

# ARCHITECT-ENGINEER QUESTIONNAIRE

## INSTRUCTIONS

By completely filling out the A-E Questionnaire, and returning it to this office, your firm can be placed on the OC Public Works (OCPW) Architect-Engineer (A/E) master list. This list is used during selection of A/E firms for professional service contracts with OCPW. You are hereby advised that information supplied by firms seeking employment by OCPW cannot be held confidential and is subject to disclosure, as requested by the Public Records Act.

The OCPW ongoing major Public Works Program includes flood control channels, storm drains, retarding basins, highways, bridges, traffic signals, transportation planning, parks, harbors and recreational trails. Needed firms are those that can do planning studies, preliminary design, surveying, hydrology, soils engineering, plans and specifications, cost estimates, building plan checks, construction management, and also biological, archaeological, planning and environmental studies.

- **Engineering Firms should complete Sections I, II, and IV**
- **Firms competing for Planning and CEQA projects should complete Sections I, III, and IV**
- **Firms competing for Engineering, Planning and CEQA projects should complete all four Sections**

Please e-mail completed questionnaire to [Geomatics@ocpw.ocgov.com](mailto:Geomatics@ocpw.ocgov.com) or mail to:

Attn: Geomatics Contract Administrator  
County of Orange  
OC Public Works  
Geomatics & Land Information Systems Division  
P.O. Box 4048  
Santa Ana, CA 92702-4048

or drop off at:

H. G. Osborne Building  
OC Public Works  
Geomatics & Land Information Systems Division, 2nd Floor, Room 221  
300 North Flower Street  
Santa Ana, CA 92703-5000

**County of Orange  
OC Public Works**

## CONTENTS

<b>SECTION I</b>	<b>3</b>
<hr/>	
A-E IDENTIFICATION	3
<b>SECTION II</b>	<b>4</b>
<hr/>	
A-E FIRM'S MAJOR PROJECT HISTORY	4
JOINT VENTURE SUMMARY	6
EXPERIENCE INDEX	7
EXPERTISE INDEX	8
<b>SECTION III</b>	<b>9</b>
<hr/>	
INSTRUCTIONS	9
EXPERIENCE INDEX - FORM 1	10
EXPERTISE INDEX - FORM 2	11
MAJOR PROJECTS DURING LAST FIVE YEARS - FORM 3	12
EXPERTISE OF PROFESSIONAL STAFF - FORM 4	13
PUBLIC MEETING FACILITATOR WORK COMPLETED IN LAST FIVE YEARS - FORM 5	14
<b>SECTION IV</b>	<b>15</b>
<hr/>	
LIABILITY QUESTIONNAIRE	15
AFFIRMATIVE ACTION PROGRAM SURVEY	16
CURRENT FEE SCHEDULE	17

**SECTION I  
A-E Identification**

**DATE:**

**A-E FIRM CLASSIFICATION (CHECK AS APPROPRIATE)**

Classification 1: Engineering design and construction projects only (complete Questionnaire Section I, II & IV)

Classification 2: Planning and CEQA documentation (complete Questionnaire Section I, III & IV)

Classification 3: Engineering, Planning and CEQA documentation (complete all sections)

<b>1. Firm Name</b>	<b>2. Year Established</b>	<b>3. Type of Organization</b> (Check One) <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other	<b>4. Telephone No.</b>
<b>5. Former Firm Name(s) If Any, and Years Established</b>		<b>6. Local Office Address:</b>	
<b>7. Branch Offices</b>			

8. **Personnel** (Give Name, Registration, State, Year and Identify Principals with \*\* and Associates with \*)

<b>A. Civil and Structural Engineers</b>	<b>B. Planners</b>
<b>C. Architects</b>	<b>D. Landscape Architects</b>
<b>E. Mechanical Engineers</b>	<b>F. Others</b> (Indicate Specialty)

9. **Number of Personnel Currently in Firm**

	Architects	Engineers	Biologists	Planners	Other (Specify)	Support	Total
A. Local Office							
B. All Others							
C. Total							

10. A-E Firm grants permission for the County to use A-E Firm's company name, logo, and web site related to assigned project on County's web site.

