

LOUISIANA SELECTION BOARDS FOR DESIGN SERVICES
APPLICATION FORM – LSB -1 2019 EDITION

Architects Engineers Landscape Architects
(Check only the appropriate selection board to whom application is being made)

1. PROJECT IDENTIFICATION: Name: _____

Schedule Number: _____ WBS Number: _____ AFC: _____

2. PROJECT LOCATION: _____

3. APPLICANT/FIRM NAME: _____
 JOINT VENTURE Yes No (If yes, list partners in question 8.) Firm La. License No. _____

4. PRINCIPAL OFFICE ADDRESS: _____

5. LOCAL OFFICE ADDRESS: _____ **Miles from site:** _____
 (If different from Principal address. The office at this location shall be adequately staffed and equipped to administer this project)

6. TELECOM: Voice: _____ E-Mail: _____ Fax: _____

7. PRIME PROFESSIONAL TO CONTACT: _____ La. License No. _____

8. If the applicant is a joint venture, list the joint venture partners here. If applicant is not a joint venture, skip to item 9 below.

A. Has joint venture previously worked together? Yes No

B. If yes, how often? _____ Times

C. Describe and explain the proposed assignment of duties between the joint venture members/partners.

9. LIST BY DISCIPLINE THE TOTAL NUMBER OF PERSONNEL IN THE FIRM. DO NOT INCLUDE CONSULTANTS OR ASSOCIATES. On page 2 list the names and disciplines of the employees who are summarized below.

Administration _____	Energy Specialists _____	Professional Interns _____
Architects _____	Estimators _____	Sanitary Engineers _____
Chemical Engineers _____	Field Administrators _____	Soils Engineers _____
Civil Engineers _____	Geologists _____	Specification Writers _____
Construction Engineers _____	Interior Designers _____	Structural Engineers _____
Drafters _____	Landscape Architects _____	Surveyors _____
Ecologists _____	Mechanical Engineers _____	Transportation Engineers _____
Economists _____	Planners: Urban/regional _____	OTHER _____
Electrical Engineers _____		

TOTAL PROFESSIONAL PERSONNEL: _____
 (Architects, Engineers, and Landscape Architects)

TOTAL PERSONNEL _____

Continuation of Item 9. NAMES OF PERSONNEL Show all personnel, including Joint Venture personnel and Principals but not Consultants or associated architects. Show each person only once. Part time personnel shall be represented as full time equivalents.		To be assigned to project	PRIMARY FUNCTION											
			Architect	Civil Engineer	Mechanical Engineer	Electrical Engineer	Landscape Architect	Interior Designer	Professional Intern	Specification Writer	Field Administrator	Drafter	Administration	Other
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
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26														
27														
28														
29														
30														
31														
32														
	Other Personnel*													
TOTALS														

Record these totals in item 9 on sheet 1.

*Applicants with more than 32 persons may summarize additional personnel as numbers of persons in each discipline.

10. Has the applicant or any of its partners, shareholders, or employees, within the past five (5) years, been involved in litigation, arbitration, or mediation on any project(s) for time delays, cost overruns, and/or design inadequacies?

NO

YES

If "yes", explain on pages 8 and 9

11. State the applicant's current workload in design and under construction. Also, show the total construction cost of all projects in design and the total construction cost of all projects under construction. For work that is not conventional design and/or construction (i.e., programming, master planning, etc.) describe on pages 8 and 9 and check this box.

A. Number and Value of applicant's current workload by Phase: B. Number and Value of applicant's current workload by Cost:

No. Total Construction Cost

No. Total Construction Cost

In Design: _____

Over \$500,000: _____

Under Constr.: _____

Under \$500,000: _____

12. Give a brief resume of each key professional/employee of the firm whom will be available for this project.

Check here if pages 8 and/or 9 have been used to list additional personnel.

Name: _____ Discipline: _____

License No.: _____ Year First Licensed: _____ No. of Years with Firm: _____

Degrees and Certificates Earned: _____

Other Experience relevant to this project including, but not limited to, formal or special training and seminars attended:

Name: _____ Discipline: _____

License No.: _____ Year First Licensed: _____ No. of Years with Firm: _____

Degrees and Certificates Earned: _____

Other Experience relevant to this project including, but not limited to, formal or special training and seminars attended:

Name: _____ Discipline: _____

License No.: _____ Year First Licensed: _____ No. of Years with Firm: _____

Degrees and Certificates Earned: _____

Other Experience relevant to this project including, but not limited to, formal or special training and seminars attended:

13. List consultants who will be retained for this project. All consultants must be listed. Firms that are “associated” or have other professional relationships, other than joint venture, with the applicant for this project may be listed here and only here.

