



**STANDARD FORM APSB AE**  
**STATEMENT OF QUALIFICATIONS**  
 EXHIBIT A

1. PROJECT NAME: \_\_\_\_\_

2. SOLICITATION NUMBER: \_\_\_\_\_

3. APPLICANT NAME: \_\_\_\_\_  
 JOINT VENTURE:  Yes  No (List partners in question 14.)

4. PRINCIPAL ADDRESS: \_\_\_\_\_

5. LOCAL ADDRESS: \_\_\_\_\_ Miles from site: \_\_\_\_\_  
 (If different from the Principal Address. The office at this location must be adequately staffed and equipped to administer this project.)

6. TELECOM.: Voice: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. ARCHITECT TO CONTACT: \_\_\_\_\_ Architects License No.: \_\_\_\_\_

8. List by discipline the total number of personnel in the firm. Do not include consultants or associated architects. On page 2 list the names and disciplines of the employees who are summarized below.

Architect: _____	Landscape Architect: _____	Field Administrator: _____
Civil Engineer: _____	Interior Designer: _____	Drafter: _____
Mechanical Engineer: _____	Professional Intern: _____	Administration: _____
Electrical Engineer: _____	Specification Writer: _____	Other: _____
Total Professional Personnel: _____ (Architects, Engineers & Landscape Architects)	TOTAL Personnel: _____	

SEE CONTINUATION OF THIS ITEM ON PAGE 2

9. Applicant's current workload. Show the applicant's workload by stating the number of projects in design and the number of projects in construction and the total dollar value of all projects in design and the total dollar value of all projects in construction. For work that is not conventional design and construction such as programming, master planning, etc., describe on pages 7 and/or 8 and check this box:

A. Number and Value of Projects by Phase:		B. Number and Value of Projects by Size:	
Number:	Total Dollar Value:	Number:	Total Dollar Value:
Design: _____	_____	Over \$500,000: _____	_____
Construction: _____	_____	Under \$500,000: _____	_____

10. Work by applicant which best illustrates current qualifications relevant to this project. List no more than five. List here only work for which the applicant was the architect of record.

Description	Completion Date	Cost	Location	Responsibilities	Budget	Bidder Amount
A) _____	_____	_____	_____	_____	_____	_____
B) _____	_____	_____	_____	_____	_____	_____
C) _____	_____	_____	_____	_____	_____	_____
D) _____	_____	_____	_____	_____	_____	_____
E) _____	_____	_____	_____	_____	_____	_____

11. APSB projects for which Applicant has been selected in the past 4 years listed in question 16: \_\_\_\_\_ Number: \_\_\_\_\_  
 Total construction cost of projects: \_\_\_\_\_

12. Has the applicant, or any of its partners, shareholders or employees, been involved in litigation or held to be at fault on any project(s) for time delays, cost overruns and/or design inadequacies?  
 No  Yes If "yes" explain on pages 7 and/or 8

Continuation of Item 8.		To be assigned to project	PRIMARY FUNCTION											
NAMES OF PERSONNEL Show all personnel, including Joint Venture personnel and Principals but not Consultants or associated architects. Show each person only once. Part time personnel shall be represented as full time equivalents. See instructions.			Architect	Civil Engineer	Mechanical Engineer	Electrical Engineer	Landscape Architect	Interior Designer	Professional Intern	Specification Writer	Field Administrator	Drafter	Administration	Other
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
	Other personnel *													
<b>TOTALS</b>														

Record these totals in item 8. on sheet 1.

\*Applicants with more than 32 persons may summarize additional personnel as numbers of persons in each discipline.

**13. Give a brief resume of each key professional/employee of the firm who will be available for this project.**

Check here if pages 7 and/or 8 have been used to list additional personnel.

Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

License No.: \_\_\_\_\_ Year first licensed: \_\_\_\_\_ Number of years with firm: \_\_\_\_\_

Degrees & certificates earned: \_\_\_\_\_

Other experience relevant to this project including, but not limited to, formal or special training and seminars attended.

Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

License No.: \_\_\_\_\_ Year first licensed: \_\_\_\_\_ Number of years with firm: \_\_\_\_\_

Degrees & certificates earned: \_\_\_\_\_

Other experience relevant to this project including, but not limited to, formal or special training and seminars attended.

Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

License No.: \_\_\_\_\_ Year first licensed: \_\_\_\_\_ Number of years with firm: \_\_\_\_\_

Degrees & certificates earned: \_\_\_\_\_

Other experience relevant to this project including, but not limited to, formal or special training and seminars attended.

