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Welcome & Overview

Welcome

Clark County is looking for firms to provide expertise in one or more Services and Works. Services are single areas of professional or technical expertise, whereas Works are collections of Services required to perform a specific type of public work. Firms may apply for ranking as a Service provider, or as a Service and Works provider. All firms desiring to be considered a provider for Works or Services to Clark County Public Works are responsible for carefully reading the requirements section of this documentation.

We recommend you develop your total submittal package by providing the following information in the order shown:

Firm Data

Services & Works

Employees

Projects

Equipment

Depending on your submittal choices, you may also need to submit information related to:

Geotechnical Testing

Overview_of_Geotechnical_Testing

Schedule & Process

Major events during the current SOQ process include:

2012	Task
March 27:	Public Submittal Period Opens – 9:00 A.M. Pacific Time
May 21:	Public Submittal Period Closes – 5:00 P.M. Pacific Time
June:	Evaluations Start
August:	BCC Approval of SOQ Rankings

Approved SOQ rankings will be in effect for the period of September 1, 2012 – December 31, 2013.

Submittals will be accepted only via our SOQ Web Site on the Internet. Past experience indicates that submittals can easily be completed within the time allotted for the submittal process.

We strongly recommend you start early. The County is not responsible for technical or other problems that may arise that limit your ability to access the Internet, reach the submittal web site, or otherwise complete your submittal. If you delay starting your submittal and run out of time, your submittal will be accepted ‘as is’ at the close of the submittal period.

Site Address – The web address remains unchanged: <http://pwgate.co.clark.nv.us>

Documentation – This document includes all the instructions you need. It is available online in standard Web Help format including a comprehensive index and full word search capability. The same documentation is also available for download and can be printed in a standard 2-sided, 3-ring binder format.

Projects – Data formats for firm and employee projects are standardized to allow copying, and the building of projects from a template. A search function is provided to help you find projects included in your submittal.

Text formatting – You can copy text from your favorite Microsoft Windows© applications including Microsoft Word© and paste into the eSOQ. Data in eSOQ reports can be highlighted, copied to the Windows clipboard, then pasted into other applications where you want to refer to SOQ related data.

Data validation – Tools are provided to help you verify the completeness of your submittal.

Site access after closing – At the close of the submittal period, the web site will be closed briefly then re-opened in report mode. This will allow you to print reports and access your submittal data as needed after the submittal deadline.

What's New?

- The following changes were made to the Service and Works categories noted below:
 - Constructability Review is now included with the Construction Management - Staff Augmentation Service
 - Environmental Engineering Service categories are combined (Environmental Studies, Air Quality Impact Studies, and Asbestos Abatement)
 - Utilities Coordination is no longer a separate Service category.
 - Landscape Architecture and Engineering is no longer a Works category.
 - There are no longer separate Major and Minor Works categories for Flood Control and Streets and Road Repair.
-

Evaluation & Selection Process

Evaluation of Service Submittals

Evaluators follow the procedure and guidelines presented below:

1. First, the evaluators determine if the submittal demonstrates that the firm and its personnel meet minimum requirements
2. Second, the evaluators judge each submittal on the following factors:

- Recent experience demonstrating the firm's current qualifications, special skills, and abilities to provide the service. (Gathered from firm information and the three pages of typed text).
- Experience and qualifications of the firm's employees to perform the service. (Gathered from personnel experience and qualifications).
- The firm's equipment resources required for the service that the firm is willing to commit locally and which it currently owns or leases. (Gathered from the equipment list).
- Past history of providing similar services in the last five years. (Gathered from: Firm Information, project listings, and the three pages of typed text).

Evaluation of Works Submittals

Evaluators follow the procedure and guidelines presented below:

1. The evaluators review each submittal for recent experience demonstrating the firm's current qualifications, special skills, and abilities to provide the work. The average score from the four evaluators for the firm's overall qualifications to provide this work is used in the remaining part of the evaluation. (Gathered from: firm information, project listings, and the summary text).
2. Since each work is a combination of services focused around a type of public work, the service scores of the Prime and Sub Consultants identified as performing the component services are obtained. If the firm's submittal fails to identify a service provider, or, if the indicated Sub Consultant did not submit to provide this service on the service side of the Statement of Qualifications, the firm receives a default score of zero for that particular service.
3. The firm's average overall qualifications score is added to the total of all service scores for the Prime and Sub Consultants to obtain a final score for the work. This final score is the firm's ranking.

Approval of Evaluation Results & Firm Selection

The results of the pre-qualification scores from the evaluators are presented for approval of the Board of County Commissioners.

After approval of the pre-qualifications by the Board of County Commissioners, the results can be obtained as follows:

The results will be posted on the Clark County web site at:
<http://www.ClarkCountyNV.gov/PubWorks>

As with all Board of County Commissioner's items, the County Clerk can provide copies of the pre-qualification lists. The County Clerk charges a photocopying fee (to cover labor and copying costs) for these copies.

Firm Selection From Approved SOQ List

After the Board of County Commissioners' approval of the Services and Works pre-qualifications, the County selects firms from these rankings. Firms with a current contract in

a Service or Works category cannot receive another contract in that same Service or Works category until the first contract is completed or all the firms in that same category have current contracts. Contract completion is defined as:

- For design contracts, completion is the County's acceptance of 100 percent plans or other final deliverables;
- For construction management contracts, completion is substantial completion of construction;
- For surveying, completion is when all final monuments are set and appropriate documents are filed; and
- A firm will also be eligible for another contract if the County issues a letter indicating the firm's project has been put on hold.

For the first project assigned from a:

Service list: The County begins with the top ranked firm. The pre-qualification Services list continues to rotate as projects are assigned to firms on that list. As indicated above, firms with a current project in that Service category will be by-passed until their project is complete. When the bottom of the list is reached, the assignments begin again at the top of the list. The County, however, reserves the right to interview firms for a project if the work is unique or specialized to a degree that, in the County's judgment, the interview process is appropriate.

Works list: The County will request the top three firms in that Works category to attend a brief (one half-hour) interview.

During the interviews, the firms will be evaluated on their response to questions regarding the following areas:

- Understanding of the project and the approach proposed to complete the project.
- The experience of the firm and the personnel proposed to complete and perform the services on similar types of projects.
- The firm's current workload, its current work commitment, and its ability to meet the proposed project schedule.
- The quality and diversity of the firm's proposed Sub Consultants (Please note that Sub Consultants must be currently ranked on the SOQ for the Service they are to perform).
- The extent of local resources to apply to the proposed project.
- Current County work and fees earned to date from the County's pre-qualification lists.
- The quality of the firm's previous performance in providing services to the County.

Firms will be required to identify how they plan to provide the Services listed in the "Services Identified at Works Interview" column from Matrix of Works and Required Services for that Works category. The firm identified (whether the Prime or a Sub Consultant) must be on the appropriate ranked Service pre-qualification list.

The firm receiving the highest score from the interview will be offered the project. For the next project in that Works, the two firms not chosen for the previous project plus the next highest-ranking firm on the list will be interviewed. This process continues with each additional project in that Works category.

Firms with a current contract in a Works category will not be eligible for another project in that same Works category until the first contract is completed. A firm passed over due to a current contract maintains its place in the rankings.

Following notice of selection, the County and the firm may take up to sixty days to negotiate a contract. In the event that the County is unable to negotiate a contract within this 60-day period, the County may terminate negotiations and undertake negotiations with another ranked firm. The County reserves the right, based on project requirements, project schedules, or other project factors, to terminate contract negotiations before the sixty days are up and begin contract negotiations with another ranked firm.

Firms will be expected to sign all contracts under the company name as it appears on the firm's SOQ submittal package. If the firm is comprised of several legal business entities that are included in the firm's SOQ submittal, these business entities also will be required to sign any contract with the County. The firm is also required to be able to legally execute all contracts in its local office.

This selection procedure will be used except in the following cases:

- Where the Service or Works to be completed is not covered by the types of Services and Works identified in the Matrix of Works and Required Services.
- Where the work is unique or specialized to a degree that in the County's judgment, another selection process such as individual project submissions are appropriate.
- Firms on the pre-qualification list for services and works will not be considered to perform professional services for the County if there is a conflict of interest or a potential conflict of interest with the County, as determined by the County Manager, until the conflict is resolved satisfactory to the Board of County Commissioners (BCC) or the BCC specifically waives the conflict. In addition, the County is not obligated to offer work or professional service contracts to any of the firms on the pre-qualification list for services, and there is no guarantee that any firms on the pre-qualification list for services will be offered work or professional services contracts by the County. The firms on the pre-qualification list do not have any rights or entitlements to receive work or professional services contracts from the County, unless the County and the firm enter into a separate written agreement that is approved by the Board of County Commissioners.

Removal From Rankings

A firm ranked on an approved list may be removed from the list if:

- Information on the firm's qualification submittal is incorrect.
- The firm is a Works provider and does not use the Service Sub Consultants named in its submittal.
- The firm chooses not to accept work in the Services or Works category offered by the County.

- The firm fails to provide and/or maintain the required licenses or accreditation certification.

Given the possibility that a ranked firm may acquire or be bought out by another firm, the following general guidelines will be used:

- If an unranked firm acquires the ranked firm, the unranked firm will assume the other firm's rankings. This new firm must meet the general submission requirements of a local office, performing a majority of the work locally, and stationing a project manager agreeable to the County in the local office or area during the contract.
- If both firms are on pre-qualified ranked lists, then the acquired firm will assume the lower ranking on all lists containing both firms. That is, the remaining firm stays on that Service or Works list and does so at the lower ranking. On lists where the remaining firm was not ranked but the acquired firm was, the remaining firm will assume the ranking of the now defunct firm.

Firm Data

Overview of Firm Data

Each submitting firm must provide data that will help us evaluate your submittal, as well as communicate with you in the future. The required data falls into six general areas:

General Firm Requirements

Business Designation

Contact Information

Office Locations

Current Employee Count by Category

Insurance

General Firm Requirements

There are five general firm requirements that must be met in order for a firm to be considered for any submittal. These are:

The firm has a local office with necessary business license to perform services in Clark County.

The majority of the professional services (more than 50%) to be provided under the contract shall be performed in the County.

A responsible project manager, agreeable to the County, will be available at the firm's local office during the term of any contract with the County.

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The firm has indicated that its local office is able to legally execute all contracts with the County.

The firm has indicated that it will comply with County insurance requirements.

Firms submitting for Surveying - Land Surveying and Construction Staking - Minor Project Laughlin must also meet an additional requirement:

Firm will meet Laughlin work and office location requirements.

For a description of the Laughlin office and work requirements refer to the Service qualifications.

NOTE: If your firm has submitted for a previous SOQ period, the County resets this data to a default status of 'No' prior to the start of the current SOQ submittal period. One of the first things you will want to do with your new submittal is update the General Firm Requirements.

Business Designation

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 SOQ 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:

- **Large Business Enterprise:** An independent and continuing business for profit, which performs a commercially useful function, and is not designated disadvantaged, and is not located in Nevada.
- **Nevada Business Enterprise:** Any business that establishes a business office, sufficient to perform identified County projects, at least six months prior to being registered with the County, and not designated as a disadvantaged business.
- **Minority Business Enterprise:** An independent and continuing business for profit, that performs a commercially useful function, and that is at least 51 percent owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American, or Native American ethnicity.
- **Physically-Challenged Business Enterprise:** An independent and continuing business for profit, that performs a commercially useful function, and that is at least 51 percent owned and controlled by one or more disabled individuals.
- **Women-Owned Business Enterprise:** An independent and continuing business for profit that performs a commercially useful function, and is at least 51 percent owned and controlled by one or more women.
- **Small Business Enterprise:** An independent and continuing business for profit, that performs a commercially useful function, and is not owned and controlled by individuals designated as minority, women, or physically-challenged, but meets the following criteria: average gross annual receipts in the three previous years do not exceed \$2 million for non-construction vendors and \$5 million for construction vendors.

Contact Information

As part of the submittal you must provide information about who Public Works would contact in your firm regarding questions about the SOQ submittal. This includes:

Contact Name & Title - Provide the name and title of a person for us to contact about projects or your SOQ submittal.

Contact Phone - Provide the phone number for the contact person listed.

Contact E-mail Address - Provide the e-mail address for the contact person listed.

Contact Fax - Provide a fax number for the contact person listed

Office Locations

You must provide the address for your local office. If your firm has a headquarters or main office in another location it should be listed as the **Main Office**.

Local Office Address - Provide the street address for the local office. If the mailing address is different please include it on the second line.

City - This is the city for mailing purposes.

State - This is the state for mailing purposes. Remember, the local office must be within the geographical boundaries of Clark County, Nevada.

Zip Code - This is the zip for the mailing address (5 digit or Zip + 4 acceptable)

Local Establishment - Provide the four-digit year the local office was established.

Main Office Address - Provide the street address for the firm's main office. If the mailing address is different please include it on the second line.

City - This is the city for mailing purposes.

State - This is the state for mailing purposes.

Zip Code - This is the zip for the mailing address (5 digit or Zip + 4 acceptable)

Main Firm Establishment - Provide the four-digit year the firm was established.

Current Employee Count by Category

Please provide current numerical counts for each class of employees (licensed professional, technical, and administrative). These are broken into two groups: employees in the local office and employees firm wide. The firm wide totals will differ from the local totals for regional or national firms.

Licensed professional - Staff who hold recognized professional licenses.

Technical - Staff who are not licensed professionals but are technically skilled. These personnel may or may not hold certifications.

Administrative - Staff who are not licensed professionals or technical staff and support them with administrative skills.

Insurance

In order to be considered as a Service or Works provider, all firms must indicate that they will meet the minimum County insurance requirements when selected for a Public Works project. The current minimums for general, automobile, and professional liability coverage are \$1,000,000 per occurrence with a maximum deductible that is acceptable to the County.

No deductible may exceed \$25,000 for general and automobile liability coverage, and \$100,000 with respect to professional liability coverage.

Your firm does *not* need to have this coverage in place at the time you submit for the SOQ. However, you must provide your current insurance coverage information as shown on your current insurance policy(s). Your current insurance coverage will be evaluated.

Disclosure Of Ownership Form

The Disclosure Of Ownership form is required as part of the contract negotiation phase for consultants working on projects for Clark County Public Works. It is mentioned as part of the SOQ process for informational purposes only.

