STATEMENT OF QUALIFICATIONS

JANUARY 1, 2017 – DECEMBER 31, 2018

Clark County Water Reclamation District
5857 E Flamingo Road
Las Vegas, NV 89122

http://www.cleanwaterteam.com
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Welcome & Overview

The Clark County Water Reclamation District (District) is looking for firms to provide expertise in one or more Services and/or Works to assist in the execution of our Capital Improvement Plan. Services are single areas of professional or technical expertise, whereas Works are collections of Services required to perform a specific type of public work. Firms may apply for ranking as a Services provider, or as a Services and Works provider. All firms desiring to be considered as a provider for Services or Works to the District are responsible for carefully reading the requirements section of this documentation.

We recommend you develop your total submittal package by providing the following information in the order shown:

Firm Data
Services & Works
Employees
Projects
Depending on your submittal choices, you may also need to submit information related to:
Quality Assurance (QA) Inspection and Testing

Schedule & Process

<table>
<thead>
<tr>
<th>2016</th>
<th>Task</th>
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<tbody>
<tr>
<td>August 8</td>
<td>Submittal Period Opens – 8:00 A.M. PST</td>
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<tr>
<td>September 23</td>
<td>Submittal Period Closes – 5:00 P.M. PST</td>
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<tr>
<td>October - November</td>
<td>Pre-evaluation and Evaluations</td>
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<tr>
<td>February</td>
<td>BOT Approval of SOQ Rankings</td>
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Approved SOQ rankings will be in effect for the period of January 1, 2017 – December 31, 2018.

Submittals will be accepted only via our eSOQ Website. We strongly recommend you start early. The District is not responsible for technical or other problems that may arise that limit your ability to access the Internet, reach the submittal site, or otherwise complete your submittal. If you delay starting your submittal and run out of time, your submittal will be accepted ‘as is’ at the close of the submittal period. Any incomplete submittals will be disqualified during the pre-evaluation screening. You can access the site address through our Clark County Water Reclamation Website.

Site Address – https://ccsoq.clarkcountynv.gov/ should be accessed using Internet Explorer browser.
Site closing – At 5:00 p.m. PST on Friday, September 23, 2016, the web site will close. Firms will no longer be able to edit or modify their submittal in any way.

Site access after closing – At the close of the submittal period, the website will be closed for a few days and then re-opened in report mode. This will allow firms to print reports and access your submittal data as needed after the submittal deadline. This is especially important to refer to should your firm be contacted to accept work in a Services or Works category.
Evaluation & Selection Process

All submittals will be pre-evaluated to determine if the submittal demonstrates that the firm and its personnel meet minimum requirements to progress to the evaluation phase. Firms will be notified by email if one or more of their submittals have been disqualified.

The Clark County Water Reclamation District (District) is looking for the best qualified firms to perform professional services. Evaluators follow the procedures and guidelines presented below:

Services
1. Recent experience demonstrating the firm’s current qualifications, special skills, and abilities to provide the Services.
2. Experience and qualifications of the firm’s employees to perform the Services.
3. Past history of providing similar services in the last eight years.
4. The average score from the evaluators for the firm’s overall qualifications to provide this Services is used to calculate the ranking.

Works
1. Recent experience demonstrating the firm’s current qualifications, special skills, and abilities to provide the Works. The average score from the evaluators for the firm’s overall qualifications to provide this Works is used in the remaining part of the evaluation.
2. Since each Works is a combination of Services focused around a type of public work, the Services scores of the Prime performing the component Services are obtained. If the firm’s submittal fails to identify a Services provider, the firm receives a default score of zero for that particular Services.
3. The firm’s average overall qualifications score is added to the total of all Service scores for the Prime to obtain a final score for the Works. This final score is the firm’s ranking.
Approval of Evaluation Results
Evaluation results establish a pre-qualified ranking for each Services and Works category that is presented for approval by the Board of Trustees (BOT).

After BOT approval of the pre-qualifications, the results will be sent via Email.
Firm Selection From Approved SOQ List

**NOTE: Each entity will select firms based on their respective procedures. The following applies to the Clark District Water Reclamation District herein after referred to as “District”**.

**Service list:** The District begins with the top ranked firm. The pre-qualification Services list continues to rotate as projects are assigned to firms on that list. Firms with a current project in that Services category will be by-passed until their project is complete. When the bottom of the list is reached, the assignments begin again at the top of the list. The only Services with exception is Construction Management – Staff Augmentation and Program Management – Staff Augmentation; all firms will be selected based on the interview process.

*The District reserves the right to interview firms for a project where it is determined that the interview process is more appropriate.*

**Works list:** The District will request the top three firms in that Works category to attend a brief (one half-hour) interview.

During the interviews, the firms may be evaluated on their response to questions regarding the following areas:

- Understanding of the project and the approach proposed to complete the project
- The experience of the firm and the personnel proposed to complete and perform the services on similar types of projects
- The firm’s current workload, its current work commitment, and its ability to meet the proposed project schedule
- The quality and diversity of the firm’s proposed Sub Consultants
- The extent of local resources to apply to the proposed project
- Current District work and fees earned to date from the District’s pre-qualification lists
- The quality of the firm’s previous performance in providing services to the District

Firms will be required to identify how they plan to provide the Services listed in the Matrix of Works and Required Services for that Works category. The firm must be on the appropriate ranked Services pre-qualification list.

The firm receiving the highest score from the interview will be offered the project. For the next project in that Works, the two firms not chosen for the previous project plus the next highest-ranking firm on the list will be interviewed. This process continues with each additional project in that Works category.

Firms with a current contract in a Works category will not be eligible for another project in that same Works category until the first contract is completed. A firm passed over due to a current contract maintains its place in the rankings.

Following notice of selection, the District and the firm may take up to sixty days to negotiate a contract. In the event that the District is unable to negotiate a contract within this 60-day period, the District may terminate negotiations and undertake negotiations with another ranked firm. The District reserves the
right, based on project requirements, project schedules, or other project factors, to terminate contract negotiations before the sixty days are up and begin contract negotiations with another ranked firm.

Firms will be expected to sign all contracts under the company name as it appears on the firm’s SOQ submittal package. If the firm is comprised of several legal business entities that are included in the firm’s SOQ submittal, these business entities also will be required to sign any contract with the District.

This selection procedure will be used except in the following cases:

Where the Services or Works to be completed is not covered by the types of Services and Works identified in the Matrix of Works and Required Services.

Where the Works is unique or specialized to a degree that in the District's judgment, another selection process such as a Request for Proposal may be used.

Firms on the pre-qualification list for Services and Works will not be considered to perform professional services for the District if there is a conflict of interest or a potential conflict of interest with the District, as determined by the District’s General Manager, until the conflict is resolved satisfactory to the Board of Trustees (BOT) or the BOT specifically waives the conflict. In addition, the District is not obligated to offer work or professional service agreements to any of the firms on the pre-qualification list for services, and there is no guarantee that any firms on the pre-qualification list for Services or Works will be offered work or professional services agreements by the District. The firms on the pre-qualification list do not have any rights or entitlements to receive work or professional services agreements from the District, unless the District and the firm enter into a separate written agreement that is approved by the BOT.

**Firms with a current contract in a Services or Works category cannot receive another agreement in that same Services or Works category until the first agreement is completed or all the firms in that same category have current contracts. Contract completion is defined as:**

For engineering services agreements, completion is the District’s acceptance of 100 percent plans and specifications or other final deliverables.

For surveying, completion is when all final monuments are set and appropriate documents are filed.

A firm will also be eligible for another contract if the District issues a letter indicating the firm’s project has been put on hold.

**Removal From Rankings**

A firm ranked on an approved list may be removed from the list if:

- Information on the firm’s qualification submittal is incorrect
- The firm chooses not to accept work in the Services or Works category offered by the District
- The firm fails to provide and/or maintain the required licenses, insurance, or accreditation certification
Given the possibility that a ranked firm may acquire or be bought out by another firm, the following general guidelines will be used:

- If an unranked firm acquires the ranked firm, the unranked firm will assume the other firm’s rankings. This new firm must meet the general submission requirements of a local office, performing a majority of the work locally, and stationing a project manager agreeable to the District in the local office or area during the contract.

- If both firms are on pre-qualified ranked lists, then the acquired firm will assume the lower ranking on all lists containing both firms. That is, the remaining firm stays on that Services or Works list and does so at the lower ranking. On lists where the remaining firm was not ranked but the acquired firm was, the remaining firm will assume the ranking of the now defunct firm.

Firm Data

Each submitting firm must provide data that will help the District evaluate your submittal, as well as communicate with you in the future. The required data falls into six general areas:

- General Requirements
- Business Designation
- Contact Information
- Office Locations
- Current Employee Count by Category
- Insurance

General Requirements
There are five general firm requirements that must be met in order for a firm to be considered for any submittal:

1. The firm must have a local office with the necessary business license to perform services in Clark County.
2. The majority of the professional services (more than 50%) to be provided under the agreement shall be performed in Clark County.
3. A responsible project manager, agreeable to the District, will be available at the firm’s local office during the term of any agreement with the District.
4. The firm has indicated that its local office is able to legally execute all agreements with the District.
5. The firm has indicated that it will comply with District insurance requirements.

