

Request for Statement of Qualifications

Professional Architectural and Engineering Services

RFP NO. 007-033

Packet for the Term
JULY 2010 to JUNE 2012



DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION

**REQUEST FOR
STATEMENT OF QUALIFICATIONS
PACKET**

**PROFESSIONAL ARCHITECTURAL AND
ENGINEERING SERVICES**

**For the term of
JULY 2010 to JUNE 2012**

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INTRODUCTION

This packet contains all the forms necessary for firms to respond to the City of North Las Vegas' requests for Statement of Qualification (SOQ) for professional architectural and engineering services. Firms should carefully read and review this entire package.

The City of North Las Vegas request SOQs from firms to provide various professional architectural and engineering services for public works projects. Firms interested in providing these services should complete a submittal using the information and forms contained in this packet. Submittals will only be accepted from 8:00 a.m. to 5:00 p.m., Monday through Thursday until the **deadline of 3:00 p.m. on Thursday, May 27, 2010. NO LATE SUBMITTALS WILL BE ACCEPTED.**

Submittals are to be delivered to the following address:

Mailing address and messenger deliveries:

Ms. Kelly J. Moon
Engineering Project Coordinator
City of North Las Vegas
2288 Civic Center Drive
North Las Vegas, NV 89030
moonk@cityofnorthlasvegas.com

Note: **TWO (2)** hardcopy submittals are required plus an electronic copy in Adobe Acrobat PDF format on a CD.

SUBMITTAL INSTRUCTIONS

General

1. Each firm must provide **two (2)** hard copies of its submittal.
2. Each hard copy must be bound in its own three-ring binder with no additional binding or stapling.
3. Submittals must contain a compact disc (CD) of an exact copy of all the hard copy information in Adobe Acrobat PDF format. The CD and hard copies will become the City of North Las Vegas' record copies.
4. Please follow the organization, order, and numbering presented in this package.
5. All submittals should be completed on the forms provided in this package. Facsimile forms, created with microcomputer word processing programs or on typewriters, are acceptable. These facsimiles, however, must use the same layout and format as the original forms. Slight adjustments to the forms, such as margin and paragraph spacing, are acceptable. These adjustments, however, must not change the wording or numbering of questions, the order of requested information or increase, or decrease, the amount of information requested. All pages must conform to an 8-1/2" x 11" format, either portrait or landscape orientation.
6. All forms can be downloaded from the City's "web" site at:
[http. //www.cityofnorthlasvegas.com/Departments/PublicWorks/Engineering](http://www.cityofnorthlasvegas.com/Departments/PublicWorks/Engineering)

To receive a Statement of Qualifications Packet via e-mail, or a hardcopy, please call (702) 633-1206. You may contact us for alternate form file formats.

7. In general, all typing on the forms should be in eight to twelve point (or eight to twelve pitch) size font, using normal font types such as Arial, Times Roman, Helvetica, Courier, Pica, or Elite. Do not use cursive, script or brush type fonts. Tab and separator sheets may use larger font sizes.
8. Each submittal section must have a clearly recognizable divider. Preferably, this divider will be a tabbed sheet or a colored, heavy bond paper, with the name of the section clearly typed on this divider.
9. Any firm awarded a contract must agree to the terms and conditions of the standard Professional Services Agreement attached.
10. Any architectural or engineering firm awarded a contract must have a Nevada registered Architect or Engineer as a principal owner pursuant to NRS 623 and 625, respectively.
11. Incomplete submittals / forms will not be considered for review and ranking. Ensure that all forms are completed and signed prior to submittal. **Any questions should be directed to Engineering, Public Works at (702) 633-1206.**
12. Evaluation of the submittal will be based on the qualifications of the prime consultant to perform the work in the designated service categories.

Submittal Order:

Please conform to the following organization order, numbering, and contents:

CNLV Form A – General Information

Please complete all lines of the form concerning general information about the firm. Sign and date the form, and check off the boxes agreeing to requirements for consulting services with the City of North Las Vegas Public Works.