DISCLOSURE OF OWNERSHIP/PRINCIPALS

Type of Business					
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Corporation	<input type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Other
Business Designation Group (For informational purposes only)					
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/> LBE	<input type="checkbox"/> NBE
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise	Large Business Enterprise	Nevada Business Enterprise
Business Name:					
(Include d.b.a., if applicable)					
Business Address:					
Business Telephone:			Email:		
Business Fax:					
Local Business Address					
Local Business Telephone:			Email:		
Local Business Fax:					

All non-publicly traded corporate business entities must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

"Business entities" include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Corporate entities shall list all Corporate Officers and Board of Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use transactions, extends to the applicant and the landowner(s).

Full Name

Title

% Owned

(Not required for Publicly Traded Corporations)

Services & Works

Services

Overview of Services

A firm can submit to be a Service provider or a Service and Works provider. A Service provider must be the Prime for that Service and perform over fifty percent of the work.

Please note the following rules:

- All firms submitting for Construction Management - Administration Service will automatically be placed on the Construction Management Works list. If you want to be considered for Construction Management Works, submit for Construction Management - Administration Service.
- Firms may propose to provide Surveying - Construction Staking - Major Project or Surveying - Construction Staking - Minor Project Service, but not both. Please see the definitions for differences between these two categories.

Service categories include:

Construction Management:

- Administration
- Quality Assurance (Materials Testing and Inspection)
- Staff Augmentation

Electrical Engineering -Traffic / Lighting

Environmental Engineering

Geotechnical Engineering

Highway Engineering:

- Freeway Design
- Traffic Engineering
- Urban Arterial Design

Hydraulic/Hydrology:

- Detention/Retention
- Hydrology
- Storm Drain Conveyance

Landscape Architecture

Right-of-Way:

Acquisition/Negotiation and / or Relocation

- Appraisals
- Government Land Acquisitions

SID (Special Improvement Districts)

Structural Engineering - Transportation and Flood Control

Surveying:

- Construction Staking - Major Project
- Construction Staking - Minor Project
- Land Surveying (Boundary/Topo/Alignment)
- Surveying - Land Surveying and Construction Staking - Minor Project (Laughlin only)

A list of Services included in your submittal is available on the Main Menu page as well as on the Services page noted below.

To access a Services submittal:

1. From the Main Menu select Submittals | Services to view a list of options available. A Services submittal is composed of:
 - Three page summary - up to 15,000 characters about meeting qualifications

You can add or remove a Service submittal from your total submittal. You may also edit the three-page summary.

Adding A Service Submittal

To add a Service to your submittal:

1. From the Main Menu select **Submittals | Services** to view a list of Services you are submitting.

The default display for this page includes a list box of Services Available For SOQ Submission followed by Services currently selected for submittal. Some Services may be selected automatically due to your selection of Works. These will show a red Yes in the Required column.

2. Select the Service from the Services Available list, and click **Include Service In SOQ**.

The system will respond by updating the list of Services currently included in your SOQ submission.

3. After visually locating the Service you added, add your 3-page summary by clicking on the Click to edit your 3-page summary link.

The system will respond by presenting a data entry form for a three-page summary. This is where you record your firm's experience. For each Service, the firm may submit up to 15,000 characters including spaces (approximately 3 typed 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.

4. Enter your summary data. You can type in your summary, or use Microsoft Windows© clipboard cut and paste methods. For details on editing your text external to the SOQ, refer to Data Entry Rules and External Word Processing.
6. To save the data select **Save Changes**. If you select **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

Editing A Service Submittal

To edit a selected Service:

1. From the Main Menu select **Submittals | Services** to view a list of Services you are submitting.

The default display for this page includes a list box of all Services that may be included, followed by Services currently selected for submittal. Some Services may be added due to your selection of Works. These will show a red Yes in the Required column.

2. After visually locating the Service you want to edit, click the **Click to edit your 3-page summary link**.

The system will respond by presenting a data entry form for a three-page summary.

3. Edit the three-page summary. For details on editing your text external to the SOQ, refer to Data Entry Rules and External Word Processing.
4. Record the changes by selecting **Save Changes**. If you select **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

Removing A Service Submittal

To remove a selected Service:

1. From the Main Menu select **Submittals | Services** to view a list of Services you are submitting.
2. After visually locating the Service you want to remove, click the **Click to Remove link**.

The system will prompt you for a confirmation.

3. Select **OK** to confirm the remove. If you do not want to remove this Service then select **Cancel**.

Services Categories

SERVICE: Construction Management - Administration

Provide a resident project representative(s) and licensed project engineer and/or project manager for transportation and flood control construction projects. Inspect and document contractor's work, prepare pay requests and change orders, as needed. Provide liaison with the public, sub-contractors, utilities, other governmental agencies, and other involved parties.

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Relevant roadway, drainage, or flood control projects administered by the firm in the past five years: At least five projects with a construction contract value of at least \$5 million each, with significant technical, management, and/or public contact challenges.

Relevant experience of proposed staff: Individuals proposed to be in responsible charge ("A" category employees) must have five years of relevant experience in contract administration, project administration, or engineering inspection; and must have been in responsible charge of at least five construction projects (transportation or flood control) with a construction contract value of at least \$3 million each. Submittal must affirm the value of the employee projects for this Service by noting the following in the first line of the Project Description text box: "Project value meets or exceeds \$3M".

Proposed chief resident engineer or senior inspector personnel must be "B" or "C" category employees who can demonstrate five years relevant experience as a Chief Resident Engineer or Senior Inspector, and who have served as Senior Inspector on at least five construction projects (transportation or flood control) with a construction contract value of at least \$3 million each. Submittal must affirm the value of the employee projects for this Service by noting the following in the first line of the Project Description text box: "Project value meets or exceeds \$3M".

If performing field tests, the employee shall be certified by the Nevada Alliance for Quality Transportation Construction (NAQTC) program in the Field Materials Testing modules.

"B" category employees shall be certified by the:

- American Construction Inspectors Association (ACIA) in Division I - Engineering or National Institute for Certification in Engineering Technologies (NICET) Highway Construction Level 3

- American Concrete Institute (ACI) as a Concrete Transportation Construction Inspector or International Conference of Building Officials as a Reinforced Concrete Special Inspector and Pre-stressed Concrete Special Inspector.
- American Traffic Safety Services Association (ATSSA) in Traffic Control Supervisor or IMSA in Work Zone Safety Inspector.
- If inspecting traffic signal systems, must be certified by the International Municipal Signal Association (IMSA) in Traffic Signal Inspection.

In lieu of these certifications, staff must have ten (10) years of verifiable public works transportation or flood control construction inspection experience.

"C" category staff must demonstrate two years of relevant experience as a construction inspector, and have worked as a construction inspector on at least three construction projects (transportation or flood control) with a construction contract value of at least \$3 million each.

SERVICE: Construction Management - Quality Assurance (Materials Testing and Inspection)

Conduct plant and/or field sampling, inspection, and perform standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO, or other applicable procedures. Document results of tests performed.

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Relevant roadway, drainage, or flood control projects administered by the firm in the past five years. Submit owner / client list and project list.

Proposed senior technician or senior inspector must demonstrate five years of relevant experience as a senior technician or senior inspector, and have served as a senior technician or senior inspector on at least five construction projects in the relevant area (i.e., in transportation and flood control projects). The five construction projects must each have had a contract value of at least \$3 million.

Materials testing capability: Firms must submit Geotechnical and Materials Testing List of Tests and Procedures. For all tests and inspections not performed "in-house" by the firm, the firm must name the accredited Sub Consultant and one alternate Sub Consultant who shall perform the test or inspection.

The laboratory shall be R- 18 AASHTO accredited that include the following requirements:

- ASTM D3666, ASTM D3740, ASTM C1077 and E329

The laboratory shall be AASHTO accredited for each individual test method performed. The accreditation shall be current at the time of submittal and at the time actual testing is performed.

All laboratory and field technicians shall be certified (where applicable) under Nevada

Alliance for Quality Transportation Construction (NAQTC) including the extended modules for Marshall mix design. This program includes ACI certification for concrete field sampling and laboratory concrete breaks. Indicate on the resume the modules for each technician and/or engineer.

A professional engineer license cannot be a substitute for a NAQTC certification.

Providing a comprehensive list of equipment used in the performance of materials testing services is an important part of your submittal. Please include any applicable equipment but specifically:

absolute viscosity equipment, asphalt concrete centrifuge, asphalt concrete reflux extractor, asphalt concrete roto-vapor, asphalt furnace, bending beam rheometer equipment, concrete break machine, concrete pressure air meter, concrete saw, concrete volumetric meter, dynamic shear equipment, field scales, Harvard Miniature, kinematic viscosity equipment, inspector and technician vehicles, Marshall hammer equipment 4" (manual), Marshall hammer equipment 6", Marshall hammer system 4" (automatic), nuclear density- soil, nuclear density- thin lift, pavement core rig, percent asphalt ignition oven, plastic index equipment, r-value equipment, rebar break equipment, sand cone, sand equivalent equipment, sieve analysis sieve sets (CCPW and NDOT specification), sieve shaker equipment, and vacuum seal bulk density equipment.

Do not include any subcomponents to the above; i.e. molds, generators, etc.

SERVICE: Construction Management - Staff Augmentation*

**Constructability review is now included in this category.*

Provide a resident project representative(s) for inspection of transportation and flood control construction projects. Inspect and document contractor's work, review pay requests and change orders, as needed. Provide liaison with the public, subcontractors, utilities, other governmental agencies, and other involved parties.

Individuals will work under the supervision of a Clark County project manager or senior inspector. Firms are advised that no substitution of personnel will be allowed.

Provide a qualified individual to perform constructability reviews at various stages of design. They shall review plans and specifications for errors, omissions and insufficient or ambiguous details. Identify any areas containing significant potential conflicts and / or constructability issues, areas where additional information may be needed and any and all areas where significant savings could be realized in the cost of construction.

Qualifications

Only projects on which the proposed inspectors have worked will be considered in the evaluation of this service.

"B" category employees must demonstrate five years relevant experience as a Senior Inspector, and must have served as Senior Inspector on a least five construction projects (transportation or flood control) with a construction contract value of at least \$3 million each. Submittal must affirm the value of the employee projects for this Service by noting the following in the first line of the Project Description text box: "Project value meets or exceeds \$3M".

- If performing constructability reviews, the employee shall have 5 years experience in supervision of construction projects and construction management. Employee must also possess 3 years work experience on projects in the Clark County area.
- If performing field tests (not laboratory testing) the employee shall be certified by the Nevada Alliance for Quality Transportation Construction (NAQTC) program in the Field Materials Testing modules.

"B" category employees shall be certified by the:

- American Construction Inspectors Association (ACIA) in Division I - Engineering or National Institute for Certification in Engineering Technologies (NICET) Highway Construction Level 3
- American Concrete Institute (ACI) as a Concrete Transportation Construction Inspector or International Conference of Building Officials as a Reinforced Concrete Special Inspector and Pre-stressed Concrete Special Inspector.
- American Traffic Safety Services Association (ATSSA) in Traffic Control Supervisor or IMSA in Work Zone Safety Inspector.
- If inspecting traffic signal systems, must be certified by the International Municipal Signal Association (IMSA) in Traffic Signal Inspection.

In lieu of these certifications and Clark County work experience, staff must have ten (10) years of verifiable public works transportation or flood control construction inspection experience.

Firms will not be able to substitute individuals in this Service.

"C" category staff must demonstrate two years of relevant experience as a construction inspector and have worked as a construction inspector on at least three construction projects (transportation or flood control) with a construction contract value of at least \$3 million each.

- If performing administrative support duties, Category "C" staff should have at least two years providing administrative support on construction projects (transportation or flood control) with a construction contract value of at least \$3 million and include experience with Primavera Expedition software.

SERVICE: Electrical Engineering - Traffic / Lighting

Provide and review design of traffic signal, streetlight, landscape lighting, intelligent transportation systems (I.T.S.), and other traffic control systems. Specific services may involve the review or design of plans to modernize street light systems from series to multiple circuits, the review or design of landscape lighting systems, the review or design of electrical traffic signal systems or I.T.S., the evaluation or review of circuits for pumps, and the performance of roadway lighting studies.

- Firms should have experience in utility coordination and design that includes the following functions:
- Coordination with utility companies to determine existing and/or proposed utilities. Request as-built record drawings.

- Using Engineer's electronic CAD mapping files, input utility record drawing information into mapping file on a separate layer.
- Coordinate the preparation of construction plans to avoid utility conflicts. Prepare plans and specifications for the relocation of existing utilities, as well as new facilities for water and sewer lines associated with road and flood control improvements.
- Provide Subsurface Utility Engineering services, through a sub-consultant if required, to locate existing utilities. Task includes all permitting, traffic control, notifying "CALL BEFORE YOU DIG," excavating holes to locate utilities with vacuum extractor method, survey to obtain horizontal and vertical elevations of the utilities being found, and pavement patching per the Agency requirements. Said sub-consultant must be approved by Clark County.
- Coordinate with municipalities for related inspections

Qualifications

A minimum of one Nevada Professional Engineer (Electrical) on staff and in responsible charge of the work.

Relevant projects administered by the firm in the past five years: Firm must demonstrate that it has had direct involvement or supervision of electrical engineering aspects of traffic signal, I.T.S., street lighting system projects, landscape lighting system projects, and the preparation of associated plans, standards, details, specifications, and contract documents. Firm must also demonstrate the experience and expertise needed to design a project involving the re-circuiting, modification, or replacement of an existing series circuit for a street lighting system satisfying the Clark County Improvement Standards.

Relevant experience of proposed staff: The licensed electrical engineer in responsible charge of the work must have a minimum of five years experience in the design of traffic signal and street lighting systems, and related service and circuit requirements.

Individual in responsible charge of utility coordination shall have either five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service. In addition, as required by Nevada Revised Statutes, individuals in responsible charge must be registered in the State of Nevada to perform engineering services.

Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects to completion performing this same service.

Firms must demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on microcomputer disk media in AutoCAD[®] format.

SERVICE: Environmental Engineering

Firms must demonstrate their experience and expertise in providing a variety of environmental engineering services related to transportation and flood control projects.

Conduct environmental studies to provide on-site assessments for the presence of hazardous materials and make recommendations.

On-site surveying and laboratory tests of building materials that may contain asbestos. Provide detailed descriptions of the test results and a recommended approach for abatement.