Business Designation
To help us respond to various requests made of us we ask what percentage of business each firm strives to contract with disadvantaged businesses. We also need to classify your firm with a business designation. These responses are being gathered for research purposes only will not be evaluated as part of your SOQ submittal, and will not impact firm rankings.

Percentage of business to contract with disadvantaged businesses - Disadvantaged businesses include the following categories: Minority Business Enterprise, Physically-Challenged Business Enterprise, Women-Owned Business Enterprise, and Small Business Enterprise. Definitions for these categories are listed below. If a firm does not answer this question, the response will be recorded as “None”.

Business Designation - If a firm does not answer this question, the firm will be recorded as a Nevada Business Enterprise. The available business designations are:

- **Large Business Enterprise**: An independent and continuing business for profit, which performs a commercially useful function, and is not designated disadvantaged, and is not located in Nevada.

- **Nevada Business Enterprise**: Any business that establishes a business office, sufficient to perform identified District projects, at least six months prior to being registered with the County, and not designated as a disadvantaged business.

- **Minority Business Enterprise**: An independent and continuing business for profit, that performs a commercially useful function, and that is at least 51 percent owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American, or Native American ethnicity.

- **Physically-Challenged Business Enterprise**: An independent and continuing business for profit, that performs a commercially useful function, and that is at least 51 percent owned and controlled by one or more disabled individuals.

- **Women-Owned Business Enterprise**: An independent and continuing business for profit that performs a commercially useful function, and is at least 51 percent owned and controlled by one or more women.

- **Small Business Enterprise**: An independent and continuing business for profit, that performs a commercially useful function, and is not owned and controlled by individuals designated as minority, women, or physically-challenged, but meets the following criteria: average gross annual receipts in the three previous years do not exceed $2 million for non-construction vendors and $5 million for construction vendors.

**Contact Information**

As part of the submittal you must provide information about who the District would contact for questions about the Firm’s SOQ submittal.
New - Firms may now designate up to five types of SOQ contacts:
Primary SOQ Contact
SOQ Coordinator
Contract Signer
Project Manager
SOQ User Only (not on Firm Data)

Office Locations
Firms may enter up to three office types: Corporate Headquarters, Local Office, and Remote Office. You must provide the address for your local office. If your firm has a headquarters or main office in another location it should be listed as the Corporate Headquarters.

Year Established
Provide the four-digit year the office was established.

Current Employee Count by Category
Please provide current numerical counts for each class of employees (licensed professional, technical, and administrative). These are broken into two groups: employees in the local office and employees firm wide. The firm wide totals will differ from the local totals for regional or national firms.

Licensed professional - Staff who hold recognized professional licenses and certifications

Technical - Staff who are not licensed professionals but are technically skilled. These personnel may or may not hold certifications

Administrative - Staff who are not licensed professionals or technical staff but support them with administrative skills

Insurance
In order to be considered as a Service or Works provider, all firms must indicate that they will meet the minimum District insurance requirements when selected for a District project. The current minimums for general, automobile, and professional liability coverage are $1,000,000 per occurrence with a maximum deductible that is acceptable to the District.

No deductible may exceed $25,000 for general and automobile liability coverage, and $100,000 with respect to professional liability coverage.

Your firm does not need to have this coverage in place at the time you submit for the SOQ. However, you must provide your current insurance coverage information and be able to secure the required coverage prior to entering a agreement with the District. Your current insurance coverage will not be evaluated.
Disclosure Of Ownership Form
The Disclosure Of Ownership form is required as part of the contract negotiation phase for consultants working on projects for the District. It is mentioned as part of the SOQ process for informational purposes only and can be found in the Toolbox Tab for reference.
Works

A Works consists of one or more Services that may be required to perform that Works. The requested Services comprising each Works are shown in a matrix with the definition of the Works.

A Works provider must perform over fifty percent of the total work. The firm must also identify whether the component Services of the Works will be done by the firm as the Prime or by a Sub Consultants named at the interview. The firm listed must have submitted and been ranked in the pre-qualifications as a provider for each required Services. The firm submitting to provide each Works is required to be the Prime in certain Services for that Works.

Firms proposing to be a Works provider must perform over fifty percent of the total work. For some Services a firm will not have to identify whether the Prime will perform the Services until a project interview. For each Works category, the firm requesting to be the Works provider must be the Prime for one or more of the Services as identified in the Works matrix. The Prime must submit and be ranked as a service provider for the Services identified as being supplied by them for that Works.

Works categories include:

- Interceptors
- Lift Stations
- Sewers
- Wastewater

Firms interested in being a Works provider should carefully note all the Services requiring the submitting firm to perform as the Prime. Required Services for each Works are listed on the matrix of required Services for each Works. The following information should be kept in mind:

- Firms proposing to provide a Services must be Prime for that Services and must perform over fifty percent of the work
- Firms proposing to provide a Works must perform over fifty percent of the total Works.
- Firms submitting for a Works must also submit for Services identified as Prime in the Service matrix
- On each Works Matrix of Services some Services are pre-designated as Prime. For these Services, the firm submitting to provide the Works must be the Prime. In other words, they cannot sub out the specified Services.

Works Matrix Legend
P = Prime (Works provider must provide Service)
I = Name Services provider at Interview

A list of Works included in your submittal is available on the Main Menu page as well as on the Works page noted below.
A Works submittal is composed of two components:

- Services matrix – the matrix is unique to each Works
- Summary describing your firm’s qualifications and overall team (2 to 5 formatted pages)

You can add or remove a Works submittal from your total submittal. You may also edit the Services matrix or summary. Please note: firms are evaluated on the content of their summary, not length. Please include only information that is relevant and use the formatting text tools available to bold, italicize, underline and bullet for emphasis.

**Adding A Works Submittal**

To add a Works submittal to your combined submittal:

1. Go to the Works tab.
The default display for this page includes a list box of all Works that may be included.

2. Select the Works from the Works Available list, and click Add. You cannot add a Works that is already in your selected list.
The newly added Works should now be in the list of Works included for submittal.

3. Click on the newly added Works.
The Services matrix for the selected Works will display. The data is described below:

   Services - The name of the required Service.

   P / I - This is a status indicating whether the submitter will act as Prime (P) or name a Sub Consultant at the interview (I).

4. To complete the P option for each Services, click Edit. When the data is complete, click Update to record it. If you select Cancel, the changes will not be recorded.
   You are now ready to enter your summary.

5. Click Edit in the text summary form.
The firm may submit a summary that is a maximum length of five-typed pages. The summary should demonstrate experience in this Works, and the ability to provide the required Services. In developing your summary please consider the necessary requirements and qualifications for the Works. The Summary should also identify how the firm plans to provide more than fifty (50) percent of the total work. It should identify key personnel and their background for this Works; non-personnel and other resources. The summary should also discuss the firm's experiences on projects included on the project list. Please be clear and concise in your summary; your submittal will be evaluated on the content not the length.

6. Add your summary. We encourage firms to type your summary in Note Pad © then cut and paste into the text summary form.
7. When the summary is complete, click \(\text{Update} \) to record it. If you click Cancel the changes will not be recorded.

**Editing A Works Submittal**

To edit a selected Works submittal:

1. Go to the Works tab.
The default display for this page includes a list box of all Works that may be included and Works currently selected for submittal.

2. Click on the Works you want to edit.
The Services matrix for the selected Works will display along with the text summary form.

3. Click \(\text{Edit} \) to make your changes. For details on editing your text external to the SOQ, refer to External Word Processing.

4. When your changes are complete, record the data by selecting \(\text{Update} \). If you select \(\text{Cancel} \) the changes will not be recorded and the data will restore to the condition it was in when the page was first displayed.

**Removing A Works Submittal**

To remove a selected Works submittal:

1. Go to the Works tab.
The default display for this page includes a list box of all Works that may be included and Works currently selected for submittal.

2. After visually locating the Works you want to remove, click \(\text{Remove} \).
The system will prompt you for a confirmation.

3. Select Remove Works to confirm the removal.
To restore a Works once it has been removed, you must add it again.
Works Categories
WORKS: Interceptors

Summary of Requirements: Provide potentially all engineering services for the preparation of design reports, technical memorandums, and/or plans and specifications from assessment through design, bid period services, and engineering services during construction (ESDC) for sewer interceptors. Assessment and design may include all services necessary needed to install new pipe, manholes, and odor control, rehabilitate existing pipes, manholes, an odor control and preliminary design of by-pass pumping systems. Bid period assistance includes providing responses to bidder’s questions and preparation of addenda as necessary. ESDC includes, but is not limited to, submittal review, contract interpretation and clarification, field and progress meeting participation, as-built drawing preparation, start-up coordination and project commissioning activities. Interceptors shall be considered pipes greater than 18-inches of internal diameter.

