



RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE

**Addendum No. 2**  
**September 23, 2024**

**Solicitation No. 227 – Request for Qualifications**  
**Professional Architectural Design Services for a**  
**New Safe Room at Airline Community Park**  
Submittal Deadline 11:00 a.m. CT on October 8, 2024  
Recreation and Park Commission for the Parish of East Baton Rouge  
BREC Planning & Engineering Department

**The following corrections/clarifications are being made to the solicitation:**

**Replace paragraph in 1.2 Background**

The stand-alone Safe Rooms will serve as command and control centers for law enforcement, state and local public officials, and emergency personnel during times of extreme weather, such as hurricanes. They will also serve as a daily recreational facility. The building design shall be configured to accommodate recreation use and must meet the FEMA funding criteria for safe room design requirements stated in the **FEMA P-361, Design and Construction Guidance for Community Safe Rooms** (fourth edition, April 2021) and minimum consensus standards of the **ICC 500 Standard for the Design and Construction of Storm Shelters** (December 2020).

**Replace paragraph in 2.1 Scope of Services and Deliverables**

For each RFQ (226 and 227), the scope of work is to provide Design Development, Construction Documents, and Construction Administration services for the construction of new federally- funded dual-use FEMA safe rooms, (based on an existing schematic design previously completed as required during the application process), in compliance with all applicable guidance, including:

- The Federal Emergency Management Agency's (FEMA) P-361, Design and Construction Guidance for Community Safe Rooms (fourth edition, April 2021) and the corresponding requirements of the International Code Council's ICC 500 Standard for the Design and Construction of Storm Shelters (December, 2020)
- Code of Federal Regulations, 2CFR200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- The Disaster Recovery CDBG Grantee Administrative Manual (OCD Admin Manual).

**QUESTIONS & ANSWERS/CLARIFICATIONS:**

**QUESTION 1. Is there an estimated budget or encumbered amount for these projects?**

ANSWER 1. The 2018 estimated cost for construction for the Memorial Sport Complex Safe Room is approximately \$14,000,000.00. The estimated cost for construction for the Airline Community Park Safe Room is approximately \$13,000,000.00.





RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE

**QUESTION 2. Should we include Attachments D? It's labeled as sample documents and isn't listed in the submittal format (1.7, pgs. 7-8). I just want to confirm if it's required.**

ANSWER 2. No, Attachment D is for information purposes only and does not need to be included in the submittal.

**QUESTION 3. RFQ 227 – New Safe Room Airline Community Park: For New Safe Room project at Airline Community Park, does traffic engineering scope still apply since the project scope is limited to the building only and the parking lot is included in the separate park project?**

ANSWER 3. We will confirm with OCD and provide more information.

**QUESTION 4. Can the original format for the Standard Form be issued?**

ANSWER 4. Only pdf files can be issues via Bid Express and LAPAC but we will send the document in Word format to attendees and those that have contacted the BREC office.

**QUESTION 5. Are the parking lots to be included in the projects? If not, when will they be executed?**

ANSWER 5. The parking lot for Airline Community Park will be designed by others and included in a separate project to be built in 2025. The parking lot for Memorial Sports Complex will be included in the project.

**QUESTION 6. Since the original estimates were done in 2018 will the grant/project be adjusted for inflation and prepared for up to a 25% increase?**

ANSWER 6. Yes, we will confirm with OCD and provide more information on how the project costs will be adjusted to reflect today's dollars.

**QUESTION 7. Are the recreational areas of the building separate from the FEMA safe room portions?**

ANSWER 7. No, they are all part of one structure.

**QUESTION 8. Wil health care amenities and other items such as RV hook-ups in the parking lot be required? There does not seem to be enough showers shown in the schematics.**

ANSWER 8. We will confirm with OCD, the current schematic plans have been accepted by FEMA.

