

SF-330, Part II

Part II - General Qualifications

Prepare a separate Part II for each firm that will be part of the team. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

| Code | Description | Code | Description |
|------|--|------|-------------------------------------|
| 01 | Acoustical Engineer | 32 | Hydraulic Engineer |
| 02 | Administrative | 33 | Hydrographic Surveyor |
| 03 | Aerial Photographer | 34 | Hydrologist |
| 04 | Aeronautical Engineer | 35 | Industrial Engineer |
| 05 | Archeologist | 36 | Industrial Hygienist |
| 06 | Architect | 37 | Interior Designer |
| 07 | Biologist | 38 | Land Surveyor |
| 08 | CADD Technician | 39 | Landscape Architect |
| 09 | Cartographer | 40 | Materials Engineer |
| 10 | Chemical Engineer | 41 | Materials Handling Engineer |
| 11 | Chemist | 42 | Mechanical Engineer |
| 12 | Civil Engineer | 43 | Mining Engineer |
| 13 | Communications Engineer | 44 | Oceanographer |
| 14 | Computer Programmer | 45 | Photo Interpreter |
| 15 | Construction Inspector | 46 | Photogrammetrist |
| 16 | Construction Manager | 47 | Planner: Urban/Regional |
| 17 | Corrosion Engineer | 48 | Project Manager |
| 18 | Cost Engineer/Estimator | 49 | Remote Sensing Specialist |
| 19 | Ecologist | 50 | Risk Assessor |
| 20 | Economist | 51 | Safety/Occupational Health Engineer |
| 21 | Electrical Engineer | 52 | Sanitary Engineer |
| 22 | Electronics Engineer | 53 | Scheduler |
| 23 | Environmental Engineer | 54 | Security Specialist |
| 24 | Environmental Scientist | 55 | Soils Engineer |
| 25 | Fire Protection Engineer | 56 | Specifications Writer |
| 26 | Forensic Engineer | 57 | Structural Engineer |
| 27 | Foundation/Geotechnical Engineer | 58 | Technician/Analyst |
| 28 | Geodetic Surveyor | 59 | Toxicologist |
| 29 | Geographic Information System Specialist | 60 | Transportation Engineer |
| 30 | Geologist | 61 | Value Engineer |
| 31 | Health Facility Planner | 62 | Water Resources Engineer |

List of Experience Categories (Profile Codes)

| Code | Description | Code | Description |
|------|---|------|--|
| A01 | Acoustics, Noise Abatement | E01 | Ecological & Archeological Investigations |
| A02 | Aerial Photography; Airborne Data and Imagery Collection and Analysis | E02 | Educational Facilities; Classrooms |
| A03 | Agricultural Development; Grain Storage; Farm Mechanization | E03 | Electrical Studies and Design |
| A04 | Air Pollution Control | E04 | Electronics |
| A05 | Airports; Nav aids; Airport Lighting; Aircraft Fueling | E05 | Elevators; Escalators; People-Movers |
| A06 | Airports; Terminals and Hangars; Freight Handling | E06 | Embassies and Chanceries |
| A07 | Arctic Facilities | E07 | Energy Conservation; New Energy Sources |
| A08 | Animal Facilities | E08 | Engineering Economics |
| A09 | Anti-Terrorism/Force Protection | E09 | Environmental Impact Studies, Assessments or Statements |
| A10 | Asbestos Abatement | E10 | Environmental and Natural Resource Mapping |
| A11 | Auditoriums & Theaters | E11 | Environmental Planning |
| A12 | Automation; Controls; Instrumentation | E12 | Environmental Remediation |
| B01 | Barracks; Dormitories | E13 | Environmental Testing and Analysis |
| B02 | Bridges | F01 | Fallout Shelters; Blast-Resistant Design |
| C01 | Cartography | F02 | Field Houses; Gyms; Stadiums |
| C02 | Cemeteries (<i>Planning & Relocation</i>) | F03 | Fire Protection |
| C03 | Charting: Nautical and Aeronautical | F04 | Fisheries; Fish ladders |
| C04 | Chemical Processing & Storage | F05 | Forensic Engineering |
| C05 | Child Care/Development Facilities | F06 | Forestry & Forest products |
| C06 | Churches; Chapels | G01 | Garages; Vehicle Maintenance Facilities; Parking Decks |
| C07 | Coastal Engineering | G02 | Gas Systems (Propane; Natural, Etc.) |
| C08 | Codes; Standards; Ordinances | G03 | Geodetic Surveying: Ground and Airborne |
| C09 | Cold Storage; Refrigeration and Fast Freeze | G04 | Geographic Information System Services: Development, Analysis, and Data Collection |
| C10 | Commercial Building (<i>low rise</i>); Shopping Centers | G05 | Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting |
| C11 | Community Facilities | G06 | Graphic Design |
| C12 | Communications Systems; TV; Microwave | H01 | Harbors; Jetties; Piers, Ship Terminal Facilities |
| C13 | Computer Facilities; Computer Service | H02 | Hazardous Materials Handling and Storage |
| C14 | Conservation and Resource Management | H03 | Hazardous, Toxic, Radioactive Waste Remediation |
| C15 | Construction Management | H04 | Heating; Ventilating; Air Conditioning |
| C16 | Construction Surveying | H05 | Health Systems Planning |
| C17 | Corrosion Control; Cathodic Protection; Electrolysis | H06 | Highrise; Air-Rights-Type Buildings |
| C18 | Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting | H07 | Highways; Streets; Airfield Paving; Parking Lots |
| C19 | Cryogenic Facilities | H08 | Historical Preservation |
| D01 | Dams (<i>Concrete; Arch</i>) | H09 | Hospital & Medical Facilities |
| D02 | Dams (<i>Earth; Rock</i>); Dikes; Levees | H10 | Hotels; Motels |
| D03 | Desalinization (<i>Process & Facilities</i>) | H11 | Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>) |
| D04 | Design-Build - Preparation of Requests for Proposals | H12 | Hydraulics & Pneumatics |
| D05 | Digital Elevation and Terrain Model Development | H13 | Hydrographic Surveying |
| D06 | Digital Orthophotography | | |
| D07 | Dining Halls; Clubs; Restaurants | | |
| D08 | Dredging Studies and Design | | |

