2016

eSOQ User Guide

Real Property Management

Statement of Qualifications

For the term of January 1, 2017 through December 31, 2018

Department of Real Property Management
Clark County, Nevada
Summer 2016

Contents

Introduction

The Clark County Purchasing & Contracts Division is soliciting a Statement of Qualifications (eSOQ) for Professional Services for the Department of Real Property Management. The eSOQ will be submitted electronically (RPM eSOQ) via the website: https://ccsoq.clarkcountynv.gov

The intent of this guide is to assist applicants in navigating and using the RPM eSOQ website.

Any questions and/or comments may be addressed to Sandy Moody-Upton scm@clarkcountynv.gov.

REMEMBER TO click UPDATE OFTEN (the system does not automatically save your work)

Existing/New User

The eSOQ website is: https://ccsoq.clarkcountynv.gov . **We recommend using "INTERNET EXPLORER" to navigate the site.**

The Real Property Management eSOQ submittal period is now OPEN. https://ccsoq.clarkcountynv.gov/ Click on Clark County Public Works to access our eSOQ.

Existing Firms: The Firm Administrator of record will receive an email with a temporary password. Please enter the email address for the person who is/was a SOQ *Firm Administrator* and the temporary password to renew you're account. You will then be prompted to create a new password.

If the firm principal that we have on record is no longer with the firm, you must have the new firm principal send a letter on letterhead, stating who the new contact people are. Use the email to renew and send us a new email to add a new SOQ Firm Administrator, please copy the firm Principal on the message. You may have access to the firm account as long as the company is the same and the tax id number has not changed.

New Firms: Click on New User and follow the directions to get set-up.

1. Click on the link for Clark County Real Property Management. **Every NEW** User will need to create a new account for Real Property Management's eSOQ: Note that the person who creates the RPM eSOQ account automatically becomes the Primary (i.e. firm administrator)
2. Click on "New User"
3. Minimum Requirements (you must be able to answer "yes" to all questions in order to create an account. Answering "no" will not allow you to create an account)
    a. Click on link to review sample contract
4. Click on "Submit Responses"
5. Enter Firm Administrator information (this person shall be responsible for overseeing the RPM eSOQ submittal, and will be the Primary eSOQ contact with firm administrator rights)
6. Enter Firm Information (this **must** be your local office)
7. Click on "Submit Request"
8. An email will be sent to the address you provided. The email will contain your temporary password for access to the site.
9. Use your email address and temporary password (case sensitive) to log on to the RPM eSOQ website.
10. Once you log in for the first time you will be directed to a webpage to create your own password and security question.
11. The first tab you will see after logging in will be the "Main Menu"; this tab contains summary of your submittal to date and any messages from the RPM eSOQ administrator.

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Firm Data

The information in this section corresponds to the FIRM DATA tab on the website.

<u>FIRM NAME & TAX ID</u>
This information is automatically filled in based on the information you provided when creating your New User account.

<u>GENERAL REQUIREMENTS</u>
These are the minimum requirements that must be met in order for a firm to be considered for any submittal. These are the same questions you answered when setting up an account as a New User; answering these questions again will provide a record of firm identity.

<u>INSURANCE DATA</u>
Enter your insurance coverage (note that you must meet the minimum requirements).

<u>FIRM OFFICE</u>
Data will be self-populated with the information you provided when you set up your account. Click on "Details" to edit the firm information i.e. Address, Year Established, Licensed Employees, etc.
You can click on the add office tab to enter additional offices.

<u>FIRM CONTACTS</u>
This is a list of people you have designated as contacts for your firm for the purposes of submitting this eSOQ. You may update the list by going to the TOOLBOX tab and clicking on Manage Users. In the Manage Users site you can update User Types and User Rights.

**Note that the person who creates the RPM eSOQ account automatically becomes the Primary (this person will have Firm Administrator rights). This person will have the ability to create new users (firm administrator go to TOOLBOX tab to "manage users"; select the rights for that user, then reset their password; temporary password is shown on screen – write down the password to give to the user for them to create their account). All Users must be assigned their Type and Rights.*

USER TYPES

Primary eSOQ Contact

Contract Signer

Primary eSOQ Contact/Contract Signer

eSOQ User

RIGHTS

No Rights: Can't get on the site; this is to disable a previously created user.

