

INSTRUCTIONS FOR COMPLETING SOQ FORM, CITY OF CHEYENNE STATEMENT OF QUALIFICATIONS QUESTIONNAIRE

1. Date prepared.
2. Firm name and mailing address. Firm name should be the company's legal name for contract purposes.
3. Year firm established.
4. Federal tax ID number.
5. DUNS number. This is only required if your firm already has a Data Universal Numbering System (DUNS) number. If you do not, it is not required.
6. Check only one box to identify whether this submittal is for a Parent Company or Branch/Subsidiary Office.
7. Name and address of Parent Company, if applicable.
8. Former Parent Company, if applicable, and years established.
9. Check only one box which best describes the Type of Ownership under which the company operates.
10. Contact information for no more than three individuals authorized to sign contracts on behalf of the company. Names, credentials (i.e., PE, PLS, AIA, PhD) and titles should be shown exactly as desired in a contract document.
11. Contact information for your accounts receivable staff. This should be your "working" staff who can handle routine invoice questions, not executive-level staff.
12. The street address for each branch office that could be providing services to the City of Cheyenne should be listed, as well as the total number of employees in each office.
- 12a. This should be the total number of employees in all the branch offices listed.

13. Consultants submitting a SOQ Form must comply with various Wyoming Statutes applicable to their profession. Certain professions (i.e., engineering, surveying, architectural, geology, etc.) require that companies and persons-in-charge who oversee work done in Wyoming must be licensed in Wyoming to even solicit business within Wyoming (i.e., prior to submitting a SOQ Form). Therefore, if any work codes with an asterisk under Item 17 are marked as services your firm provides, then the corresponding company and person-in-charge licenses should be listed here.
14. This item should include all employees from all branch offices who could potentially provide services to the City of Cheyenne. However, **each employee should only be counted once**, by their primary function. For example, if a Civil Engineer also does survey work, but their primary function is engineering, they should only be shown as a Civil Engineer. Additional position titles may be added as needed.
15. List the professional fees your firm has received for the past five years, beginning with the most current full year. If your firm has been in business less than five years, show all the applicable years. The fees should be represented by the Index numbers (1 thru 8) shown for the various ranges.
16. The work codes shown in bold font are main categories, and the work codes shown with regular font and indented are sub-categories. You **must** show **all** the work codes for which you want your firm to be considered. For example, if you only select **CE-Civil Engineering** and no sub-categories under that main category, you will **not** be considered for any of the sub-categories. Conversely, if you only select **CRD-Road Design** and not the main category, you will **only** be considered for that sub-category.

A firm should **ONLY** mark the work codes for services they provide themselves, **NOT** services they can obtain through a sub-consultant. While most of these work codes are self-explanatory, brief descriptions are provided at the end of these Instructions so that firms can get an idea of how the City of Cheyenne uses each work code.

Any work code with an asterisk which is marked as services your firm provides must have the applicable licenses listed under Item 13.

17. Each work code selected in Item 17 should have corresponding projects shown here to support the firm's experience providing such services. Multiple work codes can be shown for the same projects if applicable.
18. Each work code selected in Item 17 should have corresponding projects shown here to support the firm's experience providing such services. Multiple work codes can be shown for the same projects if applicable.

While experience for the last five years is requested, it is not required if the list of projects becomes too cumbersome. the City of Cheyenne is just looking for a representative sample of projects to support the firm's experience providing the work code services listed.

The Cost of Work shown should be the cost of the consultant services, not the construction cost.

The Completion Date shown should be the completion date of the consultant services, not the construction completion date. It is acceptable to show an anticipated completion date (future) if the consultant services are still in progress.

19. List any pertinent computer software and/or specialized equipment your firm uses, which is applicable to the services provided. For example, surveying firms should list any equipment used such as LiDAR, GPS, drones, etc. plus specific softwares.

The final *SOQ Form* (City of Cheyenne *Statement of Qualifications Questionnaire*) must be signed and dated and include the printed name and title of an authorized signatory listed under Item 10.

WORK CODE DEFINITIONS

ARC*-Architectural: Main category for architectural projects. If an architectural project does not fit one of the architectural sub-categories, the City of Cheyenne will use this work code to identify firms.

AFT*-Fuel Tanks: Specifically for fuel tank designs at various shop sites.