**QUESTION 9. Are any unique uses in the two projects? Are the buildings the same?**

ANSWER 9. Yes, each project has a different floor plan and unique program. See RFQ Appendix. Memorial has a mezzanine level walking track and Airline has other open flexible space for other programs such as indoor practice areas for multiple sports.

**QUESTION 10. What flooring will be required for the recreational spaces, such as the basketball court flooring? Is it expected to meet FEMA requirements for funding?**

ANSWER 10. Yes, special flooring for recreational purposes will be needed. We will confirm with OCD if there are restrictions on materials or any determination now on what flooring FEMA will require.

**QUESTION 11. Is a civil engineer required for both projects – for building and/or parking and sitework?**

ANSWER 11. Due to surface impacts & drainage, a civil consultant is expected. We will confirm the requirements with OCD. Currently only Memorial Sports Complex has sitework and parking lots that will need to be included in the project.





RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE

**QUESTION 12. Will there be required coordination with another team for the sitework and parking since it is not included in these projects?**

ANSWER 12. Yes, for RFQ 227 Airline Community Park there will be a team to coordinate with for sitework and parking lots. The sitework project for Airline Community Park will be bid out later this year with construction following. A workshop will be set up for the consultants to collaborate. Other projects for sitework has not been determined for RFQ 226 Memorial Sports Complex.

**QUESTION 13. Will design work for furniture, fixtures, and equipment (FFE) be included in the projects or separate:**

ANSWER 13. BREC will determine this after selection. FFE will be funded by BREC.

**QUESTION 14. The RFQ mentions a possible short list and interview process. Is it BREC's intension to do short list interviews? If so, what is the timeframe?**

ANSWER 14. Depending on the number of submittals, BREC will select a short list of firms and conduct interviews. The timeframe for this process is listed in the RFQ's.

**QUESTION 15. What is the excepted construction timeframe?**

ANSWER 15. Construction contract time will depend on the requirements of the grant and the contract negotiations with the selected CMAR.

**QUESTION 16. Is BREC aware of the new CMAR requirement that the AE Firm not be part of the CMAR selection process?**

ANSWER 16. Yes.

**QUESTION 17. At what time is the CMAR expected to be brought on board?**

ANSWER 17. No later than 25% Design Development.

**QUESTION 18. What is the anticipated makeup of the Selection Committee?**

ANSWER 18. BREC staff (including two from the Planning and Engineering Department), and possibly one architect that will not be on the selected team.

**QUESTION 19. On the on the submittal format, it says 10 cop paper sets and one digital set. And states a USB drive is to be submitted, so it can't be emailed? Needs to be on a USB drive, is that correct?**

ANSWER 19. Yes, ten (10) copies of the submittal with a USB drive should be submitted. Emails will not be accepted.

**QUESTION 20. Do all of the ten (10) paper sets need to be originals or can they be copies?**

ANSWER 20. Ten (10) copies is acceptable.

**QUESTION 21. Is there a binding preference?**

ANSWER 21. No, whatever is easiest to flip through and user friendly is helpful.

**QUESTION 22. Can the Key Personnel section in the Standard Form include subconsultants?**

ANSWER 22. Yes, see #7 and #8 on the Standard Form – Statement of Qualifications. These sheets can include subconsultant information. There are a certain number of pages for each question that can be added to



RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE

capture your team’s information. The resume section and the organizational chart can include subconsultants as needed. We asked that a lot of additional information that is not specifically requested not be added to the submittal.

**QUESTION 23. Can we include projects that were awarded prior to ten years ago but just recently competed in the list of project examples for #11 – list all BREC projects awards in the past ten years?**

ANSWER 23. Clarify question by changing to state: “awarded or completed in the past ten years”

**QUESTION 24. If we use a subconsultant with DBE certification, do you want us to attached their certificates?**

ANSWER 24. Yes, attach certificates with the cover letter or the resume sheets.

