

# Architect – Engineer and Related Services Questionnaire

## TUL 9280

### Purpose

The policy of the City of Tulsa, in procuring architectural, engineering, and related professional services, is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. TUL 9280, "Architect – Engineer and Related Services Questionnaire" is provided for that purpose. Interested A - E firms (including new, small, and/or minority firms) should complete and file TUL 9280 with each City Department for which the A - E is qualified to perform services. The Department head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the Department, in relation to the proposed project. The TUL 9280 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

### Definitions

"ARCHITECT – ENGINEER 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 studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals, 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 completed 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, of a headquarters office of a company, regardless of any differences 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.

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### Instructions for Filing (Numbers below correspond to numbers contained in form)

1. Type accurate and complete name of submitting firm, its address, and zip code.

1a. Indicate whether form is being submitted in 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. (See 41 CFR 1-1.13 or ASPR 1-332.3(a) for definitions of minority ownership.)

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.

6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) 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 for all associated or branch offices, (including headquarters) which provide A - E and related services.

7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)

8. Show total number of employees, by discipline, 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 chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the City of Tulsa or as a sub to other professionals performing work directly for the City of Tulsa, and, (b) all other domestic work.

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## TUL 9280

### Ranges of Professional Services Fees

#### INDEX

- |                             |                                |
|-----------------------------|--------------------------------|
| 1. LESS THAN \$100,000      | 5. \$1 million to \$2 million  |
| 2. \$100,00 to \$250,000    | 6. \$2 million to \$5 million  |
| 3. \$250,000 to \$500,000   | 7. \$5 million to \$10 million |
| 4. \$500,000 to \$1 MILLION | 8. \$10 million or greater     |

10. Select and enter, in numerical sequence, not more than thirty (30) “Experience Profile Code” numbers from the listing (next page) which most accurately reflect submitting firm’s demonstrated technical capabilities and project experience. 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 of 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 TUL 9280 when submitted to the City of Tulsa.

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: a dining hall may be part of an auditorium or educational facility.) Firms that select less than thirty “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 of “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 code 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 that particular project was, or will be, completed.

12. A principal of the firm, preferably the chief executive officer, should sign the completed TUL 9280.

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 TULSA IN CONNECTION WITH PERFORMANCE OF PROJECTS FOR WHICH THEY ARE QUALIFIED. SUCH FIRMS ARE ENCOURAGED TO COMPLETE AND SUBMIT TUL 9280 TO APPROPRIATE DEPARTMENTS. 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, WRITE IN “N/A” TO INDICATE “NOT APPLICABLE” FOR THOSE YEARS PRIOR TO FIRM’S ORGANIZATION.

