Architect/Engineer Qualification Statement

Architects and Engineers interested in providing design services for Ball State University should complete this form and submit it to the Facilities Planning Office at the following address.

Director of Facilities Planning
Facilities Planning and Management
Ball State University
Muncie, Indiana 47306

Firms are encouraged to renew their submission on an as-needed basis to account for additional experience, staffing, etc.

Date Submitted: _____

1. BASIC INFORMATION

1.1. Architect/Engineer: _____

1.2. Business Address: _____

_____

_____

1.3. Telephone Number: _____

1.4. Contact Person: _____

1.4.1. Title: _____

1.5. Type of Organization: *(Check One)*

☐	Individual or Sole Proprietorship	☐	Partnership
☐	Professional Corporation/Association	☐	Joint Venture*
☐	Corporation	☐	Other*

**If joint Venture or Other, give details*

2. GENERAL INFORMATION

2.1. Names of Principals: _____

_____

_____

_____

_____

2.2. Key Personnel: _____

_____

_____

_____

2.3. Firm History:

2.4. Total Number of Staff: _____

2.5. Number of Registered Architects: _____

2.6. Number of Registered Engineers: *(Provide a breakdown of types of engineers employed full time)*

2.6.1. Mechanical: _____

2.6.2. Electrical: _____

2.6.3. Structural: _____

2.6.4. Civil: _____

2.7. Is your firm's main office in Indiana? _____

2.7.1. If so, where is it located? _____

2.8. Does your firm have an office in Indiana? _____

2.8.1. If so, where is it located? _____

2.9. What other services do you provide in-house:

3. GENERAL QUESTIONS

3.1. Has your firm done previous work for Ball State University? _____

3.1.1. If so, list those projects:

4. PROJECTS

Please attach a separate document detailing the following:

4.1. What type of projects do you feel your firm is best suited?

4.2. List Higher Education projects that your firm has completed.
Provide a brief description of each project, include size, cost, date of completion, owner/owner contact.

4.3. List other projects that are representative of recent work (past five years).
Provide a brief description of each project.

4.4. Examples of representative projects.
Provide photographs, renderings, plans, etc to demonstrate range of design work your firm has completed. Firm brochure may be attached for this purpose.

5. REFERENCES

Provide project references: include owners' representative name, address, phone number and other contact information.

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