



# Consultant/Supplier Registration

Please submit application and supporting information electronically to [cleanwater@corvias.com](mailto:cleanwater@corvias.com)

The following information represents details of our company's experience and resources for the purposes of being considered to qualify for future work in support of the Clean Water Partnership Program

**ATTACH A COPY OF IRS FORM W-9**

## COMPANY PROFILE

Legal Name of Business: \_\_\_\_\_

Principal Office Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Federal ID/Business Registration#: \_\_\_\_\_

Percent of Minority Ownership in the firm: \_\_\_\_\_ %

Type of Firm:  Corporation  Partnership  Individual  Sole Proprietorship  Joint Venture  
 Other If Incorporated, State/Province of Incorporation: \_\_\_\_\_

Business Type:  Professional Services/Consultant  Manufacturer  Supplier

Date Company Began Under Present Name: \_\_\_\_\_

Former Company Name(s): \_\_\_\_\_

Primary Services your firm performs: \_\_\_\_\_

Minority Qualified Eligible for Certification

I request Assistance with certifications

### Diversity Classifications Applicable: PLEASE SUBMIT CERTIFICATION DOCUMENTATION WITH APPLICATION

Prince George's County MBE Certified

Woman Presidents Organization (WEPO)

Prince George's County Local/Based Certified

Washington Metropolitan Area Transit Authority (WMATA)

Veteran-Owned Small Business (VA)

Maryland Department of Transportation (MDOT)

Maryland-District of Columbia Minority Supplier Development Council (MD-DC-MSDC)



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Indicate below the Percentage of Work or Services that your firm provides as a regular part of its business. If indicated less than **100 %** of annual sales represented by **self-performed** work. Provide information on companies(s) that will be utilized for remainder of work.

**Own Forces**
**% of Work**
**Sub-Contract**
**% of Annual Sales**

## QUALIFICATION DETAILS

### PART 1 – COMPANY INFORMATION

#### A. Organizational

Principals of the Company:

Names	Titles	Years in Position

Were any of the principles of your company employed by **Clean Water Partnership Program** affiliates in the last five years?  Yes  No

Is Company owned or controlled by a parent company?  Yes  No *(If Yes, complete the following):*

Legal Name of parent company: \_\_\_\_\_

Full Address of parent company: Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal \_\_\_\_\_ Country \_\_\_\_\_

Relationship of parent company:  Subsidiary  Division  Date of Ownership: \_\_\_\_\_

Average number of employees in your principal office for the last two years:

Last year (20____):	Office	Crafts	Total
Previous (20____):	Office	Crafts	Total

#### B. Personnel by Discipline: (List number of persons by primary function.)

- |                         |                      |                              |                             |
|-------------------------|----------------------|------------------------------|-----------------------------|
| Administrative          | Economists           | Landscape Architects         | Planners:<br>Urban/Regional |
| Architects              | Electrical Engineers | Low Impact Development (LID) | Sanitary Engineers          |
| Chemical Engineers      | Estimators           | Mechanical Engineers         | Soils Engineers             |
| Civil Engineers         | Geologist            | Mining Engineers             | Specification Writers       |
| Construction Inspectors | Green Infrastructure | Oceanographers               | Structural Engineers        |
| Draftsmen               | Hydrologists         |                              | Surveyors                   |
| Ecologists              | Interior Designers   |                              | Transportation Engineers    |



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## C. Summary of Professional Service Fees Received: (Insert index number)

Type of Work	Last 5 years (most recent first)					Ranges of Professional Service Fees INDEX
	2015	2014	2013	2012	2011	
Direct Federal contract work						1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 Million 5. \$1 Million to \$2 Million 6. \$2 Million to \$5 Million 7. \$5 Million to \$10 Million 8. \$10 Million or greater
All other domestic work						
All other foreign work*						

## D. Industry Certifications, Affiliations, and Memberships

Please provide copies of any certifications or licensure relating to your business.

## E. Financial

Largest Single Contract: \_\_\_\_\_ \$ USD

Annual Sales Volume (USD) for the last Three Fiscal Years:

FY 20 \_\_\_\_\_ \$ FY 20 \_\_\_\_\_ \$ FY 20 \_\_\_\_\_ \$

Does your firm submit information to Dun and Bradstreet? *(If yes, complete the following)*

Current Dun & Bradstreet Rating: \_\_\_\_\_ Duns # \_\_\_\_\_

References *(two required)*:

Reference:

(Name)

(Contact)

(Phone)

Reference:

(Name)

(Contact)

(Phone)

Do you have CPA audited financials? (Lack of audited financials does not eliminate you from work)  Yes  No

Is this firm currently in default on any loan agreement or financial agreement with any bank, financial institution or other entity? (If yes, specify details, circumstances and prospects for resolution)  Yes  No

Have you ever been adjudged bankrupt or filed a petition in bankruptcy?  Yes  No  
*(If either answer is Yes, please attach a brief explanation.)*



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### C. Insurance Information *(list standard coverage)*

Insurance	Insurance Company (not agent)	Policy No.	Coverage Limits (USD)
Commercial/General Liability			
Auto Insurance			
Workers Comp and Employers Liability			
Umbrella Coverage			
Professional Liability			

### D. Litigation

In the five years prior to the date of this questionnaire, has this firm or any principal of the firm been deemed to be in default on any contract awarded? *If yes, specify date, circumstances and resolution:*  Yes  No

Indicate if the firm was a party to any of the following legal or administrative proceedings during the last five years. If yes, state on attached pages the names of the parties, nature of the proceedings, amount in dispute and resolution.

1. In the past (5) years has your business or professional license been suspended or revoked  Yes  No
2. Arbitrations other than labor or personal injury litigation:  Yes  No
3. Lawsuits other than labor or personal injury litigation:  Yes  No
4. Criminal proceedings against firm or of firm's officers during the past 10 years:  Yes  No
5. Substantial claims of any nature for or against firm on project completed in the last 5 years:  Yes  No
6. Do you have any claims or litigation  Yes  No

*If yes to any of these questions please describe circumstances, jurisdiction and basis on a separate attachment*

## PART 3 – PROJECT EXPERIENCE

### A. Experience

Attach prepared list of recent major projects completed and work in progress, which must be marked to indicate Owner, Location, Type of Work Performed, Your Contract Value, and Percentage Complete or Year Completed, for each project listed. Indicate any Prince George's County experience.

LIST THREE (4) MOST SIGNIFICANT PROJECTS

Project & Address	Contact Phone	Contract With & Contact Phone	Type of Work & Contract Amount (USD)	Award Date



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## B. WORK IN PROGRESS UNDER CONTRACT

% Complete	Name and Location of Project	Owner or Engineer	Contract Value

Total work now in progress or under contract \$ \_\_\_\_\_

### CERTIFICATION

As an Authorized Representative for \_\_\_\_\_ I hereby certify that the answers to the foregoing questions, and all documents contained herein, are true and correct. I hereby submit our company details to Clean Water Partnership Program for review and consideration for future work. I acknowledge that submittal of the information requested does not grant automatic pre-qualification for work on any Clean Water Partnership Program project. Also being qualified for one project does not confer qualification for all projects. I authorize Clean Water Partnership Program to conduct any investigations it determines necessary to verify the statements, documents and information submitted herewith to clarify the financial and technical aspects. For this purpose only, I hereby agree that Clean Water Partnership Program may contact any of the references provided; including banks, insurance brokers, bonding agents, suppliers, or past clients to verify pertinent information provided in this questionnaire regarding our competence and standing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Above name typed or printed)