

# **ARCHITECT-ENGINEER QUESTIONNAIRE**

## **INSTRUCTIONS**

- Engineering Firms should complete Sections I, II and IV
- Firms competing for Planning and CEQA projects should complete Section I, III and IV
- Firms competing for Engineering, Planning and CEQA projects should complete all four Sections

**OC Public Works**

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## SECTION I

**DATE:**

### A-E FIRM CLASSIFICATION (CHECK AS APPROPRIATE)

- Classification 1: Engineering design and construction projects only (complete Questionnaire Section 1, 11 & IV)
- Classification 2: Planning and CEQA documentation (complete Questionnaire Section I, III & IV)
- Classification 3: Engineering, Planning and CEQA documentation (complete all sections)

1. <b>Firm Name</b>	2. <b>Year Established</b>	3. <b>Type of Organization</b> (Check One) <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other	4. <b>Telephone No.</b>
5. <b>Former Firm Name(s)</b> If Any, and Years Established		6. <b>Local Office Address:</b>	
7. <b>Branch Offices</b>			

8. **Personnel** (Give Name, Registration, State, Year and Identify Principals with \*\* and Associates with \*)

A. <b>Civil and Structural Engineers</b>	B. <b>Planners</b>
C. <b>Architects</b>	D. <b>Landscape Architects</b>
E. <b>Mechanical Engineers</b>	F. <b>Others</b> (Indicate Specialty)

9. **Number of Personnel Currently in Firm**

	Architects	Engineers	Biologists	Planners	Other (Specify)	Support	Total
A. Local Office							
B. All Others							
C. Total							

**SECTION II**  
**A-E FIRM'S MAJOR PROJECT HISTORY**  
 (TO BE FILLED BY FIRMS INTENDING TO QUALIFY FOR ENGINEERING PROJECTS)

**Provide the following information:**

1. Largest number of personnel during the past five years.      Number: \_\_\_\_\_      Year: \_\_\_\_\_

2. List major projects which your firm was lead engineer or architect of record or had primary responsibility for engineering portions of project during the past four years:

Project Name and Location	Type (Describe engineering specialty utilized for project)	Name and Address of Lead Agency/Owner	Estimated Construction Cost	Percent Completed Design Construction
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

(Attach additional information as needed)

Number of Current Projects: \_\_\_\_\_

Total Estimated Constructive Costs: \$ \_\_\_\_\_

## JOINT VENTURE SUMMARY

4. Major projects on which your firm was associated with others during the last four years (indicate the phase of work which was your firm's responsibility)

Name of Project and Phase of work	Location	Owner	Estimated Construction Cost of		Percent of Entire Project Completed		If joint project Associate with
			Entire Project	Work for Which Your Firm is Responsible	Design	Construction	

Total number of current projects: \_\_\_\_\_ Total estimated construction cost of work for which your firm is responsible: \_\_\_\_\_

## EXPERIENCE INDEX

5. Check the type of work or facilities in which your firm possesses experience:

- |   |   |
|---|---|
| <input type="checkbox"/> Office Buildings                             | <input type="checkbox"/> Large Open Channels                          |
| <input type="checkbox"/> Civic Centers                                | <input type="checkbox"/> Greenbelt Channels                           |
| <input type="checkbox"/> Community Buildings                          | <input type="checkbox"/> Dams   |
| <input type="checkbox"/> Courthouses                                  | <input type="checkbox"/> Lake Design                                  |
| <input type="checkbox"/> Auditoriums and Theaters                     | <input type="checkbox"/> Retarding Basins                             |
| <input type="checkbox"/> Sheriff or Police Stations                   | <input type="checkbox"/> Bridges                                      |
| <input type="checkbox"/> Prisons and Correctional Facilities          | <input type="checkbox"/> Arterial Highways                            |
| <input type="checkbox"/> Fire Stations                                | <input type="checkbox"/> Local Streets                                |
| <input type="checkbox"/> Libraries                                    | <input type="checkbox"/> Traffic Signalization                        |
| <input type="checkbox"/> Schools                                      | <input type="checkbox"/> Transportation Planning                      |
| <input type="checkbox"/> Hospitals and Medical Facilities             | <input type="checkbox"/> Marinas                                      |
| <input type="checkbox"/> Dining Halls, Clubs, Restaurants             | <input type="checkbox"/> Coastal Engineering                          |
| <input type="checkbox"/> Airport Facilities                           | <input type="checkbox"/> Erosion & Sediment Transport                 |
| <input type="checkbox"/> Animal Shelters                              | <input type="checkbox"/> Assessment Engineering                       |
| <input type="checkbox"/> Warehouses                                   | <input type="checkbox"/> Water Conservation                           |
| <input type="checkbox"/> Industrial Buildings                         | <input type="checkbox"/> Storm Water Pumping                          |
| <input type="checkbox"/> Parking Garages                              | <input type="checkbox"/> Water Supply                                 |
| <input type="checkbox"/> Parking Lots                                 | <input type="checkbox"/> Water Treatment                              |
| <input type="checkbox"/> Service Garages                              | <input type="checkbox"/> Domestic Water Distribution & Storage        |
| <input type="checkbox"/> Maintenance Service Shops                    | <input type="checkbox"/> Dredging                                     |
| <input type="checkbox"/> Computer Facilities                          | <input type="checkbox"/> Sanitary Engineering                         |
| <input type="checkbox"/> Landscape Architecture                       | <input type="checkbox"/> Mine Rehabilitation                          |
| <input type="checkbox"/> Plumbing and Piping Design                   | <input type="checkbox"/> Industrial Waste                             |
| <input type="checkbox"/> Sewage Collections, Treatment & Disposal     | <input type="checkbox"/> Sanitary Landfill                            |
| <input type="checkbox"/> Heating, Ventilating, Air Conditioning       | <input type="checkbox"/> Engineer Geology                             |
| <input type="checkbox"/> Light  | <input type="checkbox"/> Geotechnical                                 |
| <input type="checkbox"/> Power Generation, Transmission, Distribution | <input type="checkbox"/> Groundwater Geology                          |
| <input type="checkbox"/> Communications                               | <input type="checkbox"/> Soils Engineering                            |
| <input type="checkbox"/> Solar Energy Utilization                     | <input type="checkbox"/> Pump Stations                                |
| <input type="checkbox"/> Local Parks                                  | <input type="checkbox"/> Plan Review (Building Regulation Compliance) |
| <input type="checkbox"/> Community Parks                              | <input type="checkbox"/> Structural Engineering                       |
| <input type="checkbox"/> Regional Parks                               | <input type="checkbox"/> Surveying                                    |
| <input type="checkbox"/> Recreational Trails                          | <input type="checkbox"/> Aerial Surveying                             |
| <input type="checkbox"/> Regional Storm Drains                        | <input type="checkbox"/> Construction Management                      |

