

**RETENTION OF DESIGN PROFESSIONAL FIRMS
PROJECT REFERENCE NO. FDC-500-817**

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (“Department” or “DCNR”), is issuing this Request for Proposals (“RFP”) from interested and qualified design professional firms (“Consultant” or “Offeror”) for an Open-End Contract or Contracts for various architectural, landscape architectural, and engineering design services. The contract or contracts will be for a 12-month period with four 12-month extensions possible. Projects will be assigned on an as-needed basis to ensure proper and safe operations of the Department’s infrastructure and facilities. The contract or contracts will be managed by the Department’s Bureau of Facility Design and Construction (“Bureau”).

The number of Open-End Contracts and the dollar amount of each contract will be at the discretion of the Department for the first year. The extent of the work for the subsequent four years of the contract will be dependent on the availability of additional funds and additional projects for those years, also at the discretion of the Department.

Proposals will only be accepted from individuals, firms, or corporations duly authorized to engage in the practice of architecture and/or engineering. If an individual, firm, or corporation not authorized to engage in the practice of architecture and/or engineering desires to submit a proposal said individual, firm, or corporation may do so as part of a joint venture with an individual, firm or corporation which is permitted under state law to engage in the practice of architecture and/or engineering in the Commonwealth of Pennsylvania. The design professional firm may be an architectural/engineering firm, an engineering/architectural firm, an architectural firm with landscape architectural and engineering sub-consultants, or an engineering firm with architectural and landscape architectural sub-consultants.

Background

Established on July 1, 1995, the Department is charged with maintaining and preserving the 121 State Parks; managing the 2.2 million acres of State Forest land; providing information on the state’s ecological and geologic resources; and establishing community conservation partnerships with grants and technical assistance to benefit rivers, trails, greenways, local parks and recreation, regional heritage parks, open space, and natural areas.

The Bureau provides multi-disciplined facility and infrastructure technical support to the other bureaus in DCNR in the areas of project design, project inspections, construction management, contract administration, surveying, and other technical advice and consultation. This Bureau is comprised of three Divisions: Dams, Bridges and Roadways Engineering; Environmental Engineering and Architecture; and Field Engineering and Contracts Management.

The Bureau’s Central Office (located in Harrisburg) is responsible for the development of architectural, landscape architectural, water and sanitary, bridge and roadway, and civil and environmental projects required to support the Department’s facility construction and maintenance program. The Central Office is comprised of five design sections: Architectural Design, Landscape Design, Sanitary and Water Management, Bridges and Road Management, and Civil

Design. In addition to project design, staff also provides technical architectural and engineering support and advice to assist field operation in State Parks and State Forests.

The Bureau also has four field offices: Northcentral Office in Emporium; Western Office in Moraine State Park; Southcentral Office in Shawnee State Park; and Eastern Office in Nockamixon State Park. Each office is responsible for providing direct engineering and technical support to the State Parks and Forests field operation staff in their area. Staff is responsible for project inspection and construction management to ensure contractor compliance with the construction contract documents as well as some project design.

PART I GENERAL INFORMATION

I-1 Issuing Office. The Department has issued this RFP on behalf of the Commonwealth. The sole point of contact for this RFP will be the Issuing Officer listed below. Please refer all inquiries to the Issuing Officer:

Michael Twigg, R.A.
Department of Conservation and Natural Resources
Bureau of Facility Design and Construction

Mailing Address:
P.O. Box 8451
Harrisburg, PA 17105-8451

Street Address:
400 Market Street, 8th Floor
Harrisburg, PA 17101

Email: mtwigg@pa.gov

I-2 Purpose. The open-ended design services work will primarily be architectural in nature but will also include building related sites, civil, landscape, structural, mechanical, plumbing, and electrical. It may occasionally include other related engineering work such as bridges, roadway, geotechnical, alternative energy, and utility infrastructure. Project types may include new construction and renovation, alteration, or addition to existing structures. Structure types cover a broad range of facilities typically found at State Parks and in State Forests and may include picnic pavilions, toilet facilities, shower houses, maintenance and storage buildings, visitor centers, and State Park and State Forest District office and administration buildings.

Many of the projects may be for buildings less than 5,000 square feet in size and small in terms of project scope. Construction budgets for typical projects have ranged from as low as \$25,000 to as high as \$7,000,000. The average construction budget is likely to be less than \$2,000,000. Consultants should give strong consideration to the typical project size when submitting a proposal in response to this RFP.

The services anticipated under the contract may include project planning, scoping and programming; budget estimating; site visits; existing facility review, assessment, and documenting; life cycle cost analysis; budget estimating; computer energy and daylight modeling; alternative energy analysis; environmental, historical, and cultural clearances; conceptual design; design development; construction documentation including preparation of drawings and specifications; detailed cost estimating; alternatives cost analysis; utility coordination; permit

preparation and submission; construction administration including construction submittal review and construction inspection; and existing building code and facility condition reviews. Permitting services may include PA UCC building permits, DEP Chapter 102 and 105 sanitary permits, public water supply permits, NPDES permits, erosion and sedimentation control plans, water encroachment plans, storm water management plans, and land development plans.

