

**I. CONTACT INFORMATION AND ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

**FORM I-1**

<b>Lead Firm's Name:</b>	
<b>A. Contact Information</b>	
Check one <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	
Contact person:	
Mailing Address	Street:
	City
	State
	ZIP
Telephone:	Facsimile:
E-Mail Address:	

**SUBCONSULTANTS INFORMATION**

<b>Firm Name:</b>	
<b>Service to be provided:</b>	
Check one <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	
Contact person:	
Mailing Address	Street:
	City
	State
	ZIP
Telephone:	Facsimile:
E-Mail Address:	

<b>Firm Name:</b>	
<b>Service to be provided:</b>	
Check one <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	
Contact person:	
Mailing Address	Street:
	City
	State
	ZIP
Telephone:	Facsimile:
E-Mail Address:	

<b>Firm Name:</b>	
<b>Service to be provided:</b>	
Check one <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	
Contact person:	
Mailing Address	Street:
	City
	State
Telephone:	Facsimile:
E-Mail Address:	

**I. CONTACT INFORMATION AND ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

**FORM I-1**

<b>B. Essential Requirements for Qualification</b>			
<b>Questions</b>	<b>Response to Question</b>		
	<b>Yes</b>	<b>Can obtain if selected</b>	<b>No</b>
1. Does the Lead Firm or Team include a Landscape Architect who holds a valid Montana Landscape Architect license?			
2. Does the Lead Firm or Team include a Civil Engineer who holds a valid Montana Professional Engineering license?			
3. Does the Lead Firm or Team include an Architect who holds a valid Montana Architect license?			
4. Does the Lead Firm or Team include an Architect who holds a valid Montana Architect license?			
5. Does the Lead Firm or Team include one or more design professional who is LEEDS™ Certified?			
6. Does the Lead Firm have a general liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate and carry a Professional Errors and Omissions liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?			
7. Does Lead Firm have current workers' compensation insurance policy that is accepted in the State of Montana or is the Company legally self-insured pursuant to Montana Department of Labor rules?			

## II. GENERAL BACKGROUND OF FIRM OR TEAM

FORM II-1

Insert the following documents behind this page

### 2.1 Cover Letter (2 pages maximum)

- Discuss how long the lead firm has been in business. Why the firm/team is interested in this project. The firm's approach to: large park and recreation projects; meeting customer needs and communications; plus identify how the firm will provide for quality, affordable and timely delivered final products.

### 2.2 Statement of Availability (1 page maximum)

- Discuss the availability of the Firm and its sub consultants to provide services over the life of the FMRP project, including troubleshooting during construction management phases of the project based on the desired timelines provided.

**III. PROPOSED PROJECT PERSONNEL & RESOURCES**

**FORM III-1**

<b>Firm Name:</b>	
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**A. Proposed Project Personnel**  
**1. Proposed Project Manager**

**MT License #**

<b>a. Name</b>	
Education, Qualifications & Background	Attach Resume behind this sheet
Licenses & Certifications Held	

Professional Affiliations within last five years

<b>A. Name</b>	
Address	
<b>B. Name</b>	
Address	
<b>C. Name</b>	
Address	

**b. Project Experience**

	Project
1. Project Name	
Value, \$mil	
Duration, mos.	
2. Project Name	
Value, \$mil	
Duration, mos.	
3. Project Name	
Value, \$mil	
Duration, mos.	
4. Project Name	
Value, \$mil	
Duration, mos.	
5. Project Name	
Value, \$mil	
Duration, mos.	

Include resume behind this Sheet

**III. PROPOSED PROJECT PERSONNEL & RESOURCES**

**FORM III-2**

<b>Firm Name:</b>	
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**A. Proposed Project Personnel**  
**1. Proposed Landscape Architect**

<b>MT License #</b>	
<b>a. Name</b>	
Education, Qualifications & Background	Attach Resume behind this sheet
Licenses & Certifications Held	

Professional Affiliations within last five years

A. Name	
Address	
B. Name	
Address	
C. Name	
Address	

**b. Project Experience**

	Project
1. Project Name	
Value, \$mil	
Duration, mos.	
2. Project Name	
Value, \$mil	
Duration, mos.	
3. Project Name	
Value, \$mil	
Duration, mos.	
4. Project Name	
Value, \$mil	
Duration, mos.	
5. Project Name	
Value, \$mil	
Duration, mos.	

