

## INSTRUCTIONS FOR COMPLETING AND SUBMITTING

### *Design Professional Selections Application for Specific Project*

#### **Please Note:**

- 1) The *Design Professional Selections Application for Specific Project* has been **revised as of August 28, 2023**.
- 2) Design firms submitting a Design Professional Selection Application for a Specific Project (Application) in response to the above advertised project(s) **must utilize the updated application; older versions of the application will not be accepted** by the Department and any older versions of the application received will be rejected.
- 3) No alterations or additions to the Application will be permitted. Any deviation may result in rejection.
- 4) The submission of the Application **will only be accepted electronically through the e-Builder process**. The Application submitted by any other means will be rejected.
- 5) ALL data fields must be completed. "NA" should be entered into any field for which the applicant does not have a response. NO FIELD should be left blank.
- 6) Firms will no longer be scored on their commitments to utilize Small Diverse Businesses and Small Businesses. Instead, firms will be required to meet both the Small Diverse Business (SDB) participation goal and the Veteran Business Enterprise (VBE) participation goal or obtain a Good Faith Efforts waiver from those goals.
- 7) SDB and VBE Participation Submittal forms will be made available in the e-Builder solicitation folder. The forms **MUST BE** completed and submitted as separate files at the same time the application is submitted. Failure to submit the SDB and VBE participation forms will result in a determination that the Application is non-responsive and will be rejected.
- 8) Upon closure of the application submission due date, Capital Programs, and when necessary, the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO), will review the SDB Participation Submittal and additional required documentation, and the VBE Participation Submittal and additional required documentation for compliance with the SDB and VBE requirements. Failure to meet both the SDB participation goal and the VBE participation goal or obtain a Good Faith Efforts waiver from those goals will result in the rejection of the Application for Professional Selections as nonresponsive.
- 9) The Percentage of work to be performed by SDB consultants listed within the SDB Utilization Schedule and the Percentage of work to be performed by VBE consultants listed within the VBE Utilization schedule will become contractual obligations of the selected Design Firm. These percentages will be based upon the total compensation paid to the selected Design Firm over the contract term.

10) At the completion of program validation, the selected Design Firm must submit a consultant agreement for each SDB and/or VBE that the selected Design Firm will use to meet or exceed their SDB commitments and VBE commitments. Failure to provide the agreements will prevent the selected Design Firm from continuing with the design. Each consultant agreement must be signed by both the selected Design Firm and the SDB or VBE and must identify the following:

- a) A description of the services the SDB or VBE will provide; and
- b) The timeframe during the Agreement term when the SDB or VBE will perform or provide the services; and
- c) A description or amount of the fee the SDB or VBE will be paid; and
- d) The name and telephone number of the selected Design Firm's point of contact for SDB and VBE participation.

11) Each SDB commitment and each VBE commitment identified at the completion of program validation, along with the overall percentage of SDB and VBE commitments listed within the SDB Utilization Schedule and VBE Utilization Schedule, will become contractual obligations of the selected Design Firm. The selected Design Firm cannot alter its overall SDB or VBE commitments, or the commitments made to individual SDB or VBE subcontractors as identified at the completion of program validation, without written approval from Capital Programs and BDISBO.

12) Both the overall percentage of SDB and VBE commitments, and individual SDB and VBE commitments identified at the completion of program validation must be maintained in the event the contract is assigned to another Design Firm.

13) Design Firms applying as Joint Ventures must be legally bound entities, and as such, **are a different firm** from the independent firms that joined to create the joint venture. All responses to requested information in the application must be answered as it relates to the joint venture entity **and not the independent firms**. When the SDB or VBE performs as a participant in a Joint Venture, the portion of the total dollar amount of the Professional Agreement equal to the distinct, clearly defined portion of the work of the Agreement that the SDB or VBE performs with its own forces will be credited toward fulfilling the SDB or VBE participation goal.

## Section 1 – PROJECT INFORMATION

This information will be prepopulated for the specific project and should not be altered.

## Section 2 – FIRM GENERAL INFORMATION

Provide information on the firm that is applying for selection and will enter into a contract with the Commonwealth of Pennsylvania to provide professional services for the specific project.

**FIRM NAME:** Enter the firm’s legal business name.

**SAP NUMBER:** Enter the firm’s Commonwealth SAP Vendor ID (Vendor Registration can be accessed at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) or by calling 717-346-2676 (Harrisburg Area) or 877-435-7363 (Toll Free).

**PREDECESSOR FIRMS:** Enter the business name(s) or any legal predecessor firms and/or any other names that the firm may have operated under or been known as within the last five (5) years.

**CONTACT PERSON:** Enter the name of the firm’s contact person during the selection process.

**TITLE:** Enter the contact person’s title and position in the firm.

**EMAIL ADDRESS:** Enter the contact person’s email address.

**STREET ADDRESS/CITY/STATE/ZIP CODE:** Enter the contact person’s business mailing address.

**PHONE NUMBER:** Enter the contact person’s telephone number.

**COUNTY:** Enter name of county for the office performing the majority of the work.

**NUMBER OF EMPLOYEES ASSIGNED:** Enter an estimate of the total number of different full-time employees to which the firm may assign project design and construction administration responsibilities on the project.