<table>
<thead>
<tr>
<th>Service</th>
<th>P/I</th>
<th>Sub Consultant</th>
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<tbody>
<tr>
<td>Engineering - Civil</td>
<td>P</td>
<td>N/A</td>
</tr>
<tr>
<td>Engineering - Corrosion</td>
<td>I</td>
<td>Named At Interview</td>
</tr>
<tr>
<td>Engineering – Geotechnical Services</td>
<td>I</td>
<td>Named At Interview</td>
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<tr>
<td>Right-Of-Way – Easements/Land Acquisition</td>
<td>I</td>
<td>Named At Interview</td>
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<tr>
<td>Surveying – Land Surveying</td>
<td>I</td>
<td>Named At Interview</td>
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WORKS: Lift Stations

Summary of Requirements: Provide potentially all engineering services for the preparation of design reports, technical memorandums, and/or plans and specifications from assessment through design, bid period services, and engineering services during construction (ESDC) for sewer lift stations and force mains. Assessment and design may include all services necessary to install new lift stations, force mains and odor control, and rehabilitate and/or decommission existing lift stations, force mains, and odor control systems. Bid period assistance includes providing responses to bidder’s questions and preparation of addenda as necessary. ESDC includes, but is not limited to, submittal review, contract interpretation and clarification, field and progress meeting participation, as-built drawing preparation, start-up coordination and project commissioning activities.

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<tr>
<td>Engineering - Electrical</td>
<td>P</td>
<td>N/A</td>
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<td>Engineering – Geotechnical Services</td>
<td>I</td>
<td>Named At Interview</td>
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<tr>
<td>Engineering - Instrumentation &amp; Control</td>
<td>P</td>
<td>N/A</td>
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<tr>
<td>Engineering - Structural</td>
<td>P</td>
<td>N/A</td>
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WORKS: Sewers
Summary of Requirements: Provide potentially all engineering services for the preparation of design reports, technical memorandums, and/or plans and specifications from assessment through design, bid period services, and engineering services during construction (ESDC) for sewer interceptors. Assessment and design may include all services necessary to install new pipe, manholes, and odor control, rehabilitate existing pipes, manholes, and odor control and preliminary design of by-pass pumping systems. Bid period assistance includes providing responses to bidder’s questions and preparation of addenda as necessary. ESDC includes, but is not limited to, submittal review, contract interpretation and clarification, field and progress meeting participation, as-built drawing preparation, start-up coordination and project commissioning activities. Sewers shall be considered pipes less than or equal to 18-inches in internal diameter.

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WORKS: Wastewater

Summary of Requirements: Provide potentially all engineering services for the preparation of design reports, technical memorandums, and/or plans and specifications from assessment through design, bid period services, and engineering services during construction (ESDC) for wastewater treatment facilities. Assessment and design may include all services necessary to install new or rehabilitate treatment processes (primary through tertiary), or portions thereof, at any of the District’s facilities. Bid period assistance includes providing responses to bidder’s questions and preparation of addenda as necessary. ESDC includes, but is not limited to, submittal review, contract interpretation and clarification, field and progress meeting participation, as-built drawing preparation, start-up coordination and project commissioning activities.

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<td>Named At Interview</td>
</tr>
<tr>
<td>Engineering - Electrical</td>
<td>P</td>
<td>N/A</td>
</tr>
<tr>
<td>Engineering – Geotechnical Services</td>
<td>I</td>
<td>Named At Interview</td>
</tr>
<tr>
<td>Engineering - Instrumentation &amp; Control</td>
<td>P</td>
<td>N/A</td>
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<tr>
<td>Engineering – Mechanical WW Treatment</td>
<td>P</td>
<td>N/A</td>
</tr>
<tr>
<td>Engineering - Structural</td>
<td>P</td>
<td>N/A</td>
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Services

A firm can submit to be a Services provider or a Services and Works provider. A Services provider must be the Prime for that Services and perform over fifty percent of the work.

Services categories include:

- Bid-Ability/Constructability Reviews
- Construction Management – QA Material Testing
- Construction Management – Special Inspections & Testing
- Construction Management – Staff Augmentation
- Engineering – Civil
- Engineering – Corrosion
- Engineering – Electrical
- Engineering – Environmental Services
- Engineering – Geotechnical Services
- Engineering – Instrumentation & Control
- Engineering – Mechanical; Wastewater Collection and Treatment System Equipment
- Engineering – Structural
- Engineering – Wastewater Treatment
- Partner Facilitator
- Planning – Studies and Master Plans – Wastewater Collection and Treatment Systems
- Program Management – Staff Augmentation
- Right-of-Way – Easements/Land Acquisitions
- Land Surveying

A list of Services included in your submittal is available on the Main Menu page as well as on the Services page noted below.

To access a Services submittal:

1. From the Main Menu select Submittals | Services to view a list of options available. A Services submittal is composed of:

   - Three page summary describing your firms qualifications

You can add or remove a Service submittal from your total submittal. You may also edit the three-page summary.

Adding A Service Submittal

To add a Service to your submittal:

1. Go to the Services tab.
The default display for this page includes a list box of Services Available For Submittal and Services Included In Submittal. Some Services may be selected automatically due to your selection of Works. These will show a Yes in the Required column.

2. Select the Services from the Services Available list, and click . The system will respond by updating the list of Services currently included in your SOQ submission.

3. Click the link of the Services you added. The system will respond by presenting a data entry form for a summary of your firm’s qualifications. This is where you record your firm's experience. For each Services, the firm may submit one to three typed, formatted pages of text demonstrating its experience in this Services. In developing your summary please consider the necessary requirements and qualifications for the Service. The summary should identify key personnel and their background for this Services; non-personnel and other resources; and how the firm meets the qualifications and requirement of the Services. The text should discuss the firm's experiences on projects included on the project list. The content should be clear, concise and directly relevant to the Services.

4. Click to enter your summary data. You can type in your summary directly in the program however we recommend you maintain your content in a separate NotePad© document, and cut and paste methods. Please feel free to format text for emphasis with bold, italics, underline and bullets.

5. To save the data click . If you select the changes will not be recorded and the data will reset to the condition it was in when the page was first displayed.

**Editing A Services Submittal**

To edit a selected Services:

1. Go to the Services tab. The default display for this page includes a list box of Services Available For Submittal and Services Included In Submittal. Some Services may be added due to your selection of Works. These will show a red Yes in the Required column.

2. Click the link of the Services you want to edit. The system will respond by presenting the data entry form for the qualifications summary.

3. Click to make changes to the summary. Record the changes by clicking . If you select , the changes will not be recorded and the data will reset to the condition it was in when the page was first displayed.

**Removing A Services Submittal**

To remove a selected Services:

1. Go to the Services tab.
2. After visually locating the Services you want to remove, click [Remove]. The system will prompt you for a confirmation.

3. Select Remove Services to confirm the remove.

**SERVICES: BID-ABILITY/CONSTRUCTIBILITY REVIEWS**

Plans and specifications-Firm’s representative shall conduct independent review in several stages, as required, 30%, 60%, 90%, and at 99%. Review plans and specifications for errors, omissions or insufficient or ambiguous details. Identify any areas containing significant potential conflicts and/or constructability issues, areas where additional information may be needed. Provide Value engineering review of the contract documents to identify alternate construction materials and/or methods that would improve or maintain a similar quality of construction at a reduced cost to the District. The overall review will be performed with the objective of improving constructability, identifying Value Engineering opportunities, reducing claims, reducing disputes between the Contractor and the District and enhancing the quality of the project within the existing design.

Planning and preliminary studies-Firm’s representative shall conduct a review of studies and identify areas of constructability issues and recommend alternatives. Provide consultation on request for specific components such as pipeline route alternatives or complex connections to treatment plant piping. Evaluate and recommend construction packaging options and delivery methods to match contractor expertise, minimize construction costs and align with the project schedule and budget. Provide consultation on the Opinion of Probable Construction Costs (OPCC) and develop actual OPCC’s upon request.

**Qualifications**

Individual in responsible charge of service: Nevada Registered Professional Engineer in responsible charge with a minimum of 10 years experience in Las Vegas Waste Water Facilities construction market place, experienced with Design-Bid-Build (DBB), Design-Build (DB), and Construction Management at Risk (CMAR) delivery methods, construction projects and familiarity with contract documents. The proposed Bid -Ability / Constructability team shall demonstrate qualifications in all different disciplines of construction including, but not limited to Civil, Architectural, Mechanical, Electrical, Instrumentation & Control, Operation & Maintenance, and Construction background.