**NOTES FROM PRE-SUBMITTAL CONFERENCE**

- Send an email to [dedra.fountain@brec.org](mailto:dedra.fountain@brec.org) with attendee information: name, company, e-mail.
- We will receive questions until September 25th and then the deadline for us to issue any addenda will be October 1st.
- The dates are the same for both RFQ’s - 226 and 227 Memorial and Airline.
- For clarification, these two (2) projects these will not necessarily be awarded to the same architect or team.

Deadline for Respondents to send written inquiries	September 25, 2024; 11:00 A.M CT.
Deadline for BREC to answer written inquiries via addenda	October 1, 2024; 11:00 A.M CT.
<b>Submittal Deadline</b>	<b>October 8, 2024; 11:00 A.M CT.</b>
Committee Review period	October 14, 2024 – October 18, 2024
Committee Selection	October 22, 2024;
Short list notification (tentative)	October 25, 2024;
Short list team interviews (tentative)	November 8, 2024;
Selection notification	November 15, 2024;
<b>Commission approval</b>	<b>November 20, 2024;</b>
Contract Negotiations and NTP	November 25, 2024 – December 16, 2024





RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the submitter's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to submittal opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your submittal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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(Name and Signature)

Date

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(Company Name)

**RFQ 226 & 227 – Requests for Qualifications  
Professional Architectural Design Services for a  
New Safe Rooms at Airline Community Park and Memorial Sport Complex**



Non-Mandatory Pre-Proposal Meeting & Conference Call  
September 18, 2024, 1:00 P.M. CT

**PROJECT INTRO & BACKGROUND**

For each RFQ (226 and 227), the scope of work is to provide Design Development, Construction Documents, and Construction Administration services for the construction of new federally-funded dual-use FEMA safe rooms, (based on an existing schematic design previously completed as required during the application process), in compliance with all applicable guidance, including:

- The Federal Emergency Management Agency's (FEMA) P-361, Design and Construction Guidance for Community Safe Rooms (fourth edition, April 2021) and the corresponding requirements of the International Code Council's ICC 500 Standard for the Design and Construction of Storm Shelters (December, 2020)
- Code of Federal Regulations, 2CFR200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- The Disaster Recovery CDBG Grantee Administrative Manual (OCD Admin Manual).
- Exhibit 6-16: Compliance Provisions for CDBG-DR Rider

A multi-disciplinary team with expertise in similar project types including environmental planning, civil/site engineering, traffic engineering, structural engineering, mechanical engineering, electrical engineering, landscape architecture, interior design, and operations, Land Surveying and Geotechnical Engineering.

The construction delivery method will be Construction Manager at Risk (CMaR).

BREC reserves the right to review the submitted design team and reject any consultants identified to be a part of the prime consultant's team due to poor past performance.

The stand-alone Safe Rooms will serve as command and control centers for law enforcement, state and local public officials, and emergency personnel during times of extreme weather, such as hurricanes. They will also serve as a daily recreational facility. The building design shall be configured to accommodate recreation use and must meet the FEMA funding criteria for safe room design requirements stated in the **FEMA P-361, Design and Construction Guidance for Community Safe Rooms** (fourth edition, April 2021) and minimum consensus standards of the **ICC 500 Standard for the Design and Construction of Storm Shelters** (December 2020).

Federal funding will be utilized for this project, the selected firm will be subject to all related compliance matters during the course of the project.

**RFQ 226 - MEMORIAL SPORTS COMPLEX** – approximately 50,000 SF. The 2018 estimated cost for construction for the project is approximately \$14,000,000.00.

**RFQ 227 – AIRLINE HIGHWAY COMMUNITY PARK** – approximately 47,000 SF. The estimated cost for construction for the project is approximately \$13,000,000.00.

