



Engineer, Architect, & Related Services Pre-Qualification Form

City of Council Bluffs, Iowa • Engineering Division • Attn: City Engineer
209 Pearl St • Council Bluffs, Iowa 51503 • mcox@councilbluffs-ia.gov

Purpose: The policy of the City of Council Bluffs in procuring engineering, architectural, and related professional services is to establish a pre-qualified firm list. This form is provided for that purpose. Interested firms must complete and submit this form to the City of Council Bluffs Engineering Division at the address above.

Instructions:

Standard Work Categories

Please indicate the type(s) of work your firm has experience and is interested in doing by placing a checkmark in the appropriate box or boxes. Numbers below correspond to numbers contained on the form.

- 1) Firm name and address of primary office providing services to the City of Council Bluffs.
 - a) Indicate whether this form is being submitted on behalf of a parent firm or a branch office. (Branch office submissions must list only personnel in, and experience of, that office.)
 - b) Firm's Federal Identification Number.
- 2) Date the firm was established under the name shown in item 1.
- 3) Type of ownership, or legal structure, of the firm (sole proprietor, partnership, corporation, joint venture, etc.)
 - a) Certified Disadvantaged Business Enterprise.
- 4) Branches or subsidiaries of larger or parent companies, or conglomerates, should insert the name and address of the highest tier owner.
Note: If the present firm is the successor to, or outgrowth of, one or more predecessor firms, show the name(s) of former entity(ties) and the year(s) of their original establishment.
- 5) Legal qualifications.
- 6) Name, title, email address, and telephone number of two primary contacts.
- 7) Total number of employees, by discipline, in the submitting office. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines and the number of people for each in the spaces provided.
- 8) List of Projects. Attach additional pages if necessary.
- 9) Include resumes for key personnel within the firm.

Standard Work Categories for Professional Services

Design Services	Support Services	Support Services (cont.)
Aquatic Systems	Bridge Inspection	Community Master Planning
Bridges	Construction Observation	Facility Planning
Buildings and Facilities	Disaster Response	Public Involvement
Demolition and Site Restoration	Geotechnical Engineering	Transportation Planning
Golf Course Architecture	Materials Testing	
Landscape Architecture	Permitting	
Levees	ROW Services	
Pump Station	Surveying	
Roadway	Value Engineering	
Sanitary Sewer	Environmental Studies and Compliance	
Storm Sewer	Hydraulic and Hydrologic Studies	
Streetscape		
Structures		
Traffic Operations		
Trails		
Wastewater Plant		

1. Firm Name and Address: _____ _____ _____		1a. Submittal is for: Parent Company Branch _____																																					
		1b. Federal I.D. Number: _____																																					
2. Year Present Firm Was Established: _____	3. Type of Ownership: _____	3a. Certified Disadvantaged Business Enterprise: Yes No																																					
4. Name of Parent Company and Address: (if not in 1. Above) _____ _____ _____		5a. Has the firm been disqualified from working on any public agency contracts? Yes No																																					
		5b. Is the firm involved in any litigation or subject to enforcement actions by a state or federal agency? Yes No																																					
6. Principals or Primary Contacts: (1) Name _____ Title _____ Email address: _____ Phone number: _____ (2) Name _____ Title _____ Email address: _____ Phone number: _____																																							
7. Number of Personnel by Discipline: (Primary Office) <table style="width:100%; border: none;"> <tr> <td style="width:25%;">Administrative</td> <td style="width:25%;">Electrical Engineers</td> <td style="width:25%;">Mechanical Engineers</td> <td style="width:25%;">Transportation Engineers</td> </tr> <tr> <td>Architects</td> <td>Engineering Technicians/Aides</td> <td>Planners: Urban/Regional</td> <td>Other: _____</td> </tr> <tr> <td>Biologists</td> <td>Environmental Scientists</td> <td>Public Involvement Specialists</td> <td>Other: _____</td> </tr> <tr> <td>Chemical Engineers</td> <td>Estimators</td> <td>Sanitary Engineers</td> <td>Other: _____</td> </tr> <tr> <td>Civil Engineers</td> <td>Geologists</td> <td>Social Scientists</td> <td>Other: _____</td> </tr> <tr> <td>Construction Inspectors</td> <td>Hydrologists</td> <td>Soils Engineers</td> <td>Other: _____</td> </tr> <tr> <td>Drafters</td> <td>Instrument/Rod Persons</td> <td>Structural Engineers</td> <td>Other: _____</td> </tr> <tr> <td>Ecologists</td> <td>Interior Designers</td> <td>Surveyors, RLS</td> <td>Other: _____</td> </tr> <tr> <td>Economists</td> <td>Landscape Architects</td> <td>Systems Engineers</td> <td>Total Personnel in Primary Office</td> </tr> </table>				Administrative	Electrical Engineers	Mechanical Engineers	Transportation Engineers	Architects	Engineering Technicians/Aides	Planners: Urban/Regional	Other: _____	Biologists	Environmental Scientists	Public Involvement Specialists	Other: _____	Chemical Engineers	Estimators	Sanitary Engineers	Other: _____	Civil Engineers	Geologists	Social Scientists	Other: _____	Construction Inspectors	Hydrologists	Soils Engineers	Other: _____	Drafters	Instrument/Rod Persons	Structural Engineers	Other: _____	Ecologists	Interior Designers	Surveyors, RLS	Other: _____	Economists	Landscape Architects	Systems Engineers	Total Personnel in Primary Office
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8a. List of Current Projects: 1. _____ 2. _____ 3. _____		8b. List of Completed Projects: (attach additional pages if necessary) 1. _____ 2. _____ 3. _____																																					
9. Attach Resumes for Key Personnel																																							
The foregoing is a statement of facts. (signature) _____ Date: _____ Typed Name: _____ Title: _____																																							