All work will be performed with a focus on environmentally sustainable design and construction principles and practices and climate change adaptation, mitigation, and resiliency. All projects designed under this contract must achieve a high level of environmental performance, durability, energy and resource efficiency, and healthy indoor air quality through integrated design and sustainable practices, features, and technologies. Designs should implement financially feasible and technologically sound strategies to conserve energy and to surpass current norms for water conservation, waste management, and recycling. Furthermore, the quality of the indoor environment (including quality of indoor air, light, acoustics, and personal controllability of building systems) must be of primary consideration. Sustainability should be incorporated into the earliest design decisions. Projects may require certification through the LEED Green Building Rating system, Green Globes, Passive House, or other similar certification programs.

Projects will be located throughout Pennsylvania. The Consultant will be required to travel to the project sites. The Department will make project assignments through individual Work Orders. The scope of the Work Order may range from full responsibility for all aspects of the design to a collaborative design effort with Department in-house staff where only one or more specific design disciplines are required. Work Orders may be for a single phase or portion of a project, such as conceptual design, or for all phases of the entire project. The work shall be identified in the Work Order by a series of tasks that encompass the full scope of the project. The number and description of the tasks will vary based on a project's scope and complexity. A typical Work Order will require formal submissions at the end of the Sketch (10%), Preliminary (50%), Pre-Final (95%), and Final (100%) design stages. Complexity may require more or less submissions for certain projects. The Consultant will be required to develop and maintain a detailed project schedule showing all related project tasks including design phases, submissions, review periods, and timelines for required permits. The project schedule shall identify the critical path for completion for the project. The Bureau will assign a Project Coordinator to each Work Order. The Project Coordinator may change from project to project. A Performance Review may be performed by the Project Coordinator at the completion of the Work Order and used in assigning additional projects to the Consultant.

The Department's standard contract method is multiple prime, design-bid-build, although other contract methods such as design-build or non-bid construction methods, including construction by Department staff and volunteer organizations, may be used. The Consultant will be required to prepare construction documents appropriate to the contract method selected by the Department.

The Consultant will be required to submit project data and documents in both written and electronic form. Drawings will be required to comply with the Department's CAD Standard. Three dimensional drawings will be expected throughout the design process, and presentation renderings may be required at the completion of design.

I-3 Qualifications. The Consultant shall have staff available to provide rapid services associated with assigned projects. The Consultant may be called upon to provide services on multiple projects at the same time. The Consultant shall have demonstrated knowledge of the building design and construction method.

The following minimum qualification will be required of all Consultants:

- Possess current professional registrations required to perform required services.
- Be licensed to conduct business in the Commonwealth of Pennsylvania
- Have sufficient staff or sub-consultants experienced in the various required services.
- Have an established quality control and assurance program, that includes all members of the design team including sub-consultants, for checking documents for accuracy, consistency, coordination, quality, and compliance with all necessary codes and regulations and Department standards.
- Have experience in the field of sustainable building design and a demonstrated ability to comprehensively integrate the concept of sustainability into the project.
- Have LEED certified designers as current members of staff and available for assigned projects.
- Have design capabilities in digital format (AutoCAD and Revit).
- Have the ability to produce three-dimensional drawings to further illustrate design intent.

I-4 Type of Contract. The type of contract as a result of this RFP shall be an open-end, requirements contract. Work shall be assigned on an as-needed basis as determined by the Department. Reimbursement for services shall be by either fixed fee percentage based upon project allocation or hours of service per task and qualifying expenses, and reimbursement type may vary from project to project. The reimbursement type shall be at the Department's discretion. Bureau staff will review and, when applicable, approve the work.

I-5 Small Diverse Business and Veteran Business Enterprise Information. For projects where the scope of the design work is estimated at \$400,000 or greater, the Department may include requirements regarding Small Diverse Business (“SDB”) or Veteran Business Enterprise (“VBE”) participation through the setting of SDB and VBE participation goals. Those goals will be calculated for each individual Work Order based upon the scope of the design work and available SDB or VBE firms, but they will not be greater than 16% for SDB participation and 3% for VBE participation. SDB and VBE participation goals – and commitments made toward meeting those goals - will be calculated based upon the cost of the Work Order for that project. In order for a Consultant to be retained for the Work Order, the Consultant must agree to meet both project-specific goals in full or receive an approved waiver from the goals. Commitments to utilize SDBs and VBEs for a project will become contractual obligations of the Consultant for that Work Order.

