COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES

PUBLIC WORKS
PROFESSIONAL SELECTIONS
PROCESS
GUIDELINES

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Tom Wolf
Governor

Curt Topper
Secretary
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LIST OF EXHIBITS

A  Sample Selection Scoring Matrix

B  Sample Professional Selection Application for Specific Project

C.  Statement of Confidentiality

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1. **INTRODUCTION**

The purpose of this Professional Selections Guidelines (Guidelines) is to describe the normal process and steps that will be undertaken by the Department of General Services Public Works personnel (DGS) when procuring a design professional(s) for a capital project.

2. **SELECTION SCORING MATRIX WEIGHTING AND POST SHORT-LIST REQUIREMENTS**

Prior to the Notice of Meeting of the Selections Committee for Professional Selections for capital project(s), an inter-agency “Ad-Hoc Committee” may be formed. The Ad-Hoc Committee, if formed, shall be specific to a particular project and be comprised of at least one, but not more than two representatives from DGS and at least two, but not more than three representatives from the agency for which the project is to be designed and constructed. The Ad-Hoc Committee shall meet to review the project program and weight the criteria on the Selection Scoring Matrix for which professions will be evaluated, Exhibit A. The Ad-Hoc Committee will also determine what, if any, additional information will be requested from the firms short-listed by the Selection Committee. This information may include, but is not limited to, detailed work plans, interviews, non-binding fee proposals, etc. The request for additional information that will be required from the short-listed firms will be published in the Notice of Public Meeting.

3. **SELECTION SCORING MATRIX**

The selection scoring matrix has five sections that correspond to the factors established in the Commonwealth Procurement Code.

The factors outlined in the Procurement Code consist of:

- 905(e)(2)(i) Equitable distribution of contracts to design professionals.
- 905(e)(2)(ii) Particular capability to perform the design services for the contract being considered.
- 905(e)(2)(iii) Geographic proximity of the design professional to the proposed facility.
- 905(e)(2)(iv) Necessary available personnel to perform the services required by the project.
- 905(e)(2)(v) Other relevant circumstances peculiar to the proposed contract.

Section 5 of the scoring matrix, “Other relevant circumstances”, has been utilized to evaluate small and small diverse business participation. Additional items for consideration have also been described under the five factors. The Ad-hoc Committee assigns maximum point values to each factor or sub-factor. The distribution of points will vary per project. Section 5, small and small diverse business participation will always receive a minimum of 20% of the points.

4. **PUBLIC NOTICE**

The Notice of Public Meeting of the Selections Committee for Professional Selections for capital projects will be posted on DGS’s website approximately sixty (60) days prior to the meeting date. Public notice of the project will be given in the same manner as a public notice is given for the competitive sealed bidding process. Applicants will be given a reasonable time, approximately four weeks between the Notice of the Meeting and the Application Submission Deadline, to prepare an application.
5. **DESIGN PROFESSIONAL SELECTION APPLICATION FOR SPECIFIC PROJECT**

The application, **Exhibit B**, will be available to download through e-Builder, a web-based construction management system. Firms interested in applying will be required to register with e-Builder. A link in the eMarketplace advertisement will direct firms to the e-Builder registration site. A new application must be completed and uploaded electronically, by the deadline, through an e-Builder bid portal for each project for which the professional is interested in being considered. The application will be reviewed by DGS and the Selections Committee to evaluate how firms meet the criteria in the Scoring Matrix. The application form may not be altered. Additional attachments are not permitted. DGS will score objective criteria on Distribution of Work and Geographic Location. The Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) will score the applications for small and small diverse business participation. The Selection Committee will evaluate the Capacity of the applicants to Perform Design Services and the Ability to provide Necessary Personnel. Raw scores for each of the five factors will be pro-rated per the maximum number of points available for each section. The formula for pro-rating scores is: firm’s raw score per section divided by highest raw score per section multiplied by total points available per section.

6. **SELECTION COMMITTEE**

The Selections Committee for Professional Selections is appointed by the Governor in accordance with the Procurement Code. It is comprised of five members, none of whom may be employees of the Commonwealth or hold any elective office or office in any political party. The members shall be architects, engineers or other persons knowledgeable in construction. DGS will give public notice of their meeting at which they will recommend a short-list of qualified design firms for consideration on each project.