Conduct air quality impact studies of projects and programs using computer software and methodologies acceptable to Clark County and the Clark County Regional Transportation Commission. Studies must conform to applicable local, state, and federal laws and regulations.

Qualifications

Individual in responsible charge of service to provide environmental studies must have a minimum of five years experience and have successfully completed such service on a minimum of five separate projects.

Individual in responsible charge of service to conduct air quality impact studies should have experience in localized (hot-spot) and area-wide air quality impact analysis and have successfully completed such service on projects of similar scope.

Relevant experience of proposed staff: Individual in responsible charge and proposed staff must demonstrate knowledge and experience with federal, state, and local laws and regulations as they pertain to air quality and transportation planning.

Individual in responsible charge of service to conduct on-site surveying and laboratory tests of building materials that may contain asbestos shall have a Nevada Professional Engineer license, Certified Environmental Manager (CEM) status, a minimum of five years experience and have successfully completed such service on a minimum of five separate projects. The PE and CEM status can be split between two "A" category employees.

Staff must include individuals with formal accreditation for asbestos abatement.

SERVICE: Geotechnical Engineering

Investigate on-site soil and rock properties and make recommendations on the use of those materials for structures normally associated with road and flood control improvements.

Qualifications

Firms must complete the submittal section Geotechnical Testing Qualifications.

Individual in responsible charge of service: Engineering either five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service. In addition, as required by Nevada Revised Statutes, individuals in responsible charge must be licensed in the State of Nevada to perform engineering services.

Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Firm must identify and list specific accreditations achieved by the firm or the laboratory.

Firms must demonstrate the personnel and equipment to perform drafting and automated mapping. Firms, furthermore, shall be capable of providing maps, surveys, and engineering plans on microcomputer disk media in AutoCAD® format.

All tests and procedures shall be performed in accordance with standard AASHTO / ASTM methods, where applicable.

The laboratory shall be R-18 AASHTO accredited and include the following requirements:

- ASTM D3666, ASTM D3740, and ASTM C1077.

The laboratory shall be AASHTO accredited for each individual test method performed. The accreditation shall be current at the time of submittal and at the time actual testing is performed.

All laboratory and field technicians shall be certified (where applicable) under Nevada Alliance for Quality Transportation Construction (NAQTC) including the extended modules for Marshall mix design. This program includes ACI certification for concrete field sampling and laboratory concrete breaks. Indicate on the resume the modules for each technician and/or engineer.

In general, a professional engineer license cannot be a substitute for a NAQTC certification, however, for geotechnical exploratory drilling, the acquisition of field samples does not require a NAQTC certified technician.

SERVICE: Highway Engineering - Freeway Design

Design of limited access roadway, including diamond, single-point and fully directional, interchanges; alignment studies (depressed sections and fully elevated), sound walls, drainage facilities, mitigation of impacts and specifications.

Firms should have experience in utility coordination and design that includes the following functions:

- Coordination with utility companies to determine existing and/or proposed utilities. Request as-built record drawings.
- Using Engineer's electronic CAD mapping files, input utility record drawing information into mapping file on a separate layer.
- Coordinate the preparation of construction plans to avoid utility conflicts. Prepare plans and specifications for the relocation of existing utilities, as well as new facilities for water and sewer lines associated with road and flood control improvements.
- Provide Subsurface Utility Engineering services, through a sub-consultant if required, to locate existing utilities. Task includes all permitting, traffic control, notifying "CALL BEFORE YOU DIG," excavating holes to locate utilities with vacuum extractor method, survey to obtain horizontal and vertical elevations of the utilities being found, and pavement patching per the Agency requirements. Said sub-consultant must be approved by Clark County.
- Coordinate with municipalities for related inspections

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Individual in responsible charge of service: Either five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service. In addition, as required by Nevada Revised Statutes, individuals in responsible charge must be registered in the State of Nevada to perform engineering services.

Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects to completion performing this same service.

Firms must demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on microcomputer disk media in AutoCAD[®] format.

SERVICE: Highway Engineering - Traffic Engineering

Design traffic signals, I.T.S., pavement markings, signs, and other traffic control device plans. Prepare specifications. Conduct traffic operations, traffic flow, and traffic planning for feasibility studies, including level of service analysis at intersections and roadway segments. Prepare and/or review geometric design and channelization plans.

- Conduct intersection warrant analyses for multi-way stops and traffic signals, school related pedestrian studies, speed studies, and other traffic related safety studies.
- Firms should have experience in utility coordination and design that includes the following functions:
 - Coordination with utility companies to determine existing and/or proposed utilities. Request as-built record drawings.
 - Using Engineer's electronic CAD mapping files, input utility record drawing information into mapping file on a separate layer.
 - Coordinate the preparation of construction plans to avoid utility conflicts. Prepare plans and specifications for the relocation of existing utilities, as well as new facilities for water and sewer lines associated with road and flood control improvements.
 - Provide Subsurface Utility Engineering services, through a sub-consultant if required, to locate existing utilities. Task includes all permitting, traffic control, notifying "CALL BEFORE YOU DIG," excavating holes to locate utilities with vacuum extractor method, survey to obtain horizontal and vertical elevations of the utilities being found, and pavement patching per the Agency requirements. Said sub-consultant must be approved by Clark County.
 - Coordinate with municipalities for related inspections

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Relevant projects administered by the firm in the past five years: The firm must demonstrate direct involvement or supervision of traffic engineering projects including the design, drafting, and preparation of plans, specifications, and contract documents for the installation, construction, or modification of traffic control devices, such as traffic signal and lighting systems, traffic signs, pavement markings, channelization, and geometric design.

Relevant experience of proposed staff: The licensed civil engineer in responsible charge of the work must have a minimum of five years experience in traffic engineering studies, including capacity analysis, feasibility, corridor or route studies, design, operations, and planning.

Individual in responsible charge of utility coordination shall have either five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service. In addition, as required by Nevada Revised Statutes, individuals in responsible charge must be registered in the State of Nevada to perform engineering services.

Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Traffic engineering software: Firm must own and be able to use latest software relevant to traffic analyses and be able to provide documentation of results.

Drafting: Firm must provide maps, surveys, and engineering plans in AutoCAD® .dwg format and on microcomputer disk media

SERVICE: Highway Engineering - Urban Arterial Design

Design of typical arterials (normally four to eight lanes wide with right-of-way widths of 80 to 120 feet) located in the Las Vegas Valley. Design includes pavement, curb, gutter, sidewalks, drainage improvements, and reconstruction within developed areas.

Firms should have experience in utility coordination and design that includes the following functions:

Coordination with utility companies to determine existing and/or proposed utilities. Request as-built record drawings.

Using Engineer's electronic CAD mapping files, input utility record drawing information into mapping file on a separate layer.

Coordinate the preparation of construction plans to avoid utility conflicts. Prepare plans and specifications for the relocation of existing utilities, as well as new facilities for water and sewer lines associated with road and flood control improvements.

Provide Subsurface Utility Engineering services, through a sub-consultant if required, to locate existing utilities. Task includes all permitting, traffic control, notifying

“CALL BEFORE YOU DIG,” excavating holes to locate utilities with vacuum extractor method, survey to obtain horizontal and vertical elevations of the utilities being found, and pavement patching per the Agency requirements. Said sub-consultant must be approved by Clark County.

Coordinate with municipalities for related inspections

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Individual in responsible charge of service: Either five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service. In addition, as required by Nevada Revised Statutes, individuals in responsible charge must be licensed in the State of Nevada to perform engineering services.

Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Drafting: Firms must demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on microcomputer disk media in AutoCAD[®] format.

SERVICE: Hydraulic/Hydrology - Detention/Retention

Design of facilities to temporarily store storm water run-off. Design includes inlet structures, outlet structures, dam embankment, spillway design, multiple and mixed use, and associated hydrology and hydraulics.

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Relevant projects administered by the firm in the past five years: Firm must demonstrate that it has had direct involvement or supervision of a minimum of five storm water management facility or transportation designs. Higher value will be placed on experience with storm water management facility design projects that are located in the arid Southwest.

Relevant experience of proposed staff: The Registered Civil Engineer in responsible charge of the work must have a minimum of five years experience in hydraulic and hydrology design together with a thorough understanding of the Federal Emergency Management Agency's policies and procedures regarding map amendments. Staff must also have an understanding of the Clark County Regional Flood Control District's *Policies and Procedures Manual, Design Manual, and Uniform Regulation for the Control of Drainage*.

SERVICE: Hydraulic/Hydrology - Hydrology

Provide an analysis of the off-site and on-site hydrology of a project for the existing, proposed and future conditions.

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Relevant projects administered by the firm in the past five years: Firm must demonstrate that it has had direct involvement or supervision of a minimum of five transportation or storm water management facility designs. Higher value will be placed on experience with projects located in the arid Southwest.

Relevant experience of proposed staff: The Registered Civil Engineer in responsible charge of the work must have a minimum of five years experience in hydraulic and hydrology design together with a thorough understanding of the Federal Emergency Management Agency's policies and procedures regarding map amendments. Staff must also have an understanding of the Clark County Regional Flood Control District's *Policies and Procedures Manual, Design Manual, and Uniform Regulation for the Control of Drainage*.

SERVICE: Hydraulic/Hydrology - Storm Drain Conveyance

Design of storm water collection and conveyance facilities in both open channel and closed conduits. Design includes inlets, transition structures, culverts, and associated hydrology and hydraulics.

Firms should have experience in utility coordination and design that includes the following functions:

Coordination with utility companies to determine existing and/or proposed utilities. Request as-built record drawings.

Using Engineer's electronic CAD mapping files, input utility record drawing information into mapping file on a separate layer.

Coordinate the preparation of construction plans to avoid utility conflicts. Prepare plans and specifications for the relocation of existing utilities, as well as new facilities for water and sewer lines associated with road and flood control improvements.

Provide Subsurface Utility Engineering services, through a sub-consultant if required, to locate existing utilities. Task includes all permitting, traffic control, notifying "CALL BEFORE YOU DIG," excavating holes to locate utilities with vacuum extractor method, survey to obtain horizontal and vertical elevations of the utilities being found, and pavement patching per the Agency requirements. Said sub-consultant must be approved by Clark County.

Coordinate with municipalities for related inspections

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Relevant projects administered by the firm in the past five years: Firm must demonstrate that it has had direct involvement or supervision of a minimum of five transportation or storm water management facility designs. Higher value will be placed on experience with projects located in the arid Southwest.

Relevant experience of proposed staff: The Registered Civil Engineer in responsible charge of the work must have a minimum of five years experience in hydraulic and hydrology design together with a thorough understanding of the Federal Emergency Management Agency's policies and procedures regarding map amendments. Staff must also have an understanding of the Clark County Regional Flood Control District's *Policies and Procedures Manual, Design Manual, and Uniform Regulation for the Control of Drainage*.

Individual in responsible charge of utility coordination shall have either five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service. In addition, as required by Nevada Revised Statutes, individuals in responsible charge must be registered in the State of Nevada to perform engineering services.

Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Firms must demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on microcomputer disk media in AutoCAD® format.

SERVICE: Landscape Architecture

Design of landscaping for areas within the public right-of-way, detention basins, or redevelopment projects. These design services may include irrigation, lighting, and maintenance recommendations.

Qualifications

A minimum of one Nevada Registered Landscape Architect on staff and in responsible charge of the work.

Individual in responsible charge of service: Either five years or five projects experience providing such services, with a minimum experience of at least three years and three projects successfully completed in this Service.

SERVICE: Right-of-Way - Acquisition/Negotiation and/or Relocation

This service encompasses both the acquisition/negotiation and relocation services. Firms may be contracted to perform acquisition/negotiation and relocation services or either acquisition/negotiation or relocation work.

Acquisition/Negotiation - Assist in the acquisition of right-of-way by negotiation or eminent domain proceedings, present offers, explain appraisals, provide liaison duties between the County and property owners, monitor escrows, maintain diaries, records, correspondence and reports, and prepare pre-condemnation packages.

Relocation - In compliance with the *Uniform Relocation Assistance and Real Property Acquisition Policies Act* and applicable state and federal policies and regulations: perform

project relocation studies and relocation advisory assistance to displaced commercial and residential property owners and/or tenants; compute benefits and review benefit applications; maintain diaries, correspondence, and generate reports; and provide close coordination between relocation and acquisition activities.

Qualifications

Acquisition/Negotiation - Individual in responsible charge of Acquisition/Negotiation: a minimum of five years experience in completing real estate acquisitions and have successfully completed such service on a minimum of five separate projects. Must also comply with one of the following:

Possess an active State of Nevada Real Estate Broker's license, or

Possess an active State of Nevada Real Estate Broker-Salesman or Salesman license and work under a licensed Broker in order to comply with Nevada Revised Statutes regarding real estate licensing.

Relocation - Individual in responsible charge of Relocation: a minimum of five years experience involving relocation activities and have successfully completed such service on a minimum of five separate projects.

All relocation agents must be experienced in the implementation of the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the Relocation Act Amendments of 1987, and subsequent amendments*, and be able to fully comply with all federal and state requirements.

SERVICE: Right-of-Way - Appraisals

Prepare valuations of interests in real property in compliance with the Uniform Standards of Professional Appraisal Practice and the Uniform Appraisal Standards for Federal Land Acquisition. Perform appraisal review assignments and provide written reports in accordance with the Uniform Standards of Professional Appraisal Practice, containing a credible opinion as to the quality of another appraiser's work. Provide testimony as an expert witness in condemnation proceedings, and perform supplemental studies as needed.

Qualifications

All appraisals must be performed by a Nevada Certified General Appraiser. In addition, the Nevada Certified General Appraiser must be a Member of the Appraisal Institute (M.A.I.) or a senior or designated member of the Appraisal Institute or American Society of Appraisers. The Nevada Appraiser Certification number and MAI, senior or designated status must be noted in the employee certification section.

Minimum two years experience appraising Nevada real estate.

Ability to comply with all federal, state, and local laws / regulations regarding preparation of appraisal reports.

SERVICE: Right-of-Way - Government Land Acquisitions

Coordination, processing, and completion of right-of-way grants, easements, leases, permits, or other realty actions required upon federal, state, city, or other government-owned lands; preparation of application packages involving right-of-way, leases or other land uses requiring Bureau of Land Management (BLM) authorization; coordinating and processing of advertising and public notices if required by BLM or other governmental agency; preparation and coordination of environmental documentation or reports to meet NEPA (National Environmental Policy Act) requirements related to right-of-way, easements, or other realty actions cited above; processing, monitoring, and coordinating BLM departmental reviews in a timely manner; resolution of issues during application processing; complete desert tortoise reports or clearances; work with staff to prepare and coordinate renewal applications; preparation of final lease/right-of-way grant/temporary use or other permits and agreements, offer letters, decision letters, and applicable stipulations or conditions.