Only those firms that have received a Pennsylvania Department of General Services (“DGS”)-issued SDB or VBE verification as of the Work Order submittal date and time can be used towards meeting SDB and VBE participation goals. Because the SDB and VBE verification process can take up to six months and the Department anticipates that the response times for these projects may be very short, the Department encourages firms who may be eligible for SDB or VBE verification to begin the process immediately. Information regarding SDB or VBE verification is available at the following link:

<https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Small%20Business%20Application%20Guide.pdf>

Offerors can locate DGS-verified SDBs and VBEs within the Supplier Search database:

<http://www.dgs.internet.state.pa.us/suppliersearch>

Additional information regarding the SDB and VBE participation requirements will be provided along with each project scope.

I-6 Rejection of Proposals. The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received as a result of this RFP.

I-7 Incurring Costs. The Issuing Office is not liable for any costs the Offeror incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-8 Questions & Answers. If an Offeror has any questions regarding this RFP, the Offeror must submit the questions by email (**with the subject line “Project Reference No. FDC-500-817 Question”**) to the Issuing Officer named in **Part I, Section I-1** of this RFP. Questions must be submitted as individual questions. Questions must be submitted no later than seven days prior to the proposal response date. Offerors shall not attempt to contact the Issuing Officer for questions by any other means. All questions and responses are considered an addendum to, and part of, this RFP. The Issuing Office shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFP or formally issued by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or the solicitation.

I-9 Addenda to the RFP. If the Department deems it necessary to revise any part of this RFP before the proposal response date, the Issuing Office will post an addendum to the DCNR website at <https://www.dcnr.pa.gov/Business/ConstructionBids/Pages/default.aspx>. **It is the Offeror’s responsibility to periodically check the website for any new information or addenda to the RFP.**

I-10 Response Date. To be considered for selection, electronic proposals must be submitted on or before the time and date specified. The Issuing Office will reject any late proposals.

I-11 Notification of Selection. The Department will notify offerors whose proposals are not selected when the Department has successfully completed contract negotiations and has received the final negotiated contract signed by the selected Offeror.

I-12 Debriefing Conference. The Department will not offer a debriefing session to the unsuccessful Offerors.

PART II PROPOSAL REQUIREMENTS

Offerors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal.

II-1 Technical Submittal. Proposals shall include the following items and information:

- A. Proposal Cover Sheet (Appendix A).
- B. A description of the Offeror's understanding of the Department's needs and the services required. This description shall include why and how the Offeror is qualified to provide these services.
- C. A description of the Offeror's project approach and methodology, including the approach to the managerial, technical, and administrative aspects of the project. Describe how the scope, schedule, budget, and quality of a project are managed and controlled. Address communication and coordination strategies internal to the design team, with sub-consultants, with the client, and with other outside agencies. Describe how an integrated design process is approached and has been used on past projects.
- D. A description of the Offeror's sustainable design experience, including specialized knowledge and expertise in as many of the following areas of sustainable design as possible: environmentally sound site design and planning, sustainability performance standards for energy efficiency, water efficiency, indoor air quality, environmentally sound materials, construction waste management and prevention, low maintenance design and materials. Include a description of how sustainable design is made an integral part of the Offeror's building design process.
- E. A detailed description of the Offeror's quality control and assurance program, including how sub-consultants are included in this program. Describe what steps are taken to assure accurate, fully coordinated construction documents. Provide the name of the person responsible for quality control and describe their qualifications to perform this task.
- F. A description of the Offeror's qualifications to complete the required services. Include firm history and experience on similar projects. Describe the resources of the firm, including number/discipline of personnel, ability to respond to schedule acceleration, etc. Include roles and experience of proposed sub-consultants.

- G. Resumes of personnel who will be involved in providing the services described in this RFP to the Department. Describe their relevant experience, years of experience, what roles they will fill in providing the required services, and percent of time they will be committing to Department-assigned projects. The resumes must include their Professional Education and Professional Registrations and Licenses. Provide resumes of sub-consultant's personnel.
- H. A description of the Offeror's ability to work on multiple projects of various sizes at the same time.
- I. A list of at least three of the Offeror's most recent completed projects similar to the projects anticipated under the contract. In addition to photographs and a descriptive narrative, the list shall include the client, contact person and contact information, the completion date, the estimated or actual total construction cost, the estimated or actual construction cost of the portion of the work which the firm designed, the firm's Project Manager, and the names of all of the firm's personnel who made contributions to the project. If the Offeror has experience with LEED projects, at least one LEED project should be added to the list. In addition to the above information, a summary of the sustainable features, the LEED rating achieved, and a description of the integrated design process shall accompany the LEED project.
- J. A standard Design Professional Selection Application for Professional Services Form (Appendix B), indicating the individual in charge. Additional information pertinent to the Offeror's qualifications to do the work of this contract may be included on this form.

II-2 Proposal Submission. To be considered, Offerors must submit their proposals electronically on a CD, DVD or Flash Drive in PDF format. The CD, DVD or Flash drive must clearly identify the Offeror and include the name and version number of the virus scanning software that was used to scan the CD, DVD, or Flash drive before it was submitted.