## EXPERTISE INDEX

6. Rank the types of projects in terms of your firm's areas of expertise and interest (1=highest interest, 2=next highest, etc.)

- Airport Projects (A)
- Aerial Topography/Photogrammetry (AT)
- Archaeology/Paleontology (AP)
- Architecture (AR)
- Acoustic Engineering (AE)
- Bridge Projects (B)
- Bikeway Projects (BW)
- Construction Management (CM)
- Electrical Engineering (EE)
- Economic/Fiscal (EF)
- Flood Control Projects (FC)
- Geology/Geotechnical Engineering (GE)
- General/Site Planning; Urban Design (GP)
- Harbor Projects (H)
- Historical Preservation (HP)
- Mechanical Engineering (ME)
- Parks Projects (Landscape Arch.) (P)
- Road Projects (R)
- Surveying (S)
- Transportation/ Traffic Studies (T)
- Traffic Signals (TS)
- Soils Engineering (SI)
- Structural/Civil Engineering (SE)
- Water Facilities (Potable) (W)
- Other
- Other

Signature and title of person submitting questionnaire	Date
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## **SECTION III - INSTRUCTIONS**

Forms 1 through 4 must be used to convey the requested information. Pre-printed materials may not be substituted. Use copies as necessary. All forms must be completed and returned.

### **Form 1**

This form documents the specific types of planning and CEQA work or projects in which your firm possesses experience.

### **Form 2**

This form documents the ranking of project types in terms of your firm's areas of expertise and interest.

### **Form 3**

This form is to describe planning documents, and, for each document, to identify the authors and project managers. If the project was a joint venture, and your firm was not the team leader, do not list the primary contractor and other sub-contractors on the team; list only your employees, and only those documents directly authorized by your firm. See sample - page 12.

### **Form 4**

This form is to document the formal educational and training credentials of the professional staff. Please refer to Form 2 for classifications to key environmental issues.

### **Form 5**

This form documents the types of public meeting and interface experience and the issues. List only your employees and those meeting directly conducted by your firm.

# EXPERIENCE INDEX - FORM 1

Check the types of work or facilities in which your firm possesses expertise and experience:

## Types of Planning Documents

- Specific Plans/Planned Communities
- Zoning/General Plans
- Growth Management
- EIRs
- EISs
- Technical Report (e.g., Traffic Study for an EIR)
- Mitigation Monitoring Reports
- EIR Findings
- Negative Declarations
- Environmental Assessments
- Resource Management Plans
- Biological Studies
- NCCP Plans
- Other (Specify)

## Key Planning/Environmental Issues (contd)

- Surface/Groundwater Quality
- Flood Risk
- Air Quality
- Noise
- Hazardous Materials
- Aesthetics
- Recreation
- Energy/Natural Resources
- Public Services and Utilities
- Land Use Compatibility
- Cumulative Impacts
- Public Controversy
- Other (Specify)

## Key Planning/Environmental Issues

- Coastal Marsh
- Riparian or Wetland
- Coastal Sage Scrub
- Oak Woodlands
- Grasslands
- Sensitive Fauna (Specify)
- Sensitive Flora (Specify)
- Wildlife Corridor
- Traffic/Circulation
- Geotechnical
- Landform Alteration

## Types of Development

- Parks, Beaches
- Public Infrastructure (Roads/Bridges/Communication)
- Jails
- Landfills
- Industrial/Commercial
- Residential
- Harbors, Marinas
- Flood Control Projects
- NCCP
- Combination (Specify Types)
- Other (Specify)

## EXPERTISE INDEX - FORM 2

Rank the types of projects in terms of your firm's areas of expertise and interest (1=highest interest, 2=next highest, etc.)