Reports Only: Can only run reports; No editing

Power User: All rights except for managing users and see who was in the site and when

Firm Administrator: Can manage users; can edit site; can see who was in the site and when

BUSINESS DESIGNATION

Choose all that apply.

To help us respond to various requests made of us we ask what percentage of business each firm strives to contract with disadvantaged businesses. We also need to classify your firm with a business designation. These responses are being gathered for research purposes only and will not be evaluated as part of your ESOQ submittal, and will not impact firm rankings.

Percentage of business to contract with disadvantaged businesses - Disadvantaged businesses include the following categories: Minority Business Enterprise, Physically-Challenged Business Enterprise, Women-Owned Business Enterprise, and Small Business Enterprise. Definitions for these categories are listed below. If a firm does not answer this question, the response will be recorded as None.

Business Designation - If a firm does not answer this question, the firm will be recorded as a Nevada Business Enterprise.

The available business designations are:

- **Minority Owned Business Enterprise (MBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.
- **Women Owned Business Enterprise (WBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.
- **Physically-Challenged Business Enterprise (PBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.
- **Small Business Enterprise (SBE):** An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed $2,000,000.
- **Veteran Owned Business Enterprise (VET):** An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51 percent owned and controlled by one or more U.S. Veterans.
- **Disabled Veteran Owned Business Enterprise (DVET):** A Nevada business at least 51 percent owned/controlled by a disabled veteran.
- **Emerging Small Business (ESB):** Certified by the Nevada Governor's Office of Economic Development effective January, 2014. Approved into Nevada law during the 77th Legislative session as a result of AB294.

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Services

The information in this section corresponds to the SERVICES tab on the website. This tab is where you select the Services you are submitting for, give an Executive Summary for that Service, and add Images and Projects related to that Service.

Note: A maximum of two services may be selected

1. Select the Service from the Services available list, and click Add.

2. To **remove** a selected Service:
- Got to the Services tab.
- After visually locating the Service you want to remove, click Remove.
- Put check mark in box next to project you want to remove.
- Select Remove Service to confirm the remove.

The system will respond by updating the list of Services currently included in your eSOQ submission (Shown on right under Services)

3. To provide an Executive Summary for each Service selected, click on the link that corresponds to the service.

EXECUTIVE SUMMARY - Briefly summarize the important elements of the proposer's qualifications that the proposer wishes to highlight to the selection committee. Indicate any feature(s) that may differentiate this team from others.

The system will respond by presenting a data entry form for an Executive Summary. This is where you record your firm's experience. For each Service, the firm may submit one to three typed, formatted pages of text demonstrating its experience in this Service. In developing your summary please consider the necessary requirements and qualifications for the Service. The summary should identify key personnel and their background for this Service; non-personnel and other resources; and how the firm meets the qualifications and requirement of the Service. The text should discuss the firm's experiences on projects included on the project list. The content should be clear, concise and directly relevant to the Service.

1. Click Edit to enter your summary data. You can type in your summary directly in the program.

2. To save the data click Update. If you select Cancel the changes will not be recorded and the data will reset to the condition it was in when the page was first displayed.

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RELATED IMAGES – (Note: You must upload all your images by going to the TOOLBOX tab; click on Manage Images; then Upload New Images. This is also where you can manage your images).

1. To add images click Add.

2. To remove images click 

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PROJECT FOR SELECTED SERVICE

1. To add a project click 

. This action takes you to the EXPERIENCE tab. The following choices appear:

    Copy from Employee Project
    Copy from Template Firm Project
    Copy from Firm Project
    Create from Scratch
    Use Unassigned Employee Project

2. To remove a project click 

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REMEMBER TO click UPDATE OFTEN (the system does not automatically save your work)

Qualifications

The information in this section corresponds to the QUALIFICATIONS tab on the website. This tab is where you provide a brief resume of qualifications, certifications and the professional expertise/discipline of the principal(s) and staff of the firm who would be performing the work of the projects.

