

**MONMOUTH UNIVERSITY  
 CAMPUS PLANNING & CONSTRUCTION  
 Cedar Avenue  
 West Long Branch, New Jersey 07764-1898**

**PRELIMINARY QUALIFICATION STATEMENT  
 PROFESSIONAL SERVICES**

**DATE:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_

**TYPE:** Corporation: \_\_\_\_\_ Partnership: \_\_\_\_\_ Sole Owner: \_\_\_\_\_

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

**PHONE NO.:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**NAMES OF PRINCIPALS/PARTNERS:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

*Please provide the following information in the spaces below. If any question does not apply to your firm please explain why. Attach additional sheets as necessary.*

1. Provide general background information on your firm. Include a discussion of the disciplines employed by your firm and those usually provided by sub-consultants:

\_\_\_\_\_

\_\_\_\_\_

2. Design Approach  
 Briefly describe your firm's design philosophy:

\_\_\_\_\_

\_\_\_\_\_

3. Staff Members  
 a. Describe your overall levels of staffing both locally and nationally. Describe your firm's area(s) of expertise, i.e., commercial, industrial, transportation, etc.

\_\_\_\_\_

\_\_\_\_\_

b. Identify key staff members. Attach a brief resume for each including employment history, educational background, licensure and professional affiliations.

\_\_\_\_\_

4. Relevant Experience:  
 Identify five (5) recent College/University projects. List the Principals In Charge, Size (SF), Cost, Year Completed and Client Contact.

	<b>Project Name</b>	<b>A/E Principal(s) In Charge</b>	<b>Size (SF)</b>	<b>Year Completed</b>	<b>Client Contact</b>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

OVER

5. Client Reference  
Provide the name, address and telephone number for five (5) client references.

	<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

6. Local Experience  
Provide a description of projects (up to 3) performed within Monmouth County, New Jersey:

- a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

7. Legal Information

- a. Describe your firm's legal structure indicating year of organization. Indicate the structure of any individual firms or parent firms involved. Include any changes that have occurred within the past five (5) years.

\_\_\_\_\_  
\_\_\_\_\_

- b. Provide the names of any other firms you perform similar work under (current or previous)

\_\_\_\_\_

- c. Submit your insurance certificate, identifying key carriers and your limits. \_\_\_\_\_

\_\_\_\_\_

- d. Describe your firm's involvement with any litigation, arbitration, or disputed claims over the past six (6) years. \_\_\_\_\_

\_\_\_\_\_

8. Project Management

Provide a written description of the organizational structure for a typical project with information on the following:

- a. Communication and correspondence.  
b. Decision making hierarchy  
c. Cost control as it relates to design  
d. Coordination of architecture and engineering.

9. Describe the technology utilized in designing, management of the design and archiving the final documentation for projects: \_\_\_\_\_

\_\_\_\_\_

10. Describe the software used for computer-aided drafting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***On a separate sheet, please provide:***

- a. Listing of previous projects worked with Monmouth University  
b. Listing of both current and projects completed in the past two years including Owner, Architect and contract value.  
c. Any other information you wish to provide