CNLV Form B – Personnel Experience – Professional Staff

Complete the fields for the office's professional staff including their names, title, discipline(s) in which they serve, professional registration, education, and years of experience. Each person may list more than one discipline, please use the key at the bottom of the sheet. Form requires professional engineer's license number, Nevada State Board of Architecture, Interior Design and Residential Design (NABAIDRD) number, or Nevada State Board of Landscape Architects number. Engineer Interns (EI) and Land Survey Interns (LSI) registered with the Nevada State Board of Engineers and Land Surveyors may be listed along with Professional Engineers (PE) and Professional Land Surveyors (PLS). Form requires the firm certify that the listed individuals are residents of the United States. Resumes for professional staff should be submitted following this section.

Professional Resumes

Provide resumes for all professional staff proposed for services under any service category that are registered with the Nevada State Board of Architecture, Interior Design, and Residential Design, the State of Nevada Landscape Architecture Board, or the State Board of Professional Engineers and Land Surveyors. Be sure to include certifications such as LEED AP. Please limit resumes to approximately one page per person.

CNLV Form C - Personnel Experience – Other Technical and Key Staff

List all other employees in technical fields or key staff positions along with any pertinent certifications or endorsement they hold. This form may include any staff required to complete a project within the firm's service categories. Form requires the firm certify that the listed individuals are residents of the United States.

Other Technical and Key Staff Resumes

Provide resumes for all technical and key staff proposed for services under any service category. Please limit resumes to approximately one page per person.

CNLV Form D – List of Tests and Procedures for Geotechnical Engineering and Materials Testing & Inspection

If the submittal contains a "Geotechnical and Environmental Engineering" and / or a "Materials Testing and Inspection" service category, the firm must include a CNLV Form D - List of Tests and Procedures for Geotechnical Engineering and Materials Testing & Inspection. Otherwise, this form is not required.

CNLV Form E – Minimum Requirements

All firms must complete and sign the attached Form E agreeing to the listed minimum requirements.

CNLV Form F – Firm Litigation

Identify any litigation or arbitration findings involving the consultant's local office within the last five (5) years or current cases. Please also identify any findings or awards from surety companies in relation to professional liability claims.

PLEASE NOTE: CNLV Forms A through F only need to be prepared and submitted once in each of the three-ring binders. In contrast, the Service Category section needs to be prepared and submitted for each service category a firm desires to submit. Provide a tabbed divider at each Service Category.

For example, a firm **may** have their submittal laid out as such:

- Cover Letter
- Form A
- Form B
 - Professional Resume 1
 - Professional Resume 2
 - Professional Resume 3
- Form C
 - Other Technical and Key Staff Resume 1
 - Other Technical and Key Staff Resume 2
 - Other Technical and Key Staff Resume 3
- Form D (Geotechnical Testing Only)
- Form E
- Form F
- Service Category: Roadway Engineering
 - Form G
 - Project 1 – Roadway
 - Project 2 – Roadway
- Service Category: Land Surveying
 - Form G
 - Project 1 – Land Surveying
 - Project 2 – Land Surveying
 - Project 3 – Land Surveying

Both 3-ring binders and the electronic submittal will be the same. Each firm must submit two (2) binders and one (1) CD.

Service Categories

Complete the following forms for each service category the firm is interested in providing service. However, separate each individual service category with a tabbed divider labeled with the service category named on the tab. Firms interested in providing services in these

categories must intend to be the prime consultant for the services provided and to perform more than 50 percent of the work. Joint Ventures and partnerships will not be evaluated.

CNLV Form G – Service Category

List the firm's relevant projects to the service category. Please limit the list to no more than five (5) projects within the last five (5) years. List the firm's local and most recent projects first. For each project, check the box indicating whether the firm was the prime consultant or a sub-consultant. List up to three (3) key staff involved with the project and the role they served on the project team. Identify the proposed project team that will perform the work in each service category.

