PRIME CONSULTANT QUALIFICATION QUESTIONNAIRE

The detailed data requested here must be submitted **in this format only.**
Use as many pages as needed to provide the following **required** information:

PRIME CONSULTANT

Firm Name: _____

Office Location: _____
Street Address   State   Zip Code

Contact Person: _____ Title: _____

Contact Person Email: _____

Telephone No: _____ Fax No: _____ No. of Employees _____

The undersigned intends to perform work in connection with the above project as (check one):
☐ An individual   ☐ A corporation   ☐ A partnership   ☐ A joint venture

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S/M/WBE Certifications: Check all that apply and attach applicable copy of certification letter(s) or certificate(s). Certifications must be valid on RFQ submittal due date.

S/M/WBE *(certified with Palm Beach County)*
☐ Asian   ☐ Black   ☐ Caucasian   ☐ Hispanic   ☐ Other _____   ☐ Male ☐ Female

M/WBE *(certified with State of FL)*
☐ Asian   ☐ Black   ☐ Caucasian   ☐ Hispanic   ☐ Other _____   ☐ Male ☐ Female

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Project Name: Westgate CRA Prof. Planning, Landscape Arch., Property Devel. Assist. Continuing Services

Project No.:   On a Work Assignment Basis

Scope of Service _____

(1) _____% Prime Consultant's "**Total Project Participation (TPP)**"
(Note: Line 1 shall reflect the ACTUAL % and must be less than 100%)

(2) _____% Prime Consultant's TPP performed **in Palm Beach County office(s)**

(3) _____% Prime Consultant's TPP performed **outside of Palm Beach County office(s)**
(Note: Line 2 plus Line 3 must equal Line 1)

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Dollar Volume Award:

List all projects with associated contract and supplement fees awarded by the Palm Beach County Board of County Commissioners in the fiscal years *(October 1 to September 30)* indicated.

FY Period	**Firm's Fee	Factor	Fee Considered
(1) Current Fiscal Year:	$_____	x 1.00 =	$_____
(2) Previous Fiscal Year:	$_____	x 0.75 =	$_____
(3) Fiscal Year Once Removed:	$_____	x 0.50 =	$_____
(4) Fiscal Year Twice Removed:	$_____	x 0.25 =	$_____

Total: $_____

** Palm Beach County fees rendered to consultant, minimum fees subcontracted out by consultant to sub-consultant. Fees for which the consultant is a sub-consultant shall be included.

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http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx

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Prime Consultant Firm: _____

Signature: _____

Date: _____

Title: _____