

Professional Services Minor Project Questionnaire

The Office of Facilities uses this questionnaire to develop a database of qualified Professional Services Contractors for future work on State of Michigan projects as well as for specific projects. **To be considered for work with the State as a professional architectural, engineering, surveying, and/or quality control and testing contractor, your firm MUST be licensed and practicing in accordance with Act 299 of 1980, the Occupational Code.** For licensing information contact the Department of Labor and Economic Growth at 517-241-9221 or www.michigan.gov/cis.

Effective December 3, 2003, **multipliers above 2.70 will not be accepted for award of contracts** by the Department of Management and Budget, Office of Facilities for Professional Services or Professional Consulting Services contracts.

Modification of the electronic version of the form may result in the form being rejected without consideration. **Please submit your questionnaire and one copy of your Certificate of Awardability to The Office of Facilities as follows:**

MAILING ADDRESS

Department of Management and Budget
Office of Facilities/Capital Renewal Division
P.O. Box 30026
Lansing, MI 48909

EXPRESS MAIL ADDRESS

Department of Management and Budget
Office of Facilities/Capital Renewal Division
1st Floor, Stevens T. Mason Building
530 West Allegan Street
Lansing, MI 48933

Electronic submittals are not accepted.

NOTE: There is no deadline for submission of this form. Security measures may affect the delivery time of mail and packages sent via UPS, Fed Ex, and Airborne Express. Parking is at a premium in the area of the Stevens T. Mason Building. If hand-delivering your questionnaire, please allow ample time to locate parking and be prepared to present a pictured identification to the security officer on duty in the lobby of the Stevens T. Mason Building in order for your questionnaire to arrive at the office. It remains the responsibility of the professional firm to submit the request for proposal as specified.

If you have any questions regarding completion of this questionnaire, please contact Irene Henry at 517/241-3133 or Bob Hall at 517/335-1482.

**ARCHITECT/ENGINEER AND RELATED SERVICE QUESTIONNAIRE FOR MINOR PROJECTS
DEPARTMENT OF MANAGEMENT AND BUDGET
OFFICE OF FACILITIES**

PURPOSE:

This questionnaire when completed and returned to the Department of Management and Budget, Office Of Facilities, will be used for selecting architects, engineers, industrial hygienists, environmentalists, geologists, landscape architects, land surveyors, etc., when professional service contractors are required on MINOR state-funded capital outlay projects. MINOR projects are those projects funded from state lump sum appropriations for special maintenance, remodeling, additions, fire safety, energy conservation, etc. Most of these projects will cost between \$100,000 and \$500,000; however, projects considered to be minor in scope may include additions to, or remodeling of, facilities where the area does not exceed 25,000 net square feet or where the professional service is incidental. Completed questionnaires will be kept on file. Firms are encouraged to resubmit/revise questionnaires if there are any revisions or updates that need to be part of their questionnaire.

Interested professional service contractors should complete this questionnaire and return it, along with a **copy of your current CERTIFICATE OF AWARDSABILITY**, to the address on top of page one of the questionnaire. Completed questionnaires should be stapled in the upper left-hand corner of the document, and should not be bound or contain pictures, brochures, etc. (See note at end of Instructions.) The project manager and/or advisory committee members will be provided information about the submitting firms from information received in the questionnaires. The project director or advisory committee will use the data for selecting or screening firms prior to inviting submission of a proposal. The need for services fluctuates greatly depending upon available funding. Submittal of a questionnaire will not guarantee that you will be contacted.

A project manager and/or advisory committee, using specific guidelines established for minor projects, perform the selection of professional service contractors. It is the intent of the State of Michigan to enter into a contractual agreement with one of the evaluated and selected professional service contractors--not with related offices or operating divisions. It is imperative that the firm submitting a proposal be the same as addressed on the questionnaire and then on the Request for Proposal. It is not the intent of the State of Michigan to prevent an organization from using personnel from other offices. The intent is to limit the execution of a contract to the firm identified in the questionnaire and Request for Proposal.

Definitions:

"Branch Office" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. Branch offices are normally subject to the management decisions, bookkeeping, and policies of the main office.

"Parent Company" is that firm, company, corporation, association or conglomerate which is the major stockholder or highest-tier owner of the firm completing this questionnaire; i.e. Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The parent company of Firm A is Corporation C.

"Professional Services" are those services associated with design and construction, alterations, or repair of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, drawings and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals, and all other project related services.