**IMPORTANT DATES:**

- Proposals are due **October 8, 2024, 11:00 A.M. CT**
- **Send email today to Dedra Fountain, [dedra.fountain@brec.org](mailto:dedra.fountain@brec.org)** to identify attendance on conference call as well as those attending in person and include any questions that you may have asked during the conference call so that they can be responded to in an Addenda.
- Deadline for submitting questions (in writing) is September 25, 2024; 11:00 A.M CT. to [dedra.fountain@brec.org](mailto:dedra.fountain@brec.org)
- Deadline for Addenda to be issued October 1, 2024; 11:00 A.M CT.

**ADDENDA TO BE ISSUED WILL INCLUDE:**

- Responses to any questions received during inquiry period
- Documentation from the Non-Mandatory Pre-Bid Meeting & Conference Call
  - To include responses to questions during the non-mandatory pre-bid meeting and conference call.

**QUESTIONS & ANSWERS/CLARIFICATIONS:**

Question 1.

ANSWER 1.

Question 2.

ANSWER 2.

Question 3.

ANSWER 3.



**RFQ 226 & 227 – Requests for Qualifications Professional Architectural Design Services for a New Safe Rooms at Airline Community Park and Memorial Sport Complex**

Non-Mandatory Pre-Proposal Meeting & Conference Call  
September 18, 2024, 1:00 P.M. CT

**IN PERSON**

NAME	COMPANY NAME	EMAIL	PHONE
Rohit Sood	Holly & Smith Architects	rohit@hollyandsmith.com	985-974-7856
Sam Herpin	RHH Architects	sam@rhharchitects.com	225-383-0002
Lucie Carter	Tipton Associates	lcarter@tipton-associates.com	225-387-0101

**ONLINE**

NAME	COMPANY NAME	EMAIL	PHONE
Reed Richard	BREC	reed.richard@brec.org	
Angela Harms	BREC	Angela.Harms@brec.org	
Dedra Fountain	BREC	Dedra.Fountain@brec.org	
Natalie Hollis	BREC	Natalie.Hollis@brec.org	
Joseph Richard	ARCHITECTS PLUS	joseph@architectsplus.net	(M) (225) 978-9409 (O) (225) 334-9923 (C) 225.266.2117 (D) 225.377.4372 (O) 225.927.1008
Chris Haslitt	CHASM Architecture	chaslitt@chasmarchitecture.com	ext 121
Don Lawrence	CHASM Architecture	dlawrence@chasmarchitecture.com	
Stanford Fox	DP Partners Architects	sfox@dppartnersarchitects.com	(O) 626.344.8521 (C) 626.807.8781 (O) 225.766.4848 (C) 225.939.7640
Christin Meeker	Fusion Architects, APC	christin@fusionbcb.com	
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Gary Dunn	GD Architecture, LLC	gdunn@gdarchitecture.com	
Scott Kinnaird	GPF Design	skinnaird@gfpdesign.com	225-400-3444
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Jennifer Hanson	Holly & Smith Architects	jennifer@hollyandsmith.com	985.345.5210
David Julien	Julien Engineering & Consulting, Inc.	david@julien-engineering.com	
Kerwin Julien	Julien Engineering & Consulting, Inc.	kerwin@julien-engineering.com	
Jennifer Glynn	Marrero Couvillon & Associates (MEP)	Jglynn@mca-llc.com	
Michael Terry	Parish Engineering	mterry@parisheng.com	
Glen Landry	PES, LLC	glandry@eng-pes.com	
Stephen Maher	Ritter Maher Architect	smaher@rittermaher.com	(O) (225) 383-4321 (C) (225) 773-9722
Brian Rome	Rome Office	brian@romeoffice.us	
Melissa Rome	Rome Office	melissa@romeoffice.us	
Jiayi Hong	Rome Office	Jiayi@romeoffice.us	504 827 1928 (O) 504 332 2602 ext 221 (D) 332 240 5943 (C) 574 361 3816
Jennifer Schecter	SCAPE Landscape Architecture	jennifer@scapestudio.com	
Lauren Exley	SCAPE Landscape Architecture	Lauren@scapestudio.com	
Kaylene S. Bueso	WDG   Architects Engineers	ksbueso@wdgnola.com	(504) 754-5280
Rex Cabaniss	WHLC Architecture	rex@whlcarchitecture.com	



**INSTRUCTIONS FOR COMPLETING FORM BREC SOQ-AE**

Note: Numbers below correspond to numbers contained in Form BREC SOQ-AE (dated 05/29/24).

