services may include irrigation design, lighting, and maintenance recommendations.

**P. Utilities Rehabilitation Engineering**

Design and rehabilitation of existing sewer pipelines and manholes will include preparation of plans, specifications and bid documents utilizing trenchless technology methods, where possible. Work may include experience in specifying fold and form pipe repair, cured-in-place pipe repair, pipe bursting and other methods of repair. Qualifying firms should show experience in flow monitoring, condition assessment, flow-by-pass methodologies, manhole repairs and geographic information systems.

## Chapter 4

### SOQ EVALUATION PROCEDURE

Submittals will be initially checked to see if they state the following:

1. The firm has an office located in the Las Vegas Valley.
2. The firm has indicated it will do a majority [over fifty percent (50%)] of the work in the Las Vegas Valley
3. The firm has indicated it will have the project manager, agreeable to the City, available at the firm's local office during the term of any contract with the City.

**Only submittals with cover letters stating that the firm meets these three requirements will be included in the evaluation process.**

For each service category a minimum of three evaluators will review and assess all submittals for that service category. These evaluators may consist of City staff and/or personnel from other governmental entities with experience and expertise in the specific service category.

Evaluators will complete their evaluations independently of other evaluators. **On all submittals evaluators will evaluate the firm only on the basis of material contained within the submittal and the evaluator's personal knowledge of the submitting firm's performance on previous related projects. Information pertaining to service categories other than the one being evaluated should be disregarded.**

The evaluators will follow the procedure and guidelines presented below:

1. The local office's ability to demonstrate that it is a bonafide, fully-established, business enterprise that will likely continue to successfully operate locally for the foreseeable future under its current management (Forms A, B, and C).
2. Experience and qualifications of firm's employees to perform the service within the scope of the service area. (Forms B and C, and if applicable, Form F.)
3. Firm's equipment resources for the service category (Form D). Also for firms submitting for either Geotechnical or Materials Testing Categories, firms listing of tests and procedures (Form E).
4. Past history of providing similar services in the last five years (Form F).
5. Management philosophy and project approach, including identification of budgeting, scheduling, and quality control processes practiced by the firm (Form F).

Each evaluator will independently rate each firm/service area with a score from zero to one hundred. The total of the evaluator's scores will be used to establish a final ranking.

## **FREQUENTLY ASKED QUESTIONS**

- 1. Q.** *How does our firm get consideration to do consulting work for the City?*
- 1. A.** Download an SOQ Packet from the City's website, as previously indicated at [www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com), request one via email from Glenda Washington at [washingtong@cityofnorthlasvegas.com](mailto:washingtong@cityofnorthlasvegas.com), or pick one up from the Engineering Services Division, located at 2288 Civic Center Drive, North Las Vegas, Nevada 89030 (702) 633-2005, TDD (800) 326-6868, ADA Accommodations (702) 633-1510. Complete and submit SOQs in all Service Areas of your firm's expertise in accordance with the instruction package.
- 2. Q.** *If I have a question regarding preparation of an SOQ, who should I contact?*
- 2. A.** Kelly J. Moon, Project Coordinator, Engineering Services Division, phone number: (702) 633-1363 TDD (800) 326-6868, fax number: 702-642-0390, email: [moonk@cityofnorthlasvegas.com](mailto:moonk@cityofnorthlasvegas.com). If Ms. Moon is unavailable, please contact either Ms. Chris Schaefer at 702-633-1206 or Mr. Tom Brady at 702-633-1227.
- 3. Q.** *Can the SOQ PACKET be e-mailed to our firm?*
- 3. A.** Yes, but it may be also be obtained from the City of North Las Vegas' website, per instructions.
- 4. Q.** *What is different in this process from the previous (July 2006-June 2008) SOQ request?*
- 4. A.** Three primary changes in the new SOQ request are:
1. Service Areas have been revised to correspond to projects and Services anticipated during the term July 2008 - June 2010.
  2. Various minor modifications have been made to forms and procedures, and are intended to streamline the overall submittal process and encourage SOQ Submittals with information most applicable with the proposed service areas.
  3. Only SOQs submitted by the deadline will be evaluated and ranked (all Service Area rankings will again be completed as soon as possible after the deadline and posted on the City's website as soon as completed).
- 5. Q.** *On Forms "B" (Experience - Professional Staff) and "C" (Experience - Technical and Other Key Staff), do individual names need to be listed on the page, even if a staff member has no experience in a particular area listed on that page?*
- 5. A.** No. List the individual's name only on each applicable page.
- 6. Q.** *When and where are the SOQs due?*
- 6. A.** Thursday, May 22, 2008 by 5:00 p.m. delivered (or mailed) to 2288 Civic Center Drive, North Las Vegas, NV 89030.

