



SF 330 Forms

Presentation is prepared and provided to
the City of San Diego by:

Winzler & Kelly Consulting Engineers



Benefits of the SF 330 Form

- **SF 254/255 merged into a single streamlined SF 330 reducing paperwork and manhours to produce**
- **Expands essential information about qualifications and experience such as the newly required matrix of all**
- **Facilitates electronic usage by organizing the form in data blocks**
- **Reflects current architect-engineer disciplines, experience types and technology**
- **Eliminates information of marginal value such as a list of all offices of a firm**

Part 1

General Information



NEW

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

STANDARD FORM (SF) 255 Architect-Engineer and Related Services Questionnaire for Specific Project	1. Project Name/Location for which Firm is Filing:	2a. Commerce Business Daily Announcement Date, if any:	2b. Agency Identification Number, if any:																																
	2. Firm (or Joint-Venture) Name & Address	3a. Name, Title & Telephone Number of Principal to Contact																																	
		3b. Address of office to perform work, if different from Item 3																																	
4. Personnel by Discipline: (List each person only once, by primary function.) Enter proposed consultant personnel to be utilized on this project on line (a) and In-house personnel on line (b).																																			
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5. If submittal is by JOINT-VENTURE- list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office.)																																			
5a. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																			

I THIS CONTRACT

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

STANDARD FORM (SF) 255 Architect-Engineer and Related Services Questionnaire for Specific Projects	1. Project Name/Location for which Firm is Filing:	2a. Commence Business Daily Announcement Date, if any:	2b. Agency Identification Number, if any:																																
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5a. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																			

✓ Layout changes

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS



STANDARD FORM (SF) 255
Architect-Engineer and Related Services Questionnaire for Specific Project


1. Project Name/Location for which Firm is Filing:	2a. Commerce Business Daily Announcement Date, if any:	2b. Agency Identification Number, if any:
2. Firm (or Joint-Venture) Name & Address	3a. Name, Title & Telephone Number of Principal to Contact	
	3b. Address of office to perform work, if different from Item 3	
4. Personnel by Discipline. (List each person only once, by primary function.) Enter proposed consultant personnel to be utilized on this project on line (a) and in-house personnel on line (b).		
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5. If submittal is by JOINT-VENTURE: list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office.)		
5a. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No		

✓ **Contact information consolidated**

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors).



	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.	<input checked="" type="checkbox"/>				 <p>"If a firm has branch offices, indicate each individual branch office that will have a key role on the team"</p> <input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.						<input type="checkbox"/> CHECK IF BRANCH OFFICE	
c.							

- ✓ 255 Block 4 - moved to Part 2
- ✓ 255 Block 6 - rolled into Section

STANDARD FORM (SF) 255 Architect-Engineer and Related Services Questionnaire for Specific Project

1. Project Name/Location for which Firm is Filing:

2a. Commence Business Daily Announcement Date, if any:

2b. Agency Identification Number, if any:

2. Firm (or Joint-Venture) Name & Address

3a. Name, Title & Telephone Number of Principal to Contact

3b. Address of office to perform work, if different from Item 3

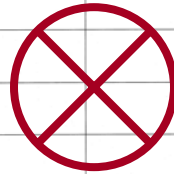
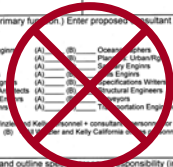
4. Personnel by Discipline: (List each person only once, by primary discipline.) Enter proposed consultant personnel to be utilized on this project on line (a) and in-house personnel on line (b).

5. If subcontract is by JOINT-VENTURE: list participating firms and outline special responsibilities (including administrative, technical and financial) for each firm. (Attach SF 254 for each if not on file with Procuring Office.)

5a. Has this Joint-Venture previously worked together? Yes No

When not a joint-venture, list outside key consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not on file with the Contracting Officer).

Name	Specialty	Worked with Prime before (Yes or No)



ARCHITECT - ENGINEER QUALIFICATIONS

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4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors).

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

✓ Organization chart referenced

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)



ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors).

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV	PARTNER	SUBCON-TRACTOR			
a.							
				<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
b.							
				<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
c.							
				<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
d.							
				<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
e.							
				<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
f.							
				<input type="checkbox"/>	CHECK IF BRANCH OFFICE		

Questions???

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

Resumes



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
	a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION (City and State)

16. EDUCATION (DEGREE AND SPECIALIZATION)

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

7. Brief Resume of Key Persons, Specialists, and Individual Consultants Anticipated for this Project.

a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm With Other Firms	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

YEAR COMPLETED
 /ICES CONSTRUCTION (If applicable)
 performed with current firm

YEAR COMPLETED
 /ICES CONSTRUCTION (If applicable)
 performed with current firm

YEAR COMPLETED
 /ICES CONSTRUCTION (If applicable)
 performed with current firm

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 performed with current firm

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
		NEW	
15. FIRM NAME AND LOCATION (City and State)			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

NEW

7. Brief Resume of Key Persons, Specialists, and Individual Consultants Anticipated for this Project.	
a. Name & Title	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm With Other Firms	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

- ✓ **Other Professional Qualifications include**
- Publications
 - Organizational Memberships
 - Certifications
 - Training
 - Awards
 - Foreign Languages

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	<p>(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE</p> <p>“Provide up to 5 projects in which the person had a significant role that demonstrates the person’s capability relevant to her/his proposed role in this contract”</p>	<input type="checkbox"/>	Check if project performed with current firm
b.	<p>(1) TITLE AND LOCATION <i>(City and State)</i></p> <p>(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE</p>	<input type="checkbox"/>	<p>Check if project performed with current firm</p> <p>“If not complete, leave year completed blank and indicate status in brief description and specific role”</p>

NEW

NEW

7. Brief Resume of Key Persons, Specialists, and Individual Consultants Anticipated for this Project.

a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm With Other Firms	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

- ✓ Only 5 projects per person
- ✓ Can use previous experience as long as box is not checked
- ✓ Must list year completed unless still in design or construction

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
b.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
c.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
d.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
e.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

Questions???