- Airport Projects (A)
- Archaeology/Paleontology (AP)
- MC - Mitigation Monitor/Resource Mgmt. Coord.
- CP - CEQA Docmt Prepare-EIR/EIS
- CI - CEQA Docmt Prepare-ND's/EA
- PM - Project Manager
- PD - Land Planner/Designer
- PZ - Planning/Zoning Docmt Prepare
- GI - Graphic Information Systems Pre
- J - Jails Design and Dev.
- 01 - General Biologist/Ecologist
- 02 - Wetlands/Riparian Biologist
- 03 - Coastal Marsh/Marine Biologist
- 05 - Restoration Biologist/Ecologist
- 08 - Botanist/Arborist
- 11 - Ornithologist
- 13 - Mammologist (Mammals)
- 14 - Entomologist (Insects/Arachnids)
- PF - Public Meeting Facilitator
- AS - Air Quality Specialist
- HY - Hydrologist
- HW - Hazardous Waste
- LF - Landfills Design and Dev.
- OS - Open Space Design & Dev.
- FC - Flood Control Facilities Design & Dev.
- YC - Youth Correction Facilities Design & Dev.
- Other
- Other

Signature and title of person submitting questionnaire	Date
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**SECTION IV**  
**LIABILITY QUESTIONNAIRE**

1. Name of Firm: \_\_\_\_\_
2. Total number of employees: \_\_\_\_\_  
\_\_\_\_\_
3. Number of engineers employed: \_\_\_\_\_
4. Number of architects employed: \_\_\_\_\_
5. Does your firm employ other professional people?      YES \_\_\_\_\_      NO \_\_\_\_\_  
If so, give number and professions: \_\_\_\_\_
6. Approximate annual total value of all architect and engineering contracts (optional): \_\_\_\_\_  
\_\_\_\_\_
7. Approximate annual total value of architect and engineering contracts with the County of Orange: \_\_\_\_\_
8. Name of insurance carrier writing your architects and engineers professional liability insurance: \_\_\_\_\_
9. Annual premium for architects and engineers professional liability insurance: \_\_\_\_\_  
Current policy year \_\_\_\_\_  
Immediately preceding policy year: \_\_\_\_\_
10. What are the limits of your current architects and engineers liability insurance policy?
11. What deductibles, if any, are contained in your current architects and engineers liability insurance policy?
12. Would your firm purchase architects and engineer's professional liability insurance if it were not required for the purpose of obtaining contracts with the County of Orange?      YES \_\_\_\_\_      NO \_\_\_\_\_
13. When preparing bids on contracts let by the County of Orange, do you somehow add in the cost of your architects and engineers insurance?      YES \_\_\_\_\_      NO \_\_\_\_\_  
If so, (e.g., specific percentage of annual premium included as part of general expenses, etc.)? Explain fully, showing dollars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. If available, attach copies of the following: \_\_\_\_\_
  - A. Your application for architects and engineers liability insurance, or
  - B. Your current architects and engineers liability insurance policy, or
  - C. Your Certificate of Insurance.
15. How long have you had your present architects and engineer's liability insurance? \_\_\_\_\_
16. What is the expiration date of your architects and engineers liability insurance? \_\_\_\_\_

**SECTION IV  
AFFIRMATIVE ACTION PROGRAM SURVEY**

Firm Name: \_\_\_\_\_

Total Number of Employees, including Principal(s) in Company: \_\_\_\_\_

Total Number of Employee, including Principal(s) in Local Office: \_\_\_\_\_

Ethnic Breakdown of Employees by Job Classification and Sex	MALE/FEMALE ETHNIC CODE BREAKDOWN												TOTAL
	1		2		3		4		5		6		
	M	F	M	F	M	F	M	F	M	F	M	F	
Principal/Owner													
Manager/Job Captain													
Architect/Engineer													
Other (Specify)													
Other (Specify)													
Administrative/Clerical													
Total													

**ETHNIC CODE:**

1. Black, African-American, Jamaican, Trinidadian, and West Indian.
2. Oriental, Chinese, Japanese, Asian American, Korean, and Filipino.
3. American Indian.
4. Spanish Surnamed, Mexican American, Chicano, Latino, South American, Central American, Puerto Rican, and Cuban.
5. White.
6. Other Minorities: Aleuts, Malaysians, Thais, Samoans, and others not covered by any other category listed here.