Qualifications

Individual in responsible charge of service: a minimum of two years experience in acquiring interests in government owned lands, and be able to fully comply with federal, state, and local governmental agency requirements. Must comply with one of the following:

- Possess an active State of Nevada Real Estate Broker's license, or
- Possess an active State of Nevada Real Estate Broker-Salesman or Salesman license and work under a licensed Broker in order to comply with Nevada Revised Statutes regarding real estate licensing.

SERVICE: SID (Special Improvement Districts)

Provide services to assist the County in the formation and administration of assessment districts for new developments involving one or a small number of private property owners who intend on developing their property for residential, commercial, industrial, or other beneficial use. Work may include the major components of special improvement district (SID) formation, reapportionment services, and acquisition audits. The major components of SID formation include review of construction plans, right-of-way certifications, bid document review, inspection and materials testing, review and recommendation of payment request, determination of assessment allocation, and preparation of the Engineer's report.

Qualifications

A minimum of one Nevada Professional Engineer (Civil) on staff and in responsible charge of the work.

Relevant developer-type Special Improvement District projects administered by the firm in the past three years: At least three projects of over \$10,000,000.00 construction contract value each.

Relevant experience of proposed staff: Individuals in responsible charge must have experience on at least three projects of over \$10,000,000.00 construction contract value each.

SERVICE: Structural Engineering - Transportation and Flood Control

Design of structures associated with transportation or flood control improvements, such as bridges, viaducts, large culverts, spillways, transitions, structures, retaining walls, and related structures.

Firms should have experience in utility coordination and design that includes the following functions:

- Coordination with utility companies to determine existing and/or proposed utilities. Request as-built record drawings.
- Using Engineer's electronic CAD mapping files, input utility record drawing information into mapping file on a separate layer.
- Coordinate the preparation of construction plans to avoid utility conflicts. Prepare plans and specifications for the relocation of existing utilities, as well as new facilities for water and sewer lines associated with road and flood control improvements.
- Provide Subsurface Utility Engineering services, through a sub-consultant if required, to locate existing utilities. Task includes all permitting, traffic control, notifying "CALL BEFORE YOU DIG," excavating holes to locate utilities with vacuum extractor method, survey to obtain horizontal and vertical elevations of the utilities being found, and pavement patching per the Agency requirements. Said sub-consultant must be approved by Clark County.
- Coordinate with municipalities for related inspections

Qualifications

A minimum of one Nevada Professional Engineer (Civil or Structural) on staff and in responsible charge of the work. Higher value will be placed on firms using a licensed Structural Engineer (SE) that has the required experience on transportation and flood control projects.

Relevant projects administered by the firm in the past five years: Firm must demonstrate that it has had direct involvement or supervision of a minimum of five transportation or flood control structural facility designs. Structural design experience in the building construction industry will not be considered.

Relevant experience of proposed staff: The Registered Civil or Structural Engineer in responsible charge of the work must have a minimum of five years experience in structural design experience of transportation or flood control facilities

Individual in responsible charge of utility coordination shall have either five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service. In addition, as required by Nevada Revised Statutes, individuals in responsible charge must be registered in the State of Nevada to perform engineering services.

Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's

Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Firms must demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on microcomputer disk media in AutoCAD® format.

SERVICE: Surveying - Construction Staking - Major Project

Includes the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a major project is to be constructed. Also includes the establishment of necessary site-specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed major project improvements. Major project improvements may be defined as improvements normally associated with the construction of limited access roadways, super arterial roadways, and beltways including bridges, tunnels, and similar structures. Examples include the Desert Inn Super Arterial and the Southern Beltway.

Qualifications

A minimum of one Nevada Professional Land Surveyor (P.L.S.) on staff and in responsible charge of the work.

Relevant construction staking limited access roadways, super arterial roadways, or Beltway projects administered or performed by the firm in the past five years. Submit projects which included construction staking of ramps, bridges, interchanges, flyovers, tunnels, and other structures or design features unique to major projects. Total contract value of the surveying services, with contract duration, should be included.

Relevant professional qualifications of proposed staff: The P.L.S. must have been a licensed professional land surveyor for at least five years. Nevada Certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.

SERVICE: Surveying - Construction Staking - Minor Project

Includes the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a minor project is to be constructed. Also includes the establishment of necessary site-specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed minor project improvements. Minor project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, and flood control improvements.

Qualifications

A minimum of one Nevada Professional Land Surveyor (P.L.S.) on staff and in responsible charge of the work.

Relevant construction staking urban arterial roads, collector roads, Special Improvement Districts (SID), flood control improvements, and other structures or design features unique to minor projects administered or performed by the firm in the past five years. Submit at least

five projects, which included construction staking of significant infrastructure improvements. Total contract value of the surveying services, with contract duration, should be included.

Relevant professional qualifications of proposed staff: The P.L.S. must have been a licensed professional land surveyor for at least five years. Nevada Certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.

SERVICE: Surveying - Land Surveying (Boundary/Topo/Alignment)

The establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor's authority, the preparation of certified legal descriptions of the area surveyed and acquisition areas, preparation of right-of-way plans/plats, and the measurement of the earth's contours and of fixed work to include ground control, aerial mapping, and generation of Nevada State Plane coordinates as specified.

Qualifications

A minimum of one Nevada Professional Land Surveyor (P.L.S.) on staff and in responsible charge of the work.

Relevant roadway, drainage, flood control, site development or other projects for which boundaries or limits of rights-of-way were established. Experience should include resolution of conflicting surveys, identification and preparation of rights-of-way plans/plats, survey plats, legal descriptions of surveyed and acquisition areas, alignment and topographic surveys. Submit at least five projects which included the establishment, re-establishment, perpetuation of the legal boundaries and/or alignments, legal limits of rights-of-way, easements, lots, parcels, units or sites, including topographic surveys and aerial mapping of these facilities for the pre-design, design, and construction of public infrastructure improvements, or other site specific development purposes that were administered or performed by the firm in the past five years. Of the preceding work, the firm must specifically describe the work it performed or administered on each project. Total contract value of surveying services should be included.

Relevant professional qualifications of proposed staff: The P.L.S. must have been a licensed professional land surveyor for at least five years. Nevada certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.

When a Sub Consultant is used to provide such services as aerial mapping or pot holing, said Sub Consultant must be approved by Clark County.

SERVICE: Surveying - Land Surveying and Construction Staking - Minor Project (Laughlin only)

The establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor's authority, the preparation of certified legal descriptions of the area surveyed and acquisition areas, preparation of right-of-way

plans/plats, and the measurement of the earth's contours and of fixed work to include ground control and aerial mapping.

Includes the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a minor project is to be constructed. Also includes the establishment of necessary site-specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed minor project improvements. Minor project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, and flood control improvements.

"Land Surveying", includes the establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor's authority, the preparation of certified legal descriptions of the area surveyed and acquisition areas, preparation of right-of-way plans/plats, and the measurement of the earth's contours and of fixed work to include ground control and aerial mapping.

"Construction Staking - Minor Project", includes the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a minor project is to be constructed. Also includes the establishment of necessary site-specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed minor project improvements. Minor project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, and flood control improvements

Qualifications

A minimum of one Nevada Professional Land Surveyor (P.L.S.) on staff and in responsible charge of the work.

The land-surveying firm must have a local office. The office must be within a one-hour response time to the Laughlin area, and be able to work a five-day, 40-hour week (or as necessary) to support County projects, with no travel costs to be paid by the County.

Relevant professional qualifications of proposed staff: The P.L.S. must have been a licensed professional land surveyor for at least five years. Nevada certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.

Works

Overview of Works

A Works consists of one or more Services that may be required to perform that Works. The requested Services comprising each Works are shown in a matrix with the definition of the Works.

A Works provider must perform over fifty percent of the total work. The firm must also identify whether the component Services of the Works will be done by the firm as the Prime

or by Sub Consultants. In both cases (whether by Prime or Sub Consultant), the firms listed must have submitted and been ranked in the pre-qualifications as a provider for each required Service. The firm submitting to provide each Works is required to be the Prime in certain Services for that Works.

Firms proposing to be a Works provider must perform over fifty percent of the total work, and must indicate those Services to be done by it (i.e., as the Prime) and those Services to be done by Sub Consultants. For some services a firm will not have to identify whether the Prime or a Sub Consultant will perform the Service until a project interview. For each Works category, the firm requesting to be the Works provider must be the Prime for one or more of the component Services as identified in the Works package. The Prime and the Sub Consultants must submit and be ranked as a service provider for the Services identified as being supplied by them for that Works. Firms indicating multiple Sub Consultants for a Service will receive, during the evaluation procedure, the score from the lowest ranked of the named Sub Consultants. Firms indicating a Sub Consultant not ranked for that Service receive a default score of zero for that service and, thus, a lower overall score for the list ranking as a work provider. A firm seeking to be a Works provider should ensure all its named Sub Consultants are submitting to be a Service provider for the required Services. The eSOQ system will only allow you to name a sub consultant firm for a Works if that firm has accessed their Clark County SOQ submittal during the current or previous SOQ submittal periods.

A firm selected as a Works provider must use the Sub Consultants detailed on its SOQ submittal. If a firm wishes to use a different Sub Consultant, it must first receive the approval of the County. The requested substitute Sub Consultant must be on the current Services pre-qualification list with an average score higher than or equal to the one named on the SOQ submittal unless otherwise approved by the County and must demonstrate sufficient qualifications to ensure project quality is not diminished. A substitution made in this manner will not change the rank or evaluation score of the Works provider.

Works categories include:

- Bridges
- Construction Management
- Flood Control
- Limited Access Roadways
- Pedestrian Grade Separations
- Streets and Road Repair

Firms interested in being a Works provider should carefully note all the Services requiring the submitting firm to perform as the Prime. Required Services for each Works are listed on the matrix of required Services for each Works. The following information should be kept in mind:

Firms proposing to provide a Service must be Prime for that Service and must perform over fifty percent of the work.

Firms proposing to provide a Works must perform over fifty percent of the total work.

Firms submitting for a Works must also submit for Services identified as Prime in the

Service matrix.

On each Works matrix of Services some Services are pre-designated as Prime (already have a red P) and the Sub Consultant box says "N/A". For these Services, the firm submitting to provide the Works must be the Prime. In other words, they cannot sub out the specified Service.

Use of Sub Consultants:

For some Services a firm will not have to identify whether the Prime or a Sub Consultant will perform the Service until a project interview.

For each Works category, the firm requesting to be the Works provider must be the prime for one or more of the component Services as identified in Service matrix.

The Prime and named Sub Consultants must submit and be ranked as a Service provider for the Services identified as being supplied by them for that Works. Firms indicating a Sub Consultant not ranked for that Service receive a default score of zero for that Service and, thus, a lower overall score for the list ranking as a Works provider.

Firms seeking to be a Works provider should ensure all its named Sub Consultants are submitting to be a provider of the required Services.

A firm selected as a Works provider must use the Sub Consultants detailed on its SOQ submittal. If a firm wishes to use a different Sub Consultant, it must first receive the approval of the County.

There are requirements regarding which Works you may/should submit on:

All firms submitting for Construction Management - Administration Service will automatically be placed on the Construction Management Works list. If you want to be considered for Construction Management Works, submit for Construction Management - Administration Service.

Matrices of the Services required with each Works are provided in other sections. A legend is provided to explain abbreviations.

Works Matrix Legend

P = Prime (Works provider must provide Service)

I = Name Service provider at Interview

P/S = Firm may act as Prime or name a Sub Consultant

A list of Works included in your submittal is available on the Main Menu page as well as on the Works page noted below.

A Works submittal is composed of two components:

- **Services matrix** – the matrix is unique to each Works
- **Five-page summary** - up to 25,000 characters about meeting qualifications

You can add or remove a Works submittal from your total submittal. You may also edit the Services matrix or five-page summary.

Adding A Works Submittal

To add a Works submittal to your combined submittal:

1. From the Main Menu select **Submittals | Works** to view a list of Works you are submitting.

The default display for this page includes a list box of all Works that may be included.

2. Select the Works from the Works Available list, and select **Include Works In SOQ**. You cannot add a Works that is already in your selected list.

The newly added Works should now be in the list of Works currently selected for submittal.

3. Click the Edit link.

The Services matrix for the selected Works will display. You must complete all P/S/I options. The data is described below:

Service - The name of the required Service.

P / S / I - This is a status indicating whether the submitter will act as Prime (P), assign the Service to a Sub Consultant (S), or name a Sub Consultant at the pre-contract Interview (I). In some cases options are limited by the specification so all options will not be available in all cases. If you are the Prime, you do not need to fill in the Sub Consultant field.

Sub Name - This is the name of the sub-consultant firm. If the above option is set to assign a Sub Consultant, you must select a firm name.

4. When the data is complete, select **Save Changes** to record it. If you select **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

This returns you to the Works page. You are now ready to enter your five-page summary.

5. After visually locating the Works you are adding, click the **Click to edit your 5-page summary** link.

The system will respond by presenting a data entry form for a five-page summary. The firm may submit a summary up to 25,000 characters in length including spaces (approximately 5 typed pages). The summary should demonstrate its experience in this Works, and the ability to provide the required Services. In developing your summary please consider the necessary requirements and qualifications for the Works. The Summary should also identify how the firm plans to provide more than fifty (50) percent of the total work. It should identify key personnel and their background for this Works; non-personnel and other resources. The summary should also discuss the firm's experiences on projects included on the project list.

6. Add your summary. You can type in your summary, or use Microsoft Windows © clipboard cut and paste methods. For details on editing your text external to the SOQ, refer to External Word Processing.
7. When the data is complete, click **Save Changes** to record it. If you click **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

Editing A Works Submittal

To edit a selected Works submittal:

1. From the Main Menu select **Submittals | Works** to view a list of Works you are submitting.

The default display for this page includes a list box of all Works that may be included, followed by Works currently selected for submittal.

2. After visually locating the Works you want to edit, click the **Click to edit your 5-page summary** link.

The system will respond by presenting a data entry form for a five-page summary.