**SERVICES: CONSTRUCTION MANAGEMENT - QA MATERIAL TESTING**

**Qualifications**

Some of the qualifying criteria would include, but not be limited to the following:
Experience in conducting lab and field material testing on common construction materials in accordance with ASTM, AASHTO, or other applicable procedures and ability to document results of tests performed. Common construction materials include but are not limited to soils, concrete, reinforcing, masonry, steel and other materials depending on the scope of the project. A minimum of one licensed Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. Relevant wastewater collection and treatment plant projects administered by the Firm that have started or been completed within the past ten years. Submit owner / client list and project list. Proposed senior filed and lab technician(s) must demonstrate a minimum of five years of relevant experience as a senior technician and have served as a senior lab or field technician on at least five construction projects in the relevant area (i.e., wastewater collection and treatment plant projects). The five projects must demonstrate experience, be in a related Water/Waste Water/ Industrial facility construction, and must have a minimum construction value of $1M.

Materials testing capability: Firms must submit Geotechnical and Materials Testing List of Tests and Procedures. For all standard tests performed "in-house" by the Firm, the Firm must name the accredited Sub Consultant who shall perform specialized lab or field tests.

The laboratory shall be R-18 AASHTO accredited that include the following requirements:

- ASTM D3666, ASTM D3740, and ASTM C1077

All individual testing that is to be performed for the District shall be AASHTO accredited. The Certificates shall be submitted at the time of project negotiations. All laboratory and field technicians shall be certified (where applicable) under Nevada Alliance for Quality Transportation Construction (NAQTC) including the extended modules for Marshall Mix design. This program includes ACI certification for concrete field sampling and laboratory concrete breaks. Indicate on the resume the modules for each technician and/or engineer. A professional engineer license cannot be substituted for a NAQTC certification. Provide a comprehensive list of equipment used in the performance of lab and field materials testing services as part of your submittal.

**SERVICES: CONSTRUCTION MANAGEMENT – SPECIAL INSPECTIONS & TESTING**

**Qualifications**

Qualifying criteria would include, but not be limited to the following:

Experience in special inspections and the required related field and laboratory testing associated with the Clark County Building Department and all other local building department jurisdictions within Clark County with particular emphasis on wastewater facility projects. The Project Manager must be a licensed engineer in the state of Nevada. All pertinent Information on qualifications and ICB certifications of the Special Inspectors shall be provided. A resume of a minimum of five similar projects successfully started or completed within the past ten years in Nevada must be submitted to demonstrate relevant experience and qualifications.
Provide one or more QA Special Inspections during construction as required by the Clark County Building Department and all other building department jurisdictions within Clark County, and the latest International Building Codes (IBC) and Clark County, NV amendments. These services will be utilized for all District CIP projects as required by code, contract specifications, and the Building Department. The duties of the Special Inspector and testing services are described in the IBC.

The Special Inspections and all associated lab and field testing services typically include, but are not limited to the following disciplines:

**GRADING**

**CONCRETE SPECIAL INSPECTIONS AND TESTING**

**MASONRY SPECIAL INSPECTIONS AND TESTING**

**SOILS SPECIAL INSPECTIONS AND TESTING**

**STRUCTURAL STEEL SPECIAL INSPECTIONS AND TESTING**

**FIREPROOFING**

**EXTERIOR INSULATED FINISH SYSTEMS (EISS)**

**SERVICES: CONSTRUCTION MANAGEMENT – STAFF AUGMENTATION**

**Qualifications**

- Some of the qualifying criteria would include, but not be limited to the following:
  - Experience with Wastewater and Water Treatment facilities
  - Experience working with the District
  - Related specialty experience applicable to District needs
  - Construction QA/QC experience
  - Construction Management experience
  - Experience with local agencies
  - Experience with Primavera Expedition

Typical Staff Augmentation positions will consist of, but not be limited to the following:

- Project Managers
- Office Engineers & Technicians
- Document Control Specialists
- Project Controls Specialists
- Primavera Contract Specialist (i.e. Primavera Expedition)
- Primavera P6 Scheduler
- Inspectors (i.e. Civil, electrical, corrosion, mechanical, Instrumentation, etc.)
• Surveyor
Provide qualifications for each category above including but not limited to:

• Years of experience (Five years minimum)
• Value, scope and complexity of each waste water facility project started or completed within the past ten years.
• Licenses and certifications
• Specialized skills

Any personnel selected from the ranked list will work on a project, or group of projects, as necessary to assist in implementing the CIP. The duration of work for any position shall not exceed three years.

SERVICES: ENGINEERING - CIVIL

Design of sanitary sewers, manholes, lift station and related special structures; site work including earthwork, minor brides and culverts, campus roads and traffic improvements, stormwater and drainage management structures, and minor steel and concrete structures. May require right-of-way engineering; knowledge and use of geographic information systems; knowledge of AASHTO regulations; knowledge ASTM standards; knowledge of Regional Flood Control District design guidelines; knowledge of ACI and AISC codes; and provide all engineering services for the preparation of plans and specifications, bid documents, and engineering services during construction.

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work is required.

Relevant projects administered by the Firm started or completed within the past ten years: Firm must demonstrate that it has had direct involvement or supervision of a minimum of five pipeline, yard piping, manhole or general design experience in civil engineering. Higher value will be placed on experience with sanitary sewer/treatment plant projects and other general civil projects located in the arid Southwest.

Relevant experience of proposed staff: The Registered Civil Engineer in responsible charge of the work must have a minimum of five years of experience in pipeline design and general civil design. Staff must also have an understanding of the Southern Nevada Design and Construction Standards for Wastewater Collection Systems, and other codes and standards mentioned above for general civil work.

SERVICES: ENGINEERING - CORROSION

Provide professional corrosion and materials engineering services for the condition assessment and evaluation of corrosion conditions and related damage for concrete and metals in above-ground and below-ground pipes, structures and tanks. Provide manned entry into confined spaces, closed-circuit television equipment, field and laboratory testing capabilities, and other services necessary to perform root cause failure analysis, analysis of the extent of corrosive degradation, and condition assessment...
evaluations regarding remaining useful service lives of pipes and structures. Develop specific recommendations for corrective actions for repairs, rehabilitation, and replacement.

**Qualifications**

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work is required.

Relevant projects administered by the Firm **started or completed within the past ten years**: Firm must demonstrate that it has had direct involvement or supervision of a minimum of five designs related to corrosion rehabilitation for pipelines, vaults and tanks in a water/wastewater/industrial application. Higher value will be placed on experience with sanitary sewer/treatment plant projects and other general civil projects located in the arid Southwest.

Relevant experience of proposed staff: The Registered Civil Engineer in responsible charge of the work must have a minimum of five years of experience in corrosion design. Staff must hold the following certifications from the National Association of Corrosion Engineers (NACE) or the Society for Protective Coatings (SSPC): NACE Certified Cathodic Protection Specialist – CP4, NACE Certified Corrosion Specialist, SSPC or NACE Protective Coating Specialist, and NACE Certified Coating Inspector.

**SERVICES: ENGINEERING - ELECTRICAL**

Provide and review design of 12.4 kV, 4160 V, and 480V power distribution circuits, motor controls, and equipment, and for lighting. Specific services may involve the review and design of power metering/monitoring systems, the review and design to modernize building light systems, the review and design of exterior lighting systems, the review, evaluation, and design of equipment and circuits for pumps, fans, value actuators, etc., equipment used in wastewater pumping and treatment, and the performance of power flow coordination, arc flash, and short circuit studies.

**Qualifications**

A minimum of one Nevada Professional Engineer (Electrical) on staff and in responsible charge of the work is required.

Relevant projects administered by the Firm **started or completed within the past ten years**: Firm must demonstrate that it has had direct involvement or supervision of electrical engineering aspects of medium and low voltage power distribution and equipment projects, lighting system projects, and the preparation of associated plans, standards, details, specifications, and contract documents. Firms must also demonstrate the experience and expertise needed to design a project involving renewable energy and its integration into existing facility power systems. Higher value will be placed on experience with systems located in the arid Southwest.

Relevant experience of proposed staff: The Registered Electrical Engineer in responsible charge of the work must have a minimum of five years of experience in the design of power distribution and lighting
systems, and related service, equipment, and circuit requirements typically used in wastewater collection and treatment.

**SERVICES: ENGINEERING - ENVIRONMENTAL SERVICES**

Conduct on-site surveying and laboratory tests of building materials and pipelines that may contain asbestos. Provide detailed description of the test results and a recommended approach for asbestos abatement, project design services for the abatement of asbestos, and on-site asbestos abatement oversight and final clearance testing.

**Qualifications**

A minimum of one Certified Industrial Hygienist (CIH) who is in good standing and currently certified by the American Board of Industrial Hygiene and is a Nevada Licensed Asbestos Abatement Consultant on staff and in responsible charge of the work is required.