Include resume behind this sheet

**III. PROPOSED PROJECT PERSONNEL & RESOURCES**

**FORM III-3**

<b>Firm Name:</b>	
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**A. Proposed Project Personnel**  
**1. Proposed Civil Engineer**

<b>MT License #</b>	
<b>a. Name</b>	
Education, Qualifications & Background	Attach Resume behind this sheet
Licenses & Certifications Held	

Professional Affiliations within last five years

A. Name	
Address	
B. Name	
Address	
C. Name	
Address	

**b. Project Experience**

	Project
1. Project Name	
Value, \$mil	
Duration, mos.	
2. Project Name	
Value, \$mil	
Duration, mos.	
3. Project Name	
Value, \$mil	
Duration, mos.	
4. Project Name	
Value, \$mil	
Duration, mos.	
5. Project Name	
Value, \$mil	
Duration, mos.	

Include resume behind this sheet

**III. PROPOSED PROJECT PERSONNEL & RESOURCES**

**FORM III-4**

<b>Firm Name:</b>	
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**A. Proposed Project Personnel**

**1. Proposed Architect**

<b>MT License #</b>	
<b>a. Name</b>	
Education, Qualifications & Background	Attach Resume behind this sheet
Licenses & Certifications Held	

Professional Affiliations within last five years

A. Name	
Address	
B. Name	
Address	
C. Name	
Address	

**b. Project Experience**

	Project
1. Project Name	
Value, \$mil	
Duration, mos.	
2. Project Name	
Value, \$mil	
Duration, mos.	
3. Project Name	
Value, \$mil	
Duration, mos.	
4. Project Name	
Value, \$mil	
Duration, mos.	
5. Project Name	
Value, \$mil	
Duration, mos.	

Include resume behind this sheet

**III. PROPOSED PROJECT PERSONNEL & RESOURCES**

**FORM III-5**

<b>Lead Firm Name:</b>	
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**A. Proposed Project Personnel**

**4. Previous Working Relationship of Project Team**

Identify projects the proposed staff listed above have worked together on.

Project Name	Project Manager	Team Members:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		



**III. PROPOSED PROJECT PERSONNEL & RESOURCES**

**FORM III-6**

**Lead Firm Name:**

**B. Support Staff Resources**

**1. Number of staff with knowledge/skill/ability:**

<b>KSA</b>	<b># Staff</b>	<b>No</b>
Autocadd Drafter		
Graphic Design		
Business Accounting		
CPSI		
Certified Irrigation Professional		
Surveying		
Certified ESC Plan Preparer		
Certified ESC Inspector		
Cost Estimator		
ISA Certified Arborist		
Horticulturist		
Sports Turf		

**2. OTHER RESOURCES THAT WOULD BE ASSETS TO PROJECT:**

<b>Resource</b>	<b>Yes</b>	<b>No</b>	<b>Description if other</b>
MS Office Suite (Word, Excel, Outlook, One-Note, Presentations, etc...)	<input type="checkbox"/>	<input type="checkbox"/>	
MS Projects	<input type="checkbox"/>	<input type="checkbox"/>	
ARCGIS	<input type="checkbox"/>	<input type="checkbox"/>	
GPS	<input type="checkbox"/>	<input type="checkbox"/>	
Laser Survey Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-1**

**A. Representative Project Experience #1**

**1. Project Description**

**Lead Firm Name:**

**Sub consultants:**

**Project Name:**

**Total Acres:**

**Total Project Value (in millions):**

Provide a brief description of the project below:

**2. Technical Profile**

Answer yes or no to the following questions related to the project	YES	NO
a. Involved design and construction of 40 acre or larger sports complex development and renovation		
b. Project required phased construction		
c. Design and growing sand-based grass athletic fields		
d. Design and/or installation of artificial sports field turf		
e. Designed softball fields to ASA standards		
f. Design of sports field irrigation system		
g. Designed for automated central irrigation control and site management system (e.g., Maxicom®)		
h. Designed/Integrated sports field lighting		
i. Developed or applied historical design theme, districts, or overlays		
j. Designed public road and major parking lot.		
k. Designed significant hardscape features for site (Plaza, Class I path, ball courts		
l. Project designed to incorporate LEEDs™ standards		
m. Prepared project SWPP		

**3. Budgeting and Construction Management**

	YES	NO
a. Did the firm provide construction management services?		
b. Did any regulatory agencies issue a Notice of Violation, work stoppage, citation or assess penalties against the project, your firm, the contractor, or the owner?		
c. Original construction contract value, \$1000		
d. Change Orders, \$1000		
e. Final construction contract value, \$1000		
f. Original contract duration, calendar days		
g. Final contract duration, calendar days		
h. Original Contract Completion Date		
i. Actual contract completion date		