**7. Q.** Does each submittal for a given Service Area need to be separately bound?

**7. A.** Yes. Each Service Area must be a separate submittal, and each of the four (4) required copies of each Service Area submittals must be bound separately and include an electronic copy in pdf format on one (1) separate readable CD.

**8. Q.** How do I find out where my firm ranked?

**8. A.** As areas are ranked during the July 2008 to June 2010 term, results will be posted on the City website online at [www.cityofnorthlasvegas.com/Departments/PublicWorks/Engineering, SOQ Information, Consultant Selection Criteria and Rankings](http://www.cityofnorthlasvegas.com/Departments/PublicWorks/Engineering,SOQ%20Information,Consultant%20Selection%20Criteria%20and%20Rankings). If the Service Area ranking results are not posted on the website, they have not been ranked.

**9. Q.** When does the City issue Professional Services Agreements instead of Purchase Orders?

**9. A.** See Table:

<b>Contract Type</b>	<b>Agreements</b>	<b>Purchase Orders</b>
Extent of Service	Complete Project Involvement	Specific Services or Tasks
Duration	Negotiated Term, Depending on Project and Phasing	Usually Short Duration (unless on-call, as needed services)
Fee	Negotiated Fee, Depending on Project Scope	Typically Under \$50,000 (may exceed \$100,000)
Utilization of Subconsultants	Negotiated, Depending on Firm's and Subconsultant's Expertise	Few or None
Example	Design of a New Building	Structural Design Services for a Simple Pedestrian Bridge

**Chapter 5**  
**SUBMITTAL FORMS**

for  
Professional Architectural and Engineering Services  
CNLV Forms A through F

**GENERAL INFORMATION**

**PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

**STATEMENT OF QUALIFICATIONS**

1. Date prepared: \_\_\_\_\_

2. Firm's name: \_\_\_\_\_

3a. Firm's address: \_\_\_\_\_

3b. Firm's Telephone No.: \_\_\_\_\_

4. Is your local office the main \_\_\_\_\_ or branch \_\_\_\_\_ or sole office? \_\_\_\_\_

5. Year your firm was established: \_\_\_\_\_

6. Year your local office was established: \_\_\_\_\_

7. Location of:

a. Main office: \_\_\_\_\_

\_\_\_\_\_

b. Local office: \_\_\_\_\_

8. Year former firm(s) were established:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

9. Name, title, telephone number and e-mail of two principals in firm who may be contacted:

a. \_\_\_\_\_

b. \_\_\_\_\_

10. List locations of other offices (no more than five):

	<u>Address</u>	<u>Telephone No.</u>	<u>No. of Personnel</u>
--	----------------	----------------------	-------------------------

a.	_____ ( ) _____	_____	_____
----	-----------------	-------	-------

b.	_____ ( ) _____	_____	_____
----	-----------------	-------	-------

10. (Continued)

	<u>Address</u>		<u>Telephone No.</u>	<u>No. of Personnel</u>
c.	_____	( )	_____	_____
d.	_____	( )	_____	_____
e.	_____	( )	_____	_____

