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)**

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| **1**. | **PROJECT IDENTIFICATION**: | | | Name: |  | | | | |
|  | | | | | | | | | |
|  | Schedule Number: |  | | | | WBS Number: |  | AFC: |  |
|  | | | | | | | | | |
| **2**. | **PROJECT LOCATION**: | |  | | | | | | |

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| **3**. | | **APPLICANT/FIRM NAME**: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | JOINT VENTURE  Yes  No (If yes, list partners in question 8.) | | | | | | | | | | | | | | | | | | | | | | | | Firm La. License No. | | | | | | | | | | |  | | | | |
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| **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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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: | | | | | | | | | | | | | | |  | | | |  | | | | TOTAL PERSONNEL | | | | | | | | | |  | | | | |  | | | | | | |
| (Architects, Engineers, and Landscape Architects) | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | |
| Continuation of Item 9. | | | | | | | | | | | | | | | | | | To be assigned to project | PRIMARY FUNCTION | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | 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 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 12 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 13 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 14 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 15 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 16 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 17 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 18 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 19 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 20 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 21 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 22 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 23 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 24 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 25 | |  | | | | | | | | | | | | | | | |  |  |  | | |  |  | |  | | |  |  | | |  | |  | | |  | | |  | |  | |
| 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**.

1. 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: |  | | | | | | | | |
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| **OTHER** Consulting Firm Name: | | |  | | | | | Discipline: |  |
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| Address: |  | | | | | | | | |
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| **OTHER** Consulting Firm Name: | | |  | | | | | Discipline: |  |
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| **OTHER** Consulting Firm Name: | | |  | | | | | Discipline: |  |
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| **OTHER** Consulting Firm Name: | | |  | | | | | Discipline: |  |
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| Address: |  | | | | | | | | |
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| **OTHER** Consulting Firm Name: | | |  | | | | | Discipline: |  |
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| 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.**

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**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

|  |
| --- |
|  |

**FOR EXTENSIONS TO QUESTIONS 10, 11, 12, 13, 15, and 18**

NUMBER EACH ITEM BELOW TO CORRESPOND TO THE PROPER APPLICATION NUMBER

|  |
| --- |
|  |

**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.**

|  |  |  |  |  |  |
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| SIGNATURE: |  | | | DATE: |  |
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