At the advertised meeting, the following sequence of events will occur for each project:

1) Each Committee member submits their scoring matrices.
2) DGS reveals the scores for Sections A, C, and E.
3) The Committee members read publicly the scores that they submitted for Section B and D.
4) The scores are tallied and the totals for each section are pro-rated per the formula outlined in the subsequent section.
5) The points for each of the five sections are totaled and the firms with the highest total scores shall be the short-listed firms. The number of short-list firms will typically be three, unless there is a tie. If more than one firm ties for the most points, all firms with the same score shall be included until the total exceeds three. For example: if 4 firms score 800, and the next highest score is 750, the short-list would be the 4 firms that scored 800, and the firm that scored 750 would not be included. If two firms scored 800 and there were 3 firms that score 750 as the next highest total, then both the two firms with 800 and the 3 firms with 750 would make the short-list. If the total number of firms short-listed exceeds 5, DGS reserves the right to ask the Selection Committee to rescore the top firms.

7. **AD-HOC COMMITTEE REVIEW OF SHORT-LISTED FIRMS**

If additional information is required of the short-listed firms, they will be notified and given approximately four weeks to assemble and submit the additional information. The Ad-Hoc Committee will review the additional information and forward a recommendation to the Secretary of the Department of General Services. If no additional information is required, the Ad-Hoc Committee will review the short-listed firms’ applications and forward a recommendation to the Secretary of the Department of General Services. If acceptable, the Secretary will issue a letter to the successful firm,
notifying them that they will be contacted to commence contract negotiations. The unsuccessful firms will also be notified.

8. COMMITTEE STATEMENTS OF CONFIDENTIALITY AND NO CONFLICT OF INTEREST

All Committee members are required to sign a Statement of Confidentiality (Exhibit C) and a Statement of No Conflict of Interest (Exhibit D). Committee members will sign the Statement of Confidentiality when they are appointed or invited to serve on the Committee. The Statement of Confidentiality ensures that non-public information remains confidential and outside parties do not have access to Committee information and cannot influence the outcome. Any Committee member who violates the terms of these statements is subject to termination.

All others requiring non-public information regarding the selection process shall sign a Statement of Confidentiality (Exhibit C).

Committee members will sign the Statement of No Conflict of Interest when the applications are received and they reviewed the identities of Applicants and consultants for conflicts. Any Committee member that violates the terms of these statements is subject to termination.

9. COMMITTEE AUDITS

The Committee will be subject to random audits by Commonwealth personnel. The audits may include the review of Committee procedures, documents, and decision-making processes.

10. RECEIPT OF APPLICATIONS

All applications must be signed and uploaded electronically through an e-Builder bidder portal by the date and time established in the Notice of Public Meeting. Applications will not be accepted through any other method of delivery. Any proposal received after the Application Submission Deadline will be rejected.

The e-Builder “bidder portal” permits project specific documents to be reviewed and downloaded, and completed “Design Professional Selection Applications” to be upload (submitted) by design professionals interested in selection for a specific project.

REGISTRATION REQUIREMENTS:

- All Professionals must have a Current, Active Vendor Number to register [https://pasupplierportal.state.pa.us](https://pasupplierportal.state.pa.us)

- All Professionals must be registered with e-Builder to view/download project documents through a link to e-Builder within the project specific professional selections advertisement on eMarketplace. [http://www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us)

Once registered with e-Builder the professional receives a Username and Password. Upon logging in, the Professional will be required to verify their Company and Contact Information and click on the “Save” button to proceed to the e-Builder “Invitation to Bid” page. This page has tabs that allows the professional to review documents and submit non-technical questions.

To review documents, the professional selects the “Project Program, the Project Scoring Matrix, and the “Design Professional Selection Application for a Specific Project” on the “Bid Documents” tab. These files can be viewed in e-builder and/or downloaded. If a professional wishes to submit a
“Design Professional Selection Application” for a project, the application must be downloaded, completed, uploaded and submitted as a “bid/quote” through e-Builder.

**BID PORTAL NOTES:**
- Once an application is uploaded, the application cannot be altered.

To submit a “Design Professional Selection Application”, the professional logs into e-Builder and returns to the “Invitation to Bid” page. The professional clicks on the “Submit Quote” button on the upper right-hand corner of the page. This will take the professional to an “Invitation to Bid Response” page. The professional clicks on the [Upload File] text next to the “Select the file to submit” box. This will connect e-Builder to the professional’s Personal Computer (PC). The professional navigates through the PC’s file structure to the place where the completed “Design Professional Selection Application” has been stored. The professional clicks on the completed application file. The file name should appear where the “select the file to submit” box was. The professional clicks on one of the “Upload file” buttons on the right-hand side of the page. A notice “Your quote has been received” should appear on the screen to confirm that the upload was successful.

11. **EQUITABLE DISTRIBUTION OF CONTRACTS**
DGS will review the Applicant and an existing data base of selections for the past five years. Based on this information, DGS will assign a pro-rated percentage of points in this category to the Applicant for the number of contracts awarded and dollar value of the awarded contracts. Applicants with a higher number of past and present projects and/or higher contract values, will receive less points.