Yes     No

**SECTION II**  
**A-E FIRM'S MAJOR PROJECT HISTORY**  
 (TO BE FILLED BY FIRMS INTENDING TO QUALIFY FOR ENGINEERING PROJECTS)

**Provide the following information:**

1. Largest number of personnel during the past five years.      Number: \_\_\_\_\_      Year: \_\_\_\_\_
  
2. List major projects which your firm was lead engineer or architect of record or had primary responsibility for engineering portions of project during the past four years:

Project Name and Location	Type (Describe engineering specialty utilized for project)	Name and Address of Lead Agency/Owner	Estimated Construction Cost	Percent Completed Design Construction
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

ATTACHMENT 6

11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

(Attach additional information as needed)

Number of Current Projects: \_\_\_\_\_ Total Estimated Constructive Costs: \_\_\_\_\_

**JOINT VENTURE SUMMARY**

4. Major projects on which your firm was associated with others during the last four years (indicate the phase of work which was your firm's responsibility)

Name of Project and Phase of work	Location	Owner	Estimated Construction Cost of		Percent of Entire Project Completed		If joint project Associate with
			Entire Project	Work for Which Your Firm is Responsible	Design	Construction	

Total number of current projects: \_\_\_\_\_ Total estimated construction cost of work for which your firm is responsible: \_\_\_\_\_

**EXPERIENCE INDEX**

5. Check the type of work or facilities in which your firm possesses experience:

- |   |   |
|---|---|
| <input type="checkbox"/> Office Buildings                             | <input type="checkbox"/> Large Open Channels                          |
| <input type="checkbox"/> Civic Centers                                | <input type="checkbox"/> Greenbelt Channels                           |
| <input type="checkbox"/> Community Buildings                          | <input type="checkbox"/> Dams   |
| <input type="checkbox"/> Courthouses                                  | <input type="checkbox"/> Lake Design                                  |
| <input type="checkbox"/> Auditoriums and Theaters                     | <input type="checkbox"/> Retarding Basins                             |
| <input type="checkbox"/> Sheriff or Police Stations                   | <input type="checkbox"/> Bridges                                      |
| <input type="checkbox"/> Prisons and Correctional Facilities          | <input type="checkbox"/> Arterial Highways                            |
| <input type="checkbox"/> Fire Stations                                | <input type="checkbox"/> Local Streets                                |
| <input type="checkbox"/> Libraries                                    | <input type="checkbox"/> Traffic Signalization                        |
| <input type="checkbox"/> Schools                                      | <input type="checkbox"/> Transportation Planning                      |
| <input type="checkbox"/> Hospitals and Medical Facilities             | <input type="checkbox"/> Marinas                                      |
| <input type="checkbox"/> Dining Halls, Clubs, Restaurants             | <input type="checkbox"/> Coastal Engineering                          |
| <input type="checkbox"/> Airport Facilities                           | <input type="checkbox"/> Erosion & Sediment Transport                 |
| <input type="checkbox"/> Animal Shelters                              | <input type="checkbox"/> Assessment Engineering                       |
| <input type="checkbox"/> Warehouses                                   | <input type="checkbox"/> Water Conservation                           |
| <input type="checkbox"/> Industrial Buildings                         | <input type="checkbox"/> Storm Water Pumping                          |
| <input type="checkbox"/> Parking Garages                              | <input type="checkbox"/> Water Supply                                 |
| <input type="checkbox"/> Parking Lots                                 | <input type="checkbox"/> Water Treatment                              |
| <input type="checkbox"/> Service Garages                              | <input type="checkbox"/> Domestic Water Distribution & Storage        |
| <input type="checkbox"/> Maintenance Service Shops                    | <input type="checkbox"/> Dredging                                     |
| <input type="checkbox"/> Computer Facilities                          | <input type="checkbox"/> Sanitary Engineering                         |
| <input type="checkbox"/> Landscape Architecture                       | <input type="checkbox"/> Mine Rehabilitation                          |
| <input type="checkbox"/> Plumbing and Piping Design                   | <input type="checkbox"/> Industrial Waste                             |
| <input type="checkbox"/> Sewage Collections, Treatment & Disposal     | <input type="checkbox"/> Sanitary Landfill                            |
| <input type="checkbox"/> Heating, Ventilating, Air Conditioning       | <input type="checkbox"/> Engineer Geology                             |
| <input type="checkbox"/> Light  | <input type="checkbox"/> Geotechnical                                 |
| <input type="checkbox"/> Power Generation, Transmission, Distribution | <input type="checkbox"/> Groundwater Geology                          |
| <input type="checkbox"/> Communications                               | <input type="checkbox"/> Soils Engineering                            |
| <input type="checkbox"/> Solar Energy Utilization                     | <input type="checkbox"/> Pump Stations                                |
| <input type="checkbox"/> Local Parks                                  | <input type="checkbox"/> Plan Review (Building Regulation Compliance) |
| <input type="checkbox"/> Community Parks                              | <input type="checkbox"/> Structural Engineering                       |
| <input type="checkbox"/> Regional Parks                               | <input type="checkbox"/> Surveying                                    |
| <input type="checkbox"/> Recreational Trails                          | <input type="checkbox"/> Aerial Surveying                             |
| <input type="checkbox"/> Regional Storm Drains                        | <input type="checkbox"/> Construction Management                      |

**EXPERTISE INDEX**

6. Rank the types of projects in terms of your firm's areas of expertise and interest (I=highest interest, 2=next highest, etc.)