Proposals must be signed by an official who is authorized to bind the Offeror to its provisions.

Offerors must submit a complete proposal. Failure to include any of the required information or forms will delay evaluation of the proposal and may, at the Commonwealth's sole discretion, result in its rejection.

Proposals must be submitted in a sealed envelope with the words "**Proposal**" printed boldly on the front of the envelope. Also show the following information on the front of the envelope: **Project Reference No. FDC-500-817, Due Date – June 30, 2021.**

Proposals must be submitted to the address of the Issuing Office indicated in **Part I, Section I-1** of this RFP.

Proposals must be received in the Issuing Office no later than **4:00 p.m. on June 30, 2021.** Because the Rachel Carson State Office Building may be closed to the public on the date on which proposals must be received, the Department will **ONLY** accept proposals via the United States Postal Service or delivery services, such as Federal Express or UPS. **NOTE:** The Department will not accept proposals that are delivered in person or by same day courier service. Therefore, Offerors should not attempt delivery through those methods.

Please be advised that all mail is processed through a central processing location for the Commonwealth so Offerors must allow sufficient time for their proposals to arrive at the Issuing Office. It is therefore suggested that Offerors deliver their proposals through an overnight delivery service so that the time and date of delivery is recorded. This will ensure that a proposal received at the central processing location on or before the date on which proposals must be received will be considered timely received. However, even if overnight delivery is used, the Offeror is still responsible for ensuring that its proposal is received by the date and location specified. A proposal that is not received on time will result in the proposal being rejected as late and returned to the Offeror unopened.

II-3 Offeror's Representations and Authorizations. By submitting its proposal, each Offeror understands, represents, and acknowledges that:

- A. All of the Offeror's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Commonwealth shall treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the Proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- B. The Offeror has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract.
- C. The Offeror makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- D. To the best knowledge of the person signing the proposal for the Offeror, the Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Offeror has disclosed in its proposal.
- E. To the best of the knowledge of the person signing the proposal for the Offeror and except as the Offeror has otherwise disclosed in its proposal, the Offeror has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Offeror that is owed to the Commonwealth.
- F. The Offeror is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Offeror cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- G. The Offeror has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.

- H. Each Offeror, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Offeror's Pennsylvania taxes, unemployment compensation, and workers' compensation liabilities.
- I. Until the selected Offeror receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Offeror shall not begin to perform.
- J. The Offeror is not currently engaged and will not during the duration of the contract engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.

PART III SELECTION AND AWARD

III-1 Selection Criteria. The Department will evaluate proposals based on the following criteria:

- A. Consultant's and sub-consultant's experience on past projects of similar scope, type and size.
- B. Consultant's staff qualifications, experience, and ability to perform the required services, including available manpower to perform the required services. This includes the qualifications, experience, and abilities of sub-consultant's staff.
- C. Consultant's understanding of the problem and the services required.
- D. Consultant's project approach and methodology.
- E. Knowledge and experience with environmentally sustainable design and LEED accreditation.
- F. Quality Control and assurance program and procedures.
- G. Equitable distribution of contracts.

III-2 Final Ranking and Award. The Issuing Office will rank responsible Offerors according to the total overall score assigned to each, in descending order. It is the intent of the Department to select more than one Offeror for projects to be assigned on a regional basis. The Issuing Office has the discretion to reject all proposals or cancel this RFP at any time prior to the time a contract

is fully executed when it is in the best interests of the Commonwealth. The reasons for the rejection or cancellation shall be made part of the contract file.

Cindy Adams Dunn, Secretary
Department of Conservation and
Natural Resources

Appendix A: Proposal Cover Sheet

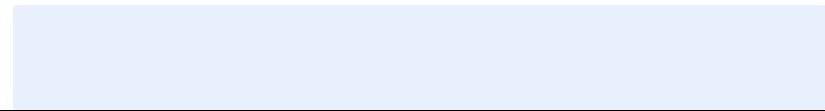
Appendix B: Design Professional Selection Application for Professional Services Form

APPENDIX A
PROPOSAL COVER SHEET
PROJECT REFERENCE NO. FDC-500-817

| OFFEROR INFORMATION | |
|---------------------------------|--|
| Offeror Name | |
| Offeror Mailing Address | |
| Offeror Website | |
| Offeror Contact Person | |
| Contact Person's Phone Number | |
| Contact Person's E-Mail Address | |
| Offeror SAP/SRM Vendor Number | |

| | | | |
|--------------------------|-------------------------------|----------------------------|--|
| <input type="checkbox"/> | Electronic Submittal Enclosed | Virus Scan Name & Version: | |
|--------------------------|-------------------------------|----------------------------|--|