Check here if pages 8 and/or 9 have been used to list additional consultants.

ARCHITECTURAL Firm Name: _____

Address: _____

MECHANICAL Engineering Firm Name: _____

Address: _____

ELECTRICAL Engineering Firm Name: _____

Address: _____

CIVIL Engineering Firm Name: _____

Address: _____

STRUCTURAL Engineering Firm Name: _____

Address: _____

LANDSCAPE ARCHITECT Firm Name: _____

Address: _____

OTHER Consulting Firm Name: _____ Discipline: _____

Address: _____

OTHER Consulting Firm Name: _____ Discipline: _____

Address: _____

OTHER Consulting Firm Name: _____ Discipline: _____

Address: _____

OTHER Consulting Firm Name: _____ Discipline: _____

Address: _____

OTHER Consulting Firm Name: _____ Discipline: _____

Address: _____

OTHER Consulting Firm Name: _____ Discipline: _____

Address: _____

14. Work by applicant that best illustrates current qualifications relevant to this project. List no more than five (5) projects. List here only that work for which applicant was the architect, engineer, or landscape architect of record.

	Project Name or Description	Completion Date	Construction Cost	Project Location	Applicant's Responsibility
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____

15. List all architectural, engineering, or landscape architecture projects of any type for which the applicant or any of the partners, shareholders, or employees have been selected within four (4) years of the date of the advertisement for this selection board meeting by any State of Louisiana agency, commission, or entity whatsoever to provide architectural, engineering, or landscape architecture design services, supervision or review. Failure to list accurately all such projects shall result in disqualification.

	Project Name or Description	Selection Date	Construction Cost	Current Phase	Estimated Phase Completion Date
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____
F.	_____	_____	_____	_____	_____
G.	_____	_____	_____	_____	_____
H.	_____	_____	_____	_____	_____
I.	_____	_____	_____	_____	_____
J.	_____	_____	_____	_____	_____
K.	_____	_____	_____	_____	_____

Check here if pages 8 and/or 9 have been used to list additional projects.

16. Total number of State projects for which applicant has been selected in the past four (4) years listed in Question 15:

NUMBER: _____

TOTAL CONSTRUCTION COST OF PROJECTS: \$ _____

17. List the five (5) largest architectural, engineering, and/or landscape architecture contracts, other than the State projects listed under Item 15 above, which are currently held by applicant or any of its partners, shareholders or employees.

Project Name or Description	Selection Date	Construction Cost	Current Phase	Estimated Phase Completion Date
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____
D. _____	_____	_____	_____	_____
E. _____	_____	_____	_____	_____

18. List experience and information that best illustrates the applicant's qualifications for this work. Applicants may provide photographs of projects by the applicant that demonstrate his/her qualifications. Any photographs and/or graphic information may be reproduced only on this page and any unused space on pages 7, 8 and 9. Examples of work for which the applicant was not the architect, engineer, or landscape architect of record may be listed. However, any such examples shall be clearly identified, properly credited and the applicant's responsibilities clearly stated.

19. Continuation of Item 18

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FOR EXTENSIONS TO QUESTIONS 10, 11, 12, 13, 15, and 18
NUMBER EACH ITEM BELOW TO CORRESPOND TO THE PROPER APPLICATION NUMBER

A large, empty rectangular box with a thin black border, intended for students to write their answers to the extension questions.

FOR EXTENSIONS TO QUESTIONS 10, 11, 12, 13, 15, and 18
NUMBER EACH ITEM BELOW TO CORRESPOND TO THE PROPER APPLICATION NUMBER

[Empty rectangular box for handwritten responses]

20. I certify that I am duly authorized to contract under the laws of the State of Louisiana to provide architectural, engineering, or landscape architecture services and to represent the applicant for this project. I further certify that the foregoing information is accurate and complete to the best of my knowledge and belief and I have read and understand the instruction sheet of LSB-1, 2019 edition.

SIGNATURE: _____ DATE: _____

PRINTED NAME AND TITLE _____

LOUISIANA ARCHITECT'S, LANDSCAPE ARCHITECT'S OR ENGINEER'S LICENSE NUMBER OF
THE PRIME PROFESSIONAL _____