12. **PARTICULAR CAPABILITY**
Each Selection Committee member will independently review and evaluate the firm’s application for the project and based on that information assign a percentage of points to each sub-factor related to capability. To determine the appropriate score to be assigned to each evaluation factor, the Committee members will use their professional expertise and business judgment. Firms and consulting firms demonstrating firm and key personnel’s experience with similar type projects can receive a higher percentage of points. Firms that are experienced with multi-prime contracts, have worked together in the past, and have proposed comprehensive teams, may also receive higher percentages of points for these factors.

13. **GEOGRAPHIC PROXIMITY**
DGS will review the firm’s project application and with the assistance of an on-line mapping service, calculate the shortest distance from the project site to the firm’s project offices. Based on this information DGS will assign a pro-rated percentage of points in this category to the firm based on proximity. Firms in close proximity will receive a higher percentage of points than those farther away.

14. **NECESSARY PERSONNEL**
Each Selection Committee member will independently review and evaluate the firm’s application for the project and based on the information provided assign a percentage of points to each sub-factor related to personnel. To determine the appropriate score to be assigned to each evaluation factor, the Committee members will use their professional expertise and business judgment. Firms demonstrating
firm and consulting firm’s ability to provide sufficient and experienced personnel will receive a higher percentage of points.

15. SMALL DIVERSE BUSINESS AND SMALL BUSINESS SUBMISSION EVALUATION

The Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) will review the Small Diverse Business and Small Business Participation Submittal, Attachment A of the Application for Professional Selection, (Exhibit B, Attachment A) and based on the information provided evaluate small and small diverse business consulting levels and provide scores for this section.

GENERAL INFORMATION

As noted in Section 2101 of Title 62, the Commonwealth Procurement Code, and in Section 9604(1) of Title 51, the Military and Veterans Code, it is Commonwealth policy to assist small and disadvantaged businesses and veteran and service-disabled veteran-owned businesses in doing business with Commonwealth agencies. The Department of General Services encourages participation by Small Diverse Businesses and Small Businesses as prime contractors (i.e., Design Professional), and encourages all prime contractors to make a significant commitment to use Small Diverse Businesses and Small Businesses as consultants, subcontractors and suppliers.

A Small Business must meet each of the following requirements:

- The business must be a for-profit, United States business;
- The business must be independently owned;
- The business may not be dominant in its field of operation;
- The business may not employ more than 100 full-time or full-time equivalent employees;
- The business, by type, may not exceed the following three-year average gross annual revenue:
  - Procurement Goods and Services: $20 million
  - Construction: $20 million
  - Building Design Services: $7 million
  - Information Technology Goods and Services: $25 million

For credit in the Professional Selections scoring process, a Small Business must complete the DGS/BDISBO self-certification process. Additional information on this process can be found at: http://www.dgs.pa.gov/Businesses/Small%20Business%20Contracting%20Program/Documents/Before%20You%20Self-Certify.pdf.

A Small Diverse Business is a DGS-verified minority-owned small business, woman-owned small business, veteran-owned small business, service-disabled veteran-owned small business, LGBT-owned small business, Disability-owned small business, or other small businesses as approved by DGS, that are owned and controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

For credit in the Professional Selections scoring process, a Small Diverse Business must complete the DGS verification process. Additional information on this process can be found at the DGS web site under Business > Small Diverse Business Program: http://www.dgs.pa.gov/Businesses/Small%20Diverse%20Business%20Program/Pages/default.aspx#.W SbtTZ3D-os

An Applicant that qualifies as a Small Diverse Business or a Small Business and submits an
Application is not prohibited from being included as a consultant or subcontractor in separate Application submitted by other Applicants.

The Department’s directory of self-certified Small Businesses and DGS/BDISBO-verified Small Diverse Businesses can be accessed from:
http://www.dgs.internet.state.pa.us/SBPI/AlphaResults.aspx

Questions regarding the Small Business and Small Diverse Business Programs, including questions about the self-certification and verification processes can be directed to:

Department of General Services
Bureau of Diversity, Inclusion and Small Business Opportunities
401 North Street
Room 601, North Office Building
Harrisburg, PA 17120-0500
Phone: (717) 783-3119
Fax: (717) 787-7052
Email: gs-bsbo@pa.gov
Website: www.dgs.pa.gov

SCORING:

The Bureau of Diversity, Inclusion and Small Business Opportunities has established the minimum evaluation weight for the Small Diverse Business and Small Business participation criterion for this Application as 20% of the total points. The Applicant with the top scoring Small Diverse Business and Small Business Participation Submittal will receive the maximum available points, 20% of the total available points.