**Experience Profile Code Numbers  
for use with questions 10 and 11**

001 Acoustics; Noise Abatement	041 Graphic Design	082 Postal Facilities
002 Aerial Photogrammetry	042 Harbors; Jetties; Piers; Ship Terminal Facilities	083 Power Generation, Transmission, Distribution
003 Agricultural Development; Grain Storage; Farm Mechanization	043 Heating; Ventilating; Air Conditioning	084 Prisons & Correctional Facilities
004 Air Pollution Control	044 Health Systems Planning	085 Product, Machine & Equipment Design
005 Airports; Nav aids; Airport Lighting; Aircraft Fueling	045 Highrise; Air-Rights-Type Buildings	086 Radar; Sonar; Radio & Radar Telescopes
006 Airports; Terminals & Hangers; Freight Handling	046 Highways; Streets; Airfield Paving; Parking Lots	087 Railroad; Rapid Transit
007 Arctic Facilities	047 Historical Preservation	088 Recreation Facilities ( <i>Parks, Marinas, etc.</i> )
008 Auditoriums & Theatres	048 Hospitals & Medical Facilities	089 Rehabilitation ( <i>Buildings; Structures; Facilities</i> )
009 Automation; Controls; Instrumentation	049 Hotels; Motels	090 Resource Recovery; Recycling
010 Barracks; Dormitories	050 Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )	091 Radio Frequency Systems & Shieldings
011 Bridges	051 Hydraulics & Pneumatics	092 Rivers; Canals; Waterways; Flood Control
012 Cemeteries ( <i>Planning &amp; Relocation</i> )	052 Industrial Buildings; Manufacturing Plants	093 Safety Engineering; Accident Studies; OSHA Studies
013 Chemical Processing & Storage	053 Industrial Processes; Quality Control	094 Security Systems; Intruder & Smoke Detection
014 Churches; Chapels	054 Industrial Waste Treatment	095 Seismic Designs & Studies
015 Codes; Standards; Ordinances	055 Interior Design; Space Planning	096 Sewage Collection, Treatment and Disposal
016 Cold Storage; Refrigeration; Fast Freeze	056 Irrigation; Drainage	097 Soils & Geologic Studies; Foundations
017 Commercial Buildings ( <i>low rise</i> ); Shopping Centers	057 Judicial and Courtroom Facilities	098 Solar Energy Utilization
018 Communications Systems; TV; Microwave	058 Laboratories; Medical Research Facilities	099 Solid Wastes; Incineration; Land Fill
019 Computer Facilities; Computer Service	059 Landscape Architecture	100 Special Environments; Clean Rooms, etc.
020 Conservation and Resource Management	060 Libraries; Museums; Galleries	101 Structural Design; Special Structures
021 Construction Management	061 Lighting ( <i>Interiors; Display; Theatre, etc.</i> )	102 Surveying; Platting; Mapping; Flood Plain Studies
022 Corrosion Control; Cathodic Protection; Electrolysis	062 Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, etc.</i> )	103 Swimming pools
023 Cost Estimating	063 Materials Handling Systems; Conveyors; Sorters	104 Storm Water handling & Facilities
024 Dams ( <i>Concrete; Arch</i> )	064 Metallurgy	105 Telephone Systems ( <i>Rural; Mobile; Intercom, etc.</i> )
025 Dams ( <i>Earth; Rock</i> ); Dikes; Levees	065 Microclimatology; Tropical Engineering	106 Testing & Inspection Services
026 Desalinization ( <i>Process &amp; Facilities</i> )	066 Military Design Standards	107 Traffic & Transportation Engineering
027 Dining Halls; Clubs; Restaurants	067 Mining & Mineralogy	108 Towers ( <i>Self-Supporting &amp; Guyed Systems</i> )
028 Ecological & Archeological Investigations	068 Missile Facilities ( <i>Silos; Fuels; Transport</i> )	109 Tunnels & Subways
029 Educational Facilities; Classrooms	069 Modular Systems Design; Pre-Fabricated Structures or Components	110 Urban Renewal; Community Development
030 Electronics	070 Naval Architecture; Off-Shore Platforms	111 Utilities ( <i>Gas &amp; Steam</i> )
031 Elevators; Escalators; People-Movers	071 Nuclear Facilities; Nuclear Shielding	112 Value Analysis; Life-Cycle Costing
032 Energy Conservation; New Energy Sources	072 Office Buildings; Industrial Parks	113 Warehouses & Depots
033 Environmental Impact Studies, Assessments or Statements	073 Oceanographic Engineering	114 Water Resources; Hydrology; Ground Water
034 Fallout Shelters; Blast-Resistant Design	074 Ordnance; Munitions; Special Weapons	115 Water Supply, Treatment and Distribution
035 Field Houses; Gyms; Stadiums	075 Petroleum Exploration; Refining	116 Wind Tunnels; Research/Testing Facilities Design
036 Fire Protection	076 Petroleum and Fuel ( <i>Storage and Distribution</i> )	117 Zoning; Land Use Studies
037 Fisheries; Fish Ladders	077 Pipelines ( <i>Cross-Country – Liquid &amp; Gas</i> )	201 <u>Master Drainage Plans</u>
038 Forestry & Forest Products	078 Planning ( <i>Community, Regional, Areawide and State</i> )	202 _____
039 Garages; Vehicle Maintenance Facilities; Parking Decks	079 Planning ( <i>Site, Installation, and Project</i> )	203 _____
040 Gas Systems ( <i>Propane; Natural, etc.</i> )	080 Plumbing & Piping Design	204 _____
	081 Pneumatic Structures; Air-Support Buildings	205 _____

