# EXAMPLE-LIMITED (Home Office) TENNESSEE DEPARTMENT OF TRANSPORTATION 1 QUALIFICATION TYPE

## **ARCHITECT - ENGINEER QUALIFICATIONS**

1 QUALIFICATION TYPE LIMITED

	(If a firm has brai		omplete for e			ch office seeking work)		
	R BRANCH OFFICE) NAME C Consultants, Inc		_			3. YEAR ESTABLISHED 1984		S NUMBER
2b. STREET	<u> </u>			_			NERSHIP	
	4 Main Street, Suite 1					a. TYPE	NEIKOLIIF	
2c. CITY		2d. STATE	2e. ZIP (	CODE	-	Partnership		
Any	town	TN	3700	0		b. DISADVANTAGED BUS	SINESS ENT	ERPRISE (DBE)
6a. POINT	OF CONTACT NAME AND TITLE					X YES		NO
John	Q. Doe, CEO & President					7. TYPE OF OFFICE		
6b. TELEPH	IONE & FAX NUMBER 6c.	MAIL ADDRES	SS		_	Home Office		
615-	555-4663/615-555-3291	jqdoe@ab	cconsultant	s.com				
	8a. FORMER FIRM	NAME(S) (if ar	ny)			8b. YR. ESTABLISHED	8c. DUN	S NUMBER
							N.	/A
	9. EMPLOYEES BY DISCI	PLINE		A		PROFILE OF FIRM'S EXPE AVERAGE REVENUE FO		
a. Function	b. Discipline	c. No. of E	Employees	a. Profile		b. Experience		Revenue Index Number
Code	<u> </u>	(1) FIRM	(2) OFFICE	Code				(see below)
02	Administrative	3	1	D01	Dams	1:10 0	•	5
<u>12</u> 58	Civil Engineer Technician/Analyst	7	9	G04 M01		aphic Information System S ng Location/Addressing Sy		3 3
	Other Employees	7	3	S05		nd Geologic Studies; Found		4
				_				
_								
					-			
					_			
-	Other Employees			-				
	Total	35	15					
	PF	ROFESSIONAL	L SERVICES F	REVENUE II	NDEX N	UMBER		
2. 3. 4.	Less than \$100,000 \$100,000 to less than \$250,000 \$250,00 to less than \$500,000 \$500,000 to less than \$1 million \$1 million to less than \$2 million					6. \$2 million to less than \$5 7. \$5 million to less than \$1 8. \$10 million to less than \$ 9. \$25 million to less than \$ 0. \$50 million or greater	0 million 25 million	
			THORIZED R					
a. SIGNATU	JRE	i ne to	oregoing is a s	taternent of t	acis.	b. DATE		
						Janu	uary 12, 20	10
c. NAME AN John Q. I	ND TITLE Doe, CEO & President			_				