13. Continuation of question 13.

Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

License No.: \_\_\_\_\_ Year first licensed: \_\_\_\_\_ Number of years with firm: \_\_\_\_\_

Degrees & certificates earned: \_\_\_\_\_

Other experience relevant to this project including, but not limited to, formal or special training and seminars attended.

14. If the Applicant is a joint venture, list the joint venture partners here. Note: See question B. 3 of the Instructions.

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

15. List consultants who will be retained for this project. All consultants must be listed. Firms that are "associated" or have other professional relationships, other than joint venture, with the applicant for this project may be listed here and only here.

Check here if pages 7 and/or 8 have been used to list additional consultants.

**MECHANICAL** Engineering Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

**ELECTRICAL** Engineering Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

**CIVIL** Engineering Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

**STRUCTURAL** Engineering Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

**OTHER** Consultant Firm Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

Address: \_\_\_\_\_

**OTHER** Consultant Firm Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

Address: \_\_\_\_\_

**OTHER** Consultant Firm Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

Address: \_\_\_\_\_

**16.** List all architectural and/or engineering projects of any type for which the applicant or any of the partners, shareholders or employees have been selected within 4 years of the date of the advertisement by the Ascension Parish School Board to provide architectural or engineering design services, supervision or review.

Project Name or Description	Selection Date	Project Cost	Current Phase	Estimated Phase Completion Date
A) _____	_____	_____	_____	_____
B) _____	_____	_____	_____	_____
C) _____	_____	_____	_____	_____
D) _____	_____	_____	_____	_____
E) _____	_____	_____	_____	_____

Check here if pages 7 and/or 8 have been used to list additional projects.

**17.** List the five largest architectural and/or engineering contracts, other than projects listed under item 16, which are currently held by applicant or any its partners, shareholders or employees.

Project Name or Description	Contract Date	Project Cost	Current Phase	Estimated Phase Completion Date
A) _____	_____	_____	_____	_____
B) _____	_____	_____	_____	_____
C) _____	_____	_____	_____	_____
D) _____	_____	_____	_____	_____
E) _____	_____	_____	_____	_____

**18.** List experience and information which best illustrates the applicant's qualifications for this work. Applicants may provide photographs of projects by the applicant which demonstrate their qualifications. Any photographs and/or graphic information may be reproduced only on this page and page 6, and any unused space on pages 7 & 8. Examples of work for which the applicant was not the architect of record may be listed. However, any such examples shall be clearly identified, properly credited and the applicant's specific responsibilities clearly stated.

18. Continuation of item 18.

**FOR EXTENSIONS TO QUESTIONS 13, 14, 15, 16, 17 & 18**

NUMBER EACH ITEM BELOW TO CORRESPOND TO THE PROPER APPLICATION NUMBER.

**FOR EXTENSIONS TO QUESTIONS 13, 14, 15, 16, 17 & 18**

NUMBER EACH ITEM BELOW TO CORRESPOND TO THE PROPER APPLICATION NUMBER.

19. I certify that I am duly authorized to contract under the laws of the of the State of Louisiana to provide architectural or engineering services and to represent the applicant for this project. I further certify that the foregoing information is accurate and complete to the best of my knowledge and I have read and understand the attached instruction sheet for form APSB AE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPED NAME AND TITLE: \_\_\_\_\_

LOUISIANA ARCHITECTS OR ENGINEERS LICENSE NUMBER OR REGISTRATION NUMBER OF  
THE ARCHITECTURAL/ENGINEERING CORPORATION OF THE APPLICANT: \_\_\_\_\_

PLACE PROFESSIONAL  
STAMP OR SEAL ABOVE



# EXHIBIT B - INSTRUCTION SHEET

## ASCENSION PARISH SCHOOL BOARD - FORM APSB AE, dated May 2016 PROFESSIONAL SERVICES APPLICATION FORM

---

### A. GENERAL INFORMATION

The purpose of this application is to provide the Ascension Parish School Board with information to aid in the selection of firms most qualified to perform services. Applicants are encouraged to furnish additional information and photographic reproductions relative to this work. If the applicant elects to use photographs and/or graphic information, these may be reproduced on pages 5 and 6 only. For extensions of numbered parts of this form, the applicant may use only pages 7 and 8.

All sections of this application must be completed in order for the applicant to be considered. Additional relevant information may be attached to this application.