Following this form, please provide a one page highlight of the project including photos, renderings, site plans, etc. Order these to match the order of the projects listed on Form F and identify the pages with the same project name as listed. Provide details such as the project limits, the scope of services, and the project bid structure (i.e. bid-build, design-build, construction management at risk). Feel free to list any personnel and their involvement with projects that are not listed on Form F. Any person listed on the project description should be listed in Form B or Form C and have a resume in the section following Form B or Form C.

SERVICE CATEGORIES DEFINED

The City of North Las Vegas is looking for firms to provide expertise in one or more of the service categories listed below.

ENGINEERING

- Transportation Engineering
- Traffic Design Engineering
- Flood Control Engineering
- Surveying (Boundary, Topographical, and Alignment)
- Land Surveying Construction Staking Services
- Geotechnical Engineering
- Environmental Field Services
- Structural Engineering
- Construction Management – Engineering
- Material Testing and Inspection

ARCHITECTURAL

- Parks / Landscape Design
- Buildings
- Construction Management – Architectural
- Mechanical / Electrical / Structural – Buildings
- Building Commissioning

GENERAL

- Bid-ability and Constructability Review
- NEPA

Firms interested in providing a service in one of the aforementioned service areas must be the prime consultant for that service and must perform more than fifty percent of the service.

TRANSPORTATION ENGINEERING

Urban Street Design

Service category includes the design of typical arterials (normally four to eight lanes wide with right-of-way widths of 80 to 120 feet) located in the Las Vegas Valley; design of pavement, curb, gutter, sidewalks, drainage improvements and reconstruction within developed areas. Selected consultants shall provide all engineering services for the preparation of plans, specifications and bid documents.

Rehabilitation Design

Consultant shall provide all engineering services for the testing and evaluation of existing pavement sections; all engineering services for the preparation of plans, specifications and bid documents. Roadway rehabilitation projects may involve some minor structures and minimal right-of-way engineering.

TRAFFIC DESIGN ENGINEERING

Service category includes design of traffic signals and signal modification plans, streetlighting plans; signing and marking plans; temporary traffic control plans; intelligent transportation systems (ITS); traffic calming design; roundabout design; pedestrian improvement plans; suggested route to school upgrades including bike lanes; access management plans; traffic capacity improvement projects (such as intersection widening to provide bus turnouts, exclusive right turn lanes or dual left turn lanes). Selected consultants shall provide all engineering services for the preparation of plans; specifications and bid documents as well as provide public presentations and a variety of analyses as needed.

FLOOD CONTROL ENGINEERING

Provide professional services for the design and construction of both open channel and closed conduit storm water collection and conveyance facilities. Design may include plans, specifications, and bid documents of inlets, transition structures, culverts, and associated hydrology and hydraulics for off-site and / or on-site, and proposed and/or future conditions. Design may include right-of-way / easement acquisition.

LAND SURVEYING

Boundary, topographical and alignment surveys

Establishment of boundaries, alignments, limits of rights-of-way, etc., sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced; includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor's authority, the preparation of certified legal descriptions of the area surveyed and acquisition areas, preparation of right-of-way plans/plats and the measurement of the earth's contours and of fixed works.

Land Survey Construction staking services

Verification of horizontal alignment or boundary configuration, right-of-way limits and the vertical controls from which a project is to be constructed; establishment of necessary site specific construction benches and horizontal control points; physical placement of all construction stakes necessary to enable the contractor to locate the project improvements.

Project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, flood control improvements, sanitary sewer improvements, buildings, trails, and park improvements.

GEOTECHNICAL ENGINEERING

Site investigation and soil analysis

Investigate on-site soil /rock properties; make recommendations on the use of those materials for structures normally associated with buildings, parks, trails, roads, sanitary sewers and flood control improvements.

ENVIRONMENTAL FIELD SERVICES

Perform contaminant soil and groundwater investigation including resultant remediation; perform biological and habitat assessments; provide hazardous waste management/emergency response; provide air quality permitting and compliance assistance; provide storm water permitting and compliance assistance.

STRUCTURAL ENGINEERING

Design structures associated with transportation or flood control improvements such as bridges, viaducts, large culverts, spillways, transitions, structures, retaining walls and other related structures; knowledge of federal, state, county and city specifications related to transportation, drainage-related structures and building structures; prepare plans, specifications and bid documents; manage the construction administration of structures.