Identifying employees and their roles is a central issue in your eSOQ Submittal. To simplify the process, you only need to enter each employee one time. In a separate step you will assign employees to Services.

Add an Employee – Click on the Add Employee tab. This allows you to create an employee and add background information about them.

Edit an Employee – Click on the Details tab next to the employee you wish to edit. Then click Edit for each category you wish to change i.e. Employee Name, Current Employee Services, Educational History, Licensing and Certifications, Experience and Experience Categories. After changes are made, make sure to click update!

Assign Employee to Services - You may assign a selected employee to a Service. Depending on the Service, the employee will be ranked by category.

Delete Employee - To delete and employee is to remove them entirely from your submittal. If you only want to remove them from a particular service, use the Remove tab next to the employee. Once you click the remove tab it will take to a second screen. You will then have to click the Remove Employee Service.

> *NOTE: You cannot delete an employee without also deleting their related projects. If you were allowed to retain the employee projects while removing the employee there would be no way to access the projects.*

In addition, the total number of employees in your company (organized by general categories) is required as part of the firm data.

ADD AN EMPLOYEE – A description of the data required for each employee is explained below.

Employee Name: The employees first and last name.

Employee Title: The employee's current responsibility or job title.

Nevada State Resident: Check if the employee is currently a Nevada resident.

Clark County Resident: Check if the employee is currently a Clark County resident.

Yrs Firm Experience: **(Professional Experience)** - Provide the number of years professional experience with the firm. You may enter partial years by using decimals (EX: 3 months = .25 years)

Yrs Local Experience: (Professional Experience) - Provide the number of years the employee has worked locally as a professional. You may enter partial years by using decimals (EX: 3 months = .25 years)

Yrs Career (Professional Experience) - Provide the employee's total career experience in years. You may enter partial years by using decimals (EX: 3 months = .25 years)

Professional Experience - Provide the years of employee career experience spent in each professional area category. The upper-case bold letter to the right of each field correlates with the key used on the Employee Listing (A/B/C players) report. It is acceptable to have zero experience as a value. You can also specify decimal (fractional) values. The sum of the years you enter cannot exceed the career total specified. A running sum of the years you have entered is included at the bottom of the section. The running sum is updated after you exit from editing any professional area field.

Once employee has been added with the above information, then click on the 

tab for that employee to complete additional information regarding service, educational, history, licensing and certifications, and experience

CURRENT EMPLOYEE SERVICES – Assign the employee to the Service you are submitting for.

- **"A" Category Personnel:** Registered, certified or licensed staff as it applies to the service you are applying for.
- **"B" Category Personnel:** Technical staff.
- **"C" Category Personnel:** Administrative and support staff.

EDUCATIONAL HISTORY – Provide employee's educational background (degrees earned, year earned, majors, college name). You may enter several degrees or certifications earned.

LICENSING AND CERTIFICATIONS

1. **NV License #(s)** - Provide the employee's license or certification numbers. If licensed in Nevada (as required by N.R.S.), provide the license number.

2. **Original Licensure State** - Provide the state and year first licensed.

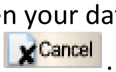
3. **Other Certifications** - Provide descriptions of any other applicable certifications.

Adding an employee creates an employee that may be referenced in more than one place in your submittal. **To Add an employee:**

1. Start on the Employees page and click on Add Employee.

2. Enter the employee's data.

3. When your data is complete and accurate, click 

to save. If you do not want to save your new entry, click 

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EXPERIENCE

Experience Categories – Provide the amount of time the employee has in the following experience categories as it applies to the service you are applying for.

