

# STANDARD FORM 254

## INSTRUCTIONS

### **Purpose:**

The policy of the Federal Government, in procuring architectural, engineering, and related professional services, is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254 – “Architectural-Engineer and Related Services Questionnaire” is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254’s with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualifications resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

### **Definitions:**

**“Architect-Engineer and related services”** are those professional services associated with research, development, design and construction, alteration, or repair of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals, and other related services.

**“Parent Company”** is that firm, company, corporation, associations or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e. Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The “parent company” of Firm A is Corporation C.

**“Principals”** are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

**“Discipline”**, as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual’s primary technical discipline.

**“Joint Venture”** is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

**“Consultant”**, as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

**“Prime”** refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The “prime” would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professional under its jurisdiction.

**“Branch Office”** is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. “Branch offices” are normally subject to the management decisions, bookkeeping, and policies of the main office.

**Instructions for Filing (Numbers below correspond to numbers contained in form):**

1. Type accurate and complete name of submitting firm, its address, and zip code.
  - 1a. Indicate whether form is being submitted in behalf of a parent firm or branch office. (Branch office submissions should list only personnel in, and experience of, that office).
2. Provide date the firm was established under the name shown in question 1.
3. Show date upon which all submitted information is current and accurate.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.)
5. Branches or subsidiaries of larger or parent companies, or conglomerates, should insert name and address of highest-tier owner.
  - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(les) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency). Listed principals must be empowered to speak for the firm on policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.

7a. Show total personnel in all offices (should be sum of all personnel, all branches).

8. Show total number of employees, by discipline, in submitting office (if form is being submitted by main or headquarters office, firm should list total employees, by discipline, in all offices). While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines-sociologists, biologists, etc. and number of people in each, in blank space.
9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects and (c) all other foreign work.

**Ranges of Professional Services Fees**

**INDEX**

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million

**INDEX**

5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. 10 million or greater

10. Select and enter, in numerical sequence, **not more than thirty** (30) "Experience Profile Code" numbers from the listing (last page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. **Carefully review list.** (It is recognized some profile codes may be a part of other services

or projects contained on list, firms are encouraged to select profile costs which best indicate type and scope of services provided on past projects). For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled in listing **must** accompany the complete SF 254 when submitted to the Federal agencies.

11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a **maximum** of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be a part of an auditorium or educational facility). Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P", the prime professional, or "C" a consultant, or "JV" part of a joint venture on that particular project. (New firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience). (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the owner of that project. (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive office.
13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

**NEW FIRMS (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employ of others. In so doing, notations of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.**

**Experience Profile Code Numbers for use with questions 10 and 11**

|     |   |     |   |     |  |
|-----|---|-----|---|-----|--|
| 001 | Acoustics; Noise Abatement                                  | 027 | Dining Halls; Clubs; Restaurants                              | 058 | Laboratories; Medical Research Facilities                      |
| 002 | Aerial Photogrammetry                                       | 028 | Ecological & Archeological Investigations                     | 059 | Landscape Architecture   |
| 003 | Agricultural Development; Grain Storage, Farm Mechanization | 029 | Educational Facilities, Classrooms                            | 060 | Libraries; Museums; Galleries                                  |
| 004 | Air Pollution Control                                       | 030 | Electronics   | 061 | Lighting (interiors; Display; Theatre; etc)                    |
| 005 | Airports; Navais; Airport Lighting; Aircraft Fueling        | 031 | Elevators; Escalators; People-Movers                          | 062 | Lighting (Exteriors; Streets; Memorials; Athletic Fields, etc  |
| 006 | Airports; Terminals & Hangers; Freight Fueling              | 032 | Energy Conservation; New Energy Sources                       | 063 | Materials Handling Systems; Conveyors Sorters                  |
| 007 | Arctic Facilities   | 033 | Environmental Impact Studies, Assessments or Statements       | 064 | Metallurgy   |
| 008 | Auditoriums & Theatres                                      | 034 | Fallout Shelters; Blast-Resistant Design                      | 065 | Microclimatology; Tropical Engineering                         |
| 009 | Automation; Controls; Instrumentation                       | 035 | Field Houses; Gyms; Stadiums                                  | 066 | Military Design Standards                                      |
| 010 | Barracks; Dormitories                                       | 036 | Fire Protection   | 067 | Mining & Mineralogy  |
|     | Bridges   | 037 | Forestry & Forest Products                                    | 068 | Missile Facilities (Silos; Fuels; Transport)                   |
| 011 | Cemeteries (Planning & Relocation)                          | 038 | Garages; Vehicle Maintenance Facilities, Parking Decks        | 069 | Modular Systems Design; Prefabricated Structures or Components |
| 012 | Chemical Processing & Storage                               | 039 | Gas Systems (Propane, Natural, etc.)                          | 070 | Naval Architecture; Off-shore Platforms                        |
| 013 | Churches; Chapels   | 040 | Graphic Design  | 071 | Nuclear Facilities; Nuclear Shielding                          |
| 014 | Codes; Standards; Ordinances                                | 041 | Harbors; Jetties, Piers; Ship Terminal Facilities             | 072 | Office Buildings; Industrial Parks                             |
| 015 | Cold Storage; Refrigeration; Fast Freeze                    | 042 | Heating, Ventilating; Air Conditioning                        | 073 | Oceanographic Engineering                                      |
| 016 | Commercial Buildings (low rise); Shopping Centers           | 043 | Health Systems Planning                                       | 074 | Ordnance; Munitions; Special Weapons                           |
| 017 | Communications Systems; TV; Microwave                       | 044 | High-rise, Air-Rights-Type Buildings                          | 075 | Petroleum Exploration; Refining                                |
| 018 | Computer Facilities; Computer Service                       | 045 | Highways, Streets; Airfield Paving; Parking Lots              | 076 | Petroleum and Fuel (Storage and Distribution)                  |
| 019 | Conservation and Resource Management                        | 046 | Historical Preservations                                      | 077 | Pipelines (Cross-country-liquid & gas)                         |
| 020 | Construction Management                                     | 047 | Hospitals & Medical Facilities                                | 078 | Planning (Community, Regional, Areawide and State)             |
| 021 | Corrosion Control; Cathodic Protection; Electrolysis        | 048 | Hotels; Motels  | 079 | Planning (Site, Installation and Project)                      |
| 022 | Cost Estimating   | 049 | Housing (residential, Multi0Family; Apartments; Condominiums) | 080 | Plumbing & Piping Design                                       |
| 023 | Dams (Concrete, Arch)                                       | 050 | Hydraulics & Pneumatics                                       | 081 | Pneumatic Structures; Air Support Buildings                    |
| 024 | Dams (Earth; Rock); Dikes; Levees                           | 051 | Industrial Buildings; Manufacturing Plants                    | 082 | Postal Facilities  |
| 025 | Desalinization (Process & Facilities)                       | 052 | Industrial Design; Space Planning                             | 083 | Power Generations, Transmission, Distribution                  |
|     |   | 053 | Irrigation; Drainage  |     |  |
|     |   | 054 | Judicial and Courtroom Facilities                             |     |  |