11. Errors and Omissions insurance:

a. Amount your firm presently carries: \$ \_\_\_\_\_

b. Carrier's name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. If no insurance, state other arrangements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Total employees presently employed:

a. At your local (Southern Nevada) office: \_\_\_\_\_

b. In your firm: \_\_\_\_\_

c. Total wages reported by your firm to the State of Nevada Employment Security Division as shown on line 3 of form NUCS-4072 for the quarters ending:

12/31/06 \$ \_\_\_\_\_ 3/31/07 \$ \_\_\_\_\_

6/30/07 \$ \_\_\_\_\_ 9/30/07 \$ \_\_\_\_\_

13. By category, give the number of projects your firm is working on/has worked on:

	<u>CURRENT</u>	<u>LAST FIVE YEARS</u>
a. Public/Governmental	_____	_____
b. Commercial	_____	_____
c. Residential	_____	_____
d. Other	_____	_____

14. The City of North Las Vegas has adopted a policy that encourages the participation and utilization of minority and women-owned businesses. The City has adopted participation goals of 25% minority owned business utilization, 5% women-owned business utilization and 2.5% disabled veteran-owned business utilization.

a. Is your firm certified as a minority-owned, women-owned or disabled veteran-owned business?

Yes (specify) \_\_\_\_\_ No \_\_\_\_\_

b. If yes, by what governmental agency(s): \_\_\_\_\_  
 \_\_\_\_\_

c. With respect to your firm's local office employees, please complete the following:

	<u>NUMBER OF EMPLOYEES (LOCAL OFFICE)</u>		
	<u>MANAGERIAL- PROFESSIONAL</u>	<u>TECHNICAL</u>	<u>CLERICAL</u>
FEMALE	_____	_____	_____
AMERICAN INDIAN	_____	_____	_____
ALASKAN NATIVE	_____	_____	_____
ASIAN	_____	_____	_____
BLACK	_____	_____	_____
HISPANIC	_____	_____	_____
DISABLED VETERAN	_____	_____	_____

**CNLV FORM B - PERSONNEL EXPERIENCE - PROFESSIONAL STAFF** - List all professional members on staff in your Las Vegas, NV<sup>1</sup> office. Indicate **YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE** per each of the areas of professional expertise listed below. (include EITs & LSITs)

NAME	TITLE	Nevada License No.(s)	Education	YEARS OF EXPERIENCE			CATEGORIES OF PROFESSIONAL EXPERTISE (Reference Category of Expertise Codes Below) Enter: <b>YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE</b> * * (Σ=Career Total)															
		PE, NSBAIDRD, or NSBLA#	DG/YR	Las Vegas Office	Firm	Ca-reer Total	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		#	/																			
		#	/																			
		#	/																			
		#	/																			
		#	/																			
		#	/																			
		#	/																			

A. New Building Design	I. Mechanical / Electrical / Plumbing (M/P/E)
B. Renovations & Tenant Improvements	J. Parks Design
C. Construction Management – Horizontal	K. Right-of-Way Acquisition
D. Construction Management – Vertical	L. Roadway Design
E. Flood Control Engineering	M. Sewer & Water Utility Design
F. Geotechnical & Environmental Engineering	N. Traffic Engineering
G. Interior Design & Space Planning (Includes Low Voltage & Audio / Visual)	O. Trails & Landscape Design
H. Land Surveying	P. Utilities Rehabilitation

<sup>1</sup> Las Vegas, North Las Vegas, Henderson, Boulder City or Clark County, Nevada

**CNLV FORM C - PERSONNEL EXPERIENCE – Other Technical and Key Staff** - List all professional members on staff in your Las Vegas, NV<sup>1</sup> office. Indicate **YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE** per each of the areas of professional expertise listed below.