1. Pre-Design: Encompasses the initial stages of services prior to the commencement of schematic design.
    a. Programming: The process of discovering the owner/client's requirements and desires for a project and setting them down in written, numerical, and graphic form.
    b. Site and Building Analysis: Involves research and evaluation of a project's context and may include site and building evaluation, land planning or design, and urban planning.
    c. Project Cost and Feasibility: Analyze and/or establish project costs relative to project conditions and owner's budget.

   d. Planning and Zoning Regulations: Evaluate, reconcile, and coordinate applicable regulatory requirements and professional design standards.
2. Design: Encompasses services commencing with the beginning of schematic design and ending with the completion of construction documents.
   a. Schematic Design: Involves the development of graphic and written conceptual design solutions for owner/client's approval.
   b. Engineering Systems: Involves selecting and specifying structural, mechanical, electrical, and other systems, and integrating them into the building design. These systems are normally designed by consultants in accordance with the client's needs.
   c. Construction Cost: Involves estimating the probable construction cost of a project.
   d. Codes and Regulations: Involves evaluating a specific project in the context of relevant local, state, and federal regulations that protect public health, safety, and welfare.
   e. Design Development: During design development, a project's schematic design is refined, including designing details and selecting materials. This step occurs after the owner/client has approved the schematic design.
   f. Construction Documents: Includes the written and graphic instructions used for construction of the project. These documents must be accurate, consistent, complete, and understandable.
   g. Material Selection and Specification: The analysis and selection of building materials and systems for a project. The materials specified for a particular project communicate the requirements and quality expected during construction. Specifications are included in a project manual that is used during bidding and construction.
3. Project Management: Encompasses services commencing with the release of construction documents and ending with the completion of construction. It also encompasses project management activities throughout the life of the project.
   a. Bidding and Contract Negotiation: Involves the establishment and administration of the bidding process, issuance of addenda, evaluation of proposed substitutions, review of bidder qualifications, analysis of bids, and selection of the contractor(s).
   b. Construction Administration: Tasks carried out in the architect's office include facilitating project communication, maintaining project records, reviewing and certifying amounts due contractors, and preparing change orders.
   c. Construction Phase Observation: Tasks carried out in the field include observing construction for conformance with drawings and specifications and reviewing and certifying amounts due to contractors.
   d. General Project Management: Includes planning, organizing, and staffing; budgeting and scheduling; leading and managing the project team; documenting key project information; and monitoring quality assurance.
4. Practice Management: Encompasses the management activities for the overall architectural firm practice. It also includes volunteer service activities for the improvement of quality of life in the community.
   a. Business Operations: Involves allocation and administration of office resources to support the goals of the firm.
   b. Leadership and Service: These tasks will increase your understanding of the people and forces that shape society, as well as augment your professional knowledge and leadership skills. Interns will find that voluntary participation in professional and community activities enhances their professional development.

Community service does not have to be limited to architecture-related activities for you to receive these benefits.

EDIT AN EMPLOYEE

1. From the main menu, click on the Qualifications tab, which will bring you to an alphabetical list of employees. After visually locating the Employee you want to edit, click on  then .

2. When your data is complete and accurate, click  to save. If you do not want to save your changes, click .

DELETE AN EMPLOYEE

Deleting an employee removes them completely out of your submittal. To Delete an employee:

1. From the main menu, click on the Qualifications tab, which will bring you to an alphabetical list of employees.

2. Visually locate the Employee you want to remove and click .

The system will present a confirmation option. If the employee is assigned to one or more Services, each Service will be listed along with projects assigned to the employee/ Service combination. If projects are included, you may uncheck and retain Template projects if desired.

3. When you are sure you want to proceed, select Remove Employee or Remove Employee-Service.

To restore an employee that has been deleted use the Add Employee option.

REMEMBER TO click UPDATE OFTEN (the system does not automatically save your work).

Experience

The information in this section corresponds to the EXPERIENCE tab on the website. This tab is where you provide a brief resume of public project(s) performed in the last five years, including the name(s) of agency contact(s) and telephone number(s). Include a separate listing of any current Clark County Professional Service Contract(s) or Contract(s) that has/have been performed and/or completed within the past six calendar months.

There are two categories of projects in the ESOQ process: firm projects and employee projects. We have provided tools to make it easy to 're-use' the project information you provide.