CONSTRUCTION MANAGEMENT - ENGINEERING

Provide a resident project representative(s) and licensed project engineer and/or project manager for transportation, flood control and utilities construction projects. Provide qualified staff, documentation, software and all necessary office equipment, vehicles and tools needed to perform construction management services, including documentation, document control, materials testing and inspection, and preparation of pay requests and change orders, as required. Provide liaison with the public, sub-contractors, utilities, other governmental agencies and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, the consultant should be capable of evaluation and enhancement of existing City of North Las Vegas claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Qualified firms must have professional staff with licenses to practice civil engineering in the State of Nevada and have legal expertise in construction claims. Preference may be given to those firms that exhibit construction claims experience.

MATERIAL TESTING AND INSPECTION

Provide professional services to conduct plant and/or field sampling, inspection, and perform standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures. Provide documented results of tests performed; list any certifications of personnel or firm including ACI, RCI, IHMM, A2LA, IAS accreditation, or any others; may require accreditation as an IBC/ICC Special Inspection Agency.

PARKS/LANDSCAPE DESIGN

Provide landscape, engineering, and minor architectural services for the design and/or construction of various parks, recreation areas, open spaces, and right-of-way projects; includes new construction, renovations, and restorations; basic services may include programming, reports, studies, surveys, master planning, urban planning, conceptual design, schematic design, design development, construction documents, permitting, bidding assistance, construction administration and project management.

Category is limited to firms where a principal of the firm is a Nevada registered Architect, Landscape Architect or Civil Engineer occupying a position of management, shares in the firm's losses and is liable for the acts of the firm.

BUILDINGS

Provide professional architectural services (including subconsultants as necessary) for the design and/or construction of various building projects and/or associated site work, for new construction, remodels, additions and restorations; capability to provide 3-D modeling of facilities; may include programming, reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management; experience in projects requiring LEED certification; ability and willingness to provide services under design-build or construction management-at-risk delivery methods.

Category is limited to firms where a principal of the firm is a Nevada registered Architect occupying a position of management, shares in the firm's losses and is liable for the acts of the firm.

CONSTRUCTION MANAGEMENT – ARCHITECTURAL

Provide a resident project representative(s) and licensed project engineer, architect and/or project manager for construction of parks and building facilities. Provide qualified staff, documentation, software and all necessary office equipment, vehicles and tools needed to perform construction management services, including documentation, document control, materials testing and inspection, and preparation of pay requests and change orders, as required. Provide liaison with the public, sub-contractors, utilities, other governmental agencies and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance; capable of evaluation and enhancement of existing City of North Las Vegas claims procedures, contract documents, contractor performance documentation and construction processes for

the purpose of dispute avoidance; claims mitigation and staff training; have legal expertise in construction claims. Qualified firms must have professional staff with licenses to practice civil engineering in the State of Nevada and have legal expertise in construction claims. (Preference may be given to those firms that exhibit construction claims experience.)

MECHANICAL/ ELECTRICAL/PLUMBING/STRUCTURAL

Provide mechanical, electrical, plumbing, building and structural subconsulting services to in-house city staff architects and engineers; may include investigative studies, design, value engineering, construction document preparation and construction administration.

BUILDING COMMISSIONING

Building commissioning services for LEED certification of building projects and specialty systems; may include design review and recommendations, value engineering, specification writing, submittal review, construction review and field testing, preparation of systems operation manuals, conduct building operation surveys; and reports for new construction and retrofits.

NEPA

Prepare environmental statements in compliance with the National Environmental Policy Act; prepare necessary analyses/reports in compliance with the Historic Preservation Act.

BID-ABILITY AND CONSTRUCTABILITY REVIEW

Provide professional services with the ability to perform detailed plan and specification reviews to identify errors, omissions and insufficient or ambiguous details, to review coordination between design disciplines, to analyze and/or develop project schedules, to identify areas where significant cost savings could be realized and to provide a constructability report summarizing their findings. Work may include attendance at design coordination meetings, field reviews, and utility / right-of-way research.