3. Edit the five-page summary. For details on editing your text external to the SOQ, refer to External Word Processing.
4. When your changes are complete, record the data by selecting **Save Changes**. If you select **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

Removing A Works Submittal

To remove a selected Works submittal:

1. From the Main Menu select **Submittals | Works** to view a list of Works you are submitting.

The default display for this page includes a list box of all Works that may be included, followed by Works currently selected for submittal.

2. After visually locating the Works you want to remove, select the Click to Remove link.

The system will prompt you for a confirmation.

3. Select **OK** to confirm the remove. If you do not want to remove this Works then select **Cancel**.

To restore a Works once it has been removed, you must add it again.

Works Categories

WORKS: Bridges

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of bridges.

Matrix of Services

	P / S / I	Sub Consultant
Const Management – Staff Augmentation	I	Named At Interview
Electrical Engineering - Traffic/Lighting	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Traffic Engineering	I	Named At Interview
Highway Eng - Urban Arterial Design	P/S	
Hydraulic/Hydrology - Storm Drain Conveyance	P/S	
Landscape Architecture	I	Named At Interview
Structural Eng - Transportation and Flood Control	P	N/A
Surveying - Land Surveying	I	Named At Interview

WORKS: Construction Management

Summary of Requirements: Those duties called for in the Construction Management – Administration Service as the Prime and the provision or management of Construction Management – Quality Assurance (Materials Testing and Inspection) either as the Prime or through a pre-qualified Sub Consultant.

Matrix of Services

	P	Sub Consultant
	/	
	S	
	/	
	I	
Const Management - Administration	P	N/A
Const Management - QA (Mat Test/Insp)	I	Named At Interview

WORKS: Flood Control

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of flood control improvements. .

Matrix of Services

	P	Sub Consultant
	/	
	S	
	/	
	I	
Const Management – Staff Augmentation	I	Named At Interview
Environmental Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Hydraulic/Hydrology - Detention/Retention	P	N/A
Hydraulic/Hydrology - Storm Drain Conveyance	P	N/A
Structural Eng - Transportation and Flood Control	P/S	

Surveying - Land Surveying

I Named At Interview

WORKS: Limited Access Roadways

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of freeways and other limited access roadways.

Matrix of Services

	P/ S/ I	Sub Consultant
Const Management - Staff Augmentation	I	Named At Interview
Electrical Engineering - Traffic/Lighting	I	Named At Interview
Environmental Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Freeway Design	P	N/A
Highway Eng - Traffic Engineering	P/S	
Hydraulic/Hydrology - Detention/Retention	P/S	
Hydraulic/Hydrology - Storm Drain Conveyance	P/S	
Structural Eng - Transportation and Flood Control	P/S	
Surveying - Land Surveying	I	Named At Interview

WORKS: Pedestrian Grade Separations

Summary of Requirements: Provide conceptual, preliminary, and possibly all engineering services from feasibility studies to the construction of pedestrian grade separations. These Services may include consensus building; interactive three-dimensional computer model presentation ability; extensive and detailed utility location and relocation; pedestrian and vehicle estimates; air quality benefit analysis; ADA compliance; architectural analysis; geotechnical, civil, traffic, structural, and electrical engineering. Work may involve numerous meetings with property owners and interested parties.

Matrix of Services

	P	Sub Consultant
	/	
	S	
	/	
	I	
Constr Management - Staff Augmentation	I	Named At Interview
Electrical Engineering - Traffic/Lighting	P/S	
Environmental Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Traffic Engineering	P/S	
Highway Eng - Urban Arterial Design	P/S	
Structural Eng - Transportation and Flood Control	P	N/A
Surveying - Land Surveying	I	Named At Interview

WORKS: Streets and Road Repair

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of streets and road repair. Projects may require special improvement district work, traffic improvement work, electrical engineering, structural engineering, and right-of-way engineering.

Matrix of Services

P	Sub Consultant
/	
S	
/	
I	

Clark County Public Works

Electrical Engineering - Traffic/Lighting	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Traffic Engineering	P/S	
Highway Eng - Urban Arterial Design	P	N/A
Hydraulic/Hydrology - Storm Drain Conveyance	P/S	
Structural Eng - Transportation and Flood Control	P/S	
Surveying - Land Surveying	I	Named At Interview

Employees

Overview of Employees

Identifying employees and their roles is a central issue in your SOQ 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 - Allows you to create an employee and add background information about her.

Edit an Employee - Allows you to edit the employee name and background data including experience.

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 an employee is to remove them entirely from your submittal. If you only want to remove them from a particular service, use the [Click to Remove](#) action.

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.

Employee Experience

Employee experience is noted as part of service submittals. This experience is noted by years of experience in professional areas or with the firm. When an employee is assigned to a service to justify firm experience, the employee is also assigned to a category (A, B, and C) based on their experience.

"A" Category Personnel: An "A" category employee refers to a Nevada licensed engineer, landscape architect, professional land surveyor, or other professional with Nevada registration or certification as required by Nevada Revised Statutes (NRS). Also included are those professionals for whom NRS does not require Nevada license or certification to practice their expertise. These individuals include certain right-of-way professionals, biologists, photogrammetrists, and others. "A" employees should include any national certification or accreditation (such as MAI), if applicable. Only individuals who can be put in responsible charge of a service are to be included in the "A" category. While some services may have stricter requirements, in general such employees must demonstrate either five years or five projects experience in the proposed service, with a minimum of three years and three projects experience in that service.

"B" Category Personnel: This category includes Nevada licensed engineers, landscape architects, and surveyors without the necessary experience to be put in responsible charge of a service; engineers, landscape architects, and surveyors registered in other states; Engineering Interns and other non-licensed engineers; landscape architect Interns and

other non-licensed landscape architects; Land Surveying Interns; and other such individuals. Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. Employees should have an appropriate Bachelor's Degree (Landscape Architecture, Engineering, or equivalent based on discipline) if applicable, and have worked on not less than three projects performing this same service.

"C" Category Personnel: This category includes the technical and support staff. These employees should be experienced and not more than twenty percent of them should have less than one year of experience in the service area.

The employee experience category determines how many projects may be included to establish an employee's resume. The overview of employee projects section discusses these requirements.

Add / Edit 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 employees current responsibility or job title.

Nevada Resident - Check if the employee is currently a Nevada resident.

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

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)

Firm (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)

Local (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)

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.

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

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.

Discipline(s) - Provide the name of the discipline(s) related to the above license(s).

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

Other Certifications - Provide descriptions of any other applicable certifications. (EX: i.e. ICBO, NAQTC, etc.)

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, which is an option off the Main Menu. Click on **Edit an Employee**.
2. Make changes in the data as needed. The **Reset** option restores data to the condition it was in when the page was first displayed.
3. Check the sum of the professional experience categories by clicking **Calc Sum Of Years**. The Sum of Years cannot exceed the total professional career experience.
4. When your data is complete and accurate, click **Insert Employee** to save. If you do not want to save your new entry, click **Cancel**.

Editing an employee changes the employee record, and any references to the employee in your submittal will reflect the saved changes. To Edit an employee:

1. Start on the Employees page, which is an option off the Main Menu. Click on the employee to be edited, then click **Edit an Employee**.
2. When your data is complete and accurate, click **Save Changes** to save. If you do not want to save your changes, click **Cancel**.

Delete An Employee

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

1. Start on the Employees page, which is an option off the Main Menu. Click on the employee to be deleted. Employees are shown in an **Alphabetical Listing of Employees**.
2. Select **Delete Employee**.

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 **Delete Employee** or **Delete Employee And Marked Projects**. To abort the deletion process click **Cancel**.

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

Assign Employee To Services

Employees and their experience history are assigned to one or more Services to demonstrate experience in a Service. This history is also referred to as an employee resume.

Service Name: Identify the Service(s) that the employee will be assigned to.

Staff Category: Identify the proper category for the employee listed on the form. The three staff experience categories and their definitions are discussed in the Employee Experience section.

To assign an Employee to a Service:

1. Start on the Employees page, which is an option off the Main Menu. Click on the employee that will be assigned. Available employees are shown in an **Alphabetical Listing of Employees**.
2. Select Assign to Services.

The system will present a new form. If the employee is assigned to one or more Services, each Service will be listed along with the Staff Category (see definitions above).

3. Pick a new Service from the **Services Available for Assignment** list.
4. Select the appropriate **Staff Category**.
5. Select Assign to <Employee Name> to submit.

The form will refresh and show the new Employee – Service. If there is a reason the selected Employee – Service combination cannot be added, a warning message will display.

Remove An Employee Service

To remove an Employee from a Service:

1. Start on the Employees page that is an option off the Main Menu. Click on the employee that will be removed. Available employees are shown in an **Alphabetical Listing of Employees**.
2. Select Assign to Services.

The system will present a new form. If the employee is assigned to one or more Services, each Service will be listed along with the Staff Category.

3. Select the Click to Remove link at the right of the Service the employee should be removed from.

The system will present a confirmation option.

4. Confirm your choice by selecting **OK**. To abort the process and leave the Employee assigned to the Service select **Cancel**.

The form will refresh and show any remaining Employee – Service assignments.

Projects

Overview of Projects

There are two categories of projects in the SOQ 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 or Works. A firm may have an unlimited number of firm projects that have been started or completed within the past five (5) years, however, we recommend that you only submit those needed to establish your firms expertise and experience.

NOTE: If you have projects that were included and acceptable in a previous submittal, but due to the time frame of the new submittal are beyond the five-year cutoff, the Verification report will list them. Even if you retain these projects, they will not be included for evaluation.

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 it's 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 it's 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 checking the red template **Create As A Template Project** option at the top of the project page before you save it.

Employee Projects

Overview of 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.

Firms may submit up to five (5) "A" Category resumes, five (5) "B" Category resumes, and when permitted, five (5) "C" Category resumes for each Service. For most Services, firms are limited to just "A" and "B" Category resumes. Only the following Services may include resumes for "C" Category employees:

- Construction Management - Administration
- Construction Management - Quality Assurance (Materials Testing and Inspection)
- Construction Management - Staff Augmentation
- Surveying - Construction Staking - Major Project
- Surveying - Construction Staking - Minor Project
- Surveying - Land Surveying (Boundary/Topo/Alignment)
- Surveying - Land Surveying and Construction Staking - Minor Project (Laughlin only)

For details about the "A", "B", and "C" employee categories, refer to the Employee Experience section.

Each employee resume (employee / Service / category) is limited to the following number of projects:

- "A" category personnel – five projects
- "B" category personnel – three projects, except for:
- Construction Management - Administration
- Construction Management - Quality Assurance (Materials Testing and Inspection)
- Construction Management - Staff Augmentation

where the above are allowed five projects each.

- "C" category personnel – three projects

For a detailed discussion of employee categories "A", "B", and "C" please refer to the Employee Experience section.

Add An Employee Project

To add a new employee project:

1. Start on the **Projects | Employees** page, which is an option off the Main Menu. Under the **Add an Employee Project** section, select an Employee – Service assignment, and then select **Add Project**.
2. 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 (4) methods to create a new project:

- Add a New Employee Project From Scratch,
 - Copy a Template Employee Project,
 - Copy Existing Employee Project, or
 - Copy Existing Firm Project.
3. Select a method, and enter the project data. When the provided data is complete you must select **Insert Project** to record it. If you select **Cancel** the data will not be recorded. The **Reset** option restores data 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:

Create 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.

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

Completed - 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. Start on the **Projects | Employee** page, which is an option off the Main Menu. Find an existing employee / Service under the **Display Projects For** section.
2. 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 **Limit list to Keyword or Phrase** text box.
3. Select **Show Project 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.
4. After visually locating the project you want to edit, click the **Edit Project link**.

The web site will present a data entry form for you to edit the project information. Each data item is discussed in the **Add An Employee Project** section. One additional data item may appear:

(Linked To: [Project Name]) – This is an optional status message that will appear if the current project is based on a template. The project name is the name of the template project.

5. To record the data, select **Save Changes**. If you select **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed. If the project is based on a template, an option button to **Remove Link** is also displayed. Removing the template project link will make this current project stand on it's own, and future changes to the template project will not modify this project. Once a link is removed it cannot be re-established.

Delete An Employee Project

To delete an employee project:

1. Start on the **Projects | Employee** page, which is an option off the Main Menu. Search for existing Employee Projects by selecting an item on the list under the Display Projects For section.
2. 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.
3. Select **Show Project 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.
4. After visually locating the project you want to delete, select the **Delete Project** link.

You will be prompted with a confirmation option.

5. Select **OK** to confirm the delete. If you do not want to delete this project, then select **Cancel**.

Firm Projects

Overview of 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:

Create 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.

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.

Completed - 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 five years 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.

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

Project Description - 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 - Indicate if the firm was acting as Prime, Sub-consultant or Joint-ventured the project with another firm.

Comment - 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.

Entire 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.

Cost of Firm Portion - 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.

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

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. Start on the **Projects | Firm** page, which is an option off the Main Menu. *Make sure you are in the desired option for either Services or Works.* If needed, click the **Change To..** (either Services or Works) button to alternate between these two options. For this example we will add a Service related firm project.
2. Choose the desired Service from the list box then select **Add Project**.

The web site will display a new form to add a project related to the selected Service. You have four (4) methods to create a new firm project:

- Add a New Firm Project From Scratch,
- Copy a Template Firm Project,
- Copy Existing Firm Project, or

- Copy Existing Employee Project.
3. Select a method and enter the project data. When the provided data is complete you must select **Insert Project** to record it. If you select **Cancel** the data will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

Edit A Firm Project

To edit an existing firm project:

1. Start on the **Projects | Firm** page, which is an option off the Main Menu. *Make sure you are in the desired option for either Services or Works.* If needed, click the **Change To Works or Change To Services** button to alternate between these two options.
 2. You can further limit your search by selecting another item in the **Selected Service** or **Selected Works** list. By default this option shows all projects for either Services or Works as selected in step 1 above. You may also 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 **Filter By Keyword/Phrase In Name:** text box.
 3. Select **Display Updated Project List** to execute your search.
- Projects meeting the selected criteria will be displayed in ascending order grouped by Works and by project name within each group.
4. Visually locate the desired project, and click **Edit Project**.