Relevant experience of proposed staff: The CIH in responsible charge of the work must have a minimum of five years asbestos experience, and have successfully completed such services on a minimum of five separate asbestos projects. Staff must include individuals with formal accreditation and Nevada licensure as Asbestos Abatement Consultants in the discipline of Inspector, Project Monitor, and Project Designer. These disciplines can be split between two or more individuals.
SERVICES: ENGINEERING - GEOTECHNICAL SERVICES

Investigate on-site soil and rock properties and make recommendations on the use of those materials for structures normally associated with structural foundations, below grade utility installation, slope stability analysis, earth retaining structures, groundwater sampling and quality analysis (may include permitting services), soil contamination assessment, consolidation studies and pre-consolidation design, and roadway improvements.

Qualifications

Individual in responsible charge of service: Engineering either five years or five projects experience providing such a Service, with a minimum experience of at least three years and three projects successfully completed in this service. In addition, as required by Nevada Revised Statutes, individuals in responsible charge must be licensed in the State of Nevada to perform engineering services.

Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years of experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Firms must identify and list specific accreditations achieved by the Firms or the laboratory.

Firms must demonstrate the personnel and equipment to perform drafting and automated mapping. Firms, furthermore, shall be capable of providing maps, surveys, and engineering plans on microcomputer disk media in AutoCAD® format.

All tests and procedures shall be performed in accordance with standard AASHTO / ASTM methods, where applicable.

The laboratory shall be R-18 AASHTO accredited that include the following requirements:

ASTM D3666, ASTM D3740, and ASTM C1077.

[This standard practice contains criteria and guidelines for establishing and implementing a quality management system for use by a construction materials laboratory (CML). These criteria may also be used by laboratory-evaluating agencies.

The criteria in this standard practice only apply to the following testing areas: soil, aggregate, asphalt binder, cutback asphalt, emulsified asphalt, hot mix asphalt, hydraulic cement, portland cement concrete, unit masonry, metals, and structural steel coatings.]

All individual testing that is to be performed for the District shall be AASHTO accredited. The certificates shall be submitted at the time of the interview.

All laboratory and field technicians shall be certified (where applicable) under Nevada Alliance for
Quality Transportation Construction (NAQTC) including the extended modules for Marshall mix design. This program includes ACI certification for concrete field sampling and laboratory concrete breaks. Indicate on the resume the modules for each technician and/or engineer. In general, a professional engineer license cannot be a substitute for a NAQTC certification. However, for geotechnical exploratory drilling, the acquisition of field samples does not require a NAQTC certified technician.

Indicate your Firm’s local ability to perform the test listed below. Please note that all tests and procedures shall be performed in accordance with standard AASHTO/ASTM methods, where applicable.

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<th>YES</th>
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<td>Hollow stem auger drilling</td>
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<td>Pavement visual distress surveys (cracking patterns, rutting, humps, depressions, etc.)</td>
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<td>Deflection testing (Dynaflect, Road Rater or Falling Weight Deffectomer)</td>
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SERVICES: ENGINEERING – INSTRUMENTATION & CONTROL

Provide and review designs, procuring, integrating, and commissioning industrial control systems in the wastewater field. Specific services may involve the review and design of communication systems, SCADA strategies and architecture, the review and evaluation of equipment used in wastewater pumping and treatment facilities.

To ensure maximum availability designs shall include redundancy, providing primary and backup monitoring and control. Reliable instrumentation and control systems shall be evaluated and recommended, to minimize crippling power surges and lightning strikes.

Qualifications

A minimum of one Nevada Professional Engineer (Electrical) on staff and in responsible charge of the work is required.

Relevant projects administered by the Firm started or completed within the past ten years: Firm must demonstrate that it has had direct involvement or supervision of engineering for all aspects of instrumentation and controls equipment evaluation, and the preparation of associated plans, standards, details, specifications, and contract documents for wastewater collection and treatment systems.

Relevant experience of proposed staff: The Registered Engineer assigned to the project must have a minimum of five years of experience in the design of industrial instrumentation and controls systems, communication, HMI and related service, equipment, circuit requirements, surge protection, and backup monitoring typically used in wastewater collection and treatment. As a minimum control system programmers and technicians who have five years of industrial field experience shall be assigned to the project.

SERVICES: ENGINEERING – MECHANICAL; WASTEWATER COLLECTION AND TREATMENT SYSTEM EQUIPMENT

Provide and/or review design of mechanical equipment, such as pumps, blowers, trash racks, solids dewatering equipment and other mechanical systems and conveyor systems. Specific services may involve the review or design of plans to modernize mechanical systems from single to multiple units, the review or design of electromechanical systems, the evaluation or review of circuits and piping for pumps, and the performance of existing equipment studies. Site inspections and assessments may be required as well as engineering services during construction and installation overview.

Qualifications

A minimum of one Nevada Professional Engineer (Mechanical or Electromechanical) on staff and in responsible charge of the work is required.
Relevant projects administered by the Firm started or completed within the past ten years: Firm must demonstrate that it has had direct involvement or supervision of mechanical and electromechanical engineering aspects of water, wastewater, or industrial infrastructure, and the preparation of associated plans, standards, details, specifications, and contract documents. Firm must also demonstrate the experience and expertise needed to design a project involving the rehabilitation, retrofitting, modification, or replacement of an existing unit or units.

Relevant experience of proposed staff: The Registered Mechanical or electromechanical Engineer assigned to the project must have a minimum of five years of experience in the design of mechanical and electromechanical equipment.

**SERVICES: ENGINEERING - STRUCTURAL**

Investigates the structural condition of existing facilities and make recommendations for destructive and non-destructive methods of testing for integrity and code compliance. Design new structures, retrofit or rehabilitate existing structures and provide all engineering services for the preparation of plans, specifications and bid documents.

**Qualifications**

A minimum of one Nevada Professional Engineer (Structural) on staff and in responsible charge of the work.

Relevant projects administered by the Firm started or completed within the past ten years: Firm must demonstrate that it has had direct involvement or supervision of structural engineering aspects of water, wastewater, or industrial infrastructure, and the preparation of associated plans, standards, details, specifications, and contract documents. Firm must also demonstrate the experience and expertise needed to design a project involving the rehabilitation, retrofitting, modification, or replacement of existing structures.

Relevant experience of proposed staff: The licensed civil engineer in responsible charge of the work must have a minimum of five years of experience in the structural design of water, wastewater or industrial facilities. Experience working with local codes and permitting is required.

**SERVICES: ENGINEERING - WASTEWATER TREATMENT**

Design of wastewater treatment plants including wastewater-reuse facilities; all engineering services to prepare plans, specifications and bid documents for the construction of wastewater treatment plants; may include treatment plant planning; preparation of facility plans, feasibility studies and pilot plant studies; permitting; operational condition assessment and optimization studies; design or rehabilitation of facilities; and startup and plant commissioning activities.
Qualifications

A minimum of one Nevada Professional Engineer (Civil or Mechanical) on staff and in responsible charge of the work.

Relevant projects administered by the Firm started or completed within the past ten years: Firm must demonstrate that it has had direct involvement or supervision of water, wastewater, or industrial treatment projects and the preparation of associated plans, standards, details, specifications, or contract documents.

Relevant experience of proposed staff: The licensed engineer in responsible charge of the work must have a minimum of five years of experience in the design and execution of similar projects. The project team must have in-depth knowledge of treatment processes—particularly the activated sludge process, including biological nutrient removal. Experience in specialized skills such as system modeling, odor control, corrosion protection, automated control systems to optimize process control, and sustainable design is a must. The team must also demonstrate its ability in providing plant start up, commissioning, and operational support services. Knowledge and experience in dealing with the code issues, such as Building and Fire Department regulations and state regulations are desired.

SERVICES: PARTNER FACILITATOR

Conduct initial and periodic partnering workshops to establish trust and team building between project stakeholders; provide facilitating services including: meeting logistics, stakeholder interviews, discussion mediation and debriefing sessions, responsible for establishing stakeholder responsibilities; determining communication lines between the parties; preparing meeting agendas and providing meeting minutes; facilitating services may be required for the duration of the project, and necessitating quarterly follow-up session among the stakeholders.

Qualifications

Minimum 5 years related experience and/or Certification by the International Association of Facilitators (IAF) as an IAF Certified Professional Facilitator is preferred. Prior qualifications and experience shall be demonstrated in facilitating the construction of public works, water, wastewater, or industrial facilities for 10 different projects each greater than $1M.

SERVICES: PLANNING – STUDIES AND MASTER PLANS – WASTEWATER COLLECTION AND TREATMENT SYSTEMS

Provide and/or review feasibility studies, pre-design and planning studies for wastewater collection system and treatment system improvements, such as capacity studies, population and capacity projections, relief sewer evaluations, preliminary pump station analysis, decommissioning studies, replacement studies, inflow and infiltration studies, collection and treatment feasibility studies for
outlying areas, cost/benefit analysis, and other planning related services. Specific services may involve
the review or pre-design of plans to improve collection and treatment system infrastructure, the review
or pre-design of wastewater systems, and the evaluation or review of pump systems. Site inspections
and assessments may be required.

