

## INSTRUCTIONS FOR COMPLETING AND SUBMITTING

### *Design Professional Selections Application for Specific Project*

Please note:

1. The *Design Professional Selections Application for Specific Project* has been revised as of April 2026 and is dated as such.
2. Design firms submitting a *Design Professional Selections Application for Specific Project* (Application) in response to advertised projects must utilize the updated application dated April 2026. Older versions of the Application submitted and received may be rejected.
3. No alterations or additions to the Application will be permitted. Any deviation may result in rejection. Alterations include, but are not limited to, duplicate pages added, extra section fields added, adjusting size of section fields.
4. The submission of the Application will only be accepted through the Trimble Unity Construct (Trimble) bid portal. The Application submitted by any other means will be rejected.
5. Design Firms applying as Joint Ventures must be legally bound entities, and as such, are a different firm from the independent firms that joined to create the Joint Venture. All responses to requested information in the Application must be answered as it relates to the Joint Venture entity and not the independent firms. When the SDB or VBE performs as a participant in a Joint Venture, the portion of the total dollar amount of the Professional Agreement equal to the distinct, clearly defined portion of the work of the Agreement that the SDB or VBE performs with its own forces will be credited toward fulfilling the SDB or VBE participation goals.

#### **Section 1 – PROJECT INFORMATION**

This information will be prepopulated for the specific project and should not be altered.

#### **Section 2 – APPLICANT GENERAL INFORMATION**

Provide the information on the firm that is applying for selection and will enter into a contract with the Commonwealth of Pennsylvania to provide professional services for the specific project.

**FIRM LEGAL NAME:** Enter the firm's legal business name, as registered in SAP and corresponds with the firm's EIN.

**SAP/VENDOR NUMBER:** Enter the firm's Commonwealth current, active SAP Vendor ID. (Vendor Registration can be accessed at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) or by calling 717-346-2676 (Harrisburg Area) or 877-435-7363 (Toll Free)).

**FIRM EIN NUMBER:** Enter the firm's Federal Employer Identification Number (EIN).

**PREDECESSOR FIRM AND/OR ADDITIONAL OPERATIONAL NAME AND EIN**

**NUMBER:** Enter the business name(s) or any legal predecessor firms and EIN and any other names and EINs that the firm may have operated under or been known as within the last five (5) years.

**CONTACT PERSON:** Enter the name of the firm's contact person during the selection process.

**TITLE:** Enter the contact person's title and position in the firm.

**EMAIL ADDRESS:** Enter the contact person's email address.

**STREET ADDRESS/CITY/STATE/ZIP CODE:** Enter the contact person's business mailing address.

**PHONE NUMBER:** Enter the contact person's telephone number.

**COUNTY:** Enter the county for the office performing the majority of the work.

**TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT**

**RESPONSIBILITIES:** Enter an estimate of the total number of different full-time employees to which the firm may assign project design and construction administration responsibilities on the project.

**NUMBER OF EMPLOYEES ASSIGNED AT THE OFFICE PERFORMING THE**

**MAJORITY OF THE WORK:** Enter the total number of full-time employees at the firm's business office that will be performing the majority of the work on the project.

**ADDRESS OF FIRM OFFICE PERFORMING THE MAJORITY OF THE WORK:** Enter the address of the firm's business office performing the majority of the work on the project. This location must be a location officially owned or leased in the firm's name at the time of this Application due date. DGS reserves the right to request verification documentation.

**DISTANCE FROM OFFICE PERFORMING MAJORITY OF WORK TO PROJECT SITE:**

Enter the distance in miles from the address of the office performing the majority of work to the project site.

**TYPE OF FIRM:** Select a firm type(s) and indicate if the project is a joint venture (JV). Check all appropriate boxes and provide an explanation if 'Other' is selected.

**FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS:**

Indicate if the firm applying has past experience with multi-prime construction projects.

### **Section 3 – DESIGN TEAM INFORMATION**

Provide information, as required, for no more than seven (7) key consulting firms that will be retained to assist in the design process. The consulting firms listed on the Application will be on the team responsible for leading the design of this project and cannot be substituted. Complete the following for each firm proposed:

**FIRM NAME:** Enter the consulting firm's business name.

**LOCATION OF FIRM OFFICE PERFORMING THE MAJORITY OF WORK:** Enter the business address (Street, City, State, and Zip Code) of the consulting firm's primary office that is supporting this project.