| CONTENT CHECKLIST | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Proposal Cover Sheet (Appendix A) |
| <input type="checkbox"/> | Description of the Offeror's understanding of the Department's needs and the services required. |
| <input type="checkbox"/> | Description of the Offeror's project approach and methodology. |
| <input type="checkbox"/> | Description of the Offeror's sustainable design experience. |
| <input type="checkbox"/> | Description of the Offeror's quality control and assurance program. |
| <input type="checkbox"/> | Description of the Offeror's qualifications to complete the required services. |
| <input type="checkbox"/> | Resumes of personnel who will be involved in providing the services described. |
| <input type="checkbox"/> | Description of the Offeror's ability to work on multiple projects. |
| <input type="checkbox"/> | List of at least three of the Offeror's most recent completed projects similar to the projects anticipated under the contract. |
| <input type="checkbox"/> | Design Professional Selection Application for Professional Services Form (Appendix B) |

| SIGNATURE | |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Signature of an official authorized to bind the Offeror to the provisions contained in the Offeror's proposal |  |
| | /s/ |
| Printed Name | |
| Title | |

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM WITH THE OFFEROR'S PROPOSAL MAY RESULT IN THE REJECTION OF THE OFFEROR'S PROPOSAL

APPENDIX B

DESIGN PROFESSIONAL SELECTION APPLICATION FOR PROFESSIONAL SERVICES

Section 1 - Project Information

PROJECT NUMBER: FDC-500-817 PROJECT TITLE: Retention of Design Professional Firms

Section 2 - Firm General Information

FIRM NAME: SAP NUMBER:

PREDECESSOR FIRM(S) AND/OR ADDITIONAL OPERATIONAL NAMES (within 5 years):

CONTACT PERSON: TITLE: E-MAIL ADDRESS:

STREET ADDRESS: CITY/STATE: ZIP CODE:

PHONE NUMBER: COUNTY: TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES: NUMBER OF EMPLOYEES ASSIGNED AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK:

ADDRESS OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK: FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS: YES NO

DGS SELF-CERTIFIED SMALL BUSINESS: YES NO DGS VERIFIED SMALL DIVERSE BUSINESS: YES NO

TYPE OF FIRM (Indicate all that apply): ARCHITECT ENGINEER ARCHITECT/ENGINEER ENGINEER/ARCHITECT JV OTHER (If Other, please specify):

Section 3 - Design Team Information

LIST SUBCONSULTANTS WHO WILL BE RETAINED IN THE DESIGN PROCESS

FIRM NAME: LOCATION OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK:

NUMBER OF PROJECTS COMPLETED TOGETHER (within 10 years): TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER (within 10 years):

DESCRIBE ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES TO BE PROVIDED FOR THIS PROJECT:

LIST PAST PROJECTS COMPLETED TOGETHER BY BOTH THE CONSULTANT AND THE LEAD FIRM THAT ARE SIMILAR TO THE PROPOSED PROJECT. PROVIDE PROJECT SIZE, YEAR CONSTRUCTION WAS COMPLETED, AND TOTAL CONSTRUCTION COST (Maximum of Three):

FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS: YES NO TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES:

NUMBER OF EMPLOYEES AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK: LOCATION OF OFFICE PERFORMING THE MAJORITY OF THE WORK:

TELEPHONE NUMBER FOR THE OFFICE PERFORMING THE MAJORITY OF THE WORK:

DGS SELF-CERTIFIED SMALL BUSINESS: YES NO DGS VERIFIED SMALL DIVERSE BUSINESS: YES NO

TYPE OF FIRM (Indicate all that apply): ARCHITECT ENGINEER ARCHITECT/ENGINEER ENGINEER/ARCHITECT JV OTHER (If Other, please specify):

LIST SUBCONSULTANTS WHO WILL BE RETAINED IN THE DESIGN PROCESS (CONTINUED)

FIRM NAME: _____ LOCATION OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK: _____

NUMBER OF PROJECTS COMPLETED TOGETHER (within 10 years): _____ TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER (within 10 years): _____

DESCRIBE ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES TO BE PROVIDED FOR THIS PROJECT: _____

LIST PAST PROJECTS COMPLETED TOGETHER BY BOTH THE CONSULTANT AND THE LEAD FIRM THAT ARE SIMILAR TO THE PROPOSED PROJECT. PROVIDE PROJECT SIZE, YEAR CONSTRUCTION WAS COMPLETED, AND TOTAL CONSTRUCTION COST (maximum of three): _____

FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS: YES NO TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES: _____

NUMBER OF EMPLOYEES AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK: _____ LOCATION OF OFFICE PERFORMING THE MAJORITY OF THE WORK: _____

TELEPHONE NUMBER FOR THE OFFICE PERFORMING THE MAJORITY OF THE WORK: _____

DGS SELF-CERTIFIED SMALL BUSINESS: YES NO DGS VERIFIED SMALL DIVERSE BUSINESS: YES NO

TYPE OF FIRM (Indicate all that apply): ARCHITECT ENGINEER ARCHITECT/ENGINEER ENGINEER/ARCHITECT JV OTHER (If Other, please specify): _____