**NUMBER OF PERSONS ASSIGNED AT OFFICE PERFORMING WORK:** Enter the total number of full-time employees at the firm’s business office that will be performing the majority of the work on the project.

**STREET ADDRESS/CITY/STATE/ZIP CODE:** Enter the address of the firm’s business office performing the majority of the work on the project.

**PAST MULTI-PRIME CONTRACT EXPERIENCE:** Indicate whether or not the firm has completed multi-prime contract construction projects.

**DISTANCE FROM PROJECT SITE:** Enter the distance, in miles from the firm’s business office performing the majority of the work to the project site.

**TYPE FOR FIRM:** Select a firm type(s) and indicate if the project is a joint venture (JV). Check all appropriate boxes and provide an explanation if “other” is selected.

## Section 3 – DESIGN TEAM INFORMATION

Provide information, as required, for no more than five (5) key consulting firms that will be retained to assist in the design process. Complete the following for each consulting firm proposed:

**CONSULTANT FIRM NAME:** Enter the consulting firm’s business name.

**STREET ADDRESS/CITY/STATE/ZIP CODE:** Enter the business address (Street, City, State and Zip Code) of the consulting firm's primary office that is supporting this project.

**NUMBER OF PROJECTS COMPLETED TOGETHER:** Enter the number of projects that the firm applying for the project and the consulting firm have completed design and construction responsibilities for together within 10 years.

**TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER:**

Enter the total construction dollar value for the projects that the firm apply for the project and the consulting firm have completed together.

**ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES:** Describe the types of services the responsibilities that the consulting firm will perform for the project.

**SIMILAR PAST PROJECTS COMPLETED TOGETHER BY THE CONSULTANT AND THE LEAD FIRM:**

List up to three (3) projects that are similar to the proposed project that the consulting firm completed together with the firm applying for the project. Provide general information including the size of the project(s) (building square footage and site acreage, as applicable) and total construction cost value for each example.

**PAST MULTI-PRIME CONTRACT EXPERIENCE:** Indicate whether the consulting firm has experience with multi-prime contract construction projects. Check appropriate box.

**NUMBER OF EMPLOYEES ASSIGNED:** Enter an estimate of the total number of full-time employees to which the consulting firm may assign project design and construction administration responsibilities for this project.

**NUMBER OF PERSONS ASSIGNED AT OFFICE PERFORMING WORK:**

Enter the total number of full-time employees at the location of the consulting firm's business office performing the majority of the work on the project.

**DISTANCE FROM PROJECT SITE:** Enter the distance, in miles from the consultant firm's office that is performing the majority of the work on the project to the project site.

**TELEPHONE NUMBER:** Enter the telephone number for the consultant's business office that is performing the majority of the work.

**TYPE FOR FIRM:** Select a firm type(s) for the consulting firm and indicate if the project is a joint venture (JV). Check all appropriate boxes and provide an explanation if "other" is selected.

#### **Section 4 – KEY PERSONNEL**

Provide information, for up to six (6) individuals from both the firm applying for the project and the consulting firm(s), where applicable, that will be responsible for leading the design of the project.

**NAME:** Enter the individual's full name.

**FIRM:** Enter the name of the firm for which the individual is employed.

**REGISTRATION NUMBER:** Enter the registration number of the individual's professional license. Indicated the state, if the license is not a Pennsylvania license.

**REGISTRATION EXPIRATION:** Enter the date that the individual's license expires.

**STREET ADDRESS/CITY/STATE/ZIP CODE:** Enter the business office address from which the individual will operate while working on the project.

**YEARS EMPLOYED BY FIRM:** Enter the total number of years that the individual has been employed by the firm.

**YEARS LICENSED:** Enter the total number of years that the individual has been licensed.

**SPECIFIC ROLES AND RESPONSIBILITIES:** Describe the individual's anticipated specific roles and responsibilities on the proposed project.

**SIMILAR WORK EXPERIENCE & QUALIFICATIONS:** List projects where the individual performed similar roles and responsibilities.

**SPECIALTY/DISCIPLINE:** Indicate the individual's specialty and/or discipline. i.e. Architecture/Design Project Manager, etc.

**DEGREE/CERTIFICATIONS:** List applicable professional degrees and or certifications.

**YEAR GRADUATED:** Indicate the year that the professional degree/certifications were obtained.

**INSTITUTION:** Indicate the institution from with the professional degree/certification was obtained.

## **Section 5 – FIRM'S RECENT COMMONWEALTH PROJECT EXPERIENCE**

To assist the Selection Committee in evaluating the factor of "equitable distribution of contracts to design professionals," provide information on recent Commonwealth experience within the last five (5) years. List **only** projects in which the **firm applying** for the project holds or held a design professional agreement with the Commonwealth (e.g., DGS). List most recent awards first. If the firm has been awarded more than 10 DGS and/or more than 10 other Commonwealth agency (e.g., Department of Transportation, Environmental Protection, etc.) professional agreements within the last five years, list the nine most recent projects in each category and indicate in row 10 of each category the number of additional projects and the additional total fee for the additional project not individually listed.