### **EXAMPLE-LIMITED** (Branch Office)

## TENNESSEE DEPARTMENT OF TRANSPORTATION ARCHITECT – ENGINEER QUALIFICATIONS

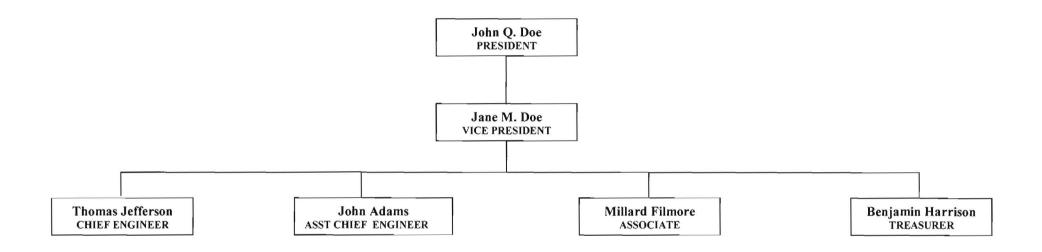
QUALIFICATION TYPE **LIMITED** 

### **PART I - GENERAL QUALIFICATIONS**

ABC Consultants, Inc		(If a firm has brar	nch offices, co	omplete for e	each specifi	ic branch office seeking work)
2b. STREET  1234 First Street, Suite 1  2c GTY  Anytown  NY  22111  5. OWNERSHIP  177PE  Partnership  b DisaDvarAaged Business enterprise (DBE)  X YES  X YES  TYPE  Partnership  b DisADvarAaged Business enterprise (DBE)  X YES  X YES  TYPE OFFICE  Branch Office 1  7. TYPE of OFFICE  Branch Office 1  8b. YR ESTABLISHED  8c. E MAIL ADDRESS  516-555-6789/516-555-9876  jindoe@abcconsultants.com  8a. FORMER FIRM NAME(S) (V am)  9. EMPLOYEES BY DISCIPLINE  a. Function Code  2c. No. of Employees  a. Function Code  2d. Administrative  3 3 2 DDL  2d. Ovil Engineer  7 5 Gdol  Code  2c. Voil Engineer  7 5 Gdol  Gold  Gol	2a. FIRM (O	R BRANCH OFFICE) NAME			-	3. YEAR ESTABLISHED 4. DUNS NUMBER
1.234 First Street, Suite 1   2e ZIP CODE	ABC	Consultants, Inc				1984 N/A
22. CITY Anytown NY 22111  Anytown NY 22111  Anytown NY 22111  Babe Point of Contract NAME AND TITLE Jame M. Doe, Vice President  Bar FORMER FIRM NAME(S) (** any)  Bab PORFELS DISCIPLINE  Function Code  1. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS  B. Function Code  2. Administrative  3. Punction Code  2. Administrative  3. Tothician/Analyst  1. Less than \$100,000  2. S100,000 to less than \$250,000  3. \$20 DOTHER FIRM Poops  Fotal  3. \$20 DOTHER FIRM Mapping Location/Addressing Systems  1. Less than \$100,000  2. \$100,000 to less than \$250,000  3. \$20,000 to less than \$250,000  3. \$250,000 to less than \$250,000  3	2b. STREET					5. OWNERSHIP
Anytown  Anytown  Anytown  NY 22111  Anytown  NNY 22111  B DISADVANTAGED BUSINESS ENTERPRISE (DBE)  X YES  NO  TYPE OF OFFICE  Branch Office 1  TYPE OF OFFICE  Branch Office 1  Branch Office 1  TYPE OF OFFICE  Branch Office 1  TYPE OF FICE  Branch Office 1  TYPE OF	1234	4 First Street, Suite 1				
a. POINT OF CONTACT NAME AND TITLE  Jane M. Doe, Vice President  5. TELEPHONE & FAX NUMBER  5. 16-555-6789/516-555-9876    midoe@abcconsultants.com  8a. FORMER FIRM NAME(S) (if any)  9. EMPLOYEES BY DISCIPLINE  1. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS  1. Profile  1. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS  1. Profile  1. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS  1. Profile  1. Less than \$100,000  2. \$100,000 to less than \$250,000  3. \$250,000 to less than \$250,000  3. \$250,000 to less than \$250,000  3. \$250,000 to less than \$250,0000  8. \$10 million to less than \$25 million  7. TYPE OF OFFICE Branch Office 1  8. YR ESTABLISHED  8. DUNS NUMBER N/A  1. Less than \$100,000  2. \$100,000 to less than \$250,000  3. \$250,000 to less than \$250,0000  8. \$10 million to less than \$250,0001	2c. CITY		d. STATE	2e. ZIP (	ODE	