Project Pages



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION *(if applicable)*

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size and cost)*

8. Work by firm or joint-venture members which t
(List not more than 10 projects)

a. Project Name & Location	b. Nature of Firm Responsibility

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT NUMBER



21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (if applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)

8. Work by firm or joint-venture members which best illustrates current qualifications relevant to this project. (List not more than 10 projects)

				e. Estimated Cost (in thousands)	
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name and Address & Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	Entire Project	Work for which Firm was/is responsible

✓ **Example project key number**

✓ **Dates for professional services as well as construction completion**



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE

- ✓ **Proof of teaming arrangements and past experience with subconsultants listed in proposal**
- ✓ **Only subconsultants that worked on the project and are on team should be listed**
- ✓ **May limit outreach, new teaming opportunities**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size and cost)</i>		

Questions???

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

NEW

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10

— **“The matrix is intended to graphically depict which key personnel identified in Section E (resumes) worked on the example projects listed in Section F (project pages)”**

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

“List the key_n numbers (from project pages) and titles of example projects in the same order as they appear in Section F (project pages)”



Matrix Proves

- **Existing relationships**
- **Team past experience**
- **Project manager’s experience**
- **Consistency**



G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10

Questions???


29. EXAMPLE PROJECTS KEY


NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Additional Information

10. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project.





11. The foregoing is a statement of facts.

Signature: _____ Typed Name and Title: _____

Date: _____

P8-2267-15001 ITEM 10

APRIL 1998

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE _____

32. DATE _____

33. NAME AND TITLE _____



Questions for SF 330 - Part 1

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

NEW

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME			3. YEAR ESTABLISHED	4. DUNS NUMBER
2b. STREET			5. OWNERSHIP	
			a. TYPE	
2c. CITY	2d. STATE	2e. ZIP CODE	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM <i>(If block 2a is a branch office)</i>	
6b. TELEPHONE NUMBER		6c. EMAIL ADDRESS		
8a. FORMER FIRM NAME(S) <i>(If any)</i>			8b. YR. ESTABLISHED	8c. DUNS NUMBER

- ✓ **If multiple offices submitting, one per office is required**
- ✓ **Subconsultant must prepared a Part II for each submittal**

SCIPLINE**10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS**

c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number
(1) FIRM	(2) BRANCH			

✓ List profile codes numerically

✓ Last 5 years only

✓ Additional codes can be added

✓ Particular project can be listed with one experience category or broken

up into components as best reflects experience

PROFESSIONAL SERVICES REVENUE INDEX BY NUMBER

- 1. Less than \$100,000
- 2. \$100,000 to less than \$250,000
- 3. \$250,000 to less than \$500,000
- 4. \$500,000 to less than \$1 million
- 5. \$1 million to less than \$2 million
- 6. \$2 million to less than \$5 million
- 7. \$5 million to less than \$10 million
- 8. \$10 million to less than \$25 million
- 9. \$25 million to less than \$50 million
- 10. \$50 million or greater

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
(Insert revenue Index number shown at right)

a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX BY NUMBER

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME AND TITLE	

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MANDATORY USE DATE OF FORM 6/2004

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✓ Revenue for firm for last 3 years

Submittal Requirements

For As-Needed Rotation Lists

Electronic or Paper Submission of SOQs


A. Submit:

One (1) **original** paper copy with original signatures,
One (1) additional paper copy, and
Six (6) electronic (CD) copies.

This new option is a PILOT and not a permanent policy change.

B. Electronic SOQ copies must be submitted in Adobe (PDF) format, on CD, with secure digital signature(s) on each copy.

C. For each discipline submit six CDs; each CD must contain one (1) PDF file for one discipline (include sub-discipline, if applicable). The PDF file must be encrypted and secured, and must have the print function enabled. A full version of Adobe Acrobat is necessary to meet these requirements. Each CD must also be signed on the top surface label. Submit your CDs in standard 3/8" jewel cases; see the Illustrated Electronic SOQ for further instructions.

- 
- D. Firms not wishing to submit electronic documents may submit one (1) original paper copy with original signatures and seven (7) paper copies.
- E. Upon review of the SOQ, we may ask for corrections. Therefore, please follow all instructions carefully. If you are required to make corrections, we will ask you to provide a new set of SOQs.
- F. Disciplines requiring further review and rating by the Consultant Nominating Committee may require firms to submit additional (up to 8) paper copies. These paper copies must be exact copies of the original SOQ. Any submittal that is found not to be an exact copy may be rejected for non-responsiveness. That firm's SOQ may not be sent to the CNC and may be denied placement on the Consultant Rotation List. SOQs shall be stapled, not bound. Neither plastic covers nor dividers are acceptable as part of your Statement of Qualifications. Submittal envelopes and boxes must be marked on the outside with the name of the discipline and either the word "*Large*" or the word "*Small*."