

## Consulting Services Questionnaire

1. Project name
2. Date Submitted
3. Specify type of ownership and indicate if applicable:  
\_\_\_\_ Private corporation    \_\_\_\_ Public corporation    \_\_\_\_ Proprietorship  
\_\_\_\_ Partnership    \_\_\_\_ Small business    \_\_\_\_ Disadvantaged Business Enterprise  
\_\_\_\_ Limited Liability Company
- 4a. Firm (or joint venture) name, mailing address, telephone number
- 4b. Firm's owners
- 4c. Name, title, telephone, fax number and e-mail address of principal to contact
- 4d. Name, title, telephone, fax number and e-mail address of proposed project manager
5. Full time personnel assigned to project
6. Is submittal a joint venture?
  - a. If so, has joint venture worked together before?
  - b. If a joint venture, name of lead firm.
7. Summary of professional service fees received in (insert index number)

2008	2007	2006	2005	2004
( )	( )	( )	( )	( )

Use index below:

### Index

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. less than \$250,000        | 4. \$3,000,000 to \$6,000,000 |
| 2. \$250,000 to \$1,000,000   | 5. \$6,000,000 or greater     |
| 3. \$1,000,000 to \$3,000,000 |                               |

8. Brief resumes of key persons anticipated for this project. Please indicate male/female, minority/majority and domicile.
  - a. Name and title

- b. Project assignment
  - c. Name of firm by which employed full time and location of office
  - d. Years experience with this firm  
With other firms in the market
  - e. Highest Academic Degree: Year Received  
  
Specialization  
Other Professional Training
  - f. Experience and qualification relevant to the proposed project
  - g. Names of public officials, political candidates and/or public agencies for which the firm has provided service since July 1, 2004, with dates of the service and brief description.
  - h. Contracts using public funds (city, state or federal) administered by firm.
9. Work by firm's personnel members to be assigned to this job which best illustrates current qualifications relevant to this project (list not more than 3 projects including experience with governmental issues).
- a. Project Name & Location and Owner=s Name
  - b. Project Description
  - c. Nature of Firm's Responsibilities
  - d. Completion Date (Actual or Estimated)
  - e. Estimated Fees for Entire Project
10. Provide any additional information or description of resources supporting your firm=s qualifications for the proposed project.
11. Provide three references including name/title, phone number, address, and e-mail address.