List of Experience Categories (Profile Codes)

| Code | Description | Code | Description |
|------|---|------|--|
| I01 | Industrial Buildings; Manufacturing Plants | P09 | Product, Machine Equipment Design |
| I02 | Industrial Processes; Quality Control | P10 | Pneumatic Structures, Air-Support Buildings |
| I03 | Industrial Waste Treatment | P11 | Postal Facilities |
| I04 | Intelligent Transportation Systems | P12 | Power Generation, Transmission, Distribution |
| I05 | Interior Design; Space Planning | P13 | Public Safety Facilities |
| I06 | Irrigation; Drainage | | |
| J01 | Judicial and Courtroom Facilities | R01 | Radar; Sonar; Radio & Radar Telescopes |
| L01 | Laboratories; Medical Research Facilities | R02 | Radio Frequency Systems & Shieldings |
| L02 | Land Surveying | R03 | Railroad; Rapid Transit |
| L03 | Landscape Architecture | R04 | Recreation Facilities (Parks, Marinas, Etc.) |
| L04 | Libraries; Museums; Galleries | R05 | Refrigeration Plants/Systems |
| L05 | Lighting (Interior; Display; Theater, Etc.) | R06 | Rehabilitation (Buildings; Structures; Facilities) |
| L06 | Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.) | R07 | Remote Sensing |
| M01 | Mapping Location/Addressing Systems | R08 | Research Facilities |
| M02 | Materials Handling Systems; Conveyors; Sorters | R09 | Resources Recovery; Recycling |
| M03 | Metallurgy | R10 | Risk Analysis |
| M04 | Microclimatology; Tropical Engineering | R11 | Rivers; Canals; Waterways; Flood Control |
| M05 | Military Design Standards | R12 | Roofing |
| M06 | Mining & Mineralogy | S01 | Safety Engineering; Accident Studies; OSHA Studies |
| M07 | Missile Facilities (Silos; Fuels; Transport) | S02 | Security Systems; Intruder & Smoke Detection |
| M08 | Modular Systems Design; Pre-Fabricated Structures or Components | S03 | Seismic Designs & Studies |
| N01 | Naval Architecture; Off-Shore Platforms | S04 | Sewage Collection, Treatment and Disposal |
| N02 | Navigation Structures; Locks | S05 | Soils & Geologic Studies; Foundations |
| N03 | Nuclear Facilities; Nuclear Shielding | S06 | Solar Energy Utilization |
| O01 | Office Buildings; Industrial Parks | S07 | Solid Wastes; Incineration; Landfill |
| O02 | Oceanographic Engineering | S08 | Special Environments; Clean Rooms, Etc. |
| O03 | Ordnance; Munitions; Special Weapons | S09 | Structural Design; Special Structures |
| P01 | Petroleum Exploration; Refining | S10 | Surveying; Platting; Mapping; Flood Plain Studies |
| P02 | Petroleum and Fuel (Storage and Distribution) | S11 | Sustainable Design |
| P03 | Photogrammetry | S12 | Swimming Pools |
| P04 | Pipelines (Cross-Country - Liquid & Gas) | S13 | Storm Water Handling & Facilities |
| P05 | Planning (Community, Regional, Areawide and State) | T01 | Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>) |
| P06 | Planning (Site, Installation, and Project) | T02 | Testing & Inspection Services |
| P07 | Plumbing & Piping Design | T03 | Traffic & Transportation Engineering |
| P08 | Prisons & Correctional Facilities | T04 | Topographic Surveying and Mapping |
| | | T05 | Towers (<i>Self-Supporting & Guyed Systems</i>) |
| | | T06 | Tunnels & Subways |

List of Experience Categories (Profile Codes)

| Code | Description |
|-------------|---|
| U01 | Unexploded Ordnance Remediation |
| U02 | Urban Renewals; Community Development |
| U03 | Utilities (Gas and Steam) |
| V01 | Value Analysis; Life-Cycle Costing |
| W01 | Warehouses & Depots |
| W02 | Water Resources; Hydrology; Ground Water |
| W03 | Water Supply; Treatment and Distribution |
| W04 | Wind Tunnels; Research/Testing Facilities Design |
| Z01 | Zoning; Land Use Studies |