INSTRUCTIONS FOR FILING:

Numbers 1 through 8 below correspond to numbers contained in the form:

1.
 - a. Type complete name of submitting firm, its address, and zip code. This address must be where the Request for Proposals should be mailed. Show date questionnaire was prepared.
 - b. Indicate county where submitting firm is located.
 - c. Check box(es) of region(s) where firm will perform work (see attached map for description of regions).
 - d. Indicate name of contact person and telephone number, fax number, and e-mail address of firm. This address should be the person to receive Request for Proposals.
 - e. Indicate name and address of parent company if submitting for a branch office.
 - f. Show year firm was established.

2. Firms "MUST" be certified by the Department of Civil Rights for compliance with State of Michigan nondiscrimination requirements. A copy of the Certificate of Awardability should be attached to the returned questionnaire. FAILURE TO ENCLOSE THE CERTIFICATE WITH A REQUEST FOR PROPOSAL WILL NOT DISQUALIFY THE APPLICANT PROVIDING A VALID CERTIFICATE EXISTS AT THE TIME OF SUBMITTAL AND THE APPLICANT SUBMITS EVIDENCE OF SAME WITHIN 24 HOURS OF THE PROPOSAL DUE DATE. The time required by the Department of Civil Rights to process applications varies as a function of the department's total workload, which changes from time to time. The applicant is responsible for securing all pertinent information from the Department of Civil Rights and keeping the certificate up-to-date. Firms will not be notified when their certificates are going to expire. Communications should be directed to:

Contractual and Business Services Division
Michigan Department of Civil Rights
State of Michigan Cadillac Place
3054 W. Grand Blvd., Suite 3-600
Detroit, Michigan 48202
Telephone: (313) 456-3822 or 456-3700

3. ***Statistical Information Only***

- a. Enter type of ownership: joint venture, partnership, corporation, businesses owned by women, and businesses owned by people with disabilities.

Woman-Owned Business means a business of which more than 50 percent of the voting shares or interest in the business is owned, controlled, and operated by women and with respect to which more than 50 percent of the net profit or loss attributable to the business accrues to the women shareholders.

Disability-Owned Business means a business of which more than 50 percent of the voting shares or interest in the business is owned, controlled, and operated by disabled person(s) and with respect to which more than 50 percent of the net profit or loss attributable to the business accrues to the handicapped person(s) shareholders.

- b. Check appropriate box indicating the appropriate minority ownership.

Minority-Owned Business means a business enterprise of which more than 50 percent of the voting shares or interest in the business is owned, controlled, and operated by individuals who are members of a minority and with respect to which more than 50 percent of the net profit or loss attributable to the business accrues to shareholders who are members of a minority.

- **MINORITY** means a person who is Asian American, Native Hawaiian or other Pacific Islanders, African American, Arab American, Latino American and American Indian or Native Alaskan.
- **OPERATED** means the activity or being involved in the day-to-day management of a business.

4. Provide a maximum of **TEN** profile codes that pertain to your company for the past five years. See profile code listing following page three of the form. If you are a new firm, please contact the Capital Renewal Division of OFFICE OF FACILITIES at 517/241-8987, for instructions on filling out the form.
5. Select and enter, in numerical sequence, "Experience Profile Code" numbers from the attached listing, which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. Carefully review the list. (It is recognized some profile codes may be part of other services or projects on the list; firms are encouraged to select profile codes that best indicate the type and scope of services provided on past projects.) For each code number, show total number of projects performed by the firm during the past five years.
6.
 - a. Show total number of employees in SUBMITTING OFFICE
 - b. Show total number of employees, by discipline, in SUBMITTING OFFICE. While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write any additional disciplines--geologists, hydrologists, etc.--and number of people in each in blank spaces.
7. Using the "Experience Profile Code" numbers in the same sequence as entered in Item 4, give details of one recent (within last five years) representative project for each code number, up to a maximum of seven separate projects or portions of projects for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: Services for laundry facilities and elevators may be part of a hospital project.) Firms that select less than ten "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed ten.

After each profile code shown, provide in the next box whether firm was **"P" the prime professional**, **"C" a consultant**, or **"JV" part of a joint venture** on that particular project. New firms, or those in existence less than five years, may use the symbol **"IE"** to indicate **individual experience** as opposed to firm experience. In the following box show the firm's responsibility as **"P" for preliminary**, **"CD" for construction documents**, or **"CSS" for construction stage services**. Provide the year service on that particular project was or will be completed; the estimated construction cost (or other applicable cost) for that profile code work which the firm was primarily responsible; project name and location; and owner's name, contact person, and telephone number.
8. Please provide your Federal Tax ID # in the space provided. A principal of the firm, preferably the chief executive officer, should sign and date the completed questionnaire where designated. **This will be the same principal who will also be required to sign and seal the documents** pursuant to 1980 PA 299 (State Licensing Law) and 1972 PA 230 (Construction Code Act) should your firm be awarded a contract.