- |   |   |
|---|---|
| <input type="checkbox"/> Airport Projects (A)                     | <input type="checkbox"/> Harbor Projects (H)                  |
| <input type="checkbox"/> Aerial Topography/Photogrammetry (AT)    | <input type="checkbox"/> Historical Preservation (HP)         |
| <input type="checkbox"/> Archaeology/Paleontology (AP)            | <input type="checkbox"/> Mechanical Engineering (ME)          |
| <input type="checkbox"/> Architecture (AR)                        | <input type="checkbox"/> Parks Projects (Landscape Arch.) (P) |
| <input type="checkbox"/> Acoustic Engineering (AE)                | <input type="checkbox"/> Road Projects (R)                    |
| <input type="checkbox"/> Bridge Projects (B)                      | <input type="checkbox"/> Surveying (S)                        |
| <input type="checkbox"/> Bikeway Projects (BW)                    | <input type="checkbox"/> Transportation/ Traffic Studies (T)  |
| <input type="checkbox"/> Construction Management (CM)             | <input type="checkbox"/> Traffic Signals (TS)                 |
| <input type="checkbox"/> Electrical Engineering (EE)              | <input type="checkbox"/> Soils Engineering (SI)               |
| <input type="checkbox"/> Economic/Fiscal (EF)                     | <input type="checkbox"/> Structural/Civil Engineering (SE)    |
| <input type="checkbox"/> Flood Control Projects (FC)              | <input type="checkbox"/> Water Facilities (Potable) (W)       |
| <input type="checkbox"/> Geology/Geotechnical Engineering (GE)    | <input type="checkbox"/> Other                                |
| <input type="checkbox"/> General/Site Planning; Urban Design (GP) | <input type="checkbox"/> Other                                |

Signature and title of person submitting questionnaire

Date

---

## **SECTION III INSTRUCTIONS**

Forms 1 through 4 must be used to convey the requested information. Pre-printed materials may not be substituted. Use copies as necessary. All forms must be completed and returned.

### **Form 1**

This form documents the specific types of planning and CEQA work or projects in which your firm possesses experience.

### **Form 2**

This form documents the ranking of project types in terms of your firm's areas of expertise and interest.

### **Form 3**

This form is to describe planning documents, and, for each document, to identify the authors and project managers. If the project was a joint venture, and your firm was not the team leader, do not list the primary contractor and other sub-contractors on the team; list only your employees, and only those documents directly authorized by your firm. See sample - page 9.

### **Form 4**

This form is to document the formal educational and training credentials of the professional staff. Please refer to Form 2 for classifications to key environmental issues.

### **Form 5**

This form documents the types of public meeting and interface experience and the issues. List only your employees and those meeting directly conducted by your firm.

**EXPERIENCE INDEX - FORM 1**

Check the types of work or facilities in which your firm possesses expertise and experience:

**Types of Planning Documents**

- Specific Plans/Planned Communities
- Zoning/General Plans
- Growth Management
- EIRs
- EISs
- Technical Report (e.g., Traffic Study for an EIR)
- Mitigation Monitoring Reports
- EIR Findings
- Negative Declarations
- Environmental Assessments
- Resource Management Plans
- Biological Studies
- NCCP Plans
- Other (Specify)

**Key Planning/Environmental Issues (contd)**

- Surface/Groundwater Quality
- Flood Risk
- Air Quality
- Noise
- Hazardous Materials
- Aesthetics
- Recreation
- Energy/Natural Resources
- Public Services and Utilities
- Land Use Compatibility
- Cumulative Impacts
- Public Controversy
- Other (Specify)

**Key Planning/Environmental Issues**

- Coastal Marsh
- Riparian or Wetland
- Coastal Sage Scrub
- Oak Woodlands
- Grasslands
- Sensitive Fauna (Specify)
- Sensitive Flora (Specify)
- Wildlife Corridor
- Traffic/Circulation
- Geotechnical
- Landform Alteration

**Types of Development**

- Parks, Beaches
- Public Infrastructure (Roads/Bridges/Communication)
- Jails
- Landfills
- Industrial/Commercial
- Residential
- Harbors, Marinas
- Flood Control Projects
- NCCP
- Combination (Specify Types)
- Other (Specify)

**EXPERTISE INDEX - FORM 2**

Rank the types of projects in terms of your firm's areas of expertise and interest (1=highest interest, 2=next highest, etc.)