FIRM NAME: _____ LOCATION OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK: _____

NUMBER OF PROJECTS COMPLETED TOGETHER (within 10 years): _____ TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER (within 10 years): _____

DESCRIBE ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES TO BE PROVIDED FOR THIS PROJECT: _____

LIST PAST PROJECTS COMPLETED TOGETHER BY BOTH THE CONSULTANT AND THE LEAD FIRM THAT ARE SIMILAR TO THE PROPOSED PROJECT. PROVIDE PROJECT SIZE, YEAR CONSTRUCTION WAS COMPLETED, AND TOTAL CONSTRUCTION COST (maximum of three): _____

FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS: YES NO TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES: _____

NUMBER OF EMPLOYEES AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK: _____ LOCATION OF OFFICE PERFORMING THE MAJORITY OF THE WORK: _____

TELEPHONE NUMBER FOR THE OFFICE PERFORMING THE MAJORITY OF THE WORK: _____

DGS SELF-CERTIFIED SMALL BUSINESS: YES NO DGS VERIFIED SMALL DIVERSE BUSINESS: YES NO

TYPE OF FIRM (Indicate all that apply): ARCHITECT ENGINEER ARCHITECT/ENGINEER ENGINEER/ARCHITECT JV OTHER (If Other, please specify): _____

LIST SUBCONSULTANTS WHO WILL BE RETAINED IN THE DESIGN PROCESS (CONTINUED)

| | |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| FIRM NAME: | LOCATION OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK: |
| NUMBER OF PROJECTS COMPLETED TOGETHER (within 10 years): | TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER (within 10 years): |
| DESCRIBE ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES TO BE PROVIDED FOR THIS PROJECT: | |

LIST PAST PROJECTS COMPLETED TOGETHER BY BOTH THE CONSULTANT AND THE LEAD FIRM THAT ARE SIMILAR TO THE PROPOSED PROJECT. PROVIDE PROJECT SIZE, YEAR CONSTRUCTION WAS COMPLETED, AND TOTAL CONSTRUCTION COST (maximum of three):

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS: <input type="checkbox"/> YES <input type="checkbox"/> NO | TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES: |
| NUMBER OF EMPLOYEES AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK: | LOCATION OF OFFICE PERFORMING THE MAJORITY OF THE WORK: |
| TELEPHONE NUMBER FOR THE OFFICE PERFORMING THE MAJORITY OF THE WORK: | |
| DGS SELF-CERTIFIED SMALL BUSINESS: <input type="checkbox"/> YES <input type="checkbox"/> NO | DGS VERIFIED SMALL DIVERSE BUSINESS: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| TYPE OF FIRM (Indicate all that apply): <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> ARCHITECT/ENGINEER <input type="checkbox"/> ENGINEER/ARCHITECT <input type="checkbox"/> JV <input type="checkbox"/> OTHER (If Other, please specify): | |

| | |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| FIRM NAME: | LOCATION OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK: |
| NUMBER OF PROJECTS COMPLETED TOGETHER (within 10 years): | TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER (within 10 years): |
| DESCRIBE ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES TO BE PROVIDED FOR THIS PROJECT: | |

LIST PAST PROJECTS COMPLETED TOGETHER BY BOTH THE CONSULTANT AND THE LEAD FIRM THAT ARE SIMILAR TO THE PROPOSED PROJECT. PROVIDE PROJECT SIZE, YEAR CONSTRUCTION WAS COMPLETED, AND TOTAL CONSTRUCTION COST (maximum of three):

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS: <input type="checkbox"/> YES <input type="checkbox"/> NO | TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES: |
| NUMBER OF EMPLOYEES AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK: | LOCATION OF OFFICE PERFORMING THE MAJORITY OF THE WORK: |
| TELEPHONE NUMBER FOR THE OFFICE PERFORMING THE MAJORITY OF THE WORK: | |
| DGS SELF-CERTIFIED SMALL BUSINESS: <input type="checkbox"/> YES <input type="checkbox"/> NO | DGS VERIFIED SMALL DIVERSE BUSINESS: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| TYPE OF FIRM (Indicate all that apply): <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> ARCHITECT/ENGINEER <input type="checkbox"/> ENGINEER/ARCHITECT <input type="checkbox"/> JV <input type="checkbox"/> OTHER (If Other, please specify): | |

Section 4 - Key Personnel

LIST INDIVIDUALS FOR BOTH THE FIRM AND SUBCONSULTING FIRMS WHO WILL BE RESPONSIBLE FOR LEADING THE DESIGN OF THIS PROJECT. ANYONE WITH A PENNSYLVANIA PROFESSIONAL REGISTRATION MUST COMPLETE THE REGISTRATION INFORMATION; IF NOT REGISTERED IN PA, INDICATE STATE(S) IN WHICH THEY ARE REGISTERED.

