



## Statement of Qualifications Submittal Form for Permit Plan Review and Inspection

This submittal form will be used to evaluate and rank companies in the service category of **Permit Plan Review and Inspection**, which is likely to include the review of a variety of projects, including but not limited to complex commercial, industrial and residential projects for compliance with the City of Reno's Public Works Design Manual, Standard Details for Public Works Construction, Truckee Meadows Regional Drainage Manual, and Title 18 of the Reno Municipal Code.

Firms must demonstrate the ability to review plans/construction documents and perform site and storm water permit inspections for compliance with all City of Reno adopted codes, ordinances, as well as code referenced standards in order to be ranked as a service provider in this category. Plan review and inspection services must ensure compliance with hydraulic and hydrologic, sanitary sewer, geotechnical, storm water, and traffic design standards and codes.

This form must be completed and submitted according to the guidelines set forth in the "Request for Statement of Qualifications". Any manipulation of this form is forbidden and may result in disqualification.

### I. Company Information

Company Name: \_\_\_\_\_

Company Address (office location where work for this service will be performed):

Primary Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**II. Firm Registration**

Is your firm currently registered with Nevada Board of Professional Engineers and Land Surveyors?

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**III. Subconsultants**

List the types of work relevant to this service category for which you may engage subconsultants. The response is limited to the space provided below.

**IV. Company Overview and Expertise**

Response is limited to the space below.

## V. Key Personnel

Identify a project manager or team leader for this service category and provide a brief narrative of their relevant qualifications and experience. You may list up to five (5) additional current key personnel with experience specifically relevant to this service category. Responses are limited to the spaces provided below.

Project Manager or Team Leader Name and Title \_\_\_\_\_

Professional License Number/State \_\_\_\_\_

Home Office Location (City, State) \_\_\_\_\_

Length of Employment at this Company \_\_\_\_\_

Qualifications, Experience, and Certifications

1. Employee Name and Title \_\_\_\_\_

Professional License Number/State \_\_\_\_\_

Home Office Location (City/State) \_\_\_\_\_

Length of Employment at this company \_\_\_\_\_

Qualifications, Experience, and Certifications

2. Employee Name and Title \_\_\_\_\_

Professional License Number/State \_\_\_\_\_

Home Office Location (City/State) \_\_\_\_\_

Length of Employment at this company \_\_\_\_\_

Qualifications, Experience, and Certifications

3. Employee Name and Title \_\_\_\_\_

Professional License Number/State \_\_\_\_\_

Home Office Location (City/State) \_\_\_\_\_

Length of Employment at this company \_\_\_\_\_

Qualifications, Experience, and Certifications

4. Employee Name and Title \_\_\_\_\_

Professional License Number/State \_\_\_\_\_

Home Office Location (City/State) \_\_\_\_\_

Length of Employment at this company \_\_\_\_\_

Qualifications, Experience, and Certifications

5. Employee Name and Title \_\_\_\_\_

Professional License Number/State \_\_\_\_\_

Home Office Location (City/State) \_\_\_\_\_

Length of Employment at this company \_\_\_\_\_

Qualifications, Experience, and Certifications

## VI. PROJECT EXAMPLES

List up to five (5) projects completed by your company that are relevant to this service category. Each project listed shall have at least one (1) key employee from Section V of this form who either managed or played a key role in the project. Responses are limited to the spaces provided below

1. Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Start Date \_\_\_\_\_ Your Company's Total Consultant Fee \_\_\_\_\_

Complete Date \_\_\_\_\_ Total Construction Cost \_\_\_\_\_

Client name and contact information (Include phone number and email address)

List notable project information, such as dimensions, and material type, permits, or other statistics as applicable or desired. Approximate number of planreview/inspection hours used on the project.

Company's current key employee name and role:

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Project Description: Include project overview, company's role in the project, and list other key personnel currently employed by the company that worked on the project. If subconsultants were utilized, list the company names and describe the nature of their involvement, including what percentage of the consulting fee stated above is comprised of their work.

2. Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Start Date \_\_\_\_\_ Your Company's Total Consultant Fee \_\_\_\_\_

Complete Date \_\_\_\_\_ Total Construction Cost \_\_\_\_\_

Client name and contact information (Include phone number and email address)

List notable project information, such as dimensions, and material type, permits, or other statistics as applicable or desired. Approximate number of plan review/inspection hours used on the project.

Company's current key employee name and role:

Project Description: Include project overview, company's role in the project, and list other key personnel currently employed by the company that worked on the project. If subconsultants were utilized, list the company names and describe the nature of their involvement, including what percentage of the consulting fee stated above is comprised of their work.

3. Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Start Date \_\_\_\_\_ Your Company's Total Consultant Fee \_\_\_\_\_

Complete Date \_\_\_\_\_ Total Construction Cost \_\_\_\_\_

Client name and contact information (Include phone number and email address)

List notable project information, such as dimensions, and material type, permits, or other statistics as applicable or desired. Approximate number of planreview/inspection hours used on the project.

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Project Description: Include project overview, company's role in the project, and list other key personnel currently employed by the company that worked on the project. If subconsultants were utilized, list the company names and describe the nature of their involvement, including what percentage of the consulting fee stated above is comprised of their work.

4. Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Start Date \_\_\_\_\_ Your Company's Total Consultant Fee \_\_\_\_\_

Complete Date \_\_\_\_\_ Total Construction Cost \_\_\_\_\_

Client name and contact information (Include phone number and email address)

List notable project information, such as dimensions, and material type, permits, or other statistics as applicable or desired. Approximate number of plan review/inspection hours used on the project.

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5. Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Start Date \_\_\_\_\_ Your Company's Total Consultant Fee \_\_\_\_\_

Complete Date \_\_\_\_\_ Total Construction Cost \_\_\_\_\_

Client name and contact information (Include phone number and email address)

List notable project information, such as dimensions, and material type, permits, or other statistics as applicable or desired. Approximate number of plan review/inspection hours used on the project.

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