

PURPOSE:

The policy of the City of Lakewood, in procuring architectural, engineering, and related professional services, is to encourage firms lawfully engaged in the practice of these professions to submit annually a statement of qualifications and performance data for registration and reference purposes for future project consideration. This form is to be used for that purpose and should be returned to the City's Purchasing Division as noted in the upper right hand corner of this page. This data will then be used as a basis for screening firms preliminary to inviting submission of additional data for interview and selection purposes for specific projects.

DEFINITIONS:

"ARCHITECT-ENGINEERING AND RELATED SERVICES" are those professional services associated with research, development, design and construction, alteration, or repair of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including, but not limited to, studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections and other related services.

"PARENT COMPANY" is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e. Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

"PRINCIPALS" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"DISCIPLINE," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"JOINT VENTURE" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"CONSULTANT" as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

"PRIME" refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

"BRANCH OFFICE" is a satellite, or subsidiary extension, or a headquarters office of company, regardless of any difference in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping and policies of the main office.

INSTRUCTIONS FOR FILING (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, zip code.
 - 1a. Indicate whether form is being submitted on behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date upon which all submitted information is current and accurate.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc).
 - 4a. Check appropriate box indicating if firm is minority owned. (A "minority owned" business means a business at least 50 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For purposes of the preceding sentence "minority group members" are citizens of the United States who are Negroes, Spanish-Speaking, Orientals, Indians, Eskimos, and Aleuts.
5. Branches or subsidiaries of larger or parent companies, or conglomerates, should insert name and address of highest-tier owner.
 - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.

**CITY OF LAKEWOOD
ARCHITECT/ENGINEER
CONSULTANT REGISTRATION FORM
Lakewood, Colorado 80226-3105
Form P-AE-1 5/93**

6. List not more than two principals from submitting firm who may be contacted by the City regarding further information. Listed principals must be empowered to speak for the firm on policy and contractual matters.
 7. Beginning with the submitting office, list name, location, total number of personnel and telephone numbers of all associated or branch offices (including any headquarters offices) which provide A-E and related services.
 8. Show total number of employees, by disciplines, in submitting office. (If form is being submitted by main or headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines--sociologists, biologists, etc.--and number of people in each, in blank spaces.
 9. Using insert chart, (Page 3, Experience Profile Code Numbers), indicate appropriate index number to indicate range of professional service fees received by submitting firm each calendar year for last five years; most recent year first.
 10. Select and enter, in numerical sequence, not more than five (5) major project category (Community Resources - 2600) code numbers and/or ten (10) specific project types (Swimming Pools -2605) code numbers which most accurately reflect submitted firms demonstrated technical capabilities, project experience, and areas of greater interest. The list is designed to allow articulation of experience on both general and specific types of projects the City envisions encountering and to allow firms to enumerate their areas of greatest expertise/experience/interest. Carefully review list. (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past five years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing must accompany the complete registration form when submitted to the City.
 11. Using the "Experience Profile Code" numbers in the same sequence as entered in Item 10, give details of at least one recent (within last five years) representative project for each code number, up to a maximum of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: bike or pedestrian facility may be part of an urban arterial facility.) Firms which select less than 15 "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm is "P," the Prime Professional, or "C", a Consultant, or "JV," part of a Joint Venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that category; (c) give name and address of the owner of that project (if government agency, indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on the particular project was, or will be completed.
 12. The completed form should be signed by a principal of the firm, preferably the chief executive office.
 13. Additional data, brochures, photos, etc., should not accompany this form unless specifically requested.
- NEW FIRMS (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the City of Lakewood in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit a registration form. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employ of others. In so doing, notation of this fact should be made on the form. In question 9, white in "N/A" to indicate "not applicable" for those years prior to firm's organization.