**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-2**

<b>4. Project References</b>		
Owner/Agency	Name	
	Contact	
	Address	
	Telephone #	
Owner's Representative	Name:	
	Address	
	Telephone #	
Prime Contractor	Name:	
	Address	
	Telephone #	

<b>5. Claims or Lawsuits Related to Project</b>	<b>Check if none:</b> <input type="checkbox"/>
Claimant or Plaintiff	
Court	
Case name	
Case number	
Date	

Nature of the claim:

Resolution:

**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-3**

**A. Representative Project Experience #2**

**1. Project Description**

**Lead Firm Name:**

**Sub consultants:**

**Project Name:**

**Total Acres:**

**Total Project Value (in millions):**

Provide a brief description of the project below:

**2. Technical Profile**

Answer yes or no to the following questions related to the project	YES	NO
a. Involved design and construction of 40 acre or larger sports complex development and renovation		
b. Project required phased construction		
c. Design and growing sand-based grass athletic fields		
d. Design and/or installation of artificial sports field turf		
e. Designed softball fields to ASA standards		
f. Design of sports field irrigation system		
g. Designed for automated central irrigation control and site management system (e.g., Maxicom®)		
h. Designed/Integrated sports field lighting		
i. Developed or applied historical design theme, districts, or overlays		
j. Designed public road and major parking lot.		
k. Designed significant hardscape features for site (Plaza, Class I path, ball courts		
l. Project designed to incorporate LEEDs™ standards		
m. Prepared project SWPP		

**3. Budgeting and Construction Management**

	YES	NO
a. Did the firm provide construction management services?		
b. Did any regulatory agencies issue a Notice of Violation, work stoppage, citation or assess penalties against the project, your firm, the contractor, or the owner?		
c. Original construction contract value, \$1000		
d. Change Orders, \$1000		
e. Final construction contract value, \$1000		
f. Original contract duration, calendar days		
g. Final contract duration, calendar days		
h. Original Contract Completion Date		
i. Actual contract completion date		

**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-4**

<b>4. Project References</b>		
Owner/Agency	Name	
	Contact	
	Address	
	Telephone #	
Owner's Representative	Name:	
	Address	
	Telephone #	
Prime Contractor	Name:	
	Address	
	Telephone #	

<b>5. Claims or Lawsuits Related to Project</b>	<b>Check if none:</b> <input type="checkbox"/>
Claimant or Plaintiff	
Court	
Case name	
Case number	
Date	

Nature of the claim:

Resolution:

**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-5**

**A. Representative Project Experience #3**

**1. Project Description**

**Lead Firm Name:**

**Sub consultants:**

**Project Name:**

**Total Acres:**

**Total Project Value (in millions):**

Provide a brief description of the project below:

**2. Technical Profile**

Answer yes or no to the following questions related to the project	YES	NO
a. Involved design and construction of 40 acre or larger sports complex development and renovation		
b. Project required phased construction		
c. Design and growing sand-based grass athletic fields		
d. Design and/or installation of artificial sports field turf		
e. Designed softball fields to ASA standards		
f. Design of sports field irrigation system		
g. Designed for automated central irrigation control and site management system (e.g., Maxicom®)		
h. Designed/Integrated sports field lighting		
i. Developed or applied historical design theme, districts, or overlays		
j. Designed public road and major parking lot.		
k. Designed significant hardscape features for site (Plaza, Class I path, ball courts		
l. Project designed to incorporate LEEDs™ standards		
m. Prepared project SWPP		

**3. Budgeting and Construction Management**

	YES	NO
a. Did the firm provide construction management services?		
b. Did any regulatory agencies issue a Notice of Violation, work stoppage, citation or assess penalties against the project, your firm, the contractor, or the owner?		
c. Original construction contract value, \$1000		
d. Change Orders, \$1000		
e. Final construction contract value, \$1000		
f. Original contract duration, calendar days		
g. Final contract duration, calendar days		
h. Original Contract Completion Date		
i. Actual contract completion date		

**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-6**

<b>4. Project References</b>		
Owner/Agency	Name	
	Contact	
	Address	
	Telephone #	
Owner's Representative	Name:	
	Address	
	Telephone #	
Prime Contractor	Name:	
	Address	
	Telephone #	