- 1a. Indicate in this block the complete name of the submitting Prime Firm.
- 1b. Indicate in this block the address (physical and mailing, if different) of the specific office of the prime firm that will be performing the work on the project. If this form is being submitted on behalf of a parent company with a branch office, please indicate in this block that the address shown is for the "main office" or "branch office".
- 2a. Indicate in this block the name, title, state license or registration number, telephone number, fax number and e-mail address of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters.
- 2b. This block shall be signed and dated by the individual indicated in Block 3a. All information contained in the form should be current and factual. **Additionally, failure to sign and date the form will be considered non-responsive and will result in the firm or associated firms being rejected.**
- 3a. If applicable, indicate the firm's Louisiana State Board of Architectural, Engineering, Surveying, Landscape Architectural, Interior Designer License or Registration number and the date granted. For an individual or non-incorporated firm, a copy of your current Registration Certification Card shall be attached to the form. For all architectural, engineering, surveying, landscape architectural or interior design firms that are incorporated, a copy of the firm's Certificate of Registration shall be attached to the form. **Failure to attach the required Registration Certification Card(s) will be considered non-responsive and will result in the firm or associated firms being rejected.**
- 3b. If applicable, indicate the firm's East Baton Rouge Parish Occupational License Number on this line, or if no office or facility in the Parish of East Baton Rouge, the information for the firm's location.
4. Indicate in this block by discipline, the number of all Prime Firm employees presently employed at the work location (Item 1b) on the date this form was signed. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function.

The term "Architect", "Engineer", "Surveyor", "Landscape Architect" or "Interior Designer" shall mean a Registered or Licensed Professional Architect, Engineer, Landscape Architect, or Interior Designer that is currently registered with the appropriate Louisiana State Board for Architectural Examiners or Engineering Examiners or Landscape Architectural Examiners or Interior Designer Examiners. Include all clerical personnel as "Administrative." If applicable, write in any other additional disciplines not indicated, e.g., planners, biologists, etc. In all cases, indicate the total number of people in each blank space and show grand total. For national firms wishing to utilize office personnel other than (or additional to) the branch office indicated in Item 1b for this project, the firm shall submit separate BREC SOQ-AE Forms showing those offices as sub-consultants for this project.

5. The Prime Firm shall indicate in this block the percentage of the total work that will be performed by the prime at the official work location (Item 1b).

6. The Prime Firm shall list in this block the name(s) of the various sub-consultants(s) that will be performing other work task(s). Please identify if the consultant is a DBE firm. The prime shall also indicate the specific technical or professional responsibilities the consultants(s) will be performing, and the percentage of the total work that will be performed by the consultant. Additionally, the prime shall indicate in the appropriate block the prime's previous working



relationships with the consultant or associate listed. Additional copies of Item 6 may be attached.

7. Indicate in this block the overall project organizational chart showing individual members of the project team and their technical or professional responsibilities that will be utilized to perform the project work. Also include individual members of any sub-consultants, if applicable. The individual who is the contact person (Item 2a) shall also be indicated in the organizational chart and their relationship to the project team. **A Project Manager shall be clearly identified that will be assigned to lead the project throughout its entirety.** The names listed will be expected to be on the team for the Project if awarded the contract.

8. The applicable respondent shall indicate in this block a brief resume of only the key personnel that are expected to participate (Item 4) on this project. Care should be taken to limit resumes to only those key persons or specialists that will have major project responsibilities. Each resume must include: (a) name of each key person, title, company; (b) the project assignment or role which that person will be expected to fulfill in connection with this project; (c) years of professional or relevant experience with present firm and other firms; (d) if registered as an architect, engineer, surveyor, etc., show the field of registration and the year that such registration was first acquired; and (e) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with BREC and FEMA Safe Rooms, similar type of work performed in the past, management abilities, etc. Please limit synopsis of experience to directly relevant information. (Note: Additional sheets may be utilized to complete this item.)