Jane M. Doe, Vice President   Type of Office   Branch Office	Any	town	NY	2211	1	
Branch Office     Branch Office	6a. POINT C	OF CONTACT NAME AND TITLE		-		
Start	Jane	M. Doe, Vice President				
Section		•	MAIL ADDRES	ss		Branch Office 1
Section	516-	555-6789/516-555-9876	imdoe@ab	cconsultant	ts.com	
9. EMPLOYEES BY DISCIPLINE  10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS  a. Function Code  b. Discipline  10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS  a. Function (2) OFFICE  10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS  a. Function (2) OFFICE  10. Dams  11. Exercise of Code  11. Less than \$100,000  2. \$100,000 to less than \$250,000  3. \$250,00 to less than \$250,000  4. PROFIESIONAL SERVICES REVENUE INDEX NUMBER	A. 100 100	CONTRACTOR OF THE PRODUCT OF THE SAME CONTRACTOR OF THE SAME CONTRAC				8b. YR ESTABLISHED 8c. DUNS NUMBER
ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS						N/A
C. No. of Employees   A. Profile   Code   B. Experience   Revenue Ind Number   See below	-	0 EMBLOVEES BY DISCH	DI INE			10. PROFILE OF FIRM'S EXPERIENCE AND
Discipline		9. EMPLOTEES BY DISCH	5 1 TOO SALES			NNUAL AVERAGE REVENUE FOR LAST 5 YEARS
O2   Administrative   3   2   D01   Dams   5		b. Discipline				b. Experience Number
Section   Sect				2		Dams 5
Other Employees 7 4 S05 Soils and Geologic Studies; Foundations 4						
Other Employees	58					
Total   35   20		Other Employees	/		303	3011s and Geologic Studies, 1 dundations 4
Total   35   20						
Total   35   20						
Total   35   20						
Total   35   20			-			
Total   35   20						
Total   35   20					-	
Total   35   20	_					
Total   35   20			_			
Total   35   20						
Total   35   20						
Total   35   20						
Total   35   20						
Total   35   20						
Total   35   20						
Total   35   20						
PROFESSIONAL SERVICES REVENUE INDEX NUMBER  1. Less than \$100,000 2. \$100,000 to less than \$250,000 3. \$250,00 to less than \$500,000 8. \$10 million to less than \$25 million 8. \$10 million to less than \$25 million			25			
1. Less than \$100,000       6. \$2 million to less than \$5 million         2. \$100,000 to less than \$250,000       7. \$5 million to less than \$10 million         3. \$250,00 to less than \$500,000       8. \$10 million to less than \$25 million					<u> </u>	
5. \$1 million to less than \$2 million 10. \$50 million or greater	2. 3. 4.	Less than \$100,000 \$100,000 to less than \$250,000 \$250,00 to less than \$500,000 \$500,000 to less than \$1 million	OFESSIONAL	L SERVICES F	REVENUE IN	<ul> <li>6. \$2 million to less than \$5 million</li> <li>7. \$5 million to less than \$10 million</li> <li>8. \$10 million to less than \$25 million</li> <li>9. \$25 million to less than \$50 million</li> </ul>
11. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.						ATIVE
a. SIGNATURE  b. DATE  January 12, 2010	a. SIGNATU	JRE		nogonig is a s	Catoriorii Of I	b. DATE
c. NAME AND TITLE Jane M. Doe, Vice President						