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

5. When the provided data is complete, select **Save Changes** to record the data. If you select **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

Delete A Firm Project

To delete a firm project:

1. Start on the **Projects | Firm** page, which is an option off the Main Menu. *Make sure you are in the desired option for either Services or Works.* If needed, click the **Change To Works or Change To Services** button to alternate between these two options.
2. You can further limit your search by selecting another item in the **Selected Service** or **Selected Works** list. By default this option shows all projects for either Services or Works as selected in step 1 above. You may also 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 **Filter By Keyword/Phrase In Name** text box.

3. Select **Display Updated Project List** to execute your search.
4. After visually locating the project you want to delete, click the **Delete Project** link.

You will be prompted with a confirmation option.

5. Select **OK** to confirm the delete. If you do not want to delete this firm project, then select **Cancel**.

Equipment

Overview of Equipment

By default the Equipment page shows all equipment currently available to your firm. It is displayed by selecting **Equipment**, an option off the Main Menu.

The following methods of working with equipment are provided.

Add Additional Equipment

Edit or Delete Equipment

Three data fields are included for each equipment item:

Description - A helpful description of the equipment that will provide someone else with an understanding of key functionality or options. Example, for a personal computer you might use 'Compaq PIII 600MHz 256MB RAM'. For a pickup truck you might use 'Ford PU ¾ ton with shell'.

Category - Select the category that best describes the equipment being named. Even if the equipment falls into more than one category select only one.

Quantity - Enter the equipment quantity in this box. No fractions or decimals; whole numbers only.

To see a list of all firm equipment shown on your SOQ submittal, you can print the list of equipment as it displays on the Equipment page or use the report titled **Equipment Listing**.

In SOQ submittals prior to 2002, equipment was committed to a Service. That process is no longer required. Also, there is no need to differentiate between equipment that is leased or owned.

Adding Equipment

The system allows you to enter up to five (5) new equipment items at one time.

1. Start on the **Equipment** page, which is an option off the Main Menu.
2. Select **Add Additional Equipment to SOQ**.

You will be presented with a data entry form. You may leave one or more of the five available equipment entries blank if they are not needed.

3. Enter a **Description** of the equipment. You do not need to provide unnecessary detail. If you own four (4) pickup trucks that are similar in function you can normally enter them as one entry.
4. Select the **Category** that best describes the equipment. If none of the categories apply, select 'Other'.
5. Enter the quantity of the described equipment items that are available for use.
6. When you are done adding equipment, select the **Insert** button at the bottom of the page or click the **Insert** menu link to save the entries. If you select **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

Editing and Deleting Equipment

Start on the **Equipment** page, which is an option off the Main Menu. On this page, your equipment is displayed by category.

To change the quantity available of an equipment item, the description, or category, use the **Edit** link. If you want to totally remove an equipment description from your submittal use the **Delete** link

Geotechnical Tests

Overview of Geotechnical Testing

Qualifications are applicable to firms submitting for the following Works and Services:

Geotechnical Engineering

Construction Management - Quality Assurance (Material Testing and Inspection)

All tests and procedures shall be performed in accordance with standard AASHTO / ASTM methods, where applicable.

Due to the large number of Geotechnical tests included in the SOQ there are several methods of organizing and updating them:

Edit an individual test

Working lists

Mass update options

Geotechnical sub consultants are not required to provide supporting submittals. You may designate your own list of Geotechnical sub consultants as needed.

Geotechnical Sub Consultants

Edit Individual Geotechnical Test

You can edit a single Geotechnical test from any sorted working list.

1. Click the **Edit** link.
2. Make the desired revisions.
3. When you are done select **Save Changes** at the bottom of the page or click the **Save Changes** menu link to save the entries. If you select **Cancel** the changes will not be recorded. The **Reset** option restores data to the condition it was in when the page was first displayed.

Geotechnical Working Lists

To view the options for managing the geotechnical working lists:

1. From the Main Menu select **Geotech Testing**.

A form will be displayed that allows you to view tests sorted by various criteria. The default sort view is CCTM. You cannot add or remove tests from the list, but you can modify the status of the listed items.

2. Select the sort option (see step 3 below), then select **Display List**.

A working list will be displayed. Due to the long list of tests you will need to use the vertical scroll bar or Page Up / Page Down keys on your keyboard to navigate.

3. To re-sort the list select a new sort option from the **Working List: Tests Sorted By** list, then select **Display List**. Sort options include:
 - **CCTM** – default list (and report) order
 - **Organization** – By the certifying organization name (abbreviated).
 - **Test Name** – By the descriptive test name.
 - **Sub Assigned** – By Name of the primary Sub Consultant.
 - **Alt Sub Assigned** – By Name of the alternate Sub Consultant.

Each sort option is in ascending order, meaning smallest to largest, or A to Z. Prudent use of these sort options allows you to better organize the data to check accuracy and completeness. From these sorted lists you can pick out a single geotechnical test and edit it.

Sub Consultants

Geotechnical Sub Consultants

See Also: Add A Geotechnical Sub Consultant, Edit A Geotechnical Sub Consultant, Delete A Geotechnical Sub Consultant

Firms submitting for Geotechnical related testing may opt to sub contract out work. If a firm desires to sub contract out any testing, the firm creates and maintains a list of Geotechnical Sub Consultants that work may be assigned to. This list is specific to Geotechnical testing, and does not impact Sub Consultants related to Works.

Add A Geotechnical Sub Consultant

The following data is required for each Geotechnical Sub Consultant:

Sub Consultant Name - The Geotechnical Sub Consultant's full business name.

Phone Number - This phone number (including area code) that Clark County would use to contact the Geotechnical Sub Consultant firm.

To add a Geotechnical Sub Consultant:

1. From the Main Menu select **Geotech Testing**.

Any geotechnical sub consultants you have created will be displayed at the bottom of the page.

2. Select **Add Additional Sub Consultants** at the bottom of the page.
3. Provide the sub consultant name and phone number.
4. Select **Insert New Sub Consultant** to save your data. Select **Cancel** to abandon the new data. **Reset ALL** resets the form back to a blank status.

Edit A Geotechnical Sub Consultant

The following data is required for each Geotechnical Sub Consultant:

Sub Consultant Name - The Sub Consultant's full business name.

Phone Number - This phone number (including area code) that Clark County would use to contact the Sub Consultant firm.

To edit a Geotechnical Sub Consultant:

1. From the Main Menu select **Geotech Testing**.

Any geotechnical sub consultants you have created will be displayed at the bottom of the page.

2. After visually locating the sub you want to edit, select the Edit link.
3. Modify the data and select **Save Changes** to save your changes. Select **Cancel** to abandon your changes. The **Reset** option restores data to the condition it was in when the page was first displayed.

Delete A Geotechnical Sub Consultant

From the Main Menu select Geotech Testing. A list of Geotechnical Sub Consultants will be displayed at the bottom of the page.

1. After visually locating the sub you want to delete, select the Delete link.

If the Sub Consultant is named on any Geotechnical tests you will be prompted to remove them from those tasks before you will be allowed to delete them. If the Sub Consultant is not assigned as noted above, then you will be prompted with a confirmation option.

2. Select **OK** to confirm the delete. If you do not want to delete this Sub Consultant, then click **Cancel**.

Mass Updating

Overview of Mass Update Options

Even with all the power of the web, it would be tedious to edit each and every test. Mass updating allows you to quickly identify groups of tests to modify, then change them in mass.

The areas you can modify with mass editing include:

In-House Capability (to perform the test) – toggle Yes / No

Certification (laboratory is certified for the specified test) – toggle Yes / No

Sub Consultant Information – modify sub or alt sub names

Mass Update: In-House Capability

This option set all Geotechnical tests you select as either:

- performed in house by the firm (Yes), or
- by a Sub Consultant (No).

To change the status of whether you will perform tests in-house:

1. From the Main Menu select **Geotech Testing**.
2. Select Mass Update In-House Capability to . . . (either Yes or No).

The Geotechnical Testing Qualifications data entry form will be presented. If you get an exception message it may indicate that all test data has previously been set as you wanted.

3. Check the appropriate boxes *or* select **Select All** in the upper right corner of the form.
4. When you are done be sure to click the **Update** link in the side bar menu, or select **Update Tests** at the bottom of the form. If you leave the form without performing the Update, your changes will not be saved. **Cancel** closes the page without saving any changes. The **Reset** option restores data to the condition it was in when the page was first displayed.

Mass Update: Certification

This option selects all tests that are specified by a certifying body and the firm doing the testing is certified (Yes) or uncertified (No). For example, if we select to Mass Update Certificates to (Yes), the web site displays the following list (Uncertified = No).

To change the status of these to indicate your firm can perform them in-house:

1. From the Main Menu select **Geotech Testing**.
2. Select **Mass Update Certificates to . . .** (either Yes or No).

The Geotechnical Testing Qualifications data entry form will be presented. If you get an exception message it may indicate that all test data has previously been set as you wanted.

3. Check the appropriate boxes *or* select **Select All** in the upper right corner of the form.
4. When you are done be sure to click the Update link in the side bar menu, or select **Save Checked Tests as Yes/No** at the bottom of the form. If you leave the form without performing the Update, your changes will not be saved. **Cancel** closes the page without saving any changes. The **Reset** option restores data to the condition it was in when the page was first displayed.

Mass Update: Sub Consultants

This option is the most powerful of the Mass Update options. You can update Sub Consultant(s) and/or alternate Sub Consultant(s) in mass.

1. From the Mass Update form select **Mass Update Sub Consultants**.

The Geotechnical Testing Qualifications data entry form will appear.

2. Select an **update choice**: Subs Only, Alts (Alternate subs), or Both.
3. Select a **Sub Consultant** or **alternate Sub Consultant** firm that will perform the selected geotechnical tests. If no subs are available on the drop down lists, enter **Sub Consultants** first.
4. Check the **Update** box in front of each test you want to update to this new information. Be sure to check for additional tests that may be on the list but appear below the bottom of the screen. To select all tests, select **Select All** in the upper right corner of the form.
5. When you are done be sure to click the Update link in the side bar menu, or select **Update Tests** at the bottom of the form. If you leave the form without performing the Update, your changes will not be saved. **Cancel** closes the page without saving any changes. The **Reset** option restores data to the condition it was in when the page was first displayed.

Reports

Overview of 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 Public Works. These reports, including the Verification report, 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 SOQ 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 dialog in the lower left hand corner.

Reports are divided into four groups:

- General
- Services
- Works
- Personnel Experience and Qualifications

Unique reports are available within each of the above groups.



General Reports

General reports include the following:

Firm Information – Provides a single report summarizing the firm data section of your submittal.

Geotechnical Testing – Lists all Geotechnical tests along with your selected options for providing required testing services.

Equipment Listing – Lists all equipment you name as pertinent to providing services for Public Works.

Verification – Perhaps one of the most valuable reports during assembly of your submittal, Verification checks for key data and reports missing or duplicated data.

Sample illustrations of each of the above reports are shown below:

Firm Information

Name of Firm: Able and Jones Construction, Inc.

[To revise the firm name please contact the SOQ Coordinator at Clark County Public Works.]

Federal Tax Identification Number (TIN): 99-1234567

1. **Name and Title of Contact Person:**
David Efros Jr. [Marketing Specialist]
2. **Phone Number:** 455-6008
3. **Fax Number:** 458-9990
4. **Contact Person's E-mail Address:** david.efros@gmail.com
5. **Local Office Address:**
444 S. Prune Street Ste 1233
Las Vegas, NV 89155
6. **Year Local Office Established:** 1999
7. **Main Office Address:**
555 Peachtree Lane
Los Angeles, CA 98034
8. **Year Firm Established:** 1968
9. **Employment (Number of Current Employees by Category)**

Geotechnical Testing

(Note: Prints best in Landscape Format)

In House	CCTM	Organization	Method	Test	Sub Consult
Yes	10			Field Density Testing	
	51			Mix Design - Lime Treated Base	
Yes	52	ACI		Mix Design - Portland Cement Concrete	
	53	ACI		Mix Design - Portland Cement Concrete Pavement (PCCP)	
	54	Asphalt Institute	MS2	Mix Design - Asphalt Concrete	
Yes	55	Clark County	CCTM 403	Mix Design - Asphalt Concrete - Open Graded	
	56	Clark County	CCTM 404	Mix Design - Asphalt Concrete - Ultra Thin Asphalt Concrete Surface	
Yes	90	Clark County	CCTM 010	Straightedging	
	100	AASHTO	T84	Test Method for Specific Gravity and Absorption of Fine Aggregate	
	101	ASTM	D2419	Test Method for Sand Equivalent Value of Soils and Fine Aggregates	
	103	AASHTO	T112	Clay Lumps and Friable Particles	

Equipment Listing

All Services

Computers

Description (Qty)

Dell Laptop PII 740MHz 256MB RAM (29)

Printers/Plotters

Description (Qty)

Hewlet Packard 750-C Jet Plotter (3)

Software

Description (Qty)

Auto CAD Version 10.8 (2)

AutoCad Land Desktop 2006 (9)

AutoDesk Raster Design 2006 (3)

Survey Equipment

Description (Qty)

Geodometer 600 Robotic Total Station (2)

GPS Trimble 4800 (6)

Report Generated: 8/22/2007 1:48:28 PM Pacific (Server) Time

Verification Results

SOQ Status

Status flags in this section are optional, and for your use only. They will not be evaluated.

Status	Description of SOQ Sections and Content
	Firm Data: Enter general information including contact info, main and local offices, numbers and types of employees, insurance coverage, and business designation.
Started	Works Submittals: Identify the Works for which your firm is seeking qualification. Services Submittals: Identify the Services for which your firm is seeking qualification. Employees: Enter employee personal data and indicate which employees will support your submissions for each service.
Done	Firm Projects: Provide requested data on projects started within the last five years to support your firm's submissions. Employee Projects: Provide requested data on employee participation on projects to support your firm's submissions for each service.
Started	Equipment: Identify the type, quantity, and ownership of equipment you can commit to services in your submission. Testing Qualifications: Indicate your in-house or sub-contracted ability to perform materials testing.

Aged Projects

These firm project(s) are older than the allotted 5-years and will not be evaluated. The 5-year cutoff rejects projects completed prior to 1/1/2001. These firm projects should be deleted from your submittal unless you are using them as templates or a source for employee project data.

Clark County Public Works

Service Reports

Reports documenting Services include the following:

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

- Include 3-page summary
- Include Firm Projects
- Include Employee Projects

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

Sample illustrations of each of the above reports are shown below:

Const Management - Administration

Three Page Summary

On January 4, 2000, the Board of County Commissioners approved the Contract with ACB Company to provide solutions and methods to enhance Public Works project review processes for managing capital projects including beltway, bridges, and other major projects.