|     |  |     |  |
|-----|--|-----|--|
| 084 | Prisons & Correctional Facilities                  | 109 | Tunnels & Subways                                |
| 085 | Product, Machine & Equipment Design                | 110 | Urban Renewal; Community Development             |
| 086 | Radar; Sonar; Radio & Radar Telescopes             | 111 | Utilities (Gas & Steam)                          |
| 087 | Railroad; Rapid Transit                            | 112 | Value Analysis; Life-Cycle Costing               |
| 088 | Recreation Facilities (Parks, Marines, etc)        | 113 | Warehouses & Depots                              |
| 089 | Rehabilitation (Buildings, Structures, Facilities) | 114 | Water Resources; Hydrology; Ground Water         |
| 090 | Resource Recovery; Recycling                       | 115 | Water Supply, Treatment and Distribution         |
| 091 | Radio Frequency Systems & Shieldings               | 116 | Wind Tunnels; Research/Testing Facilities Design |
| 092 | Rivers; Canals; Waterways; Flood Control           | 117 | Zoning; Land Use Studies                         |
| 093 | Safety Engineering; Accident Studies; OSHA Studies | 201 | _____  |
| 094 | Security Systems; Intruder & Smoke Detection       | 202 | _____  |
| 095 | Seismic Designs & Studies                          | 203 | _____  |
| 096 | Sewage Collection; Treatment and Disposal          | 204 | _____  |
| 097 | Soils & Geologic Studies; Foundations              | 205 | _____  |
| 098 | Solar Energy Utilization                           |     |  |
| 099 | Solid Wastes; Incinerations; Land Fill             |     |  |
| 100 | Special Environments; Clean Rooms, etc.            |     |  |
| 101 | Structural Design; Special Structures              |     |  |
| 102 | Surveying; Platting; Mapping; Flood Plain Studies  |     |  |
| 103 | Swimming Pools                                     |     |  |
| 104 | Storm Water Handling & Facilities                  |     |  |
| 105 | Telephone Systems (Rural; Mobile; Intercom, etc)   |     |  |
| 106 | Testing & Inspection Services                      |     |  |
| 107 | Traffic & Transportation Engineering               |     |  |
| 108 | Towers (Self-Supporting & Guyed Systems)           |     |  |

**INSTRUCTIONS FOR  
RETURNING COMPLETED  
FORM**

**1. Return completed form to:**

**Mr. Patrick J. Logan  
Associate Director of Public  
Works/Development &  
Environmental  
Department of Public Works  
1515 E. University Avenue  
P.O. Box 4017-C  
Lafayette, LA 70502**

**2. Any questions, please contact:**

**Mr. Patrick J. Logan  
337-291-5603 (phone)  
337-291-5696 (fax)  
E-Mail:  
[plogan@lafayettegov.com](mailto:plogan@lafayettegov.com)**