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work is
required.

Relevant projects administered by the Firm started or completed within the past ten years: Firm must
demonstrate that it has had direct involvement or supervision of planning, feasibility and pre-design
aspects of wastewater infrastructure engineering, and the preparation of associated plans, standards,
details, reports, and contract documents. Firm must also demonstrate the experience and expertise
needed to design a project involving the rehabilitation, retrofitting, modification, or replacement of
existing infrastructure.

Relevant experience of proposed staff: The Registered Civil Engineer in responsible charge of the work
must have a minimum of five years of experience in planning and pre-design of wastewater collection
and treatment system infrastructure.

SERVICES: PROGRAM MANAGEMENT – STAFF AUGMENTATION

Project Managers/Office Assistants/Document Controls Specialists

Provide a project representative(s) for management of sewer treatment plant, collection system, and
any other type of project that is contained in the CIP. Work with other state, county, and local agency
representatives to coordinate design, bid, permitting and construction activities as necessary to
complete the project.

Qualifications

“A” and “B” category employees must demonstrate five years of relevant experience as a project
manager and must have served as the project manager on at least three projects (water, wastewater, or
industrial process) with a construction contract value of at least $3 million each. Responsibilities for the
project must include management of the design, bid, and engineering services during construction
phases of work.

“C” category staff must demonstrate four years of relevant experience as a project assistant, or similar
supporting role to a project manager and have worked in this capacity on at least three projects with a
construction contract value of at least $3 million each.

Project Controls Specialist

Provide a controls specialist(S) for schedule and cost oversight of projects contained in the CIP.
Responsibilities include monitoring and updating project costs and schedules monthly, identifying
variances and providing program and project level reporting at established frequencies. Maintain and update program and project level information in reporting systems. Develop the five year capital improvement plan budget document annually.

Qualifications

“A” and “B” category employees must demonstrate five years of relevant experience as a controls specialist. Relevant experience must pertain to engineering and construction activities with water, wastewater or industrial plant experience preferred. Proficiency in Primavera P6 project scheduling software and Microsoft Office Excel is required along with the ability to effectively communicate with District staff, consultants, and contractors.

All augmentation staff will work under the supervision of a District project manager or supervisor. Firms are advised that no substitution of personnel will be allowed. Any personnel selected from the ranked list will work on a project, or group of projects, as necessary to assist in implementing or monitoring the CIP. The duration of work for any position shall not exceed three years.

SERVICES: RIGHT-OF-WAY – EASEMENTS/LAND ACQUISITIONS

This service encompasses the services required for the acquisition of easements and land, including appraisals and government land acquisition. Firm may be contracted to provide any or all of these services.

Acquisition/Negotiation

Firm will provide professional services necessary to perform right-of-way acquisition and negotiation services. Acquisitions services will include title searches, appraisal coordination and review, preparation of right-of-way maps and descriptions, right-of-entry and license agreements. Negotiation services will include presenting offers, explaining appraisals, providing liaison duties between the District and property owners, monitoring escrows, maintaining diaries, records, correspondence and reports. Assist in acquisition by eminent domain proceedings as required. Prepare pre-condemnation packages.

Qualifications

Individual in responsible charge of Acquisition/Negotiation: a minimum of five years of experience in completing real estate acquisitions and have successfully completed such service on a minimum of five separate projects. Must possess the designation of Senior Member (SR/WA) of the International Right-of-Way Association (IRWA) and/or hold the certification of Right-of-Way Negotiation/Acquisition (R/W-NAC), and be a member in good standing of the IRWA.

Government Land Acquisitions

Coordination, processing, and completion of right-of-way grants, easements, leases, permits, or other realty actions required upon federal, state, city, or other government-owned lands; preparation of application packages involving right-of-way, leases or other land uses requiring Bureau of Land
Management (BLM) authorization; coordinating and processing of advertising and public notices if required by BLM or other governmental agency; coordination of environmental documentation or reports to meet NEPA (National Environmental Policy Act) requirements related to right-of-way, easements, or other realty actions cited above; processing, monitoring, and coordinating BLM departmental reviews in a timely manner; resolution of issues during application processing; complete desert tortoise reports or clearances; work with staff to prepare and coordinate renewal applications; preparation of final lease/right-of-way grant/temporary use or other permits and agreements, offer letters, decision letters, and applicable stipulations or conditions.

**Qualifications**

Individual in responsible charge of service: a minimum of two years of experience in acquiring real property interests from federal, state, county, or city governments, or other Local Public Agencies (LPA), must possess the designation of Senior Member (SR/WA) of the International Right-of-Way Association (IRWA) and/or hold the certification of Right-of-Way Negotiation/Acquisition (R/W-NAC), and be a member in good standing of the IRWA.

Possess an active State of Nevada Real Estate Broker’s license, or possess an active State of Nevada Real Estate Broker-Salesman or Salesman license and work under a licensed Broker in order to comply with Nevada Revised Statutes regarding real estate licensing.

**Appraisals**

Prepare valuations of interests in real property in compliance with the Uniform Standards of Professional Appraisal Practice and the Uniform Appraisal Standards for Federal Land Acquisition. Perform appraisal review assignments and provide written reports. Provide testimony as an expert witness in condemnation proceedings and perform supplemental studies as needed.
Qualifications

All appraisals must be performed by a Nevada Certified General Appraiser. In addition, the Nevada Certified General Appraiser must be a Member of the Appraisal Institute (M.A.I.) or a senior or designated member of the Appraisal Institute or American Society of Appraisers. Minimum two years of experience appraising Nevada real estate. Consultants must have the ability to comply with all federal, state, and local laws / regulations regarding preparation of appraisal reports.

SERVICES: LAND SURVEYING

The establishment of boundaries, alignments, limits of right-of-way, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor’s authority, the preparation of certified legal description of the area surveyed and acquisition areas, preparation of right-of-way plans/plats, and measurement of the earth’s contours and fixed work to include ground control, aerial mapping, and generation of Nevada State Plane coordinates as specified.

Qualifications

A minimum of one Nevada Professional Land Surveyor (PLS) on staff is required and in responsible charge of the work.

Relevant experience of roadway, drainage, flood control, site development or other projects for which boundaries or limits of right-of-way were established is required. Experience should include resolution of conflicting surveys, identification and preparation of rights-of-way plans/plats, legal descriptions of surveyed and acquisition areas, alignment and topographic surveys. Submit at least five projects which included the establishment, re-establishment, perpetuation of the legal boundaries and/or alignments, legal limits of right-of-way, easements, lots, parcels units or sites, including topographic surveys and aerial mapping of these facilities for the pre-design, design, and construction of public infrastructure improvements, or other site specific development purposes that were administered or performed by the Firm in the past five years. Of the preceding work, the Firm must specifically describe the work it performed or administered on each project. Total contract value of surveying should be included.

Relevant professional qualifications of proposed staff: The PLS must have been a licensed professional land surveyor for at least five years. Nevada certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.
Employees

Identifying employees and their roles is a central issue in your SOQ Submittal. To simplify the process, you only need to enter each employee one time. In a separate step you will assign employees to Services.

Add an Employee - Allows you to create an employee and add background information.

Edit an Employee - Allows you to edit the employee name and background data including experience.

Assign Employee to Services - You may assign a selected employee to a Services. Depending on the Services, the employee will be ranked by category.

Delete Employee - To delete an employee is to remove them entirely from your submittal. If you only want to remove them from a particular Services, use the Click to Remove action.

NOTE: You cannot delete an employee without also deleting their related projects. If you were allowed to retain the employee projects while removing the employee there would be no way to access the projects.

In addition, the total number of employees in your company (organized by general categories) is required as part of the firm data.

Employee Experience

Employee experience is noted as part of Services submittals. This experience is noted by years of experience in professional areas or with the firm. When an employee is assigned to a Services to justify firm experience, the employee is also assigned to a category (A, B, and C) based on their experience and qualifications.

"A" Category Personnel: An "A" category employee refers to a Nevada licensed engineer, landscape architect, professional land surveyor, or other professional with Nevada registration or certification as required by Nevada Revised Statutes (NRS). Also included are those professionals for whom NRS does not require Nevada license or certification to practice their expertise. These individuals include certain right-of-way professionals, biologists, photogrammetrists, and others. "A" employees should include any national certification or accreditation, if applicable. Only individuals who can be put in responsible charge of a Services are to be included in the "A" category. While some Services may have stricter requirements, in general such employees must demonstrate either five years or five projects experience in the proposed Services, with a minimum of three years and three projects experience in that Services.