Firm projects are those that the firm managed. They are related to a specific Service. A firm may have an unlimited number of firm projects that have been on-going or completed after January 1, 2011, however, we recommend that you only submit those needed to establish your firms expertise and experience.

Employee projects are those that a particular employee worked on whether with the current firm or while at a previous employer. You may copy an employee project so its data can be used as a firm project.

In addition to regular firm and employee projects, template projects are created with basic information that may be used as a template to create one or more projects. The created projects are all linked to the original template. This link allows the operator to make changes one time in the template, and push them out to linked projects.

If you want to leverage existing non-template projects you may use the copy functions to copy a project. For example, you may copy a firm project so the data can be used as an employee project, or vice versa.

Template Projects – A template project can be either a firm project or an employee project. It acts as a normal project in terms of assigning it to a Service, Works, or an Employee - Service. However, it is also designed to share selected data with other projects. When you create other projects from a template, they remain linked to the template. This linking provides a unique tool. The operator can make changes to a template project and push the changes out to linked projects. All changes made to a template do not have to all be pushed out to linked projects. The system allows you to designate which changes you want to push out.

Linked projects can have their relationship with the template project severed. This is accomplished while editing the linked project. Removing the template project link will make the formerly linked project stand on its own. Once a link is removed it cannot be re-established, and future changes to the template project will not modify the unlinked project.

To create a template project:

1. Create either a new firm or employee project from scratch or by copying an existing non-template project.
2. Designate the new project as a template project by clicking the Use As a Template Project check box at the top of the project page before you save it.

Employee Projects – These projects are used as a resume to show individual employee experience in a specific Service category. You may include projects worked by an employee while they were with a previous employer.

You can:
- Add an employee project,
- Edit an employee project, or
- Delete an employee project.

ADD AN EMPLOYEE PROJECT – To add a new employee project:

a. Start on the Projects page, which is an option off the Main Menu.
b. Select Employee Projects – By Employee.
c. Select an Employee from the drop-down list and click  to the right of the assigned Service.
d. Start a new project by clicking on one of the options described: The web site will display a new form to add a project related to the selected Employee - Service. You have four (5) methods to create a new project:
    1. Copy Existing Employee Project,
    2. Copy a Template Employee Project,
    3. Copy Existing Firm Project,
    4. Create New Employee Project From Scratch, or
    5. Use Unassigned Employee Project.
e. Select a method, and enter the project data. When the provided data is complete you must click  to record it. If you select Cancel the data will not be recorded and the data will restore to the condition it was in when the page was first displayed.

A description of required data and options to add a new employee project from scratch is outlined below:

Use As A Template Project - At the time of creating a new project you can designate it as a template project. This option is only displayed at the time a new project is being created.

Employee - The name of the employee assigned to the Employee – Service.

Service - The name of the Service portion of the Employee – Service.

Project Name - The descriptive project name.

Start Date – Projects should be for projects that have been on-going or completed after January 1, 2011, however, we recommend that you only submit those needed to establish your expertise and experience.

The approximate start date. You should enter a date for this field in the format of MM/YYYY. A start date is required.

End Date - The approximate project design or construction completion date. You should enter a date for this field in the format of MM/YYYY. If the project is still underway (incomplete), check the 'Not Complete' option box. All projects that are part of the employees work history will be accepted.

Not Complete – This option box sets a flag telling the evaluators that the project is still in process, and has not been completed.

Job Title - A descriptive title for the employee's role in the project.

Location - A description of the geographic project location, cross-streets, etc.

Description - Indicate the nature of the project (Limited to 1,000 characters).

Duties - Indicate what the named employee was responsible for on this project.

Owner / Client - This is the project owner's name.

Manager - Name of the owner's project manager. An optional title may be included.

