

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
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
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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. ☐

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

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

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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 _____