**CITY OF LAKEWOOD
ARCHITECT/ENGINEER
CONSULTANT REGISTRATION FORM
Lakewood, Colorado 80226-3105
Form P-AE-1 5/93**

**EXPERIENCE PROFILE CODE NUMBERS
FOR USE WITH QUESTIONS 10 AND 11**

2000	SURVEYING/MAPPING	2600	COMMUNITY RESOURCES	2900	URBAN PLANNING
2001	Aerial Photography	2601	Community/Regional Master Plan	2901	Community/Regional Plans
2002	Topographic Mapping	2602	Green Belt Path System	2902	Site Development Plans
2003	Quarter Section Mapping	2603	Recreation Buildings	2903	Market/Economic/Feasibility Analyses
2004	Boundary/Plat Surveys	2604	Special Population Facilities	2904	Renewal/Redevelopment
2005	Design/Construction Surveys	2605	Swimming Pools	2905	Zoning/Land Use
		2606	Golf Courses	2906	Codes/Ordinances/Standards
		2607	Equestrian Facilities		
2100	TESTING/INSPECTION			3000	ENVIRONMENTAL
2101	Materials Testing			3001	Environmental Impact Statements
2102	Construction Inspection	2700	LANDSCAPE/ARCHITECTURE	3002	Air Quality
		2701	Landscape Design	3003	Noise Abatement
2200	DRAINAGE/FLOOD CONTROL	2702	Irrigation/Sprinkler System	3004	Soils/Geological
2201	Flood Plain Studies	2703	Site Development Plans	3005	Water Quality
2202	Drainage System Master Plans			3006	Natural Resources Studies
2203	Drainage System Design	2800	MUNICIPAL BUILDINGS		
2204	Dams	2801	City Halls		
		2802	Police	3100	OTHER SPECIAL
2300	STREETS	2803	Fire	3101	Construction Management
2301	Urban Arterials	2804	Court/Judicial	3102	Land Acquisition/Appraisal
2302	Local/Collector Streets	2805	Garages/Vehicle Maintenance	3103	Computer/Data Systems
2303	Bridges/Overpasses	2806	Animal Impoundment	3104	Temporary Technical Services
		2807	Heating/Ventilating/Air Conditioning	3105	Evaluation/Repair Paving
2400	TRAFFIC/TRANSPORTATION	2808	Energy Management	3106	Asbestos Management
2401	Transportation Master Plans	2809	Solar	3107	Roof Consulting
2402	Transit Systems	2810	Foundation/Structural	3108	Hotel/Motel Facilities
2403	Traffic Signals	2811	Security	3109	Warehouse, Maintenance, Storage Bldgs
		2812	Museums	3110	Housing: MF,SF, Remodel
2500	WATER/SEWER	2813	Cultural Centers	3111	Office Bldgs, Additions, Remodels
2501	Water Rights	2814	Communications	3112	Restaurant/Entertainment Facilities
2502	Water Treatment	2815	Acoustics	3113	Electrical Engineering
2503	Sewer Treatment	2816	Space Planning	3114	Fire Protection & Alarm Systems
2504	Water Distribution Systems	2817	Interior Design	3115	Security Systems Design
2505	Sewer Collection Systems	2818	Rehabilitation		
2506	Rate Studies	2819	Value Analysis/Life Cycle Costing		
		2820	Codes/Standards/Ordinances		
		2821	Low Income Housing		

CITY OF LAKEWOOD
 ARCHITECT/ENGINEER
 CONSULTANT REGISTRATION FORM
 Lakewood, Colorado 80226-3105
 Form P-AE-1 5/93

Architect/Engineer Consultant Registration Form	1. Firm Name/Business Address: 1a. Submittal if for <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch Office	2. Year Present Firm Established:	3. Date Prepared:
5. Name of Parent Company, if any:	4. Type of Ownership: 4a. Minority Owned <input type="checkbox"/> <input type="checkbox"/> 4b. Woman Owned <input type="checkbox"/> <input type="checkbox"/> 5b. Former Firm Name(s), if any, and Year(s) Established		
6. Names of not more than Two Principals to Contact: Title/Telephone/Fax 1) 2)			
7. Present Offices: City/State/Telephone/No. Personnel Each Office		7a. Total Personnel	
Administrative Architects Civil Engineers Construction Inspectors Draftsmen Ecologists Economists	Electrical Engineers Estimators Geologists Hydrologists Interior Designers Landscape Architects Mechanical Engineers	Planners: Urban/Regional Sanitary Engineers Soils Engineers Specification Writers Structural Engineers Surveyors Transportation Engineers	
9. Summary of Professional Services Fees Received: (insert index number)	Last 5 Years (most recent year first) 19 ; 19 ; 19 ; 19 ; 19 ; 19 ;	Ranges of Professional Services Fees Index 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million or greater	

10. Profile of Firm's Experience, Last 5 Years

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1)			6)			11)		
2)			7)			12)		
3)			8)			13)		
4)			9)			14)		
5)			10)			15)		

11. Project Examples, Last 5 Years

Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Date (Actual or Estimated)
		1			
		2			
		3			
		4			
		5			
		6			
		7			

		8			
		9			
		10			
		11			
		12			
		13			
		14			
		15			
		16			
		17			
		18			
		19			

		20			
		21			
		22			
		23			
		24			
		25			
		26			
		27			
		28			
		29			

12. The foregoing is a statement of facts

Date:

Signature

Typed Name and Title