

**Definitions:**

**“Parent Company”** is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The “parent company” of Firm A is Corporation C.

**“Principals”** are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

**“Discipline,”** as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual’s primary technical discipline.

**“Joint Venture”** is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

**“Consultant,”** as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

**“Prime”** refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The “prime would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

**“Branch Office”** is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. “Branch offices” are normally subject to the management decisions, bookkeeping, and policies of the main office.

**Instructions for Filing** (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
  - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.)

Check appropriate boxes indicating if firm is a disabled veteran business
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
  - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. Listed principals must be empowered to speak for the firm on the policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provides A-E and related services.
  - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (\*If form is being submitted by main headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as “administrative.” Write in any additional disciplines—sociologists, biologists, etc.—and number of people in each, in blank spaces.

# Architect-Engineer and Related Services Questionnaire

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first.

### Ranges of Professional Services Fees

INDEX	INDEX
1. Less than \$100,000	5. \$1 million to \$2 million
2. \$100,000 to \$250,000	6. \$2 million to \$5 million
3. \$250,000 to \$500,000	7. \$5 million to \$10 million
4. \$500,000 to \$1 million	8. \$10 million or greater

10. Select and enter, in numerical sequence, **not more than twenty** (20) project types which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. **Carefully review list.** For each project type, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years.
11. Give details of at least one recent (within the last five years) representative project for each project type, up to a **maximum** of twenty (20) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) For each project in question 11, show: (a) whether firm was the prime professional, or a consultant, or part of a joint venture on that particular project; (new firms, in existence less than five (5) years may indicate "Individual Experience" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that project type; (c) give name and address of the owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work).

12. The completed AOC 001-01 should be signed by a principal of the firm, preferably the chief executive officer.
13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

**AOC  
FORM  
001-01**

Architect-Engineer  
And Related Services  
Questionnaire

1. Firm Name/Business Address:  
  
  
  
  
  
  
  
  
  
1a. Submittal is for  Parent Company  Branch or Subsidiary Office

2. Year Present Firm  
Established

3. Date Prepared:

4. Specify type of ownership and check below, if applicable.

A. Disabled Veteran Business

5. Name of Parent Company, if any:

5a. Former Parent Company Name(s), if any, and Year(s) Established:

6. Names of not more than Two Principals to Contact: Title/Telephone  
1)  
2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel \_\_\_\_\_

8. Personnel by Discipline: (List each person only once, by primary function.)

<input type="checkbox"/> Administrative	<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Oceanographers	_____
<input type="checkbox"/> Architects	<input type="checkbox"/> Estimators	<input type="checkbox"/> Planners: Urban/Regional	_____
<input type="checkbox"/> Chemical Engineers	<input type="checkbox"/> Geologists	<input type="checkbox"/> Sanitary Engineers	_____
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Hydrologists	<input type="checkbox"/> Soils Engineers	_____
<input type="checkbox"/> Construction Inspectors	<input type="checkbox"/> Interior Designers	<input type="checkbox"/> Specification Writers	_____
<input type="checkbox"/> Draftsmen	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Structural Engineers	_____
<input type="checkbox"/> Ecologists	<input type="checkbox"/> Mechanical Engineers	<input type="checkbox"/> Surveyors	_____
<input type="checkbox"/> Economists	<input type="checkbox"/> Mining Engineers	<input type="checkbox"/> Transportation Engineers	_____

9. Summary of Professional Services Fees Received: (Insert index number)

	Last 5 Years (most recent year first)				
	19 _____	19 _____	19 _____	19 _____	19 _____
Governmental entity work, (e.g. State, County, etc.)	_____	_____	_____	_____	_____
All other domestic work	_____	_____	_____	_____	_____
All foreign work	_____	_____	_____	_____	_____

- Ranges of Professional Services Fees INDEX
1. Less than \$100,000
  2. \$100,000 to \$250,000
  3. \$250,000 to \$500,000
  4. \$500,000 to \$1 million
  5. \$1 million to \$2 million
  6. \$2 million to \$5 million
  7. \$5 million to \$10 million
  8. \$10 million or greater

10.	Project Type	Number of Projects	Total Gross Fees (in thousands)	Project Type	Number of Projects	Total Gross Fees (in thousands)
1)				11)		
2)				12)		
3)				13)		
4)				14)		
5)				15)		
6)				16)		
7)				17)		
8)				18)		
9)				19)		
10)				20)		

11. Project Type	Principal, Consultant, Joint Venture, or Individual Experience	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)
		1		
		2		
		3		
		4		
		5		
		6		
		7		

		8			
		9			
		10			
		11			
		12			
		13			
		14			
		15			
		16			
		17			
		18			
		19			

12. The foregoing is a statement of facts

Signature: \_\_\_\_\_ Typed Name and Title: \_\_\_\_\_

Date:

