



NEW YORK CITY DEPARTMENT OF DESIGN + CONSTRUCTION

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 discipline, in all offices.) While some personnel may be qualified in several disciplines,

each person should be counted only once in accord with his or her primary function. Include clerical personnel as “administrative.” Write in any additional disciplines--sociologists, biologists, etc. -- and number of people in each, in blank spaces.

STANDARD **Architect- Engineer**
FORM (SF) **and Related Services**
254 **Questionnaire**

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects, and (c) all other foreign work.

Ranges of Professional Services Fees

INDEX	INDEX
1. Less than \$100,000	5. \$1 million to \$2 million
2. \$100,000 to \$250,000	6. \$2 million to \$5 million
3. \$250,000 to \$500,000	7. \$5 million to \$10 million
4. \$500,000 to \$1 million	8. \$10 million or greater

10. Select and enter, in numerical sequence, **not more than thirty** (30) “Experience Profile Code” numbers from the listing (next page) which most accurately reflect submitting firm’s demonstrated technical capabilities and project experience. **Carefully review list.** (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing **must** accompany the complete SF 254 when submitted to the Federal agencies.

11. Using the “Experience Profile Code” numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a **maximum** of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be

part of an auditorium or educational facility.) Firms which select less than thirty “profile codes” may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was “P,” the prime professional, or “C,” a consultant, or “JV,” part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol “IE” to indicate “Individual Experience” as opposed to firm experience); (b) provide name and location of the specific project which typifies firm’s (or individual’s) performance under that code category; (c) give name and address of the owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm’s work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.

13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

NEW FIRMS (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employee of others. In so doing, notation of this fact should be made on the form. In question 9, write in “N/A” to indicate “not applicable” for those years prior to firm’s organization.

**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
 034 Fallout Shelters; Blast-Resistant Design
 035 Field Houses; Gyms; Stadiums
 036 Fire Protection
 037 Fisheries; Fish Ladders
 038 Forestry & Forest Products
 039 Garages; Vehicle Maintenance Facilities;
 Parking Decks
 040 Gas Systems (*Propane; Natural, Etc.*)
 041 Graphic Design
 042 Harbors; Jetties; Piers, Ship Terminal Facilities

043 Heating; Ventilating; Air Conditioning
 044 Health Systems Planning
 045 Highrise; Air-Rights-Type Buildings
 046 Highways; Streets; Airfield Paving
 Parking Lots
 047 Historical Preservation
 048 Hospital & Medical Facilities
 049 Hotels; Models
 050 Housing (*Residential, Multi-Family;*
Apartments; Condominiums)
 051 Hydraulics & Pneumatics
 052 Industrial Buildings; Manufacturing Plants
 053 Industrial Processes; Quality Control
 054 Industrial Waste Treatment
 055 Interior Design; Space Planning
 056 Irrigation; Drainage
 057 Judicial and Courtroom Facilities
 058 Laboratories; Medical Research
 Facilities
 059 Landscape Architecture
 060 Libraries; Museums; Galleries
 061 Lighting (*Interiors; Display: Theater, Etc.*)
 062 Lighting (*Exteriors; Streets; Memorials;*
Athletic Fields, Etc.)
 063 Materials Handling Systems; Conveyors;
 Sorters
 064 Metallurgy
 065 Microclimatology; Tropical Engineering
 066 Military Design Standards
 067 Mining & Mineralogy
 068 Missile Facilities (*Silos; Fuels; Transport*)
 069 Modular Systems Design; Pre-Fabricated
 Structures or Components
 070 Naval Architecture; Off-Shore Platforms
 071 Nuclear Facilities; Nuclear Shielding
 072 Office Buildings; Industrial Parks
 073 Oceanographic Engineering
 074 Ordnance; Munitions; Special Weapons
 075 Petroleum Exploration; Refining
 076 Petroleum and Fuel (*Storage and*
Distribution)
 077 Pipelines (*Cross-Country - Liquid & Gas*)
 078 Planning (*Community, Regional,*
Areawide and State)
 079 Planning (*Site, Installation, and Project*)
 080 Plumbing & Piping Design
 081 Pneumatic Structures, Air-Support
 Buildings
 082 Postal Facilities
 083 Power Generation, Transmission,
 Distribution
 084 Prisons & Correctional Facilities
 085 Product, Machine & Equipment Design

086 Radar; Sonar; Radio & Radar
 Telescopes
 087 Railroad; Rapid Transit
 088 Recreation Facilities (*Parks, Marinas,*
Etc.)
 089 Rehabilitation (*Buildings; Structures;*
Facilities)
 090 Resource Recovery; Recycling
 091 Radio Frequency Systems & Shieldings
 092 Rivers; Canals; Waterways; Flood
 Control
 093 Safety Engineering; Accident Studies;
 OSHA Studies
 094 Security Systems; Intruder & Smoke
 Detection
 095 Seismic Designs & Studies
 096 Sewage Collection, Treatment and Disposal
 097 Soils & Geologic Studies; Foundations
 098 Solar Energy Utilization
 099 Solid Wastes; Incineration; Land Fill
 100 Special Environments; Clean Rooms,
 Etc.
 101 Structural Design; Special Structures
 102 Surveying; Platting; Mapping; Flood Plain
 Studies
 103 Swimming Pools
 104 Storm Water Handling & Facilities
 105 Telephone Systems (*Rural; Mobile;*
Intercom, Etc.)
 106 Testing & Inspection Services
 107 Traffic & Transportation Engineering
 108 Towers (*Self-Supporting & Guyed*
Systems)
 109 Tunnels & Subways
 110 Urban Renewals; Community
 Development
 111 Utilities (*Gas & Steam*)
 112 Value Analysis; Life-Cycle Costing
 113 Warehouses & Depots
 114 Water Resources; Hydrology; Ground
 Water
 115 Water Supply; Treatment and Distribution
 116 Wind Tunnels; Research/Testing
 Facilities Design
 117 Zoning; Land Use Studies
 201 _____
 202 _____
 203 _____
 204 _____
 205 _____

STANDARD FORM (SF) 254 Architect-Engineer and Related Services Questionnaire	1. Firm Name/Business Address:		2. Year Present Firm Established	3. Date Prepared:
	1a. Submittal is for <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office		4. Specify type of ownership and check below, if applicable	
			A. Small Business B. Small Disadvantaged Business C. Woman-owned Business	
5. Name of Parent Company, if any:			5a. Former Parent Company Name(s), if any, and Year(s) Established:	
6. Names of not more than Two Principals to Contact: Title/Telephone 1) 2)				
7. Present Offices: City / State / Telephone / No. Personnel Each Office Personnel _____			7a. Total	
8. Personnel by Discipline: (List each person only once, by primary function.)				
___ Administrative	___ Electrical Engineers	___ Oceanographers	___	___
___ Architects	___ Estimators	___ Planners: Urban/Regional	___	___
___ Chemical Engineers	___ Geologists	___ Sanitary Engineers	___	___
___ Civil Engineers	___ Hydrologists	___ Soils Engineers	___	___
___ Construction Inspectors	___ Interior Designers	___ Specification Writers	___	___
___ Draftsmen	___ Landscape Architects	___ Structural Engineers	___	___
___ Ecologists	___ Mechanical Engineers	___ Surveyors	___	___
___ Economists	___ Mining Engineers	___ Transportation Engineers	___	___
9. Summary of Professional Services Fees			Last 5 Years (most recent year first)	
Received: (Insert index number)			20_____	20_____
Direct Federal contract work, including overseas			20_____	19_____
All other domestic work			20_____	19_____
All other foreign work*			20_____	19_____
* Firms interested in foreign work, but without such experience, check here:			Ranges of Professional Services Fees INDEX 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater	

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

Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
		1			
		2			
		3			
		4			
		5			
		6			
		7			

		8			
		9			
		10			
		11			
		12			
		13			
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		15			
		16			
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		18			
		19			

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		21			
		22			
		23			
		24			
		25			
		26			
		27			
		28			
		29			
		30			

12. The foregoing is a statement of facts

Date:

Signature: _____ Typed Name and Title: _____