

**ARCHITECT'S QUALIFICATION FORM**

(Please respond in the same order/format listed below)

Date: \_\_\_\_\_

A. THE ARCHITECT

1. Name of Firm
2. Name of Senior Member
3. California Registration Number
4. Business Address
5. Phone Number
6. Type of Firm:  
     Individual       \_\_\_\_\_                      Partnership       \_\_\_\_\_
     Corporation     \_\_\_\_\_                      Joint Venture     \_\_\_\_\_
7. Date office established
8. Total number of school projects under the State School Building Program actually completed by this firm.
9. Total number of school projects in progress by this office at this time and approximate construction amount.
10. Total number of projects of all kinds in progress by this office at this time and approximate construction amount.

B. THE OFFICE

1. Number of employees currently in architect's office
2. Maximum staff employed at any one time, date
3. Of present employees how many are:
     Architects       \_\_\_\_\_                      Designers       \_\_\_\_\_
     Draftsmen        \_\_\_\_\_                      Engineers        \_\_\_\_\_
     Spec Writers     \_\_\_\_\_                      Clerical         \_\_\_\_\_

C. ARCHITECT'S EXPERIENCE

1. Identify the following key Team Members and provide their qualifications:
     Principal-in-Charge
     Project Manager/Project Architect
     Contract Administrator
     State Agency Advocate

**Personnel identified for these positions are expected to be involved throughout the life of the project.**

D. ENGINEERING ASSOCIATES

The Architect normally associates with the following firms:

1. Structural Engineer
  - a. Name
  - b. Structural Reg. No., Date of Reg.
  - c. Business Address
  - d. Total number of school jobs upon which the firm has been responsible for engineering services
  - e. Remarks (include years of previous experience with Architect)
2. Mechanical Engineer
  - a. Name
  - b. Mechanical Reg. No., Date of Reg.
  - c. Business Address
  - d. Total number of school jobs upon which the firm has been responsible for engineering services
  - e. Remarks (include years of previous experience with Architect)
3. Electrical Engineer
  - a. Name
  - b. Electrical Reg. No., Date of Reg.
  - c. Business Address
  - d. Total number of school jobs upon which the firm has been responsible for engineering services
  - e. Remarks (include years of experience with Architect)
4. Civil Engineer
  - a. Name
  - b. Civil Reg. No., Date of Reg.
  - c. Business Address
  - d. Total number of school jobs upon which the firm has been responsible for engineering services
  - e. Remarks (include years of experience with Architect)

5. Provide name, address and phone number of proposed landscape architect, athletic facility consultants or energy consultants.

E. ORGANIZATIONAL CHART

1. Provide an organizational chart showing the relationship and the flow of information between the District and your firm and consultants.
2. Methodology - Describe the approach you will take for this project.

F. FIRM RESOURCES

1. Design Capabilities
  - a. Briefly describe your design philosophy and process with emphasis on how this will suit our need.
  - b. Briefly describe how you integrate flexibility and future technology into your design.
2. Technical Capabilities
  - a. CADD Capabilities
  - b. Cost Estimate History (show examples of Cost Estimate versus Actual Bid Amount on 5 recent projects, at least one of which must be from each group listed in Exhibit I).
  - c. Change Order History:
    1. Briefly describe your approach to problems and change orders
    2. Track Record for 5 projects listed in item F.2.b. Show the amount of change orders and indicate whether change order was caused by the District, Architect or Contractor.
  - d. Briefly describe your experience in meeting schedules and timelines. Include for the 5 projects listed in item F.2b. the contract time at bid and the actual time from start of construction to owner occupancy.
  - e. Briefly describe your experience with Building Information Modeling (BIM).
  - f. Briefly describe quality control/assurance procedures.
  - g. Briefly describe your experience with State/Local Agencies and your knowledge of State School Building Program.
  - h. Briefly describe your Construction Administration Procedures including electronic project management capabilities, including web based submittal, RFI, AB, change order management and electronic archival of all construction administration documentation.

G. FINANCIAL RESOURCES

1. Provide three credit references.

2. Provide limits of professional liability (minimum \$500,000.00) for architect and engineering associates listed in items D.1 through D.4.
3. Provide limits of public liability and property damage insurance.

H. CLIENT SATISFACTION/REFERENCES

1. List of at least four education client references for which your firm has performed similar project services. References must include:
  - a. School District Name, Address
  - b. Contact Name, Phone Number
  - c. Identity project(s) for referral.
2. What school projects do you feel represent your best efforts to date and you would suggest visiting?
3. List three California licensed general or prime contractors who have used your firm's drawings and specifications on California public school projects; include the name, address, telephone number, and contact person who can attest to the clarity and accuracy of details, coordination of design disciplines, and completeness of contract documents produced by your firm.

I. RELEVANT EXPERIENCE

1. Complete Exhibit I as prescribed.
2. Provide photographic representation of projects listed in Exhibit I.

J. SIGNATURE

I certify I have reviewed the information submitted as a summary of the architect's qualifications for work in the Chico Unified School District and that the information is current and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

RELEVANT EXPERIENCE

EXHIBIT I

List the latest school projects, any level, in production, under construction or completed.

GROUP 1 \$6,000,000 - \$10,000,000

COMPLETION DATE	PROJECT	LOCATION	COST	JOB STATUS

GROUP 2 \$10,000,000 AND OVER

COMPLETION DATE	PROJECT	LOCATION	COST	JOB STATUS