Without the following items an Application will be considered incomplete and will not be considered:

A) The application has an original signature and the stamp or seal of the professional to contact. (Stamp not required for Boundary Planner, Environmental Planner and Program Manager.

B) All requested information is furnished. Failure to answer specific objective questions will result in the rejection of the application.

C) The application is received by the advertised deadline.

Information provided in this application will become a public record and the Ascension Parish School Board reserves the right to validate its accuracy. Information found to be inaccurate, false or incomplete shall be grounds for rejecting the application, for Board action to rescind its decision to award the project or for the contracting authority to terminate the contract for architectural services.

### B. INSTRUCTIONS FOR NUMBERED ITEMS

**The following information is provided to explain more clearly the intent of some of the numbered items to be answered by the applicant.**

3. The applicant may be a single firm or a Joint Venture of two or more firms. A joint venture will be considered a single legal entity with all parties having the same legal responsible as if they were all members of a single firm. This will be the case regardless of the terms of their joint venture agreement. **No other association or relationship will be recognized as having any status other than as a consultant to the applicant.** If the applicant is a joint venture, wherever the term applicant is used it will mean all aspects of all joint venture partners combined. For example, the applicant's current workload will mean the combined workload of all joint venture partners. Show "associations" and other relationships as consultants.

4. Show the location of the office that will provide construction contract administration for the project. This office must be staffed and equipped to provide all aspects of construction contract administration and construction close out. The applicants principle place of business should be shown in question 5.

5. If different from 5. LOCAL ADDRESS. This will be considered the applicant's principal place of business.
7. List the name of the architect who will be responsible for this project and the architect's Louisiana license number. The architect's registration must be current.
8. The purpose of this question is to show the number and type of current in-house employees who are available to render substantial service in connection with this work. Do not list consultants or contract service personnel who are not employees of the applicant firm. On page 2, you may use the employee's initials for their first and middle name, but the last name must be spelled out. Part-time employees shall be represented as full time equivalents. Full Time equivalents are expressed as the ratio of the weekly hours worked by the employee and a typical 40 hour work week. For example, if an employee works 20 hours a week, his/her full time equivalent would be .5. Employees that work more than 35 hours a week may be considered full time.
9. The purpose of this question is to give a realistic representation of the firm's current work load. Show the dollar value and number of projects of any and all work on which the firm is currently working. In section "A" divide these between work that is in design and work that is in construction. In section "B," divide them between projects with construction cost over \$500,000 and under \$500,000. It is very important to represent as accurately as possible the firm's actual work load. Use sheets 7 and/or 8 for work that is not conventional design and construction work, such as master planning or programming, or if any other explanation is needed.
10. In five or fewer projects, list those which show the applicant's qualifications for this project. Indicate only that portion of each project for which the applicant was responsible. If any project is listed for which the applicant is not the architect of record, it must be clearly identified as such, properly credited and the applicant's specific responsibilities on the project clearly stated.
11. Count the number of projects listed in item 16. and place the total here. Also show the total cost of all projects in the space provided.
12. This question is for all projects on which the applicant may presently be in litigation, arbitration, or where applicant has previously been held at fault. If the answer to this question is yes, the applicant shall provide an explanation of the problem and the current status on pages 7 and/or 8 of this application.
13. This question calls for information on the key professionals who will be assigned to this project. If the applicant wishes to list more than 4 resumes, use pages 7 and/or 8 of this application.
16. The purpose of this question is to show the number of Ascension Parish School Board projects for which the applicant has been selected in the last 4 years. This question pertains to all projects for architectural and engineering services. Under current phase, show whether the project is in the program, schematic, design development, construction documents or construction administration phase. List estimated completion dates of both the construction documents and the contract administration phases. If more than five projects are listed, the answers to this question shall be continued on pages 7 and 8 of this application.
17. This question is for the applicant to list the five largest non-APSB projects that are currently under contract. See definition of current phase in the instructions for number 16 above.

**18.** Failure to clearly identify, properly credit and clearly state the applicant's specific responsibilities in unequivocal terms for any project for which the applicant is not the architect of record shall result in the rejection of the application as stated in Section A., GENERAL INFORMATION.

If the applicant needs additional space for any of these questions, use only pages 7 and 8 of this application.

Copies of this document may be obtained from:

Mr. Carl Fontenot

Ascension Parish School Board

APSB Purchasing Agent

1100 Webster Street

Donaldsonville, La. 70346

225-391-7133

or from the APSB Website: [www.apsb.org/aeselection](http://www.apsb.org/aeselection)