NAME: _____ FIRM: _____

REGISTRATION #: _____ REGISTRATION EXPIRATION: _____

OFFICE LOCATION WHILE ON THIS PROJECT: _____ NUMBER OF YEARS EMPLOYED BY FIRM: _____ TOTAL NUMBER OF YEARS LICENSED: _____

SPECIFIC ROLE/RESPONSIBILITY FOR THIS PROJECT: _____

SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS: _____

SPECIALTY/DISCIPLINE: _____

DEGREE/CERTIFICATION: _____ YEAR GRADUATED: _____ INSTITUTION: _____

NAME: _____ FIRM: _____

REGISTRATION #: _____ REGISTRATION EXPIRATION: _____

OFFICE LOCATION WHILE ON THIS PROJECT: _____ NUMBER OF YEARS EMPLOYED BY FIRM: _____ TOTAL NUMBER OF YEARS LICENSED: _____

SPECIFIC ROLE/RESPONSIBILITY FOR THIS PROJECT: _____

SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS: _____

SPECIALTY/DISCIPLINE: _____

DEGREE/CERTIFICATION: _____ YEAR GRADUATED: _____ INSTITUTION: _____

NAME: _____ FIRM: _____

REGISTRATION #: _____ REGISTRATION EXPIRATION: _____

OFFICE LOCATION WHILE ON THIS PROJECT: _____ NUMBER OF YEARS EMPLOYED BY FIRM: _____ TOTAL NUMBER OF YEARS LICENSED: _____

SPECIFIC ROLE/RESPONSIBILITY FOR THIS PROJECT: _____

SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS: _____

SPECIALTY/DISCIPLINE: _____

DEGREE/CERTIFICATION: _____ YEAR GRADUATED: _____ INSTITUTION: _____

LIST INDIVIDUALS FOR BOTH THE FIRM AND SUBCONSULTING FIRMS WHO WILL BE RESPONSIBLE FOR LEADING THE DESIGN OF THIS PROJECT. ANYONE WITH A PENNSYLVANIA PROFESSIONAL REGISTRATION MUST COMPLETE THE REGISTRATION INFORMATION; IF NOT REGISTERED IN PA, INDICATE STATE(S) IN WHICH THEY ARE REGISTERED.

NAME: _____ FIRM: _____

REGISTRATION #: _____ REGISTRATION EXPIRATION: _____

OFFICE LOCATION WHILE ON THIS PROJECT: _____ NUMBER OF YEARS EMPLOYED BY FIRM: _____ TOTAL NUMBER OF YEARS LICENSED: _____

SPECIFIC ROLE/RESPONSIBILITY FOR THIS PROJECT: _____

SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS: _____

SPECIALTY/DISCIPLINE: _____

DEGREE/CERTIFICATION: _____ YEAR GRADUATED: _____ INSTITUTION: _____

NAME: _____ FIRM: _____

REGISTRATION #: _____ REGISTRATION EXPIRATION: _____

OFFICE LOCATION WHILE ON THIS PROJECT: _____ NUMBER OF YEARS EMPLOYED BY FIRM: _____ TOTAL NUMBER OF YEARS LICENSED: _____

SPECIFIC ROLE/RESPONSIBILITY FOR THIS PROJECT: _____

SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS: _____

SPECIALTY/DISCIPLINE: _____

DEGREE/CERTIFICATION: _____ YEAR GRADUATED: _____ INSTITUTION: _____

NAME: _____ FIRM: _____

REGISTRATION #: _____ REGISTRATION EXPIRATION: _____

OFFICE LOCATION WHILE ON THIS PROJECT: _____ NUMBER OF YEARS EMPLOYED BY FIRM: _____ TOTAL NUMBER OF YEARS LICENSED: _____

SPECIFIC ROLE/RESPONSIBILITY FOR THIS PROJECT: _____

SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS: _____

SPECIALTY/DISCIPLINE: _____

DEGREE/CERTIFICATION: _____ YEAR GRADUATED: _____ INSTITUTION: _____

Section 5 - Firm's Recent Commonwealth Project Experience (Active and Complete)

LIST ALL OTHER RELEVANT COMMONWEALTH PROJECTS WITHIN THE LAST 5 YEARS

| PROJECT NUMBER | PROJECT TITLE | BID TYPE (Low Bid/Best Value, etc.) | TOTAL PROJECT DESIGN FEE | AGENCY/ INSTITUTION | STATUS |
|----------------|---------------|-------------------------------------|--------------------------|---------------------|--------|
| | | | | | |

Section 6 - Relevant Experience

DESCRIBE UP TO 3 PROJECTS, COMPLETED WITHIN THE LAST 10 YEARS, FOR ANY TYPE OF CLIENT THAT BEST ILLUSTRATES YOUR FIRM'S QUALIFICATIONS TO DESIGN THIS SPECIFIC PROJECT. DO NOT LIST PROJECTS PERFORMED ONLY BY SUBCONSULTANTS.