**NUMBER OF PROJECTS COMPLETED AS A TEAM (within 10 years):** Enter the number of projects that the project Applicant and the consulting firm have completed design and construction responsibilities for together within the last 10 years.

**TOTAL DOLLAR VALUE OF PROJECTS COMPLETED AS A TEAM (within 10 years):** Enter the total construction dollar value for the projects that the project Applicant and the consulting firm have completed together within the last 10 years.

**DESCRIBE ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES**

**CONSULTANT IS TO PROVIDE FOR THIS PROJECT:** Describe the types of services and responsibilities the consulting firm will perform for this project.

**LIST PAST PROJECTS COMPLETED AS TEAM BY BOTH THE CONSULTANT AND THE LEAD FIRM THAT ARE SIMILAR TO THE PROPOSED PROJECT. PROVIDE PROJECT SIZE, YEAR CONSTRUCTION WAS COMPLETED, AND TOTAL CONSTRUCTION COST. (Maximum of Three (3) Projects):**

List up to three (3) projects that are similar to the proposed project that the project Applicant and the consulting firm have completed together. Provide general information including the size of the project (building square footage and site acreage, as applicable), the year construction was completed, and the total construction cost value for each example.

**TOTAL NUMBER OF EMPLOYEES POTENTIALLY ASSIGNED PROJECT**

**RESPONSIBILITIES:** Enter an estimate of the total number of full-time employees to which the consulting firm may assign project design and construction administration responsibilities for this project.

**NUMBER OF EMPLOYEES AT THE OFFICE PERFORMING THE MAJORITY OF**

**WORK:** Enter the total number of full-time employees at the location of the consulting firm's business office performing the majority of work on this project.

**TYPE OF FIRM:** Select a firm type(s) and indicate if the project is a joint venture (JV). Check all appropriate boxes and provide an explanation if 'Other' is selected.

**FIRM'S PAST EXPERIENCE WITH MULTI-PRIME CONSTRUCTION PROJECTS:**

Indicate if the firm applying has past experience with multi-prime construction projects.

## Section 4 – KEY PERSONNEL

Provide information for up to nine (9) individuals from both the project Applicant and the consulting firm(s), where applicable, that will be responsible for leading the design of this project. The individuals listed on the Application will be on the team responsible for leading the design of this project and cannot be substituted. The first Application section is designated for the Lead Project Manager.

**NAME:** Enter the individual's full name.

**FIRM:** Enter the name of the firm for which the individual is employed.

**REGISTRATION NUMBER:** Enter the registration number of the individual's professional license. Indicate the state, if the license is not a Pennsylvania license.

**REGISTRATION EXPIRATION:** Enter the date that the individual's license expires.

**OFFICE LOCATION WHILE ON THIS PROJECT:** Enter the business office address from which the individual will operate while working on this project.

**NUMBER OF YEARS EMPLOYED BY FIRM:** Enter the total number of years that the individual has been employed by the firm.

**TOTAL NUMBER OF YEARS LICENSED:** Enter the total number of years that the individual has been licensed.

**SPECIFIC ROLE/RESPONSIBILITY FOR THIS PROJECT:** Describe the individual's anticipated specific roles and responsibilities on this project.

**SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS:** List projects where the individual performed similar roles and responsibilities.

**SPECIALTY/DISCIPLINE:** Indicate the individual's specialty and/or discipline. i.e. Architecture / Design Project Manager, etc.