ADDITIONAL DATA, BROCHURES, PHOTOS, ETC., ACCOMPANYING THIS FORM WILL BE CIRCULATED FOR VIEWING BY PROJECT DIRECTORS AND THEN DISCARDED.

FIRMS ENTERING INTO A CONTRACT WITH THE STATE OF MICHIGAN WILL BE REQUIRED TO MAINTAIN PROFESSIONAL LIABILITY INSURANCES.

**MINOR PROJECT QUESTIONNAIRE
FOR ARCHITECT/ENGINEER AND RELATED SERVICES**

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|----------|--|---|---|---|---|---|---|---|---|---|----|
| 4 | PRINCIPAL PROFILE CODES List a MAXIMUM of 10 Principal Profile Codes used in the last five (5) years | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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|----------|---|-----------------|--|--------------------|--|--|--|--|--|--|--|--|
| 5 | PROJECT EXPERIENCE Firm's experience over the past five (5) years | Profile Code(s) | | Number of Projects | | | | | | | | |
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|----------|--|--|------------|----------------------|------------|--------------------------|
| 6 | a. PERSONNEL | Total number of Personnel in the Submitting Office | | | | |
| | b. Personnel by Principal Discipline in the Submitting Office | | | | | |
| | NO. | DISCIPLINE | NO. | DISCIPLINE | NO. | DISCIPLINE |
| | | Administrative | | Draftpersons | | Mechanical Engineers |
| | | Architects | | Electrical Engineers | | Planners: Urban/Regional |
| | | CADD Operators | | Estimators | | Sanitary Engineers |
| | | Chemical Engineers | | Interior Designers | | Soils Engineers |
| | | Civil Engineers | | Landscape Architect | | Specification Writers |
| | | Construction Inspectors | | Surveyors | | Structural Engineers |
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|---------------------------------|--|---------------------------|--------------------|---------------------|---------------------------|--|--|
| 7 | PROJECT EXAMPLES: Last five (5) years with a minimum of one (1) recent project, and no more than seven (7) total projects | | | | | | |
| | PLEASE NOTE: (D) Below: P=Prime Professional C=Consultant JV=Joint Venture IE=Individual Experience | | | | | | |
| | (E) Below P=Preliminary CD=Construction Documents CSS=Construction Stage Services | | | | | | |
| (A) PROJECT NAME LOCATION | (B) OWNER'S NAME CONTACT PERSON TELEPHONE NUMBER | (C) Profile Code(s) | (D) P,C,V or IE | (E) P, CD or CSS | (F) Completion Date | (G) Construction Cost in Thousands | |
| 1 | | | | | | | |

**MINOR PROJECT QUESTIONNAIRE
FOR ARCHITECT/ENGINEER AND RELATED SERVICES**

7

PROJECT EXAMPLES (CONTINUED)

(D) Below: P=Prime Professional C=Consultant JV=Joint Venture IE=Individual Experience

(E) Below P=Preliminary CD=Construction Documents CSS=Construction Stage Services

| (A) PROJECT NAME LOCATION | (B) OWNER'S NAME CONTACT PERSON TELEPHONE NUMBER | (C) Profile Code(s) | (D) P,C,V or IE See * above | (E) P, CD or CSS See ** above | (F) Completion Date | (G) Construction Cost in Thousands |
|---------------------------------|---|---------------------------|--------------------------------------|-------------------------------------|---------------------------|--|
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |

8

FEDERAL TAX IDENTIFICATION NUMBER:

SIGNATURE (FIRM PRINCIPAL)

DATE

ARCHITECT/GENERAL CONSTRUCTION

001 through 029

- 001** Building Studies - Comprehensive
 - Field Survey & Data Gathering
 - Economic Evaluation - Alternates
 - Condition Appraisals
- 002** Programming
- 003** Interior Design, Finishes, and Furniture
- 004** Building Design
- 005** Paving
 - Parking Lots
 - Sidewalks
 - Streets
- 006** Alterations and Renovations
- 007** Historical Preservation
 - Restoration
 - Material Conservation
- 008** Structural Design and Analysis
 - New Facilities
 - Existing facilities
- 009** Hospitals - Medical Facilities
 - Health Care
 - Psychiatric Care
- 010** Office Buildings – High Rise
- 011** Office Buildings – Low Rise
- 012** Transportation Facilities
 - Airport Terminals
 - Hangars
 - Depots
- 013** Industrial
 - Warehouse
 - Manufacturing Plants
 - Garages - Vehicle Maintenance
- 014** Prefabricated Structures
 - Steel
 - Wood/Pole
- 015** Prison/Correctional Facilities
- 016** Laboratories
- 017** Educational Facilities
- 018** Museums/Exhibits