<b>5. Claims or Lawsuits Related to Project</b>	<b>Check if none:</b> <input type="checkbox"/>
Claimant or Plaintiff	
Court	
Case name	
Case number	
Date	

Nature of the claim:

Resolution:

**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-7**

**A. Representative Project Experience #4**

**1. Project Description**

**Lead Firm Name:**

**Sub consultants:**

**Project Name:**

**Total Acres:**

**Total Project Value (in millions):**

Provide a brief description of the project below:

**2. Technical Profile**

Answer yes or no to the following questions related to the project	YES	NO
a. Involved design and construction of 40 acre or larger sports complex development and renovation		
b. Project required phased construction		
c. Design and growing sand-based grass athletic fields		
d. Design and/or installation of artificial sports field turf		
e. Designed softball fields to ASA standards		
f. Design of sports field irrigation system		
g. Designed for automated central irrigation control and site management system (e.g., Maxicom®)		
h. Designed/Integrated sports field lighting		
i. Developed or applied historical design theme, districts, or overlays		
j. Designed public road and major parking lot.		
k. Designed significant hardscape features for site (Plaza, Class I path, ball courts		
l. Project designed to incorporate LEEDs™ standards		
m. Prepared project SWPP		

**3. Budgeting and Construction Management**

	YES	NO
a. Did the firm provide construction management services?		
b. Did any regulatory agencies issue a Notice of Violation, work stoppage, citation or assess penalties against the project, your firm, the contractor, or the owner?		
c. Original construction contract value, \$1000		
d. Change Orders, \$1000		
e. Final construction contract value, \$1000		
f. Original contract duration, calendar days		
g. Final contract duration, calendar days		
h. Original Contract Completion Date		
i. Actual contract completion date		



**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-8**

<b>4. Project References</b>		
Owner/Agency	Name	
	Contact	
	Address	
	Telephone #	
Owner's Representative	Name:	
	Address	
	Telephone #	
Prime Contractor	Name:	
	Address	
	Telephone #	

<b>5. Claims or Lawsuits Related to Project</b>	<b>Check if none:</b> <input type="checkbox"/>
Claimant or Plaintiff	
Court	
Case name	
Case number	
Date	

Nature of the claim:

Resolution:

**IV. REPRESENTATIVE PROJECT EXAMPLES**

**FORM IV-9**

**A. Representative Project Experience #5**

**1. Project Description**

**Lead Firm Name:**

**Sub consultants:**

**Project Name:**

**Total Acres:**

**Total Project Value (in millions):**

Provide a brief description of the project below:

**2. Technical Profile**

Answer yes or no to the following questions related to the project	YES	NO
a. Involved design and construction of 40 acre or larger sports complex development and renovation		
b. Project required phased construction		
c. Design and growing sand-based grass athletic fields		
d. Design and/or installation of artificial sports field turf		
e. Designed softball fields to ASA standards		
f. Design of sports field irrigation system		
g. Designed for automated central irrigation control and site management system (e.g., Maxicom®)		
h. Designed/Integrated sports field lighting		
i. Developed or applied historical design theme, districts, or overlays		
j. Designed public road and major parking lot.		
k. Designed significant hardscape features for site (Plaza, Class I path, ball courts		
l. Project designed to incorporate LEEDs™ standards		
m. Prepared project SWPP		

**3. Budgeting and Construction Management**

	YES	NO
a. Did the firm provide construction management services?		
b. Did any regulatory agencies issue a Notice of Violation, work stoppage, citation or assess penalties against the project, your firm, the contractor, or the owner?		
c. Original construction contract value, \$1000		
d. Change Orders, \$1000		
e. Final construction contract value, \$1000		
f. Original contract duration, calendar days		
g. Final contract duration, calendar days		
h. Original Contract Completion Date		
i. Actual contract completion date		

4. Project References		
Owner/Agency	Name	
	Contact	
	Address	
	Telephone #	
Owner's Representative	Name:	
	Address	
	Telephone #	
Prime Contractor	Name:	
	Address	
	Telephone #	

5. Claims or Lawsuits Related to Project	Check if none: <input type="checkbox"/>
Claimant or Plaintiff	
Court	
Case name	
Case number	
Date	

Nature of the claim:

Resolution:

**V. CERTIFICATION OF QUALIFICATIONS**

**FORM V-1**

I, as Responsible Managing Employee, certify that the submitted statements of qualifications are true and correct and that the specified professional staff and subcontractors are available to work if selected for the proposed project(s).

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Responsible Managing Employee:  
Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_