AID*-Interior Design/Space Planning: Generally for smaller interior design or space planning projects at various the City of Cheyenne facilities.

AMD*-Miscellaneous Design: A wide variety of miscellaneous architectural services such as salt/sand storage buildings, parking areas, entry doors, shop building extensions, etc.

AOB*-Office Buildings: Major building projects such as District buildings including resident engineer offices, motor vehicle services offices, vehicle repair shops, vehicle storage buildings and patrol offices.

ARA*-Rest Areas: Rest area designs (new or rehabilitation).

ARD*-Roof Design: Specifically for roof design or repairs.

ARN-Aeronautics: Main category for aeronautics projects. If an aeronautics project does not fit one of the aeronautics sub-categories, the City of Cheyenne will use this work code to identify firms.

AAE*-Airport Engineering: Airport design, inspection, contract administration and pavement management, and other engineering functions.

AAP-Airport Planning: Airport planning activities.

BPD*-Bike Path Design: Bike path design includes items such as pathway design and multi-use design. This is rarely used as an independent category, but usually included with other design categories.

CE*-Civil Engineering: Main category for civil engineering projects. If a civil engineering project does not fit one of the civil engineering sub-categories, the City of Cheyenne will use this work code to identify firms.

CCM*-Construction Management: Relates to any facet of contract administration during construction.

CDB*-Design/Build: the City of Cheyenne does not currently utilize design/build as a contracting method.

CDV*-Design Visualizations: Design visualizations. This is rarely used as an independent category, but usually included with other design categories.

CEN*-Enhancements: Enhancement design could include items such as decorative lighting, pedestrian lighting, landscaping, etc. This is rarely used as an independent category, but usually included with other design categories.

CMD*-Miscellaneous Design: Miscellaneous design could be any civil engineering service not covered by the other civil engineering sub-categories such as water system, wastewater system or storm sewer design. This is occasionally used as an independent category, but usually included with other design categories.

CRC-Reconnaissance: Primarily for master agreements to write reconnaissance reports for various projects.

CRD*-Road Design: Major road design projects utilizing MicroStation and GEOPAK software. Various other services such as preliminary engineering survey, geology, pavement design, hydraulic and structure design, traffic design, etc. are determined on a case-by-case basis for inclusion with the road design. A firm does not need to be proficient in each of the other categories in order to check the road design category.

CSD*-Context Sensitive Design: Context sensitive design. This is rarely used as an independent category, but usually included with other design categories.

CVE-Value Engineering Studies: Value engineering (VE) services. The VE facilitator is not required to be VE certified, but it is beneficial.

COM-HVAC Commissioning: HVAC commissioning services.

EE*-Electrical Engineering: Main category for electrical engineering projects. If an electrical engineering project does not fit one of the electrical engineering sub-categories, the City of Cheyenne will use this work code to identify firms.

EED*-Electrical Design: Electrical design services.

EES*-Electrical Studies: Electrical study services. This is rarely used as an independent category, but usually included with other design categories if needed.

ENV-Environmental Services: Main category for environmental service projects. If an environmental service project does not fit one of the environmental services sub-categories, the City of Cheyenne will use this work code to identify firms.

EAI-Archaeological Investigations: Primarily for master agreements to provide historical assessment services for various projects.

EBA-Biological Assessments/Studies: Primarily for master agreements to provide biological assessments and/or studies for various projects.

ECE-Categorical Exclusions: Primarily for master agreements to provide categorical exclusion services for various projects.

EEA-Environmental Assessments: Primarily for master agreements to provide environmental assessment services for various projects, but occasionally used for specific individual projects.

EHI-Historical/Cultural Investigations: Primarily for master agreements to provide historical and/or cultural resource investigation services for various projects.

EIS-Environmental Impact Statements: Primarily for master agreements to provide environmental impact statement services for various projects, but occasionally used for specific individual projects.

EWD-Wetland Design/Monitoring: Primarily for master agreements to provide wetland design and/or monitoring services for various projects.

GE*-Geological Engineering: Main category for geological engineering projects. If a geological engineering project does not fit one of the geological engineering sub-categories, the City of Cheyenne will use this work code to identify firms.