9. In this block the respondent shall list the five (5) largest current projects the prime firm has under contract, (under contract negotiations, or projects that the firm has recently been selected for by other Federal, State or Parish agencies) that are being (or will be) performed at the firm's official address (Item 1c). Required information must include: (a) name and location of project, including name of client, contact person and their telephone number; (b) brief description of type and extent of services provided for each project; (c) the actual (A) or estimated (E) contract fee; (d) the current status of the project, i.e. under contract negotiations, selected only, completed or percent completed; and (e) the actual (A) or estimated (E) completion date of the contract.

10. The respondent may list up to seven (7) projects that the prime firm has performed within the past ten (10) years that demonstrate the firm's competence to perform work similar to, or likely will be required on, this project. The more recent projects shall be listed first. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, including name of client, contact person and their telephone number; (b) brief description of type and extent of services provided for each project; (c) the actual (A) or estimated (E) contract fee; (d) the current status of the project or percent completed; and (e) the actual (A) or estimated (E) completion date of the contract.

11. The respondent must list in this block all BREC projects which have been awarded to the firm and/or completed as **prime firm** during the past ten (10) years. Required information must include: (a) name and type of project, contact person and their telephone number; (b) brief description of type and extent of services provided for each project; (c) the actual (A) or estimated (E) contract fee; (d) the current status of the project or percent completed; and (e) the actual (A) or estimated (E) completion date of the contract.

12. Use this space to best illustrate qualifications of this firm to perform this project, project approach, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to items listed in the RFQ Evaluation Criteria (PART III) and the stated scope of work should be included. A maximum of four (4) additional sheets may be utilized to answer this question. All other attachments not specifically requested are considered embellishments.



<b>BREC STANDARD FORM</b> Statement of Qualifications AE Services (BREC SOQ-AE)		<b>Prime Architectural &amp; Engineering Services</b>	
<b>1a. Official Name of Firm</b>	<b>1b. Official Address (mailing and physical if different)</b>		<b>RFQ No, 227 Professional Architectural Design Services for a New Safe Room at Airline Community Park</b>
<b>2a. Principal to contact (must be same person certifying Item 2b).</b>  Name/Title: LA License/Registration No.: Telephone No.: Fax No.: E-Mail:		<b>2b. I certify that the following information is accurate and complete to the best of my knowledge.</b>  Signature: _____ Date: _____	
<b>3a. Prime Firm's Louisiana license/registration number and date granted (note: Attach a copy of document).</b>		<b>3b. Current local occupational license number, if applicable.</b>	
<b>4. Personnel by discipline of Prime Firm (list each person only once, by primary function). All disciplines may not be necessary for project.</b>			
_____ Administrative	_____ Electrical Engineers	_____ Landscape Architects	_____ Other
_____ Architects	_____ Engineer-In-Training	_____ Land Surveyor-In-Training	_____
_____ Civil Engineers	_____ Environmental Engineers	_____ Mechanical Engineers	_____
_____ Construction Inspectors	_____ Estimators	_____ Professional Land Surveyors	_____
_____ Draftsmen/CADD Operators	_____ Geologists	_____ Sanitary Engineers	_____
_____ Designer/Technician	_____ Geotechnical Engineers	_____ Specification Writers	_____
_____ Ecologists	_____ Interior Designers	_____ Structural Engineers	_____ Total Personnel
<b>5. Indicate the area(s) of responsibility for this project of the Prime Firm.</b>			