1. For a non-SDB/SB Applicant, the SDB and SB point allocation is based entirely on the percentage of its total compensation committed to SDB and SB participation. If the Applicant is a SDB, 100% of the contract cost is allocated to SDB participation and “100” is used for the “SDB” in the below formula. If the Applicant is a SB, 100% of the contract cost is allocated to SB participation and “100” is used for the “SB” in the below formula.

2. A total combined SDB/SB commitment less than one percent (1%) is considered de minimis and will receive no SDB or SB points.

3. Based on a maximum total of 200 available points for the SDB/SB Participation Submittal, the scoring mechanism is as follows:

\[
SDB \text{ and } SB \text{ Raw Score } = 200 \times (SDB\% + \frac{1}{3} \times SB\%)
\]

4. The SDB and SB Raw Score is capped at 200.

The Applicant with the highest raw score will receive 200 points. Each Applicant’s raw score will be pro-rated against the Highest Applicant’s raw score as calculated in the formula immediately shown below.
Small Diverse Business and Small Business (SDB/SB) Score =

\[
\text{Raw SDB/SB Score of Proposal Being Scored} \times 200 = \text{Final SDB/SB Score}
\]

\[
\text{Highest Raw SDB/SB Score}
\]

5. The Applicant’s prior performance in meeting its contractual obligations SDBs and SBs will be considered by BDISBO during the scoring process. To the extent the Applicant has failed to meet prior contractual commitments, BDISBO may recommend to the Issuing Office that the Applicant be determined non-responsible for the limited purpose of eligibility to receive SDB and SB points.

16. NOTICE OF SELECTION

Upon receiving the Secretary’s confirmation of the recommended Applicant, DGS will notify the selected firm and the project portfolio manager. The Portfolio Manager and/or project manager will initiate contract negotiations. DGS shall post the successful firm’s name on DGS’ website.

17. NOTIFICATION TO UNSUCCESSFUL PROPOSERS

DGS will notify the unsuccessful Applicant(s) in writing promptly after their applications are eliminated from consideration.

18. DGS RIGHTS RESERVED

DGS reserves the right to change these Guidelines. The amended Guidelines will be posted on the DGS website with the changes highlighted for easy comparison to the prior version of the Guidelines. If changes are made to the Guidelines, the new guidelines will apply only to selections Notice of Public Meetings issued after the date the changes are posted on the website. In addition, DGS reserves the right to change the Application for Professional Selections and Scoring Matrix documents. The amended Application for Professional Selections and Scoring Matrix documents will be posted on the DGS website.

END OF TEXT
**EXHIBIT A - SELECTION SCORING MATRIX**

<table>
<thead>
<tr>
<th>Procurement Code Section</th>
<th>Selection Criteria Description</th>
<th>Points Possible</th>
<th>Percent Awarded</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 905e(2)(i)</td>
<td>Equitable Distribution of Contracts</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Firms' number of DGS/Commonwealth contracts within the last five years:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Firm's total fee award for DGS/Commonwealth projects within the last five years:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. 905e(2)(ii)</td>
<td>Particular Capability</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Firm's experience with projects of similar size, scope, and complexity including among other factors, public bidding:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Consultant team's experience with projects of similar size, scope, and complexity including among other factors, public bidding:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Firm's past experience working with the proposed consultant team:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. 905e(2)(iii)</td>
<td>Geographic Proximity</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Distance from firm's project office to project site:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. 905e(2)(iv)</td>
<td>Necessary Available Personnel</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Adequacy of the proposed project team including among other factors, sufficient number of staff for both the prime professional and key consultants:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Proposed project team leadership's experience managing projects of similar size, scope, and complexity:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. 905e(2)(v)</td>
<td>Other Relevant Circumstances (20% minimum)</td>
<td>200</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>The team incorporates certified small and/or small diverse business firms:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The final scores for each section will be determined by giving the maximum number of points available per section to the applicant with the highest raw score. All other applicant scores will be pro-rated.
**EXHIBIT B**

**DESIGN PROFESSIONAL SELECTION APPLICATION FOR SPECIFIC PROJECT**

### Section 1 – Project Information

<table>
<thead>
<tr>
<th>PROJECT NUMBER:</th>
<th>PROJECT TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 2 – Firm General Information

<table>
<thead>
<tr>
<th>FIRM NAME:</th>
<th>SAP NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| PREDECESSOR FIRM(S) AND/OR ADDITIONAL OPERATIONAL NAMES (within 5 years): | |
|---------------------------------------------------------------------------||