GDP*-Dynamic Pile Testing: Primarily for master agreements to provide dynamic pile testing services during construction for various projects.

GDR-Drilling: Primarily for master agreements to provide geotechnical drilling services, and installing, sampling and testing groundwater monitoring wells and inclinometers at environmentally sensitive sites and/or sites inaccessible to the City of Cheyenne drill rigs for various projects, but occasionally used for specific individual projects.

GSR*-Slide Repair: Primarily for master agreements to provide slide repair services for various projects, but occasionally used for specific individual projects.

GIS-Geographic Information Systems: GIS services. This is rarely used as an independent category, but usually included with other design categories.

GW-Grant Writing: Grant writing services.

HS-Highway Safety: Main category for highway safety projects. If a highway safety project does not fit one of the highway safety sub-categories, the City of Cheyenne will use this work code to identify firms.

HAS-Studies/Analysis/Reporting: Any highway safety studies and/or analysis such as speed limit studies, safety evaluation studies, bicycle/pedestrian studies, impaired driving studies and others.

HRS-Roadside Safety: Highway safety services relative to roadside safety.

HSS-Seatbelt Surveys: Annual statewide seatbelt survey.

HST-Safety Training: Highway safety training services.

HYD*-Hydraulics/Hydrology: Hydraulics and/or hydrology design. This is rarely used as an independent category, but usually included with other design categories.

IR*-Irrigation/Drainage: Irrigation and/or drainage design services. This is rarely used as an independent category, but usually included with other design categories.

IT-Information Technology: Main category for information technology projects. If an information technology project does not fit one of the information technology sub-categories, the City of Cheyenne will use this work code to identify firms.

ICT-Computer Training: Various computer training services.

IDS-Database/Software Development: Database and/or software development services. This covers all database and/or software development services, so it could vary immensely across the Department, ranging from simple database design for highway safety or traffic records to master agreements for PeopleSoft support services across the entire Department.

ITS-Intelligent Transportation Systems: Any services relative to ITS, such as variable message signs, variable speed limit signs, weather notification systems, etc.

LA*-Landscape Architecture: Landscape architecture design. This is rarely used as an independent category, but usually included with other design categories.

MAT*-Materials Testing: Materials testing. This is rarely used as an independent category, but usually included with other design categories.

ME*-Mechanical Engineering: Engineering services involving any mechanical systems for architectural projects. This is rarely used as an independent category, but usually included with other architectural design categories.

MFM-Meeting Facilitation/Mediation: Facilitation and/or mediation services.

MSW-Manuals/Specification Writing: Manual and/or specification writing services.

OTH-Other: Any services not covered by other categories. Firms should list each specific service on a separate line such as Forensic Engineering, Geomorphology, Rapid Transit, Acoustic Design, etc.

PA-Public Affairs: Media campaigns and/or videographer services.

PGM-Photogrammetry: Main category for photogrammetry projects. If a photogrammetry project does not fit one of the photogrammetry sub-categories, the City of Cheyenne will use this work code to identify firms.

PAP*-Aerial Photography: Aerial photography relative to engineering services. This is rarely used as an independent category, but usually included with other design categories.

PDM-Digital/Photo Mapping: Digital/photo mapping. This is occasionally used as an independent category, but usually included with other design categories.

PDO-Digital Orthophoto/Cartography: Digital orthophotos and/or cartography relative to engineering services. This is rarely used as an independent category, but usually included with other design categories.

PDT-DTM Development: DTM development. This is occasionally used as an independent category, but usually included with other design categories.

PLD-LiDAR Services: LiDAR services relative to engineering services. This is occasionally used as an independent category, but usually included with other design categories. Firms should list specific LiDAR services (Mobile LiDAR, Terrestrial LiDAR, Aerial LiDAR or LiDAR processing) under Item 20 of the CS-6 Form.

PLC-Planning (Regional/State): Planning studies covering a region of the state or statewide such as the State Freight Assessment Plan.

PLR-Planning (Railroad): Planning studies such as the State Rail Plan.

PLS-Planning (Site/Project): Planning studies which are more site- or project-specific.

PM-Pavement Management: Primarily used for accumulating pavement survey data for the City of Cheyenne pavement management system. Also used for the Aeronautics pavement management program in conjunction with other Aeronautics categories.