In the top table, list **ALL DEPARTMENT OF GENERAL SERVICES CAPITAL PROJECTS** that the **firm applying for the project** has or had an agreement with the Commonwealth that are active, inactive, or were completed within the last five (5) years. Provide the DGS project number, the DGS project title, the bid type (if known), the total professional fee for the project, the name of the agency or institution for which the project is or was to be designed. Indicate the date design contract was awarded with the bid type (example: low bid; Sept. 2016). For project status, if active, indicate the stage of design or construction. If inactive, indicate whether the project is complete or on hold.

In the bottom table, list **ALL OTHER COMMONWEALTH AGENCY PROJECTS (i.e., PennDOT, DHS, DEP, DMVA, PHMC, PASSHE, etc.) (not municipalities or sewer/water authorities)** that the **firm applying for the project** has or had a professional design agreement with the Commonwealth that are active, inactive, or were completed within the last five (5) years. Provide the agency project number, the project title, the bid type (if known), the total professional fee for the project, the name of the agency or institution for which the project is or was to be designed, and the current status of the project. For project status, if active, indicate the stage of design or construction. If inactive indicate whether the project is complete or on hold. Indicate the date the design contract was awarded with the bid type (example:

low bid; Sept 2016). Other Commonwealth projects are defined for purposes of the selection process application as those projects with professional services agreements with a Commonwealth agency, department, commission, board or office. It also includes projects with professional services agreements directly with Universities in the Pennsylvania State System of Higher Education. Projects with state-related Institutions (Pittsburgh, Penn State, Temple, Lincoln, and Thaddeus Stevens) that do not utilize Public Improvement Bond money need not be listed.

## **Section 6 – RELEVANT EXPERIENCE**

Provide information for up to three (3) projects completed within the last ten (10) years or currently being designed that best illustrate that the **firm applying** for the project has qualifications and experience that closely match the proposed project. **DO NOT list project performed only by consultants.** Joint Venture firms should list only projects completed by the joint venture, and **not projects completed as independent firms.**

**PROJECT NAME:** Enter the project name.

**PROJECT LOCATION:** Enter the project address.

**CLIENT NAME:** Enter the client name.

**SERVICES PERFORMED BY THE FIRM:** Describe the specific services provided for the project. Differentiate work that was completed as the prime professional vs work that was completed as a consultant.

**PROJECT DESCRIPTION:** Provide general information on the project including type of construction, building square footage, and/or site size in acreage, as applicable.

**CONSTRUCTION COMPLETION DATE/STATUS:** Enter the date the project had or is to receive final completion or occupancy.

**TOTAL AWARDED CONSTRUCTION CONTRACTS:** Enter the total awarded contract construction cost value for the project.

**TOTAL FINAL CONSTRUCTION CONTRACTS:** Enter the final total construction cost value for complete project. If the project is under construction provide the total construction cost to date. If the project is for a private client that will not permit this information to be released, indicate the cost differential from award to completion, or to date.

**CLIENT CONTACT NAME:** Provide a project contact name for an individual that represents or represented the owner's interest during the design and construction of the project.

**TITLE:** Provide the title or position of the individual that is listed as the contact for the project.

**CONTACT TELEPHONE NUMBER:** Provide a current telephone number for the contact for the project.

**CONTACT E-MAIL ADDRESS:** Provide an e-mail address for the contact for the project.

**COMMENTS:** Provide any additional pertinent information about the relevant project as it relates to the proposed project.

## **Section 7 – SMALL DIVERSE BUSINESS (SDB) AND VETERAN BUSINESS ENTERPRISE (VBE) PARTICIPATION**

Refer to Participation Submittal forms in the e-builder solicitation folder. The forms **MUST BE** completed and uploaded as separate files at the same time The Application is submitted. Failure to

submit the SDB and VBE participation forms may result in the application being considered nonresponsive, resulting in automatic disqualification.

## **Section 8 – OTHER RELEVANT INFORMATION**

Provide any additional relevant information supporting the applying firm's qualifications for the proposed project.

## **CERTIFICATION, SIGNATURE AND SUBMISSION**

By entering firm's name, signing in the appropriate Business Type fields, either by typing in name, applying a digital signature or printing, applying wet signature and re-scanning and submitting this "*Design Professional Selection Application for Specific Project*" you agree that **you are signing and submitting this Application on behalf of the firm, and have the legal authority to do so.**

- Enter firm's legal business name.
- Sign the witness' name.
- Sign the name of an individual in the business organization with authority to bind the business to an agreement.
- Enter the date the document was signed.

The "*Design Professional Selections Application for Specific Project*" will only be accepted electronically.

The "*Design Professional Selections Application for Specific Project*" is to be uploaded through e-Builder through a bidding portal.

"*Design Professional Selections Application for Specific Project*" submitted by any other means or older versions of this Application will not be considered.