Work on the project is well underway. However, County Public Works staff desires an additional task(s) be added to the contract to tails for cataloging.

Examples of tasks include (1) the research and identification of an existing problems in approach design that would be useful to share within the department of Public Works. On January 4, 2000, the Board of County Commissioners approved the Contract with ACB Company to provide solutions and methods to enhance Public Works project review processes for managing capital projects including beltway, bridges, and other major projects.

Const Management - Administration

Employee Experience and Qualifications

Employee: David Efras **Category:** A **Const Management - Administration**
Title: Sr. Project Manager
NV Resident: NO **CC Resident:** NO
Experience in Years (Career): 35 **(Firm):** 30 **(Local):** 20
Education: Arizona State University, BS Industrial Engineering
Licensed in Nevada: NO
NV License #:
Discipline:
Original License (State): **(Year Licensed):**
Other Certifications:

Project #1:

Name: ABC Overpass
Start Date: 02/1995 **Completed:** On-going
Job Title:
Location: Over the Rainbow

Proj Description & Firm Responsibility: Who We Are - We Are The Titans!
Our firm is one of the nation's largest multidisciplinary firms, offering a seamless synthesis of engineering, scientific, planning, and architectural services to public and private clients. With 60 offices worldwide and more than 2,400 employees, we are consistently ranked among the top U.S. design firms by Engineering News-Record.

Employee Duties: From master planning and permitting through design and construction management, our firm provides comprehensive services to land development clients.

Owner / Client: Clark County
Contact: Jack Smith **Phone:** 702-455-6000

Total Projects For Above Employee: 1 **Number of projects allowed:** 5

Employee Listing (A/B/C players) – This report provides detailed numeric hours of employee experience in pre-defined areas.

Employee Listing Form																
(Note: Print Using Landscape Format - Adjust Margins If Needed To Show All Columns)																
Legend for Columns A-N																
A. Construction Management	F. Landscape Architecture	K. Surveying														
B. Electrical Engineering	G. Mechanical Engineering	L. Traffic Engineering														
C. Environmental Engineering	H. Right-of-Way and Real Property	M. Transportation														
D. Geotechnical/Quality Assurance	I. SID	N. Utilities - Coordination and Design														
E. Hydraulic/Hydrology	J. Structural Engineering															
Const Management - Administration																
<i>[Sorted By Staff Category and Employee]</i>																
Cat	Employee - Title	Local	Firm	Career	A	B	C	D	E	F	G	H	I	J	K	L
A	Dally, Dilly - Geo Man	3.00	3.00	33.00	-	-	-	-	-	-	-	-	-	-	-	-
A	Mac, Ronald - Hydrologist	1.00	1.00	2.00	1.00	-	0.50	-	0.50	-	-	-	-	-	-	-
A	Probst, Janet - AutoCAD technician	10.00	10.00	10.00	-	-	-	-	-	-	-	-	-	-	-	-
A	Spade, Sam - Project Engineer	20.00	16.00	45.00	1.00	2.00	3.00	4.00	5.00	6.00	1.00	2.00	3.00	4.00	5.00	6.00
B	Cederburg, Gus - Project Manager	9.00	9.00	60.00	-	5.60	-	-	10.00	-	1.00	-	-	-	-	-
B	Hookins, James - Engineer	20.00	20.00	20.00	-	-	-	4.00	-	4.00	4.00	-	-	-	-	-

Works Reports

This report has three sections. The Services Matrix is always included, and you may choose which of two optional sections to include in the report:

- Include 5-page summary
- Include Firm Projects

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

Sample illustrations of each of the above reports are shown below:

Works Category: Bridges

TYPES OF SERVICES	Prime or Sub or Interview P/S/I	Sub Consultant
Constructability Review	I	Named at Interview
Electrical Engineering - Traffic/Lighting	I	Named at Interview
Geotechnical Engineering	I	Named at Interview
Highway Eng - Traffic Engineering	I	Named at Interview
Highway Eng - Urban Arterial Design	P	
Hydraulic/Hydrology - Storm Drain Conveyance	P	
Landscape Architecture	I	Named at Interview
Structural Eng - Transportation and Flood Control	P	
Surveying - Land Surveying	I	Named at Interview
Utilities - Coordination and Design	I	Named at Interview

Five Page Summary

Text only - 25,000 character limit

Firm Projects (Bridges)

Project # 1 :

Project Name: Big Surf and Wave Lagoon WRKS 4444

Start Date: 01/2006

Completed:

Location: Scottsdale, AZ

Proj Description & Firm Responsibility: The 70-acre site, which is designed to resemble a ski resort in winter, includes a 120-foot-high, man-made mountain, eight water slides, a wave pool, a meandering "stream" for tubing, and restaurant and guest support facilities. Our services included a master stormwater plan and designs for clearing and mass grading, parking facilities, roadways, rough grading, and drainage designs which accommodated the unique requirements of the park's rock and snow architectural facades. Utility and drainage systems were integrally designed into the mountain structure, which is a reinforced slope construction. Water runoff is routed through an elaborate stormwater system within the mountain to a conventional system of multisized pipes and retention ponds.

Firm Role: Prime Contractor

Comment:

Entire Cost: \$0

Cost of Firm Portion: \$0

Owner/Client: James Brown

Contact: James Brown

Phone: 602-555-1212

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.

A sample illustration of the above report is shown below:

Personnel Experience and Qualifications David Cook

Employee: Cook, David
Title: Certified Party Chief
NV Resident: Yes **CC Resident:** Yes
Experience in Years (Career): 30 **(Firm):** 1 **(Local):** 15
Education:
Licensed in Nevada: NO
NV License #: N/A
Discipline:
Original License (State): **(Year Licensed):**
Other Certifications: Land Surveying Intern

Projects for: Surveying - Construction Staking - Minor Project Category: 'B'

Project #1:

Project Name: Darnell School - Sewer Off-Sites
Start Date: **Completed:** 07/2001
Job Title: Certified Party Chief
Location: Clark County, Nevada
Description: 2 miles of off-site sewer line for proposed school.
Duties: Sectional monuments along Tropical Parkway were checked and verified for alignment

Other Resources

Browser Configuration

From time to time firms report that when they go to certain pages in the SOQ web site, they do not see information that was previously entered. Chances are that the browser is set to cache web pages. This means that each time the browser receives a request to load a web page it checks to see if the page has been visited recently, and if so, displays a previous stored version of the page. This is a feature designed to improve performance for users with low-speed Internet connections.

You can *and* should set your browser to refresh on each visit to a web page. Following is a step-by-step process to set Microsoft Internet Explorer© correctly. If you are using another browser, consult the Help options in that browser for direction.

1. Launch Internet Explorer©, go to the Tools menu, then select **Internet Options**.

This displays the Options dialog.

2. On the General tab in the middle section 'Temporary Internet Files' select **Settings**.

This opens the Settings dialog.

3. Select Every visit to the page.
4. Select **OK** to close the Settings dialog.
5. Select **OK** to close the Options dialog.

Computer Resource Requirements

Four computer resources will greatly impact your submittal experience:

- Computer
- Internet Connection
- Browser
- Printer

Minimum requirements for you to have a positive SOQ experience include the following. Optimal recommendations for best performance are shown in *bold italic*.

Computer

You may use almost any PC with an Internet connection to connect to the SOQ web site.

Computer CPU:

Pentium 200 MHz (or faster), ***Pentium 4 500 MHz or faster***.

Display:

15" color high resolution, ***17" or larger***

eSOQ USERS GUIDE

Video Resolution: 800 x 600, 1024 x 768

RAM Memory:

Windows 2000© (64MB, 128MB +)

Windows XP© (64MB, 256MB +)

Windows Vista© (256MB, 512MB +)

Internet Connection

Connection: 56K modem (not recommended), high speed DSL, cable modem, or faster.

Software

PC Operating System: Microsoft Windows© 2000, XP, or Vista.

NOTE: Make sure you keep your system updated with all the latest Microsoft Windows© patches.

Browser: Microsoft Internet Explorer© version 6x or later, Mozilla Firefox

NOTE: We have found Internet Explorer© 6.x to be very reliable and compatible with most Internet requirements, including the SOQ. It is available as a free download.

IMPORTANT: Configure your browser to refresh on each visit to a page. Because the SOQ web site is database driven, the pages change frequently. The caching strategy of letting the browser 'remember' pages from previous visits may cause you to view out-of-date information.

Printer

You may use any dot matrix, inkjet, or *laser printer* that supports both portrait and landscape modes. When you print reports you will alternate between portrait and landscape modes to print without loss of data. Ideally the printer should be configured as your Microsoft Windows© default printer.

Data Entry Rules

Project dates are in MM/YYYY format. You cannot use a hyphen to separate the month and year and you must enter all digits. If the month is January – September (1-9) you must enter 01 to 09 for the month portion of the date.

Some characters are not allowed in the text fields including:

<	Less than sign
Tab	Tabs or indents

Ctrl Control characters

Pasting text formatted in Microsoft Word© that includes automatic bullets into large text fields including 3 or 5 page summaries, project descriptions, and employee project duties will convert the text to standard text bullets. The conversion takes place when you save the text by submitting the web page with your inserted text to the web site.

Pasting auto-numbered text lines (numbered bullets) formatted in Microsoft Word© into large text fields including 3 or 5 page summaries, project descriptions, and employee project duties will convert the text to numbered lines with asterisks following the numbers. If you encounter this effect you may have the one time requirement to manually delete the asterisks in order to achieve the desired effect.

Attempts to include graphics or images in your submittal will fail.

External Word Processing

You may find it beneficial to use a word processing application on your PC to compose, edit, and spell check the three and five-page summaries required with the Services and Works submittals. When the text is ready for your submittal, you can copy from your word processor to the clipboard, and paste the text into your submittal.

NOTE: We recommend Microsoft Word© for maximum compatibility but other word processors may be used. We have documented an incompatibility between WordPerfect© and Internet Explorer©. Attempts to use these tools together may result in unreadable text.

Special conversions take place *when you save* text in the large text fields of eSOQ. If you are using text from Microsoft Word©:

- When you paste text with bullets and save the web page, the SOQ converts the bullets to standard asterisks with appropriate spacing. You get the visual effect of a bullet, while maintaining standards for readability of the submittals. Note that numeric bulleted lists will keep the numbers and add an asterisk that you may need to delete.

NOTE: If you use *character count* in Microsoft Word©, the resulting value may differ from that in the eSOQ process. Unfortunately, due to hidden/formatting characters and other issues we cannot duplicate their character count. The count in the eSOQ is final.

Other features supported for all word processors include:

- Single and double quotes may be used in the body of the summary
- Bolding, italics, and underlined text are stripped to normal font

REMEMBER: No graphics are supported in the SOQ submittal. Do not attempt to include graphics in the text summaries.

The functions noted above are implemented in both the data entry forms and reports.

To take text from your Windows based word processor:

1. Highlight the text to be copied.
2. Copy the highlighted selection to the Windows clipboard. Methods to do this may vary depending on your word processor. Most word processors support both of the following options:
 - right-click on the highlighted selection, and select Copy from the context menu, or
 - from the Edit menu select Copy.

You are now ready to paste the text into the SOQ submittal.

3. Select the SOQ application by clicking on the task in your task bar. This bar is normally located at the bottom of your screen. This should open the SOQ so you see the data entry form.
4. Right click in the Summary text box, and select Paste from the context menu.

Your text will appear in the text box. The changes in format noted above are made by the SOQ application *after* you save/submit the data entry page.

Known Support Issues

Issue: Chinese characters when using the Windows clipboard, copying text from WordPerfect®, and pasting into the SOQ web site using Internet Explorer® as your browser.

Details & Solution: This is an incompatibility that has nothing to do with the SOQ. It can be resolved by using a different browser (ie: Netscape, Mozilla Firefox) or an alternate word processor (ie: Microsoft Word®). You can also work around the problem by using the following procedure:

1. Copy text from WordPerfect® into the Windows clipboard.
2. Paste the text into any Windows compatible text program other than WordPerfect.
3. Select the text again, and copy to the Windows clipboard.
4. Paste the text into the SOQ data entry form.

Issue: Cannot access the SOQ submittal web site even though others from other locations seem to be able to find it and log in.

Details & Solution: This may be the result of your office firewall, temporary Internet problems (routing servers down, DNS unavailable, etc.)

Issue: Pasting numbered text that is created using Microsoft Word® numbered bullets where allowed (3 and 5 page summaries, and project descriptive fields) results in numbered lines

with asterisks following the numbers.

Details & Solution: If you encounter this you will have to manually delete the asterisks. Once deleted, they will not be added again.

Web Site Access

The web site is accessible at: <http://pwgate.co.clark.nv.us/>

Each firm who participates in the SOQ submittal process is provided with a private work area. Firms submitting in previous SOQ periods will have their 'old' work area available with starting data based on their last submittal.

Firms submitting for the first time must request a work area. This process is done from the login page, and can be completed in a matter of minutes. To create a work area you will be required to provide your Federal TIN, company name, and some contact information.

After requesting a new work area a unique user name and password are automatically e-mailed to the contact person.

Logging In

Whenever you access the SOQ web site you should start at the login page:

<http://pwgate.co.clark.nv.us/>

For convenience we recommend that you bookmark this page by setting it as a favorite.

To login, from the login page:

1. Type your user name (this is not case sensitive)
2. Type in your password (this is not case sensitive)
3. Select Enter to submit your login request.

The system will log you into your work area. If you receive a message that your user name or password is invalid, carefully repeat the above process. If a second attempt fails, check your records to make sure you are using the correct user name and password. If three consecutive attempts to login fail, you will be presented with an option to contact Clark County Public Works so we can assist you.