RST-Research/Study: Main category for research/study projects. the City of Cheyenne will use this work code to identify firms for any research/study project other than blowing snow.

RBS-Blowing Snow: Specifically for work associated with blowing snow studies, research or snow fence design.

SE*-Structural Engineering: Main category for structural engineering projects. If a structural engineering project does not fit one of the structural engineering sub-categories, the City of Cheyenne will use this work code to identify firms. This would also include items such as design of building foundations and structures for architectural projects.

SBD*-Bridge Design: Design of bridges, reinforced concrete box culverts, retaining walls, overhead sign structures and other highway-related structures. Utilize BRASS™ software when appropriate. Various other preliminary engineering services such as structure selection, preliminary layout, structural details, preliminary engineering survey, geology, road design, hydraulic design, traffic design, etc. are determined on a case-by-case basis for inclusion with the bridge design. A firm does not need to be proficient in each of the other categories in order to check the bridge design category.

SBF-Bridge Inspection – Fabrication: Inspection of bridge fabrication during construction. This is rarely used as an independent category, but usually included with other design categories.

SBI-Bridge Inspection – Inventory: Safety inspection of in-service bridges or tunnels for routine inventory updates. This category may also be used for inspection of fatigue-prone details of bridges requiring hands-on inspection and/or specialized non-destructive evaluation (NDE) equipment.

SBU-Bridge Inspection – Underwater: Inspection of underwater portions of bridges requiring specialized equipment.

SLP-Lead Paint Monitoring: Primarily for master agreements to provide lead-based paint removal monitoring services during construction.

SLR*-Bridge Load Ratings: Load rating of bridges for routine updates. Use of BRASS™ software will be required when applicable.

SSD-Bridge/Hydraulics Software Development: Software development specifically for bridge and/or hydraulics software. Primarily used for the BRASS™ suite of software.

STD*-Tunnel Design: Structural design specifically associated with tunnels.

SGS*-Soils and Geologic Studies: Primarily for master agreements to provide soils and/or geologic study services for various projects, but occasionally used for specific individual projects such as building geotechnical foundation investigation and design, or wastewater investigations.

SPR*-Shop Plan Review: Primarily for master agreements to provide guardrail shop plan review services for various projects. Other shop plan reviews are typically included with other design categories.

SRV*-Survey: Main category for survey projects. If a survey project does not fit one of the survey sub-categories, the City of Cheyenne will use this work code to identify firms.

SCS-Construction Survey: Surveying services during construction. This is rarely used as an independent category, but usually included with other design or construction categories.

SLS*-Land Survey: Used for master agreements to provide land survey services for various projects within the City of Cheyenne, as well as specific individual projects.

SPE-Preliminary Engineering Survey: Preliminary engineering survey. This is occasionally used as an independent category, but usually included with other design categories.

TE*-Traffic Engineering: Main category for traffic engineering projects. If a traffic engineering project does not fit one of the traffic engineering sub-categories, the City of Cheyenne will use this work code to identify firms. This category and sub-categories will focus on the safe and efficient movement of people and goods on roadways, including topics such as traffic flow, road geometry, sidewalks and crosswalks, cycling infrastructure, traffic signs, road surface markings and traffic lights.

TTD*-Traffic Design: Traffic design. This is rarely used as an independent category, but usually included with other design categories.

TTS-Traffic Studies: Traffic studies. This is rarely used as an independent category, but usually included with other design categories.

TEL-Telecommunications: Any services relative to telecommunications for the City of Cheyenne. This is rarely used as an independent category, but usually included with other design categories.

TRE*-Transportation Engineering: Transportation engineering. This is rarely used as an independent category, but usually included with other design categories. This category will focus on the planning, functional design, operation and management of facilities for any mode of transportation in order to provide for the movement of people and goods.

UTL-Utilities: Main category for utility projects. The City of Cheyenne will use this work code to identify firms for any utility project other than subsurface utility engineering.

USU-Subsurface Utility Engineering: Specifically for firms who provide subsurface utility engineering services including the actual potholing. This is NOT intended for firms who provide only the survey services and sub-contract the potholing.

WWM-Waste Management: Used primarily for sump modifications, testing and monitoring at the City of Cheyenne facilities throughout the State.

(*) Work codes requiring professional licensing.