USE ADDITIONAL SHEETS IF NEEDED

6. List Sub-consultants to be utilized on this project. A Sub-consultant not listed here may be utilized on this project only after obtaining written concurrence from BREC, if applicable. Include separate DBE documents as needed.			
Name and Address	Specific Responsibilities and scope of work on this project	Approximate % of work this project	Worked w/ Prime before (YES or NO)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

USE ADDITIONAL SHEETS IF NEEDED



**7. Project organization chart. Identify the key personnel and their responsibilities for this project. A Project Manager shall be clearly identified that will be assigned to lead the project throughout its entirety. Include Sub-consultants as appropriate.**

<b>8. Brief resume of key personnel.</b>	
<b>a. Name and title, and company</b>	<b>a. Name and title, and company</b>
<b>b. Position or assignment for this project</b>	<b>b. Position or assignment for this project</b>
<b>c. Years professional experience</b> With this firm _____ With other firms _____	<b>c. Years professional experience</b> With this firm _____ With other firms _____
<b>d. Active registration: state/discipline/license number or applicable certifications for inspectors</b>	<b>d. Active registration: state/discipline/license number or applicable certifications for inspectors</b>
<b>e. Specific experience and qualifications relevant to this project</b>	<b>e. Specific experience and qualifications relevant to this project</b>

USE ADDITIONAL SHEETS AS NEEDED



9. List five (5) largest current projects under contract or under contract negotiations that are being (or will be) performed at the official address listed in Item 1b.				
a. Project Type or Name Project • Description • Name of Architect in Responsible Charge • Client Contact Person and Phone Number	b. Nature of firm's responsibility	c. Actual (A) or Estimated (E) fee	d. Current status or percent complete	e. Actual (A) or estimated (E) completion date
1.				
2.				
3.				
4.				
5.				

10. List up to seven (7) projects your firm has performed within the past 10 years that are similar or comparable to the proposed project.				
a. Project Type or Name Project <ul style="list-style-type: none"> <li>• Description</li> <li>• Name of Architect in Responsible Charge</li> <li>• Client Contact Person and Phone Number</li> </ul>	b. Nature of firm's responsibility	c. Actual (A) or estimated (E) fee	d. Current status or percent complete	e. Actual (A) or estimated (E) completion date
1.				
2.				
3.				
4.				
5.				
6.				
7.				



11. List all BREC projects which have been awarded to the firm and/or completed as a prime during the past ten (10) years.				
a. Project Type or Name Project <ul style="list-style-type: none"> <li>• Description</li> <li>• Name of Architect in Responsible Charge</li> <li>• Client Contact Person and Phone Number</li> </ul>	b. Nature of firm's responsibility	c. Actual (A) or estimated (E) fee	d. Current status or percent complete	e. Actual (A) or estimated (E) completion date

USE ADDITIONAL SHEETS AS NEEDED

**12. Use this space to best illustrate qualifications of this firm to perform this project, project approach, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to items listed in the RFQ Evaluation Criteria (PART III) and the stated scope of work should be included. A maximum of four (4) additional sheets may be utilized to answer this question. All other attachments not specifically requested are considered embellishments.**





<b>BREC STANDARD FORM</b> Statement of Qualifications AE Services (BREC SOQ-AE)		<b>Prime Architectural &amp; Engineering Services</b>
<b>1a. Official Name of Firm</b>	<b>1b. Official Address (mailing and physical if different)</b>	<b>RFQ No, 227 Professional Architectural Design Services for a New Safe Room at Airline Community Park</b>
<b>2a. Principal to contact (must be same person certifying Item 2b).</b>  Name/Title: _____ LA License/Registration No.: _____ Telephone No.: _____ Fax No.: _____ E-Mail: _____		<b>2b. I certify that the following information is accurate and complete to the best of my knowledge.</b>  Signature: _____ Date: _____
<b>3a. Prime Firm's Louisiana license/registration number and date granted (note: Attach a copy of document).</b>		<b>3b. Current local occupational license number, if applicable.</b>
<b>4. Personnel by discipline of Prime Firm (list each person only once, by primary function). All disciplines may not be necessary for project.</b>		
_____ Administrative _____ Architects _____ Civil Engineers _____ Construction Inspectors _____ Draftsmen/CADD Operators _____ Designer/Technician _____ Ecologists	_____ Electrical Engineers _____ Engineer-In-Training _____ Environmental Engineers _____ Estimators _____ Geologists _____ Geotechnical Engineers _____ Interior Designers	_____ Landscape Architects _____ Land Surveyor-In-Training _____ Mechanical Engineers _____ Professional Land Surveyors _____ Sanitary Engineers _____ Specification Writers _____ Structural Engineers _____ Total Personnel
<b>5. Indicate the area(s) of responsibility for this project of the Prime Firm.</b>		