- Airport Projects (A)
- Archaeology/Paleontology (AP)
- MC - Mitigation Monitor/Resource Mgmt. Coord.
- CP - CEQA Docmt Prepare-EIR/EIS
- CI - CEQA Docmt Prepare-ND's/EA
- PM - Project Manager
- PD - Land Planner/Designer
- PZ - Planning/Zoning Docmt Prepare
- GI - Graphic Information Systems Pre
- J - Jails Design and Dev.
- 01 - General Biologist/Ecologist
- 02 - Wetlands/Riparian Biologist
- 03 - Coastal Marsh/Marine Biologist
- 05 - Restoration Biologist/Ecologist
- 08 - Botanist/Arborist
- 11 - Ornithologist
- 13 - Mammologist (Mammals)
- 14 - Entomologist (Insects/Arachnids)
- PF - Public Meeting Facilitator
- AS - Air Quality Specialist
- HY - Hydrologist
- HW - Hazardous Waste
- LF - Landfills Design and Dev.
- OS - Open Space Design & Dev.
- FC - Flood Control Facilities Design & Dev.
- YC - Youth Correction Facilities Design & Dev.
- Other
- Other

Signature and title of person submitting questionnaire

Date







**SECTION IV**  
**LIABILITY QUESTIONNAIRE**

1. Name of Firm: \_\_\_\_\_
2. Total number of employees: \_\_\_\_\_
3. Number of engineers employed: \_\_\_\_\_
4. Number of architects employed: \_\_\_\_\_
5. Does your firm employ other professional people?  YES \_\_\_\_\_  NO \_\_\_\_\_  
If so, give number and professions: \_\_\_\_\_
6. Approximate annual total value of all architect and engineering contracts (optional):  
\_\_\_\_\_
7. Approximate annual total value of architect and engineering contracts with the County of Orange: \_\_\_\_\_
8. Name of insurance carrier writing your architects and engineers professional liability insurance: \_\_\_\_\_
9. Annual premium for architects and engineers professional liability insurance: \_\_\_\_\_  
Current policy year: \_\_\_\_\_  
Immediately preceding policy year: \_\_\_\_\_
10. What are the limits of your current architects and engineers liability insurance policy?  
\_\_\_\_\_
11. What deductibles, if any, are contained in your current architects and engineers liability insurance policy? \_\_\_\_\_
12. Would your firm purchase architects and engineer's professional liability insurance if it were not required for the purpose of obtaining contracts with the County of Orange?  
 YES     NO
13. When preparing bids on contracts let by the County of Orange, do you somehow add in the cost of your architects and engineers insurance?  YES     NO  
If so, (e.g., specific percentage of annual premium included as part of general expenses, etc.)? Explain fully, showing dollars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. If available, attach copies of the following:
  - A. Your application for architects and engineers liability insurance, or
  - B. Your current architects and engineers liability insurance policy, or
  - C. Your Certificate of Insurance.
15. How long have you had your present architects and engineer's liability insurance? \_\_\_\_\_
16. What is the expiration date of your architects and engineers liability insurance? \_\_\_\_\_

## AFFIRMATIVE ACTION PROGRAM SURVEY

Firm Name: \_\_\_\_\_

Total Number of Employees, including Principal(s) in Company: \_\_\_\_\_

Total Number of Employee, including Principal(s) in Local Office: \_\_\_\_\_

Ethnic Breakdown of Employees by Job Classification and Sex	MALE/FEMALE ETHNIC CODE BREAKDOWN												TOTAL
	1		2		3		4		5		6		
	M	F	M	F	M	F	M	F	M	F	M	F	
Principal/Owner													
Manager/Job Captain													
Architect/Engineer													
Other (Specify)													
Other (Specify)													
Administrative/Clerical													
Total													

### ETHNIC CODE:

1. Black, African-American, Jamaican, Trinidadian, and West Indian.
2. Oriental, Chinese, Japanese, Asian American, Korean, and Filipino.
3. American Indian.
4. Spanish Surnamed, Mexican American, Chicano, Latino, South American, Central American, Puerto Rican, and Cuban.
5. White.
6. Other Minorities: Aleuts, Malayans, Thais, Samoans, and others not covered by any other category listed here.

