



STATEMENT OF QUALIFICATIONS
SUBMITTAL FORM
for

Engineering Plan Review

This submittal form will be used to provide information for the unranked service category of **ENGINEERING PLAN REVIEW**, 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 Reno Municipal Code, Public Works Design Manual and Standard Detail Drawings.

Firms must demonstrate the ability to review plans/construction documents for compliance with all City of Reno adopted codes, ordinances, as well as code-referenced standards in order to be a service provider in this category. Preference will be given to firms that are not engaged in services for private development in the Reno-Sparks area.

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 category will be performed.

Primary Contact Person

Title

Phone Number

Fax Number

E-mail

II. FIRM REGISTRATION

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

YES NO N/A Other

III. SUBCONSULTANTS

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

IV. COMPANY OVERVIEW and EXPERTISE

Response is limited to the space below.

V. LIST OF CURRENT COMMERCIAL, RESIDENTIAL OR INDUSTRIAL DEVELOPMENTS FOR WHICH THE FIRM IS CURRENTLY ENGAGED TO PROVIDE ENGINEERING, PLANNING OR INSPECTION SERVICES.

Response is limited to the space below.

VI. KEY PERSONNEL

Identify a contract 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.

Contract Manager or Team Leader Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

1. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

VI. KEY PERSONNEL

2. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

3. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

VI. KEY PERSONNEL

4. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

5. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

VII. EXPERIENCE EXAMPLES

List up to five (5) examples of contracts for agency engineering plan review prosecuted by your company that are relevant to this service category. Each contract listed shall have at least one (1) key employee from Section VI of this form who either managed or played a key role in the contract. Responses are limited to the spaces provided below.

1. Contract Name

Location

Start Date Your Company's Total Consultant Fee

Complete Date

Client Name and Contact Information (include phone number and e-mail address)

1. Primary type of services provided.
2. Approximate number of plan review/inspection hours used on the contract.

Company's Current Key Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. 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.

VII. EXPERIENCE EXAMPLES

2. Contract Name

Location

Start Date Your Company's Total Consultant Fee

Complete Date

Client Name and Contact Information (include phone number and e-mail address)

1. Primary type of plan review/ inspection performed.
2. Approximate number of review/inspection hours used on the contract.

Company's Current Key Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. 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.

VII. EXPERIENCE EXAMPLES

3. Contract Name

Location

Start Date Your Company's Total Consultant Fee

Complete Date

Client Name and Contact Information (include phone number and e-mail address)

1. Primary type of plan review/ inspection performed.
2. Approximate number of review/inspection hours used on the contract.

Company's Current Key Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. 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.

VII. EXPERIENCE EXAMPLES

4. Contract Name

Location

Start Date Your Company's Total Consultant Fee

Complete Date

Client Name and Contact Information (include phone number and e-mail address)

1. Primary type of plan review/ inspection performed.
2. Approximate number of review/inspection hours used on the contract.

Company's Current Key Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. 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.

VII. EXPERIENCE EXAMPLES

5. Contract Name

Location

Start Date Your Company's Total Consultant Fee

Complete Date

Client Name and Contact Information (include phone number and e-mail address)

1. Primary type of plan review/ inspection performed.
2. Approximate number of review/inspection hours used on the contract.

Company's Current Key Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. 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.