<table>
<thead>
<tr>
<th>CONTACT PERSON:</th>
<th>TITLE:</th>
<th>E-MAIL ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS:</th>
<th>CITY/STATE:</th>
<th>ZIP CODE:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE NUMBER:</th>
<th>COUNTY:</th>
<th>TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES:</th>
<th>NUMBER OF EMPLOYEES ASSIGNED AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK:</th>
<th>FIRM’S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DGS SELF-CERTIFIED SMALL BUSINESS:</th>
<th>DGS VERIFIED SMALL DIVERSE BUSINESS:</th>
<th>DISTANCE FROM FIRM’S PROJECT OFFICE TO PROJECT SITE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
<td>□ YES □ NO</td>
<td></td>
</tr>
</tbody>
</table>

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

### Section 3 – Design Team Information

**LIST CONSULTANTS WHO WILL BE RETAINED TO ASSIST IN THE DESIGN PROCESS**

<table>
<thead>
<tr>
<th>FIRM NAME:</th>
<th>LOCATION OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NUMBER OF PROJECTS COMPLETED TOGETHER (within 10 years):</th>
<th>TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER (within 10 years):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

| DESCRIBE ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES TO BE PROVIDED FOR THIS PROJECT: | |
|---------------------------------------------------------------------------------||

**LIST PAST PROJECTS COMPLETED TOGETHER BY BOTH THE CONSULTANT AND THE LEAD FIRM THAT ARE SIMILAR TO THE PROPOSED PROJECT. PROVIDE PROJECT SIZE, YEAR CONSTRUCTION WAS COMPLETED, AND TOTAL CONSTRUCTION COST (Maximum of Three):**

<table>
<thead>
<tr>
<th>FIRM’S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS:</th>
<th>TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NUMBER OF EMPLOYEES AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK:</th>
<th>DISTANCE FROM OFFICE PERFORMING THE MAJORITY OF THE WORK TO PROJECT SITE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TELEPHONE NUMBER FOR THE OFFICE PERFORMING THE MAJORITY OF THE WORK: | |
|---------------------------------------------------------------------||
|                                                                     |                                                                      |

| DGS SELF-CERTIFIED SMALL BUSINESS: | DGS VERIFIED SMALL DIVERSE BUSINESS: | |
|-----------------------------------|-------------------------------------||
| □ YES □ NO                        | □ YES □ NO                           |          |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |

| TYPE OF FIRM: (Indicate all that apply) | |
|----------------------------------------||
| □ ARCHITECT □ ENGINEER □ ARCHITECT/ENGINEER □ ENGINEER/ARCHITECT □ JV □ OTHER (If Other, please specify): |
## List Consultants Who Will Be Retained to Assist in the Design Process — Continued:

<table>
<thead>
<tr>
<th>Firm Name:</th>
<th>Location of the Office Performing the Majority of the Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Projects Completed Together (within 10 years):</td>
<td>Total Dollar Value of Projects Completed Together (within 10 years): $</td>
</tr>
<tr>
<td>Describe Anticipated Services and Proposed Responsibilities to be Provided for This Project:</td>
<td></td>
</tr>
<tr>
<td>List Past Projects Completed Together by Both the Consultant and the Lead Firm That Are Similar to the Proposed Project. Provide Project Size, Year Construction Was Completed, and Total Construction Cost (Maximum of Three):</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Firm’s Past Experience with Multi-Prime Construction Projects:</th>
<th>Yes</th>
<th>No</th>
<th>Total Number of Employees Potentially Assigned Project Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Employees at Office Performing the Majority of the Work:</td>
<td>Telephone Number for the Office Performing the Majority of the Work:</td>
<td></td>
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</tr>
<tr>
<td>DGS Self-Certified Small Business:</td>
<td>Yes</td>
<td>No</td>
<td>DGS Verified Small Diverse Business:</td>
</tr>
<tr>
<td>Type of Firm: (Indicate all that apply)</td>
<td>Architect</td>
<td>Engineer</td>
<td>Architect/Engineer</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Firm Name:</th>
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<tr>
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<th>Total Number of Employees Potentially Assigned Project Responsibilities:</th>
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</thead>
<tbody>
<tr>
<td>Number of Employees at Office Performing the Majority of the Work:</td>
<td>Distance from the Office Performing the Majority of the Work to Project Site:</td>
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<tr>
<td>Telephone Number for the Office Performing the Majority of the Work:</td>
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<td>LOCATION OF THE OFFICE PERFORMING THE MAJORITY OF THE WORK:</td>
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<tr>
<td>NUMBER OF PROJECTS COMPLETED TOGETHER (within 10 years):</td>
<td>TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER (within 10 years): $</td>
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<tr>
<td>DESCRIBE ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES TO BE PROVIDED FOR THIS PROJECT:</td>
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<tr>
<td>FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS:</td>
<td>TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT RESPONSIBILITIES:</td>
<td></td>
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<tr>
<td>NUMBER OF EMPLOYEES AT THE OFFICE PERFORMING THE MAJORITY OF THE WORK:</td>
<td>DISTANCE FROM THE OFFICE PERFORMING THE MAJORITY OF THE WORK TO PROJECT SITE:</td>
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<tr>
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<td>DGS VERIFIED SMALL DIVERSE BUSINESS:</td>
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□ ARCHITECT
□ ENGINEER
□ ARCHITECT/ENGINEER
□ ENGINEER/ARCHITECT
□ JV
□ OTHER (If Other, please specify)
### Section 4 – Key Personnel