### **EXAMPLE**

### ABC Consultants, Inc.



#### \_1\_ of \_2\_

### **EXAMPLE-Engineer**

### 12. RESUMES OF KEY PERSONNEL

(Complete one page for each key person.)

NAME		ROLE / TITLE			YEARS EXPERIENCE			
Tala	n O Dan	CEO & President			TOTAL	V	WITH CURRENT FIRM	
	n Q. Doe	CEO & Fresident			20	1	6	
	NAME AND LOCATION (City and State) C Consultants, Inc.				-			
EDU	CATION (DEGREE AND SPECIALIZATION)	<del></del>	CURRENT	PROFESSIONA	L REGISTRATION	(STATE AN	D DISCIPLINE)	
MB	A/University of Tennessee							
				onal Engine	er (Civil) in	Tennesse	e	
B.S	. Civil Engineering/Tennessee Tech Un	iversity						
ОТН	ER PROFESSIONAL QUALIFICATIONS (Publications, C	rganizations, Training, Av	vards, etc.)			-		
Ten	nessee Society of Professional Engineer	`S						
	erican Society of Civil Engineers							
DE VIDENSE		RELEVANT	DBO IEC.	TS		-		
	(1) TITLE AND LOCATION (County)	TILLE VAINT	TROJEC	-	(2) YEAI	R COMPLETE	ED	
	Monterey Railroad Museum			PROFESSION	AL SERVICES	CONSTR	RUCTION (If applicable)	
	Monterey, TN			2010		Ongoing	g	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.	.) AND SPECIFIC ROLE				roject perfo	rmed with current firm	
u.	Project Engineer for a new railroad	museum and park	ing area f	or the City o	of Monterey.	This pro	iect is one of the	
	trail heads for the Rails for Trails which							
	use hiking and biking trails. This proj							
	(1) TITLE AND LOCATION (County)				(2) YEAI	R COMPLETE	ED	
	Beckwith Farms Distribution Facili	ty		PROFESSION	AL SERVICES		RUCTION (If applicable)	
	Mt Juliet, TN			2008		2008 to	2010	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			□ Check if project performed with current firm				
b.	P '- C '- C '- L '- L'	C				01 4	1 21 22	
	Project Engineer for site plan and infrastructure on a new development consisting of four Class A buildings totaling 3.33 Million square feet. Detailed plans and site design for roads, drainage facilities and grading were provided.							
		_		out and design was obtained as part of services.				
	Coordination with utility and local gov	verninent for appro	oval of lag	your and des	agii was oota	illeu as p	art or services.	
	(1) TITLE AND LOCATION (County)			DOOFFOOION		COMPLETE		
	The Pinnacle at Symphony Place O	ffice Building			AL SERVICES		RUCTION (If applicable)	
	Nashville, TN			2007 - 2	13.5		- 2009	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE    Check if project performed with current firm   Prepared the site plans for a new 1.1 million square foot 28-story office building in downtown Nashville. Detailed							
	Prepared the site plans for a new 1.1 million square foot, 28-story office building in downtown Nashville. Detailed design provided for the site construction plans included drainage, grading, utilities and a foundation drainage system.							
	The project included development of a design.	i live level, below	grade par	King garage	. The project	t was a L	ED accredited	
	(1) TITLE AND LOCATION (County)		-		(2) YFAI	R COMPLETE		
	(Santy)			PROFESSION	AL SERVICES	CONSTR	RUCTION (If applicable)	
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc	.) AND SPECIFIC ROLE			☐ Check if p	roject perfo	med with current firm	
u.	(c) 2.11.2. 2.2.2.11. 1.2.1 (2.1.3. 0.3.3.) 0.3.1, 0.3.1, 0.3.1, 0.3.1				•	* * * * * * * * * * * * * * * * * * *		
	(1) TITLE AND LOCATION (County)				(2) YEAI	R COMPLETE		
	5 /5			PROFESSION			RUCTION (If applicable)	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☐ Check if project performed with current firm				
e.								

# EXAMPLE-Engineer 12. RESUMES OF KEY PERSONNEL

(Complete one page for each key person.)