SOQ EVALUATION PROCEDURES

Incomplete applications may have deductions during the scoring process due to lack of information for the evaluators.

For each service category, a minimum of three evaluators will review and assess all submittals for that service category. These evaluators may consist of City staff and/or personnel from other governmental entities with experience and expertise in the specific service category. In some cases the evaluators may include qualified private sector personnel.

Evaluators should complete their evaluations independently of other evaluators. **On all submittals, evaluators will evaluate the firm only on the basis of material contained within the submittal. Information pertaining to service categories other than the one being evaluated will be disregarded.**

The evaluators should follow the procedure and guidelines presented below:

1. The firm's ability to demonstrate that it is a bonafide, fully-established business enterprise that will likely continue to successfully operate for the foreseeable future under its current management (Forms A, B, and C).
2. Experience and qualifications of firm's employees to perform the service within the scope of the service area. (Forms B, C and G)
3. Firms submitting for either Geotechnical or Materials Testing Categories – the listing of tests and procedures (Form D).
4. The firm's statement of agreement to the city's SOQ minimum requirements (Form E).
5. Identify any litigation the consultant firm is, or has been, involved in, within the last five (5) years (Form F).

Each evaluator will independently rate each firm/service area with a score from zero to one hundred. The total of the evaluator's scores will be used to establish an initial ranking. The initial ranking will then be adjusted to take into consideration the consultant's past performance of previously contracted City projects, if any.

Each consultant will then be ranked and listed from highest to lowest rating. This list will be used over the next SOQ term for projects in the applicable Service Area. The City reserves the right to solely determine who is "most qualified" for a particular project based on the information submitted in the SOQ process, updates to such information, pre-selection interviews, and consultant performance evaluations of previous City work.

SUBMITTAL FORMS

for
Professional Architectural and Engineering Services
CNLV Forms A through G

**CNLV FORM A
GENERAL INFORMATION**

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES

STATEMENT OF QUALIFICATIONS

1. Date prepared: _____

2. Firm's name: _____

3a. Firm's address: _____

3b. Firm's Telephone No.: _____

4. Is your local office the main _____ or branch _____ or sole office? _____

5. Year your firm was established: _____

6. Year former firm(s) were established:

a. _____

b. _____

c. _____

7. Name, title, telephone number and e-mail of two principals in firm who may be contacted:

a. _____

b. _____

8. List locations of other offices (no more than five):

	<u>Address</u>	<u>Telephone No.</u>	<u>No. of Personnel</u>
a.			
b.			
c.			
d.			
e.			

11. Errors and Omissions insurance:

a. Amount your firm presently carries: \$ _____

b. Carrier's name and address: _____

c. If no insurance, state other arrangements:

12. Total employees presently employed:

a. At your local (Southern Nevada) office: _____

b. In your firm: _____

c. Total wages reported by your firm to the State of Nevada Employment Security Division as shown on line 3 of form NUCS-4072 for the quarters ending:

12/31/08 \$ _____ 3/31/09 \$ _____

6/30/09 \$ _____ 9/30/09 \$ _____

FOR INFORMATIONAL PURPOSES ONLY

Is this firm a Minority, Women or Disabled Veteran Business Enterprise?

No Yes . If "Yes" Specify MBE WBE DVBE

Has this firm been certified as a Minority, Women or Disabled Veteran Business Enterprise?

No Yes If "Yes" Specify Certifying Agency _____

Attach a copy of your certification

I declare under penalty of perjury that this application is complete, current and accurate as of the date below, and that I will advise the city of North Las Vegas of any changes in writing, including personnel changes if such change affect the firm's ability to provide required services, prior to negotiating or proposing any services, and that I am legally authorized by the applicant firm to execute contracts with the City.

Name and Title

Firm Name

Signature

CNLV FORM D
List of Tests and Procedures for
Geotechnical Engineering and Materials Testing & Inspection

Indicate your firm's local ability to perform the tests listed below. Please note that all tests and procedures shall be performed in accordance with standard AASHTO / ASTM methods, where applicable.