PROJECT NAME: _____

LOCATION: _____ CLIENT NAME: _____

SERVICES PERFORMED BY THE FIRM ON THIS PROJECT. DIFFERENTIATE BETWEEN WORK COMPLETED AS A SUBCONSULTANT TO ANOTHER FIRM AND WORK PERFORMED AS THE LEAD DESIGN FIRM:

PROJECT DESCRIPTION: _____

CONSTRUCTION COMPLETION DATE/STATUS: _____

TOTAL AWARDED CONSTRUCTION CONTRACTS: \$ _____ TOTAL FINAL CONSTRUCTION CONTRACTS: \$ _____

CLIENT CONTACT NAME: _____ TITLE: _____

CONTACT TELEPHONE NUMBER: _____ CONTACT E-MAIL ADDRESS: _____

COMMENTS: _____

PROJECT NAME: _____

LOCATION: _____ CLIENT NAME: _____

SERVICES PERFORMED BY THE FIRM ON THIS PROJECT. DIFFERENTIATE BETWEEN WORK COMPLETED AS A SUBCONSULTANT TO ANOTHER FIRM AND WORK PERFORMED AS THE LEAD DESIGN FIRM:

PROJECT DESCRIPTION: _____

CONSTRUCTION COMPLETION DATE/STATUS: _____

TOTAL AWARDED CONSTRUCTION CONTRACTS: \$ _____ TOTAL FINAL CONSTRUCTION CONTRACTS: \$ _____

CLIENT CONTACT NAME: _____ TITLE: _____

CONTACT TELEPHONE NUMBER: _____ CONTACT E-MAIL ADDRESS: _____

COMMENTS: _____

PROJECT NAME: _____

LOCATION: _____ CLIENT NAME: _____

SERVICES PERFORMED BY THE FIRM ON THIS PROJECT. DIFFERENTIATE BETWEEN WORK COMPLETED AS A SUBCONSULTANT TO ANOTHER FIRM AND WORK PERFORMED AS THE LEAD DESIGN FIRM:

PROJECT DESCRIPTION: _____

CONSTRUCTION COMPLETION DATE/STATUS: _____

TOTAL AWARDED CONSTRUCTION CONTRACTS: \$ _____ TOTAL FINAL CONSTRUCTION CONTRACTS: \$ _____

CLIENT CONTACT NAME: _____ TITLE: _____

CONTACT TELEPHONE NUMBER: _____ CONTACT E-MAIL ADDRESS: _____

COMMENTS: _____

Section 7 - Other Relevant Information

YOU MAY USE THIS SPACE TO PROVIDE ANY ADDITIONAL COMMENTS OR DESCRIPTIONS OF RELEVANT INFORMATION SUPPORTING YOUR QUALIFICATIONS.

CERTIFICATION AND SIGNATURE

My Firm believes we have the qualifications and capacity to provide professional services for the project identified in Section 1 on Page 1. All of the information set forth on this form is accurate and true as of this date.

1. The Firm consents to the evaluation of its performance by the Department and understands that any such evaluation may be used in future selections. Furthermore, the Firm has notified our Subconsultants that their performance will be evaluated and they have consented to this evaluation; and
2. To the best knowledge of the person signing this form, the Firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four(4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed on this form; and
3. To the best of the knowledge of the person signing this, the Firm, except as otherwise disclosed, has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Firm that is owed to the Commonwealth; and
4. The Firm is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government; and
5. The Firm has not, under separate contract with DCNR or any other agency, made any recommendations to DCNR or any other agency concerning the need for the services described for this project; and
6. The Firm, by submitting this form, authorizes all Commonwealth agencies to release to the Commonwealth information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities; and
7. Until the Firm receives a fully executed contract from DCNR there is no legal and valid contract, in law or in equity.

I state that _____ (Name of Firm) submits this form and understands and acknowledges that the above representations are material and important, and will be relied upon by the Selections Committee and the Department of Conservation and Natural Resources in determining whether my Firm is selected for a design contract with the Commonwealth. I understand and my Firm understands that any written false statement in this application which we do not believe to be true is and shall be treated as fraudulent concealment from the Selections Committee and the Department of Conservation and Natural Resources of the true facts relating to the submission of this application. A misrepresentation shall be punishable under 18 Pa. C.S. § 4904.

| | | |
|----------------------------------------------------------|--------|-------|
| Business is an Individual or General Partnership: | | |
| Witness: | Owner: | Date: |
| Business is a Limited Partnership: | | |
| Witness: | Owner: | Date: |
| Business is a Corporation: | | |
| Witness: | Owner: | Date: |
| Business is a Limited Liability Company: | | |
| Witness: | Owner: | Date: |
| Business is a Limited Liability Partnership: | | |
| Witness: | Owner: | Date: |
| Business is a Foreign General Partnership: | | |
| Witness: | Owner: | Date: |
| Business is a Joint Venture: | | |
| Witness: | Owner: | Date: |
| Witness: | Owner: | Date: |