



PRIME CONSULTANT QUALIFICATION QUESTIONNAIRE

The detailed data requested here must be submitted **in this format only.**
Use as many pages as needed to provide the following **required** information:

PRIME CONSULTANT

Firm Name: _____

Office Location: _____
Street Address City State Zip Code

Contact Person: _____ Title: _____

Contact Person Email: _____

Telephone No: _____ Fax No: _____ No. of Employees _____

The undersigned intends to perform work in connection with the above project as (check one):

- An individual A corporation A partnership A joint venture

SBE Certifications: Check all that apply and attach applicable copy of certification letter(s) or certificate(s). Certifications must be valid on RFP or other type of submittal due date.

SBE (certified with Palm Beach County)

- Yes No

Project Name: _____

Project No.: _____

Scope of Service _____

(1) _____ % Prime Consultant’s **“Total Project Participation (TPP)”**
(Note: Line 1 shall reflect the ACTUAL % and must be less than 100%)

(2) _____ % Prime Consultant’s TPP performed **in Palm Beach County office(s)**

(3) _____ % Prime Consultant’s TPP performed **outside of Palm Beach Co. office(s)**
(Note: Line 2 plus Line 3 must equal Line 1)

PRIME CONSULTANT QUALIFICATION QUESTIONNAIRE

Dollar Volume Award:

List all projects with associated contract and supplement fees awarded by the Palm Beach County Board of County Commissioners in the fiscal years (*October 1 to September 30*) indicated.

FY Period	**Firm's Fee	Factor	Fee Considered
(1) Current Fiscal Year:	\$ _____	x 1.00 =	\$ _____
(2) Previous Fiscal Year:	\$ _____	x 0.75 =	\$ _____
(3) Fiscal Year Once Removed:	\$ _____	x 0.50 =	\$ _____
(4) Fiscal Year Twice Removed:	\$ _____	x 0.25 =	\$ _____
Total: \$			_____

** Palm Beach County fees awarded to consultant, minus fees subcontracted out by consultant to sub-consultant. Fees for which the consultant is a sub-consultant shall be included.

Palm Beach County
Engineering and Public Works Department
Roadway Production Division
2300 N. Jog Road - 3rd Floor West
West Palm Beach, FL 33406

Prime Consultant Firm: _____

Signature: _____

Date: _____

Title: _____