ELECTRICAL

030 through 059

- 030** Electrical System Design - Comprehensive
 - Field Surveys & Data Gathering
 - System Planning
 - Short Circuit, Voltage Drop, & Load Flow
 - Protective Relaying and Coordination
 - Power Supply Quality Analysis
 - Equipment Application
 - (Thermal & Interrupting Duties)
 - Grounding
 - Estimating
 - Scheduling
 - Permitting
 - Lighting
 - On-Site Emergency Generation Design
 - Uninterruptible Power Supply Design

- 031** Building Control System Design
- 032** Medium Voltage Service & Primary Distribution System Design
- 033** Low Voltage Service & Secondary Distribution System Design
- 034** Fire Alarm System Design
- 035** Security System Design
- 036** Telecommunication/Data System Design

MECHANICAL

060 through 079

- 060** Mechanical Design - Comprehensive
 - Mechanical System Life Extension Study
 - Economic Evaluations - Alternate Energy Sources
 - Conventional HVAC Systems & Controls
 - Medium & High Temperature Hot Water Distribution
 - Unique HVAC Systems-Laboratories, Cold Rooms, Museums, & Computer Rooms
 - Chilled Water Systems - Absorption & Centrifugal
- 061** Heat Generation and Distribution
 - Gas/Oil/Coal-Fired Boilers, Controls, and Auxiliaries
 - Mechanical Piping Systems - Steam, Condensate, Etc.
 - Cogeneration Systems - Turbines & Heat Recovery
 - Fuel Storage & Distribution Systems
- 062** Fire Protection Systems - Ordinary & Special Hazards
- 063** Plumbing Systems - Water, Air, Sanitary & Specialties
- 064** Site Utility Systems - Water, Sewer, Storm, & Natural Gas
- 065** Waste Water Treatment - Lagoon, Septic Field, & Sequencing Batch Reactor

SITE

080 through 099

- 080** Surveying
- 081** Site Studies - Comprehensive
 - Parking Lots
 - Traffic Flow
 - Land Use Restriction
 - Water Shed
 - Utilities
 - Economic Evaluation
 - Environmental Impact Statements
 - Estimating
 - Master Site Planning
- 082** Landscape Architecture
- 083** Preconstruction/Construction Site Testing
 - Soil Borings
 - Soil Analysis
 - Soil Compaction
 - Concrete Testing
 - Paving
 - Steel
 - Off-Site Fabrication
 - Others
- 084** Soil Erosion and Sedimentation
- 085** Recreation Facilities
 - Parks
 - Sports Facilities

- 085 Continued
 - Campgrounds
- 086 Waterfront Studies - Comprehensive
 - Harbors
 - Jetties
 - Piers
 - Marinas

ENVIRONMENTAL

100 through 119

- 100 Environmental Impact Statements,
or Risk Assessments
- 101 Soils & Hydrogeologic Studies
- 102 Testing & Analytical Services
- 103 Environmental Contamination
 - Emergency Response
 - Remedial Investigations
 - Feasibility Studies
 - Remedial Design
 - Remedial Project Management
 - Operation of Maintenance of Remedial Systems
- 104 Solid Waste Management/Disposal Facilities
- 105 Hazardous Waste Management
- 106 Industrial Hygiene
 - Air Quality Surveys/Studies
 - Asbestos Surveys/Abatement
- 107 Baseline Environmental Assessments
- 108 Phase I/II/III Environmental Site Assessments
- 109 Wetlands
- 110 Environmental Permitting
- 111 Pollution Prevention

SPECIALTY FACILITIES

120 through 149

(Work provided under this category "may" require a license)

- 120 Project Management
- 121 Construction Estimating
- 122 Construction Scheduling
- 123 Cold Storage
- 124 Food Services Consultant
- 125 Computer Facilities
- 126 Special Environments - Clean Rooms, Etc.
- 127 Swimming Pools
- 128 Water Towers
- 129 Conveying Systems
 - Elevators
 - Escalators
 - Hoist & Cranes
- 130 Hardware Consultant
- 131 Fish Hatcheries; Fish Ladders
- 132 Transmission Towers
- 133 Electrical Equipment Testing & Calibration
- 134 HVAC Systems Balancing
- 135 Aerial Photogrammetry
- 136 Exhibit Design
- 137 Signage
- 138 Sustainable Architecture
- 139 Archeology



State of Michigan – Regions

Found in 1. c.

Architect/Engineer and Related Service
Questionnaire for Minor Projects