**USE ADDITIONAL SHEETS IF NEEDED**

6. List Sub-consultants to be utilized on this project. A Sub-consultant not listed here may be utilized on this project only after obtaining written concurrence from BREC, if applicable. Include separate DBE documents as needed.			
Name and Address	Specific Responsibilities and scope of work on this project	Approximate % of work this project	Worked w/ Prime before (YES or NO)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

USE ADDITIONAL SHEETS IF NEEDED



**7. Project organization chart. Identify the key personnel and their responsibilities for this project. A Project Manager shall be clearly identified that will be assigned to lead the project throughout its entirety. Include Sub-consultants as appropriate.**

<p><b>8. Brief resume of key personnel.</b></p>	
<p><b>a. Name and title, and company</b></p>	<p><b>a. Name and title, and company</b></p>
<p><b>b. Position or assignment for this project</b></p>	<p><b>b. Position or assignment for this project</b></p>
<p><b>c. Years professional experience</b>                      With this firm _____ With other firms _____</p>	<p><b>c. Years professional experience</b>                      With this firm _____ With other firms _____</p>
<p><b>d. Active registration: state/discipline/license number or applicable certifications for inspectors</b></p>	<p><b>d. Active registration: state/discipline/license number or applicable certifications for inspectors</b></p>
<p><b>e. Specific experience and qualifications relevant to this project</b></p>	<p><b>e. Specific experience and qualifications relevant to this project</b></p>

USE ADDITIONAL SHEETS AS NEEDED

9. List five (5) largest current projects under contract or under contract negotiations that are being (or will be) performed at the official address listed in Item 1b.					
a. Project Type or Name Project <ul style="list-style-type: none"> <li>• Description</li> <li>• Name of Architect in Responsible Charge</li> <li>• Client Contact Person and Phone Number</li> </ul>	b. Nature of firm's responsibility	c. Actual (A) or Estimated (E) fee	d. Current status or percent complete	e. Actual (A) or estimated (E) completion date	
1.					
2.					
3.					
4.					
5.					



10. List up to seven (7) projects your firm has performed within the past 10 years that are similar or comparable to the proposed project.

a. Project Type or Name Project • Description • Name of Architect in Responsible Charge • Client Contact Person and Phone Number	b. Nature of firm's responsibility	c. Actual (A) or estimated (E) fee	d. Current status or percent complete	e. Actual (A) or estimated (E) completion date
1.				
2.				
3.				
4.				
5.				
6.				
7.				

11. List all BREC projects which have been awarded to the firm and/or completed as a prime during the past ten (10) years.					
a. Project Type or Name Project • Description • Name of Architect in Responsible Charge • Client Contact Person and Phone Number	b. Nature of firm's responsibility	c. Actual (A) or estimated (E) fee	d. Current status or percent complete	e. Actual (A) or estimated (E) completion date	

USE ADDITIONAL SHEETS AS NEEDED



12. Use this space to best illustrate qualifications of this firm to perform this project, project approach, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to items listed in the RFQ Evaluation Criteria (PART III) and the stated scope of work should be included. A maximum of four (4) additional sheets may be utilized to answer this question. All other attachments not specifically requested are considered embellishments.