NAME		ROLE / TITLE				YEARS EXPERIENCE		
Ja	ane M. Doe	Vice-Presiden	t		TOTAL	WITH CURRENT FI	RM	
	NAME AND LOCATION (City and State)	90 1200au 180 - 100 190 190 19000000 10011000			20	16		
	ABC Consultants, Inc.							
EDUC	CATION (DEGREE AND SPECIALIZATION)		CURRENT	PROFESSIONA	L REGISTRATIO	(STATE AND DISCIPLINE)		
M.S	. Civil Engineering/University of Tenno							
	Civil Engineering/Tennessee Tech Un	Profe	Professional Engineer (Civil) in Tennessee					
OTHE	R PROFESSIONAL QUALIFICATIONS (Publications, C	Prognizations Training Av	vards etc.)					
	ennessee Society of Professional Engin		, 0.0.,					
1	ennessee society of Professional Engin	CCIS						
		RELEVANT	PROJEC	TS			_	
	(1) TITLE AND LOCATION (County)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				RCOMPLETED		
	Coretech Industries Campus				IAL SERVICES	CONSTRUCTION (If applica	able)	
	Lebanon, TN  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.)	AND SPECIFIC POLE		2008	☑ Chock if n	Ongoing roject performed with curren	t firm	
a.	Provided engineering services for si		a aradina	drainage			Ciniii	
	details. Overall plan development inc						e the	
	first true green technology research an	•	_			•		
	and roadway improvements.	•			_			
	(1) TITLE AND LOCATION (County)	CC D - 11 11		PROFESSION	(2) YEAI	COMPLETED  CONSTRUCTION (If application)	ahla)	
	The Pinnacle at Symphony Place O Nashville, TN	ffice Building		2007 - 2		2008 - 2009	able)	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☐ Check if project performed with current firm			t firm	
b.	Prepared the site plans for a new 1.1 million square foot, 28-story office building in downtown Nashville. Details							
	design provided for the site construction plans included drainage, grading, utilities and a foundation drainage system.							
	The project included development of a	a five level, below	grade pai	rking garage	. The project	t was a LED accredited	d	
	design. (1) TITLE AND LOCATION (County)				(2) VEAL	RCOMPLETED		
	Music Row Roundabout			PROFESSION	IAL SERVICES	CONSTRUCTION (If applica	able)	
	Nashville, TN			1999-20	01	2001		
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE					roject performed with curren	t firm	
	Project manager and project engineer for Nashville's first modern roundabout. Managed multi-disciplined design							
	team for this \$3 million dollar streetscape and roadway improvement project. Project included design and construction administration for a roundabout to replace a six street intersection in an urban setting.							
	(1) TITLE AND LOCATION (County)		- SIX SHEE	T Intersectio		R COMPLETED		
	(1) THEE AND LOCATION (County)			PROFESSION	(2) YEAR	CONSTRUCTION (If applica	able)	
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☐ Check if project performed with current firm			t firm	
	(1) TITLE AND LOCATION (County)				(2) YEAI	R COMPLETED		
				PROFESSION	IAL SERVICES	CONSTRUCTION (If applica	able)	
	(a) PRISE RECORDING (D. C.	AND ODESIES DOLE			Charle it is		· C	
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.	:.) AND SPECIFIC ROLE			☐ Check if p	roject performed with current	t film	