Manager Phone - The contact's phone number in either of the following formats: 702-555-5555 or (702) 555-5555

EDIT AN EMPLOYEE PROJECT – To edit an existing employee project:

1. From the Main Menu, click on the Experience Tab. Select Employee Projects – By Employee.
2. Select an Employee from the drop-down list then search for the Project you want to edit.
3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word 'water' in their title, enter water in the Filter text box.
4. Select Update List when ready to start your search. Projects meeting the search criteria will be displayed in ascending order grouped by Employee Name – Service and by project name within each group.
5. After visually locating the project you want to edit, click on the Project link.

   The web site will present the data entry form for you to edit the project information. Each data item is discussed in the Add an Employee Project section.
6. Click 

to record the changes. If you select 

the changes will not be recorded and the data will restore to the condition it was in when the page was first displayed.

DELETE AN EMPLOYEE PROJECT - To delete an employee project:

1. From the Main menu click on the Experience tab. Select Employee Projects – By Employee.
2. Select an Employee from the drop-down list then search for the Project you want to remove.
3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word 'water' in their title, type water in the Limit list to Keyword or Phrase text box.
4. Select Update List when ready to start your search. Projects meeting the search criteria will be displayed in ascending order grouped by Employee Name – Service and by project name within each group.
5. After visually locating the project you want to delete, click on the Project link and the web site will present the data entry form. Click on Remove Project at the top right.

You will be prompted with a confirmation option.

6. Click Remove Project to confirm the delete.

FIRM PROJECTS - These projects are intended to show the firm's background in a specific Service or Works category. Firm projects should be provided for each Services or Works you submit (except Construction Administration Works). A firm may have an unlimited number of firm projects.

Project work performed by employees while employed with another firm are not to be shown on your firm's project list.

You can:

- Add a firm project,
- Edit an existing project , or
- Delete a firm project.

A description of required data and options to add or edit a firm project is outlined below:

Use As A Template Project - At the time of creating a new project you can designate it as a template project. This option is only displayed at the time a new project is being created.

Project Name - The descriptive project name.

Region - Select region from the drop-down list options (Clark County, Nevada, or Other State)

Location - A description of the geographic project location, cross-streets, etc.

Start Date - The approximate start date. You should enter a date for this field in the format of MM/YYYY. A start date is required.

End Date - The approximate project design or construction completion date. You should enter a date for this field in the format of MM/YYYY. If the project is still underway (incomplete), check the 'Not Complete' option box. Only projects that are underway or completed in the past eight years will be accepted.

Project Description and Firm Responsibility - Indicate what the firm was responsible for on this project and other information that pertain to the nature of the project (Limited to 1,000 characters).

Firm Role Description - Indicate if the firm was acting as the Prime or Sub-consultant on the project. You may want to explain your firm's relationship (when acting in joint or sub role), percentage of work performed in a joint relationship, or add other brief comments.

Construction Cost - The entire project cost in dollars. Do not enter commas or a dollar sign. The numbers you enter will be formatted by the web site.

Firm/Design Fee - The cost of the firm's portion of the work in dollars. Do not enter commas or a dollar sign. The numbers you enter will be formatted by the web site.

Owner / Client - This is the project owner's name.

Owner Class - Select from the drop-down list options (City, County, or State Government)

Owner Address - This is the project owner's address.

Contact Name - Name of the owner's project manager. An optional title may be included.

Contact Phone - The contact's phone number in either of the following formats: 702-555-5555 or (702) 555-5555

ADD A FIRM PROJECT – When you create a firm project, it is assigned to a specific Service or Works.

To add a new firm project:

1. From the Main Menu, click on the Experience tab.
2. Select Firm Projects – By Service or Works. Choose the desired Service/Works from the drop-down list then click Add .

The web site will display a new form to add a project related to the selected Service/ Works. You have five (5) methods to create a new firm project:

1. Copy Existing Employee Project,
2. Copy a Template Firm Project,
3. Copy Existing Firm Project,
4. Create Firm Project From Scratch, or
5. Use Unassigned Employee Project.

3. Select a method and enter the project data. When the provided data is complete you must click Insert to record it. If you select Cancel the data will not be recorded and the data will reset to the condition it was in when the page was first displayed.

