

Definitions:

“**Architect-Engineer Services**” are defined in Part 36 of the Federal Acquisition Regulation.

“**Parent Company**” is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The “parent company” of Firm A is Corporation C.

“**Principals**” are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

“**Discipline**,” as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual’s primary technical discipline.

“**Joint Venture**” is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

“**Consultant**,” as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

“**Prime**” refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The “prime” would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

“**Branch Office**” is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. “Branch offices” are normally subject to the management decisions, bookkeeping, and policies of the main office.

Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
 - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.).

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Woman-owned (See **48 CFR 19.101 and 52.219-9**).
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
 - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show names(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.
 - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (*If form is being submitted by main or headquarters office, firm should list total employees, by

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**Architect- Engineer
and Related Services
Questionnaire**

**Experience Profile Code Numbers
for use with questions 10 and 11**

- 001 Acoustics, Noise Abatement
- 002 Aerial Photogrammetry
- 003 Agricultural Development; Grain Storage;
Farm Mechanization
- 004 Air Pollution Control
- 005 Airports; Navais; Airport Lighting;
Aircraft Fueling
- 006 Airports; Terminals & Hangars; Freight
Handling
- 007 Arctic Facilities
- 008 Auditoriums & Theaters
- 009 Automation; Controls; Instrumentation
- 010 Barracks; Dormitories
- 011 Bridges
- 012 Cemeteries (*Planning & Relocation*)
- 013 Chemical Processing & Storage
- 014 Churches; Chapels
- 015 Codes; Standards; Ordinances
- 016 Cold Storage; Refrigeration; Fast Freeze
- 017 Commercial Building (*low rise*);
Shopping Centers
- 018 Communications Systems; TV;
Microwave
- 019 Computer Facilities; Computer Service
- 020 Conservation and Resource
Management
- 021 Construction Management
- 022 Corrosion Control; Cathodic Protection;
Electrolysis
- 023 Cost Estimating
- 024 Dams (*Concrete; Arch*)
- 025 Dams (*Earth; Rock*); Dikes; Levees
- 026 Desalinization (*Process & Facilities*)
- 027 Dining Halls; Clubs; Restaurants
- 028 Ecological & Archeological
Investigations
- 029 Educational Facilities; Classrooms
- 030 Electronics
- 031 Elevators; Escalators; People-Movers
- 032 Energy Conservation; New Energy
Sources
- 033 Environmental Impact Studies,
Assessments or Statements

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1. Firm Name/Business Address:

2. Year Present Firm
Established

3. Date Prepared:

4. Specify type of ownership and check below, if
applicable

10. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

11. Project Examples, Last 5 Years

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<p>12. The foregoing is a statement of facts</p> <p>Signature: _____ Typed Name and Title: _____</p>	<p>Date: _____</p>
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