

# Engineering/Architectural Sample Statement of Qualifications

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NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

1. Years in Business in Present Form: \_\_\_\_\_

2. Firms History and Resource Capability to Perform Required Services:  
\_\_\_\_\_  
\_\_\_\_\_

3. Titles, Names, and Addresses of all Officers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.  
\_\_\_\_\_  
\_\_\_\_\_

5. Does your firm carry Errors and Omissions Insurance? \_\_\_\_\_

6. If you were awarded the design, bid phase, and inspection for this project, what would your fee be?  
\_\_\_\_\_

7. Does your firm charge for the preliminary engineering report (PER)?  
If yes, what would the charge be? \$ \_\_\_\_\_  
Can your firm meet the draft PER deadline? YES \_\_\_ NO \_\_\_

8. List up to five (5) projects which demonstrate skills to be used on CDBG projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

9. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. List three (3) references for the Firm.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

11. Are you a Section 3 Business Concern? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal.*

Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal? Yes \_\_\_\_\_

*If no, you will only need to submit the Section 3 forms if you are the successful proposer.*

12. Certifying that:

Mr./Mrs./Ms. \_\_\_\_\_ (signature) being duly sworn deposes and states that he/she is the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.