### TO ACCOMPANY TDOT'S FORM DT-0330

### BALANCE SHEET FOR DECEMBER 2009 (End of Firm's Fiscal Year)

ABC Consultants, Inc

Name of Firm

ASSETS		LIABILITIES AND NET WORTH			
CURRENT ASSETS		CURRENT LIABILITIES			
Cash:	0.457.070.00	Judgements & Accounts Payable	\$ 73,280.02		
On Hand	\$ 157,372.38				
In Banks		Notes Payable			
Certified Checks on Deposit for Bids		(a) To banks for certified checks	\$ 24,462.34		
Notes Receivable (Less Discount)	\$ 1,756.33	(b) To banks for payoffs			
Accounts Receivable	\$ 166,754.55	(c) To material companies			
Stocks and Bonds		(d) To equipment companies			
Inventories		(e) To other (exclusive of equipment)			
Interest Receivable Accrued on		Owing Subcontractors			
Notes, Securities, etc.		Accrued taxes	\$ 128.87		
Life Insurance		Accrued Salaries and Payoffs			
		Accrued Interest Payable			
Total Current Assets	\$ 325,883.26	Total Current Liabilities	\$ 97,871.23		
FIXED ASSETS NET BOOK VA	LUE	FIXED AND OTHER LIABILITY	ES		
FIXED ASSETS NET BOOK VA	\$ 14,100.15	FIXED AND OTHER LIABILITY  Mortgage on Plant Equipment	ES		
			\$ 83,110.51		
Plant and Equipment	\$ 14,100.15	Mortgage on Plant Equipment			
Plant and Equipment	\$ 14,100.15	Mortgage on Plant Equipment  Mortgage on Real Estate			
Plant and Equipment  Real Estate	\$ 14,100.15 \$ 125,468.17	Mortgage on Plant Equipment  Mortgage on Real Estate  Other Liabilities	\$ 83,110.51		
Plant and Equipment  Real Estate  Total Fixed Assets	\$ 14,100.15 \$ 125,468.17	Mortgage on Plant Equipment  Mortgage on Real Estate  Other Liabilities  Total Fixed and Other Liabilities	\$ 83,110.51		
Plant and Equipment Real Estate  Total Fixed Assets  OTHER ASSETS	\$ 14,100.15 \$ 125,468.17	Mortgage on Plant Equipment  Mortgage on Real Estate  Other Liabilities  Total Fixed and Other Liabilities  NET WORTH	\$ 83,110.51		
Plant and Equipment Real Estate  Total Fixed Assets  OTHER ASSETS  Real Estate - Not used in business	\$ 14,100.15 \$ 125,468.17	Mortgage on Plant Equipment  Mortgage on Real Estate  Other Liabilities  Total Fixed and Other Liabilities  NET WORTH  Individual Partnership	\$ 83,110.51		
Plant and Equipment Real Estate  Total Fixed Assets  OTHER ASSETS  Real Estate - Not used in business and, Bldg., Improvement, etc.	\$ 14,100.15 \$ 125,468.17 \$ 139,568.32	Mortgage on Plant Equipment  Mortgage on Real Estate  Other Liabilities  Total Fixed and Other Liabilities  NET WORTH  Individual Partnership Retained Earnings	\$ 83,110.51 \$ 83,110.51 \$ 130,329.71		
Plant and Equipment Real Estate  Total Fixed Assets  OTHER ASSETS  Real Estate - Not used in business and, Bldg., Improvement, etc. Misc. Assets	\$ 14,100.15 \$ 125,468.17 \$ 139,568.32 \$ 2,115.84	Mortgage on Plant Equipment  Mortgage on Real Estate  Other Liabilities  Total Fixed and Other Liabilities  NET WORTH  Individual Partnership  Retained Earnings  Capital Stock	\$ 83,110.51 \$ 83,110.51 \$ 130,329.71 \$ 151,171.42		
Plant and Equipment Real Estate  Total Fixed Assets  OTHER ASSETS  Real Estate - Not used in business and, Bldg., Improvement, etc. Misc. Assets  Total Other Assets	\$ 14,100.15 \$ 125,468.17 \$ 139,568.32 \$ 2,115.84 \$ 2,115.84 \$ 467,567.42	Mortgage on Plant Equipment  Mortgage on Real Estate  Other Liabilities  Total Fixed and Other Liabilities  NET WORTH  Individual Partnership  Retained Earnings  Capital Stock  Surplus	\$ 83,110.51 \$ 83,110.51 \$ 130,329.71 \$ 151,171.42 \$ 5,084.55		
Plant and Equipment Real Estate  Total Fixed Assets  OTHER ASSETS  Real Estate - Not used in business and, Bldg., Improvement, etc. Misc. Assets  Total Other Assets  TOTAL ASSETS	\$ 14,100.15 \$ 125,468.17 \$ 139,568.32 \$ 2,115.84 \$ 2,115.84 \$ 467,567.42	Mortgage on Plant Equipment  Mortgage on Real Estate  Other Liabilities  Total Fixed and Other Liabilities  NET WORTH  Individual Partnership  Retained Earnings  Capital Stock  Surplus	\$ 83,110.51 \$ 83,110.51 \$ 130,329.71 \$ 151,171.42 \$ 5,084.55		