



SUB-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:

SUB-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

Name of Prime Consultant: _____

Project Name: _____

Project No.: _____

Scope of Service _____

(1) _____% Subconsultant's "**Total Project Participation (TPP)**"
(Note: Line 1 shall reflect the ACTUAL % and must be less than 100%)

(2) _____% Subconsultant's TPP performed **in Palm Beach County office(s)**

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

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.

USER DEPARTMENT INFORMATION

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

Subconsultant Firm: _____

Signature: _____

Date: _____

Title: _____