**DEGREE/CERTIFICATION:** List applicable professional degrees and/or certifications.

**INSTITUTION:** Indicate the institution from which the professional degree/certification was obtained.

**YEAR GRADUATED:** Indicate the year that the individual's professional degree/certification was/were obtained.

## Section 5 – Firm's Recent Commonwealth Project Experience (Active and Complete)

To assist in evaluating the factor of 'equitable distribution of contracts to design professionals', provide information on recent Commonwealth experience in which the agreement/contract execution date is within the last five (5) years. List only projects in which the firm applying for this project holds or held a design professional agreement with the Commonwealth. Do not list the following: DGS

agreements, agreements with municipalities or sewer/water authorities, or projects where firm applying was a sub-consultant. Other Commonwealth projects are defined for purposes of the selection process application as those projects with professional services agreements with a Commonwealth agency, department, commission, board or office independent of DGS. It also includes non-DGS projects with professional services agreements directly with Universities in the Pennsylvania State System of Higher Education and projects with state-related Institutions (Pittsburgh, Penn State, Temple and Lincoln) or state-affiliated Institutions whose projects are Commonwealth funded. List most recent awards first. If the firm has been awarded more than twenty (20) Commonwealth design professional agreements with agencies other than DGS (e.g., Department of Transportation, Environmental Protection, etc.) within the last five (5) years, list the nineteen (19) most recent projects and indicate in row twenty (20) the number of additional projects and the additional total fee for the additional projects not individually listed. Provide the agency project number, the project title, the total professional basic services compensation for the project, the name of the agency or institution for which the project is or was to be designed, and the current status of the project. For project status, if active, indicate the stage of design or construction. If inactive indicate whether the project is complete or on hold.

## **Section 6 – Relevant Experience**

Provide information for up to three (3) projects completed within the last ten (10) years or currently being designed that best illustrate that the firm applying for this project has qualifications and experience that closely match this proposed project. DO NOT list projects performed only by the consultants listed in Section 3 – Design Team Information. Joint Venture firms should list only projects completed by the joint venture and not projects completed as independent firms.

**PROJECT NAME:** Enter the project name.

**LOCATION:** Enter the project address.

**CLIENT NAME:** Enter the client's name.

**PROJECT DESCRIPTION:** Provide general information on the project including type of construction, building square footage, and/or site size in acreage, as applicable.

**SERVICES PERFORMED BY THE FIRM ON THIS PROJECT. DIFFERENTIATE BETWEEN WORK COMPLETED AS A CONSULTANT TO ANOTHER FIRM AND**

**WORK PERFORMED AS THE LEAD DESIGN FIRM:** Describe the specific services provided for the project. Differentiate work that was completed as the prime professional vs. work that was completed as a consultant.

**CONSTRUCTION COMPLETION DATE/STATUS:** Enter the date the project had or is to receive final completion or occupancy.

**TOTAL AWARDED CONSTRUCTION CONTRACTS:** Enter the total awarded contract construction cost value for the project.

**TOTAL FINAL CONSTRUCTION CONTRACT:** Enter the final total construction cost value for complete project. If the project is under construction, provide the total construction cost to date. If the project is for a private client that will not permit this information to be released, indicate the cost differential from award to completion, or to date.

**CLIENT CONTACT NAME:** Provide a contact name for an individual that represents or represented the owner's interest during the design and construction of the project.

**TITLE:** Provide the title or position of the individual that is listed as the contact for the project.

**CONTACT TELEPHONE NUMBER:** Provide a current telephone number for the contact for the project.

**CONTACT EMAIL ADDRESS:** Provide an email address for the contact for the project.

## **Section 7 – Other Relevant Information**

Provide any additional relevant information supporting the applying firm's qualifications for this proposed project.

## **CERTIFICATION AND SIGNATURE**

By entering firm's name, signing in the appropriate Business Type fields, either by typing in name, applying a digital signature or printing, applying wet signature and re-scanning and submitting this '*Design Professional Selections Application for Specific Project*', you agree that you are signing and submitting this Application on behalf of the firm, and have the legal authority to do so. All Applications must be signed by an official authorized to bind the Applicant.

- Enter firm's legal business name.
- Sign the witness' name.
- Sign the name of the individual in the business organization with authority to bind the business to an agreement.
- Enter the date the document was signed.

The '*Design Professional Selections Application for Specific Project*' is to be uploaded through the Trimble Unity Construct bid portal. Refer to the Capital Programs Professional Selections Process Guidelines, available in the Trimble Unity Construct bid portal solicitation documents, for further information on submitting the Application and other Professional Selections processes.