NAME	TITLE	Education	YEARS OF EXPERIENCE			CATEGORIES OF PROFESSIONAL EXPERTISE (Reference Category of Expertise Codes Below) Enter: <b>YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE</b> * * (Σ=Career Total)																
		DG/YR	Las Vegas Office	Firm	Ca-reer Total	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
		/																				
		/																				
		/																				
		/																				
		/																				
		/																				
		/																				
		/																				

A. New Building Design	I. Mechanical / Electrical / Plumbing (M/P/E)
B. Renovations & Tenant Improvements	J. Parks Design
C. Construction Management – Horizontal	K. Right-of-Way Acquisition
D. Construction Management – Vertical	L. Roadway Design
E. Flood Control Engineering	M. Sewer & Water Utility Design
F. Geotechnical & Environmental Engineering	N. Traffic Engineering
G. Interior Design & Space Planning (Includes Low Voltage & Audio / Visual)	O. Trails & Landscape Design
H. Land Surveying	P. Utilities Rehabilitation

<sup>1</sup> Las Vegas, North Las Vegas, Henderson, Boulder City or Clark County, Nevada



## List of Tests and Procedures for Geotechnical Engineering and Materials Testing & Inspection

Indicate your firm's local ability to perform the tests listed below. Please note that all tests and procedures shall be performed in accordance with standard AASHTO/ASTM methods, where applicable.

<u>Yes</u>	<u>No</u>	<u>Test</u>
<input type="checkbox"/>	<input type="checkbox"/>	Hollow stem auger drilling
<input type="checkbox"/>	<input type="checkbox"/>	Rotary drilling (air, foam, mud)
<input type="checkbox"/>	<input type="checkbox"/>	Standard penetration testing
<input type="checkbox"/>	<input type="checkbox"/>	Natural moisture/groundwater conditions
<input type="checkbox"/>	<input type="checkbox"/>	Soil classifications (sieve analysis, Atterberg limits)
<input type="checkbox"/>	<input type="checkbox"/>	In-place density/unit weight
<input type="checkbox"/>	<input type="checkbox"/>	Soil solubility
<input type="checkbox"/>	<input type="checkbox"/>	Soil chemical analysis (pH, sulfates, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Soil expansion from moisture and chemical reaction
<input type="checkbox"/>	<input type="checkbox"/>	Soil consolidation/hydro-collapse potential
<input type="checkbox"/>	<input type="checkbox"/>	Soil resistivity
<input type="checkbox"/>	<input type="checkbox"/>	Direct shear strength (angle of internal friction, cohesion)
<input type="checkbox"/>	<input type="checkbox"/>	R-value
<input type="checkbox"/>	<input type="checkbox"/>	CBR value
<input type="checkbox"/>	<input type="checkbox"/>	Soil resilient modulus
<input type="checkbox"/>	<input type="checkbox"/>	Soil percolation
<input type="checkbox"/>	<input type="checkbox"/>	Pavement visual distress surveys (cracking patterns, rutting, humps, depressions, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Deflection testing (Dynaflect, Road Rater or Falling Weight Deflectometer)

**Service Category:** \_\_\_\_\_

The City of North Las Vegas periodically engages engineering consultants for professional services in the above service category. The consultant's required services usually include all services as described in chapter 3 of the instructions to complete a project. The scope of the consultant's services may require the engagement of sub-consultants, support services or non-local firm employees for "specialized" work.

If your firm was selected for a project in this service category, list your tentative project team, their duties and their relative involvement based upon 1,000 total man-hours (M-H) for the project. List any sub-consultants, support services, or non-local firm employees which may be needed to fully complete this project.

**A. Consultant's local personnel**

NAME	TITLE	DUTIES/TASKS	M-H %

Estimated Man-Hour Distribution Total = 100%

**B. Sub-consultants, support services, or non-local firm employees**

NAME	SUPPORT SERVICE

# Form F

**Service Category:** \_\_\_\_\_

Name of registered principal\* responsible for this category: \_\_\_\_\_

PROJECT NAME & LOCATION	ROLE		PROJECT CONSTRUCTION COST	PROJECT OWNER'S NAME & ADDRESS	OWNER'S REPRESENTATIVES'S NAME & PHONE	KEY STAFF / ROLE	CONSTRUCT COMPLETION DATE
	Prime	Sub					

\*A principal is a person who occupies a position of management, shares in the firm's losses and is liable for the acts of the firm.