"B" Category Personnel: This category includes Nevada licensed engineers, landscape architects, and surveyors without the necessary experience to be put in responsible charge of a Services; engineers, landscape architects, and surveyors registered in other states; Engineering Interns and other non-
licensed engineers; landscape architect Interns and other non-licensed landscape architects; Land Surveying Interns; and other such individuals. Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years of experience. Employees should have an appropriate Bachelor’s Degree (Landscape Architecture, Engineering, or equivalent based on discipline) if applicable, and have worked on not less than three projects performing this same Services.

"C" Category Personnel: This category includes the technical and support staff. These employees should be experienced and not more than twenty percent of them should have less than one year of experience in the service area.

The employee experience category determines how many projects may be included to establish an employee’s resume. The overview of employee projects section discusses these requirements.

Add / Edit an Employee
A description of the data required for each employee is explained below.

Employee Name - The employees first and last name.

Employee Title - The employee's current responsibility or job title.

Nevada Resident - Check if the employee is currently a Nevada resident.

Clark County Resident - Check if the employee is currently a Clark County resident.

Career (Professional Experience) - Provide the employee’s total career experience in years. You may enter partial years by using decimals (EX: 3 months = .25 years)

Firm (Professional Experience) - Provide the number of years professional experience with the firm. You may enter partial years by using decimals (EX: 3 months = .25 years)

Local (Professional Experience) - Provide the number of years the employee has worked locally as a professional. You may enter partial years by using decimals (EX: 3 months = .25 years)

Professional Experience - Provide the years of employee career experience spent in each professional area category. The upper-case bold letter to the right of each field correlates with the key used on the Employee Listing (A/B/C personnel) report.

It is acceptable to have zero experience as a value. You can also specify decimal (fractional) values. The sum of the years you enter cannot exceed the career total specified. A running sum of the years you have entered is included at the bottom of the section. The running sum is updated after you exit from editing any professional area field.

Education - Provide employee’s educational background (degrees earned, year earned, majors, college name). You may enter several degrees or certifications earned.
NV License #(#s) - Provide the employee's license or certification numbers. If licensed in Nevada (as required by N.R.S.), provide the license number.

Discipline(s) - Provide the name of the discipline(s) related to the above license(s).

Original Licensure State - Provide the state and year first licensed.

Other Certifications - Provide descriptions of any other applicable certifications. (EX: i.e. ICBO, NAQTC, etc.)

Adding an employee creates an employee that may be referenced in more than one place in your submittal. To Add an employee:

1. Start on the Employees page and click on Add Employee.
2. Enter the employee’s data.
3. When your data is complete and accurate, click to save. If you do not want to save your new entry, click .

Editing an employee changes the employee record, and any references to the employee in your submittal will reflect the saved changes. To Edit an employee:

1. Start on the Employees page, which is also an option off the Main Menu. After visually locating the Employee you want to edit, click on then 
2. When your data is complete and accurate, click to save. If you do not want to save your changes, click .

Delete An Employee
Deleting an employee removes them completely out of your submittal. To Delete an employee:

1. Start on the Employees page, which is also an option off the Main Menu. Employees are shown in an Alphabetical Listing of Employees.
2. Visually locate the Employee you want to remove and click .

The system will present a confirmation option. If the employee is assigned to one or more Services, each Services will be listed along with projects assigned to the employee/Services combination. If projects are included, you may uncheck and retain Template projects if desired.

3. When you are sure you want to proceed, select Remove Employee or Remove Employee-Services. To restore an employee that has been deleted use the Add Employee option.
Assign Employee To Services
Employees and their experience history are assigned to one or more Services to demonstrate experience in a Services. This history is also referred to as an employee resume.

Services Name: Identify the Services that the employee will be assigned to.

Staff Category: Identify the proper category for the employee listed on the form. The three staff experience categories and their definitions are discussed in the Employee Experience section.

To assign an Employee to a Service:

1. Start on the Employees page, which is an option off the Main Menu. Visually locate the employee that will be assigned. Available employees are shown in an Alphabetical Listing of Employees.

2. Click .

The system will present a new form. If the employee is assigned to one or more Services, each Services will be listed along with the Staff Category (see definitions above).

3. Select Add a Services in the Services & Qualifications section.

4. Pick a new Services from the Services available for assignment list and select the appropriate Staff Category.

5. Click to submit.

The form will refresh and show the new Employee – Services. If there is a reason the selected Employee – Services combination cannot be added, a warning message will display.

Remove An Employee Services
To remove an Employee from a Services:

1. Start on the Employees page that is an option off the Main Menu. Visually locate the employee that will be removed from a Services. Available employees are shown in an Alphabetical Listing of Employees.

2. Click .

The system will present a new form. If the employee is assigned to one or more Services, each Services will be listed along with the Staff Category.

3. In the Services & Qualifications section, click at the right of the Service the employee should be removed from.

The system will present a confirmation option.

4. Confirm your choice by selecting Remove Employee-Services.

The form will refresh and show any remaining Employee – Services assignments.
Projects

There are two categories of projects in the SOQ process: firm projects and employee projects. We have provided tools to make it easy to 're-use' the project information you provide.

Firm projects are those that the firm managed. They are related to a specific Services or Works. A firm may have up to (10) ten firm projects that have been started or completed within the past (10) years, however, we recommend that you only submit those needed to establish your firm's expertise and experience.

**NOTE: If you have projects that are beyond the eight-year cutoff, the Verification report will list them. Even if you retain these projects, they will not be included for evaluation.**

Employee projects are those that a particular employee worked on whether with the current firm or while at a previous employer. You may copy an employee project so its data can be used as a firm project.

In addition to regular firm and employee projects, template projects are created with basic information that may be used as a template to create one or more projects. The created projects are all linked to the original template. This link allows the operator to make changes one time in the template, and push them out to linked projects.

If you want to leverage existing non-template projects you may use the copy functions to copy a project. For example, you may copy a firm project so the data can be used as an employee project, or vice versa.

**Template Projects**

A template project can be either a firm project or an employee project. It acts as a normal project in terms of assigning it to a Services, Works, or an Employee - Services. However, it is also designed to share selected data with other projects. When you create other projects from a template, they remain linked to the template. This linking provides a unique tool. The operator can make changes to a template project and push the changes out to linked projects. All changes made to a template do not have to all be pushed out to linked projects. The system allows you to designate which changes you want to push out.

Linked projects can have their relationship with the template project severed. This is accomplished while editing the linked project. Removing the template project link will make the formerly linked project stand on its own. Once a link is removed it cannot be re-established, and future changes to the template project will not modify the unlinked project.
To create a template project:

1. Create either a new firm or employee project from scratch or by copying an existing non-template project.

2. Designate the new project as a template project by clicking the “Use As a Template Project” check box at the top of the project page before you save it.

**Employee Projects**

These projects are used as a resume to show individual employee experience in a specific Services category. You may include projects worked by an employee while they were with a previous employer.

You can:

- Add an employee project,
- Edit an employee project, or
- Delete an employee project.

Firms may submit up to five (5) "A" Category resumes, five (5) "B" Category resumes, and when permitted, five (5) "C" Category resumes for each Services. For most Services, firms are limited to just "A" and "B" Category resumes. Only the following Services may include resumes for "C" Category employees:

- Construction Management – QA Material Testing
- Construction Management – Special Inspections & Testing
- Construction Management - Staff Augmentation
- Engineering – Corrosion
- Program Management – Staff Augmentation

For a detailed discussion of employee categories "A", "B", and "C" please refer to the Employee Experience section.

Each employee resume (employee / Services / category) is limited to the following number of projects:

- “A” category personnel – five projects
- “B” category personnel – three projects
- “B” category personnel for Program and Construction Management – five projects
- “C” category personnel – three projects
Add An Employee Project
To add a new employee project:

1. Start on the Projects page, which is an option off the Main Menu.

2. Select Employee Projects – By Employee.

3. Select an Employee from the drop-down list and click to the right of the assigned Service.

4. Start a new project by clicking on one of the options described:

The web site will display a new form to add a project related to the selected Employee - Services. You have four (4) methods to create a new project:

- Copy Existing Employee Project,
- Copy a Template Project,
- Copy Existing Firm Project,
- Create New Employee Project From Scratch, or
- Use Unassigned Employee Project.

5. Select a method, and enter the project data. When the provided data is complete you must click to record it. If you select Cancel the data will not be recorded and the data will restore to the condition it was in when the page was first displayed.

A description of required data and options to add a new employee project from scratch is outlined below:

Use As A Template Project - At the time of creating a new project you can designate it as a template project. This option is only displayed at the time a new project is being created.

- Employee - The name of the employee assigned to the Employee – Service.
- Service - The name of the Service portion of the Employee – Service.
- Project Name - The descriptive project name.
- Start Date - The approximate start date. You should enter a date for this field in the format of MM/YYYY. A start date is required.
- End Date - The approximate project design or construction completion date. You should enter a date for this field in the format of MM/YYYY. If the project is still underway (incomplete), check the ‘Not Complete’ option box. All projects that are part of the employees work history will be accepted.
Not Complete – This option box sets a flag telling the evaluators that the project is still in process, and has not been completed.