10FEB06	1. Firm Name / Business Address:				2. Year Present Firm Established:	3. Date Prepared:																								
	<input type="checkbox"/> Parent Company <input type="checkbox"/> Branch Office				4. Type of Ownership: 4a. Minority Owned <input type="checkbox"/> Yes <input type="checkbox"/> No																									
5. Name of Parent Company, if any:			5a. Former Firm Name(s), if any, and Year(s) Established:																											
6. Names of not more than Two Principals to Contact: Title / Telephone / E-mail Address																														
1) 2)																														
7. Present Offices: City / State / Telephone / No. Personnel Each Office					7a. Total Personnel _____																									
8. Personnel by Discipline : <table style="width:100%; border: none;"> <tr> <td style="width:33%;">Administrative</td> <td style="width:33%;">Electrical Engineers</td> <td style="width:33%;">Oceanographers</td> </tr> <tr> <td>Architects</td> <td>Estimators</td> <td>Planners: Urban/Regional</td> </tr> <tr> <td>Chemical Engineers</td> <td>Geologists</td> <td>Sanitary Engineers</td> </tr> <tr> <td>Civil Engineers</td> <td>Hydrologists</td> <td>Soils Engineers</td> </tr> <tr> <td>Construction Inspectors</td> <td>Interior Designers</td> <td>Specification Writers</td> </tr> <tr> <td>Draftsmen</td> <td>Landscape Architects</td> <td>Structural Engineers</td> </tr> <tr> <td>Ecologists</td> <td>Mechanical Engineers</td> <td>Surveyors</td> </tr> <tr> <td>Economists</td> <td>Mining Engineers</td> <td>Transportation Engineers</td> </tr> </table>							Administrative	Electrical Engineers	Oceanographers	Architects	Estimators	Planners: Urban/Regional	Chemical Engineers	Geologists	Sanitary Engineers	Civil Engineers	Hydrologists	Soils Engineers	Construction Inspectors	Interior Designers	Specification Writers	Draftsmen	Landscape Architects	Structural Engineers	Ecologists	Mechanical Engineers	Surveyors	Economists	Mining Engineers	Transportation Engineers
Administrative	Electrical Engineers	Oceanographers																												
Architects	Estimators	Planners: Urban/Regional																												
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Construction Inspectors	Interior Designers	Specification Writers																												
Draftsmen	Landscape Architects	Structural Engineers																												
Ecologists	Mechanical Engineers	Surveyors																												
Economists	Mining Engineers	Transportation Engineers																												
9. Summary of Professional Services Fees Received: (insert index number)			Last 5 Years (most recent year first)			Ranges of Professional Services Fees INDEX																								
			20__	20__	20__	20__																								
Direct City of Tulsa contract work			_____	_____	_____	_____																								
All other domestic work			_____	_____	_____	_____																								

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

Profile Code	Number of Projects	Total Gross Fees (in 1,000's)	Profile Code	Number of Projects	Total Gross Fees (in 1,000's)	Profile Code	Number of Projects	Total Gross Fees (in 1,000's)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

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 1,000's)	Completion Date (Actual or Estimated)
		1			
		2			
		3			
		4			
		5			
		6			
		7			

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12. The foregoing is a statement of facts

Date:

Signature: \_\_\_\_\_ Typed Name and Title: \_\_\_\_\_

\_\_\_\_\_