Multiple Users From One Firm

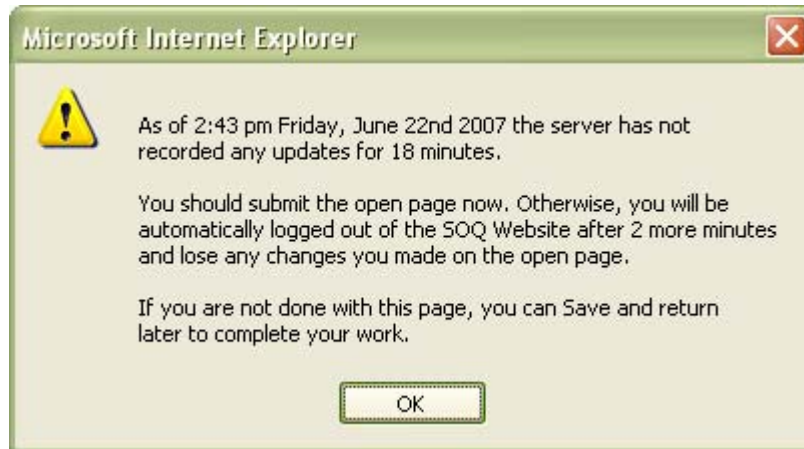
If you have more than one person working on your submittal, you may share the user name and password. Multiple persons may be working on your submittal under the same user name. However, in such cases we recommend that staff work on distinct and separate areas of the submittal. An appropriate approach would be to have someone entering equipment, another person entering employees, and a third person entering project information. We recommend against more than one person entering a single type of data at the same time.

If more than one person from your firm is in your work area at the same time, changes are only displayed when you perform an action that submits or refreshes the form you are working on.

Logging Out

Whenever you are done working on your submittal, we recommend you use the logout option on the side bar menu. Selecting this option closes your work area and terminates your connection with the SOQ server. Leaving open connections is an invitation to potential hackers.

If you forget to logout, the web site will automatically close your work area after twenty minutes of inactivity. The auto-logout process presents a 'two minute warning'.



This is a reminder to you to let the SOQ server know you are still active. You can stay active by submitting a page, or selecting a menu option. Editing text on a page or checking a character count do not communicate with the SOQ server, and will not restart the twenty-minute clock. The auto-logout process will take place if you ignore the 'two minute warning', close your browser, or turn off your computer.

Firewalls & Other Communications Obstacles

Some firms employ firewall technologies that can block communications with the SOQ web site. If you cannot access the site, try the following procedure that tests if your network is allowing you to see the SOQ server.

1. Depending on your version of Windows, from the Start menu select the following:
 - Windows 2000 / XP – Run, type in: cmd and click OK

The system should respond with a DOS prompt similar to C:\>

2. Type: ping 198.190.190.29 and press Enter on your keyboard. The PWGATE server should respond similar to the pattern shown below.

Pinging 198.190.190.29 with 32 bytes of data:

Reply from 198.190.190.29: bytes=32 time<10ms TTL=128

Reply from 198.190.190.29: bytes=32 time<10ms TTL=128

Reply from 198.190.190.29: bytes=32 time<10ms TTL=128

Reply from 198.190.190.29: bytes=32 time<10ms TTL=128

If there is no reply, and you confirm with Public Works that the server is on-line, then it is possible your firewall is blocking the connection, or there are other Internet issues. If you get a response this way, but not with the normal web site URL, then try step 3.

3. Type: ping pwgate and press Enter on your keyboard. The server should respond similar to the pattern shown in step 2 above. If step 2 works correctly but step 3 fails then there is a DNS problem. DNS translates server names (pwgate) into Internet addresses (198.190.190.29). Normally DNS failures are due to temporary communication or server breakdowns somewhere on the Internet (not necessarily in your office or ours), and are generally resolved within 24-26 hours. You can work around this by typing the SOQ Internet address directly (198.190.190.29).

Web Site Downtime

Due to required maintenance procedures the SOQ submittal web site may be inaccessible during certain periods. Attempts to access the web site during these times may appear to work normally, however data changes may not be recorded. Therefore we recommend you do *not* use the web site during the following times:

- Thursdays: 4:00am – 6:00am

If you encounter problems accessing the web site during other times, please contact us.

Contact Us

The staff at Clark County Public Works is interested and ready to help you with your SOQ needs.

NOTE: E-mail requests to soq@ClarkCountyNV.gov are given top priority. Messages left for a specific staff member will be responded to when that person becomes available.

General Statement of Qualifications - Procedures, login/password issues, forms, deadlines, technical support, and other general information:

- Karla Jimenez - soq@clarkcountynv.gov (karlaj@clarkcountynv.gov) - (702) 455-4879
- Tammi Tiger - soq@clarkcountynv.gov (tammit@clarkcountynv.gov) - (702) 455-2762

Services

Const Management - Administration

Michael Mamer- mmamer@clarkcountynv.gov - (702) 455-6081

Const Management - QA (Mat Test/Insp)

Mike Dunning - dunning@clarkcountynv.gov - (702) 455-7430

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Const Management - Staff Augmentation

Michael Mamer- mmamer@clarkcountynv.gov - (702) 455-6043

Electrical Engineering - Traffic/Lighting

Joanna Wadsworth - joanna@clarkcountynv.gov - (702) 455-6009

Irene Lam - lam@clarkcountynv.gov - (702) 455-1487

Environmental Engineering

Ray Kilmer - rlk@clarkcountynv.gov - (702) 455-6074

Kathleen Kingston- kingston@clarkcountynv.gov - (702) 455-6043

Geotechnical Engineering

Mike Dunning - dunning@clarkcountynv.gov - (702) 455-7430

Highway Eng - Freeway Design

Harold Elliot - helliott@clarkcountynv.gov - (702) 455-6921

Highway Eng - Traffic Engineering

Irene Lam - lam@clarkcountynv.gov - (702) 455-1487

Highway Eng - Urban Arterial Design

Harold Elliot - helliott@clarkcountynv.gov - (702) 455-6921

Joe Yatson - jyatson@clarkcountynv.gov - (702) 455-6082

Hydraulic/Hydrology - Detention/Retention

Roy Davis - rdavis@clarkcountynv.gov - (702) 455-6075

Mona Stammetti - monas@clarkcountynv.gov - (702) 455-6077

Hydraulic/Hydrology - Hydrology

Clark County Public Works

Roy Davis - rdavis@clarkcountynv.gov - (702) 455-6075

Mona Stammetti - monas@clarkcountynv.gov - (702) 455-6077

Hydraulic/Hydrology - Storm Drain Conveyance

John Catanese - catanese@clarkcountynv.gov - (702) 455-6616

Landscape Architecture

Joanna Wadsworth - joanna@clarkcountynv.gov - (702) 455-6009

Mona Stammetti - monas@clarkcountynv.gov - (702) 455-6077

Right-of-Way - Acquisition/Negotiation and/or Relocation Services

Pam Wyatt - pw Wyatt@clarkcountynv.gov - (702) 455-6098

Right-of-Way - Appraisals

Pam Wyatt - pw Wyatt@clarkcountynv.gov - (702) 455-6098

Right-of-Way - Government Land Acquisitions

Pam Wyatt - pw Wyatt@clarkcountynv.gov - (702) 455-6098

SID (Special Improvement Districts)

Patsy Schrader - patsys@clarkcountynv.gov - (702) 455-6022

Structural Eng - Transportation and Flood Control

Ray Kilmer - rlk@clarkcountynv.gov - (702) 455-6074

Surveying - Construction Staking - Major Project

Gene Sawyer - genes@clarkcountynv.gov - (702) 455-0640

Jim Marlett- jmx@clarkcountynv.gov - (702) 455-0640

eSOQ USERS GUIDE

Surveying - Construction Staking - Minor Project

Gene Sawyer - genes@clarkcountynv.gov - (702) 455-0640

Jim Marlett- jmx@clarkcountynv.gov - (702) 455-0640

Surveying - Land Surveying

Jim Marlett - jmx@clarkcountynv.gov - (702) 455-0640

Steve Williams - stevev@clarkcountynv.gov - (702) 455-6150

Surveying - Land Surveying (Laughlin)

Gene Sawyer - genes@clarkcountynv.gov - (702) 455-0640

Jim Marlett - jmx@clarkcountynv.gov - (702) 455-0640

Works

Bridges

Ray Kilmer - rlk@clarkcountynv.gov - (702) 455-6074

Construction Management

Michael Mamer- mmamer@clarkcountynv.gov - (702) 455-6081

Flood Control

Roy Davis - rdavis@clarkcountynv.gov - (702) 455-6075

Mona Stammetti - monas@clarkcountynv.gov - (702) 455-6077

John Catanese - catanese@clarkcountynv.gov - (702) 455-6616

Limited Access Roadways

Harold Elliot - helliott@clarkcountynv.gov - (702) 455-6921

Pedestrian Grade Separations

Joe Yatson - jyatson@clarkcountynv.gov - (702) 455-6082

Irene Lam - lam@clarkcountynv.gov - (702) 455-1487

Clark County Public Works

Streets and Road Repair

Mona Stammetti - monas@clarkcountynv.gov - (702) 455-6077

Joe Yatson - jyatson@clarkcountynv.gov - (702) 455-6082

Glossary of Definitions & Terms

Active Server Pages (ASP)

The Microsoft Internet Explorer© script interpreter used to develop the SOQ web application. The script code generates HTML when a page is requested. ASP pages often include a combination of ASP, Java Script, Dynamic HTML and VB technologies. These are all used on the SOQ web site.

ASCII text

American Standard Code for Information Interchange. A code used to convert letters, numbers, punctuation, and control codes into digital form that can be processed by a computer.

Authentication

The process of verifying an identity.

AutoCAD®

Any reference made in the manual to CADD or AutoCAD will be a reference to the Autodesk® software known as "AutoCAD®" or AutoCAD Civil 3D.

The use of third party overlay programs such as "Eagle Point" or AutoCAD's LDD civil programs are at the discretion of the user. All CADD files will be submitted to the County in the Standard AutoCAD .dwg or .xml format and on approved Microcomputer Disk Media. DXF files are not acceptable. The use of .dwt format is acceptable for the review process with pre-approval of the project manager. All text fonts or shape files in drawing must either be standard Windows or AutoCAD fonts. All other fonts or shape files must be provided with the electronic files submitted to the County. The preferred media will be CD Rom or DVD Rom. USB Flash Drives are also acceptable. Other formats are acceptable only with pre-approval of the project manager. The use of AutoCAD external reference files (XREF's) is acceptable providing the files come directly from the directory of the master drawing and the reference does not link to files in other 'drive directories'. All XREF drawings must have an insertion point of 0,0. All linked data files shall be treated in the same manner.

Browser

Software running on a client computer that interprets the markup of HTML files posted on the Internet, formats them into Web pages, and displays them to the user.

Clark County Standard Drawings

Refers to the *Uniform Standard Drawings* (Volumes 1 & 2) available from the Clark County Regional Transportation Commission. As of the release date of this document you may download these at: <http://www.rtcsonthernnevada.com/streets/specs.htm>

Clark County Standard Specifications

Refers to the 'Uniform Standard Specifications' available from the Clark County Regional Transportation Commission. As of the release date of this document you may download these at: <http://www.rtcsonthernnevada.com/streets/specs.htm>

Client computer

A computer that is connected to a server to send and receive information. Often used to describe an operators PC when they are connected to the Internet or a file server.

County

The terms "County" or "the County" are a generic reference to the Department of Public Works, Clark County, Nevada

Data Entry Page

A page on the web site that allows you to enter or edit existing data. Often this page is reached by navigating from a summary page.

Dialog

An on-screen form designed to organize command options and data entry fields. Typically a dialog has a heading, with an OK button to accept the changes and close it, or Cancel to close it without saving changes.

DNS

Domain Name System. A distributed database that allows applications to translate IP addresses for a particular network from unfriendly 32-bit addresses to a domain name.

Drop down list box

A data tool used on forms to display options you can select from. To open the list and view items click on the prompt arrow. To select an item on the list, click on the item description. To close the list without changing a selection, click the prompt arrow again.

E-mail

Electronic mail. A service that allows those with pre-assigned accounts to send messages and files to one another over a network.

E-mail client

eSOQ USERS GUIDE

A software application installed on a PC that allows the computer to send and receive e-mail via the Internet.

Filter

To restrict your view of data to a selected group or criteria. For example, all equipment would be an unfiltered list. Listing only computer equipment would be a filtered list.

Hardcopy

The printed copy of an electronic file.

Hierarchy

Application of a top to bottom design. On the SOQ Web Site the top of the hierarchy is the Main Menu, followed by the Primary forms. From the Primary forms you can go to data input forms for specific tasks. These data input forms are the lowest level of the hierarchy.

Home page

The main page of an Internet or Intranet site. Also called the Main Menu on the SOQ web site.

HTML

Hyper Text Markup Language. A system of marking up or tagging a document so it can be published on a web site.

Internet

A general term describing the network of servers and users who share resources locally and around the world. A standard interface for accessing this network is a browser. Internet protocol refers to the transport used for Internet access.

JavaScript

Scripting language developed by Netscape and Sun that lets users create interactive web pages. Jscript is an extension for HTML.

List box

A data tool used on forms to display options you can select from. Often there are more items on a list than can be viewed in the limited space available. When this condition occurs, a scroll bar is provided at the right side of the list. You can click on the scroll bar arrows (at the top or bottom of the scroll bar) to move either up or down in the list. You may also drag the box on the scroll bar to move through a long list. To select an item on the list click on the item description.

Microcomputer Disk Media

Acceptable media for transfer of data includes:

CD-ROM (computer format -"Write Once" or "Rewriteable" formats) Preferred

DVD-ROM (computer format)

100 MB or 250 MB 3 ½" 'ZIP' disks

Other formats are acceptable only with pre-approval of the project manager. If file compression is required, a self-extracting format must be used. The use of e-mail to submit electronic files to the County is acceptable only with the pre-approval of the project manager.

Prime Consultant

The Prime Consultant is responsible to meet the requirements of the County as noted in SOQ and later contractual requirements. In some cases, a Sub Consultant may be hired by the Prime to provide services, subject to the requirements of the County.

Project Manager

A designated County employee assigned to oversee a design project.

Password

A unique identifier that when combined with a user name grants access to one or more authorized users.

RAM

Random access memory.

Scroll Bar

List boxes and windows that have more information than can be displayed in the space available will automatically display a scroll bar in the vertical and/or horizontal axis. You can click on the arrows to scroll through the information.

SID

Special Improvement District.

Sub Consultant

A firm or individual that is being considered for, or is approved to provide professional services under the Prime Consultant.

Summary Page

A page on the web site that summarizes data for a section or topic. Normally this page links to one or more data entry pages where you may edit the data.

URL

Uniform Resource Locator. An address to an object, document, page, or other destination on the Internet or an intranet.

User Name

eSOQ USERS GUIDE

A unique identifier provided to each firm who creates an SOQ work area.