



STATEMENT OF QUALIFICATIONS  
SUBMITTAL FORM  
for

Agency Representative Construction Manager  
for Development Special Assessment District

This submittal form will be used to provide information for the unranked service category of Agency Representative Construction Manager, which is likely to include the plan review, inspection and approval of completed improvements, coordination with developer's engineer of record and testing firms, and reviewing and approving pay requests from the developer.

Improvements to be constructed with special assessment funds will include, but not be limited to, Truckee Meadows Water Authority, Nevada Department of Transportation, Washoe County and City of Reno infrastructure.

Firms must demonstrate an understanding of NRS 271 related to special assessment districts and the ability to provide services to ensure compliance with all City of Reno adopted codes, ordinances, as well as code-referenced standards in order to be a service provider in this category. Preference will be given to firms that are not engaged in services for private development in the Reno-Sparks area.

This form must be completed and submitted according to the guidelines set forth in the "Request for Statement of Qualifications". Any manipulation of this form is forbidden and may result in disqualification.

**I. COMPANY INFORMATION**

Company Name

Company Address:

Office location where work for  
this service category will be  
performed.

Primary Contact Person

Title

Phone Number

Fax Number

E-mail

## II. FIRM REGISTRATION

Agency Representative Construction Manager  
Unranked Category

Is your firm currently registered with Nevada Board of Professional Engineers and Land Surveyors?

☐ YES ☐ NO ☐ N/A ☐ Other

## III. SUBCONSULTANTS

List the types of work relevant to this service category for which you may engage subconsultants. Response is limited to the space provided below.

## IV. COMPANY OVERVIEW and EXPERTISE

Response is limited to the space below.

## V. LIST OF CURRENT COMMERCIAL, RESIDENTIAL OR INDUSTRIAL DEVELOPMENTS FOR WHICH THE FIRM IS CURRENTLY ENGAGED TO PROVIDE ENGINEERING, PLANNING OR INSPECTION SERVICES.

Response is limited to the space below.

## VI. KEY PERSONNEL

Agency Representative Construction Manager  
Unranked Category

Identify a contract manager or team leader for this service category and provide a brief narrative of their relevant qualifications and experience. You may list up to five (5) additional current key personnel available for this project with experience specifically relevant to this category. Responses are limited to the spaces provided below.

Contract Manager or Team Leader  
Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

1. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

## VI. KEY PERSONNEL

Agency Representative Construction Manager  
Unranked Category

2. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

3. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

## VI. KEY PERSONNEL

Agency Representative Construction Manager  
Unranked Category

4. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

5. Employee Name and Title

Professional License Number/State

Home Office Location (City, State)

Length of Employment at this Company

Qualifications and Experience

**VII. EXPERIENCE EXAMPLES**

List up to five (5) examples of contracts for agency engineering plan review and construction management prosecuted by your company that are relevant to this service category. Each contract listed shall have at least one (1) key employee from Section VI of this form who either managed or played a key role in the contract. Responses are limited to the spaces provided below.

1. Contract Name

Location

Start Date  Your Company's Total Consultant Fee

Complete Date

Client Name and Contact Information (include phone number and e-mail address)

1. Primary type of services provided.  
2. Approximate number of plan review/inspection hours used on the contract.

Company's Current Key Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. If subconsultants were utilized, list the company names and describe the nature of their involvement, including what percentage of the consulting fee stated above is comprised of their work.

## VII. EXPERIENCE EXAMPLES

Agency Representative Construction Manager  
Unranked Category

2. Contract Name

Location

Start Date  Your Company's Total Consultant Fee

Complete Date

Client Name and Contact  
Information (include phone  
number and e-mail address)

1. Primary type of plan review/  
inspection performed.

2. Approximate number of  
review/inspection hours used  
on the contract.

Company's Current Key  
Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. If subconsultants were utilized, list the company names and describe the nature of their involvement, including what percentage of the consulting fee stated above is comprised of their work.

## VII. EXPERIENCE EXAMPLES

Agency Representative Construction Manager  
Unranked Category

3. Contract Name

Location

Start Date  Your Company's Total Consultant Fee

Complete Date

Client Name and Contact  
Information (include phone  
number and e-mail address)

1. Primary type of plan review/  
inspection performed.

2. Approximate number of  
review/inspection hours used  
on the contract.

Company's Current Key  
Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. If subconsultants were utilized, list the company names and describe the nature of their involvement, including what percentage of the consulting fee stated above is comprised of their work.



## VII. EXPERIENCE EXAMPLES

Agency Representative Construction Manager  
Unranked Category

4. Contract Name

Location

Start Date  Your Company's Total Consultant Fee

Complete Date

Client Name and Contact  
Information (include phone  
number and e-mail address)

1. Primary type of plan review/  
inspection performed.

2. Approximate number of  
review/inspection hours used  
on the contract.

Company's Current Key  
Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. If subconsultants were utilized, list the company names and describe the nature of their involvement, including what percentage of the consulting fee stated above is comprised of their work.

## VII. EXPERIENCE EXAMPLES

Agency Representative Construction Manager  
Unranked Category

5. Contract Name

Location

Start Date  Your Company's Total Consultant Fee

Complete Date

Client Name and Contact  
Information (include phone  
number and e-mail address)

1. Primary type of plan review/  
inspection performed.

2. Approximate number of  
review/inspection hours used  
on the contract.

Company's Current Key  
Employee Name and Role

Description: Include contract overview, company's role in the contract, and list other key personnel currently employed by the company that worked on the contract. If subconsultants were utilized, list the company names and describe the nature of their involvement, including what percentage of the consulting fee stated above is comprised of their work.