



FEDERAL A/E Consultant Roster Application

10210 East Sprague Ave, Spokane Valley, WA 99206
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cphenderson@spokanevalley.org

To be considered for inclusion on the City of Spokane Valley Federal Architectural/Engineering (A/E) Consultant Roster, this application, along with any Statement of Qualifications (SOQ) shall be completed and submitted to the City of Spokane Valley at the address shown below. **Any omissions shall render the submittal incomplete** and shall delay consideration for placement on the Roster. Listing on the Federal A/E Consultant Roster is valid for **one year**. Consultants shall automatically be removed from the Roster one year from the date of placement. It is the consultant's responsibility to update the SOQ and Application annually to remain on the Roster.

This Federal A/E Roster does not replace the City's General Consultant Roster. The City's Small Public Works, Consultant and Vendor Rosters are managed by the Municipal Research and Services Center of Washington (MRSC) Rosters.

Company: _____ Telephone Number: _____

Complete Mailing Address: _____

Website: _____ Email: _____

Please attach or write in the space provided below the following information:

- Washington State UBI number: _____
- Federal tax ID number: _____
- City of Spokane Valley business registration: _____
- Current Commercial General Liability Insurance Company _____
- Current Errors and Omissions Insurance Company _____
- Proof of professional license numbers of staff

Please indicate the various discipline(s) your firm is qualified to perform (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Architectural (A) | <input type="checkbox"/> Mechanical Engineering (ME) |
| <input type="checkbox"/> Civil Engineering (CE) | <input type="checkbox"/> Right-of-Way (ROW) |
| <input type="checkbox"/> Geotechnical (G) | <input type="checkbox"/> Survey (S) |
| <input type="checkbox"/> Landscape Architecture (LA) | <input type="checkbox"/> Traffic Engineering (T) |
| <input type="checkbox"/> Other (O): _____ | |

By my signature below, I acknowledge that I have read and understand the requirements described in this application. To the best of my knowledge the information provided is a true representation of the named firm's ability to perform any contracts which may result by submittal of this application.

Signature

Title

Date

Return completed form and SOQ (email submissions are acceptable) to:
City of Spokane Valley, Attn: Candice Powers-Henderson
10210 East Sprague Avenue, Spokane Valley, WA 99206
CPHenderson@spokanevalley.org