

## Consulting Services Questionnaire

1. Project name
2. Date Submitted
3. Specify type of ownership and indicate if applicable:  
 Private corporation     Public corporation     Proprietorship  
 Partnership     Small business     Minority owned business  
 Woman owned business     Limited Liability Company

- 4a. Firm (or joint venture) name, mailing address, telephone number
- 4b. Firm=s owners
- 4c. Name, title, telephone, and fax number of principal to contact
- 4d. Name, title, telephone, and fax number of proposed project manager
5. Full time personnel assigned to project

Number            Position/Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Is submittal a joint venture?
  - a. If so, has joint venture worked together before?
  - b. If a joint venture, name of lead firm.
7. Summary of professional service fees received in (insert index number)

2007	2006	2005	2006	2003
( )	( )	( )	( )	( )

Use index below:

### Index

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. less than \$250,000        | 4. \$3,000,000 to \$6,000,000 |
| 2. \$250,000 to \$1,000,000   | 5. \$6,000,000 or greater     |
| 3. \$1,000,000 to \$3,000,000 |                               |
8. Brief resumes of key persons anticipated for this project. Please indicate male/female, minority/majority and parish of domicile.

- a. Name and title
  - b. Project assignment
  - c. Name of firm by which employed full time and location of office
  - d. Years experience with this firm  
With other firms in the New Orleans market \_\_\_\_\_
  - e. Highest Academic Degree: \_\_\_\_\_ Year Received  
  
Specialization  
Other Professional Training
  - f. Experience and qualification relevant to the proposed project
  - g. Names of public officials, political candidates and/or public agencies, especially in Louisiana for which the firm has provided service since July 1, 2003, with dates of the service and brief description.
  - h. Contracts using public funds (city, state or federal) administered by firm.
9. Work by firm=s personnel members to be assigned to this job which best illustrates current qualifications relevant to this project (list not more than 5 projects including experience with governmental issues).
- a. Project Name & Location and Owner=s Name
  - b. Project Description
  - c. Nature of Firm=s Responsibilities
  - d. Completion Date (Actual or Estimated)
  - e. Estimated Fees for Entire Project
10. Provide any additional information or description of resources supporting your firm=s qualifications for the proposed project.
11. Provide four references including name/title, phone number and address.