<u>Yes</u>	<u>No</u>	<u>Test</u>
<input type="checkbox"/>	<input type="checkbox"/>	Hollow stem auger drilling
<input type="checkbox"/>	<input type="checkbox"/>	Rotary drilling (air, foam, mud)
<input type="checkbox"/>	<input type="checkbox"/>	Standard penetration testing
<input type="checkbox"/>	<input type="checkbox"/>	Natural moisture / groundwater conditions
<input type="checkbox"/>	<input type="checkbox"/>	Soil classifications (sieve analysis, Atterberg limits)
<input type="checkbox"/>	<input type="checkbox"/>	In-place density / unit weight
<input type="checkbox"/>	<input type="checkbox"/>	Soil solubility
<input type="checkbox"/>	<input type="checkbox"/>	Soil chemical analysis (pH, sulfates, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Soil expansion from moisture and chemical reaction
<input type="checkbox"/>	<input type="checkbox"/>	Soil consolidation / hydro-collapse potential
<input type="checkbox"/>	<input type="checkbox"/>	Soil resistivity
<input type="checkbox"/>	<input type="checkbox"/>	Direct shear strength (angle of internal friction, cohesion)
<input type="checkbox"/>	<input type="checkbox"/>	R-value
<input type="checkbox"/>	<input type="checkbox"/>	CBR value
<input type="checkbox"/>	<input type="checkbox"/>	Soil resilient modulus
<input type="checkbox"/>	<input type="checkbox"/>	Soil percolation
<input type="checkbox"/>	<input type="checkbox"/>	Pavement visual distress surveys (cracking patterns, rutting, humps, depressions, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Deflection testing (Dynaflect, Road Rater or Falling Weight Deflectometer)

CLNV FORM E
MINIMUM REQUIREMENTS

1. By submitting the Statement of Qualifications, **(insert firm name)** hereby agrees to use the applicable City of North Las Vegas' Design Services Agreement, attached within the Statement of Qualifications packet without modification. If **(insert firm name)** is selected for a possible contract award, **(insert firm name)** agrees to provide the city with cost and pricing information in sufficient detail for the city to fully understand the cost for each service proposed including direct labor hours and dollars; benefits, general and administrative costs; a recent external audit report; and a Dunn & Bradstreet business credit report.

2. **(Insert firm name)** is properly licensed pursuant to NRS Chapters 623, 623A or 625, whichever is legally required for the services to be provided within the State of Nevada, and if applicable to **(insert firm name's)** business organization, is in compliance with NRS 623.349 for architects, interior designers and residential designers; and NRS 623A.250 for landscape architects, which requires that control and no less than two-thirds ownership of the business organization or association be held by persons registered or licensed in the State of Nevada pursuant to NRS Chapters 623, 623A or 625; and possesses the special knowledge, skills and expertise to perform the services hereinafter set forth within the time required under the Design Services Agreement with the City of North Las Vegas.

3. **(Insert firm name)** agrees to have a project manager agreeable to the City of North Las Vegas and available during the term of any contract with the City.

4. **(Insert firm name)** is capable of providing services in the Service Categories indicated in the submittal including signing and sealing construction documents for permitting.

5. **(Insert firm name)** has a bona fide office of business in the State of Nevada.

Name and Title	Firm Name
-----------------------	------------------

Signature	Date
------------------	-------------

****Prior to the award of any contract(s) firms must first obtain a City of North Las Vegas business license.***

**CLNV FORM F
FIRM LITIGATION**

CNLV FORM G

Service Category: _____

Name of registered principal* responsible for this category: _____

PROJECT NAME & LOCATION	ROLE		PROJECT CONSTRUCTION COST	PROJECT OWNER'S NAME & ADDRESS	OWNER REPRESENTATIVES' NAME & PHONE	KEY STAFF / ROLE	CONSTRUCTION COMPLETION DATE
	Prime	Sub					

*A principal is a person who occupies a position of management, shares in the firm's losses and is liable for the acts of the firm. Limit to five (5) projects within the last five (5) years.