List individuals for both the firm and consulting firms who will be responsible for leading the design of this project. Anyone with a Pennsylvania professional registration must complete the registration information; if not registered in PA., indicate state(s) in which they are registered.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>FIRM:</th>
<th>REGISTRATION #:</th>
<th>REGISTRATION EXPIRATION:</th>
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</thead>
<tbody>
<tr>
<td>OFFICE LOCATION WHILE ON THIS PROJECT:</td>
<td>NUMBER OF YEARS EMPLOYED BY FIRM:</td>
<td>TOTAL NUMBER OF YEARS LICENSED:</td>
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</table>

**Specific Role/Responsibility for This Project:**

**Similar Project Work Experience & Qualifications:**

**Specialty/Discipline:**

<table>
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<tr>
<th>DEGREE/CERTIFICATION:</th>
<th>YEAR GRADUATED:</th>
<th>INSTITUTION:</th>
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**Name:**

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**Specialty/Discipline:**

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</thead>
</table>
LIST INDIVIDUALS FOR BOTH THE FIRM AND CONSULTING FIRMS WHO WILL BE RESPONSIBLE FOR LEADING THE DESIGN OF THIS PROJECT. ANYONE WITH A PENNSYLVANIA PROFESSIONAL REGISTRATION MUST COMPLETE THE REGISTRATION INFORMATION; IF NOT REGISTERED IN PA., INDICATE STATE(S) IN WHICH THEY ARE REGISTERED.

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<th>NAME</th>
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</table>
### Section 5 – Firm’s Recent Commonwealth Project Experience (Active and Complete)

**LIST ALL DGS CAPITAL PROJECTS IN THE LAST 5 YEARS:**

<table>
<thead>
<tr>
<th>DGS PROJECT NUMBER</th>
<th>PROJECT TITLE</th>
<th>BID TYPE (Low Bid/Best Value, etc.)</th>
<th>TOTAL PROJECT DESIGN FEE</th>
<th>AGENCY/INSTITUTION</th>
<th>STATUS</th>
</tr>
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<tbody>
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</table>

**LIST ALL OTHER RELEVANT COMMONWEALTH PROJECTS WITHIN THE LAST 5 YEARS:**

<table>
<thead>
<tr>
<th>PROJECT NUMBER</th>
<th>PROJECT TITLE</th>
<th>BID TYPE (Low Bid/Best Value, etc.)</th>
<th>TOTAL PROJECT DESIGN FEE</th>
<th>AGENCY/INSTITUTION</th>
<th>STATUS</th>
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</table>
### Section 6 – Relevant Experience

Describe up to 3 projects, completed within the last 10 years, for any type of client that best illustrates your firm’s qualifications to design this specific project. **Do not list projects performed only by consultants:**

<table>
<thead>
<tr>
<th>PROJECT NAME:</th>
<th>LOCATION:</th>
<th>CLIENT NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERVICES PERFORMED BY THE FIRM ON THIS PROJECT. DIFFERENTIATE BETWEEN WORK COMPLETED AS A CONSULTANT TO ANOTHER FIRM AND WORK PERFORMED AS THE LEAD DESIGN FIRM:</td>
<td></td>
<td></td>
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<tr>
<td>PROJECT DESCRIPTION:</td>
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<tr>
<td>CONSTRUCTION COMPLETION DATE/STATUS:</td>
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<tr>
<td>TOTAL AWARDED CONSTRUCTION CONTRACTS: $</td>
<td>TOTAL FINAL CONSTRUCTION CONTRACTS: $</td>
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<tr>
<td>CLIENT CONTACT NAME:</td>
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<tr>
<td>CONTACT TELEPHONE NUMBER:</td>
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<td>COMMENTS:</td>
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</table>
### Section 7 - Small Diverse (SDB) and Small Business (SB) Participation.