- **Job Title** - A descriptive title for the employee’s role in the project.
- **Location** - A description of the geographic project location, cross-streets, etc.
- **Description** - Indicate the nature of the project (Limited to 1,500 characters including spaces).
- **Duties** - Indicate what the named employee was responsible for on this project (Limited to 500 characters including spaces)
- **Owner / Client** - This is the project owner’s name.
- **Manager** - Name of the owner’s project manager. An optional title may be included.
- **Manager Phone** - The contact’s phone number in either of the following formats: 702-555-5555 or (702)555-5555

*Project Cost fields are optional.

### Edit An Employee Project

To edit an existing employee project:

1. Start on the Projects page and select Employee Projects – By Employee.
2. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word ‘water’ in their title, enter water in the Filter text box.
3. Select Update List when ready to start your search. Projects meeting the search criteria will be displayed in ascending order grouped by Employee Name – Services and by project name within each group.
4. After visually locating the project you want to edit, click on the Project link.

The web site will present the data entry form for you to edit the project information. Each data item is discussed in the Add An Employee Project section.

6. Click to record the changes. If you select, the changes will not be recorded and the data will restore to the condition it was in when the page was first displayed.

### Delete An Employee Project

To delete an employee project:

1. Start on the Projects page and select Employee Projects – By Employee.
2. Select an Employee from the drop-down list then search for the Project you want to remove.

3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word ‘water’ in their title, type water in the Limit list to Keyword or Phrase text box.

4. Select Update List when ready to start your search. Projects meeting the search criteria will be displayed in ascending order grouped by Employee Name – Service and by project name within each group.

5. After visually locating the project you want to delete, click on the Project link and the web site will present the data entry form. Click on Remove Project at the top right.

You will be prompted with a confirmation option.

6. Click Remove Project to confirm the delete.

**Firm Projects**

These projects are intended to show the firm’s recent background in a specific Services or Works category. Up to ten (10) firm projects may be provided for each Services or Works you submit. Project work performed by employees while employed with another firm are not to be shown on your firm's project list.

You can:

- Add a firm project,
- Edit an existing project, or
- Delete a firm project.

A description of required data and options to add or edit a firm project is outlined below:

Use As A Template Project - At the time of creating a new project you can designate it as a template project. This option is only displayed at the time a new project is being created.

- **Project Name** - The descriptive project name
- **Region** - Select region from the drop-down list options (Clark County, Nevada, or Other State)
- **Location** - A description of the geographic project location, cross-streets, etc.
- **Start Date** - The approximate start date. You should enter a date for this field in the format of MM/YYYY. A start date is required.
- **End Date** - The approximate project design or construction completion date. You should enter a date for this field in the format of MM/YYYY. If the project is still underway / incomplete, enter “on-going”. Only projects that are underway or completed in the past eight years will be accepted.
Add A Firm Project
When you create a firm project, it is assigned to a specific Service or Works. To add a new firm project:

1. Start on the Projects page, which is an option off the Main Menu.

2. Select Firm Projects – By Services or Works. Choose the desired Services/Works from the drop-down list then click Add.

The web site will display a new form to add a project related to the selected Services/Works. You have five (5) methods to create a new firm project:

- Copy Existing Employee Project,
- Copy a Template Firm Project,
- Copy Existing Firm Project,
- Create Firm Project From Scratch, or
- Use Unassigned Employee Project.

3. Select a method and enter the project data. When the provided data is complete you must click to record it. If you select the data will not be recorded and the data will reset to the condition it was in when the page was first displayed.

**Edit A Firm Project**

To edit an existing firm project:

1. Start on the Projects page, which is an option off the Main Menu.

2. Select Firm Projects – By Services or Works. Choose the desired Services/Works from the drop-down list and search for the Project you want to edit.

3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word ‘water’ in their title, enter water in the Filter text box. Click on Update List to execute your search.

Projects meeting the selected criteria will be displayed in ascending order.

4. Visually locate the desired project, and click on the Project link. The web site will present a data entry form for you to edit the project information.

5. When the provided data is complete, click to record the changes. If you select the changes will not be recorded and the data will reset to the condition it was in when the page was first displayed.

**Delete A Firm Project**

To delete a firm project:

1. Start on the Projects page, which is an option off the Main Menu.

2. Select Firm Projects – By Services or Works. Choose the desired Services/Works from the drop-down list and search for the Project you want to delete.

3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word ‘water’ in their title, enter water in the Filter text box. Click on Update List to execute your search.

Projects meeting the selected criteria will be displayed in ascending order.

4. After visually locating the project you want to delete, click on the Project link and the web site will present the data entry form. Click on Remove Project at the top right. You will be prompted with a confirmation option.

5. Click Remove Project to confirm the delete.
Reports

The reports available to you will depend in part on the Services and Works options you have selected. This is because all options may not be applicable to your submittal.

NOTE: The submitting firm is solely responsible to check the completeness and accuracy of their submittal per the documentation provided by Clark County Water Reclamation District. These reports along with the Submittal Verification Results list may be used as aids in your effort. No single report or option should be relied on for determining accuracy or completeness.

Reports can be viewed on screen or printed. Also remember you may print any page in the SOQ web site as a paper report.

Depending on the layout, some web pages and reports fit best in portrait mode, others in landscape. You must set the layout option in your browser. In Internet Explorer you find these under the File menu, Page Setup.

Reports are divided into five groups:

Firm

Employees (Personnel Experience and Qualifications)

Services

Works

Other

Unique reports are available within each of the above groups.

Firm Reports

Firm reports include the following:

Firm Information – Provides a single report summarizing the firm data section of your submittal.

Personnel Experience and Qualifications Reports

This report includes employee background data and project data as it relates to specific Services. It may be printed for All Employee - Services, or a single Employee - Services.
Services Reports
Reports documenting Services include the following:

Services – This report has four sections. You may choose which sections to include in the report:

- Include “3-page” Summary
- Include Firm Projects
- Include Employee Experience and Qualifications

This report may be printed for All Services, or one selected Services.

Works Reports
This report has three sections. The Services Matrix is always included, and you may choose which of two optional sections to include in the report:

- Include “5-page” summary
- Include Firm Projects

This report may be printed for All Works, or one selected Works.
Contact Us

The staff at Clark County Water Reclamation District is interested and ready to help you with your SOQ needs. For the most efficient response, please e-mail us at: SOQ@cleanwaterteam.com

General Statement of Qualifications - Procedures, login/password issues, forms, deadlines, technical support, and other general information:

- Marie Oxley      SOQ@cleanwaterteam.com      (702) 668-8142
- Adam Werner      SOQ@cleanwaterteam.com      (702) 668-8143
Glossary of Definitions & Terms

AutoCAD®

Any reference made in the manual to CADD or AutoCAD will be a reference to the Autodesk® software known as "AutoCAD®" or AutoCAD Civil 3D.

The use of third party overlay programs such as "Eagle Point" or AutoCAD’s LDD civil programs are at the discretion of the user. All CADD files will be submitted to the District in the Standard AutoCAD .dwg or .xml format and on approved Microcomputer Disk Media. DXF files are not acceptable. The use of .dwf format is acceptable for the review process with pre-approval of the project manager. All text fonts or shape files in drawing must either be standard Windows or AutoCAD fonts. All other fonts or shape files must be provided with the electronic files submitted to the District. The preferred media will be CD Rom or DVD Rom. USB Flash Drives are also acceptable. Other formats are acceptable only with pre-approval of the project manager. The use of AutoCAD external reference files (XREF’s) is acceptable providing the files come directly from the directory of the master drawing and the reference does not link to files in other ‘drive directories’. All XREF drawings must have an insertion point of 0,0. All linked data files shall be treated in the same manner.

District

The terms "District" or "the District" are a generic reference to the Clark County Water Reclamation District.

Dialog

An on-screen form designed to organize command options and data entry fields. Typically a dialog has a heading, with an OK button to accept the changes and close it, or Cancel to close it without saving changes.

Hierarchy

Application of a top to bottom design. On the SOQ Web Site the top of the hierarchy is the Main Menu, followed by the Primary forms. From the Primary forms you can go to data input forms for specific tasks. These data input forms are the lowest level of the hierarchy.

Prime Consultant

The Prime Consultant is responsible to meet the requirements of the District as noted in SOQ and later contractual requirements. In some cases, a Sub Consultant may be hired by the Prime to provide services, subject to the requirements of the District.
**Project Manager**

A designated District employee assigned to oversee a design project.

**Sub Consultant**

A firm or individual that is being considered for, or is approved to provide professional services under the Prime Consultant.

**Summary Page**

A page on the web site that summarizes data for a section or topic. Normally this page links to one or more data entry pages where you may edit the data.

**URL**

Uniform Resource Locator. An address to an object, document, page, or other destination on the Internet or an intranet.