EDIT A FIRM PROJECT – To edit an existing firm project:

1. From the Main Menu click on the Experience tab.

2. Select Firm Projects – By Service or Works. Choose the desired Service/Works from the drop-down list and search for the Project you want to edit.

3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word 'water' in their title, enter water in the Filter text box. Click on Update List to execute your search.

Projects meeting the selected criteria will be displayed in ascending order.

4. Visually locate the desired project, and click on the Project link.

The web site will present a data entry form for you to edit the project information.

5. When the provided data is complete, click Update to record the changes. If you select Cancel the changes will not be recorded and the data will reset to the condition it was in when the page was first displayed.

REMEMBER TO click UPDATE OFTEN (the system does not automatically save your work).

DELETE A FIRM PROJECT - To delete a firm project:

1. From the Main Menu, click on the Experience tab.
2. Select Firm Projects – By Service or Works. Choose the desired Service/Works from the drop-down list and search for the Project you want to delete.
3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word ‘water’ in their title, enter water in the Filter text box. Click on Update List to execute your search.
4. Projects meeting the selected criteria will be displayed in ascending order.
5. After visually locating the project you want to delete, click on the Project link and the web site will present the data entry form. Click on Remove Project at the top right.

You will be prompted with a confirmation option.

6. Click Remove Project to confirm the delete.

Budget/Schedule Adherence

The information in this section corresponds to the BDGT/SCHDLNG tab on the website. This tab is where you Provide a brief resume of public projects accomplished by the firm within the past five years, substantiating the firm's ability to adhere to budget and time schedules. Note any challenges regarding the budget and/or schedule and how the firm addressed the issue.

Local Familiarity

The information in this section corresponds to the LOCAL FAM tab on the website. This tab is where you provide a brief statement of the firm's knowledge and familiarity with the County's needs, goals, requirements and regulations.

Professional Licensure/Certifications

The information in this section corresponds to the LICENSES tab on the website. This tab is where you submit verification to the OWNER of all required State of Nevada Professional Licenses, certifications, and registrations.

Toolbox

The information in this TOOLBOX section corresponds to the TOOLBOX tab on the website. This tab contains 1) Documentation, 2) Reports, 3) Verifications,), Manage Users, and 5) Images

DOCUMENTATION
The Documentation section is used to manage general documentation, documents that have been uploaded, and any addendum issued for the eSOQ.

REPORTS
The reports available to you will depend in part on the Services and Works options you have selected. This is because all options may not be applicable to your submittal.

> *NOTE: The submitting firm is solely responsible to check the completeness and accuracy of their submittal per the documentation provided by Clark County Real Property Management. These reports along with the Submittal Verification Results list may be used as aids in your effort. No single report or option should be relied on for determining accuracy or completeness.*

Reports can be viewed on screen or printed. Also remember you may print any page in the eSOQ web site as a paper report.

Depending on the layout, some web pages and reports fit best in portrait mode, others in landscape. You must set the layout option in your browser. In Internet Explorer you find these under the File menu, Page Setup.

Reports are divided into four (4) groups:

1. **Firm**
2. **Employees (Personnel Experience and Qualifications)**
3. **Services**
4. **Other**

Unique reports are available within each of the above groups.

FIRM REPORTS – Firm reports include the following:
Firm Information – Provides a single report summarizing the firm data section of your submittal.

PERSONNEL EXPERIENCE AND QUALIFICATIONS REPORTS – This report includes employee background data and project data as it relates to specific Services. It may be printed for All Employee - Services, or a single Employee - Service.

SERVICE REPORTS – Reports documenting Services include the following.

Services – This report has four sections. You may choose which sections to include in the report:

- Include Executive Summary
- Include Firm Projects
- Include Uploaded Images
- Include Employee Experience and Qualifications

This report may be printed for All Services, or one selected Service.

OTHER - These reports include the following:

- Licenses/Certifications
- Budget/Scheduling Adherence

Contact Us

The staff at Clark County eSOQ Real Property Management is interested and ready to help you with your eSOQ needs. Please contact the Department of Administration – Purchasing & Contracts division for questions pertaining to the eSOQ:

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