ON ATTACHMENT A - LIST AND SUBMIT WITH THIS APPLICATION THE PERCENTAGE OF SMALL BUSINESS (SB) AND SMALL DIVERSE BUSINESS (SDB) PARTICIPATION COMMITMENT LEVELS AND SB AND SDB CONSULTANTS NAMES.

### Section 8 – Other Relevant Information

YOU MAY USE THIS SPACE TO PROVIDE ANY ADDITIONAL COMMENTS OR DESCRIPTIONS OF RELEVANT INFORMATION SUPPORTING YOUR QUALIFICATIONS.
CERTIFICATION AND SIGNATURE

My Firm believes we have the qualifications and capacity to provide Design Services for the project identified on Page 1. All of the information set forth on this form is accurate and true as of this date.

1. The Firm consents to the evaluation of its performance by the Department and understands that any such evaluation may be used in future selections. Furthermore, the Firm has notified our Consultants that their performance will be evaluated and they have consented to this evaluation; and

2. To the best knowledge of the person signing this form, the Firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed on this form; and

3. To the best knowledge of the person signing this, the Firm, except as otherwise disclosed, has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Firm that is owed to the Commonwealth; and

4. The Firm is not currently under suspension or debarment by the Commonwealth, or any other state, or federal government; and

5. The Firm has not, under separate contract with DGS or any other agency, made any recommendations to DGS or any other agency concerning the need for the services described for this project; and

6. The Firm, by submitting this form, authorizes all Commonwealth agencies to release to the Commonwealth information related to liabilities to the Commonwealth, including, but not limited to, taxes, unemployment compensation, and workers’ compensation liabilities; and

7. Until the Firm receives a fully executed contract from DGS there is no legal and valid contract, in law or in equity; and

8. The Firm agrees that we have familiarized ourselves with the Commonwealth of Pennsylvania contract provisions set forth throughout the Agreement for Professional Services and the General Conditions to the Agreement for Professional Services some of which are located on the DGS website.

I state that _________________________________ (Name of Firm) submits this form and understands and acknowledges that the above representations are material and important, and will be relied upon by the Selections Committee and the Department of General Services in determining whether my Firm is selected for a design contract with the Commonwealth. I understand and my Firm understands that any written false statement in this application which we do not believe to be true is and shall be treated as fraudulent concealment from the Selections Committee and the Department of General Services of the true facts relating to the submission of this application. A misrepresentation shall be punishable under 18 Pa. C.S. § 4904.

<table>
<thead>
<tr>
<th>Business is an Individual or General Partnership:</th>
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</thead>
<tbody>
<tr>
<td>Witness:</td>
<td>Owner:</td>
<td>Date:</td>
</tr>
<tr>
<td>Business is a Limited Partnership:</td>
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<tr>
<td>Witness:</td>
<td>Owner:</td>
<td>Date:</td>
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<tr>
<td>Business is a Corporation:</td>
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<tr>
<td>Witness:</td>
<td>Owner:</td>
<td>Date:</td>
</tr>
<tr>
<td>Business is a Limited Liability Company:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Witness:</td>
<td>Owner:</td>
<td>Date:</td>
</tr>
<tr>
<td>Business is a Limited Liability Partnership:</td>
<td></td>
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<tr>
<td>Witness:</td>
<td>Owner:</td>
<td>Date:</td>
</tr>
<tr>
<td>Business is a Foreign General Partnership:</td>
<td></td>
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<tr>
<td>Witness:</td>
<td>Owner:</td>
<td>Date:</td>
</tr>
<tr>
<td>Business is a Joint Venture:</td>
<td></td>
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<tr>
<td>Witness:</td>
<td>Owner:</td>
<td>Date:</td>
</tr>
<tr>
<td>Witness:</td>
<td>Owner:</td>
<td>Date:</td>
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</tbody>
</table>
SMALL DIVERSE BUSINESS (SDB) AND SMALL BUSINESS (SB) PARTICIPATION SUBMITTAL

Project: ____________________________________________________________

Applicant Firm: _____________________________________________________

Applicant Firm Contact Name: _________________________________________

E-Mail Address: __________________________ Telephone Number: _________________

APPLICANT INFORMATION:

Is your firm a DGS-Verified Small Diverse Business? □ Yes □ No (MUST check one)

Is your firm a DGS-Self-Certified Small Business? □ Yes □ No (MUST check one)

CONSULTANT INFORMATION:

Percentage Commitment for SDB and SB Consultant Participation

After examination of the Project Program, which is made a part hereof as if fully set forth herein, the Applicant commits to the following percentages of its total compensation toward Small Diverse Business and Small Business consultant participation. These consulting percentage commitments will become contractual obligations upon execution of the Agreement for Professional Services.

Small Diverse Business Consulting percentage commitment:
(Do not include any commitments made to consultants that only qualify as Small Businesses)

% ___________________________ Percent
(Figure) (Written)

Small Business Consulting percentage commitment:
(Do not include any commitments made to consultants that qualify as Small Diverse Businesses)

% ___________________________ Percent
(Figure) (Written)
STATEMENT OF CONFIDENTIALITY
This statement must be signed by all that require non-public information regarding this Selection Process.

To protect the integrity of the public procurement process and in order to ensure fairness in the evaluation of applications submitted in response to a Notice of Public Meeting, it is very important that non-public information and the contents of applications remain confidential throughout the evaluation process.

I certify that:

1. I will not divulge nor make known, in any manner whatsoever, to any person, other than a member of the Committee or other individual who has signed a confidentiality statement for the same Project, or to an investigatory or law enforcement authority, after consultation with the individual’s Office of Chief Counsel, any information (which has not already been made available to the public or all interested Applicants) pertaining to any and all aspects of the Selection including but not limited to the Members of the Committee, discussions during the initial project review meeting, the contents of firms applications, the scoring method, points allotted, evaluator scores, costs, or any other non-public/confidential information regarding the Selection process.

2. I understand that unauthorized sharing of information may give a Applicant an unfair advantage over another Applicant and thereby render the process invalid.

3. I understand that if I divulge such information I may be subject to disciplinary action, including termination of my employment with the Commonwealth.

By signing below, I acknowledge that I have read and understand the certifications set forth above in this Statement of Confidentiality.

_________________________________________________________  ______________________________
Signature                                              Date

_________________________________________________________
Name                                                  Project Number

_________________________________________________________
Employing Agency
STATEMENT OF NO CONFLICT OF INTEREST

To protect the integrity of the public procurement process, it is essential that applications be evaluated in an unbiased manner and without conflict of interest. You have been selected to participate as a member of the Selection Committee or Ad-Hoc Committee for the referenced project not only because of your technical expertise, but also because the Deputy Secretary and your supervisor are not aware of any bias, business or family relationships, or any other conflicts that could affect, or which could be perceived to affect, your fair, honest and impartial participation in the evaluation of proposals. As an evaluator you are expected to: 1) discharge your duties impartially so as to assure fair, competitive access to Commonwealth procurement by responsible contractors, and 2) conduct yourself in a manner which fosters public confidence in the integrity of the Commonwealth procurement process.

No Foreseeable Conflict of Interest or Bias

I certify that I, and to the best of my knowledge, my spouse, parent, child, brother or sister ("immediate family"), as defined in the Public Official and Employee Ethics Act, 65 Pa. C. S.A. §1102:

1. Are not current or former employees of any of the Applicants.
2. Are not directors, officers, owners, partners, agents, or representatives of any of the Applicants.
3. Do not hold any stock or any financial interest in any of the Applicants.

I certify that I will NOT, during the Selection process:

1. Solicit or accept, directly or indirectly, any promise of future employment or business opportunity from, or engage, directly or indirectly, in any discussion of future employment or business opportunity with, any director, officer, owner, partner, employee, representative, agent or consultant of an Applicant or their proposed subcontractors.
2. Ask for, demand, exact, solicit, seek, accept, receive, or agree to receive, directly or indirectly, any money, gratuity, or other thing of value from any director, officer, owner, partner, employee, representative, agent, or consultant of an Applicant or their proposed subcontractors for this project. I will advise my immediate family that the acceptance of any such gratuity may be imputed to me as a violation, and must therefore be avoided by them.

STATEMENT OF NO CONFLICT OF INTEREST

Initials
I understand that my obligations under this certification are of a continuing nature. I will immediately seek the advice of the Department of General Services’ Office of Chief Counsel and report the circumstances to my supervisor and to the Deputy Secretary of Public Works if at any time during the Selection process:

1. I receive a contact from an Applicant that submitted a application, or their proposed subcontractors, concerning employment or other business opportunity.

2. I receive an offer of a gift from an Applicant that submitted a proposal, or their proposed subcontractors.

3. I encounter circumstances where my participation might result in a real, apparent, or potential conflict.

Exceptions

Exceptions to the certifications that I have made in completing this certification are listed below. If additional space is needed, attach additional pages and initial each page of the addition.

Check here if there are no exceptions to the certifications.

Signature and Certification

I have read and understand the certifications and understanding set out in this document. I further understand that by signing this document, I make the certifications and confirm the understandings herein subject to the provisions and penalties of 18 Pa. C.S. Section 4904 (unsworn falsification to authorities).

__________________________________________  ______________________________
Signature                              Date

__________________________________________  ______________________________
Name (print)                           Project Number

Employing Agency